

The Space Coast PC Journal



How Has AI Changed Your Life?

By Stephen D. Ambrosini, CLU ChFC

20/20 Financial Advisers of Cardiff by the Sea

LLCsambrosini (at) 2020facom

teeth are cleaned. That's one less dental visit.

From Drive Light, the Under the Computer Hood UG newsletter

This week I asked a journeyman electrician how his life is changing. His answer: homes and offices being built today have less copper wire. It's not needed anymore since everything is wireless. They still have to run some copper to the lights, but nowhere else. That's a huge savings in new home construction. Also, the power companies are putting in controls that let them dim our lights when needed. So instead of black or brownouts, the power company can dim our lights from their location to save power.

When I find myself at social events, I like to ask a question to start a conversation with those around me. The question is: "Tell me how Artificial Intelligence (AI) has changed your life. What are your experiences?" Then I sit back and listen.

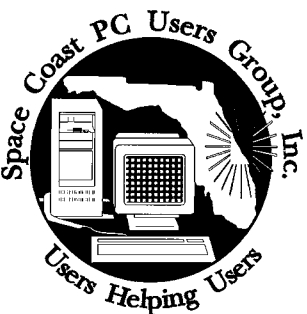
I started asking this question after attending a few seminars and reading books about the topic. Everyone has a story. Recently I asked my dental hygienist that question. She immediately became very tense and anxious. She denied it was affecting her at first, but after a few moments, she proceeded to tell me about a few new devices that will clean your teeth. They're available on Amazon of course and are Bluetooth compatible. You charge this dental retainer type device, then you pop it in your mouth. Fifteen minutes later, your

From the books and articles I've read, I came across the name Jim Dator, an author and Professor at the University of Hawaii at Manoa. One of the Dator Laws is: "Any useful idea about the future should appear to be ridiculous." Think about that for a moment. Things that we mocked, saw on TV, laughed at in movies are now modern-day. Star Trek communicators, Dick Tracy watches, "Back to the Future" hoverboards, "Beam me up,

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Editors Emeritus: Lois Hoover, Peter Gaul, Dan & Peg Currie

JOURNAL STAFF

Editor.....	Ron Ingraham.....	321-777-2578
Database.....	Ron Ingraham	
Circulation.....	Ron Ingraham	
Electronic Journal	Ron Ingraham	
Proof Reader.....	Lori Ingraham	
.....		

All work on the Journal is performed by unpaid volunteers.

Submitting Articles to the Journal

We encourage all of our members to submit original computer-related articles for publication in The Space Coast PC Journal.

Writing a Product Review

It is really not that difficult to write a good review for The Space Coast PC Journal. These guidelines will help you get started:

Product information

- List the product name, release level, and manufacturer.

Use

- What does this product do?
- How easy is it to learn and use? Is it for beginners or does it have advanced features?
- List and describe some of the features. If this is an upgrade, what is new to this version?
- What did you like or dislike about it?
- Did you have to call Customer Support? What for? Were they helpful?

Installation

- How much disk space did the product take?
- How long did it take to install?
- Was it difficult to install?
- Specify requirements such as: DOS level, Windows level, Windows type, etc.

Recommendations

- Would you recommend this product?

Remember these are guidelines. They are not meant to be all-inclusive, nor should they limit your creativity. But all of them should be included as part of your article. Then the review will practically write itself!

Preparing Your Articles

To assist us in incorporating articles into the Journal, it would be helpful if certain minimum standards were followed. Use this quick-step guide:

Format: The preferred format is ASCII text files. We can also work with other formats, but check with the editor before using them.

Text: Single-space the text—even between paragraphs. Don't indent paragraphs. Use hard returns only at the ends of paragraphs. Use only one space after periods, colons, and question marks. Follow standard capitalization rules.

Use left justification only. Do not right justify or block your text. (Word processors add extra spaces between words to justify the text and each of those extra spaces must then be removed.)

Graphics: The preferred format for graphics accompanying your text is TIFF—in separate files from the text. Embedded graphics are not useable. Most image editing programs have a "resize" option to alter the size of graphics. Please try to keep your graphic file sizes to around 1 meg in size. Call the editor if you have questions.

Be sure to include your name and phone number so we may contact you if we have any questions. Anonymous articles will not be published.

Submit your article by uploading the file to ringram728@earthlink.net or bring your disk and hardcopy to the Monday meeting or mail to:

Editor, SCPCUG Journal
Space Coast PC Users Group, Inc.
1360 Mayflower Avenue
Melbourne, Fl 32940-672

3Articles must be received by the 28th of the month to appear in the next issue, and all are, of course, subject to editing. □

From The Editor

As I was engaged in selecting which articles to include in this issue (From the large selection in Judy Taylour's PUSH list, for which I'm sure all editors are truly grateful) I found it most interesting that the bulk of these articles were written by club Presidents, Editors, Webmasters, and several of their club members who regularly contribute articles.

It is painfully apparent that most computer groups are having the same experience as we are, fewer members showing any interest in contributing their time or abilities for the benefit of the group. I believe that this is because the group has less to offer them in return.

One instance of this occurs because we are rarely able to find speakers for our general meeting. As a result, attendance at these meetings has been falling off significantly. The question and answer sessions are usually productive, but don't draw the attendance we have enjoyed in the past.

Significant contrast is seen at the Learning Center Meetings, more informal, with all manner of help available such as program problem solutions, hardware repair at almost any level, and guidance with internet and email usage. It is most gratifying to have 20 or more members any guests present.

Ron Ingraham, Editor

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1360 Mayflower Avenue
Melbourne, Fl 32940-6723

Those who have listed an e-mail address would prefer to be contacted by e-mail rather than by phone whenever possible.

CLUB OFFICERS

President.....Dan Douglas datadan@msn.com.....301-1075
Vice PresidentLarry Bennett lbennett@qualitek.biz.....259-2400
SecretaryHarry Pearson harrymp@cfl.rr.com868-1814
TreasurerIrene Nelson irenelnelson@gmail.com 806-4032
Journal Editor.....Ron Ingraham ringram28@cfl.rr.com.....777-2578
Web MasterCurt Potsic cmpotsic@att.net..... 632-7185
Membership Chairperson.....Linda Glassburn glassburn@earthlink.net .216-334-7555

STAFF MEMBERS

Hospitality..... Barbara Mead
New Member OrientationOPEN
Orientation HostessOPEN
PublicityLarry Bennett
Help Desk.....OPEN
FacilitiesOPEN

HELPLINES

Internet/HTML.....Curt Potsic cmpotsic@att.net.....632-7185
Windows10Curt Potsic.cmpotsic@att.net.....632-7185
General Computer Us.....Tom Marr Calling Hours 10-6.....338-5414
yjm1938@yahoo.com.

Professional also includes DriveScrubber, a utility that can securely

If there is a program not listed that you feel comfortable with, let us list you as one of our helplines contact ringram28@cfl.rr.com

The SCPCUG Home Page is at:
<http://www.scpcug.com>
Check it out!!!!

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Presentation

March 19, 2020

In the absence of a
scheduled speaker
this will be a
Q and A session

Bring Some Friends

How Has AI Changed.....from page 1

Scotty”, it’s here. They seemed ridiculous at the time, yet they are as real as the Apple Watch you’re wearing.

If it’s scary, and it is, it’s because change is hard. It’s rarely accepted or appreciated. We’re all stuck in our ways and want to leave it like that. However, we must accept the change because it’s happening whether we want it or not. The banks didn’t ask us if we want to now withdraw money from a machine and replace the friendly teller. They just did it, and we adjusted. As a result, many of us haven’t been inside a bank for years. This week I needed to refer a friend to a personal banker. I couldn’t, I don’t have one. Those days of walking in, saying hi, asking about the kids and work, are gone. AI has taken that away. And you know, that’s okay. We all have adjusted very well to that change.

So, let’s not be afraid of these changes. Let’s instead open up our eyes to see what’s coming. How can we benefit from them? How will it improve my life?

Example: the BMW dealership contacted me recently because my car sent them a message informing them that an oil change is overdue. Now I’ll be bringing the car in for service. That’s a good thing, it’s extending the life of the vehicle. □

5G is Coming

By Jeff Wilkinson, President, Sun City Summerlin Computer Club

October 2019 issue, The Gigabyte Gazette

www.scscc.club

clearmeadows11 (at) gmail.com

5G is the designation for the upcoming fifth-generation cellular network technology. This technology, which had the standards set at the end of 2017, promises to bring faster speeds than the current 4G technology in use by most cell phones today. This technology will not only affect your cell phones, tablets, and laptops, but also the myriad of other connected devices such as door locks, autonomous vehicles, security cameras, home appliances, and many more devices included in the IoT space – Internet of Things!

It’s estimated that over 20 billion devices will be connected to the internet by the end of 2020 up from the 6 Billion plus currently connected. The promised latency (the delay in sending data from one point to the next) reduction of 5G is critical to the growth of driverless vehicles and many other applications.

Shipments of 5G smartphones will surge to more than 100 million units by the end of 2020 as the coverage of 5G networks grows and the premium prices of today’s handsets come down, according to a [report](#) by International Data Corporation. IDC said that next year 5G handsets could account for close to 10% of global volumes, which have been hammered in recent years by consumers taking longer and longer to upgrade to new models.

Driverless Cars and 5G Technology

For autonomous car technology to be unlocked, many experts agree that large-scale adoption of 5G is required.

If you’ve been following the news about 5G, you know that it has the potential to significantly boost bandwidth up to 10 Gbits/sec. It also has sub-1-millisecond system latency paired with a considerable reduction in power consumption over existing networks. 5G will enable a host of new applications in the Industrial Internet of Things (IIoT), vehicle-to-vehicle communication, virtual reality, and artificial intelligence applications.

Said Nokia’s Jane Rygaard in a [recent interview with the BBC](#): “We need to look at how long it takes for the message to be transmitted between sensors and then get to the computer in each car, and then how long it takes for the computer to make a decision, and all of this has to be in less time than a human would take to make a decision—2 milliseconds. We need a network supporting this, and 5G is that network.”

Still, with self-driving features already in widespread use, it does appear that fully



From the Cashier's Cage

Financial Report for Month
Ending February 29, 2020

CHECKING

Beginning Balance	425.83
Barbara Mead - February Snacks (10.00)	
New Member Barbara Williams (25.00)	
New member Shari Bruckner (25.00)	
Snack Fund - February Donation 24.00	
Ending balancee - includes \$16.41 snack fund balance	489.83

SAVINGS

Beginning Balance	404.90
Interest	.08
Ending Balance	404.98

TOTAL ACCOUNTS BALANCE **894.81**

autonomous cars will appear on our roads, and perhaps sooner than people realize. Even more surprising, they will also be considered much safer than human-controlled vehicles. The current 4G network is fast enough to online stream full HD content and play online games, but it can't support safer and smarter [autonomous cars](#). Autonomous cars, systems require incredible data processing capabilities and speeds to mimic the timing of human reflexes.

The rollout of 5G technology is likely to begin in high usage areas and will certainly experience some growing pains but it is coming.

Until next month ...

Club Meeting Minutes February 20, 2020

Curt Potsic, Webmaster opened the meeting at 2:16 PM. Board Members present were, Webmaster Curt Potsic, and Membership chairperson Linda Glassburn. President Dan Douglas, Vice President Larry Bennett, Secretary Harry Pearson, Journal/Learning Center Ron Ingraham, and Treasurer Irene Nelson were absent.

Attendance was 2 officers, 6 members and 2 guests for a total of 10 attendees.

There was no business meeting due to a lack of a quorum.

Curt declared for the secretary that the minutes for the January Meeting are in the Journal on page 5. There are no additions or corrections.

Linda read the Treasurer Report, confirming a total accounts balance of \$830.73.

Curt read his Webmaster Report and a copy will be emailed to members.

Linda reported that membership increased to 5 new members since January 2020.

There was no speaker scheduled therefore technology questions and answers were discussed.

Barbara brought refreshments and treats.

There was no Drawing.

3:14 PM – Adjournment

At the Space Coast PC User Group, Saturday February 15, 2020 learning center session, the Board and membership voted 20/20 unanimously to have a fundraiser consisting of Dan ordering 50 - 16 GB flash drives for approximately \$300, including the cost of imprinting the SCPCUG logo and name on each drive. The cost of each drive would be approximately \$6.00. The club would sell them to our members, friends, and family at \$10.00 each.

Respectfully submitted by Linda Glassburn,
Membership chairperson.



Dan's Desk

This month I'll be taking a look at cloud storage and what that means. The mystery of what is the 'Cloud' is actually very simple. On the internet, each accessible device has an IP address assigned by the Internet Service Provider (ISP) that connects that device to the internet. This internet address is then shared among the many servers worldwide that link all internet paths together. This is the manner in which you can access a given PC or Server that provides services such as a web site.

The SCPCUG web site for example, is actually on some PC that no-one in the club has ever seen, likely based in the company facilities, of the company that we pay to 'host' our web site. So when you use a browser to access www.scpcug.com, your ISP (Spectrum or AT&T, most likely in our county), refers to the Domain Name Servers (DNS) to locate the actual IP address to go to, to request the web pages for the SCPCUG.

Now when it comes to cloud storage, the process is quite similar. The app that you use to perform cloud backups or copies of your files, like DropBox, Apple iCloud, Microsoft OneDrive, Google Drive, etc., connects to the target PC for that service across the internet and then proceeds to do whatever you have instructed the app to do. For example, I use OneDrive to backup all of my personal files on my home PC. The app is associated with my personal Microsoft account, which is required to use OneDrive services. That way my data is accessible to only my Microsoft account, from whatever app is requesting it. I have a OneDrive app on my iPhone as well as on all other Windows 10 PCs. As long as I log

into that app with the correct credentials of my Microsoft account, I can access the files stored in my account.

Each remote PC, is in essence just like your PC, except it has much more data storage available to it. Enough data storage to create a directory or folder for each user that has an account for that service. In reality, it is not one PC but rather a cluster of PCs or servers that appear as one logical server to provide connections to the various apps accessing the storage. Email works in a similar manner, where each Email account (email address) has it's own storage directory and is accessible only when the correct credentials are used (email address and password). A few years ago, many email servers would limit the size of your email storage, as storage was relatively expensive. Now, with storage being so much cheaper, your email provider either has increased your storage limits or has removed restrictions altogether. This may depend on whether you pay for your email account or if it is free.

When it comes to my personal preferences for cloud storage, I like OneDrive as I'm a Microsoft partner and the ease of accessing OneDrive can't be easier in my situation. DropBox and Google Drive, both offer some nice features if you are part of a company where multiple users may need to access common files frequently and keep changes to those files in sequence.

No matter what your choice may be, the important thing to remember is to backup your data somewhere! Cloud storage makes it easy and automatic which is what I've learned is the key to having good backups in place.

If you have suggestions for topics that you would like to see explained, please let me know!



Webmaster Wanderings

Jere's Tech Tips

Windows, Android, Linux tips from Jere Minich, Advisor, Region 5 (AL, FL, GA, SC).

New items

- Microsoft Releases Its New Edge Browser for Windows and MacOS;
 - How to Make Windows 10 Feel More Like Windows 7;
 - You Can Still Get Windows 10 Free with a Windows 7, 8, or 8.1 Key;
 - 12 Unnecessary Windows Programs and Apps You Should Uninstall;
 - 10 Ways to Tidy Up Your Phones and PCs for the New Year;
 - How to Create a Full Backup on Windows 7;
 - 10 Ways to Boost Your Wi-Fi Signal, etc.
- <https://apcug2.org/jerestips/>

1 New Link

Broadcastify - Listen to 6500+ Live Audio Streams for Free from Police, Fire, EMS, Aircraft, and Rail.
<https://www.broadcastify.com/>
General Information Links page (<http://www.spcug.com/infolink.html>) - **Miscellaneous Links**

Broadcastify is the radio communications industry's largest platform for streaming live audio for public safety, aircraft, rail, and marine related communications. Broadcastify is a spin-off of RadioReference.com's live audio platform. Click the Listen button and select State, County, County Feed (example: Brevard County Sheriff- West, Cocoa and Rockledge Police). Select the default HTML5 Web Player or an optional player. Optional players include Windows Media Player, Real Player, iTunes, Winamp, Flash Web Player, etc. The audio stream starts playing

when the Listen icon and play icon is pressed.

Misc Items

Microsoft Killing Windows 10 Version 1809

Microsoft is officially killing Windows ver 1809 (October 2018 Update). Support will stop as of May 12, 2020. The October 2018 Update stood out for its long delays & deadly bugs. The update was found to be permanently deleting users' files. Data had been removed from Photos & Documents folders upon startup. MS stopped rolling out the October update to investigate the bug. The file deletion bug was only the first in a series of problems that ranged from driver compatibility to Intel processor problems. MS has continued patching ver 1809. The latest fix arrived just last month. So now MS will be ending security updates for all editions of ver 1809 and forcing people to upgrade to the Win 10 November 2019 (ver 1909) update.

Windows 10X Claims Download & Install Update Time of Under 90 Seconds

Microsoft is working on Windows 10X for dual-screen devices. They are claiming it will be capable of downloading & installing an update in less than 90 seconds. Regular Windows 10 normally takes quite a while to update & install an update. So under 90 seconds would be a very impressive improvement. MS plans to achieve this by keeping the Windows 10X operating system separate from other bits of software, such as apps, which will be run in "containers" (small emulators that are separate from the OS). Windows 10X would download & install the update in the background, then switch to the new updated version of the operating system when the device is rebooted. Apps running in containers brings a number of other benefits. Apps running in containers means they will be kept separate from important system files & operating system data. The result is a much more secure operating system, as any apps or programs that held malicious code, like viruses, would not be able to infect the main operating system. This also allows for greater app compatibility. Existing apps & programs that run on a standard laptop or PC with Win

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Webmaster Wanderings..... ..from page 7

10 should be able to be run on Windows 10X devices with minimum of tweaking. MS says there will be three types of containers for Windows 10X: Win32, MSIX (Windows app package format that provides a modern packaging experience to all Windows apps) and Native UWP (Universal Windows Platform). With the Win32 container, standard applications that run in Windows 10 should be able to run within the container, offering almost the same level of performance as a native app. Microsoft's dual-screen Surface Neo will be the first device to run Windows 10X when it launches later in 2020.

Latest Windows 10 Updates Causing Problems

The recent batch of Win 10 updates, KB4532693 and KB4524244, released on Feb 11 (Patch Tuesday) are again causing serious problems. Windows 10 KB4532693 was supposed to be an important security update. But people who have it installed are complaining that Win 10 is booting up with a default Start menu & desktop. Shortcuts or customization they've applied have disappeared. This appears to be because Win 10 is booting with a temporary user profile which removes shortcuts & icons from the desktop & Start menu. The only way to fix this appears to be to uninstall the update. In some extreme cases the update prevents some PCs from booting correctly. The solution again appears to be to uninstall the update.

Microsoft released a second update, KB4524244, for some PCs on Patch Tuesday. That also has been causing problems. Some HP computers are failing to boot. This could be due to the 'Sure Start Secure Boot Key Protection'. Turning off the feature fixes the issue. Apparently the update, which addressed third party boot managers, is having problems with HP's implementation. Why did MS not check with HP to insure that the update would work with HP's software? HP is one of the biggest PC makers in the world. This failure to check with HP by MS is alarming & frustrating, resulting in a lot of unneeded grief for customers.

Music Streaming

Music streaming services grew 30% in the U.S. in 2019. It hit one trillion streams for the first time. Eighty two percent of U.S. music consumption comes from services like Spotify, Apple Music, and YouTube.

Streaming is king as sales of physical albums fell 19% to just 9% of the market in 2019. According to Nielsen, the top three albums by stream & purchase were Post Malone's "Hollywood's Bleeding," Billie Eilish's "When We All Fall Asleep, Where Do We Go?," and Taylor Swift's "Lover." Hip-hop was the top category last year, with a 28% share. Rock landed at 20%, and pop came in third with 14%. Rolling Stone, using a different data set, claimed CD sales & digital downloads "tanked" in 2019, while streaming's growth started slowing last year. It seems that virtually everyone who wants to stream music is likely doing so.

Enable the Alexa Free Stream Player Skill to Watch TV

Many U.S. & International TV stations stream their programming free on the Internet. Enable Alexa's Stream Player Skill to watch television on your Echo Show or Echo Spot with "Stream Player".

This skill works on the following devices:

- Echo Show/Spot (Video)
- Fire TV + Stick (Video with Alexa Voice-enabled Remote)
- Echo/Dot/Plus (Audio)
- Fire HD 8/10 (Show Mode: Video)

Read more at: Amazon.com: Watch TV with Stream Player: Alexa Skills

<https://www.amazon.com/Watch-TV-with-Stream-Player/dp/B078T1ZXPN> □

CD Players – Where did they go? What about all my music CDs?

Author: Phil Sorrentino, Contributing Writer, The Computer Club, Florida

November 2019

www.sccccomputerclub.org
Philsorr (at) yahoo.com

CD players used to be all around us, well, at least they could be found in our computers and our automobiles, but not so anymore. In the age of streaming Netflix videos and Delivery of Software Applications by downloads, CD players have lost their significance. But if you feel you must have a CD player on your computer, you can add an external CD player. These types of de-

vices will usually read and write CDs and DVDs. They are fairly inexpensive, around \$30, and they connect to the computer using USB. (As always, the more USB ports on your computer, the better.)

In our automobiles, many domestic and foreign car models that used to have CD players as part of their infotainment center have eliminated the CD player. In its place, they have included a USB port, and they have included an MP3 player in the infotainment electronics. The MP3 player, in conjunction with the USB port, allows the entertainment center to play MP3 music from a flash memory device plugged into the USB port. That's all well and good, but how do you get your music on to a flash memory device? Fortunately, there is a simple answer – Windows Media Player (WMP). But before we look into how to use WMP, let's take a quick look at recorded music and a brief history thereof.

Recorded music began with Thomas Edison, who invented the phonograph in 1877. Initially, the music was stored on metal cylinders. The cylinders were replaced by disks, tape and finally CDs. The disks evolved from 78s to 45s and finally the 33&1/3 albums. Tapes developed from Reel-to-reel to 8 Track and finally the very popular tape cassettes. All of these were developed to record “analog” music and was the way we recorded and played back music until around the late 1980s.

During the 1980s, even before the release of the iPod, research was being done to develop methods of compressing digital music. (The iPod would eventually replace the Walkman, a device that almost every music lover owned.) The outcome of the research was the .mp3 music file specification that allowed music files to be created that would be small enough to fit into the amount of memory that could be put into a portable device, in those days.

Large memory devices were not as available then, as they are now, so the size of a music file was very important. (By the way, there are other music file types, but .mp3 has become the de facto music standard.) The .mp3 file type is considered a lossy compressed file, meaning that there is some quality degradation in the resulting music. The amount of “loss” is established when the original uncompressed file is compressed. This is accomplished by the use of a “Quality” setting. The quality is indicated in “Kilobits per second”

(kbps). A setting of 128 kbps is termed “near-CD” quality, which gives you a file size of about one-tenth the size of the original file, and sound quality that is quite impressive. A file that produces a higher quality will be larger, but I'd be surprised if those of us over 65 could tell the difference, so the near-CD quality is probably more than adequate.

The .mp3 file specification allows us to create music files that we can use on our devices but it is the .wav file that creates a music file that is an exact reproduction of the originally recorded music; this is what you find on music CDs. The .wav file contains all of the musical quality of the original performance. The .wav file contains the digital results of the analog music signal being sampled at a rate so as to include all frequencies that can be heard by the human ear. This sampling results in a digital representation of the original music. To be technical, this is called a linear pulse-code modulation format. When played on a CD player, the stream of digital information produces music exactly as it was originally performed. But these .wav files are fairly large; most music selections will create files in the 30 to 40 Mbytes range.

So now that we know about .wav and .mp3 file types, we can get back to Windows Media Player. WMP is a component of Windows 10, so everyone has a copy of WMP which is currently at version 12. WMP not only plays CDs and music files, but it is capable of “ripping” the tunes from a standard CD. (“Ripping”, though it sounds horrible, it is perfectly legal.) When you start WMP you will not have controls for ripping if there isn't a CD in the CD tray (you will see “No disk” under the Tools tab). Once you put a CD into the tray, the “Rip CD” and “Rip settings” controls will appear on the WMP toolbar.

Before you rip the CD, check that the settings are to your needs. Click the down-facing arrow next to “Rip settings” to check a few of these settings. First, select “Format” and then check the box next to “MP3” in the pop-up window. Next, select “Audio Quality” and check your selection (128 Kbps is probably fine and it will create the smallest files). Next, select “More Options” and it will open a window for making “Rip Music” adjustments. The first adjustment is where the ripped files will be stored. If you want to change the destination, click “Change” and in the pop-up window navigate to the location of your choice.

Continued.....page 10

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Next, on the Options Window, click “File Name”. This is where you determine how the ripped music file will be named. Check the items that you want to be in the file name, like “Artist” and “Song title”, move the items up or down to get the right sequence. Next, choose the “Separator” like space or dash. The “Preview” shows the choices that have been made. (I typically name the files “Artist dash Song title”.) Click OK on the “File Name Options” window. The other two Rip settings, Format and Quality, have already been set up so now you’re good to go. Click “OK” in the Options window to get back to the main WMP window. Now all you have to do is click “Rip CD” and let’er rip.

When you originally put the CD into the tray, all tunes were selected. If you don’t want a particular tune ripped, uncheck the box next to the tune’s name. The “ripped status” will show how the process is proceeding. When all the tunes are ripped, you will find them in the location that you set up in the Rip settings. They will be in a folder with the name of the artist or CD.

Using File Explorer, move the tunes to your permanent “Music” folder. From here, you can put them on a flash memory device for use in your car, or put them directly into any of your devices, like a tablet, a music player, your smartphone, or another computer. Now you’re ready to take advantage of the music you previously purchased for a CD player on any of your other devices. □

BACK TO BASICS

File Extensions – Helpful and Not

Author: Jim Cerny, Forum Leader, Sarasota Technology Users Group, Florida

October 2019 issue, Sarasota Monitor

www.thestug.org
jimcerny123 (at) gmail.com

So someone sends you a file attached to their email – you try to open the file and you can’t, why is that? I mean they obviously could open the file on their computer, why couldn’t you open it on yours? Unfortunately, this is the frustrating part about FILE EXTENSIONS (also known as “file types”).

If you use a program to CREATE a file, it is nice to have the SAME PROGRAM to open or work with the file you created. Naturally, if you use your computer to create a file then your computer has the program needed to open the file later. The problem is when

someone creates a file on their computer and sends it to you – you need to have a program that can open the file on your computer. Let’s look at one example:

I have the Microsoft Word app (or program) on my computer and I create a new document with it. I save the document as a file, and the computer assigns it a “file extension” or “file type” of “.docx”. The file extension is always the last three or four characters of the file name right after the dot. This indicates that this file was created using the latest version of Word. If I send this file (as an attachment to an email) to someone else and they do NOT have Word, they cannot open the file!

It is an option in Windows whether to display the file extension, so your computer may not show you the file extension as part of the file name. To see the file extension when you use File Explorer, open the File Explorer app, click on the “View” menu tab and check the box labeled “File Name Extensions”. This will display the file extensions (file type) as part of the file name for all files.

Things have changed over the past few years as there are more options to open the file to READ it or to EDIT it. Your computer may suggest some internet sites or free apps that may be able to open the file for you.

A good app like Microsoft Word may allow you to save your file as a different type of file – so you can pick one that is easier for more people to open. You could save it as a “.pdf” or “.rtf” file type if you want. A “.pdf” file can be opened by many apps but usually, the contents, or text, of the file can NOT be edited, only read. The “.rtf” file type (Rich Text File) can also be opened by several other apps and can be edited, BUT the text will have lost any formatting or options used in Microsoft Word.

Are you working with photo files? Most photos or pictures today are saved as a “.jpg” file type and any app that can open or work with photos will be able to open this file. That’s nice.

Here are just a few of the most popular file extensions (types):

- .doc or .docx – Microsoft Word
- .html – webpage
- .jpg – picture or photo image
- .pdf – a document file that can be open or read by many apps but cannot be edited
- .rtf – rich text file that contains formatting (the Wordpad app creates these files)
- .txt – plain text file will no formatting
- .xls and .xlsx – Microsoft Excel spreadsheet

There are probably many thousands of different file types, but thankfully you do not have to know them all. If you have any questions about a particular file type, just Ask Google and you will find out what apps could have created the file and which apps can open or work with that file.

I know this all sounds a bit confusing, but you should only run into a problem when you try to open a file that you did not create on your computer. Should this happen you may have to contact the person who sent you the file and ask them to send it to you again as a different file type – one that you know you can open.

Hopefully, you will become comfortable with the most common file types that you use. Remember you can always Ask Google for help! ☐

Why Is My Computer So Slow? (Updated from April 2017)

Author: David Kretchmar, Computer Technician, Sun City Summerlin Computer Club

November 2019 issue, Gigabyte Gazette

www.scscclub
dkretch (at) gmail.com

There are plenty of computers being used that are performing much more slowly than they should. One of the quickest ways to turn a fast, new computer into a slow system crippled by malware is to start downloading what you think is good software from the wrong sites, or by downloading the wrong software from what appears to be the right site.

Newer computers being slowed by unwanted programs is a bother, but the damage done by PUPs (Potentially Unwanted Programs) can be much more serious; PUPs can be responsible for programs that lock up your

system and make it impossible to access any of your files, or otherwise ruin your system.

Every time you download anything from the Internet you first issue permissions that enable the opening of a conduit between the Internet and your computer. The series of complex events is mostly invisible to you, except for your clicking on that virtual button that starts the whole process.



Bing and Google searches often can take you where you don't want to go. When searching for popular software, sponsored search results (which result in unwanted programs) often appear at the top of the search results page, along with links from the actual software source sites. Often those ad links try to install software on your computer that you do not want. It could be anything; it could be a fake driver update program or a scam system cleaning program. Note that my Bing search for VLC media player (left) first showed 4 sites NOT associated with VLC – places that have a high potential for providing bad software.

Testing Misleading Advertisement links

How bad is it? To find out, I installed a fresh Windows 10, plus all Windows updates, on a freshly formatted hard drive. I downloaded and installed the free version of Avast! Antivirus software that brought a hitchhiker of its own - Google Chrome. OK, I wanted Chrome, but not every user would so I considered this an invasive act by a program I downloaded for protection.

I used Edge, Firefox, and Google Chrome and

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started using Google and Bing search engines to start searching for popular free programs. The programs I sought are often the first programs that get installed on a PC; Firefox, Google Chrome, OpenOffice, iTunes, Adobe Flash, Java, Adobe Acrobat, VLC, and WinZip. Then, I carelessly clicked on ad results, which appeared above or on the same first page as “real” search results. These paid ads were identified by notes and highlighted in a very pale color to differentiate them (slightly) from the actual search links that appeared nearby.

The ads didn’t appear after every search and the ones that appeared varied among searches and were different for different browsers. Sometimes, the first paid ad link actually took me to the software’s true source site (i.e. searching for Google offered www.google.com first). Often Avast would block a download it recognized as harmful, but Avast did not catch many problems.

For all of the searched for programs, I was able to bring up more questionable sponsored search results within seconds of repeated searching. Misleading results showed up in all search engines and I could not determine that any browser offered better or worse protection than others.

For each ad link, I clicked through and installed the respective programs via the link or button provided. Instead of delivering just the application I was looking for, all of the paid links attempted to tack on unwanted programs. In some cases, if I was careful to read all of the fine print and uncheck boxes, I could get the files I was looking for without a bunch of extra “added value” software, but it was very difficult.

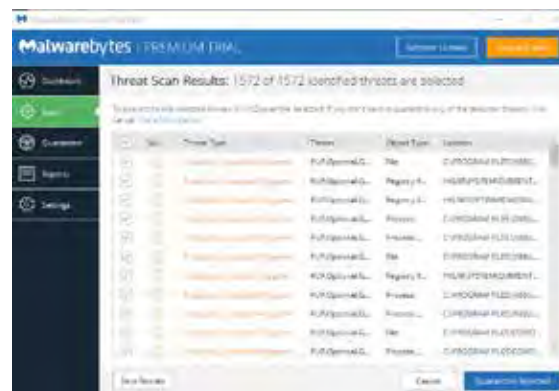
For the purposes of this article, I acted as an inexperienced user (or an experienced user who’s not paying attention) and clicked my way through ads and dialogue boxes that looked like the End User License Agreement (EULA) we’re used to seeing through when installing software.And ...They Got Me!

After installing just a few programs this way, I started accumulating browser toolbars (Bing, Yahoo, and Google) and noticed my search engine and home page had been hijacked to something unwanted. As I continued the process, Windows started slowing down to a

crawl.



After installing all of the programs on my list, I opened Windows 10’s Programs and Features and each browser’s extensions and add-ons and counted 39 items that had been installed in addition to the programs I intended to get. On rebooting, three new programs launched popup windows at startup, including two that started running virus/registry scans as soon as they launched, and a couple that flashed warning windows and offered fixes if I registered and/or upgraded to the full paid version.



Remember this was originally a clean install of Windows 10 that needed nothing. Within a few minutes, my computer became noticeably slower, plagued by numerous popups, and was becoming essentially unusable.

A Malwarebytes scan disclosed 1572 unwanted programs were present on my system. I’m sure not all of these were nasty, but if even a small fraction of them were, I would be in real trouble.

Conclusions and Recommendations

Most of us will occasionally have reason to download and install some third-party (non-Microsoft) software from the Internet. This does not have to be dangerous if you pay attention that the software is being offered from the true home site of that product. NEVER download software from any sponsored link unless the desired software creator is the sponsor.

Do not depend on your anti-malware program to protect you. It will catch some issues, but not all. □



David Kretchmar

February 1 is National Change Your Password Day

Author: Dorothy Fitch, Editor, GVR Computer Club, AZ

February 2020 issue Green Bytes

www.ccgvas.org
dmfitch (at) cox.net

You know that you should pay attention to your passwords. You shouldn't reuse the same one on multiple sites, you should change them now and then, and you should use strong passwords.

But did you know that there is a special day that should inspire you to change your passwords? I just discovered that February 1 is National Change Your Password Day. (There is also a World Password Day on the first Thursday of May.)

According to an inc.com article, the top 10 passwords in use are:

- 1. 123456
2. password
3. 123456789

- 4. 12345678
5. 12345
6. 111111
7. 1234567
8. sunshine
9. qwerty
10. iloveyou

A different article cites ji32k7au4a83 as being a remarkably common password? Why? Because it translates to «mypassword» in English when typed on a bilingual keyboard in Mandarin Chinese. Click to read this interesting article.

So, as you head to your computer today to change your passwords in honor of this special day, keep in mind these password "best practices" from the inc.com article:

- 1. Don't use personal information in your password.
2. Make it memorable, but not simple.
3. Use longer passwords mixed with letters and numbers and symbols.
4. Don't re-use your passwords.
5. Use Two-Factor Authentication (when you are sent a code to your email address or phone to authenticate your identity)
6. Stateize Your Password Manager (Read PC Magazine's article on Best Password Managers for 2020.)

Automated hacking systems use a "brute-force" method of simply trying random passwords to break into an account. This analysis of how quickly (approximately) a password could be «guessed» using this method proves the importance of creating strong passwords. Here are some examples:

- 5 characters (3 lowercase letters, 2 numbers): .03 seconds
• 7 characters (1 capital letter, 6 lowercase letters): 9 minutes
• 8 characters (4 lowercase letters, 2 special characters, 2 numbers): 2.6 days
• 9 characters (2 capital letters, 3 lowercase letters, 2 numbers, 2 special characters): 9.1 years

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Change Password,,,,,,,,,,,,,,,,,,,,,from page 13

Read the [article](#) to find out a password type that would take approximately 7.5 million years to hack!

How strong is a password you have chosen? [Check it here.](#)

So, go change your passwords. Now! (Even if is no longer Feb. 1.) ☐

Is “Refurbished” Worth the Price?

News and/or Opinion from Paul Baecker, Newsletter Publisher & Editor Sterling Heights Computer Club

October 2019 issue, WYSIWYG

www.sterlingheightscomputerclub.org
newsletter (at) sterlingheightscomputerclub.org

I recently went shopping for a cable modem to eliminate the rental cost of the one supplied by my ISP. After doing some online research, I decided on a capable Arris model and found it at a local retailer. The store had some new ones but also had some refurbished ones for about half the price of the new ones.

I thought to myself, well, they’ve simply been returned by shoppers who had changed their minds because they didn’t like the color or style, and the units were probably basically unused. I inquired and learned that they had previously been used in a business somewhere (how would the salesman know?). So next I thought, well, do I want to save a few bucks by buying this so-called refurbished unit? Surely the items would have been repaired (if necessary) and tested by an OEM (Original Equipment Manufacturer) facility so that they operated as though they were new, even if they did have some wear marks on them. A no brainer to save the money, right?

But for whatever reason, I got a bit more inquisitive and asked about to what extent these items were refurbished. To the original

manufacturer’s specifications? In this case, nope. Well, then, surely the store could vouch for the level of refurbishment done by the third party. Nope again. I learned that there are businesses that exist to refurbish electronic products to their own specifications, and they are not necessarily noted as to their relationship to the product’s original specs. My excitement in getting a great deal was gradually waning. Finally, the store rep tells me that they offer a 14-day return on a purchase of this item, but no warranty beyond that return option. I eventually passed on this offer. I figured that with my luck, the item would last past those 14 days, but die too soon thereafter.

I also checked the details on the web site of a popular online retailer of computers and accessories. I found similar statements about refurbished products being refurbished to the specs of the refurbishing organization. Some refurbished items came with warranties, some could be warranted at extra cost, and some items were ‘as is’ (such as demos) with no right to complain after the purchase.

So, what this adventure taught me is to carefully vet the retailer of any refurbished item you’re considering (whether electronics, furniture, appliances, etc.) and carefully study the purchase agreement and any (often hidden) disclaimers that apply to the purchase.

A definition I found online for the term “refurbish” is “to brighten or freshen up,”

Yikes!!!

This is an online article about doing your homework when shopping for refurbished products. You can snag discounts as high as 50% off on smartphones, tablets, computers and associated devices when looking for a refurbished unit, but you’ve got to do your homework. <https://lifehacker.com/when-should-i-buy-refurbished-electronics-5885492> ☐

Office Tips and Tricks

Author: Dorothy Fitch, Editor, GVR Computer Club, AZ
February 2020 issue, Green Bytes

www.ccgvas.org
dmfitch (at) cox.net

I use Microsoft Word and Excel a lot and wanted to share some tips.

1. Word: Exploring Tabs

You can press the Tab key to move text 1/2 inch to the right, or you can use the Ruler to place tabs exactly where you want them.

Did you know there are five different types of tabs? Left Tab, Center Tab, Right Tab, Decimal Tab, and Bar Tab

How and when do you use these different tabs? I put together a primer on tabs. [Click here to read it.](#)

2. Word: How Many Spaces Between Sentences?

Back in the day, the guideline was to type two spaces between sentences. That is no longer true. [Read this article](#) for the reasons.

But how do you easily remove extra spaces from your document?
[Click to read how to use Replace to remove these extra spaces.](#)

3. Excel: Create a Series of Numbers or Dates

Have you ever wanted a column of numbers from 1 to 100 in a spreadsheet, or some other range? Do you want to know how to easily create a series of dates in order?

You don't have to type in all the numbers or dates yourself. You can do it automatically. [Click to read how!](#)



Cleanup for the NEW YEAR 2020

Author: Jim Cerny, Forum Coordinator
January 2020 issue, The STUG Monitor

www.thestug.org
jimcerny123 (at) gmail.com

It's time to give your Windows computer a good look and clean out all the junk! I bet most people clean out their garage more often than their computer. Sure you can run apps that delete stuff and you should do that regularly. But to start the New Year I am talking about going over ALL your files on your C-drive and your emails as well. Deleting the files you no longer want or need will not just free up some space (does anyone really care about space anymore?) but will make your backups run much more quickly and you will be able to find things so much more easily. Trust me on this – make it your new year's resolution! So here are my tips on what to look at to delete those unwanted files.

1. BEFORE YOU START deleting files, why not back them up first? Use a small portable drive (a "thumb" drive that plugs into your USB port) and copy everything you want to it. You should do this monthly anyway.

2. USE WINDOWS EXPLORER and go through ALL your folders and look at all your files. You need only look into the folders you save files in – such as Documents, Downloads, Music, Pictures, and Videos. You can SORT the list of files in a folder by DATE, so you can look for those old files easily and delete them. You can delete multiple files at one time by left-clicking the first file you want to delete, then holding down the "Ctrl" (control) key while you click on other files. When you let up on the Ctrl key you will have selected multiple files. Or you can hold down the "Shift" key when left-clicking on the second file and all files in-between will be highlighted.

3. DO NOT DELETE A FOLDER without looking inside it and seeing everything in it. Deleting a folder will delete all files and other folders in it. Look before you delete.

4. DELETING FILES AND FOLDERS FROM YOUR

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Cleanup for the New Year.....from page 15

C-DRIVE will put them in your Recycle Bin, so you need to delete them from there too. If you delete files from an auxiliary drive (such as a USB “thumb” drive) they will NOT go to your Recycle Bin.

5. PHOTOS – Go through all your photo files, every photo, and delete the ones you do not want. Each photo is a file. Get a small portable drive and put all your photos on it and then delete them from your C-drive. Copy them to another device for backup. Or, use “Google Photos” and put them all there – it’s free and really nice.

6. BANKING – Review ALL your charge or debit cards and cancel those you no longer need or want. Review ALL AUTO-payments. Are you still auto-paying for a service you do not use? Lots of people do not stop their auto-payments when they need to.

7. CONTACT LIST – Review ALL contacts on your contact list. Do you have more than one contact list? Delete all those old contacts you no longer need. Cut the cord.

8. APPS and programs – delete those apps you no longer use.

9. OLD CDs? -- Do you still have any old CDs? Copy them to a portable drive and throw them away. Yes, you can copy music and other files too.

10. REORGANIZE – Now that you have deleted a lot of files, review the folders you have remaining and reorganize what you are keeping. Delete old folders you no longer want and create new and more meaningful folder names and move the files into them. You can change file and folder names using Windows Explorer.

11. BOOKMARKS – Review your bookmarks (web page shortcuts) and “tabs” on your web browsers and delete the ones you no longer use.

12. EMAIL – Review all your saved email folders and delete the ones you no longer need. How many emails are in your Inbox? More than 50? You can set your email option to automatically delete old emails for you.

Maybe this is a bit much to do in one session, so just pick one at a time. And give yourself a nice reward for doing it! Your computer will thank you and you will be thankful yourself the next time you think “Where did I put that file?!” ☐

A Recent Scam Experience

By Jeff Wilkinson, President, Sun City Summerlin Computer Club, NV

December 2019 issue, The Gigabyte Gazette

www.scscclb.club

Clearmeadows11 (at) gmail.com

Recently I received the “Social Security” scam call, the recorded message informing me that I should call an 800 number because my account was about to be suspended. I decided to play along and see what the suspected scam pitch was; since I was 99.99% sure that Social Security doesn’t call you.

I called the 800 number, exclaimed my surprise that there was a problem and breathlessly asked what the problem was. The responder, “Officer Ronald Smith” explained, in an almost unintelligible accent, that he was a senior investigator and I should get a pencil and paper and write down his name and badge number, which he proceeded to give me.

He then went on to outline the “problem” which included seven bank accounts opened under my social security number. He said the accounts had been used for money laundering and an investigation was underway with an arrest warrant about to be issued.

In addition, there were multiple credit cards also under my social security number which had been linked to illegal activity.

“Officer Smith” then asked if these were my accounts. Upon my answering No, he explained he needed to know how many bank accounts and their approximate balance and how many credit cards I had and their credit limits. I responded with fictitious information of course. He advised me that this conversation was being recorded and I was repeatedly told to listen to his instructions very carefully. When I told him in a frightened, exasperated voice that the accounts he

described were not mine, he wanted the local police department phone number so he could call to see if we could clarify some additional information.

I gave him a fake phone number and he put me on hold; he came back a short time later and said that the number I gave him was incorrect!

“Officer Smith” then told me I could get the number from the yellow pages or Google and said he would wait while I looked it up. When I asked why he didn’t have it, he exclaimed he did but was not allowed to give it to me. I looked up the number in the city I had claimed to live in and gave it to him; he again put me on hold and returned a couple of minutes later.

He said he had a senior investigator on his other line, and she would be calling me. I was to put him on hold when she called. Then my phone rang! The call was from the number I had provided which was the number of the Palo Alto, CA police department! “Officer Smith” told me to put him on hold and to add the new caller to the conversation.

Throughout this entire 22-minute ordeal he had not yet asked for any money or access to my computer. I was tempted to continue the charade, but the language barrier became intolerable along with the level of minutia, so I ended the calls.

Almost immediately my phone began ringing from an unknown 800 number, over and over until I blocked the number. I believe the ploy was to obtain my information such as date of birth, address and social security number so they could steal my identity.

Although I didn’t get far enough to determine the full scam, I was very surprised that they added so much credibility by calling me back and “spoofing” (faking the Caller ID) of the actual police department number I had provided and they had checked!!

As we know, spoofing a phone number occurs often on junk and scam calls. This specific trick could cause a reluctant mark to falsely think they were maybe being too cautious. The scammer may attempt to retrieve your date of birth, name, address and partial social security number by asking throughout the conversation for you to verify the information.

With those items, it is possible to initiate a change of

address and phone number with Social Security and then redirect your direct deposit to a different bank.

Having repaired two cases of scammers gaining access to computers that week, one which was able to gain bank information and withdraw a four-figure sum of money from a retiree, I was interested in experiencing the actual pitch.

It can’t be stressed enough that allowing remote access to your computer from random phone calls, emails or web page screens is to be avoided. Also do not release any personal information to unknown callers no matter how official they attempt to sound, with so much information available in the public domain many times only a small amount of additional information is needed to initiate an identity theft. □

Interesting Internet Finds - January 2020

Author: Steve Costello

scostello (at) sefcug.com

In the course of going through the more than 300 RSS feeds, I often run across things that I think might be of interest to other user group members. The following are some items I found interesting during the month of December 2019.

How To Clear Browser Cache In All Web Browsers

<https://www.fossmint.com/clear-your-browser-cache/>
There are times when the browser cache needs to be cleared. This post gives clear instructions on how to do it in Google Chrome, Firefox, Internet Explorer, Edge, Safari, and Opera.

Exercises For Computer Users And Office Workers – Nerd Fitness

<https://www.thewindowsclub.com/exercises-for-computer-users>

As a computer user, I sometimes forget to get enough exercise. If the same is true for you, check out this post for some quick and easy suggestions to keep fitter.

Do You Need A 4K HDMI Cable?

<https://www.techhive.com/article/3330376/do-i-need-a-4k-hdmi-cable.html>

Just get a 4K TV for the holidays? Check out this post

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Making Windows 10 Look and Act Like Windows 7

By Tom Burt, Vice-President, Sun City Summerlin Computer Club

Gigabyte Gazette, January 2020 issue

www.scscclb.com
tomburt89134 (at) cox.net

Microsoft has ended support for Windows 7 on Tuesday, January 14th. After that date, there will be no further updates, bug fixes or security patches for Windows 7. The short-term consequences of the end of support are minimal: Windows 7 and installed applications will continue to work. Over time, however, as hackers discover new security flaws to exploit, Windows 7 will become less secure. So, it's time to think about moving to Windows 10, which has a more secure core design and still has support.

Another concern for Windows 7 users is that it's no longer available. If your current Windows 7 PC's hardware finally gives up the ghost and can't be repaired at a reasonable cost, your only option will be to buy a new Windows 10 PC via the retail market.

Coming from Windows 7, you may initially find Windows 10's user interface unappealing or difficult to navigate – especially the Settings interface. Our article this month will offer some ways to set up Windows 10 so that it looks and acts much like Windows 7. This can help with easing the transition to using the native Windows 10 user interface. For small businesses, this could afford a big saving on retraining staff accustomed to using Windows 7. We'll also talk about some ways to get applications written for Windows 7 to run on Windows 10. This can

be critical if the support for that application has gone away – a not uncommon occurrence with “free” programs downloaded over the years.

Helpful Articles

Here are some links to helpful articles I found while researching for this month's article. I'll be highlighting a few of the items these articles offered.

<https://www.howtogeek.com/277448/how-to-make-windows-10-look-and-act-more-like-windows-7/>

<https://www.theguardian.com/technology/askjack/2019/jun/06/how-can-i-make-windows-10-look-more-like-windows-7>

<https://www.windowscentral.com/top-10-ways-make-windows-10-more-windows-7>

<https://www.digitaltrends.com/computing/how-to-make-windows-10-look-like-windows-7/>

Classic Shell

One of the biggest differences between Windows 7 and Windows 10 is the Windows Start menu. Classic Shell is a free program that you can download and install to give you a variety of Start Menu styles, including that of Windows 7. You can find the download link at

<http://www.classicshell.net/>

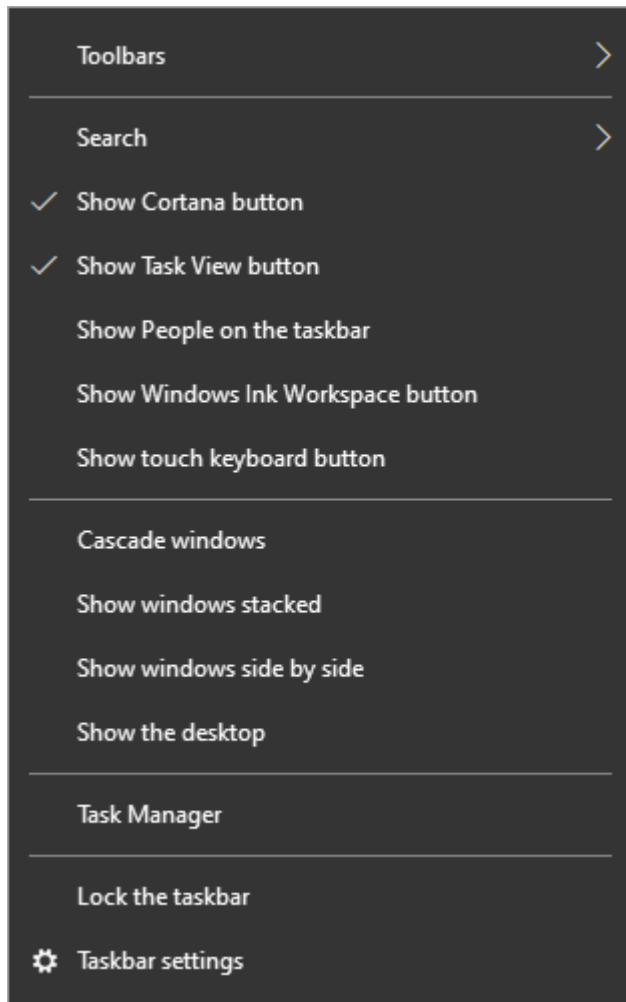
The original author has placed the program in the public domain on GitHub.com, but you can still download his final version from the above site.

Classic Shell was originally built when Windows 8 was released; Windows 8 had NO Start Menu. It is compatible with Windows 8, 8.1 and 10. The articles above also offer a link where you can get an image file of the Windows 7 Start orb to be used with Classic Shell.

File Explorer

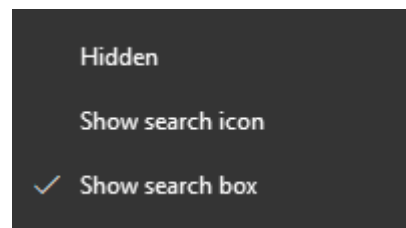
The Windows 10 File Explorer features the tabbed “ribbon” interface, which differs from Windows 7’s Windows Explorer, which featured a “menus and toolbar” interface. I didn’t find File Explorer that different and like the way it presents the user interface in the ribbon. But, for a closer recreation of Windows Explorer, the “Classic Shell” setup includes “Classic Explorer”, which allows you to get a highly customized File Explorer, including making it look and act like the Windows Explorer.

Task Bar



The Windows 10 Task Bar includes the Search box, the “Talk to Cortana” icon and the “Task View” icon. These are not present in Windows 7. To remove them, right-click on an open spot on the Task Bar to display a pop-up menu.

Uncheck the “Show Cortana button” and “Show Task View button” to remove those from the Task Bar.



If you hover over the Search item, a submenu slides out with toggle options to “Show search box”, “Show a search icon” or completely Hide the search.

You can also click “Taskbar Settings” to go to an extensive page of other Task Bar settings.

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Title Bar Colors



In Windows 10's default color scheme, window title bars are colored white, making it difficult to see which Window has the focus to the mouse and keyboard. To add some color to title bars and other UI elements, you can go to Start > Settings > Personalization > Colors.

This will display a page of color settings. This screenshot shows the key parts for changing the color of various window and screen elements.

Uncheck (if checked) the "Automatically pick an accent color from my background" checkbox.

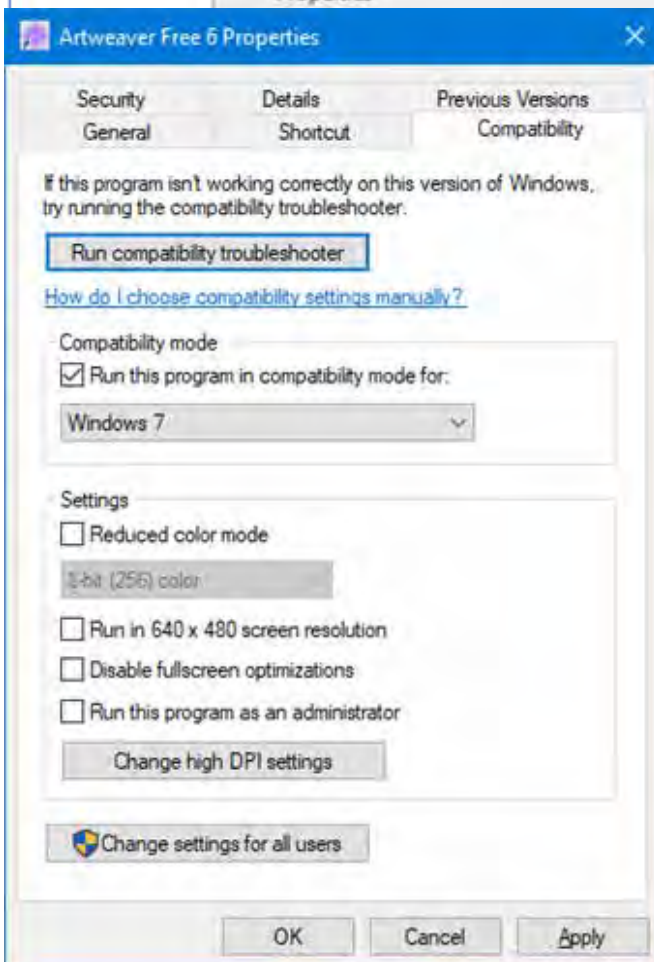
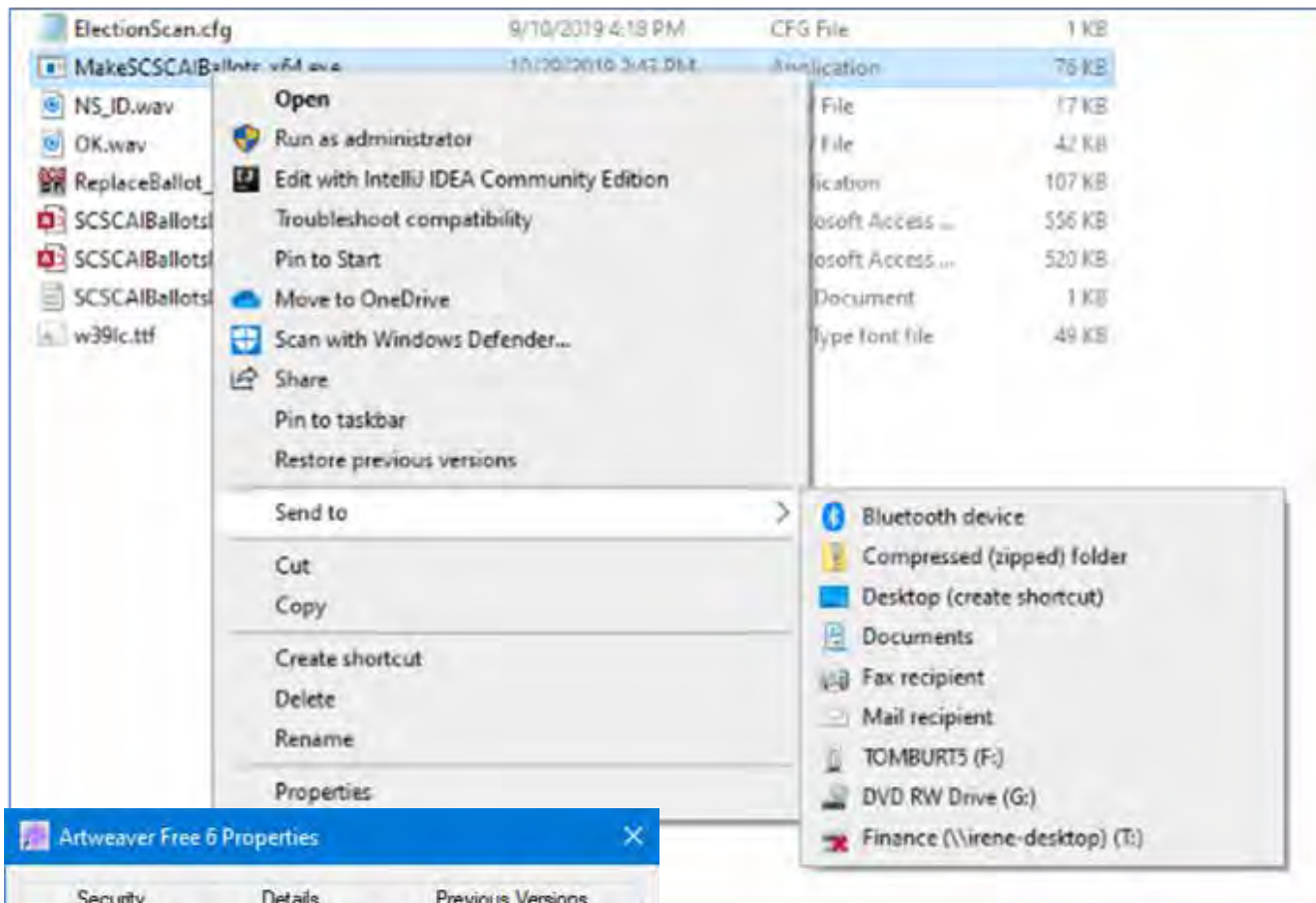
Select a pleasing accent color from the palette or click the + for a custom color. Check or uncheck the boxes for where the accent color should be used.

This tip can be handy even if you don't

Program Compatibility

A separate concern from making Windows 10 look like Windows 7 is getting older programs that ran on your Windows 7 system to run on Windows 10. This can be a challenge for programs whose authors are no longer in business. Windows 10 provides options to run a program in "compatibility" mode and/or Administrator mode.

The best way to do this is to start by creating a desktop shortcut to the program. In File Explorer, browse to the program's .exe file, right-click and, in the popup menu that appears, hover over "Send to" and then, in the secondary menu that appears, click "Desktop (create shortcut)". See the following screenshot. Rename the desktop shortcut to something meaningful to you.



Next, right-click the shortcut and choose Properties from the popup menu. In the Properties dialog, click the Compatibility tab. Check the box for “Run this program in compatibility mode for:”

In the dropdown, choose “Windows7”.

You can also click the Shortcut tab and then click the Advanced button. A small dialog will display with a checkbox for “Run as administrator”. Try checking this box if the program still doesn’t run properly with Windows 7 compatibility selected.

When done with setting Properties, click OK. Then double click the shortcut to run the program. Hopefully, it will launch and run normally.

Some Windows 7 utility programs, especially those with accompanying drivers, may not run, even with compatibility mode.

Creating a Windows 7 Virtual Machine

If a program still fails to run on Windows 10 after you've tried Windows 7 compatibility and Run as administrator, you may want to try setting up a Windows 7 virtual machine. This requires a fair bit of technical skill, so I recommend visiting the SCSCC Tuesday Repair Lab team for help. Also, check out my "Virtual Machine Primer" seminar handout at https://www.scscclab.com/smnr/Virtual_Machine_Primer.pdf

The most universal virtual machine utility is the free Oracle Virtual Box, which runs on Windows 10 Home or Pro, macOS and Linux. You can download Virtual Box at <https://www.virtualbox.org/>



A virtual machine is a software/hardware emulation of a PC (the Guest) that runs as an application on a real PC (the Host). The Guest operating system and its applications run in the virtual machine and are unaware that they are running in a virtual environment. The virtual machine can be "booted" when needed and "shut down" when not needed. The virtual machine has a virtual hard drive, which is a single large file on the Host PC.

The general approach is to capture a snapshot of your Windows 7 PC's C: drive and system partitions and use that snapshot to create the virtual hard drive file.

Windows 7 Running in a Virtual Box Virtual Machine on Windows 10

That virtual hard drive file is attached as the boot drive of a virtual machine configured to emulate a Windows 7 PC. Once this is done, you can "boot" the virtual machine and it will virtually start Windows

7 from the attached virtual C: drive. Your virtual machine will then be running your former Windows 7 PC and its applications.

The easiest way to make a snapshot of your Windows 7 PC's C: drive and system partitions is to create a backup image using Macrium Reflect or Acronis True Image. That image can then be restored to the empty virtual C: drive of the Windows 7 virtual machine. Once the restore is done, the virtual machine will be able to boot up and the same Windows 7 and applications that you had on the original PC. □

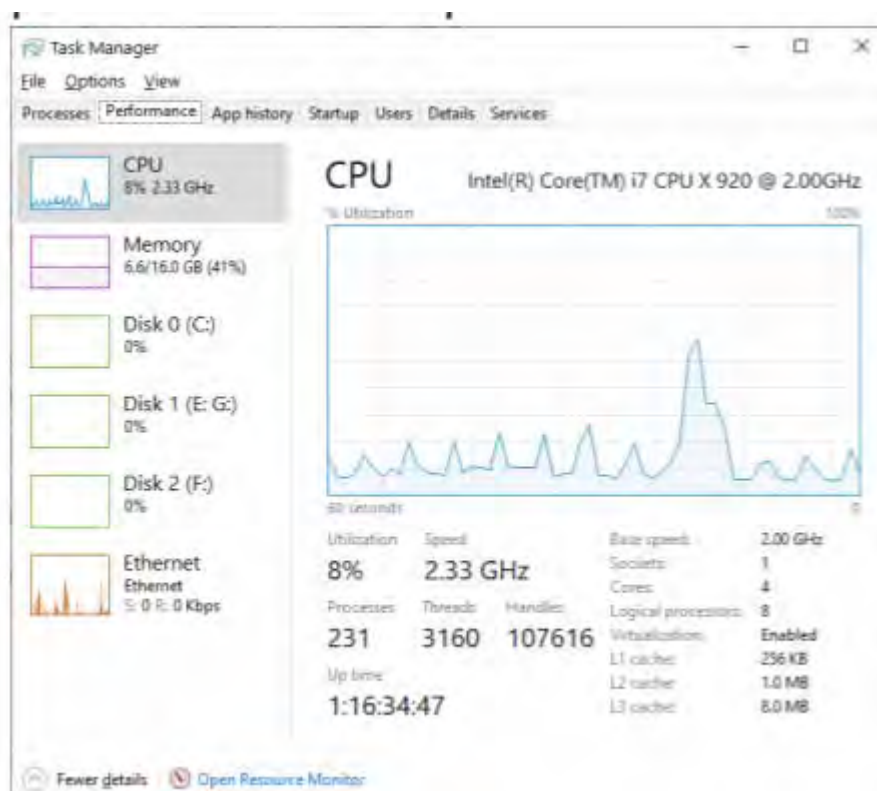
System Monitoring Tools

Author: Frank Fota, Newsletter Editor, Fredericksburg PCUG, MD

November 2019 issue, FPCUG Notes

www.fpcug.org

Fotafm (at) gmail.com



Have you ever wanted to view the impact a program has on your computer's performance? A quick internet search reveals that there are other many monitoring tools available. Some are freeware and others require payment. Resource monitoring tools are also bundled with system utilities (e.g., Norton Utilities®). Microsoft Windows has a "Resource Monitor" that can be run from a Command Prompt or via the search box by typing, "perfmon.exe." Windows Resource Monitor is

extensive but, difficult to configure. A quick look at resources can be found, however, by opening the Windows Task Manager (i.e., Ctrl-Alt-Del then click on Task Manager). Click on the Performance tab in Windows Task Manager and it's easy to see the effect that a program has on CPU, Memory, Disk, or Network performance.

If you need more details about the hardware on your PC (e.g., the effect a program has on CPU or GPU core temperatures), I recommend Speccy®. Speccy® is written and published by Piriform (now owned by



Avast); the same company that developed CCleaner®. According to Jeffrey Wilson, Lead Analyst for PC Magazine, “This utility serves up a wealth of data about your PC’s operating system, attached peripherals, memory, storage, and much more.”

If you are looking for a program that will overlay hardware statistics on top of a running game, you can install MSI’s Afterburner program. It’s compatible with both Nvidia and AMD’s Radeon graphics cards. □



Organizational Communication

Author: Dick Maybach, Member, Brookdale Computer User Group, NJ

www.bcug.com

n2nd (at) att.net

A major responsibility of any organization is to provide communication both among its members and with those outside. There are many ways to accomplish this, including:

- newsletters,
- mass e-mailings,
- Websites,
- Facebook and other social media,
- computer bulletin boards,
- face-to-face meetings, and
- voice and video conferences.

Years ago printed newsletters were very important, but high printing and mailing costs have all but eliminated them. Many clubs now publish newsletters on their Website usually as PDFs, making them easier to print than Website pages. Because accessing issues usually requires several clicks, they are less effective than Websites in attracting new members and reminding current ones of upcoming events. They excel in communicating technical information, which often requires study or a paper copy that can be consulted when a PC isn't available. Website newsletter archives make back issues available, making them far more useful than their printed predecessors, but finding information can be tedious unless they are indexed.

Mass e-mail is a good method for announcements, such as meeting reminders and schedule changes. Meetings often don't occur on a fixed schedule, and without reminders, many members will miss them. As with all communications, restraint is important. I get over 40 e-mails a day, and messages from those sending too many go directly to a spam folder.

A well-designed Website is valuable, both for keeping members informed and attracting new ones. Besides making the site available, most hosts collect user statistics that can help gauge its effectiveness by providing such valuable data as

- pages viewed,
- files downloaded,
- number of visitors and how long they stayed,
- viewers' locations,
- searches made, and
- whether they were using a PC or a phone.

Studying these data can tell you much about how effective your site is. For example, on one I manage 72 percent of the visits lasted less than 30 seconds, and only seven percent longer than 15 minutes. I concluded that many visit only the home page, and that was my only chance to get members to the next meeting or entice non-members to join. They might click once if the button were really obvious, but few would take the time to do more. As a result, the home page must have enough information about the upcoming events to attract both current members and prospective ones, although some might take the time to click a "details" button. This space also shows members what activities they missed and others that this is an active organization they should consider. Again,

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Organizational Comm.....from page 25

there is space only or a short teaser, with details available after a single click.

A club’s Website requires daily maintenance, as leaving old information on it implies that the organization is inactive. I recommend Steve Krug’s, Don’t Make Me Think, Revisited as a guide. It says nothing about HTML coding, but a lot about how an effective site looks.

Figure 1 shows the site I manage, designed while keeping in mind that I must communicate my message in less than 30 seconds.

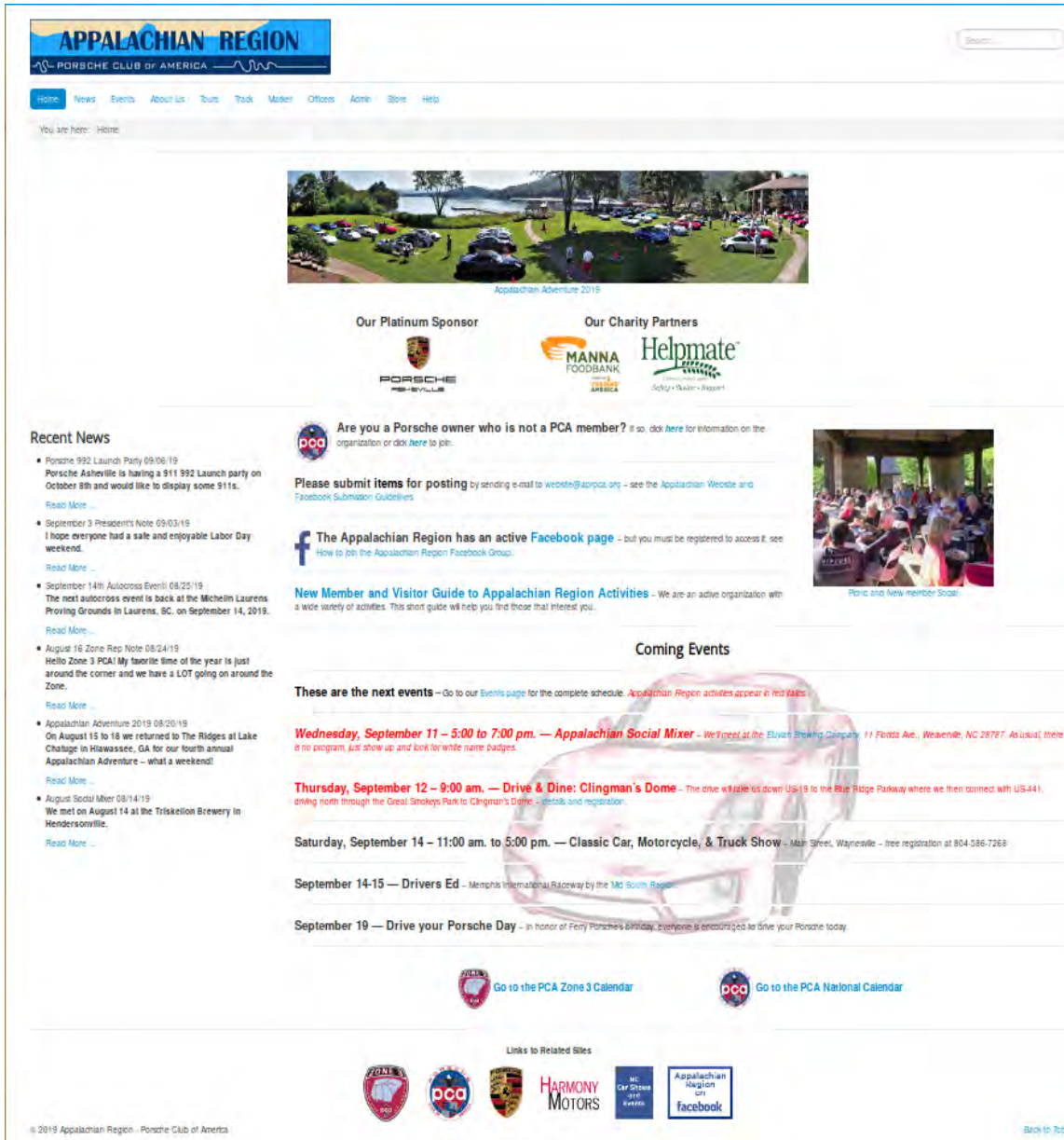


Figure 1. A Website for Busy Viewers.

The two photos are links that take the viewer to descriptions and pictures of recent events. The three logos near the top are links to the club’s sponsor and two charities it supports. Four items in bold text provide links to information on how to join the organization, a plea for members to submit articles, instructions on joining its

Facebook group, and information on its activities. Below is a list of upcoming events, most with links to more details. On the left sidebar are teasers with links to articles on recent activities. Finally, at the bottom are links to some related sites. There are also some navigation aids (a menu, a search window, and a “You are here” box), but few 30-second viewers will notice these. Finally, although currently, only about five percent of the visits are via cell phones, this will most likely increase, and keeping the home page simply means these users can view it without frustration.

Figure 2 shows how not to do it. (I’ve blurred the site’s identifying information.)



Figure 2. An Ineffective Website.

Except for the name of the organization, there is little information here. The only thing viewers learn about the club is that its members own nice cars.

While you can build a site using only HTML, a framework such as WordPress, Joomla, or Drupal makes it easy to add valuable features such as content search, navigation, calendar functions, and meeting registration. This complexity will take time to master and make it more difficult to transfer the job to someone else but documenting what you do will ease both tasks.

The site’s host can provide substantial help, such as providing the visitor statistics I’ve already mentioned. Many also will back up your site and host e-mail accounts for your officers, which allows them to place contact information on a site without exposing their private e-mail account.

While a Website or newsletter acts as the official voice of your organization, a bulletin board or Facebook page

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provides member-to-member communication. (I'm using "Facebook" here as a synonym for all social media.) There is a risk; for example, an intemperate rant against a vendor on your club's page can be interpreted to be club policy. You may wish to allow only members to post to or even to access the page. Facebook has advantages over a bulletin board, in that it allows graphic content and can provide content search. It also collects user statistics, which as in the case of a Website, can tell you how effective the service is. Regardless, you must monitor the site continually to be sure it presents a positive view of the organization. Figure 3 shows a Facebook page.

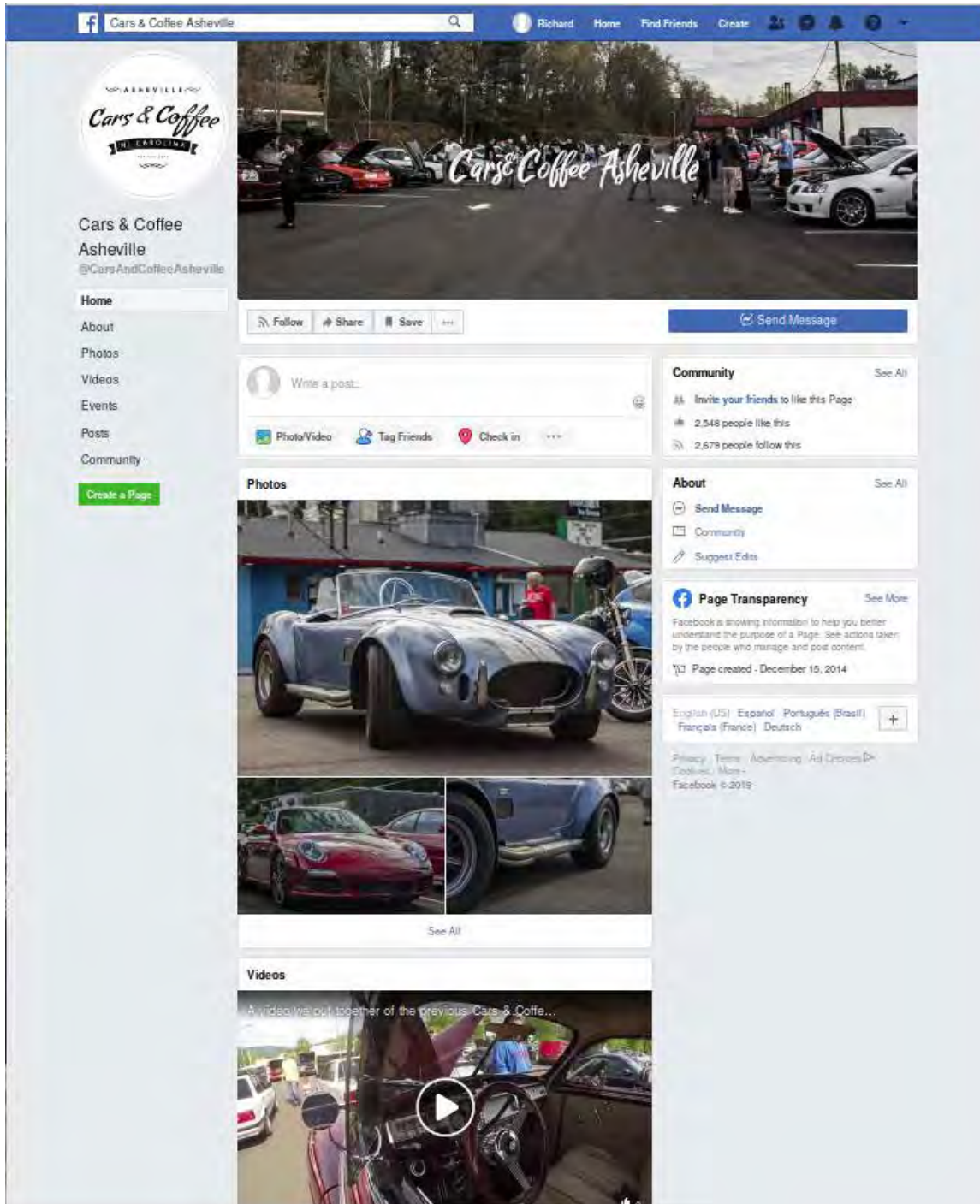


Figure 3. A Facebook Page.

My only criticism is that it's lacking a search feature, which is very helpful as the articles appear in the order they were received. This organization has no Website and finding the time and place of their next meeting requires tedious searching, making it ineffective for recruiting new members. Choose your communications goals first and then your media, rather than selecting a medium you like and hoping it does what you want.

Face-to-face meetings are essential for most organizations. They allow free two-way communication and provide social bonding like no other forum. They do require travel, which can be difficult for some members, especially at night or in bad weather. Consider making these available as video conferences or podcasts for those who can't attend in person. If they can be recorded, even those with schedule conflicts can see what happened, although they can't participate. Effective meetings have a single purpose. Those interested in preventing malware attacks don't care about which checks have cleared the club account. Details of club business are better handled in separate meetings, open to all members of course, and with their minutes posted on the club's Website or Facebook page.

It's important to measure the effectiveness of your communications, especially after making changes. Too often, these are set up and then ignored. If few of your members check your Facebook page, you should either improve or eliminate it. Ask a non-member to look at your media and tell you his or her impression; then act on it. Finally, periodically review your performance against your goals. If you can't find any improvements, you aren't trying hard enough. □

Interesting Internet Finds February 2020

Steve Costello

scostello (at) sefcug.com

The Wonders Of Wordpad – Cyn Mackley

<https://cynmackley.com/2020/01/15/the-wonders-of-wordpad/>

You don't have to go out and buy a word processing program or learn a whole office suite just to write simple documents if you have a Windows operating system. The Wordpad program is built right in. Cyn explains some of the basics in this post.

What Is Creative Commons & Explanation Of Each License

<https://www.online-tech-tips.com/computer-tips/what-is-creative-commons-explanation-of-each-license/>

Every once in a while I like to remind anyone who blogs, edits a newsletter, or wants to use information or photos, that there is a legal way to do so. There is a great amount of good information and images available for use under Creative Commons licensing. Check out this post to learn more.

How To Upgrade From Windows 7 To Linux

<https://www.howtogeek.com/509508/how-to-upgrade-from-windows-7-to-linux/>

With the last Windows 7 updates being January 14, 2020, there are probably some of you still wondering how to replace Windows 7. This post does a good job of showing how to upgrade to a Linux operating system. (Note: I ended up getting a new Windows 10 Home desktop, upgrading my Windows 7 Home laptop (4GB RAM) to Windows 10 Home, and setting up my old Windows 7 Home desktop (2GB RAM) as a dual boot Linux Mint 19.3 desktop to be able to still use some older Windows software, yet still be able to securely access the internet when necessary via the Mint O/S.) □

Is A Microsoft Office Subscription Worth It?

<https://askleo.com/microsoft-office-subscription-worth/>

If you have moved up to Windows 10 and thinking about Microsoft Office, check out this post from Leo Notenboom before making the final decision. Leo talks about cost factors in this post.

B U G Officers

President

Bill Middleton

President@bugclub.org

Treasurer

Loretta Mills

Treasurer@bugclub.org

Secretary

Bill Middleton

Secretary@bugclub.org

Member At Large

Jim Townsend

Webmaster

Chris Crisafulli

Webmaster@bugclub.org

Special Interest Groups

Beginners' SIG:

beginners@bugclub.org

Hardware (Tinkers) SIG:

Bob Schmidt 952-0199

hardware@bugclub.org

BUG Web Page

<http://bugclub.org>

Brevard Users Group Secretary's Report

By Bill Middleton

Monthly General Meeting Report, February 10,,2020

1. The meeting was called to order by President, Bill Middleton at 3:30 PM.
2. Members were urged to pay their dues and make sure their registration details were up to date. One member still reported not getting the Space Coast Newsletter. The newsletter guy will again be notified. Dues may be paid at any meeting or mailed to the BUG Club, PO Box 2456, Melbourne, FL 32901. Please make sure your current email is included with any mailed-in dues.
3. Ongoing Windows 10 updates were discussed. Everyone seemed to finally gotten the latest feature update (19 – 09) and no real problems were reported with installing the latest security and other little updates.
4. AVAST's selling of its metadata for commercial use was discussed. Supposedly no individual user details were revealed, but the company has become somewhat suspect. No problems were reported using avast's high-security browser, but it does seem to be pushing its users harder to upgrade its free antivirus program to the paid version. For most users, Win10's included MS security essentials/Defender probably provides adequate protection.
5. Several previously discussed issues were rehashed and it was discovered that the Windows operating system and the office suite had disappeared from the SCDKEY website.

This is happened in the past and the keys reappeared after a while. Keys were still found to be available on eBay along with other dead computer sourced software.

- 6. The meeting was adjourned shortly after 3:30.
- 7. Respectfully submitted by Bill Middleton, Secretary. ☐

Hi,

Despite the presence of one of those pesky holidays on the calendar, our February meeting schedule will (probably) be «Normal». Viera will be on Monday, Feb. 3, The General Meeting at Eau Gallie will be on the 10th and Fee Ave. will be on the 17th. All meetings are at 2:00 PM as usual.

Presidents' Day is on the 17th, but the Library said they would be open. I will check again in the second week to make sure they haven't caved in to White House pressure....

This month's DD will be the Chroming of Edge and the untitled Goose app.

See you all at a meeting or two.☐

Bill M

Interesting Internet Finds.....from page 17

before going out to spend lots of money on a special 4K HDMI cable.

5 Ways to Get In-Car Wi-Fi for Internet Access on the Go

<https://www.makeuseof.com/tag/internet-car-wifi/>
Some cars come with in-car wi-fi. If yours doesn't and you want everyone able to access to the internet, check out this post for some ideas.

How To Encrypt A Flash Drive Without Bitlocker
<https://www.techtricksworld.com/how-to-encrypt-a-flash-drive-without-bitlocker/>

If you want to encrypt a flash drive and don't have a version of Windows that includes Bitlocker, check out this post for some alternative methods.

USB Flash Drive vs. External HDD And SSD: Which Is Best For You?

<https://www.maketecheasier.com/usb-flash-drive-vs-hdd-vs-ssd/>

Are you confused about which of these you should

**Bug Club Treasurers Report
By Loretta Mills , Treasurer**

Checking Account	July 1, 2019
Beginning Balance	\$ 1052.36
Ending Balance	\$ 1052.36
Saving Account Balance	\$ 1087 65
Combined Balances	\$ 2140.00

be using? If so, check out this post that explains the advantages and disadvantages of each.

How To Secure Windows 7 After End Of Support
<https://www.thewindowsclub.com/secure-windows-7-after-end-of-support>

I know there are a lot of you that will continue to use Windows 7 after the end of support. If you are one of them, like me, check out this post to keep secure. ☐



**WELL DONE IS BETTER
THAN WELL SAID.**

BENJAMIN FRANKLIN

Calendar of Events

**Going North for the summer or coming back?
Don't miss a single issue of your
Space Coast PC Journal**

If your email address will be different

Please give us the correct email

For your temporary location

*****Reminder*****

We need your e-mail addresses!

We'd like to keep in touch with you, especially if there is a last minute change in venue for the club meeting.

Please send e-mail addresses and changes to Linda Glassburn glassburn@earthlink.net

**March 19, 2020 - SCPCUG Meeting
Merritt Island Library Auditorium
2:00 PM**

**March 21, 2020 - Learning Center
Merritt Island Library - Conference Room
12 - 3:30 PM**

March 31, 2020 Deadline for Journal Input

**February 15, 2020 - Learning Center
Merritt Island Library Conference Room
12 - 3:30 PM**

**February 20, 2020 - SCPCUG Meeting
Merritt Island Library Auditorium
2:00 PM**

February 29, 2020 - Deadline for Journal Input



**Are you having problems with your hardware or software?
Did you find the solution yourself?**

How about sharing that information with your fellow club members? Sit down for a few minutes open up that word processor and put your ideas to paper. Aside from the value to the members, you'll get your name in print!

Don't worry about the details, we'll edit it for the best appearance and presentation.

Presentations Schedule

February 20, 2020

In the absence of scheduled speaker this will be a Q and A session

Bring Some Friends or Neighbors

**Beginners or Advanced
Bring Your Questions
Get Technical Help
Share Your Knowledge**

at Your SCPCUG

Learning Center

**Open 1st, 3rd, 5th Saturdays,
12 to 3:30 p.m.
Merritt Island Library
Conference Room**

Please restrict your visits to
these times.

Bring your hardware or
software problems,
We'll do all we can to help.

If you bring a desktop computer
please bring the keyboard, mouse,
and power cord

Call Ron Ingraham, 321-777-2578,
for more information.

The Space Coast PC Users Group Journal

is produced using

Adobe InDesign CS3

*All SCPCUG club members are entitled to
receive the electronic version of the Journal
in pdf format. You'll need Adobe's widely
available Acrobat Reader X.X (free) to view the
eJournal.*

Contact Ron Ingraham
ringram28@cfl,rr.com to get on the
eJournal mailing list

***Space Coast PC Users
Group is proud to be a
Charter***



The Space Coast PC Users Group's
Computer Doctors
Make House Calls

Free to
SCPCUG Members!

Dan Douglas, owner of
DataDan Computer Services,
will accept phone requests
for computer assistance
(321) 301-1075

After a phone call, a house call may be
made within 5 miles of Merritt Island

Free Remote Support
For those using Windows 10
Quick Assist



The above member will help you with *a particular* computer glitch on your personal (not business) computer. In some cases, he may even make a house call. But, please do not expect him to install your computer nor teach you how to use it. If you have continuing problems or need additional help, please take a class, or check the ads in the *Journal* and hire a consultant, etc.



Computers 4 Kids

C4K Volunteers Need
Donated

Computers, Keyboards, Mice
etc

for

Building PC Systems

complete with software
for

Needy School Children

Call

Ken Clark @ 223-7402

To arrange pickup

Space Coast PC Users Group, Inc.

MEMBERSHIP APPLICATION

Membership Dues
\$25.00 [] Check [] Cash

Check No. _____

NAME _____ [] New [] Renewal

ADDRESS _____ Date _____

CITY _____ STATE _____ ZIP _____

Home Phone _____ Work Phone (Optional) _____

E-mail _____

Would you like to attend: a class for BEGINNERS? []
 an ADVANCED DOS class? []
 a WINDOWS class? []
 an ADVANCED WINDOWS class? []

What other topics would you like covered in a class? _____

Do you have expertise that you would like to share? Please describe.

Would you be willing to be listed in the Helpline of the *Journal*?
 If so, what subject? _____ Calling hours: _____
 Phone _____ E-mail _____

Would you like to help the Club in the following areas?
 Resource Center Staff _____ Journal Staff _____
 Computer Doctor _____ Room Setup _____ Teach Class _____
 Other _____

What topics would you like to see for monthly programs?

What can the SCPCUG do to help you and others?

If you were told about the SCPCUG by a club member, write that member's name here _____

Make check payable to: Space Coast PC Users Group
Mail to: SCPCUG , 801 Del Rio Way, #304, Merritt Island, FL 32953

Are You CPU

Bewildered?

DRAM
HTML
Windows
Modem

Join the
Space Coast PC Users Group
 and learn the lingo!

Membership benefits:
 The *SCPCUG Journal*
 Computer Literacy Classes
 (e.g. Windows 7-10)
 Seminars and Workshops
 Computer Doctors - computer
 help - **FREE!**
 Group Purchases, Raffles, and
 Door Prizes!
 Helplines - get help from the
 experts

Join Now!

ADVERTISING RATES

	1 Month	3 Months	6 Months
1 Year			
SIZE	~10%*	~15%*	~25%*
Full Page.....	\$90.00.....	\$243.00*.....	\$459.00*.....
Half Page.....	\$45.00.....	\$123.00*.....	\$230.00*.....
1/4 Page.....	\$23.00.....	\$62.00*.....	\$117.00*.....
Business Card.....	\$35.00.....	\$59.00*.....	\$105.00*.....

* = Discount from regular monthly rate. Discount applies to ads running in consecutive issues.

Payment **must** accompany order. Make checks payable to:

Dimensions (W x H) for ads are as follows:

- Full page: 7" x 9 1/4"
- Half page: 7" x 4 3/8" or 3 3/8" x 9 1/4"
- Quarter page: 3 3/8" x 4 3/8"
- Business card: 3 3/8" x 2"

Camera ready ad copy is due by the 28th of the month to ensure that the ad will appear in the next issue. Mail ad copy to the Editor at 1360 Mayflower Avenue, Melbourne, FL 32940-6723 Prices will be quoted for design work. Questions? Call (321)777-2578.

All advertisements are subject to the approval of the Editor.

SPACE COAST PC USERS GROUP, INC.

**801 Del Rio Way, #304,
Merritt Island, Fl , 32953**

STATEMENT OF PURPOSE

The Space Coast PC Users Group is an independent, not for profit, computer group open to anyone interested in computers. It is not affiliated with any business. Our purpose is to serve as an educational, scientific, and literary organization designed to enhance computer literacy.

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Initial Membership \$25 . Annual Dues have Been Suspended

BENEFITS: Members get the monthly *Journal*. In addition, *only* members can:

- copy from the Shareware library
- participate in meeting drawings
- attend special seminars/workshops
- talk to one of our computer ‘doctors’
- use the Helplines

NEXT MEETING

March 19, 2020

Merritt Island Library Auditorium 1185 North Courtenay Parkway, Merritt Island, FL

To get to Auditorium after entering the front door, go to the second door on the left.

Guests are always welcome at the Space Coast PC Users Group meeting.