

Bits of Bytes

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

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Issue 3



The Prez Sez

by Cary Quinn,
President,
P*PCompAS

As we March into spring I hope your thoughts will turn towards the security of good backup practices; hopefully before disaster strikes. Disaster recovery may be a topic we can look into as a future presentation, but for this month we will be showcasing a presentation on the latest version of Acronis True Image.

"Man is still the most extraordinary computer of all."
— John F. Kennedy ☺



Meeting Minutes

by Toni Logan,
Secretary,
P*PCompAS

The 7 February 2015 meeting was called to order by the President, Cary Quinn, at 9 am. He welcomed everyone and reminded us that the coffee is generously donated by Laura at Starbucks at the Citadel Crossing. Coffee and donuts are free for first time guests and a donation for all others.

The minutes of the last meeting were approved as written in the newsletter. The President reported that the financial review has been completed and that the Board of Directors held a meeting on January 17.

Next P*PCompAS meeting: Saturday, 7 March 2015
Learn about Acronis True Image 2015 from a webinar with Gene Barlow.

OFFICER REPORTS

The Vice President had no report and neither did the Secretary. Treasurer Dennis Conroy was not at the meeting. The President reported that the only major expenditures were a gift to the church and the annual volunteer's luncheon. A budget is being worked on. Possible future expenditures were a gift to the church, a picnic or outing, or a free month of coffee and donuts.

APCUG Representative Joe Nuvolini reported that our dues have been paid. He also mentioned that he had sent the notice of an APCUG virtual conference to the members and also filed our annual tax return.

Newsletter Editor Greg Lenihan said that the deadline for the next newsletter is February 21.

Media Representative Ilene Steinkruger had nothing to report.

OLD BUSINESS: None

NEW BUSINESS

There were a couple of announcements. One was that there would be an electronic recycle at the Ent Credit Union at Woodmen and Campus Drive on Saturday, February 28, 2015. The second was made by Warren Hill. He reported that a computer lab in a grade school in Mexico was to be named for Bill and Barbara Everett. The school is near our sister city of Casa Nuevo Grande.

The next meeting will be on March 7, 2015. The business meeting was adjourned.

AROUND THE ROOM

The around-the-room discussion was varied as usual. Catch up on it via the audio on our website.

PROGRAM

Joe Nuvolini shared his experience, photos, and videos of CES at Las Vegas, Nevada. It was, as always, interesting, and we saw some new technology.

DRAWING

Bob Blackledge—Flashlight
Warren Hill—Computer monitor ☺



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P*PCompAS

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Publicity: Harvey McMinn

Nominating: Vacant

Board of Directors

Toni Logan

Norm Miller

Bob Blackledge

Warren Hill

John Pearce

PC Workshop

by Ann Titus, P*PCompAS

Where and when: First Wednesday of each month at the **Colorado Springs Senior Center** located at 1514 N. Hancock Avenue in the Catherine Smith Room in the NW corner of the center. We meet from 9:30 am to 11:30 am.

Following the demise of the CoSnug computer classes in 2010, Marty White and I began offering a monthly opportunity for seniors to share their concerns, questions, and expertise with one another in a format of questions with answers, and demonstration followed by offerings of the latest information on computing. This is not a hands-on approach, because the participants do not have computers, but has seemed to fill a need for those wanting specific instruction on solving their computer problems. The Senior Center requires a \$1.00 fee per participant. Normally, there are about a dozen participants each month.

We emphasize the availability of free programs and have a motto that "There is no dumb question!" There is a lot of expertise within the group and everyone shares in the fun of discovering desired answers. We seem to cover a wide spectrum of questions which I will attempt to list at least in part.

INTERNET:

With all things on the Internet, we stress the need for caution in selections made during downloads—"Be careful what you click"

- Security: Avast, Windows

security essentials, password protection, downloads, 3rd party cookies

- Browsers (search engines)
- Service providers
- Search engines
- E-Mail: Creating folders, setting safeguards; downloading attachments; creating attachments; saving e-mails
- Cloud Computing (Dropbox; Real Player Cloud, Google Cloud, One Drive)
- Library (Cybershelf; e-readers)
- Social media safeguards (Twitter, Facebook, Blogs)
- Maintenance and computer repair (updating; Malwarebytes; Ccleaner; backup and restore)
- Special applications: Evernote, book publishing, Skype, LibreOffice, Grovo

MISCELLANEOUS:

- Managing files and folders
- How to create shortcuts
- Working with photos: Irfanview, Picasa, Photo Shop Elements, Pixlr. How to set up and maintain a system for saving photos.
- How to create video presentations (Photo Story 3/ Windows Movie Maker)
- How to move photos from camera to folders
- How to publish a book
- How to find medical and safety equipment for seniors
- How to make screen shots (PrtScn, Snipping Tool)
- Burning CDs/DVDs

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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.

I spoke a bit about Sling TV at the February general meeting. I thought I would pass along a bit more information. Sling TV is a package of 15 TV channels including ESPY, ESPN2, TNT, TBS, Food Network, HGTV, Travel, Elf Rely, MAKER, Adult Swim, Cartoon Network, Disney, ABC Family, CNN, and Galveston. They are currently in negotiations to add AM and BBC World News. The package runs \$20 per month with no contract. You can watch it anytime, anywhere, on your TV, tablet, smart phone, or computer. You need a device to watch it on your TV.



Nuggets from Nuvo
by Joe Nuvolini, P*PCompAS



They are currently offering four special deals. If you prepay for three months you can get a free Amazon Fire TV Stick or Rock Streaming Stick. These

plug into the HDMI jack on your TV. If you prepay for the same three months you can get \$50 off Amazon Fire TV or Roku3. They also have some add-on packages for an additional \$5/month each. They include Sports Extra, Kids Extra, and News & Info Extra. You do need to have a wireless router in your home as that is how the HDMI devices connect to the Internet. For more info, visit <http://www.sling.com>. ☺

Programs Committee Meeting
by Harvey McMinn, P*PCompAS

The Programs Committee met after the February 7th membership meeting at the church. Committee members Toni Logan, Peter Rallis, Paul Godfrey, and Harvey McMinn met to discuss the topic of future presentations. President Cary Quinn was also in attendance.

John Pearce has volunteered to do a program in May by giving

us an overview of Microsoft Windows 10.

The committee would like to ask the membership these questions:

1. What presentations would you be interested in?
2. Are there any members that would be interested in doing a mini presentation (15 or 20+ minutes) on a program or application they are using?

We would have three or four scheduled for a meeting.

3. Do any members know a friend or someone that would be able to do a presentation?

The committee requests that all members check with friends to see if they would be interested in coming to our meetings. Maybe we could generate more interest and ultimately more members. ☺

PC Workshop (Cont. from page 2)

- How to backup and restore
- How to use System Restore (setting restore points, etc.)

FUN: Each month we try to share some of the fun things that have appeared in our e-mails.

There are lots of questions asked over and over about simple things like copy, cut, and paste; how to move files from one folder to another; simple questions about how to deal with photos. These are things which may seem obvious to many (especially young people), but to those who have not grown up

with computers, pose problems. At least for the foreseeable future, our generation may continue to need the support and direction.

Questions not answered are my challenge to find answers and e-mail the results. I also e-mail any of the articles that the members of the group want, so they have them to use after the meeting. Finally, we do have a lot of fun in a very non-threatening environment where we can learn together. We are happy to include anyone who is searching for answers to their specific computer questions or challenges. ☺

Tip: Google has a URL Shortener

Google has a convenient URL-shortener service. Here's how it works:

1. Select and copy your long URL into your clipboard.
2. Go to goo.gl
3. Paste your URL into the box where your cursor is positioned.
4. Click the Shorten URL button.

Copy (Ctrl+C) the already "selected" short URL to your clipboard. It looks like this: <http://goo.gl/tjzuZW>. ☺

Amazon Prime Streaming Media Takes on Netflix

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

WEBSITES:

<http://www.amazon.com/Cocked/dp/B00RSGI10U/>
<http://www.amazon.com/gp/help/customer/display.html?nodeId=200444160>
http://www.amazon.com/Prime-Instant-Video/b/ref=sv_atv_0?_encoding=UTF8&node=2676882011
<http://www.msn.com/en-us/money/technology/in-amazon-netflix-battle-consumer-is-the-winner/ar-AA8aEhj>
<http://finance.yahoo.com/news/analyst-says-amazon-prime-reach-185905585.html>
<http://www.nasdaq.com/article/should-netflix-inc-and-amazoncom-be-making-movies-cm438851>
<http://www.marketwatch.com/story/netflix-is-the-favorite-in-streaming-market-2015-01-16>
<http://www.marketwatch.com/story/amazon-unveils-13-new-shows-2015-01-06>
<http://www.nasdaq.com/article/overstockcom-is-no-threat-to-netflix-or-amazoncom-cm438935>
<http://www.forbes.com/sites/dorothy pomerantz/2015/01/22/netflix-and-amazon-will-have-a-harder-time-with-movies-than-they-did-with-tv/>
money.cnn.com/2015/01/11/media/amazon-netflix-golden-globes/index.html
<https://gma.yahoo.com/blogs/abc-blogs/amazon-amzn-movie-plans-shake-hollywood-154658496--abc-news-deals.html>
<https://au.finance.yahoo.com/news/amazon-produce-acquire-original-movies-230111020.html>
<https://en.wikipedia.org/wiki/Netflix>
https://en.wikipedia.org/wiki/Amazon.com#Amazon_Prime

As I type this, the extremely popular streaming media company Netflix is operating in over 40 countries, and has in excess of 50 million paid subscribers. Originally known for its mail-based DVD rental service, Netflix is currently the world leader in streaming media subscriptions. Once thought of in monopoly terms, Netflix is now facing serious competition from a multitude of sources including the online retailer Overstock.com, retailing megalith WalMart, and the marketing powerhouse of Amazon. While the lesser streaming media competitors (if anyone could ever consider Walmart a “lesser competitor”) have barely dented Netflix’ dominance in the streaming media market, Amazon’s growth as a direct competitor has been explosive.

According to Rich Tullo, the Director of Research for the old line Wall Street firm of Albert Fried & Company, “It looks to me like they are very close to or preparing to approach 45 million U.S. [and UK] subs by the end of 2015. They could

be pretty close to it now.” ... I think they’re probably really close to Netflix in terms of U.S. subs.” According to Tullo, “(Amazon) Prime subscribers are attracted to both the instant video content and the free two-day shipping, not one or the other. Once they see the platform, I think they like it,” Tullo said of those who accepted a trial offer. “I like it, it’s easy to use, and it’s got a full content offering. It’s very synergistic with their (Amazon’s) business.”

While most readers of this column are at least somewhat familiar with Amazon’s Prime services, many are not probably aware of the breadth and depth of the Prime offerings currently available for a \$99 annual membership. Subscription discounts are available to students with an “edu” email address, new mothers (Amazon is the largest seller of diapers in the US), Prime subscriptions given as a gift, new Prime subscribers may qualify for a discount, and Prime may be available as a free affinity benefit from some of the premium credit card companies. One-time free trials of Prime are also available from Amazon. While Netflix at about \$8 per month predominately provides the benefits of “SVOD” (Streaming Video on Demand), Amazon provides somewhat competitive streaming media, as well as many additional benefits not available to Netflix subscribers. The list of Amazon Prime benefits are extensive and includes free two-day shipping on most items sold by Amazon; Prime Instant Video, which includes over 40,000 titles of unlimited streaming of movies and TV; Prime Music, which includes unlimited, ad-free access to hundreds of Prime Playlists and more than a million songs for members; Prime Photos, secure unlimited photo storage on the Amazon Cloud Drive; Prime Pantry where members can purchase low priced grocery, household, and pet care items for a flat delivery fee of \$5.99 for each Prime Pantry box; Prime Early Access, where bargain hunters can get 30 minute early access to select Lightning Deals on Amazon; Kindle Owners’ Lending Library

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Amazon Streaming (Cont. from page 4)

where Prime members can borrow for free many of the otherwise paid Kindle e-books; Kindle First, where members can download a new book for free every month from the Kindle First picks; Membership Sharing, where Prime members may invite up to four eligible household members living at the same address to enjoy the shipping benefits of a Prime membership at no extra cost.

While the majority of Amazon Prime members apparently join to get the free two day shipping benefits, the other major reason why (according to Tullo) Amazon Prime has tripled its membership in the last couple of years is its rapidly expanding library of streaming media. According to Amazon, "Prime members can watch thousands of movies and TV shows at no additional cost. You can instantly stream Prime Instant Video titles from your computer's web browser, Fire phone, Fire TV, Fire Tablets, iOS devices, Android phones, and hundreds of other Internet-connected TVs, Blu-ray players, set-top-boxes, and gaming consoles." In addition to its paid Prime subscribers, Amazon also makes the streaming media available for free to those with a 30-day trial of Amazon Prime or Amazon Prime Instant Video.

Amazon's current collection of movies and TV shows is smaller than that of Netflix, but Amazon is constantly increasing its selection of available media, with the clear intent of going head to head with Netflix. Amazon also offers one of the largest collections of streaming music in the industry, with millions of titles available for free to subscribers. In addition to licensing content from the Hollywood movie houses and

national and international TV networks, Amazon also had a massive collection of movies, shows, and series created by the pay-per-view and subscription media companies, such as HBO. Amazon, like Netflix, has started to finance the production of quality media and movies exclusively for its subscribers. According to a January 14 article published by MSN, "In Amazon, Netflix battle, consumer is the winner," by Therese Poletti of Market Watch, "The video-streaming battle between Netflix and Amazon.com Inc. is intensifying, as both companies seek to become more like Hollywood producers, with Amazon upping the stakes this week in a big content deal. Amazon, fresh off two awards at the Golden Globes for its new show "Transparent," announced a deal on Tuesday with filmmaker Woody Allen to write and direct his first television series." In an article by the Motley Fool, dated January 31, "Amazon announced plans to launch a dozen original movies starting this year."

In addition to original movies, Amazon is also actively producing a large collection of new series, ten of which the pilots have been completed and are currently available to Amazon Prime and Prime Instant Video subscribers to



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The digerati arrived early on the third Saturday in February, knowing that the arrival of heavy snow would occur later in the day. That did not deter the happy mood and easy banter about all things techie and practical. Plus, many had coupons for a discount on breakfast.



Amazon Streaming (Cont. from page 5)

Help pick the next Amazon Original Series.



view and evaluate.

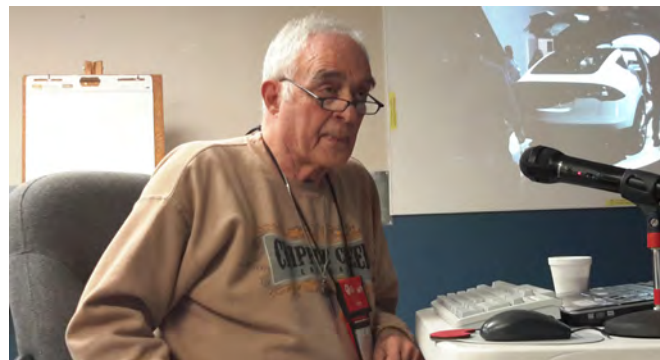
The ten recently released pilots, joining the stable of already released series, include several animated series for children (Buddy, Tech Detective; Sarah Solves It, and the Stinky and Dirty Show), a fully acted children's series (Just Old Magic), and several comedy,

action and drama series including The New Yorker Presents, Point of Honor, Man in the High Castle, Cocked, and Mad Dogs. Amazon Studios Vice President Roy Price is quoted on Amazon.com as saying, "Our first pilot season of 2015 brings some of the greatest storytellers in the business to Amazon customers with works of novelty and passion. We're very excited by the shows and look forward to getting customers' reactions." I recently viewed "Cocked," and found it totally entertaining and well done from an artistic view. Many other viewers of "Cocked" have had the same impression, as 1535 reviews of "Cocked" have been posted on Amazon, with 922 reviewers giving it 5 stars, and 352 giving it 4 stars, with the remaining 231 giving it lower scores, with an overall average of 4.3 out of 5 stars. I agree with the consensus of many of the reviewers who stated that "Cocked" included a good blend of both humor and drama.

In terms of accessibility, the Amazon Prime streaming media, including the videos and the million-plus streaming music titles, are available on almost all Internet connected devices, including computers, tablets, Amazon's Fire devices, Apple and Android powered devices, set top streaming media boxes and sticks, and gaming consoles. Personally, I have watched a reasonable selection of Amazon's "SVOD" (Streaming Video on Demand) directly on my desktop computer browser (mostly Firefox), my Android smart phone, and on my primary flat screen TV. On my smart phone I use the basic Amazon app to access my prime account, and then click on the menu icon on the top left corner of the screen to select the desired media

types, and then choose the specific music or videos that I want. Any movies or TV shows with the "Prime" logo across their top left corner are available to Prime subscribers for free, while some of the new releases under the "Shop" categories, without displaying the Prime logo, are available for sale or rental. On my primary flat screen TV, I use an inexpensive but powerful Amazon Fire TV Stick, which plugs directly into an available HDMI port, to access the extensive Prime libraries, as well as content from several other streaming services. In my experience, the extensive collection of over 40,000 free movies and TV shows, as well as over a million free music titles was totally adequate for my needs.

While the streaming media and delivery services such as Netflix helped lead to the demise of much of the DVD rental industry, such as the disappearance of Blockbuster, the current technology of widely available broadband Internet along with the reasonably priced "SVOD" (Streaming Media on Demand) services, consumers have several good choices for digital entertainment. I have to agree with Therese Poletti, in her January 14 MSN story, "In Amazon, Netflix battle, consumer is the winner." We all benefit from competition between strong competitors. Watch for even more upcoming enhancements from Amazon and Netflix, as they battle with each other for market share. Just as Netflix appeared from nowhere and defeated Blockbuster, and Amazon is now taking on Netflix, do not count out the upstart competitive services from Walmart, Overstock.com, Hulu Plus, and other services. We really do live in interesting times. ☺



Joe Nuvolini giving a presentation on what he saw at the International CES in January.

Music and Video Files: Modify Them

By Phil Sorrentino, Contributing Columnist, STUG, Florida, www.spcug.org, [philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)

Music and video files that you produce with your video camera, or voice recorder, are not always exactly what you want. Now, I'm not suggesting that you can change the artistic quality of the file, but that you can change the file length or size to accommodate your particular needs. With either an audio or a video file, the particular file may be too long, or it may contain sections that are not needed. So, it would be nice to be able to cut off the beginning, the end, or remove a slice somewhere in between. I'm sure there are many other ways to accomplish these tasks, but I have found that Windows Movie Maker (to modify video files) and Audacity (to modify audio or music files) are good choices, and both of these software applications are free. Windows Movie Maker is provided by Microsoft and can be downloaded at www.windows.microsoft.com/en-us/windows/get-movie-maker-download, and Audacity is provided by Sourceforge and can be downloaded at www.sourceforge.net/download.

A multi-media presentation, or "movie" as Movie Maker (and many other commercial packages) calls it, is a collection of pictures, videos, and music, organized as a movie, used to tell a story. It may be the story of your latest vacation, your last birthday, the last big holiday, your youngest grandchild, or a pictorial history of someone, something, or some organization. If you have appropriate pictures, videos, and music, Movie Maker can easily put them together to create a movie to express your particular point of view. So, obtaining the pictures, videos and music is usually the first step in producing your movie. Pictures are probably the easiest; you just



The main areas of Windows Movie Maker

review the pictures, improve their quality if needed, and then put them in an appropriate sequence. Videos are a little more difficult because they usually need to be shortened, and possibly have inappropriate sections removed. Music, or audio, is easy if you have good recordings, but sometimes you may want to remove certain portions, like bad scratches or pops, or a long lead-in or long lead-out. Or you might only want a few words out of a lengthy oration.

Movie Maker can be used as a tool for modifying video clips. (Once the video clips are the way you want, you can then add them to your movie.) After opening Movie Maker, click "add videos and photos," and navigate to the video clip that you want to modify. Select the video clip and it will be added as the only item in your movie. The video clip will be imported and shown as a series of video blocks. Now you can play your video clip using the Play and Pause buttons, and identify the pieces to be removed. Select "Edit," under Video Tools, and you will see the "Split" tool. Move the Movie Cursor (the dark vertical bar) to the first point where you would like to split the video. If you are going to remove

the beginning, move to the point where you would like the video to begin. Click the Split tool. This will create two videos, one before the split and one after the split. Right-click the video piece to be removed and select "Remove." This will delete that piece of the video. Now you can move through the video and identify pieces to remove and pieces to keep. Just move the cursor to the locations to split the video and use the Split tool. Then remove the unwanted pieces and save the good piece as a new video with a new name. Usually you will find pieces to keep and pieces to remove interspersed. If you want to save many pieces, you will probably have to find a piece to save and delete everything else, and then start over with the original video and isolate the next piece and delete everything else. So it may be very tedious if you want to save a lot of small pieces from one larger video, but it will surely be worth the time and effort. Once you have video pieces, you can join them by starting with a "File>New" movie and adding the video pieces using "add videos and photos." Put them in the proper sequence and add a "transition" in between so they will flow smoothly, then save it as a new video.

Audacity is an audio editor and recorder. Audacity is very comprehensive and can do many things. One of those things is that it can be used as a tool for modifying audio (sound or music) files. After opening Audacity, click File>Open and navigate to the audio clip that



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The Tip Corner—October 2014

By Bill Sheff, Lehigh Valley Computer Group, Pennsylvania, The LVCG Journal, www.lvcg.com, nsheff (at) aol.com

Let's take a look at folders

When you highlight a folder and click on Organize you open a wealth of options. You can cut, copy, paste, rename, delete and a few other goodies. In this column we will take a look at the "Folder and Search options."

When you click on the **Folders and Search options** another Pane opens up showing three tabs: General, View, and Search with the **General** tab highlighted.

The first choice is Browse folders where you can **Open a folder in the same window** or **Open each folder in its own window**.

If you click **Open each folder in its own window**, this will keep all open folders that you're working with on the screen at the same time. The other option makes each newly opened folder replace the previous one.

While opening every folder in a separate window (and memory) will increase the stability of Windows this could slow your computers performance. I would suggest only using this setting if your computer frequently stops working and you want to minimize or troubleshoot problems.

Clicking: Opening files and folders with a single click allows you to use the same procedure that you use when going to a link on a webpage. Recommend keeping the standard double-click to open items (and single-click to select).

For the navigation pane, I guess that is up to

you. I like just having the main folder open and I can then open any sub folder I want to get to.

Once you have made your choices you can click **OK** or **Apply** and your settings are now in use. Try them out. Remember you can click "Restore Defaults" to bring them back to the original settings.

Moving over to the **Search** tab, I usually just keep the defaults. One comment though is indexing. I think the jury is still out on that. On one hand, the searches are conducted much faster; on the other, indexing can slow down your computer. If you do not do a lot of searching I would suggest not indexing your drives. (Certain folders are indexed by default. To see what is being indexed on your computer, or to change what is being indexed go to Control Panel>Indexing Options.)

The most comprehensive tab is the **View** tab. Here you can do a lot of modifying to get your view exactly the way you want it. In most cases the choices you make are based upon some personal preference; however there are some considerations that should be made as you make up your mind. I have an **X** before the choices I have selected.

Some are the default selections and some are what I wanted. To pick what you want, put the mouse in the shaded box or circle and click. Clicking again removes the check.

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Music & Video (Cont. from page 7)

you want to modify. The audio clip will be imported and shown as a graph of the amplitude of the audio. (Both left and right channels will be displayed if the audio is in stereo). Now you can play your clip using the Play and Pause buttons and identify the pieces to be removed. No, or very low, volume periods will be indicated by just a horizontal line with no amplitude. The Audio Cursor can be placed on the recording by right-clicking on a point in the recording. A section of the recording can be selected by pressing the right mouse

button while on the recording, and dragging the mouse to the end of the area to be selected. Then using the File>Export selection, the selected section can be saved as a new audio file with a new name. I found this tool very helpful in separating multiple cuts from an audio recording of a complete side of a vinyl recording (a record album for those of us over 40). I had converted my old vinyl recordings to .mp3 files, just before giving them away. To save time I converted the recordings a side at a time. So for each vinyl album I ended up with two .mp3 files, each about 20 to 25 minutes, and each

having 12 to 16 cuts (songs) in each .mp3 file. So, the individual songs were separated by about 2 seconds of silence (no amplitude), making them easy to identify, once you have listened to the cut using Audacity.

As you can see from these basic directions for modifying a video file with Movie Maker and an audio file with Audacity, the process is very similar, even though the displays look very different and the displayed file representations look very different. The results are very similar too; it's a modified file that will be useful in your next movie making project. ☺

Tip Corner (Cont. from page 8)

Some of the things you can do and what I have selected (with an X) are:

X Always show icons, never thumbnails (Use this setting if thumbnail previews are slowing down your computer.)

Always show menus (Use this setting if you want access to the classic menus, which are hidden by default.)

X Display the icon on thumbnails (for easier access to the related program)

X Display file size information in folder tips

Display the full path in the title bar

Hidden files and folders (Unless you have to work with Windows files you don't need to show them.)

X Don't show hidden files, folders or drives

Show hidden files, folders and drives

X Hide empty drives in the Computer folder (This option doesn't affect empty floppy disk drives, CD drives, or DVD drives.)

Hide extensions for known file types (Windows by default has this checked, but you should uncheck it since this is a good way to ensure that files are not malicious software disguised as common files.)

X Hide protected operating system files (This is recommended)

Launch folder windows in a separate process

Restore previous folder windows at logon

(Automatically open the folders that you were using when you last shut down Windows whenever you start your computer. This helps preserve your work from session to session. But if you do many different things you may not want to check it.)

X Show drive letters (Use this setting if you prefer to see only the friendly name of each drive.)

X Show encrypted or compressed NTFS files in color (Use this setting if you don't want to see these files represented differently than other files on your computer.)

X Show pop-up description for folder and desktop items

X Show preview handlers in preview pane (If you don't want to show the contents of files in the preview pane leave it unchecked. Some believe that this setting could improve the performance of your computer.)

Use check boxes to select items (This can be useful if it's difficult for you to hold down the Ctrl key while clicking to select multiple files.)

X Use Sharing Wizard (Recommended)

When typing into list view (Automatically put the cursor in the search box when you start typing. This can be useful if you don't often browse for files by typing the name of a file.)

X Automatically type into the Search Box
Select the typed items in the view.

You can click and unclick anytime you want. You can also click to restore the defaults.

Don't be afraid to play with the options and see if you like them. Once you are finished, clicking OK or Apply puts your choices into effect.

To change the type of file that a folder can be optimized for, right-click the folder, click **Properties**, click the **Customize** tab, click a file type in the Optimize this folder for list, and then click **OK**. This will not work if you are in the Library. You can do the same thing while in the Organize pane by clicking on **Properties**. For example, the My Pictures folder is optimized for picture files. If you open this folder and change the view to Large Icons, you can apply the Large Icons view to every folder that's optimized for pictures. I gave a tip in my September 2014 tip column about changing icons while in the Customize mode, but will repeat it here to make it all inclusive with the above suggestions.

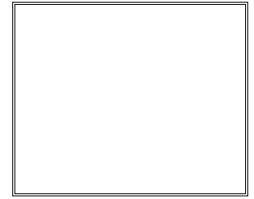
Customize Your Folders

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. ☺



P*PCompAS Newsletter
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Coming Events:

Next Membership Meeting: 7 March, beginning at 9 am (see directions below)

Next Breakfast Meeting: 21 March @ 8 am, Country Buffet, 801 N. Academy Blvd.

Newsletter Deadline: 21 March.

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

