INSIDE THIS ISSUE:

AUGUST MEETINGS

OPEN's monthly meeting for August will be held on Wednesday the 6th at 1:00 pm

New members of the club are invited to attend as we are always looking for new ideas and feedback on how the club is performing.

The next Launceston Computer Group (LCG) meeting will be at 7:15 pm on Wednesday August 6th.

Newstream Articles

Deadline : 10 Days before Meeting

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Membership

Single $20, Family $30 (Includes Email edition Newstream)

Printed & Posted Newsletter $20 extra

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Mac Librarian: Vacant

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LCG Committee: Glenn Gilpin, Reinhard von Samorzewski,Eleanor Horder, Bruce Dineen

OPEN Committee 2014/15

O.P.E.N. Co-ordinator: Robert Tierney.
Responsible for the smooth running of the Centre on a daily basis

O.P.E.N. Chairperson: Laraine Rist.
Chair all meetings of OPEN and ensure that they run smoothly

O.P.E.N. Vice Chairperson: Robert Tierney.
Chair meeting when the Chairperson is unavailable.

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Responsible for the documentation and distribution of all meeting minutes

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Responsible for all advertising

Membership Co-ordinator: Eleanor Horder.
Keep Membership database up to date.

Co-ordinator O-learn: Eleanor Horder

Tutor Co-ordinator: Laraine Rist, Robert Tierney & Dennis Murray.
Keep regular contact with Tutors to bring ideas and concerns to meetings

Maintenance Co-ordinators: Dennis Murray.
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"V.I.C.T.O.R." Co-ordinator: Robert Tierney.

Webmaster/Content: Tom Olsen. <mailto:webmaster@lcg.org.au>

OPEN Committee: Janet Headlam, Karia Wicks, Sandra Viney, Kay Dawson.

OPEN NEWSLETTER — August 2014

FROM THE ASSISTANT EDITOR

I'd like to open this month's issue with a **BIG THANK YOU** to members and friends who have donated equipment and software to the club.

As a result we have been able to set up **another Windows 8 computer for** very little cost, and also to install **Office 2013 on some of the Windows 7 computers** that still had the very limited Home and Student versions of Office on them.

No matter how obsolete you think that old unused computer may be, there is a good chance that something in it may be useful — a memory module, a DVD drive, cables etc. Sometimes even the Windows operating system licence code on the case may be re-usable.

So before making that trip to the 'tip' contact me (Dennis) to the discuss the possibility of recycling your old computer equipment via OPEN.

If we can't use it ourselves we may able to find a good home for it somewhere else.

Webmail Security

If you use one of the club computers to access your email e.g. through Gmail, Yahoo etc, please make sure that you **log out of your account** when you have finished.

Recently we have had instances where members have discovered that previous users of a computer have not logged out of their Gmail accounts, thus leaving their personal emails on display for others to see.

Special Classes

Most of you will be aware that in addition to our regular special interest Wednesday classes of Family History and Graphics we also offer some other special subjects which are usually detailed on page 2 of the OPEN Newsletter.

The tutors who offer these special sessions often put in a lot of time and effort to make these topics available so please try to support them by attending classes that you might find interesting.   *Dennis*

GIVE YOUR FILES MEANINGFUL NAMES

I am continually surprised by the number of organisations that seem to believe that they are the only ones in the world who are sending out a newsletter each month.

A PDF named 'August2014' could come from anyone— from OPEN, the Launceston Computer Group or the local Sumo wrestling club.

It can rather embarrassing when you are trying to show our club newsletter to a member and what opens up is somebody else's newsletter, because they haven't identified it properly.

In a similar vein we should think about how we name files and folders to organise them in a logical manner.

If we let the computer have control it will sort the first months of the year in the following order—April, February, January and March. To have those months in calendar order we should name them 01 January, 02 February, 03 March and 04 April.

Photos that are taken on mobile devices that are then attached to e-mails are often named rather 'economically' e.g. Photo. When you download them to your computer you should take care to name them properly by using the **Save As** option. Saving the file simply as 'Photo' may result in an earlier download being over-written.

Going from the sublime to the ridiculous we often find that photos sourced from the Internet may have computer-generated file-names that are 20 or 30 characters long.

Imaging asking someone if they liked the picture named 20156734_67358031_23156792!

'Cute Aardvark ' would have been a much better choice.

★ **VICTOR PHONE NUMBER 0408 174 235**
★ **Contact the Coordinator Rob Tierney for**
★ **assistance with computer problems at home**
★ **(Bookings are subject to availability of tutors.)**

VENUE TELEPHONE NUMBER

The club telephone is available during class hours**.**

***** 6343 4928 *****

Members and tutors can be contacted at the clubrooms **during class hours** by telephoning the number shown above.

Monday to Friday 10am – 3pm

Tuesday evenings 7pm—9 pm

ARE YOU 'INFECTING' YOURSELF?

If you're a regular Internet user you would have probably see an occasional message pop up to inform that **"Your PC seem to be running very slowly—Click Here to fix the problem."**

In most instances accepting that invitation is likely to make your computer run even more slowly.

That certainly was the case for one of my Westbury 'clients' recently. When the user started their laptop they were bombarded with a procession of 'Auto-Start' programs that were performing registry scans, on-line back-ups etc. The laptop was virtually unusable!

In all there had been nineteen (**yes, 19**) programs inadvertently installed including several toolbars and a browser hijacker.

As we uninstalled programs one by one it was obvious that they had originated from the same source.

A scan with Malwarebytes found more than 400 infections!

NEWSTREAM

ANOTHER SCAM VICTIM

Continuing on from last month's "Novak Djokovic" article it has again become painfully apparent that scammers are far from being a bunch of dills.

A club member was lured into allowing a 'cold caller' to have remote access to their computer and then provided Credit Card details to pay for the so-called service.

Then, to top off the scam, the caller put a password on the computer that the owner doesn't know. Rectifying this situation will probably necessitate a complete reinstallation of the operating system and programs—**after taking steps to recover personal data from the hard-drive.**

This scam was based on the victim being required to (*allegedly*) re-register their older Windows operating system. The caller used the name Microsoft and sounded authentic because they were **able to quote a licence number** that was purported to be the licence code of the member's operating system.

I use the term '**a licence number**' because it is probable that the caller directed our member to a place on the computer where a widely-known 'generic' code is stored. This may have convinced the member that the caller was genuine.

Please remember that Microsoft and Telstra do not call you in relation to computer problems unless you have called them first.

Scammers use the names of reputable companies to lure their intended victims—a classic 'confidence trick'.

A question for you!

If you found yourself in a similar situation would you know how to find the **product key** for your Windows operating system?

For most laptop owners it will be printed on a Microsoft Certificate of Authenticity (COA) on the bottom.

For people with towers **there should be** a COA affixed to the case of the computer. This is not always true especially if the computer has had an upgrade to the 'OS' but a free program such as Belarc Advisor can provide the details of the product keys for installed programs.

ANDROID TRAINING SESSION

Wednesday August 20th 1:00 to 3:00 pm

With Bruce Dineen

Bruce will continue to provide you with the answers on how to get the best out of your Android tablets and smart-phones.

SCANNING WORKSHOP

Wednesday August 6th

10:00 am to 12 :00 noon

Photos? Slides? Documents?

No matter what you want to scan we should be able to cater for your needs in this Scanning Workshop.

With two (2) dedicated slide scanners and three (3) 'flatbed' scanners we have the capacity to accommodate several students within this two-hour session.

Session fee : $6.00

MUSIC CONVERSION WORKSHOP

Wednesday August 20th

10:00 am to 12 :00 noon

Bring along your vinyl LP records (or singles) and Audio Cassette tapes and we'll show you how to use the Cool Edit program to record your music in digital format.

After that you can use the recorded music in the manner you desire — burn to CD, transfer to MP3 player or to use as background music on your PC, laptop or tablet.

If you have an easily transportable record player or cassette player please bring it along so that we can cater for more students.

LEVEL 2 & 3 GRAPHICS

With Paint Shop Pro 7 and 8

Wednesday August 13

10:00 am to 12:00 noon

ADVANCED GRAPHICS

With Paint Shop Pro XI

Beginners

Wednesday August 27

1:00 pm to 3:00 pm

DIGITAL PHOTO CARDS

Do you know that some older cameras, computers and card readers may not be able to read 'high capacity' SD cards and other types of camera cards.

I have found that older devices only read a maximum of 4GB.

FAMILY HISTORY 2014

Wednesday August 13
1:00 pm to 3:00 pm

Wednesday August 27

10:00 am to 12:00 noon

New information is being added to our resources on an on-going basis to help you trace your family's origins. Contact the club for more information.

Classes limited to 8 people.

Join Judy, Margaret G and Sandra V tutors for these informative sessions.

NEWSTREAM

OPEN Session Times

At Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions $6.00

[Some special tutorial materials may incur additional charges]

Monday	10 am –12	General & Beginners
	1 pm – 3 pm	**Basics and Beyond**
	3:30 pm — 5:30 pm	**Beginners Class**
Tuesday	10 am –12	O-Learn & Beginners [all day]
	1 pm – 3 pm	**Mac [all day]**
	7 pm—9 pm	Basics (Night Class)
Wednesday		Special sessions or Meetings
		As for mornings (see rosters)
Thursday	10 am –12	General & Beginners
	1 pm – 3 pm	General & Beginners
Friday	10 am –12	General & Beginners
	1 pm – 3 pm	Beginners Class

SPECIAL WEDNESDAY SESSIONS

Please register on the sheets – numbers may be limited

Date			
August 6	10 am—12 noon	Scanning Workshop	Whether you want to scan photos, slides or documents this session will provide the answers for you.
	1 pm onwards	**OPEN Monthly Meeting**	**Presentation of Financial Reports and General Business.**
	7:15 onwards	**Launceston Computer Group Monthly Meeting**	
August 13	10 am—12 noon	Level 2 and 3 Graphics Class	Graphics using Paint Shop Pro 7 and 8
	1 pm—3.00 pm	**Family History**	**Judy, Margaret G and the team will help you trace your ancestors.**
August 20	10 am—12 noon	Music Conversion Workshop	Learn how to capture the music from your Vinyl records and Cassette tapes.
	1 pm—3.00 pm	**Android Tutorial Session**	**More from Bruce Dineen on how to keep your Android tablet or smart-phone under control.**
August 27	10 am—12 noon	Family History	Use our extensive range of resources or use Ancestry.com on-line to research your Family History.
	1 pm—3.00 pm	**Advanced Graphics PSP XI**	**This course enable users at all levels to learn Graphics skills.**

SPECIAL CLASSES COMING UP IN SEPTEMBER : September 3 Power Point 10:00 am to noon
September 17 Android   1:00 pm to 3:00 pm

USING THE WINDOWS EXPLORER 'PREVIEW' PANE TO INSPECT YOUR FILES

It has had many names over the years—My Computer, just plain Computer, This Computer, File Explorer, but to me it will probably always be Windows Explorer.

That's because I mostly hold the Windows key and tap 'E' so that I can view the details of folders and files on my computers.

As you probably know the contents of a folder can be displayed in various formats.

For Pictures it's fairly obvious that the best format is one that provides a small graphic that depicts the actual picture. Depending on the version of Windows that you are using it could be called a Thumbnail, or an Icon, with Windows 7 and 8 offering Medium, Large or Extra Large options.

However, for Documents it's a different matter. There is little point in using one of the Thumbnail or Icon options as all you are likely to see for a Word Document (*for instance*) is a smaller or larger version of the 'big blue W' that signifies that a file is a Word document.

So I usually display my Document in Details view which lists the file-names, when they were last opened and what size they are. If you're like me and have some older documents whose contents don't immediately spring to mind then you'd normally have to double-click the file and wait for Word to open up in order to see what the letter is all about.

The good news is that the Preview Pane saves you the trouble by allowing you to see the first part of the document in a similar fashion to viewing e-mails.

I was reminded of the benefit of the Preview Pane recently when looking at a Windows Live Mail backup created by one of our members. WLM assigns obscure alphanumeric file-names to backed-up messages that give no indication of what the email is about.

But by using the Preview Pane I could check the contents of the emails without waiting for the Windows Live Mail program to open. **Check out the screen-shots at right.**
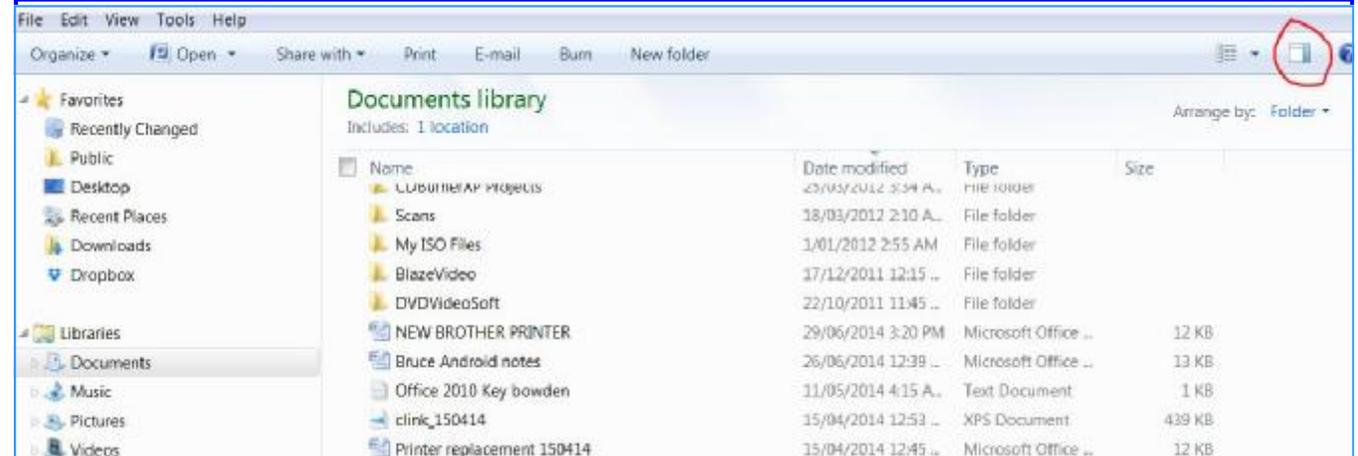
In the screen-shot above we see the 'normal view' of an Explorer window. At the top right, highlighted by my perfectly-drawn circle, is the small icon that turns the Preview Pane on or off.

Now look at the screen-shot below. At the right-hand side of the graphic you'll see the start of the text contained in the file named 'Bruce Android notes'.

If I wanted to see the contents of the next file in the list I would simply click on the file-name to display a preview.

Windows will usually be clever enough to open the preview in the program that was used to create the file, but there are some instances when it is not possible to display a preview e.g. when clicking on a folder icon.
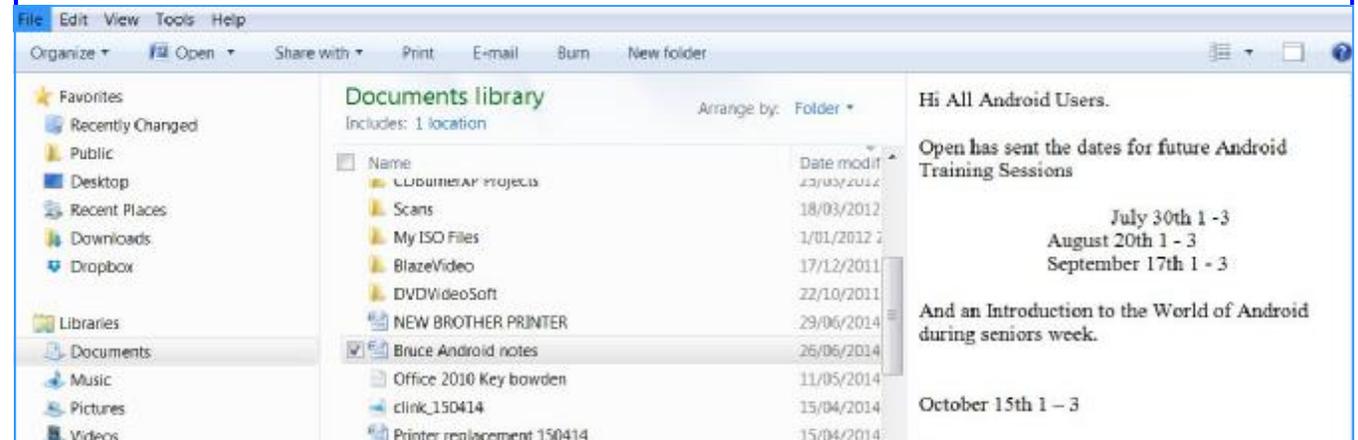
Move over, Windows; **Google and Apple are movin' in** By Woody Leonhard

With nearly infinite and virtually free cloud storage available, and with archrivals Google and Apple offering big ecosystems of apps and media, Microsoft seems to have the short end of the stick.

Will Windows be able to compete in this brave new world? Or has it already been relegated to the technological bench — by consumers and, increasingly, companies?

Missing a major shift in personal computing Put down the tar and feathers; I'm not predicting the imminent demise of Windows, by any means. Even with the extraordinary pace of the tech industry, Windows has the inertia of a moving freight train, sufficient to carry it well into the next decade. That assumes it's helped along by a re-envisioned Windows 9.

But given the current state of computing in general, I'm starting to worry that Windows 9 will be too little, too late. Forces outside Microsoft — particularly the convergence of proprietary hardware and content —

could relegate Windows to niche applications. It could become the operating system of corporate drones and the platform for aged software.

I'm not worried about Microsoft's survival as an ongoing enterprise. With Satya Nadella now firmly in command, I'm convinced Microsoft's going to do fine. But will it do so with Windows?

Like it or not — believe it or not — both Apple and Google have assembled enormous ecosystems of interconnected applications and content. It can be argued that Microsoft has largely missed that shift in consumer computing, choosing to sit on its corporate-leaning laurels. There's a huge demand for iOS and Android apps, and many of those apps are making tons of money for their authors. Similarly, there's an unfulfilled demand for apps that run in the cloud, accessible to anyone with a browser, no matter what platform they're using.

When was the last time you heard about a fabulous new Metro/Modern app — or new Windows desktop

software? Possibly the last exciting MS software news was when OneNote went mobile — or when Microsoft made a viable version of Office for the iPad. (According to an InfoWorld article, IBM announced that it will help Apple deploy iPads and iPhone to enterprises.)

So Microsoft has inertia but doesn't have momentum. It's a problem that's somewhat out of Redmond's control. There's a massive number of iOS and Android mobile devices, and the market continues to grow. According to a recent report, market research firm Gartner predicts that devices running Windows will make up less than 13 percent of all "computers" (phones, tablets, PCs, and similar digital devices) shipped in 2014.

App sales tell a similar story. According to an AppleInsider story, Apple's App Store has paid out more than U.S. $15 billion to software authors in the past six years. And according to a Forbes report, about $10 billion was paid to software developers in just the past year. There are now 1.2 million iOS apps offered. Forbes also states that Google Play contributors have received about $5 billion in the past year.

I don't have specific numbers for the Windows Store, but they're paltry when compared to Apple and Google. (Moreover, many of the Windows Store apps seem poorly written.) So there's pay dirt for iOS and Android software developers — and, for the most part, just dirt for authors of Windows-based apps. Small wonder that many Windows developers are moving to other platforms — including the cloud.

The strangling role of the walled garden Microsoft, Google, and — most famously — Apple have each built walled gardens around their products and services. To a greater and lesser extent, each has made it easy to move among products in one garden but difficult to travel between gardens. For example, Microsoft's OneDrive is well integrated with Office 2013, and Google's Drive includes its own suite of online apps. But creating and editing files across platforms is kludgy at best. And it's no easier connecting to Dropbox, Drop, or any of a dozen other online storage services. In fact, things are getting worse, not better. (Apple iCloud support on Windows really sucks.)

In a July 6 Ars Technica story, Andrew Cunningham took a detailed look at the future of the walled gardens. He notes:

"The lock-in wars … have become more intense as companies like Apple, Google, and Microsoft try to get their software and services on more and more kinds of devices. The first battlegrounds were in application and media stores. If you had a bunch of songs from iTunes on your Mac, maybe you'd pick up an iPhone instead of something with Android. On the other hand, if you spent a couple of years amassing apps in Google Play, maybe you'd reach for an Android tablet instead of an iPad.

"The war eventually extended to include services — think iMessage and iCloud versus Hangouts and your Google account; Google Drive versus OneDrive; Chrome password sync[h]ing versus iCloud Keychain. To its credit, Google has made many of its services available to iOS devices through its apps, and Microsoft has been building out iOS and Android support bit-by-bit for the last couple of years. Apple has done nothing to make its services available on other platforms, though, and Google refuses to make official apps for its services available to Windows phones and tablets through the Windows Store."

Currently, Microsoft simply can't match the depth or breadth of either Apple or Google Play — in consumer apps, in media, or in reach.

Microsoft, of course, knows it has a lot of ground to make up. But publicly, its plan to recapture the consumer market remains vague. In a July 10 The Verge interview, new Microsoft CEO Satya Nadella said:

"I fundamentally believe that it's most important to us to convince consumers [to buy Microsoft products]. You're defining the market as 'It's already done, Apple and Google have won, because they won the consumer side.' And I'm going to question that. I'm going to say 'No, any thinking consumer should consider Microsoft because guess what, you're not just a consumer. You're also going to go to work, you're also going to be

productive and we can do a better job for you in there.' And that's what I want to appeal to."

I leave it to you to decide whether that's reassuring. It suggests that computer users will want Microsoft products for personal use because that's what they use at work. But I think that train has already left the station — headed in the opposite direction. Most users are now comfortable using different platforms for personal and work applications.

Where the platform battle is really headed Although neither company would admit to it, both Google and Apple have a discernible strategy. When discussing the future of smartphones, tech blogger Benedict Evans put it best in a July 3 post:

"Apple's approach is about a dumb cloud enabling rich apps while Google's is about devices as dumb glass that are endpoints of cloud services. That's going to lead to rather different experiences, and to ever more complex discussions within companies as to what sort of features they create across the two platforms and where they place their priorities."

And where is Microsoft in that spectrum? Evans doesn't even mention Microsoft in his article, thus speaking volumes. But it's apparent that Microsoft still hasn't staked out any specific strategy — other than the Steven Sinofsky plan of Windows everywhere.

Yes, Windows will continue to dominate the business-machine market for the foreseeable future. But Android will ship 1.2 billion devices this year. And Apple, Google, and Amazon all offer rich computing and media ecosystems. Microsoft has barely left the gate.

Are we witnessing a long, slow death for Windows? I sincerely hope not. For decades, I've made a living with Windows and Office — and I bet you have, too. It would be very sad to see it go. But unless Microsoft makes sweeping changes in a very short time span, Windows is on the path to eventual irrelevance.

Shortcuts for working with Win8 (Win7, too)

By Michael Lasky

As with all preceding versions of the OS, Windows 8.1 includes many useful keyboard shortcuts and utilities for quick navigation and file management.

You just have to know where to find them.

For the most part, you can't rely on Microsoft documentation to find these tools. And searching the company's online help will likely get you mired in layers of unorganized feature descriptions and instructions.

But we're here to help. Here's a collection of useful utilities and tricks built right into the OS. They'll make the task of working within Windows 8 surprisingly easier and more efficient than you might have expected. Many of these tips will be useful reminders for Windows 7 users, too.

Keyboard shortcuts for quicker window resizing

Once, the only way to maximize or minimize a window was to click on the dash and box icons in a window's top-right corner. Windows 7 gave us more options, and Windows 8 adds still more.

For example, on the Win8 Desktop, you can quickly make a window full-screen by simply dragging its title bar toward the top of the desktop screen. Dragging the title bar down slightly reverses the process.

Pressing the Windows key (WinKey) plus either the up arrow or down arrow achieves the same ends.

A holdover from Windows 7 is the Windows-snap maneuver (assuming it's enabled that lets you quickly display two windows, side by side, on the desktop. Drag the title bar of one window to the left side, and it will snap into place; drag a second window's title bar to the right side to snap it into place.

To snap windows using keyboard shortcuts, use the WinKey plus either the left arrow or the right arrow. Got two monitors? Use **Shift + WinKey + left/right arrow.**

Windows Peek — clearing off the desktop

In Win7, the Peek tool lets you clean up the desktop instantly. It doesn't close open windows; it just minimizes them all in one step. You do so by clicking the small Peek box in the desktop's extreme lower-left corner. (Hovering over the box simply makes open windows temporarily transparent.)

This option is still around in Win8. Glide the cursor over to the lower-right corner of the Desktop and right-click. (The charms bar will pop up, but ignore it.) You'll now get two options: **Show desktop** and **Peek at desktop.**

To check whether Peek is enabled, right-click an open space on the taskbar, select Properties, and see whether **Use Peek to preview the desktop …** is checked. (While you're in Properties, you might also check **Show Windows Stores apps on the taskbar.** It will let you run native Win8 apps without switching to the Start screen.)

Keyboard shortcuts for Windows/File Explorer

Although Windows 8 supports both mouse and finger gestures, many users still prefer keyboard navigation. As with Windows Explorer, File Explorer includes keyboard shortcuts that can be faster to use than multiple mouse clicks. Here are the highlights:

- **F6** (or Tab) cycles through Favorites, the address bar, the main window, search, and so on.

- **F4** selects the address bar and shows a drop-down menu of recently visited locations. Pressing Alt + D also selects the address bar but doesn't open the drop-down menu.

- Press Backspace or **Alt + left arrow** to go back to the previously open folder.

- **Alt + up arrow** navigates instantly to the parent window of the file you were looking at. Alas, **Alt + down arrow** does nothing.

- **F11** toggles Windows/File Explorer in and out of full-screen view (as it also does with Internet Explorer).

- **Shift + Ctrl + N** makes a new folder.

- **Jump to a file:** When viewing a folder populated with files, pressing the first letter of a file name will take you directly to that file. If there are several files whose names begin with the same letter, each press of that first letter key will move you to the succeeding file.

Managing metadata: Hide your file's fingerprints

Every file includes metadata information that identifies the author, creation date and time, modified date and time, and more. Sometimes, you might want a file to be less revealing.

Right-click the file name, select Properties, and then click the Details tab. At the bottom of the Details box, click the **Remove Properties or Personal Information** link (see Figure 1). The Remove Properties dialog box lets you select which metadata you want removed, as shown in Figure 2. (Note: Some of a file's properties information can't be removed. You won't see checkboxes for those properties.)
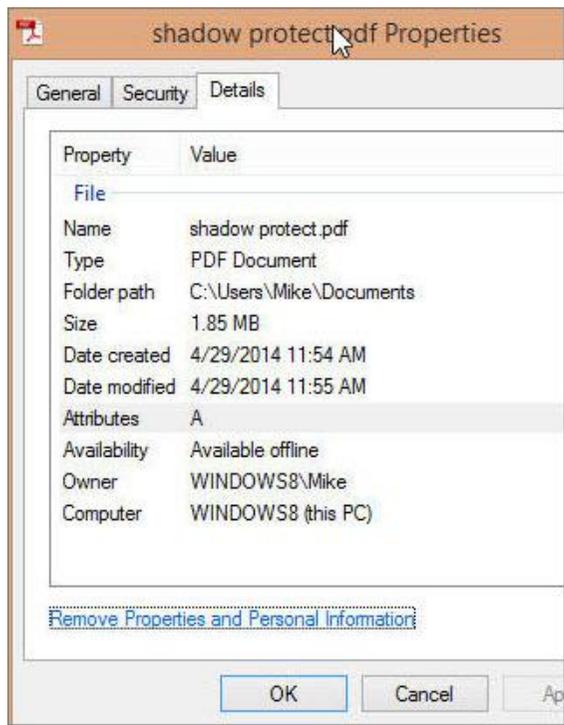
Figure 1. The Details tab lists a file's properties and includes a link to remove some personal information.
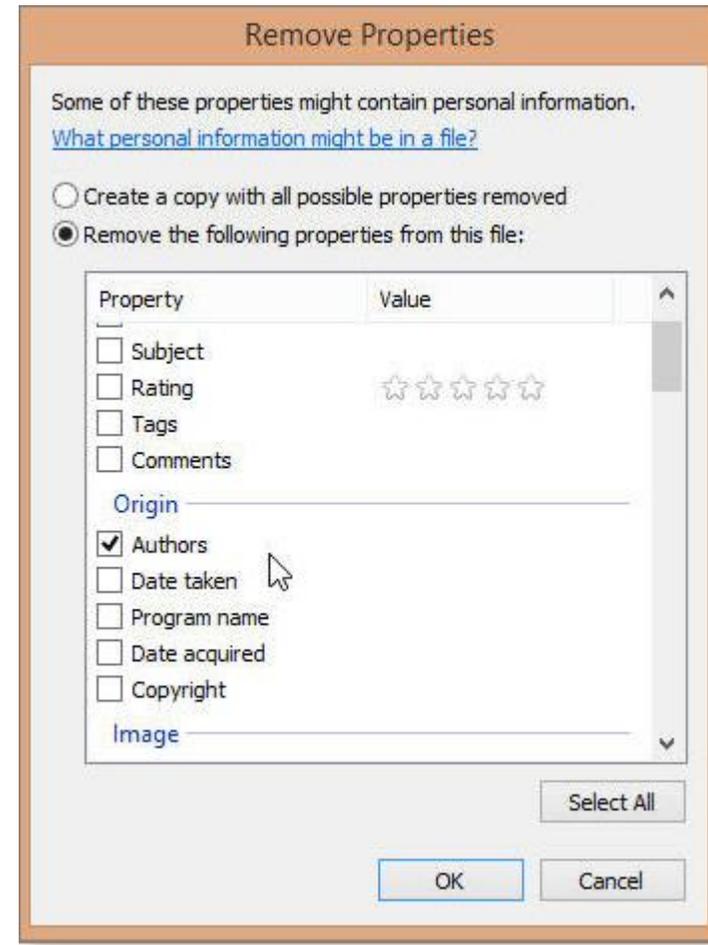
Figure 2. You can choose the metadata you wish to remove by checking the appropriate checkbox.

The **Create a copy with all possible properties removed** option is selected by default. That's the better option if you want to keep the original file but share a copy that has less-personal information attached.

Reveal system files and extensions faster

For years, Windows has hidden critical system files so that users wouldn't inadvertently delete them. To reveal them in Windows Explorer, you had to click Tools/Folder Options/ View and pick the option under **Hidden files and folders.** With Win8's File Explorer, you simply click the View tab in the ribbon, go to the Show/Hide section, and click the **Hidden items** checkbox.

Revealing file extensions in File Explorer is equally quick. Simply check the **File name extensions** checkbox directly above **Hidden items.** The third option in the Show/Hide section — **Item check boxes** — enables file selection by clicking checkboxes. It makes it a bit easier to cherry-pick files from a list instead of using the usual **Ctrl + [click]** method.

Know the number: Keyboard-based app selection

If you have numerous programs open, there's a hidden number associated with their places on the taskbar, from left to right, starting with 1 and ending with 0 (for 10).

The option is limited to the first 10 apps on the taskbar. To open any one of them, press the **WinKey plus its number.** The assigned number isn't fixed: dragging and dropping any of the taskbar options to another location automatically reassigns its number — handy if it will help you remember the number. (Recall that right-clicking a taskbar icon opens its jump list.)

By default, the Win8 taskbar shows icons only. As with Win7, you can have the taskbar display both icons and labels. Right-click in a free area of the taskbar, select Properties, and select **Combine when taskbar is full** from the **Taskbar buttons** drop-down menu. Click OK. Of course, icons take up less of the taskbar's precious real estate. But the choice is yours.

While you're in Win8's Taskbar properties, check out the new Jump Lists tab. It lets you select whether the Taskbar stores recently open programs, recently opened items in the jump lists, or both.

Create toolbar shortcuts for your taskbar

If you typically open folders to access frequently needed files, you can create a quick-access toolbar within your taskbar. For example, I often need to open various files for my Windows Secrets articles. Instead of creating a desktop shortcut for each one, I created a toolbar with shortcuts to the folders in which they reside (Figure 3).

Figure 3. Creating a custom toolbar on the taskbar gives quick access to frequently used files.

Right-click on a blank area of the taskbar. Select the Toolbars menu and then **New toolbar** (Figure 4). An Explorer-like window opens to let you choose a folder. Press OK, and the new toolbar appears on the taskbar immediately left of the notification area next to the System Tray on the Desktop. Click the double arrows, and a list of the folders' contents opens.
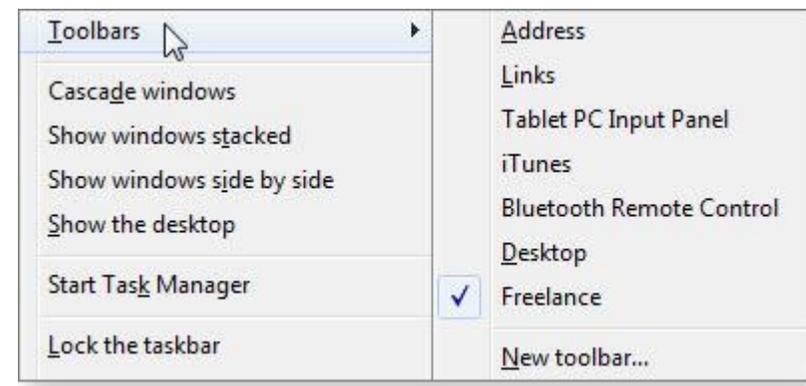

Figure 4. The taskbar's Toolbars feature includes a few predefined toolbars plus the option to create custom toolbars.

By default, Win7 and Win8 offer a handful of pre-made toolbars such as Address, Links,

(Continued from page 13)

and Desktop. (None is active until you place a check next to it.) But, again, you'll want to add them sparingly — they do soak up the taskbar's limited space. For example, the Address bar, which merely duplicates the address bar found in your browser, isn't really worth the space it commands.

More fine-tuning of the Windows taskbar

By default, Win8 consolidates multiple instances of running apps under one icon. If, say, you have multiple Word windows open, just one icon would appear. To see individual windows, hover your cursor over the icon.

But as with Win7, you can make each instance of an open app appear separately on the taskbar. Open the taskbar properties; in the Taskbar tab, click the drop-down list next to **Taskbar buttons.** Next, select either **Never combine** or **Combine when taskbar is full** (Figure 5). Note that unopened apps pinned to the taskbar won't have labels. As Figure 6 shows, this can be a bit awkward-looking.
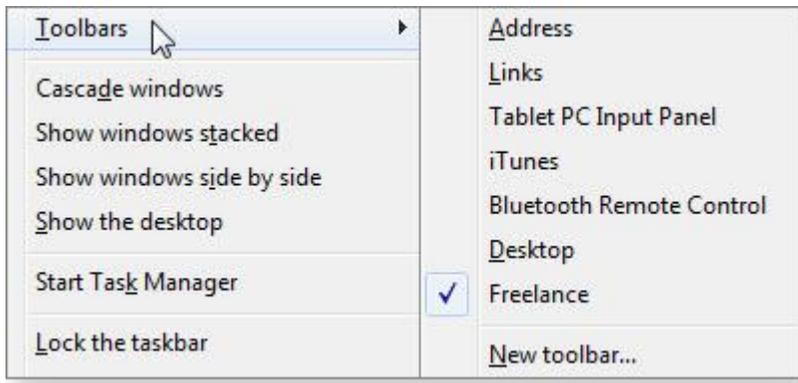

Figure 5. The Taskbar's buttons control lets you select how taskbar items are displayed.


Figure 6. Selecting the 'Combine when taskbar is full' option can create an awkward mix of labeled and unlabeled icons.

Open sesame: Select your default programs

Although it might still seem that Microsoft determines which programs open particular file formats, the user actually has the power to decide. But the Default Programs utility that lets you do so is easy to miss; there's no obvious link in the Control Panel. From the Control Panel's Category view, click Programs/Default Programs. (In Win8, you can also type "default" into the charms bar Search box.)

Click the **Set your default programs** link to see a list of installed applications (including native apps in Windows 8). Highlighting a program brings up two links. **Set this program as default** is automatically selected for opening associated file formats.

You can also customize which file formats are associated with the default program by clicking the **Choose defaults for this program** link. A list of supported file formats will appear (Figure 7); check or uncheck those you want to be automatically associated with the app.
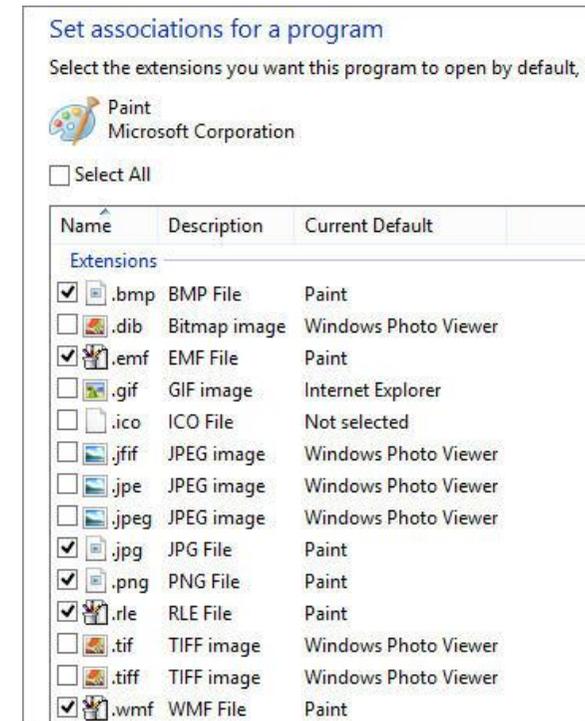
Figure 7. In this example, the associations dialog box displays all file types that will automatically open in Microsoft Paint.

One of the joys of Windows has been, and still is, the many ways you can manage computing tasks. The preceding shortcuts can help speed you through some of those tasks. If you have trouble remembering them all, this article might make a good cheat sheet. For more Win8 keyboard shortcuts, see the Nov. 1, 2012, Best Practices story "Navigate Win8 quickly with keyboard shortcuts" (paid content).

Proposals to make politicians and bureaucrats shoulder their share of the weight now that the Age of Entitlement is over

1. Scrap political pensions. Politicians can purchase their own retirement plan, just as most other working Australians are expected to do.

2. Retired politicians (past, present & future) participate in Centrelink. A Politician collects a substantial salary while in office but should receive no salary when they're out of office.

Terminated politicians under 70 can go get a job or apply for Centrelink unemployment benefits like ordinary Australians.

Terminated politicians under 70 can negotiate with Centrelink like the rest of the Australian people.

3. Funds already allocated to the Politicians' retirement fund be returned immediately to Consolidated Revenue.

This money is to be used to pay down debt they created which they expect us and our grandchildren to repay for them.

4. Politicians will no longer vote themselves a pay raise. Politicians pay will rise by the lower of, either the CPI or 3%

5. Politicians lose their privileged health care system and participate in the same health care system as ordinary Australian people. i.e. Politicians either pay for private cover from their own funds or accept ordinary Medicare.

6. Politicians must equally abide by all laws they impose on the Australian people.

7. All contracts with past and present Politicians men/women are void effective 31/12/14. The Australian people did not agree to provide perks to Politicians, that burden was thrust upon them.

Politicians devised all these contracts to benefit themselves. Serving in Parliament is an honour not a career. The Founding Fathers envisioned citizen legislators, so our politicians should serve their term(s), then go home and back to work.

If each person contacts a minimum of twenty people, then it will only take three or so days for most Australians to receive the message. Don't you think it's time?

THIS IS HOW YOU FIX Parliament and help bring fairness back into this country!