

DON'T MISS GENE BARLOW 'S PHOTOGRAPHY PRESENTATION
AT WEDNESDAY'S UAT MEETING



NEWSLETTER

*The Best Accessory
for your PC!*

MAIN MEETINGS

West Side.....Tue, Jan 15

CollegeAmerica, 9801 North Metro Pkwy E, Phoenix

East Side.....Wed, Jan 16

2625 W Baseline Rd, Tempe
(one block west of Fry's Electronics)

Fountain Hills.....Thu, Jan 17

Fountain Hills Library, 12901 N La Montana Drive,
Fountain Hills

Presentation this month:

East Side

Gene Barlow on Digital Photography from A to Z

West Side and Fountain Hills

Avast update on Bob Gostischa's Dec Presentation
at UAT - plus what's new in electronics
as featured at the CES Show

For date and time changes, check our
website: phoenixpcug.org

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Steering Committee:

Officers and Members who are present
at the 6:00 P.M. West Side meeting.

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THOUGHTS FOR THE MONTH

FROM YOUR PRESIDENT

2013 - Happy New Year! Yea! Also CES, Yea!
What a year is starting!

According to Dr. Seuss, we're off to great places - 'Oh the places you'll go' the Rose Parade Theme. Oh, the Places You'll Go! (unveiled on January 19, 2012 and based on Dr. Seuss' book.

I am writing on my laptop while viewing a streaming Rose Parade! Catch it later if you missed it on Youtube.

During this family friendly season, it was my distinct pleasure to attend a great reunion of an original Arizona farming pioneer clan. It was nice to see many using their digital cameras & smartphones to record folks and to view a digital slide show of family events. More people should do this for family friendship.

Also have been emailing friends near & far, keeping their spirits bright during a long New Years eve. Fiesta Bowl Parade, Phoenix - 100 entries, many from cold climates who got a lot warmer, oldie tractors - see email,

CES link - Ten stars of CES 2013
<http://tinyurl.com/bkuntt5>

Gene Barlow Presentation - Let's give a hearty welcome & visit with Gene, who is a terrific long time presenter and supporter of PC user groups. His topic at our east side (UAT) meeting is:

"Taking successful Close-up Photographs and protecting them from loss"

We will try to schedule him for our west side meeting also. Watch our website <http://www.phoenixpcug.org/> for latest details. We will keep you informed.

CES, the Consumer Electronics Show, Las Vegas, a grand daddy of high tech shows, prior was Comdex 1979 - 2003, showcases literally acres of displays. Toshiba, Sony, Panasonic, Canon, Nikon, Audi, Ford and more. As great info arrives, we'll keep you informed!

David

FROM YOUR EDITOR

One of the truisms of a computer--driven society is that the handwriting of a physician on a pharmaceutical prescription is unreadable to the patient. The same is largely true of other signatures, imaging from souvenir autographs of well-known athletes or movie stars to official government documents carrying the weight of the laws of a country. Nevertheless, there is a national trend by educators toward eliminating the instruction of cursive script in elementary schools. Some states are resisting this trend, arguing that even in an age of touch pads where a "cursive-like" font is often legally acceptable, there are values of hand-eye coordination, self-achievement, and artistic appreciation in a flowing script. (Consider the beauty of penmanship ranging from John Hancock's bold signature on the Declaration of independence, through the Zen calligraphy of Asia, even to the spray-painted graffiti prominent on railroad cars, overhead bridges and water towers.)

Ignoring these aesthetic values, the march toward elimination of cursive writing skills is being driven by the increase in the use of computer classroom instruction. Standardized exams have been used for college entrance exams for decades, largely as a necessity for handling the millions of scholars taking such tests each year. However, the increased number of perfect scores being achieved in recent years begs the question of whether today's high school students are attaining skills at "how to take a computerized exam" rather than understanding the underlying academic principles necessary to perform well at an advanced educational level. Sadly, the question is often answered by poor performance in basic courses taken in the first two years of college, particularly in courses requiring critical thinking.

Michael

**BRING A FRIEND WITH YOU
TO OUR NEXT MEETING**

MEETINGS

CALENDAR

For date and time changes, check our
website: phoenixpcug.org

PRESENTATION THIS MONTH

East Side

Gene Barlow on Digital Photography from A to Z

West Side and Fountain Hills

Avast update on Bob Gostischa's Dec Presentation
at UAT - plus what's new in electronics
as featured at the CES Show

GENERAL MEETINGS

WEST SIDE: CollegeAmerica (see map page 16)

- Tuesday, Jan 15, 2012

- 6:00 PM - Steering Committee and Election of Officers

- 6:30 PM - Q and A

-

EAST SIDE: University of Advancing Technology (see map page 16)

- Wednesday, Jan 16, 2012

- 6:30 PM - Q and A

-

FOUNTAIN HILLS: Fountain Hills Library (see map page 16)

- Thursday, Jan 17, 2012

- 6:30 PM - Q and A

-

REMEMBER:

THIS IS THE MONTH TO PAY YOUR DUES

THE PROBLEM: MUFFLED SOUND

The Problem: Muffled Sound

By Steve Baer, Feature Writer, Hilton Head Island Computer Club, SC
 May 2012 issue, Island Computing
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Lately when I'm with groups of friends there is an increasing chance that some subset of people will complain to me about how bad TV and DVD sound is getting, and how hard it is to at times to understand the dialog. I have been noticing this myself and decided to try to understand what is happening. There are several things going on, all of which conspire against us.

1 – As we get older our ears become less able, especially at higher frequencies. This is called Presbycusis, and there is good information on it on the web. Coming from Bell Labs, I learned about this almost 50 years ago, but I never thought it would apply to me!

2 – Many of the newer flat-screen TV's have very small bezels, and hence have small speakers or worse, put them at the sides or rear. When we put these sets in cabinets, or bookcases, the sound – especially the high frequencies, gets absorbed in the cabinets.



3
–

Many DVDs have a very large dynamic range, the difference between the softest and loudest parts. Hence, in order to avoid being blown away during a car chase or explosions, we lower the volume overall. Then at the dialog passages, the sound is too low for our older ears.

4 – Many new DVDs are encoded with multichannel sound. When you play the DVD, you probably have seen the setup menu where the multichannel options are labeled with terms such as: 5.1, 6.1, 7.1, DTS, THX, etc. This refers to the number of channels of sound that are in the film, if you have the equipment to decode and the right number of speakers. (The .1 represents the sub-woofer channel.) One of these channels is the center channel that usually carries most of the dialog.

If you have made an incorrect selection on the DVD setup menu or an external amplifier, and are trying to play back multichannel sound through a system without all the multichannel speakers, you will miss a lot of the audio. If you are watching a movie through an ordinary TV without multichannel sound capability, be sure to pick the appropriate audio option on the movie setup menu.

Some Solutions

There are some ways around these problems:

1 – Many people use a product such as "TV Ears" which wirelessly puts the sound into stethoscope type earphones that they wear. I have tried these, and they work extremely well. However, they are expensive and I have found them to be mechanically fragile. I have already had to repair two sets for friends – both failing in the same way. (Perhaps newer models are better made.) Two people would also require two sets. Be sure that you understand where the base station will plug in to your system in order to broadcast the audio to the stethoscope part.



2 – Several of my friends have supplemented the flimsy and poorly aimed speakers in their TVs with sound bars such as shown in the figure on the left. This is a Vizio model available from Wal-Mart for about \$100. This does not solve the multichannel problem, but for one-or-two-channel sound, with the speakers facing the listener, they work amazingly well.

In my experience, good one-or-two-channel sound is far superior to poor multichannel sound. I heard this particular sound bar unit a few nights ago and I was amazed at the clarity. It is an active speaker, meaning that it has its own small amplifier built in. It can receive audio input from your DVD player or your TV set via red (right) and white (left) type of standard RCA cables. Some sound bars also have digital inputs for more complex setups.

3 – If you use an amplifier to drive a multichannel speaker system, make sure that the center channel speaker is aimed, directly firing at the listener. Also raise the treble to make up for your possible high frequency loss from Presbycusis.

Finally, many amplifiers will have a compression setting that minimizes the differences between loud and soft passages. Make sure that you engage that feature. I recently did these three things in my system, providing a large improvement in intelligibility.

MICROSOFT OFFICE PROFESSIONAL PLUS 2013 PREVIEW

Microsoft Office Professional Plus 2013 Preview

By Terry Currier, President,
WINNERS – WINdows usERS, CA
October 2012 issue, The Notepad
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At our October WINNERS – WINdows usERS meeting I did a presentation on the Microsoft Office 2013 Premium Preview. I got mine from Technet, a Microsoft subscription-based file downloads site. It's very impressive. I liked that with the installation it gave me a choice of upgrading my current MS Office or having it separate.

The install will only last a limited time. While it is designed for enterprise collaboration, individuals can use it and choose to save files on the computer, or to the cloud (SkyDrive). If you go to search for it "Office 2013" Microsoft takes you to a site that says "Office 365", but look on the right side and click on the "More Application." Clicking on an application you will see the heading "Office 2013" Preview.

For Word they say

New Read Mode - Text reflows automatically in columns to make it easier to read.

Object Zoom - When you view tables, charts, images, or online videos, a finger tap or mouse click lets you see the detail. When you're done, another tap or click returns them to their original size.

Resume Reading - Word automatically bookmarks your last-visited spot. Enjoy your reading, take a breather, and then pick up where you left off—even on a different PC or tablet.

Reply Comment - Place comments next to the text you're discussing so it's easy to track the conversation.

Simplified Sharing - Your documents are saved online to SkyDrive or SharePoint by default. Send everyone a link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

Present Online - Share your document with others even if they don't have Word. Send them a link, and

as you read through the document on your screen, they can follow along in their browsers.

Alignment Guides - Align charts, photos, and diagrams with your text for a polished, professional look. Handy guides pop into place when you need them and disappear when you're done.

Live Layout - Text reflows instantly as you drag a photo, video, or shape to its new position. Release the mouse button, and your object and surrounding text stay where you want them.

PDF Reflow - Open a PDF in Word, and its paragraphs, lists, tables, and other content act just like Word content.

For PowerPoint

Start Screen - The new Start experience helps you jump-start the creative process with a collection of new themes.

Theme Variants - Choose from alternative color schemes and then apply the look you like with a single click.

Alignment Guides - Exhibit a designer's touch by aligning shapes, text boxes, and other graphics with text.

Merge Shapes - Use the Union, Combine, Fragment, Intersect, and Subtract tools to merge two or more shapes into the shape you want.

Slide Zoom - Direct your audience's attention to your main point. Zoom in on a diagram, chart, or graphic with a couple of clicks, and then zoom out just as smoothly.

Navigation Grid - Easily switch slides—in or out of sequence—from a grid that only you see, your audience sees only what you've selected.

Auto-extend - When you project to a second screen, the settings ensure that your presentation appears on the correct screen.

Improved Collaboration - Tools make it easier to work with others on the same presentation at the same time on different PCs. And if someone doesn't have PowerPoint? No problem. Just project your presentation right to their browser. **Reply Comment** - Place and track comments next to the text you're discussing so everyone can readily see who replied to whom, and when.

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Simplified Sharing - Your presentations are saved online to SkyDrive or SharePoint by default. Send everyone a single link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

PowerPoint Web App Coauthoring - You and your team can work together on the same presentation at the same time from the desktop or in the browser with the PowerPoint Web App.

For Excel

Recommended Pivot Table - Excel summarizes your data with previews of various pivot-table options, letting you select the option that tells your story best.

Flash Fill - Here's the easy way to reformat and rearrange your data. Excel learns and recognizes your pattern and auto-completes the remaining data, with no formulas or macros required.

Quick Analysis - Discover a variety of ways to represent your data visually. When you like what you see, apply formatting, spark lines, charts, and tables with a single click.

Chart Formatting Control - Fine-tune your charts quickly and easily. Change the title, layout, and other chart elements—all from a new and more interactive interface.

Simplified Sharing - Your workbooks are saved online to SkyDrive or SharePoint by default. Send everyone a link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

Post to Social Network - Share selected portions of your spreadsheets on the web by simply embedding them on your social network pages.

Present Online - Share your workbooks and collaborate with others via a Lync conversation or meeting. You can also allow others to take control of your workbook.

OneNote syncs with SkyDrive and SharePoint, so your notes are always up to date on all your devices. Simply sign in to find your notes.

We now feature a Monthly Presenter at the Wed UAT Meetings.

The Arizona Alliance of Computer Clubs (AZacc) has kindly made possible a monthly presenter at our Wed. UAT Meetings. We hope as many members as possible will attend these meetings.

In December we were treated to a Presentation by Bob Gostischa, who represents the antivirus program Avast. Bob is a great presenter and answered the many questions we had concerning removal of viruses, malware and other ways to protect our PCs.

I pointed out to Bob that Avast was not new to our group as we had featured it in 2010 in a series called "Web Tour".

<http://www.phoenixpcug.org/webtour/2010-04/> .

Thanks Bob for a useful and very interesting session. We will reprise his presentation for our members not able to attend the Dec. UAT meeting at our Jan. west side and Fountain Hills meetings.

A friend of many years, Gene Barlow, will be the Jan UAT Presenter. His subject will be Digital Photography. You might enjoy a trip down memory lane visiting our 1999 Newsletter when Gene was our Featured Guest.

<http://www.phoenixpcug.org/newsletters/1999-03.pdf> .

Bill Anlepp

**JUST A FRIENDLY
REMINDER**

**THIS IS THE MONTH
WHEN YEARLY DUES
ARE DUE.
SUPPORT YOUR GROUP
THANKS**

COMING SOON: MICROSOFT OFFICE 2013

Coming Soon: Microsoft Office 2013

Nancy DeMarte, Regular Columnist (Office Talk),
Sarasota PCUG, Florida

October 2012 issue, Sarasota PC Monitor

www.spcug.org

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"Oh, no," you say. Not another new version of MS Office, just when you were getting used to the 2007 or 2010 versions. Calm down. This version is both very much the same and very different from previous versions. If you're comfortable with the newer Office suites, it's not at all a problem to learn. The main differences are found not as much in the specific programs as in the overall look and purpose of the suite. Office 2013 is designed to be compatible not only with PC's, but also with the new devices that Microsoft is rolling out, like the Windows phone and its new tablet called Surface. To compete with rivals Google and Apple, Office 2013 is also highly integrated with Microsoft's cloud area, SkyDrive.

An Office 2013 preview came out in mid-July. The reviews I read from the tech writers were quite positive, which made me decide to download the preview and give it a look. I was immediately impressed with most of the changes that have been made to the programs of the suite (Word, Excel, PowerPoint, Outlook, etc.), some of which will be discussed below, but the overall appearance took some getting used to. They call the new look Metro, which means a cleaner, more modern design. The text on the ribbon is simpler, less ornate than in previous versions. And it is easy to hide the ribbon details and toolbars, leaving only the tabs. There is much more white space, giving a less cluttered feel. And if you use Office 2013 on a touch screen device, even more white space opens up for easier touching. I found I could accomplish more in Office 2013 with fewer clicks than in Office 2010.

Besides a cleaner look, the other big focus of the new Office is storing files on the Internet, where they can be accessed from and synced with other devices no matter where you are. This is certainly the future of computing. For example, the default

saving location in Office 2013 is no longer "My Documents," but SkyDrive. It took just two clicks for me

to save a document to my SkyDrive location. If I edit it there, the changes will sync with the same file on my PC.

Another general change is the demise of "add-ins," which are optional downloads that provide extra features to Office programs, like the International character toolbar. Instead, Office 2013 will offer "apps" from a new Windows Store, much like the app store in Apple's iTunes. Apps stay on the host website so they can be accessed from any device at any time.

Program changes:

Microsoft got quite a bit of resistance to the ribbon in Office 2007, so changes within the new Office programs have been few, but useful. Here are a few of my favorites:

Word 2013 has added the ability to edit PDF documents, a real time-saver. In versions 2007 and 2010, you could save a document as a PDF, but it was "read only." If you wanted to edit it, you had to save it as another file type, like a .docx, then re-save as a PDF. Read Mode (different from Reading Layout View) displays a document in landscape orientation (wider than it is tall) and removes all the toolbars and rulers to maximize the reading area. As I know from my iPad experience, this is something especially suited for mobile devices. Another upgrade is the ability to insert online video from within a document. The move to make things simpler for Office users is represented by the new, updated templates found in Word, Excel, and PowerPoint. When you open the program, a group of templates appears on the screen, ready to be used. Many more are available online. One, of course, is a blank document or spreadsheet or slide.

Excel 2013 has a couple of helpful changes. For example, it includes a Recommended Charts button. Selecting a group of data and pressing this button will show a short list of charts best suited to display your type of data. Flash Fill will sense that you are

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COMING SOON: MICROSOFT
OFFICE 2013

MAPS, MAPS AND
MORE MAPS

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performing repetitive actions and complete them for you, as long as the data is in the same form.

PowerPoint 2013 has new, updated themes. This pleased me because some of the themes had been in existence since the early 90's and had become a bit stale. Another nice upgrade is the Presenter view, where the presenter can see on his laptop not only the projected slide, but a small version of the slide before and after, not visible to the audience. The Zoom feature lets the presenter zoom in on a graphic or text on the screen during a presentation.

The Outlook 2013

Email program can display your Facebook or LinkedIn accounts at the bottom of the screen. The new Peeking feature opens a mini-window as you are composing an email so you can refer to your calendar or contacts list without having to open another program to get information.

All in all, I like Office 2013. Much of what exists in Office 2010 is still there, and the new features helped me complete tasks more efficiently. After a small period of adjustment, I like the modern look. I have had no trouble saving documents to my SkyDrive area and really appreciate the advantages of accessing files on multiple devices. The one feature that I haven't yet been able to get used to is the change in the Save As window. To save a document to My Documents, I had to go through four clicks: Save As – Computer – Browse – My Documents. If I save to SkyDrive, the clicks are reduced to two: Save As – SkyDrive. Perhaps before the actual Suite is released, that problem might be fixed, or maybe there is an easier way that I have yet to find.

According to Microsoft, Office 2013 will not run on Windows XP or Vista; it will run on Windows 7 and 8, but is designed to integrate best with Windows 8, which itself is advertised as being compatible with mobile devices of all kinds. Windows 8 is scheduled to go on sale October 26, 2012. Office 2013 won't be released for a year or so. It will have several versions for home and business, and claims to have versions compatible with Mac and open-sourced formats. Pricing has not been set. As a reviewer said, "It will cost more than Google Docs, but it has many more features." Anyone can preview the suite by going to <http://www.microsoft.com/office/preview>.

Maps, Maps and more Maps

Mary Stewart, Member,
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October 2012 issue, The ICON Newsletter
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Patti Hobbs, from the Ozark Genealogical Society, recently demonstrated Google Maps as an aid to locating and pinpointing places our ancestors lived. It is another helpful tool to unraveling our past.

For more help in locating our ancestors, or if you just like maps, try The David Rumsey Map Collection. This collection contains more than 150,000 maps. The collection focuses on rare 18th and 19th century maps of North and South America, although it also has maps of the World, Asia, Africa, Europe, and Oceania. The collection includes atlases, wall maps, globes, school geographies, pocket maps, books of exploration, maritime charts, and a variety of cartographic materials including pocket, wall, children's, and manuscript maps. Items range in date from about 1700 to 1950s.

There are now over 33,000 items online, with new additions added regularly. The site is free and open to the public. Here viewers have access not only to high resolution images of maps that are extensively cataloged, but also to a variety of tools that allow users to compare, analyze, and view items in new and experimental ways.

The website is <http://www.davidrumsey.com/about>

WE WANT TO INCREASE
OUR MEMBERSHIP
IF EACH MEMBER
BROUGHT JUST ONE
INTERESTED GUEST
TO A MEETING
WE WOULD ACCOMPLISH OUR GOAL

EXPLORING PC HARDWARE WITH WINDOWS 7

Exploring PC Hardware with Windows 7

By Dick Maybach

Brookdale Computer Users' Group,

NJwww.bcug.com

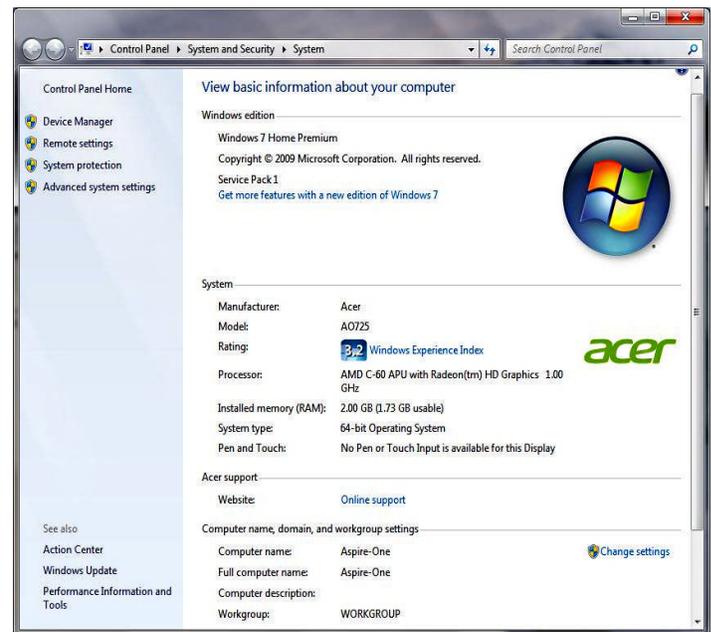
n2nd (at) charter.net

October 2012 issue, BUG Bytes

Windows 7 includes programs that can teach you much about your PC and its performance. Using them can help you understand what goes on inside the enclosure, guide you in deciding what components you should upgrade, and help you determine which new PC would be a good replacement for your current one.

The first tool we'll examine is the *Windows Experience Index*, which is a performance rating of your PC. The fastest way to access it is to tap the Windows key, type "index" and select *Check the Windows Experience Index* from the presented list. The screen-shot below shows the results for my Acer Aspire-One netbook. The first time you run this program, you won't see any scores; instead, there will

be a button labeled "Rate this computer." Click on this to run the benchmarks that find the scores. Note that lowest score is for processor speed, which means that over-clocking the CPU would be the best way to improve its performance, since replacing the CPU isn't possible. If I decided that I needed substantially better performance, I could run this same program on a netbook or laptop on a showroom floor to see how much, if any, improvement I could expect. This test provides much better guidance than the often-used processor clock rate.



The next tool provides an overview of the hardware, and the easiest way to access it is to tap the Windows key, type "system" and select *System* (in the Control Panel section) from the list. The results, again for my Acer netbook, appear below.

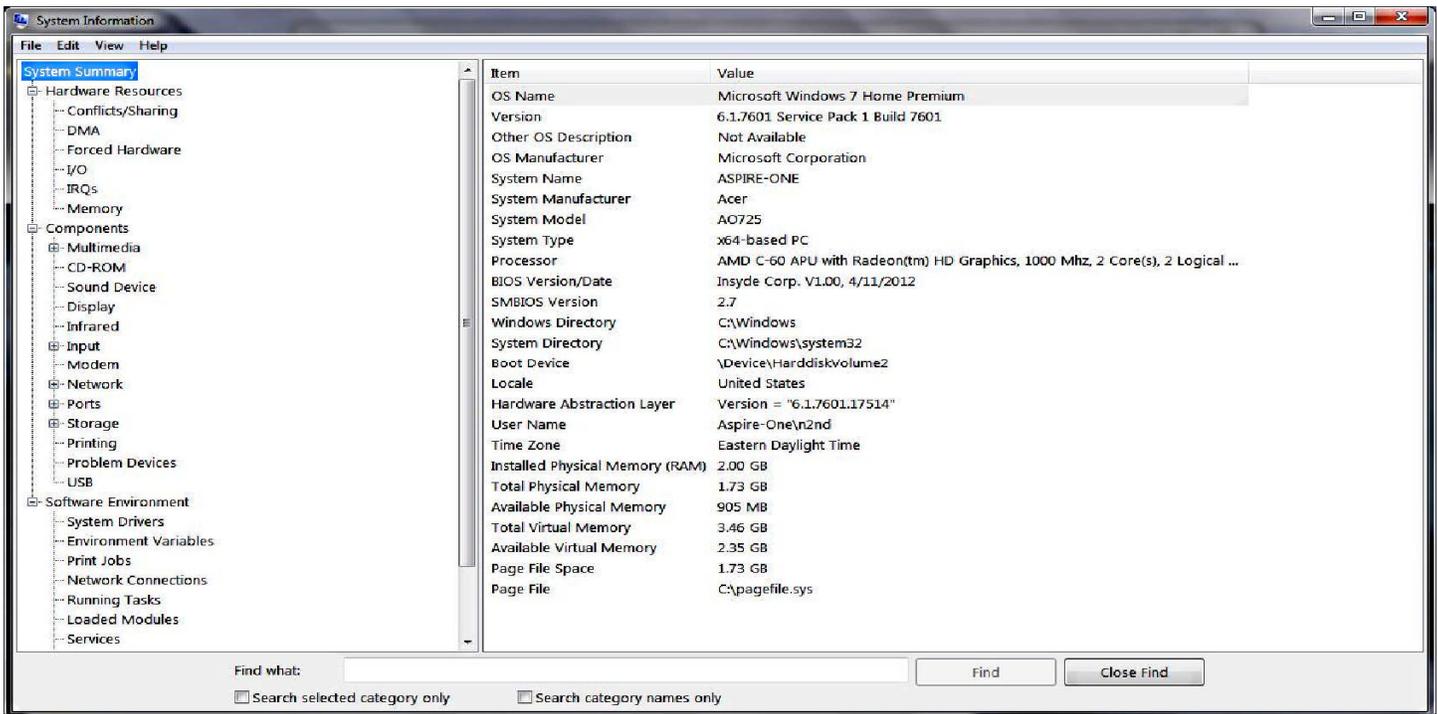
This screen shows you the basic information about your PC, the Windows version, an overview of the hardware, and its network identity. If you have run the Experience Index benchmarks, you'll also see a performance rating.

The *System Information* tool provides detailed hardware information; access it by tapping the *Windows* (Continued on page 10)



EXPLORING PC HARDWARE WITH WINDOWS 7

(Continued from page 9)



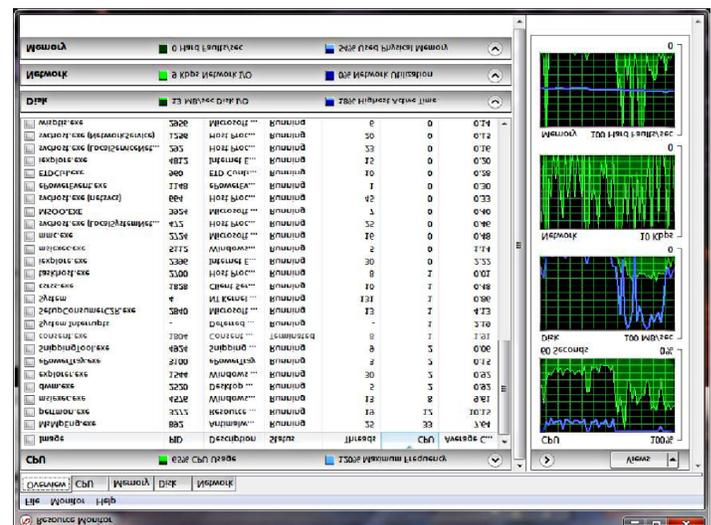
key, typing "system", and selecting the *System Information* item on the displayed list. The results for my Acer netbook appear below.

At first, the left pane will contain only three items under System Summary: Hardware Resources, Components, and Software Environment. Click on the box labeled "+" to the left of each item to expand it as shown. The right panel shows the information for the item highlighted in the left one, in the above case, System Summary.

You might be puzzled by the memory numbers. In particular, they show that Windows can use only 1.73 Gbytes of the 2 Gbytes installed. The remainder is used by the hardware, mostly by the display controller. On this machine, Windows makes 1.73 Gbytes available as swap space, which brings the total available computer memory to 3.46 Gbytes. At the time, this program was run, Windows and its applications were using 830 Mbytes of the available memory, leaving 905 Mbytes of physical RAM and 2.35 Gbytes of virtual memory still available. To understand the other items in the left pane, you will

need to make Web searches or obtain a good hardware book, such as *Upgrading and Repairing PCs*, by Scott Mueller (now in its 20th edition).

The last tool we'll examine is the *Resource Monitor*, which shows how hard your PC is working and what software is using its resources. It's most easily ac-



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"resource", and selecting *Resource Monitor* from the list. The screen below shows a snapshot, again taken on my netbook.

Here, the left pane (under the *Overview* tab) shows the active processes occupying the CPU. To make the shot less cluttered, I've closed the Disk, Network, and Memory items, which you can open by clicking on the down-arrow buttons on the right of each title bar. The graphs on the far right show short performance histories of each parameter. In the case of the CPU, the green shows how hard it's working and the blue its clock frequency, as indicated on the CPU title bar in the left pane. Note that at the instant I made this screen-shot, the CPU was running at 120 per cent of its rated maximum clock rate, although as the graph shows, it was less than 100 per cent most of the time. Comparing the other title bars in the left pane with the corresponding traces in the right one will let you interpret the data. In particular, in the disk display, blue shows the per cent of the time it's busy and green its transfer rate; in the network display, the blue shows its per cent utilization and green its data transfer rate; and in the memory display, blue shows the per cent in use and green the hard-fault rate. This last item is confusing. Hard Faults are not errors; instead they show how much data swapping between RAM and the swap file is taking place. Earlier versions of Windows used the term "page faults" for this, which was somewhat less alarming. Note here that we're using only about half the physical RAM, so there really isn't a problem. If the physical RAM usage were to approach 100 per cent, the hardfault rate would dramatically increase, and the PC would slow down just as dramatically. Thus, this is the plot you check to see if you need more RAM.

We've taken a very brief look at some useful hardware tools in Windows 7. Although making full use of them would require much study, spending just a few minutes with them will give you a better idea of what is going on inside your PC. Also, they can help you make better choices in your next hardware upgrade or PC purchase.

The Tip Corner – November 2012

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA
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Virus Stole Your Computer

Some viruses leave behind nasty side effects, even when your antivirus program has cleaned the actual virus from your computer. Some virus programs, such as the Windows 7 Recovery virus will hide your files in an attempt to coerce you into paying for the virus's removal. When you view your desktop or click on your C: drive, it may appear that all of your files have been deleted, but they haven't — the virus has simply hidden them. You can restore them easily using a simple command prompt trick that works in Windows XP, Vista and 7.

Click the Start button in the lower left corner of your task bar. Type cmd in the search box at the bottom of the menu and press Enter. If you're using Windows XP, click Run and type cmd into the Run box. Then type `attrib -s -h -r c:/*.* /s /d` and press Enter to execute the command.

Allow the command to finish executing (it may take a few minutes). When it's done, close the command prompt window and check your desktop — your files, hidden by the virus, have been restored. You can use the same trick to restore files the virus may have hidden on other drives, including removable storage such as flash drives and external hard drives; just change the drive letter in the command above to the drive letter of the storage device with the hidden files. Rename multiple files at once. I used to search for photo programs that would allow batch renaming of all those pictures you get in

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TIP CORNER

(Continued from page 11)

from your camera, such as DSC_5671 to something more descriptive. Image my surprise when I discovered batch filing is a click away. Just highlight all the files/folders you want to rename, Right-click, choose Rename and call it something that best describes them such as "John's graduation". It will rename all

the highlighted pictures as John's Graduation, and number them sequentially. For a way to more precisely number pictures a good photo editor will really help out.

Google Reverse Image Search

Here is a great idea. If you are looking for an image similar to one you have just hike over to Google.com and click the Images button in the upper left-hand corner. The page should reload and you should see a little camera icon in the search box. You can either browse to where your image is on your computer, paste the URL of an image from another site (right-click on the image and select Copy image URL) or even drag and drop an image from your desktop into the search bar. Then just hit the Search button and Google will scour the internet for like-looking images to the one you uploaded. You can also click on the link at the bottom and watch a short video that offers more explanation.

Change the task bar

Vista and Windows 7 disable the "File, Edit, View, Tools, etc." on the top of the open folder. Want them back? Although Vista and Windows 7 have disabled the old menu bar by default, you can enable it temporarily, if you would like.

When you have a folder open, press the Alt key and the menu will appear. Press Alt again and it will disappear. This is temporary. But you can make it permanent if you want to.

First, open one of your Windows folders, left-click on Organize. On the drop-down menu, left-click on Layout. A new menu will pop up. Point your Cursor to

Menu Bar (it's at the top of the menu) and left-click to put a check by it. That's it! Now every time you open a folder in Windows, the menu bar will be there. If you decide you want it disabled, just follow the above instructions, only when you get to Menu Bar, left-click on it to remove the check mark.

(What is a temp directory and do I really need to clean it?)

The temp directory is the location on your computer to which all temporary files are saved. Temporary files are files saved by your web browser or another program in order to speed up that program's performance. One good example are the temporary files created when you browse the internet. When you go to a site a copy of the opening page will be saved to your computer so the next time you go to that page, it will pop right up for you with little to no delay. Your web browser will do this for many of the pages you access on the internet. Often the files are deleted by the program that created them. However, if a program ends in error, has a component that is not working properly, or any other irregularity, these files are left in the temporary drive. Others are retained simply for efficiency or to speed access to pages you have already visited on the web.

After a while the more files that are in the temporary folder, the slower your computer begins to process. Eventually, their existence is enough to cause sluggishness in your computer. To get to the temp folder in Windows 7 and Vista, just press Start, and in the Search Box type %temp%, then hit enter. Since Windows usually cleans out the temp folder periodically, you might want to just delete those .TMP files that are over a couple of weeks old that got stuck.

HAVE FUN AND LEARN WITH PAINT

Have Fun and Learn with PAINT

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Feed your creative side! Learn a little about computer graphics.

I've always liked the Paint program -- it comes free with Windows. Sure, there are other drawing and graphic programs you can use, many of them free on the internet, but since everyone who has Windows has the Paint program, you might want to know a little about it. To open Paint on your computer click on the "Start" button in the lower left of your screen, then move your mouse to "All Programs" and a list of your computer programs will be displayed. Scroll down to the "Accessories" folder and click on it. In the list of programs in the Accessories folder find "Paint" -- click on it once and it will open. You can play with Paint and make your own drawings and you can open a photo in paint and then draw or put text right on the photo. But before we do that, let me tell you why I like the Paint program and why I think it is worth your time to learn about it.

Paint is an excellent program for new computer users because it can teach you some basic computer commands for doing graphics. You can draw and work with shapes, colors, lines, pictures, and more. But the important thing is that what you learn in Paint will come in handy in many other graphic programs. Paint is also an easy program to learn on your own by using its own "help" option. When you open Paint (in Windows 7), click on the little blue circle with the tiny white question mark in the upper right corner of the window (or just hit the "F1" key on your keyboard). Then click on the article title you want to learn about. I suggest starting at the top and reading all the sections if you have not used

Paint before. Don't worry, the entire help article is not long

and you can read it all in less than a half hour. But you really need to actually do what the instructions tell you so you will build up your computer skills. The program is simple enough to learn easily and it will introduce you to some great computer graphics. But, on the other hand, Paint is limited in what it can do. For example, it is not intended to be a complete photo editing program by any means.

Play with Paint for a while and learn how to draw and change shapes. Select different colors and draw some lines, circles and squares (to draw perfect circles and squares, hold down the "shift" key while you drag your mouse to create the shape). Try selecting different brush types -- you can select oil or water color, for example, or crayon or marker. Notice how you can see "through" some colors to the others underneath (Paint prior to Windows 7 does not have this feature). Now draw a text box by clicking on the text tool which is a capital letter "A". In the box will be the insertion point ready for you to type your text. You can make the box "transparent" or "opaque" and move it wherever you want. Make a mistake? -- just click on the "undo" arrow, the small blue arrow curving to the left at the very top-left of the Paint window.

One thing Paint can do is allow you to put text right in your photo. If you click on "help" you will see the "Adding text" title -- click on it to learn how. But let me step you through this, one step at a time (in Windows 7), to introduce you to this:

1. Open the Paint program (see instructions above).
2. Click on the dark blue rectangle in the upper left of the window. This used to be the old "file" menu

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HAVE FUN AND LEARN WITH PAINT

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but in Windows 7 the word "file" is gone. (No, I don't know why they removed the word "file"!).

3. Click on "Open" which will display a window in which you can find the photo you want to work with in Paint. Click on the photo and click on "Open" at the bottom right of the window. The photo will now be in the Paint program window – but wow -- look how big it is!

4. Why so big? Well, I guess the Paint program is used to dealing with images with fewer pixels, but it's no big deal – let's zoom out to see the whole image at once. Click on the "View" tab and then click on the "Zoom out" tool until you see the whole image in the window. Now we can work with it much more easily.

5. Click on the "Home" tab and then click on the "Text" tool – this is the large capital letter "A" in the "tools" section of the Home tab ribbon. You are now ready to draw a rectangle into which you will type your text.

6. On the photo, drag your mouse (hold down the left mouse button) to draw a rectangle. If you draw it in the wrong place, just move it to where you want by dragging it with your mouse. You can also change the size of the rectangle by dragging the little white "handles" at the corners or sides. Try it!

7. When you draw this rectangle, the "Text" or "Text tools" tab is opened for you. This is where all the text editing tools are, and there are not that many.

8. The "insertion point" is already in the rectangle ready for you to type your text – but wait a second, where is that insertion point again? It is in the upper left of the rectangle you drew, but it may be VERY tiny! Can you even see it? The Paint program had no idea how large your photo was going to be so the larger (i.e. more pixels) your photo is, the smaller the font will appear. Remember, we zoomed out to see the whole photo. So, get the font larger by click-

ing on the little black arrowhead next to the number in the "Font" tool area and pick a big number, say "72" and see how big that is. You can enter numbers larger than 72 if you want by using the keyboard.

9. Select a color for your text. Pick a color from the color pallet that will stand out on the photo, such as yellow. Just click on the color you want and that color should then appear in the "Color 1" box. This will be your text color.

10. You can select other text options if you wish, such as bold, italic, or a different font. Also, select if you want your text box to be transparent (my choice) or if you want it to be "opaque" (that is, to have a background color). The background color will be the color in the "Color 2" box which you can change if you want by clicking on that box. If your text color and the background color are the same, you will see no text!

11. After you type your text you can still move the box to where you want by dragging it. Once you click outside the box, that's it, your text is now part of the photo and the box is gone. If you make a mistake, just click the "undo" blue arrow at the top left of the window and you can try again.

12. Save your photo with a NEW NAME. Click on the blue rectangle again (the old "file" menu), move your mouse to "Save as..." and then click on your file type (probably ".jpg"). In the window that opens, pick the folder into which you want to save your photo and enter a good name in the name box. Click "Save". If you do not give it a new name it will replace your old photo which will be lost.

I think you will enjoy using the Paint program, let it bring out the artist in you. While you are drawing your masterpiece, you will be learning some very helpful computer skills. Computer graphics can really do some amazing things and there are several programs free on the internet if you want to do more. So have fun and get colorful!

Short Circuits...zzzt!

Trial 1. A woman in Norway was arrested after police said she walked out of a store with a 42-inch television under her skirt. The woman made it as far as a bus stop with the TV between her legs but was arrested on the bus after being reported by a suspicious employee. When asked how she was able to walk out with the TV, she said she was Romanian and had "very strong thighs."

Arizona Republic

Trial 2. A Michigan man won his latest boxing match, but a bloody nose in the ring could send him to prison for bank robbery. The FBI said it obtained a swab used to stop the bleeding and found that the man's DNA matched DNA on other evidence from a 2009 robbery in Temperance, Michigan. The evidence included a mask believed to have been used in the robbery and from the steering wheel of the getaway car. The defense attorney said there seems nothing illegal about the FBI acquiring the bloody swab. "We leave our fingerprints, bits of hair and skin all over the place. If you're a boxer, sometimes you leave your blood around." He doubts the blood sample really was necessary based on other DNA evidence. "It is a dramatic twist. It makes for an interesting read," he said. "That's 'CSI Miami' stuff, just amazing."

Associated Press



"Mom, I'm 50 years old --- you can remove the parental controls from my computer!"



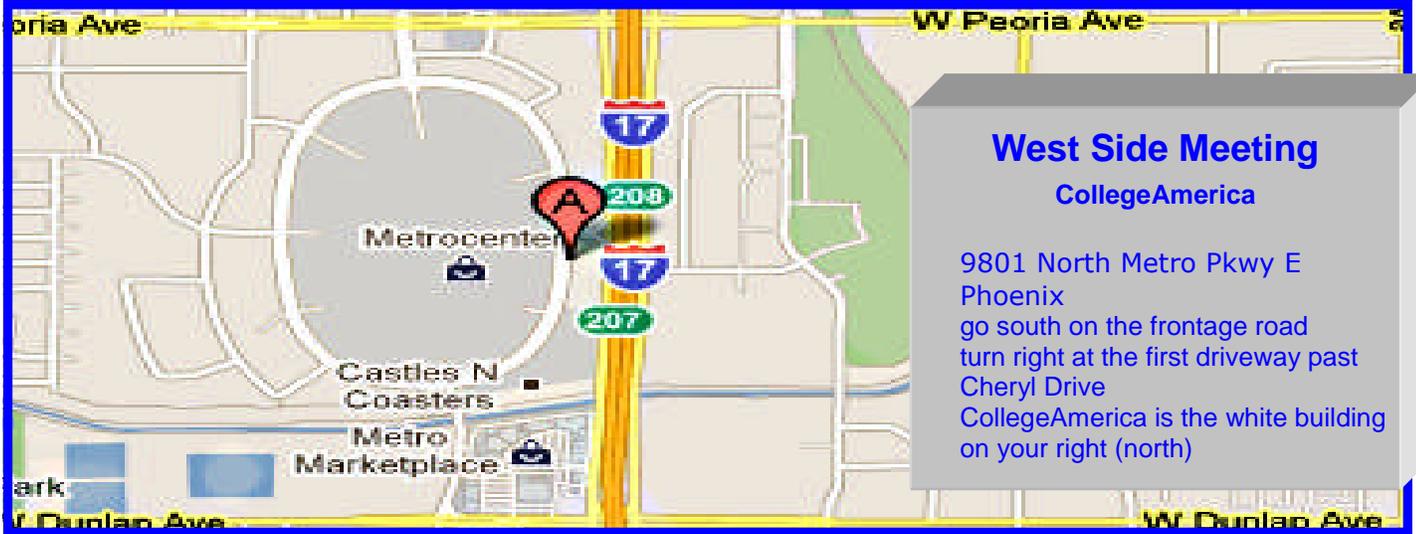
Trial 3. A woman who put a mannequin in the back seat of her car then used the fast lane on the Interstate is now facing two traffic citations. The Minnesota State Patrol says they stopped the woman on Thursday while she was using the diamond (commuter) lane. According to a post on the State Patrol's Facebook page, the driver claimed she was acting on a dare. Police say she also had a suspended license and ended up with two citations.

Associated Press

Trial 4. A suspected Idaho car burglar appears to have fallen asleep on the job. Police say the man was arrested during the wee hours of the morning after he was caught napping inside one of the vehicles he was trying to steal outside an apartment complex. According to authorities, he intended to hotwire the 1991 Honda Accord but his plan was foiled shortly after 4 a.m., when he was found asleep at the wheel by the vehicle's owner, who then called police. Police say he appears to have been removing the car's stereo when he nodded off. He is suspected of breaking into four vehicles parked at the apartment complex. Police say the vehicle he drove to the scene was also stolen.

These Items are based on articles from the noted sources and have been adapted by the Editor.

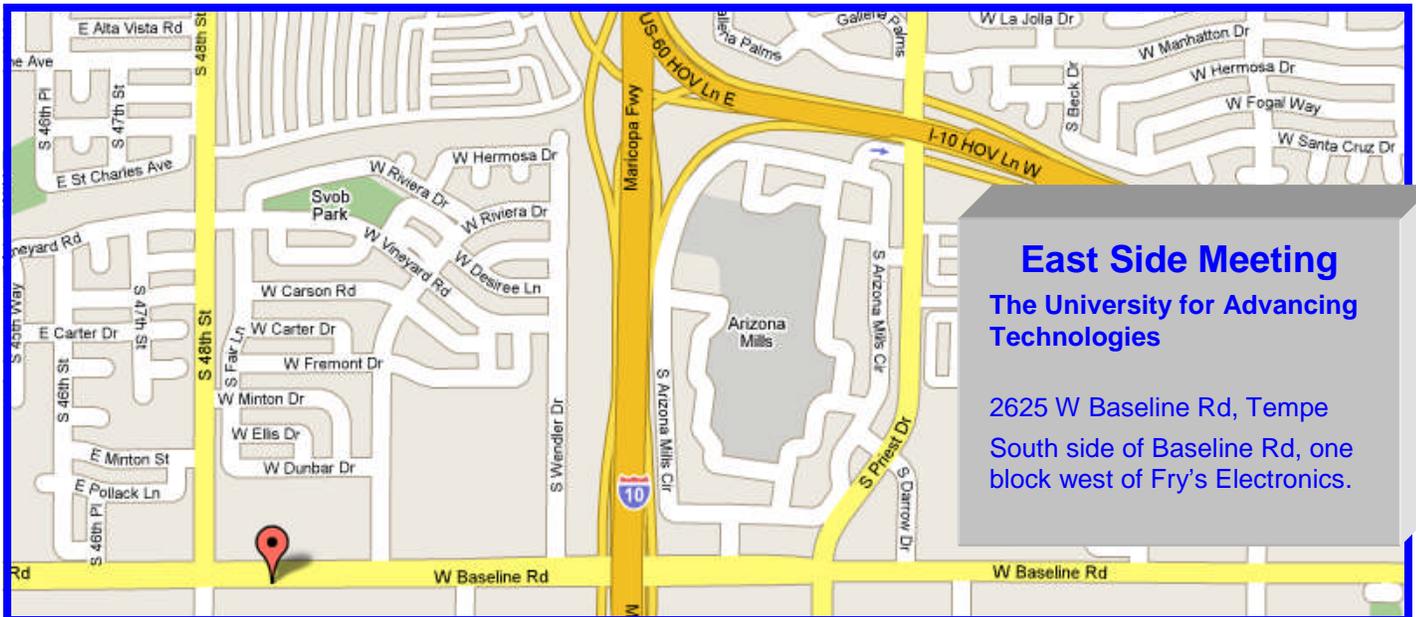
HOW TO GET THERE



West Side Meeting

CollegeAmerica

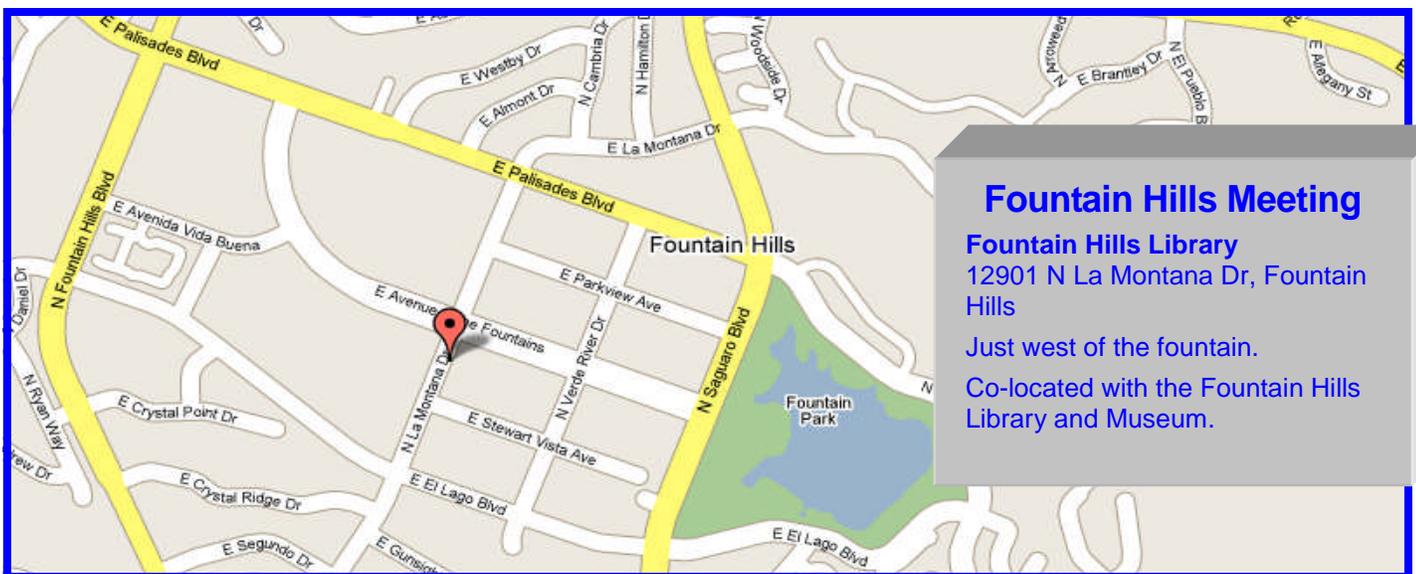
9801 North Metro Pkwy E
 Phoenix
 go south on the frontage road
 turn right at the first driveway past
 Cheryl Drive
 CollegeAmerica is the white building
 on your right (north)



East Side Meeting

The University for Advancing Technologies

2625 W Baseline Rd, Tempe
 South side of Baseline Rd, one
 block west of Fry's Electronics.



Fountain Hills Meeting

Fountain Hills Library
 12901 N La Montana Dr, Fountain Hills
 Just west of the fountain.
 Co-located with the Fountain Hills Library and Museum.

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The Official Policy of the Phoenix PC Users Group is that we do not condone software piracy in any form.

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Receive Electronic newsletter in place of printed one? Yes No

E-mail address: _____ (Print Legibly)

Signature _____ Date ___/___/___

Release my address to vendors ? Yes No Note: Phone numbers **will not** be listed.

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