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Steering Committee:

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

NEWSLETTER

*The Best Accessory
for your PC!*

MAIN MEETINGS JUNE 2013

West Side.....Tue, 18

CollegeAmerica, 9801 North Metro Pkwy E, Phoenix

East Side.....Wed, 19

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

Fountain Hills.....Thu, 20

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

Presentation this month:

Bring your PC problems
for discussion at Q & A
Hacking—What does it mean to you
How to use Acronis 2013—It's different!
Using the Kim Komando column

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

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THOUGHTS FOR THE MONTH

FROM YOUR PRESIDENT

Hello fellow computer hackers & wannabees!

Have your Internet activities been compromised? How do you know? Stay hardwired for any banking transactions, better yet - do them in person at the bank. At least that eliminates one level of intruders. Then you will have the contact person at the bank (like the teller), make note of the name on your receipt, and change your bank account as needed if you ever feel compromised. Also have two different banks, with Saturday hours in case there is a network problem.

Being a little facetious here, but be careful what you are doing online anymore with the latest revelations of Ed Snowden, the National Security Agency, his defense contractor Booz Allen Hamilton and the Central Intelligence Agency. According to various news reports, starting with a British newspaper, Mr. Snowden felt compelled to release information he was knowledgeable about in regards to CIA involvement in demanding Verizon phone records. More revelations about other phone providers, as well as Microsoft, Yahoo, Apple, Facebook, etc. may be involved are going to be interesting.

This has parallels with Three Mile Island and the movie

Now back to our feature presentation... keeping you & your own data & PC secure, happy, wealthy and wise. This year we've featured doing full hard drive backups using Aronis True Image Home Edition. **Believe me** this will save your life (at your least your sanity).

Another area we will discuss this month will be Kim Komando, which is my favorite Guru and Bill Aulepp's favorite expert Bob Rankin and his take on the most interesting tech items of the day.

David

FROM YOUR EDITOR

In the last few months, several multi-billion dollar companies have changed, reviewed, or put curbs on telecommuting of employees. The reasons given publically for these managerial actions are varied, as are the reactions of the affected employees. An interested, but neutral, observer might agree that there may be valid reasons for a change in existing company policy. The single most obvious reason would be low productivity in the workplace. But sadly some professions that require "new" ideas, particularly those in research, design, and product development, can not be ramped up to a higher level of production. Brilliant concepts and ideas often come unexpectedly to scientists and engineers employed in these mentally rich professions

Einstein was quoted as saying that his now well-known Theory of Relativity came to him in a single bright flash in an afternoon. There is no argument that a broad knowledge in multiple areas of experimentation is helpful in improving existing products and practices. Such cross-fertilization is given as the reason for many "team review meetings", "brainstorming sessions", and other colloquia that are usually anathema to the majority of the required attendees. But the very nature of original research and design is such that breakthroughs can not be scheduled (much to the chagrin of many vice-presidents, shareholders, chief executive officers, and their accountants).

An assembly line process obviously requires the physical presence of the workers. But the explosive development of electronic methods of communication in the last few decades allows the completion of multiple routine business processes. Paperwork is now electronic, with the only limitations being the diligence of the operators and the reliability of the equipment, (which, unfortunately, is often hair-tearingly inadequate). Managers who focus on the count of vacant spaces in the parking lot are using the wrong criterion.

Michael

MEETINGS

CALENDAR

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

PRESENTATION THIS MONTH

Bring your PC problems
for discussion at Q & A
Hacking—What does it mean to you
How to use Acronis 2013—It's different!
Using the Kim Komando column

GENERAL MEETINGS

WEST SIDE: CollegeAmerica (see map page 16)

- Tuesday June, 18, 2013
- 6:00 PM - Steering Committee
- 6:30 PM - Q and A
-

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

- - Wednesday June, 19, 2013
- 6:30 PM - Q and A
-

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

- - Thursday June, 20, 2013-
- 6:30 PM - Q and A
-

BIG DIFFERENCES FROM WIN 7 TO WIN 8

Windows 8: Big differences from Win7, and it works!
By Karen Stagg, Member, Golden Gate Computer Society
March 2012 issue, GGCS newsletter
www.ggcs.com
editor (at) ggcs.org

Windows 8 is substantially different from previous versions of Windows, and, though it requires a learning curve, the task is not insurmountable, says GGCS member Ernie Ganas, who helped about 75 guests and members understand the newest Microsoft operating system (OS) during the February General Meeting.

To make the newness more palatable, Ernie offered that this new OS takes only 15 to 20 seconds to boot and 10 seconds to shut down. And the Internet loads instantly.

In addition, Windows 8, which costs about \$200, is a stable platform—more so than previous versions of Windows, which has been a concern since even-numbered Windows upgrades have notoriously had problems in the past. Windows Defender is standard in Windows 8 and replaces Microsoft Security Essentials.

The online app store for Windows 8 has 35,000 choices to purchase online, though many are free.

The term “apps” is starting to replace the word “programs” but can still be used interchangeably.

Be aware that many of the default applications or preferences are made by Microsoft, i.e. Bing instead of Google. If you don't like Bing, you can choose Google (or another search engine), and Lock your choice in Internet Options>Tools.

Windows 8's (Pro version or higher) unique feature called “Windows to Go” (WTG) allows you to boot your workspace from a USB flash drive, so you can see your desktop as you would see it at home—your files, programs, etc.—on any computer you plug into. If you need to use someone else's computer, say, while traveling, WTG builds a virtual box that holds your Windows environment. Your information is never on that computer; it's all just on your flash drive.

The logon screen, though inconvenient to some, does serve a purpose. It allows a user to sign into a different computer and have their home configuration (including references) visible.

Windows 8 also helps us access our data by promoting the use of cloud storage with Sky Drive, available in various size options. Ernie suggests that the trend in computer security may be to virtual environments to protect computers better.

How it looks and works The new Task Manager is well-designed, showing useful information not available with previous Windows versions. The initial start-up screen shows many icons such as:

- Weather
- Maps
- People
- Mail
- Games

But the “search” feature is the fastest way to find anything (apps, settings or files) on your Windows 8 computer, Ernie says.

Windows 8 stores your data in a “pool.” It gathers files and data from multiple sources such as your flash drives, hard drives, or other storage mediums. The only drawback is that once the data is transferred to the pool, you can no longer determine from what device the information was transferred from.

Windows 8 was made to be used with a touch screen monitor, but those of us (the majority attending the meeting) still have the conventional screens and can handily navigate Win 8 with a mouse or touchpad.

To return to the “Tiles” view, use the Windows key on the keyboard. To close a tile, the screen offers no obvious place to click Close. Instead, for those with a touchscreen, hold your finger at the top of the screen and “brush” the screen down or toward you, as if you were brushing something off the screen itself. To do this action with a mouse, click and hold at the top of the screen, then drag the window down instead of “brushing” it. Old timers remember the Alt + F4 key-stroke works too.

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A SATISFYING CALL TO TECH SUPPORT

Amazing Tale of a Satisfying Call to Tech Support . . .

By Judi Shade, Mac Monday Volunteer, Hilton Head Island Computer Club, SC
February 2013 issue, The Islander
www.hhicc.org
newsletter (at) hhicc.org

I recently acquired a Dell laptop with Windows 7 to start working on a database project that only could only be accessed on a PC and used through Internet Explorer. The database program also required that I be able to print various pdf files, Word files and screen shots. Since I am a long-time computer user (PowerMac), I also have two HP printers -- an older, very reliable LaserJet and an equally old HP All-in-One. Neither printer has WiFi capabilities, but both are USB printers.

Thinking this would be easy, I ran a USB printer cable from my HP LaserJet P2035n directly to my laptop and the printer icon appeared in the devices window along with a big yellow triangle telling me I had the infamous 'issue' problem and would I like to "troubleshoot." "Of course," I told the machine and lo and behold, the little Dell that couldn't, came back and said "sorry, Charlie, there is no driver available for your antique printer."

Funny thing though, on HP's own web site, the driver not only exists, but I had already easily downloaded it. But, it would not install. I did not want to buy a 3rd printer and I needed to print desperately -- paperwork was backing up. So even though I knew HP's customer support reputation from years back (prefer a trip to the dentist than to be on hold button hell with HP),

I went to HP's web site again for Tech Support and surprisingly (?) HP has outsourced tech support. BUT, and this is a big but, to a company that can actually do technical support for all kinds of software and hardware.

So I punched in the 877 number and got "Sam" in New Delhi who listened to my tale of woe and whose first question was, "If you own a Mac, why would you ever get a PC?" That is honestly what he said! Anyway, he assured me he and "Michael" could

make my old HP printer work perfectly with my Dell. Thirty-five minutes (and \$149.99) later, my printing problems were resolved. There were programs on the hard drive that had to be activated and some removed in order for Windows 7 to allow a driver from an 'old' HP printer to be used.

Even though I paid slightly more for the call than the cost of a newer, inexpensive printer, I do not end up with 3 printers on my desk and my LaserJet prints nice and fast and reliably.

Anyone with an old HP, I would encourage you to use the new HP Tech Assist number (the company is called Upquake Technical Services) to bring extended life to your printer or any other device you may have. Sam and Michael were both excellent!

Sam and Michael were much better than the old Help Desk.

BIG DIFFERENCES FROM WIN 7 TO WIN 8

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Users with touchscreen experience on an iPhone or Android, iPad or, tablet will be familiar with "brushing" or "sliding" motions. Ernie speculates that the computer industry is headed toward a tablet/phone touchscreen interface.

The touchscreen and decidedly visual platform isn't intuitive. Ernie's first challenge was figuring out how to start, restart, and shut down—he found no button in an obvious place. Windows 8 does offer some right-click options for shut down and closing a window. Finding them is another matter. In addition, Ctrl + Alt + Delete doesn't work in this version of Windows.

John King, one of our well-schooled computer buffs, responded to Ernie's request for an experienced assessment of this new system: "It is a stretch to learn thystem." Fortunately, the Microsoft store in Corte Madera is well set-up for customers to learn how to use all the bells and whistles in their products. Ernie suggests YouTube as a valuable source for tutorials.

WHAT DOES THAT ICON MEAN?

What does that icon mean?

By Veronica Valero, Member, Golden Gate Computer Society, CA; one-on-one computer tutoring through her business, Computer Tutor of Marin
 March 2013 Issue, GGCS newsletter
www.ComputerTutorMarin.com / www.ggcs.org
 editor (at) ggcs.org

When I took a recent airline trip to attend a family wedding, I planned to rely on mass transit during our visit to Seattle. But I almost didn't get out of the airport because I didn't correctly interpret airport icons on signs leading to the light rail transport.

I recognized familiar symbols for men's and women's restrooms, followed light rail symbols down several corridors and two escalators, and boarded the rail train. But it never left the airport. Turns out I boarded an internal rail system, not the Seattle light rail, as pointed out by kind passengers when we asked how to pay.

This situation is no different for computer users. These last few years the computer software industry has removed or hidden text-driven drop-down menus and replaced them with a plethora of icons that, somehow magically, users are supposed to interpret. Hovering over an icon may reveal the answer, but this method wastes time. A little computer history In 1983, Apple Computers Inc. launched Lisa, the first personal computer with a graphic interface and its famous mouse, the point-and-click device that revolutionized the computer industry. At that time, commands were generated by keystrokes and our memories.

For example, to bold text using the PC WordStar word-processor, you pressed the Command (Ctrl) key, then P, and then B to tell the computer to begin bolding when printing. Next, you typed the text. To stop bolding, you repeated the above keystrokes. If you forgot to stop bolding, you wouldn't know until you printed the document because computers were not yet WYSIWYG (What You See Is What You Get) until Apple entered the scene.

Apple Computer changed the command-driven way of computing that required you to memorize many exact commands. We can still use these key-based commands; common ones for Macs (Apple) and PCs include: To save a document = Press and hold the Ctrl key then press the S key and release (for the Mac, press the Command key in place of the Ctrl key). To print = Ctrl + P. To copy = Ctrl + C. To paste = Ctrl + V. To cut = Ctrl + X. To undo = Ctrl + Z. Unfortunately, the current computer trend toward turning all text into symbols has gone too far.

Keeping up with all the new imagery is counter-productive and frustrating to many. This move toward iconography has moved to our phones, smart phones, iPads, tablets, readers, and many electronic gadgets.

My experience at the airport demonstrates how this trend is infiltrating our world. To help you survive the next stage of the computer symbolic evolution, below are common cross-platform cross-application symbols. Memorize these icons and you may just survive the dawning of this new era. Note: These instructions below are all one-click/touch actions.

Power Button: Turns on/off your electronics. Note: Rather than pressing the power button to turn off, some computers require a Shut Down process by clicking a menu or icon.

Close a window or application: Windows PC: Click the X (top right corner) to close an application or a window. Mac: Click the red button (top left corner) to close an application or window. This action usually does not quit the application.

Arrow (black or white): When you move the mouse or move your finger around the track pad, the arrow tracks your movements. When you want to select something or press a button, left click once.

I-beam: The arrow becomes an I-beam when the arrow enters a text box or area where you can type. To activate the typing feature in the text box or area, you may need to click once to see the blinking line that indicates where text will appear when you type.

WHAT DOES THAT ICON MEAN?

(Continued from page 6)

Hand: When the arrow hovers over text (often underlined or in color), when you click once it will take you to a different webpage or website, or a different part of the document. When the arrow hovers over an image and it becomes a hand, when you click the image once, it can open a new website, webpage, or window showing you the image in a larger format or give you more information.

Triangles (& Vs) Down or Up: (1) click to scroll down or up, or (2) click to see a dropdown menu and make a selection.

Doubles Triangles (& double-Vs)—Down or Up: (1) Page up or page down, or (2) next window or view, or (3) previous window or view.

Triangles (& Vs)—Left or Right: Can mean: (1) Play audio or video, (2) Click to scroll left or right, (3) click to go backward or forward, or (4) click to see more options, etc.

Doubles Triangles (& double-Vs)—Left or Right: (1) Takes you to the beginning or the end, (2) Fast-back or Fast-forward, or (3) Previous or next section, selection, or song, etc.

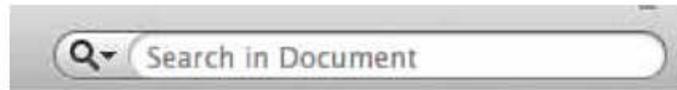
Back button and forward buttons: When pointing left, click it to go to the previous webpage(s) or window. When pointing to the right, click it to take you back where you were. It's like flipping back and forth through a book or magazine: It remembers where you've been.

Microsoft Windows "Start" button (four square icon): Click to see Microsoft's Start Menu (XP, Vista, Windows 7) or Start Page (Windows 8). Note: Some keyboards have a Windows Start key to the side of the Spacebar: press once to open the Start Menu or Start Page.

Apple's "Finder" (Square Smile) Icon on a Mac: Found on the left side of the Dock, this icon is your virtual filing system (like Window's Library/My Documents). Click it to access your storage folders: Documents, Pictures, Music, Movies, Downloads, Applications, etc.

Delete/Trash/Recycle: Select your document, email, item, or text, and then click this icon to delete it. Sometimes to permanently delete the item, such as documents and emails, you need to empty the Delete, Trash, or Recycling folder. Note: In some applications, the X and Don't images (circle with the slash through) also means Cancel.

Search Magnifying Glass: Found in Internet browsers, at websites, in your computer, in applications, etc. Click once in the text box and type key word(s), and then click the magnifying glass icon or the Go, Search, or Find text to locate word(s) or topics, etc.



Zoom Magnifying Glass (in +, out -): Looks like a search but usually has the word Zoom, 100%, or plus and minus signs. Click to enlarge or reduce. Clicking this icon generally increases or decreases the font and image size.



New Browser Tab: To open a new window while keeping the current window accessible, click the Tab, the icon with the plus sign, or the blank tab to the right of an existing tab. This action lets you have your webmail in one tab, your Google.com webpage in another, while you open another tab to do shopping, researching, or watching Youtube.com, etc. To delete a Tab: Without closing the browser, hover the mouse over the tab and click the X to close just that tab.

House/Home: In your Internet browser, clicking this icon once takes you back to your home website (the website/page that first appears when you open your Internet browser).

Cogwheel or Tool image = Tools, Settings, Preferences, or Options: Click to customize or adjust the settings/features of the application (Word, Outlook, Mac Mail, iTunes, Apps, etc.) or services (Online

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WHAT DOES THAT ICON MEAN?

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email such as Gmail, Comcast, DropBox, Skype, Pandora, online banking, etc.).

Menu: Click to see a dropdown menu of options. This icon is replacing the menu bars on several browsers, webmail applications, and tablet and smartphone apps.

Undo: My favorite button! It un-does the last thing you did: (1) Brings back what you accidentally deleted or lost. (2) Deletes what you just typed. (3) Removes formatting that you decided not to do (bold, font style, color, etc.). (4) Removes any changes you just made (resized a picture, added color, added borders, etc.). Note: On some applications, when you keep clicking it, you will sequentially remove previous actions.

Redo: It puts back what the Undo button removed.

Refresh: Usually found in Internet browsers and other applications. This icon lets you update changes on webpages where content is constantly changing such as stock market prices, news items, weather updates, etc.; click the Refresh icon to update. Caution: Refresh looks similar to the Redo icon.

Checkmark: (1) Click to accept changes. (2) Click box to insert or remove a checkmark to agree to a setting, option, service, etc. Caution: When downloading, installing, or updating software, etc., pay attention to any boxes with checkmarks. Read the text to make sure you're not signing up (subscribing) to receive email advertisements or to download a free and possibly a problematic application or unsuspected viruses.

Editing Tools: Cut = scissors, Copy two pages, Paste = paper on clipboard.

Font (text) Color: Change text/font color. How: First select the text, and then click the dropdown triangle (bottom right) once to see color swatches, select your color by moving the mouse arrow down, and click once on your color selection. When done, deselect (unselect) the text by clicking the text box area once.

mail—Reply: A single arrow to the left. Click it to reply to the sender of the email you received. It will insert email address, subject, and include the original message. Next, type your reply message. **Email—Reply All:** A double arrow to the left. Same as Reply but it sends your message to all those who also received the original message from the sender (all emails listed in the To: and CC: sections). If you only want the sender to see your response, make sure you select Reply not Reply All. Note: If you received an attachment in the original email, Reply will not resend the attachment.

Email—Forward: Click to forward the email to one or more people. It will insert the subject and include original message. You will need to enter the email addresses and then type your reply message. Note: If you received an attachment in the original email, Forward will include the attachment unless you changed the default.

ATTEND OUR MEETINGS

Get help on your PC problems

Learn what is new in
the computer world

Network with your Computer Friends

Get free Written and
On-Disk material

WE HAVE THREE MEETINGS

EACH MONTH

EVERYONE IS WELCOME

WHO'S DRIVING THIS BUS ANYWAY?

Who's Driving this Bus Anyway?

By Dave Helmer, Past President and Co-Founder,
Computer Users' Group of Greeley, CO
March 2013 issue, Random Access
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[cugg \(at\) greeley.net.com](mailto:cugg@greeley.net)

When is the last time you worried about having the latest drivers for your computer? Ever? Never? Yeah, me too. Most people just don't give it any thought beyond the initial install of a new piece of hardware, but manufacturers tend to release new drivers all the time. Even your motherboard manufacturer sometimes releases updates. Mouse drivers, NIC drivers, USB bus drivers (there's probably a joke there somewhere, but it escapes me), hardware that no one ever thinks of in their computers, that may not be running the most current drivers. And really, why should you care? Mostly because those little outdated drivers might be the cause of some significant computer problems.

For the most part, I'm a firm believer in the old "if it ain't broke, don't fix it" approach to system maintenance, but on more than one occasion, one or another of my systems will BSoD* for no apparent reason. Microsoft's pathetic approach to a diagnostic simply tells you that the problem may have been caused by an outdated driver. Well, duh ... Which one? Yeah, yeah, I know that BSoD's don't exist in the newer operating systems. But when a computer does a hard reset while you're in the middle of an hours-long project, does it really matter what you call it?

Keeping those drivers current is a nightmare, because no one really keeps track of the manufacturers and driver release numbers for everything in every computer they own. No one. Well, no one I know, or would want to know I suspect. I am usually doing good to keep my video and sound card drivers current, and yes, I do use discrete hardware plugins on my desktop systems. Motherboard sound and video is just not good enough for some of the things I use my computers for, although it is getting better all the time.

The good news is that there is a solution to this problem! Why else would I be writing this article? Actually, there have been a number of solutions to this problem over the last decade or so, but I have found none as user-friendly as a little freeware program called SlimDrivers, available at www.slimwareutilities.com. A recent article in MaximumPC magazine introduced me to this cloud-based

utility for keeping drivers current, and it blew me away when I tried it.

Download the installer from the website listed above. Note that there are two other free utilities they offer as well, one of which, SlimCleaner, I am currently playing around with. Run the installer and when it's fully loaded, hit the big button labeled Start Scan. It's just about that easy. (Do be careful when accepting the install, as they will try to install AVG Security Toolbar into your browser, not a bad thing, but if you're not into AVG you might not want to have it auto-installed.) SlimDrivers then goes out and uses "Crowd-sourcing to spider and aggregate millions of devices" to find drivers. In English, that means it checks the hardware driver versions on your computer, matches them against the latest versions available online from the manufacturer, and presents you with a list of drivers for which updates are available. For those concerned, SlimWare Utilities is a Microsoft Gold Certified Partner, which means it should play very well with Windows. I've successfully used it on systems running Win8, Win7, Vista and WinXP, and was very satisfied with its ability to locate updated drivers on all 4 platforms. You are given the option to set Restore points before any new drivers are installed, and you can un-install or restore drivers from within the program.

At this point, the shine wears off a little bit, because you can only select one driver at a time to update. The drivers seem to download very slowly, and to be honest I end up wondering if SlimDrivers is choking my download speed as a way of enticing me to upgrade to their paid version (DriverUpdate, \$29.97/one year license), or if I am just being paranoid. And seriously, for freeware? I can take the wait. I haven't been able to discover whether or not that one license would cover all my systems, or if I need a separate license for each computer. Guess which one I would pay for... After each update, you are advised to restart your computer, and although you probably don't really "have" to do so each time, I certainly recommend it. This of course adds to the frustration of time being consumed.

Has it prevented any more BSoD's on my systems? Too early to tell, but I feel a lot more comfortable knowing that I am running the latest versions of hardware drivers on my computers. This program delivers, with a clean, easy-to-use (and understand!) interface. Learn more about it by visiting their website, www.slimwareutilities.com, and give it a shot.

ORGANIZING AND BACKING UP

Organizing and Backing Up

By Diane Fahlbusch, President, ICON PC User Group, Long Island, NY
February 2013 issue, The ICONPCUG Graphic
www.iconpcug.org
editor (at) iconpcug.org

We all have LOTS of files saved to our computers as well as on other hardware, such as MP3 players, camera cards, thumb drives and CDs/DVDs, and the cloud. The problem with having lots of hard drive space and cheap mass media storage is that, well, we use them...a LOT, and often store way too much. The first problem is finding the files you want quickly when you want them amidst all that you have. Think about this:

Why did I create and save this file?

Wow! I have this?! I was just playing. It had a purpose once upon a time. It has nifty information. It saves me from looking it up again. It's a wonderful trip down memory lane. I really wanted it! I use it frequently. I need it for work. It's precious to ME. It's precious to me AND others. It's important stuff. I need it for work or a specific project. It's legally required.

Only you can determine how important your files are, but start rethinking what you save in the first place.

The second problem is what happens if you lost this file. Here are some things to consider:

What will your reaction be?

None because you forgot it was there. Say "So what". Pout for a few minutes. Cry for a few hours. Lose a night's sleep. Have a panic attack until I figure out how to rectify it. Curl up in a fetal position for numerous days. Take a sudden trip to the ICU ward of your local hospital.

What would I do if I lost it?

Not even realize it's gone. Say "Oops" and forget about it. Recreate it easily. Spend a lot of time recreating it. Spend more money to get another

copy. Be unable to recreate it. Lose your job or spouse. Be in potential legal trouble.

If you are the beginning point in the scale, you REALLY need to clean out files. If you are on the later end of the scale, you REALLY need a Backup plan. But do you just want to duplicate that big messy "pile"? So it's time for:

ORGANIZATION

Files are useless if you can't find them when you need them. You first must get in the habit of using meaningful names for your files, and try to keep them short. Advanced search options do allow you to search for a word or phrase in the document and on your entire hard drive. But that can be time consuming. The programs we use want to save files where the programmers decided to set up as the default location. YOU need to take control of this by remembering to select the "Save" location or you are at their mercy. (Of course, it helps if you had initially set up some organization prior to doing this. However, you can still do it after the fact.)

It's up to you how you want to organize your folders and files. One of the best ways to think about how to organize them is by considering how you would do it if they were all paper documents. Most people would get a filing cabinet and use some kind of system, such as tax returns in one sections, legal certificates in another but fairly close, other legal documents, banking, etc. Well, do that with your electronic files. Create folders and subfolders. If you use specific programs for your banking, you can create shortcuts to the programs within the folders. You may need to add even more layers, but don't be excessive. If you maintain important documents such as tax records, I would suggest that you create folders for these that are separate from the remainder of your documents, or not even store them on your computer at all.

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ORGANIZING AND BACKING UP

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Most of your document files wind up in the "My Documents" folder on your Windows machine. Most programs will separate out your photos, music and videos into the "My" files of coordinating names, or in a subfolder within the specific program's folders. The problem is that hackers and phishers know where to look for these files. You should get into the habit of creating your own folders, just as you did when everything was kept in file boxes or filing cabinets. Keep sensitive information encrypted and in folders OUTSIDE of the "My Documents folder".

Once you have created your filing system, it's time for the work of going through your files to make sure they still open—otherwise, why save it? Next, ascertain whether you still want or need them. One question you can ask yourself is, "Did I actually remember that I had this?" If the answer is "No", then you might want to get rid of it. (That's the problem with LOTS of hard drive space – we don't get rid of anything.) Another option is to consolidate related information onto one file. (I know I started numerous documents with tips about a specific program, which I eventually just put into one document.) Depending upon how many you have, I suggest that you attack it a little at a time. You may find that you need to create more folders to accommodate the information you have accumulated.

While you are moving and checking your files, you might want to consider adding some "mouse over" information. RIGHT click the file, and then click on "Properties". You can add comments, keywords, etc. Unfortunately, most of us do not do this. This can become very handy if you need to have the same file in multiple locations. Now you can note how many copies there are and where they are. Photos often require you to put this information in your metadata. There are programs that can help you do this, but most of the time the metadata is editable through your camera's software. There are often batch renaming options included with this software, as well a

s other programs. Don't forget to add notations about the people and places in those photos, especially if you want to share them with future generations. Now you understand what programmers mean by "document, document, document"!

Additionally or as an alternative, you could use Microsoft's One Note to create electronic loose leaf binders of information that can help pull information together. Or you could create links to your folders and use the program Fences to keep them grouped and hidden until you want them. Or you could actually create a database that can contain even more information and hyperlinks to your documents so they are but a click away. Use what works for YOU. But it still makes sense to create order and KEEP IT THAT WAY.

So you have slogged through all of your files scattered throughout the universe, created order from chaos, and provided possible cross-references and information. Great! But what happens if that drive dies? That's why you need a:

BACK UP PLAN

The first step is making sure you have a physical medium to back up to. CDs and DVDs are quick and cheap, and there are lots of free burning programs, but they are usually not recommended, even by their manufacturers, for long term archiving of data. Thumb drives are a better option, but are also known to go bad, and do have a limited number of times they can be rewritten. (Granted, it's a huge number, so you may want to keep a drive just for backups.) Hard drives provide the greatest longevity, and the old fashioned magnetic discs are recommended for the long haul. Of course, they can lose the data if they cross paths with a magnet. That's why you should have at least two sets. Yep, the ol' duplicate backup motif.

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ORGANIZING AND BACKING UP

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However, the aftermath of Super-storm Sandy, and her kin in other areas, proves that even if you backed up to multiple drives, they would all be lost if they are saved in the same building. Back up physically to multiple sources, and at least one site away from where your main stockpile of data is stored. This includes the cloud, or another hard drive in a safe deposit box. Why a safe deposit box? Because of the way banks are built, they will survive most natural disasters. Also consider keeping your backup drives in a refrigerator. If you can get your hands on one of those small ones that college kids use, even if it is not running. We don't want to keep the drives chilled; we just want to protect them from fire. (The insulation in your refrigerator, but especially the freezer, is so thick that items such as these would survive a fire that destroys the entire house.) You could use one of those locking fire proof boxes, except that most thieves just grab the whole box ... but not the icebox.

Now it's time to back up. You can just simply copy files, especially those important, costly or irreplaceable ones, to another drive, and another. But please remember that certain files may only be opened with a specific program. Look into alternative programs that might be able to import the file. (The open source Open Office and Libre Office both have a word processing program that will open most forms of MS Word documents. You may lose some formatting, but the text will be there.) Consider saving files with formats that can be opened by other programs without imports or conversions (.odt, .pdf or .txt). Of course, regular backups are a must.

Another alternative, especially if you have a lot of files that you want to save and are always editing them or adding new ones, but forget to back up our files is to build yourself a NAS (Network Attached Storage device). Yes, you can buy them but you can also take an old computer and build one with the cross platform open source Free NAS. Your data will be backed up as you are working on it. This will also back up your entire system if you want it to.

Another choice is to use software specifically designed to use backups. Yes, all of the Windows operating systems from at least '98 had this. The problem is that you need to restore your backups with the same operating system. So if you backed up files in the Windows XP backup THAT is the OS you will need to be using to restore them.

Of course you can always look for third party software to backup your files and your system. Most offer the option for automatic backups. Some allow you to schedule specific times, but look for those that will do automatic backups at startup and shut down, especially if your computer is on at irregular intervals. Many of these are transferrable from one operating system to another, but make sure you check. Some come

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with bootable discs, so you can fully restore your system, programs and files to a new hard drive if

MAKE YOUR SMARTPHONE LIFE EASIER

10 Ways Your Smartphone Camera Can Make Life Easier

By Guy McDowell, Writer, MakeUseOf.Com

February 22, 2013

<http://www.makeuseof.com/tag/10-ways-your-smartphone-camera-can-make-life-easier/>

<http://goo.gl/LB6u1>

"Does your phone have a camera on it?" said no one since 2005. Nobody even asks how many megapixels your phone's camera has anymore. With the ubiquity of smartphones today and the resolution of the cameras they have in them, why does anyone even sell a point-and-shoot digital camera anymore? All you need is a decent smartphone to take your vacation pictures and click a button to upload them to Facebook, Pinterest, Tumblr, wherever.

1. Take a Picture of Your Kids

Yes, those of us blessed with the fun-sized versions of ourselves take pictures of our kids constantly. We do this so we can see them grow, and remember those moments that we seem to only cherish after the fact. Those pictures are almost priceless.

However, it is your children that are priceless. If you are going to a big outing, perhaps an amusement park, or even the mall, take a picture of them. Don't say you did this in case they get lost or abducted - that would just create unnecessary fear. Take the photo as if you were just capturing the moment they arrived at your recreation destination. Now you have a photo of exactly how they look and what they are wearing on that day. Even if they should just happen to wander to the toy section in the store, you can share that photo with store workers or security guards to help find them. This tip alone will make your life easier and less stressful.

2. Where Did These Come From?

If you need to take something apart to try to repair it, use your phone camera to take a picture of the item BEFORE you get after it with a butter knife. Take pictures at every stage of the disassembly. Now you have something to guide your reassembly efforts and jog your memory as to where each part belongs. Plus, should you feel the desire to share your handiness on the Internet, you have documentation of

what you did. You never know, you might be the first person to find an easy way to fix something and help someone else.

3. Why I Was Late For Work

Recently, where I live was hit by a winter storm named Nemo. Which was a good name for it, because after all the snow fell and the winds drifted over anything that stood still, you would have a hard time finding anything. Our one car sat through the storm, dutifully waiting to be driven until today. When I went out to the car, I knew I would have to shovel around it and maybe put some traction sand down. That went all fine and dandy, but backing out over the rest of the driveway proved difficult. The car slid on the ice and ended up in a bit of a snow bank. So, I took pictures. Yes, that's my car in the picture. I got to work on time, but had someone questioned me, I could show them what I was up against.

4. Can You Tell Me What Your Computer is Doing?

Many of us are familiar with the Print Screen button and using screen capture software, and may have even used them to document a computer issue. Those tools are fine for systems that are functioning properly. Then there are those systems that just won't let you do anything. Take a picture of the screen and e-mail it from your smartphone to whomever is trying to help you with your computer. Instantly, they will see what you see. (Yes, that's my computer screen.) With that information, the rate at which they can fix the problem has just increased rapidly. This tip applies to just about any malfunctioning device really.

5. Nice Layout. Too Bad About the Lighting.

If you're a budding photographer, use your phone to take pictures of potential subjects at different times during the day, or even the year. Take pictures of your subject from different angles and different distances or viewpoints. This will help you to understand how the natural lighting and environment affects your subject.

6. But Mark and Spencer Has This Item for 5p Less! People are finally getting a little smarter about their shopping habits and not willing to just pay whatever

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MAKE YOUR SMARTPHONE LIFE EASIER

(Continued from page 13)

the store wants. Your smartphone camera can go a long way in helping you to negotiate a lesser price. Of course, there are the fancy apps that allow you to use the camera to scan barcodes or QR codes and compare prices at different retailers. Unfortunately, those only work on items with codes that actually have information in the application's database. But if you can take a picture of the item showing its price, you now have proof you can use with that store's competitor to get the price that you want.

7. What Was The Phone Number For That Car For Sale?

Most people buy used cars, and many buy them from someone who just wants to sell their car. So when you're out and about looking at cars, take pictures of it with the cellphone. Take pictures of the 'for sale' sign so you have the name and number to call and any other information written on it. Take pictures of as much of the car as you can including dents and dings. That will help you in negotiations. You might come to a tentative deal on the phone, then show up later and the car has a new ding. Now you can prove that it does and push lower.

8. It Wasn't Like That When I Sent It

Recently we shipped a friend's car out west. The shippers broke the spoiler on the car. Had we thought to take a picture of the car before they loaded it, we could have made our friend's life easier. They could have easily shown that the car was fine before it went on the truck. This little trick can apply to ANYTHING that you ship. As another example, some manufacturers now take pictures of each shipment before it goes out the door. You can see the waybill, bill of goods and the items in the shipment. This protects them, and you, from things going missing.

9. Ibid

Are you a college or university student? Are you doing lots of research in the reserved or special collections? Whip out the cell phone, take pictures of the relevant pages as well as the ISBN, Cover and the Library of Congress Cataloging-in-Publication page. Now you can use that information to properly annotate and document your research, at your leisure.

The book called, "Wireless Networking in the Developing World" is a good read, look it up. Man, I wish I had that when I was in school. Back then photocopies were sometimes as much as 50 cents a piece and you can't photocopy a lot of the ancient texts that I used.

10. How Did That Get In There?

Kids put weird things in weird places. Two of those places are the nose and ears. With the cellphone's flash on, you can use the camera function almost like a scope to see what they've done now. Of course this works for adults too, if there's maybe an ear infection or an abscessed tooth. It's your camera. Where you put it is up to you!

But wait, there's more...

We could go on all day about different ways to use your smartphone camera to make your life easier or simpler.

Don't have a mirror handy while trying on fab hats? Take a picture!

See something you'd like to get your spouse, but you're not sure if they'd like it? Take a picture!

See someone driving a car and reading a book at the same time? Take a picture!

Trying to lose weight and need to keep a food log? What do you think you should do? Yes, take a picture!

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

Short Circuits...zzzt!

A central Indiana school district is reviewing how a sleeping second-grader could have been left alone in a room for hours after school had let out. The boy was sent to the office for misbehaving in class. He fell asleep when he was left alone. When he woke up, he checked the office, found nobody was there, so he call 911 for help. He was found safe around 6:30 pm. The school officials said that the situation was complicated because the boy had parental permission to ride either of two school buses – one that took him home and the other that could have taken him to a cousin's house 30 miles away. The Community Schools Superintendent said, "The good news is that the boy was not hurt, but it does not alleviate the responsibility on our part." Associated Press

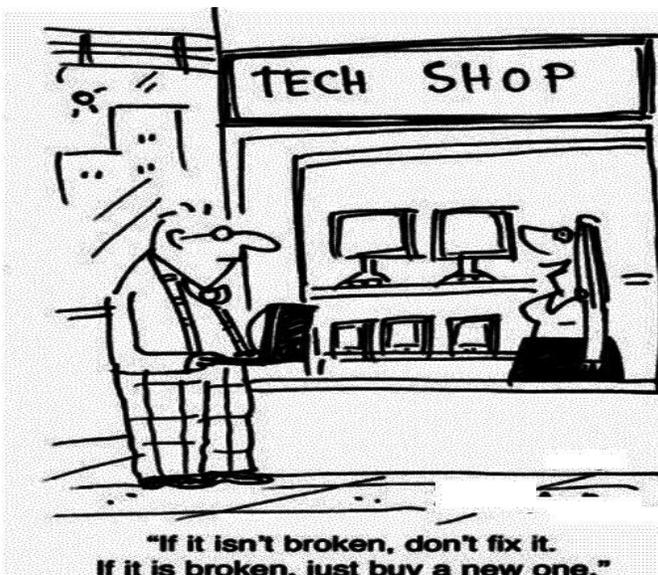


"Economists predict that personal income will increase by 25% per year when the new 15-month calendar is approved..."

A Texas high-school teacher's heart wasn't beating when she delivered her baby, but thanks to three of her co-workers, she and her baby survived the ordeal. The lady, an English teacher, technically died, gave birth, and was revived. A school nurse, her assistant, and the athletic trainer started CPR and used a defibrillator to get her heart beating again. They kept the 32-year-old teacher alive until paramedics arrived and rushed her to the hospital. Doctors delivered the baby by emergency C-section. The baby was a month early, but now the baby and the mother are both doing well. Associated Press

A 33-year-old Polish man received a face transplant just three weeks after being disfigured in a workplace accident, in what his doctors said Wednesday is the fastest time frame to date for such an operation. It was Poland's first face transplant. The patient worked at stonemason's workshop when a machine used to cut stone tore off most of his face and crushed his upper jaw. He was taken to the Cancer Center and Institute of Oncology in and palate and other parts of the man's face.

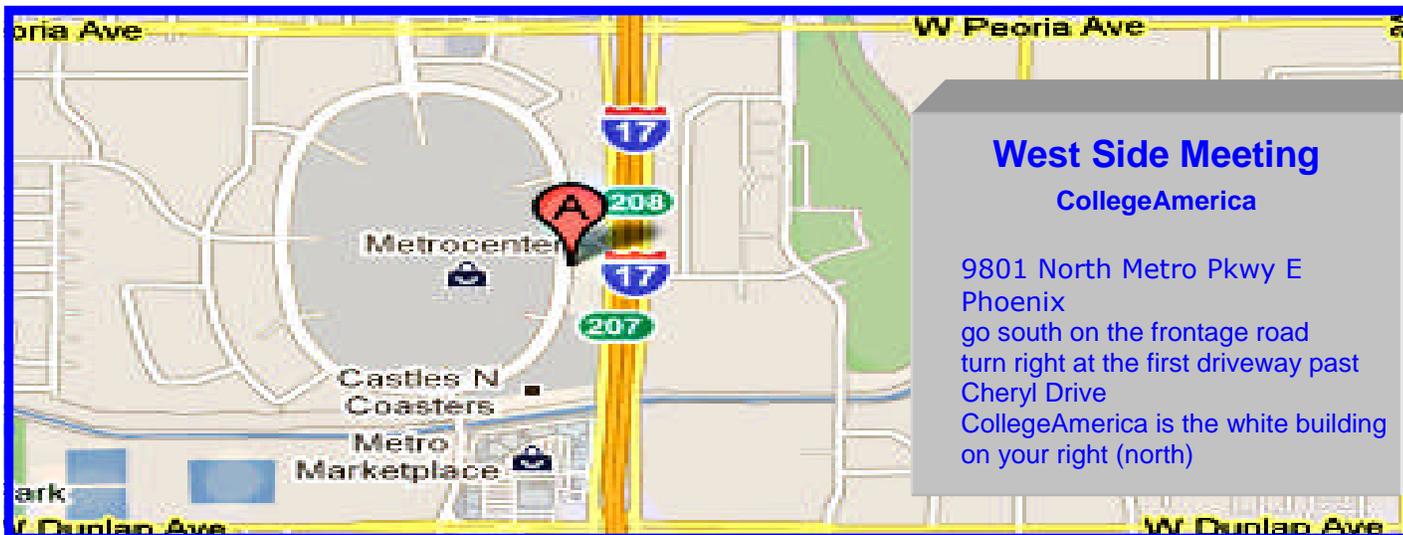
Associated Press



A man who survived a jump off the Golden Gate Bridge was rescued by a sailing crew. The sailboat captain's daughter saw the unidentified man jump. They heard a Coast Guard radio call moments later. They turned the boat and sailed toward the diver after spotting him in the water beneath a Highway Patrol helicopter circling overhead. The sailors threw a life sling overboard that kept the man afloat until the Coast Guard crew could take him from the water. The man appeared to have broken and was taken to a local hospital. The 31 year old homeless man identified his home state as Alabama. Associated Press

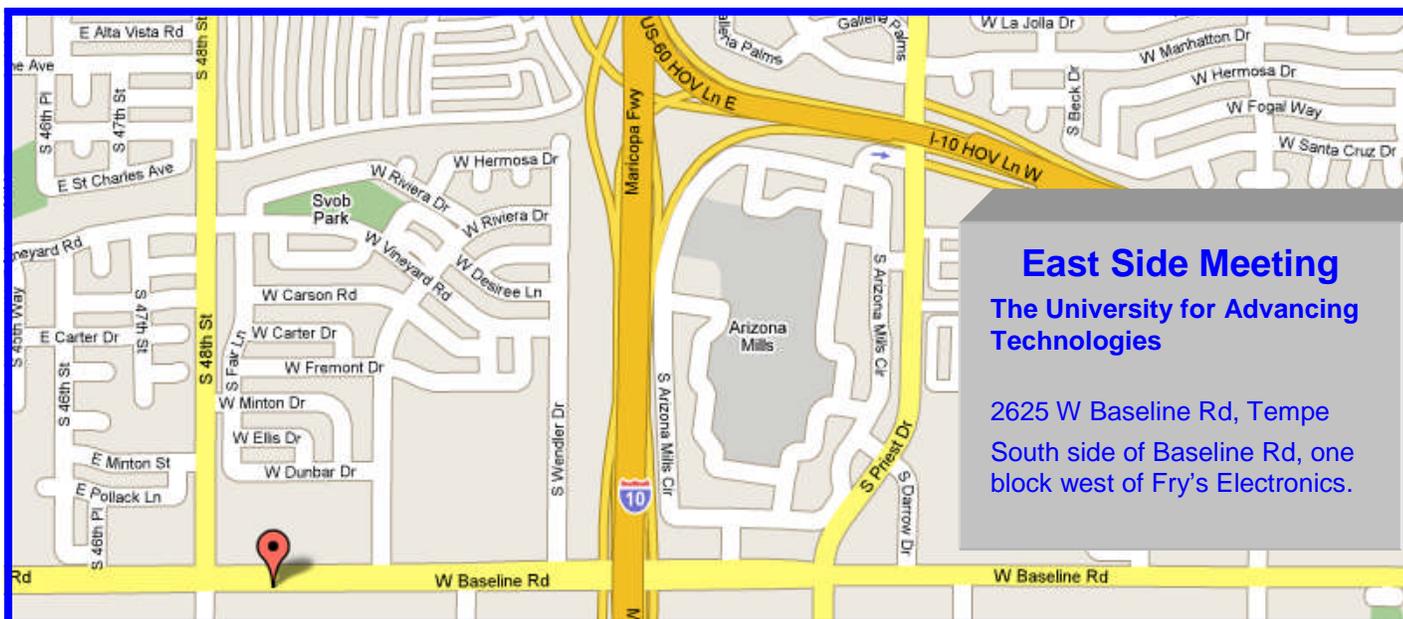
These Items are based on articles from the noted sources and have been adapted by the Editor.

HOW TO GET THERE



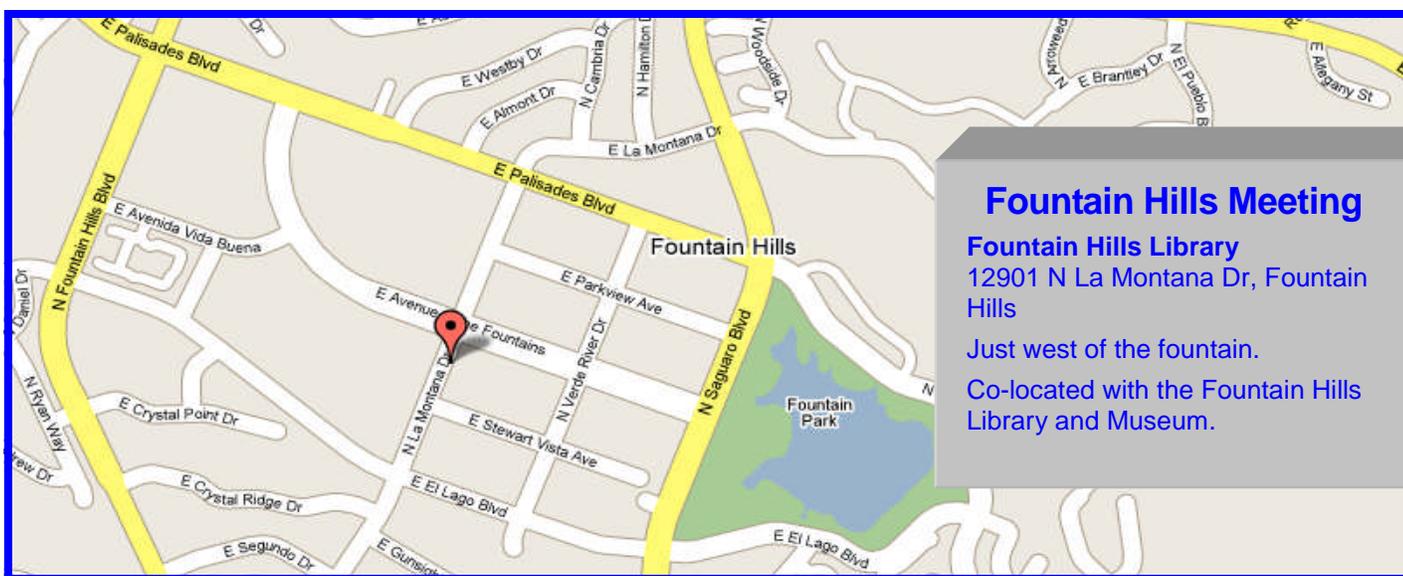
West Side Meeting
CollegeAmerica

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.

MEMBERSHIP DUES

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

*DUES \$36
THROUGH
DEC 31, 2013*

Phoenix PC Users Group Membership Application

First: (Print Legibly) _____ Initial: ___ Last: _____

Address: _____

City, State: _____ Zip Code: _____

Phones — Home: _____ Cell: _____ Work: _____

Please note: We **do not** share phone numbers outside the club, and will generally only use your phone information, if we cannot contact you in timely fashion, via e-mail, or the club website.

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.

May the club share your e-mail address with other members ? Yes No

With club approved vendors? Yes No

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June 2013

The Newsletter of the Phoenix Personal Computer Users Group

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