

Bits of Bytes

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

Volume XXXVII

April 2017

Issue 4



The Prez Sez

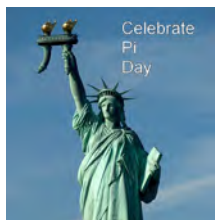
by Toni Logan,
President,
P*PCompAS

I am writing this on the last day of winter....whew....thank goodness. I am ready for spring. We had a good meeting last month. We have a budget in place with room for replacing any of our computer equipment when needed.

Our own Jeff Towne was the program for the month. He gave us a general overview of computer use, such as password creation, virus checking, and storage. Jeff mentioned that the article in the *Over 50* newspaper had gotten him a lot of good publicity. If you need help, call Jeff.

I noticed that one of the ballot issues in the City Election on April 4 is about the city getting into the broadband business. This requires a vote from the electorate, so if you vote in the city, check out the Voters Guide and the Internet for the pros and cons on this issue.

Lastly, thank you to Phyllis Butler and Ilene Steinkruger for offering to help Pat Krieger with the donut buying for our meetings. See you on April Fool's Day....keep your jokes coming. ☺



The 4 March 2017 meeting was called to order by President Toni Logan at 9 am.

Meeting Minutes

by Bill Gardner,
Acting Secretary,
P*PCompAS

Next P*PCompAS meeting: Saturday, 1 April 2017

Gene Barlow will host a Webinar on Acronis True Image 2017

OFFICER REPORTS

Vice President Cary Quinn indicated the next month's program would be presented by Gene Barlow.

Treasurer Bill Gardner gave the Treasurer's Report. The financial assets as of February 2017 totaled \$5,943.01. The 2016 audit was successfully completed on February 18, 2017 with Cary Quinn and Gene Bagenstos. Also a proposed budget for 2017 was presented. The total incoming revenue will be about \$575 and the outgoing was projected to be approximately \$1,740. However, the current projector issue was corrected with a new cable, so deleting the \$1,000 estimate for a new projector showed the potential deficit during 2017 to be about \$165.

Secretary Bill Abell is out of town, so Bill Gardner recorded the Secretary notes.

Editor Greg Lenihan distributed copies of the *Bits of Bytes* newsletter. The deadline for the next newsletter is March 18, 2017.

OLD BUSINESS

Joe Nuvolini mentioned that on occasion he is able to get free coffee from Starbucks for the club, but it may not be on a regular basis. Also, since decaf coffee is not being used very much, a switch from liquid coffee to powdered coffee will be made as soon as the current supply of ground decaf coffee is depleted.

Joe Nuvolini filed the IRS report for 2016.

President Toni Logan has been approved for access to Society's

banking account.

NEW BUSINESS

A request was made for members to bring unwanted items to supplement the monthly drawing.

The upcoming breakfast will be on March 18, 2017 and the next meeting will be held on April 1st, 2017.

AROUND THE ROOM

The audio of the Around the Room is on the Society's website.

PROGRAM

Jeff Towne presented a computer seminar. A copy can be obtained by e-mailing Jeff.

DRAWING:

Toni Logan won a phonograph table. ☺

In This Issue

Articles

Get Older Versions of Popular Programs for Free	9
Image Resizer for Windows.....	7
Nybbles and Bits	2
Tuning Up the Start Window	8
Win10 Backup & Recovery Tools ...	3

P*PCompAS

Meeting Minutes	1
The Prez Sez	1



Officers

President: Toni Logan
bradtonlogan@gmail.com

Vice President: Cary Quinn
cary.quinn@gmail.com

Secretary: Bill Abell
wfabell@gmail.com

Treasurer: Bill Gardner
wgplace@comcast.net

Staff

APCUG Rep/Webmaster: Joe Nuvolini

Barista: David George
Drawings: Bob Logan
Editor: Greg Lenihan
Librarian: Paul Godfrey
Membership: Ann Titus

Committees

Audio: A.J. Whelen
Hospitality: Pat Krieger
Programs: Cary Quinn
Publicity: Cary Quinn
Nominating: Vacant

Board of Directors

Bob Blackledge
John Pearce
Joe Nuvolini
Peter Rallis
Paul Godfrey

Nybbles and Bits

by John Pearce, P*PCompAS

A couple of weeks ago, I took the TC8305C cable modem/wireless gateway to the Xfinity store with the intent of giving it back and ending the lease. The representative asked why I wanted to return it and I explained the problems. He seemed to understand the situation and told me they still had cable modems without the wireless gateway available. I left the Xfinity store with an Arris TM722G, which is a standard cable modem, and not a wireless gateway.

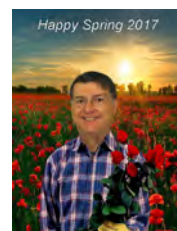
The bottom line: the TM722G's top download speed is about 140 Mbps which is the same as the SB6121 I have been using. What to do? I can buy an Arris TM822G, or since I don't use the voice service, I could buy a SurfBoard 6183. Either unit will handle the 200 Mbps download speed.

The positive thing from all of this is that I learned how to activate an Xfinity cable modem without the

hassle of calling tech support.

It can be done online at www.xfinity.com/activate. You need your Xfinity account number and the phone number associated with the account. Search the Xfinity website using the term "activate your equipment online" for the details.

There are two things I would like to point out about the online activation process. First, connect the coax to the cable modem before connecting the power. It may take a few minutes for new firmware to be downloaded to the cable modem before you can proceed. Second, you should plug your computer's Ethernet port directly to the cable modem. Before connecting the Ethernet cable, be sure to restart the computer so it will get the proper Internet address from the cable modem. ☺



Jeff Towne gave the presentation at the March meeting on general computer topics and displays the device where his presentation resides.

Tax time is approaching. Wondering if some of your charitable donations are going to worthy causes? One of our members suggests looking them up at:

<https://www.charitynavigator.org/index.cfm/bay/search.alpha.htm>



The Pikes Peak Computer Application Society newsletter is a monthly electronic publication. Any material contained within may be reproduced by a nonprofit user group, provided proper credit is given to the authors and this publication, and notification of publication is sent to the editor. Any opinions contained in this newsletter are made solely by the individual authors and do not necessarily reflect or represent the opinions of P*PCompAS, its officers, or the membership. P*PCompAS disclaims any liability for damages resulting from articles, opinions, statements, representations or warranties expressed or implied in this publication.

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 Use All of Windows 10's Backup and Recovery Tools

By Chris Hoffman, reprinted with permission from HowToGeek.com

Original article at: <https://www.howtogeek.com/220986/how-to-use-all-of-windows-10%E2%80%99s-backup-and-recovery-tools/>

Windows 10 includes several different types of backup and recovery tools. And we're going to take a look at all of them.

Sometimes, bad things happen to good computers. Fortunately, Windows includes a number of tools you can use to make sure your files are [properly backed up](#) and to recover your computer should you need to. On the backup side of things, File History is the primary backup tool in Windows 8 and 10. It offers not just full backups, but also a way to restore previous versions of files. Microsoft also includes the old Windows 7 Backup and Restore in both Windows 8 and 10 and it works the same way it always has, allowing you to perform selective or even full image-based backups. And while it's not really a true backup solution, the inclusion of OneDrive does let you build a little redundancy into your file storage.

On the Recovery side of things, Windows offers a full [recovery environment](#) you can use for troubleshooting and recovery, as well as the ability to fully reset your PC to its default settings. Here's how it all fits together.

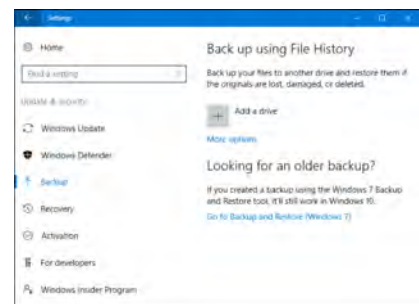
Built-In Backup Tools in Windows

You've heard the advice a million times, but it's still surprising how many people don't take the time to make sure their files are adequately backed up. We've covered all kinds of ways to make sure that your computer is backed up and we've even talked

about what files you should be backing up. The good news is Windows itself provides some pretty solid tools to get the job done. Just remember, it's not only about backing up to an external hard drive. You also should be creating offsite backups—or at the very least, storing a copy of your backups in a different location.

File History

[File History](#) was first introduced in Windows 8 and continues to be the primary built-in backup solution in Windows 10. File History doesn't create a full backup of your entire PC. Rather, it focuses on making sure that your personal files are backed up. You set up File History to back up all your files to an external drive and then you really can just let it do its job. It not only regularly backs up files, it also



Continued on page 4



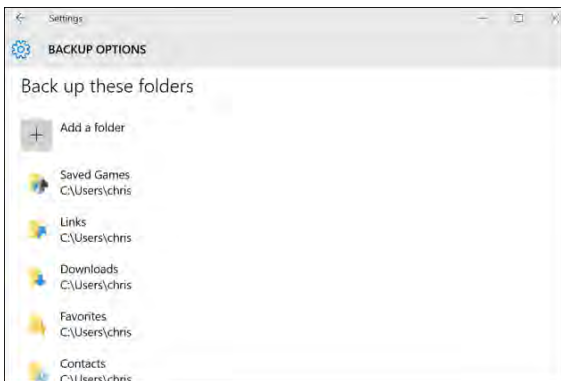
It was the day after St. Patrick's Day when the digerati met for breakfast to regale in the lore of technology triumphs (notice the green). Corned beef hash was missing from the menu, but there was plenty of blarney to go around.

APRIL 15TH
TAX DAY

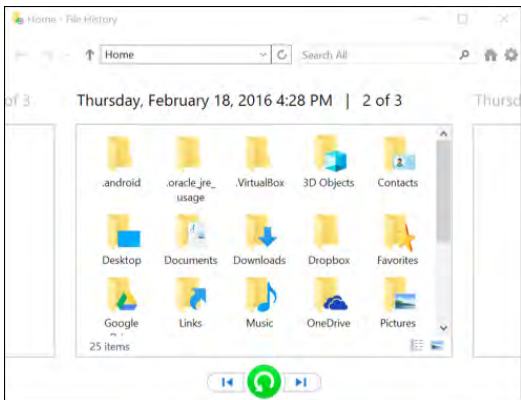
Backup (Continued from page 3)

retains previous versions of files that you can easily restore.

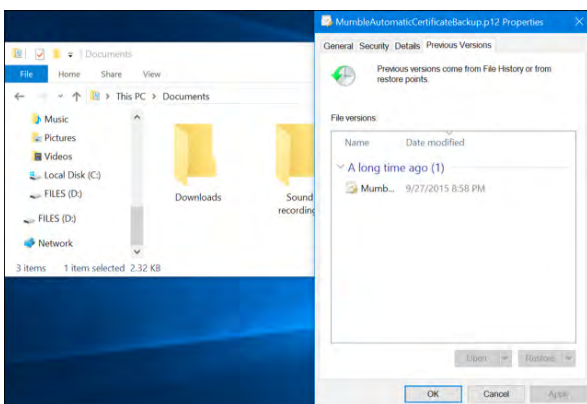
By default, File History backs up important folders in your user folder—stuff like Desktop, Documents, Downloads, Music, Pictures, Videos, and parts of the AppData folder. You can exclude folders you don't want backed up and add folders from elsewhere on your PC that you do want backed up.



When you need to recover files, you can browse through the whole collection of backed up files and folders.



Or you can restore previous versions of files from right within File Explorer.



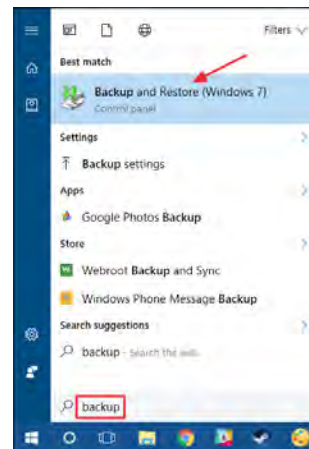
File History gives you a pretty reliable way to make sure your personal files are regularly backed up. Make sure you check out our [full guide to using File History](#) for instructions on setting it up and using it.

Backup and Restore (Windows 7)

Microsoft also kept the old [Backup and Restore feature from Windows 7](#) around. It was available in Windows 8, removed in Windows 8.1, and is back in Windows 10. The Backup and Restore (Windows 7) tool allows you to restore any of your old Windows 7 backups onto your Windows 10 computer—likely why the tool is still around—but you can also use it to back up your Windows 10 PC in the exact same way you'd back up a Windows 7 PC.

Unlike the newer File History backup solution, you can use Backup and Restore to more easily create a backup of practically everything on your hard drive. However, it also does not feature File History's ability to maintain older versions of your files.

You can find the tool by hitting Start, typing "backup," and then selecting "Backup and Restore (Windows 7)."



Setting up the backup is pretty straightforward. You'll choose an external drive (or network location), pick the folders you want to back up, and set a schedule. After that, everything's automatic. Do be sure to check out our [full guide to Windows 7 Backup and Recovery](#) for more detailed instructions, though.

System Image Backups

Also available in the Backup and Recovery (Windows 7) tool, you'll find an option for creating a [full system image backup](#) rather than just creating a

Continued on page 5

Backup (Continued from page 4)

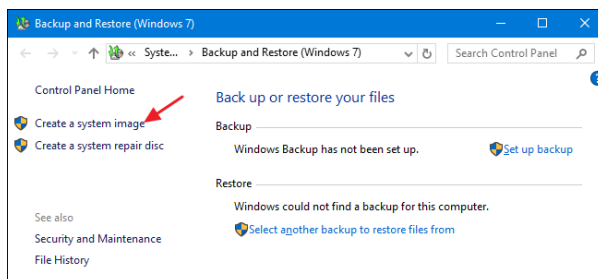
backup of select folders.

This tool creates an image snapshot of your entire system—personal files, installed apps, operating system files, and everything else. The advantage of using an image backup lies in the recovery. Should your hard drive fail, you simply have to replace it and then restore the image. You'll be right where you left off, without having to reinstall Windows, all your applications, and then copy your backed up files over.

While they sound great—and they mostly are—there are a few downsides to using an image backup. The backup process itself is a little slower, though still should happen easily overnight. Since you're backing up everything, you will need a bigger drive on which to store the backups. And should you need to recover anything that you've backed up, you can't reliably get individual folders or files from the backup. It's more an all-or-none situation.

Also, image backups aren't quite as necessary in Windows 8 and 10 as they used to be. You can get your computer's operating system back to its initial state using the Reset your PC feature (which we'll talk about later in this article). You then just need to reinstall apps and restore individual files. So, it's really up to you to weigh the pros and cons and decide what works best for you.

If you do want to use the image backup feature, you'll find it in the Backup and Restore (Windows 7) control panel. Just click "Create a system image" at the left side of the window.

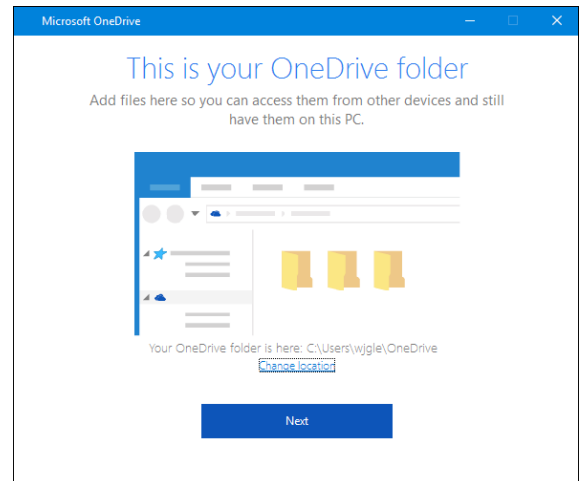


You'll choose where to store the backup—external hard drive, DVDs, or a network location—and what drives to include. After the backup is complete, you'll also be prompted to create a system repair disc that you'll be able to use to start a computer and then restore your image backup. Again, be sure to check out our full guide to creating a system image for more details.

OneDrive

We hear you. OneDrive isn't really a backup solution. And you're right—it's not, at least in the

traditional sense. However, OneDrive is now fully integrated into Windows. Files you store in OneDrive are stored locally, in the cloud, and also on any other devices you have synced to your OneDrive account. So, if you were to blow Windows away and restart from scratch, you'd just have to log in to OneDrive to get back any files you have store there.



So, while it isn't a true backup solution, OneDrive can offer you some peace of mind in that at least you have your personal files stored in multiple locations.

Built-In Recovery Tools in Windows

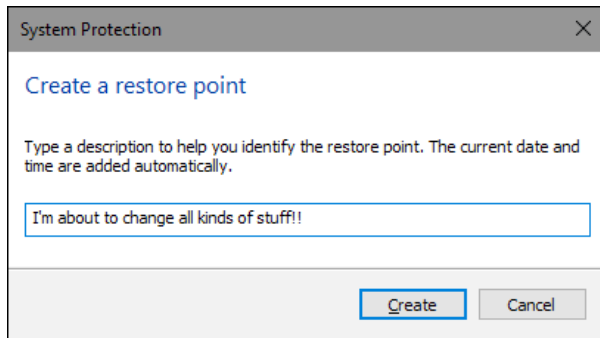
Backups are vital, but Windows also includes a number of recovery tools that might just help you avoid having to restore those backups.

System Restore

When you have Windows problems that regular troubleshooting stems just don't fix, System Restore should be next on your list of things to try. It's great at fixing certain types of problems, like when a newly-installed app or hardware driver breaks things.

System Restore works by creating "restore points" every so often. Restore points are snapshots of your Windows system files, certain program files, registry settings, and hardware drivers. You can create a restore point at any time, though Windows automatically creates a restore point once per week. It also creates a restore point right before a major system event, like installing a new device driver, app, or running Windows update.

Continued on page 6

Backup (Continued from page 5)

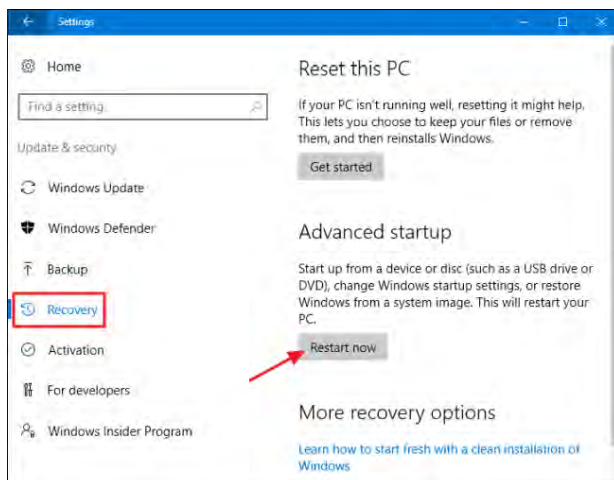
Then, if something goes wrong, you can run System Restore and point it to a recent restore point. It will reinstate those system settings, files, and drivers, returning your underlying Windows system to that earlier state.

Be sure to check out our [full guide to using System Restore](#), though, for details on how System Restore works, what files and apps it can affect, and how to make sure it's enabled on your system.

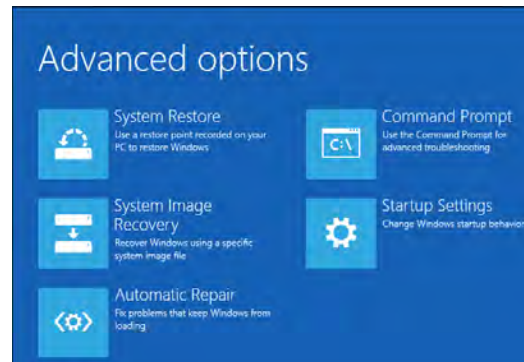
Advanced Startup Options

Windows has always offered some kind of recovery environment to help you troubleshoot things when your computer won't start. In Windows 7, you can access certain advanced startup options—like booting into Safe Mode or getting to a Command Prompt—by hitting F8 when your system is starting.

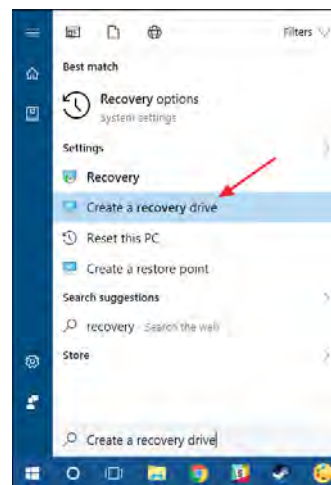
In Windows 8 and 10, the advanced startup options work a bit differently, but they're still there. If Windows cannot load normally, you'll see those startup options automatically. To access them otherwise, go to Settings > Update & security > Recovery > Advanced Startup and click "Restart now." You can also hold the Shift key as you click Restart in the Start menu.



From here, you can restore Windows from a system image you created, use System Restore to correct problems, and perform other maintenance tasks. If you're running preview builds of Windows, this menu allows you to revert to a previous build if the current build doesn't boot or work properly. This same menu should also appear if your PC cannot load Windows normally.

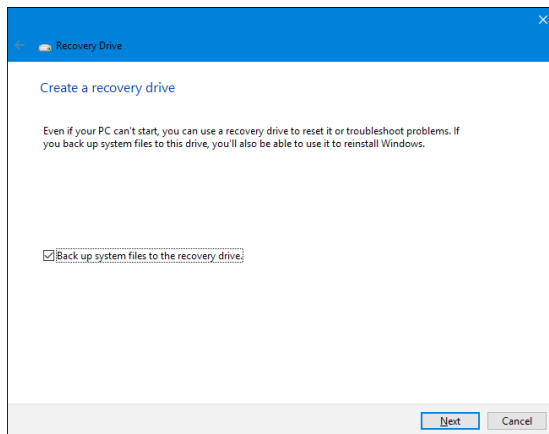
*Recovery Drive Creator*

Windows can also let you [create a recovery drive](#) that will allow you to access these advanced startup options, even if your Windows installation becomes completely damaged and you can't access this menu—or if you've had to replace a hard drive and want to restore an image backup. To create a recovery drive, hit Start, type "recovery," and then select "Create a recovery drive."



All you'll have to do in the "Recovery Drive" wizard is choose a drive (CD/DVD in Windows 7, USB in Windows 8 or 10) and let it do the copying.

Continued on page 7

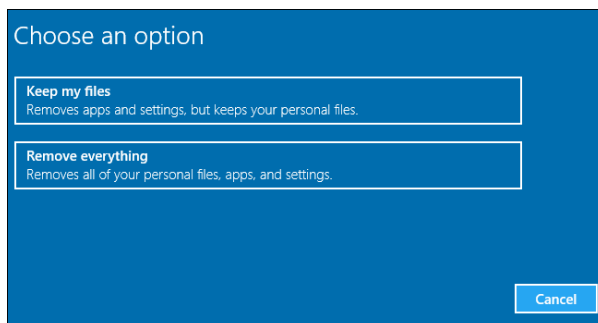
Backup (Continued from page 6)

Once it's done, label the drive and store it in a safe place so you can use it to start your PC when Windows will not load.

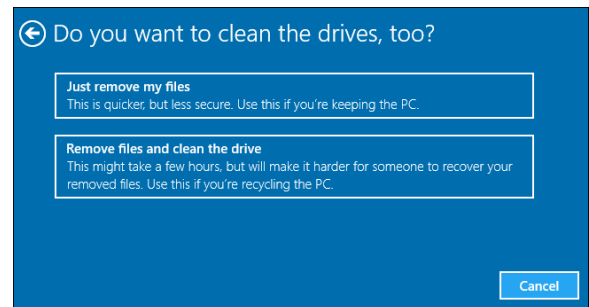
Reset This PC

The “[Reset this PC](#)” feature has been once of the nicest additions to Windows 8 and 10. It's used to restore your computer to its default operating system state. This essentially replaces the need to ever reinstall Windows from scratch using an installer DVD or USB drive. Just tell Windows to reset your PC instead and it'll do the job for you—all while allowing you to keep your personal files in place if you want to.

Note that Windows 8 had separate “Refresh your PC” and “Reset your PC” options. Refresh kept all your files and personalization settings, but set your PC settings to the default and uninstalled your desktop apps. Reset removed everything, including your files—like doing a complete Windows reinstall from scratch. Windows 10 simplifies things by only having the reset option, but allowing you to decide whether or not to keep your personal files during the reset process.



If you do remove everything, you also can tell Windows to [securely erase the drive](#)—something you should do before getting rid of a Windows 10 PC or any other device.



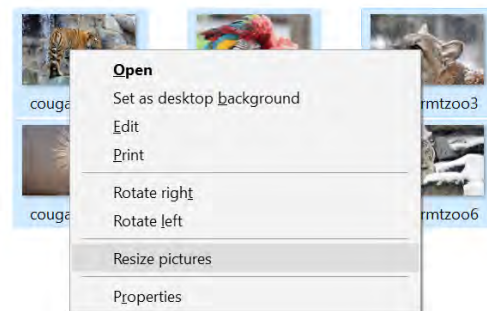
In the end, the best backup and recovery tools in the world won't do you any good if you don't use them. Backing up your computer is so easy these days that there's really no excuse not to. So, back it up, keep a backup offsite as well, and learn how to use those recovery tools for when you need them. ☺

Image Resizer for Windows

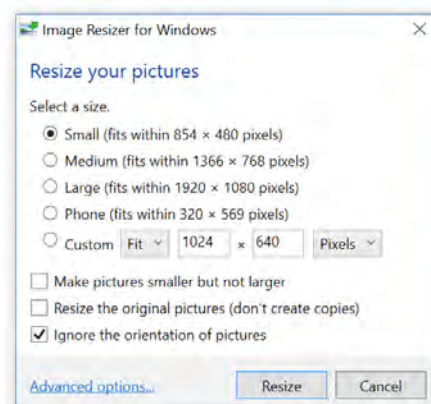
By Ann Titus, P*PCompAS

<http://www.bricelam.net/ImageResizer/>

After installing it, right-click on one or more selected picture files in File Explorer or other site, then select **Resize pictures**.



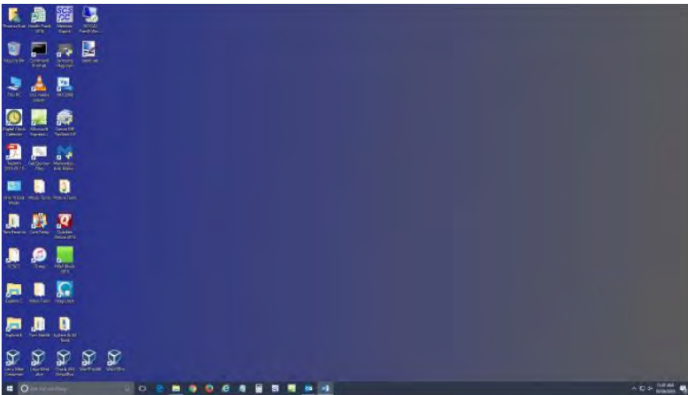
Specify a size and any additional options, then click **Resize**.



Tom's Tech-Notes: Windows 10—Tuning Up Your Start Menu

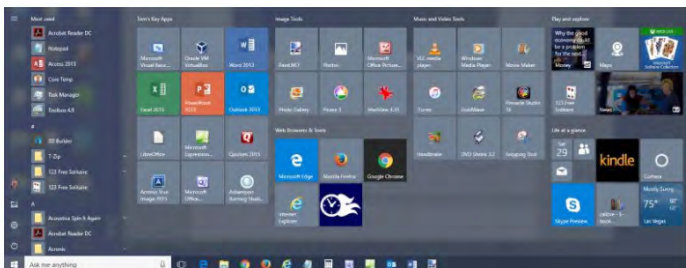
By Tom Burt, VP, Sun City Summerlin Computer Club, Nevada, <http://www.scs-cc.com>, [tomburt89134\(at\)cox.net](mailto:tomburt89134(at)cox.net)

Windows 10, originally released in July 2015, recently saw its second major update (V1607-Anniversary) in July 2016. By now, most Windows 10 users have received that update. Originally, I had mixed feelings about the new hybrid “list and tiles” Start menu. However, I’ve gradually come to like it as a way to declutter my desktop and actually make it easier to find things. Here’s a screen of my desktop today:



The exact details don’t matter. As you can see, I still have a lot of icons on the desktop that I use to launch applications. Over a year of using Windows 10, I’ve steadily reduced the original number of icons by half to what you see in the screen shot. However, even now, when I’m working intensely and need to start an application while I have others running, it gets irritating. I have to minimize those other apps to uncover the desktop icons so I can double-click the one I need to launch the new app. Also, to launch from a desktop icon, I need to double-click it – something my stiff fingers no longer do well.

The Windows 10 V1607 Start Menu is the best incarnation yet and helps me with some of the above issues. You can open the start menu by clicking the flag icon at the bottom left of the screen or by pressing the Windows key. Following is a screen shot of my current Start menu:



I have stretched the Start menu out to allow four 3-column groups and have almost all my tiles sized to the medium, square size. In this layout, I don’t need to scroll to find a particular tile. The tiles are grouped and labeled along functional lines, such as “Tom’s Key Apps”, Image Tools, “Movie and Video Tools”, “Web Browsers and Tools” and others. The app tiles I use most are at the top left.

To launch an app, I just press the Windows key to pop open the Start menu and then click the tile of the app. The app starts up and the Start menu closes back up. I no longer need to uncover desktop icons and double click. Tiles are especially nice on hand-held touch screen devices.

Down the left side of the Start menu is the standard complete list of all installed programs. You can right-click on any program in the list and choose “Pin to Start” to add a tile for that program to the array of tiles. You can then drag the tile to wherever you want it in either an existing group or a new group.

You can right-click the tile to adjust its size to small, medium, wide or large. The wide and large sizes are useful for “modern” apps that animate their tiles with “live” content. News and Weather apps are examples. The medium tiles display the app’s name and an icon.

You can adjust the width of the Start menu by opening it, positioning the mouse cursor over the right edge until the cursor turns to a double arrow, and then dragging to the right (to widen) or to the left (to narrow). Tile groups will automatically move to fit the new shape of the Start menu window. You can adjust the height of the Start menu by opening it, positioning the mouse cursor over the top edge until the cursor turns to a double arrow, and then dragging up or down.

Continued on page 9

Get Older Versions of Popular Programs for Free

by the Komando Staff at Komando.com (tip from 2/28/17)

Copyright 2017. WestStar TalkRadio Network, reprinted with permission. No further republication or redistribution is permitted without the written permission of WestStar TalkRadio Network. Visit Kim Komando and sign up for her free e-mail newsletters at: www.komando.com



Have you ever upgraded to the latest version of one of your favorite programs and regretted it? Maybe the new version is buggy or you just prefer the old design. No matter what your reasoning is, I bet you wish you could downgrade back to old software that you loved.

Now, you can. The best part is you don't have to dig through your drawers to find that old installation disc or scour the unsafe corners of the internet looking for a download link. With this great site, you can download old versions of tons of great programs safely for free. The site has tons of downloads for Windows, Mac, and Linux computers.

OldVersion has a huge catalog of old software you can choose from. The long list of choices includes everything from media players to word processors like Word Perfect.

The downloads are separated by operating system and category, so you can easily find what you're looking for. There's also a category for games located near the top of the page.

Note: Downloading old software doesn't come without risks. Often, software updates

include patches that take care of security flaws that could leave your computer vulnerable to hackers and malware.

To get started, click the blue button for your operating system at the bottom of this page. When you reach the OldVersion website, search through the categories to find the program you want. Click the name of the program you want to reach its download page.

On the download page, you'll see multiple versions of that program listed in the table under the heading "Software Version." Just scroll down to the version you want to download and click on the blue link for that version of the software. On the next page, click the green "Download Now" button with the upside down arrow.

Your download will begin immediately. When the download is complete, right-click on the folder and select Extract All. When the extraction is complete, you'll need to run the application or installer file. The name of this file will vary based on the program you're installing. ☺



Start Menu (Cont. from page 8)

You can rename tile groups by clicking the space just above the group and then typing a name. You can move entire groups around by clicking and dragging the group's title space.

To remove a tile from the Start menu, right click it and select

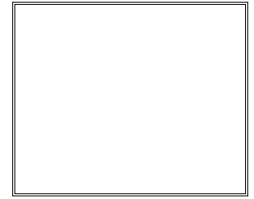
"Unpin from Start". That program will still be listed in the Start menu's left-side list of all installed programs. I got rid of quite a few of the default tiles for apps I never use.

To add a tile/icon to the Windows Taskbar, right click either the tile or the program name in the program list. In the pop-up menu, hover the mouse over the "More" option to get

a second pop-up and choose "Pin to Taskbar". After the icon appears on the Taskbar, you can drag it left or right to where you want it to be permanently.

So, that's a quick summary of things you can do to make the Windows 10 Start menu work better for you! ☺

P*PCompAS Newsletter
Greg Lenihan, Editor
4905 Ramblewood Drive
Colorado Springs, CO 80920
e-mail: glenihan@comcast.net



Coming Events:

Next Membership Meeting: 1 April beginning at 9 am (see directions below)

Next Breakfast Meeting: 15 April @ 8 am, Country Buffet, 801 N. Academy Blvd.

Newsletter Deadline: 22 April

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

