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## Next Meeting

Wednesday 6th July 2011

Meeting 7.00 PM

Workshop to Follow

### Newstream Articles

Deadline : 10 Days before Meeting

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### Membership

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**Reinhard von Samorz Harvey Tavener**  
**Barry Symonds**

## OPEN Committee 2011

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<b>Vice Chairperson</b>	<b>Rob Tirney</b>
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<b>O Learn Co-ordinator</b>	<b>Eleanor Horder</b>
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<b>Publicity</b>	<b>I Meek</b>
<b>Committee:</b>	<b>Heather Loffell,</b>
	<b>Marie Cleaver, Kay Dawson, Irmgard</b>
	<b>Rosenfeldt, Pauline Hardy, Sandra</b>
	<b>Viney, Janet Headlam</b>

## OPEN NEWSLETTER – JULY 2011

### “DISASTER RECOVERY”

It's likely that most members will know somebody who has experienced some form of major problem with their computer. In fact over the past few months some of our own members have had to seek professional assistance to get their computers back into working order. As a club we haven't been immune with two of our new Windows 7 computers having been in need of major attention this year.

Computer 'disasters' can vary in their severity ranging from difficulties in getting the operating system to start up to a total failure of the hard disk.

Surprisingly one of easiest 'disasters' to recover from is a **power supply failure**—often it is just a matter of replacing the component, connecting all the cables and expressing great relief when you find that all your programs and data are intact.

Although it is easy to be wise after the event perhaps the best form of disaster recovery is preparing for the possibility. When you start up a new laptop for the first time it's a fair bet that you will be prompted to create **your own set of recovery disks**. For a cost of about \$1.50 for three blank DVDs and one hour of your time it could be considered cheap insurance to provide yourself with recovery facilities that many manufacturers do not include when you buy your laptop.

Turning our attention to desktop computers (i.e.towers and 'flat' boxes) some new computers will have a **Recovery Partition** created on them which has an 'image' of the operating system.

### “DISASTER RECOVERY” continued

Using a special program the image on the Recovery Partition can then be used to re-configure the operating system back to 'Square One' **BUT** any personal data such as documents and photos could be obliterated during this process. That is why it is always important for **YOU** to **BACK UP your personal data** to some form of external media.

It has never been easier to arrange your own back-ups with a range of reasonably-priced devices available — 4-Gigabyte flash-drives for less than \$7, 1 Terabyte (1000 GB) external drives for under \$100 and DVDS that can hold 4.7 or 8.5 GB of data cost between 50-cents and two-dollars each.

If your computer did not have a recovery partition installed at the time of purchase you may find that you can create your own. A company called Gigabyte that manufactures motherboards (*not to be confused with the Gigabyte term used for measuring the size of hard disks and memory modules*) has a system called **Express Recovery** that enables you to make your recovery partition.

The benefit of Express Recovery is that you can choose to create your recovery partition **AFTER** you have installed all your regular programs. So if you ever need to recover from a major problem then your programs will be there along with your operating system.

**RULE ONE** for disaster recovery is **“DON'T PANIC”**

### “DISASTER RECOVERY” conclusion

While I would always suggest that people have some sort of plan for avoiding a major computer problem, all may not be lost if you haven't done backups or created some sort of recovery facilities.

The failure of an operating system to start up could be likened to a house whose doors have disappeared - you know that there are rooms and furniture inside but you can't find a way to access them.

With all the information being held on the hard disk what you need is way of reading that information using some other method. The traditional way to do this is to remove the hard disk from your computer and attach it to another computer. These days there are several adaptor devices available to enable a hard disk (from a tower or a laptop) to be attached to another computer. Of course not everybody will feel comfortable delving around inside their computer so always seek competent advice if you want to pursue this course of action.

A slightly less complex procedure is to use a **live Linux CD**. Linux is an alternative operating system that can be installed on a CD or DVD and if your computer is still 'mechanically sound' it will take over from your faulty Windows operating system and allow you to access the contents of your hard disk.

And because Linux can recognise flash-drives and external hard drives it can be used to transfer your precious data from the hard drive to one of the those external devices.

If you are unfortunate enough to suffer a major problem please remember **“DON'T PANIC”** and spend an hour or two discussing the recovery possibilities with someone more experienced. *DM*

## OPEN NEWSLETTER – JULY 2011

### P.O.S.T. MESSAGES

In computer speak POST is an abbreviation for **Power On Self Test**. It's the 'white writing' that usually appears on the screen while you are waiting for Windows to start, and most people take very little notice of it.

For those with a technical interest it can convey relevant information about the specifications of the computer (*provided you have completed a course in speed reading*) and it also can provide additional system facilities.

In the article on 'Disaster Recovery' the Express Recovery system for Gigabyte-brand motherboards was mentioned. Well, if you turn on a computer with a Gigabyte 'mobo' you would probably find that it mentions that the **F9 function key** is used to access Express Recovery.

On most computers pressing the **Delete key** will take you into the BIOS screens. BIOS (Basic Input Output System) is the place where many of the settings for the computer can be changed. Perhaps the most-used setting is the one that determines which device the computer will use to 'boot up'. For instance, if you wanted to make sure that the **live Linux CD** mentioned in 'Disaster Recovery' was the primary boot device then you would need to set the CD/DVD drive as first priority.

And pressing the **F8 function key** on most computers will take you to the Advanced Start Options screen which is where you will have to be if you want to start your computer in Safe Mode.

*Dennis Murray*

### KEYBOARD TIPS

Windows Vista and Windows 7 don't always display the traditional Menu Bar in folders. Tapping one of the **ALT keys** will display the File, Edit, View etc menus.

Pressing the **F12 function key** in Word or Excel will take you directly to the **Save As** dialog box.



### "BUGBEARS"

You've probably heard it all before but unfortunately I have to bring up these subjects again.



### VIRUSES

Just a few weeks ago three of our computers OPEN 4, OPEN 5 and OPEN 6 all were infected with serious viruses. Our coordinator Rob Tierney spent a considerable amount of time using an array of anti-virus programs clearing those computers of the 'nasties'. That time could be better spent helping members with their computer studies.

**PLEASE, PLEASE, PLEASE** do not be lured into clicking any 'invitations' to install programs no matter how innocent or how enticing the on-screen message may be. If you are not sure what to do (1) ask a tutor, (2) ask 'Mr Google' for an opinion on the product or service being offered, (3) do a 'Print Screen' to create an image that can be referred to one of our technical 'boffins', and (4) if the program or web-page refuses to close use the **CTRL+ALT+DELETE** keyboard sequence to open up Task Manager, and 'End Task' from that screen.



### "BUGBEARS"

(Continued)  
DESKTOPS



Believe it or not the reason for having desktop shortcuts is to make computing life easier. By placing 'clickable' icons on the screen it saves us having to navigate through lists of programs or finding our way through a complex folder structure. However if desktops become cluttered and disorganised it defeats the purpose.

### Suggestions

1. Programs that are not used on a daily basis do not need to be displayed at all times. That is why there is usually a Family History folder on most OPEN computer desktops, and these contain all the shortcuts used for the twice-monthly Family History sessions.
2. The programs we use at OPEN usually fall into defined groups i.e. **Office programs** such as Word, Excel and Powerpoint, **Graphics programs** such as the various flavours of Paint Shop Pro and Print Artist, **Locations** such as (My) Computer, (My) Documents, the U: drive and the Internet, and **Miscellaneous Utilities** such as Nero CD-Burning, Label-Printing etc. In my opinion the shortcut icons should be grouped together according the category they belong to.
3. Personal shortcuts or Personal Folders should not be placed on the Desktops. If you have a flash-drive you can save shortcuts on your device and find your way to your personal folders from there.
4. There is no need to keep program installation files on the Desktop after an installation is done. Please delete them or drag them to the **Software Downloads** folder on the C: drive.

**OPEN Session Times**  
 At Studioworks, 1 Pipeworks Rd, L'ton  
**Standard Sessions \$5.00**

Monday	10 am –12	General & Beginners
	1 pm – 3 pm	Beginners & PC Support
Tuesday	10 am –12	P C Support & Beginners + Mac
	1 pm – 3 pm	As above
	7 pm—9 pm	PC Support (Night Class)
Wednesday	10 am—noon	Special sessions or Meetings
	1 pm—3 pm	As for mornings (see rosters)
	3.30—5.30	P C Support
Thursday	10 am –12	General & Beginners
	1 pm – 3 pm	General & Beginners
	3.30—5.30	Absolute Beginners
Friday	10 am –12	General & Beginners
	1 pm—3 pm	Beginners

**OPEN NEWSLETTER – July 2011**

**SPECIAL WEDNESDAY SESSIONS**  
 Please register on the sheets – numbers may be limited

Date	Time	Topic	Details
June 29	1 pm onwards	Tutors Meeting	Tutor Coordinator Eleanor Horder
July 6	10 am- noon	Graphics Workshop	With Judy, Laraine and Sandra
July 13	10 am –noon	Basic Graphics	Judy, Laraine, Sandra and helpers
	1:00—3 pm	Power Points	With Tony (back by popular demand)
July 20	10 am—noon	Family History	Finding your ancestors on line with Judy
	1 pm— 3.00	Level 2—3 Graphics	Using PSP 7 and 8
July 27	10 am –noon	Family History On Line	Judy, Margaret, Laraine & Sandra
	1 pm— 3pm	PSP X!	Advanced Graphics with Eleanor, Judy, Laraine & Sandra
August 3	10 am-3pm	Graphics Workshop	Catching up with this years Graphic Classes
August 10	10 am—noon	Basic Graphics	With Judy, Sandra and Laraine

## OPEN NEWSLETTER JULY 2011

OPEN COMPUTING TELEPHONE  
63434928

Between 10 am and 3 pm weekdays.

*To those students who  
asked after Power  
Point lessons.*

*Tony is holding another class*

**Wednesday afternoon  
July 13**  
*Registration necessary.*

Classes for PC users are held Tuesday evening for those LCG members who are too young for OPEN



VICTOR mobile 0408 174 235

**PSP XI Graphics**  
Advanced graphics with Eleanor,  
Sandra, Margaret & Laraine

July 27 1 pm —3 pm  
August 24 1pm—3 pm  
Sept 28 1pm—3 pm

Graphics Workshops are held the first Wednesday of each month. They are helpful for catching up with classes held earlier in the year.

**TUTORS MEETING**  
**With Eleanor**

**The opportunity to meet other  
Tutors  
and a great way to  
exchange ideas which could  
help the club.**

**June 29**

### PSP Graphics level 2 and 3

**July 20 1—3 pm**  
**Aug 17 1—3 pm**  
**Sept 21 1—3pm**



With Judy, Eleanor, Laraine & Sandra

**Basic Graphics**  
with Judy, Laraine & Sandra

June 29	10 am to noon
July 13	10 am to noon
August 10	10 am to noon

OPEN has spaces for students who wish to follow on from Basic Graphics on Wednesdays.

The courses are Level 2-3 Graphics using PSP 7 and 8 with Judy, Eleanor, Karia, Sandra & Laraine.

Names can be placed on Registration Sheet on the Notice Board near the desk.

## LAUNCESTON COMPUTER GROUP

Inc Mac Users Group

Minutes of Meeting at 1 Pipeworks Rd June 1 2011

Meeting opened 7.20 pm President Ivan Turmine in chair.

Present: Ron Baker, Laraine Rist, Iris Meek, Janet Headlam, Harvey Tavener, Eleanor Horder, Glenn Gilpin, Barry Symons and visitor David Poxon.

Apologies: June and Bert Hazzlewood, Judy Hall, Julie Hjort, Reinhard von Samerzewski, Tom Olsen.

Minutes of May meeting accepted as read: Confirmed Ron/Barry.

Business arising: Janet is to liase with Dennis re what articles need to be photographed as a record for Inventory.

Glenn said Market has been a no-goer due mainly to inclement weather.

The carpet looks like new since it has been cleaned. Thanks to all involved with both the working bee and clean-up.

Robert Tierney has given the name "Goliath" to the new copying machine sponsored by Corporate Express. It has the ability to produce copies much quicker than the "relic" plus the added bonus of being able to print from connected network printers. Robert has placed the

"manual" on the U drive and Ivan suggests we keep tabs on the page counter by keeping a book.

Correspondence: A letter from Henry Dubbold thanking all contributors to the new Men's shed at Longford which already has 40 members. LCG-OPEN donated a computer. Janet/Barry car. This correspondence was handled at the OPEN meeting today.

Financial Report: Laraine presented the Financial Report and Victor Report. All accounts for payment ratified. Laraine said that any future cheques which have been cancelled will be shown on the report as nullified.

Following some discussion, the treasurer was asked to make enquiries at My State re possible term deposit and report next meeting. A copy of treasurers report in Minute Book.

General Business: The publicity officer and editors to list start of LCG meetings as 7.00. This is to give people a little more time to arrive. The Examiner already has this starting time in the what's on section.

Janet will attend long time member Anne Stowe's funeral and make a donation on behalf of the club of \$20 to the mentioned beneficiary.

The new projector will be costing far less than anticipated to replace. Barry showed on screen the model which had been decided upon by the committee chosen to look at them. Moved Barry/Laraine the club purchase this model from Just Projectors.com.au. Carried.

*(Continued on page 8)*



*(Continued from page 7)*

Combined meeting: June asked us to consider and it was decided that as many LCG committee members as could, would attend the OPEN meeting and follow at about 2pm with suggestions which can assist everyone. It was also suggested that a plate of afternoon tea be brought to the combined get-together. Moved Ivan/Barry. Carried.

Next Meeting: July 6 at 7pm.

Meeting closed: 8.15.

## WORKSHOP

With so many new computers and printers in the club Dennis offered some advice about installing software.

Some new computer owners are facing problems with 64 versus 32 bit drives. This means some programs are incompatible with their new purchase.

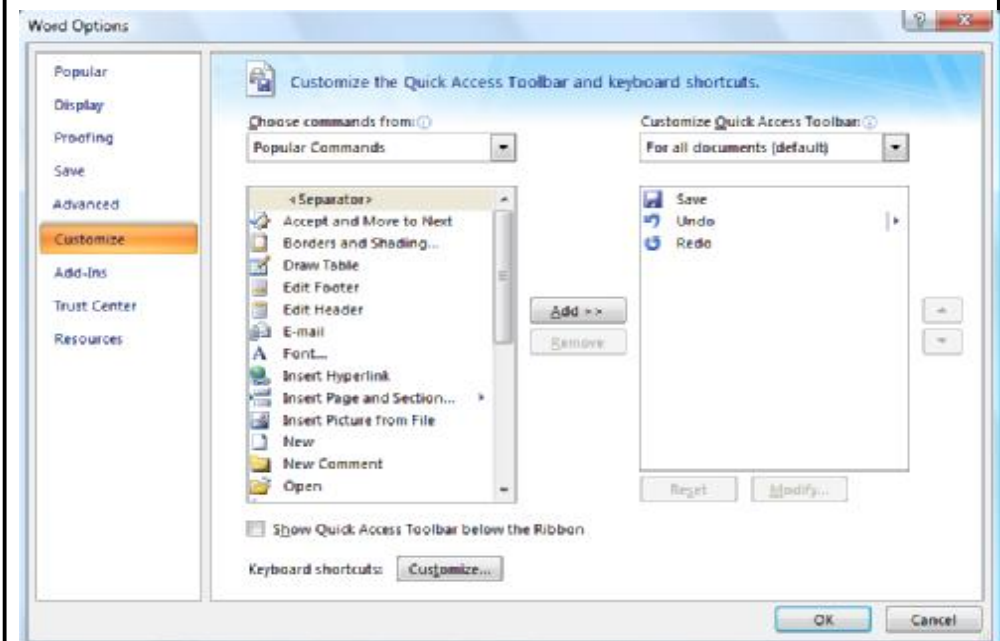
We brought up the problem with Print Artist on Admin and he demonstrated how these occur. Hopefully all old files can now be opened.

Thank you Dennis.

## CUSTOMIZING THE QUICK ACCESS TOOLBAR

The Quick Access Toolbar is the area just above the ribbon, at the top of the screen, and just to the right of the Office button. The Quick Access Toolbar includes three tools that allow you to save your document, undo an action, and redo an action. You can, however, change the tools that appear on the Quick Access Toolbar. To customize this toolbar, follow these steps:

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 click the File tab of the ribbon and then click Options.)
2. At the left side of the dialog box click Customize (Word 2007) or Quick Access Toolbar (Word 2010).





*The Customize area of the Word Options dialog box.*

3. Using the Choose Commands From drop-down list, specify what group of commands you want listed in the dialog box.
4. In the list of commands at the left side of the dialog box, select the one you want to appear on the Quick Access Toolbar.
5. Click the Add button. The selected command is copied to the list at the right side of the dialog box.
6. Repeat steps 3 through 5 for any other commands you want on the toolbar.
7. If you want to remove any commands from the Quick Access Toolbar, select the command at the right side of the dialog box and click Remove.
8. When you are satisfied with the list of commands, click OK.

Your newly customized Quick Access Toolbar should be visible and usable at the top-left of your screen.

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## **Irish Mirror**

After living in the remote countryside of Ireland all his life, an old Irishman decided it was time to visit Dublin . In one of the stores he picks up a mirror and looks in it. Not ever having seen one before, he remarked at the image staring back at him. 'How 'bout that!' he exclaims, 'Here's a picture of me Fadder.' He bought the mirror thinking it was a picture of his dad, but on the way home he remembered his wife didn't like his father, so he hung it in the shed, and every morning before leaving to go fishin', he would go there and look at it. His wife began to get suspicious of these many trips to the shed. So, one day after her husband left, she went to the shed and found the mirori  
As she looked into the glass, she fumed, 'So that's the ugly bitch he's runnin' around with

## AGES IN YEARS AND MONTHS

Many times in early childhood education, a child's age in Years.Months format is needed for reporting, admitting, and evaluation. Basically, this format shows the number of elapsed years and months since birth, separated by a period.

There are several ways you can go about getting the desired age. The formula you choose to do the work depends, quite literally, on your preference in formulas.

Assuming that you have the birth date in cell A1, you might think you could use some math on the date to determine the proper information. For instance, you might think that you could use this formula:

```
=NOW() - A1
```

This produces a value that is the difference between the two dates, but if you then apply a custom format ("yy.mm") to the result, you'll find out that it doesn't give the sought-after Years.Months. You get something close; the years are right, but the months vary from 1 to 12 when they should vary from 0 to 11. (Somebody can be 12 years and 0 months old, but it is not proper to say 12 years and 12 months old.)

This means that you need to start casting about for a formulaic approach. A simple formula would be the following:

```
=YEAR(NOW())-YEAR(A1) & "." & MONTH(NOW())-MONTH(A1)
```

There are many variations on the above, but the problem is that they all only look at the month of today compared to the month of the birthdate; they don't take the day of the month into account. What is that important? Because the number of elapsed months since birth is dependent on how the day of the birth month compares to the day of the present month, and the formula doesn't allow for that distinction.

So, you might consider a more complex formula that actually tries to calculate elapsed years and months, such as the following one:

```
=TEXT(INT((NOW() - A1)/365.25),"#0")&"."&TEXT(INT(MOD(NOW - A1,365.25)/31),"00")
```

This comes much closer to what is needed, but it is still possible to be off by a day or two right around the time of the month when the birth day is approached. Closer still is a formula which uses the YEARFRAC function:

```
=ROUNDDOWN(YEARFRAC(A1,TODAY()),0)&"."&ROUNDDOWN((YEARFRAC(A1,TODAY())-ROUNDDOWN(YEARFRAC(A1,TODAY()),0))*12,0)
```

The best (and simplest) formulaic approach, however, is this one:

```
=DATEDIF(A1,NOW(),"y") & "." & DATEDIF(A1,NOW(),"ym")
```

The formula relies on the DATEDIF function, which determines the difference between two dates. The value returned by the function depends on the third parameter passed to the function. In this case, the first invocation of DATEDIF returns the number of elapsed years and the second returns the number of elapsed months. It provides the most accurate results of any of the formulas discussed so far.

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This year we're going to experience four unusual dates

1/1/11.....1/11/11.....11/1/11.....11/11/11

Take the last two digits of the year you were bor...now add the age you will be this year.

the result ill be 111 for everyone in the WHOLE world. According to Chinese Feng Shu this is the year of money

HERE'S HOPING AND A'WISHING !!! GOOD LUCK !!!

## a Don't pay for software you don't need — Part 1

By Woody Leonhard

**If you've moved to Windows 7, there's a raft of software — entire categories of software — that you simply don't need.**

### Why pay for it?

Many people write to ask me for recommendations about antivirus software, or utility programs, or Registry cleaners, or backup programs. They cite comparative reviews — even articles that I wrote a few years ago — debating the merits and flaws of various packages. Time and again, I have to tell them that all the information they know is wrong. On second thought, I guess the accumulated knowledge isn't so much wrong as obsolete.

The simple fact is, if you moved up to Windows 7, you wouldn't need a lot of that stuff — and the old reviews are just that. Old reviews.

I'm considered a heretic in some circles because I have extreme views when it comes to installing software on my Win7 machines. Even if I don't have to pay for it, I don't want a new program unless it solves a specific problem that be-devils me. And as for paying money for old packages — even good old packages — sorry, but I won't do it. I recommend that you don't, either.

In this column, and my next two columns, I'm going to lay it on the line — point out what you don't need, in my considered opinion — and try to save you a bunch of money. Senior Editor Fred Langa disagrees with several of my recommendations, as do many other knowledgeable people in the industry. Fred and others will present their counterpoints as the series develops, in articles here in the newsletter and in the Lounge. Should be an interesting meeting of the minds.

This week, I'd like to inflict on you my personal biases concerning four different groups of Windows software: antivirus, defraggers, backup programs, and Office productivity software. I look at all four specifically from a Windows 7 point of view. XP's a whole different kettle of decade-old fish.

Here's the dirty truth behind four big-time software industries — what you, as a Win7 user, need to know, to save yourself a ton of money and many, many

Excedrin-size headaches.

## Paying for antivirus doesn't improve protection

I've been recommending free antivirus software since the second edition of *Windows XP All-In-One For Dummies*, nearly a decade ago. I've drawn the wrath of many a player in the billion-dollar AV industry, but I still say there's absolutely no reason at all to pay for antivirus protection.

Back in XP times, I recommended AVG Free, Avira, ESET's NOD32, and the like — many of those products were, and still are, free for personal use. That's changed. Starting with the second edition of *Windows 7 All-In-One For Dummies*, I've stopped recommending any third-party antivirus software. Why? Because Microsoft makes a first-rate AV product that's absolutely free for anyone with a genuine copy of Windows. It's also free for organizations of 10 or fewer people.

Microsoft Security Essentials ([download page](#)) goes in easily, runs quietly, needs no tending, and catches as many infectious programs as any of the big-name antivirus products. And it's free. Fred Langa has a full description in his May 6, 2010, [Top Story](#), "The 120-day Microsoft security suite test drive."

I've heard all the arguments against Microsoft Security Essentials. Yes, it's like asking the fox to guard the chicken coop. But in this case, MSE's one fine fox.

MSE doesn't catch all the nasties, all the time. No AV product does. If you shoot yourself in the foot and wittingly install a rogue anti-malware program, for example, MSE may not keep you from pulling the trigger. In desperate situations, you may need a special-purpose program such as [Malwarebytes](#) to cleanse your system. But for everyday use, MSE works as well as any of the big-name, expensive, constantly money-grubbing packages. Get rid of 'em.

The only downside to installing MSE? You have to figure out how to completely remove the antivirus program you have now. Good luck.

## You don't need to defrag your drives any more

I've written hundreds of pages about hard-drive fragmentation. Because of the way Windows stores data on a drive and reclaims the areas left behind when deleting data, your drives can start to look like a patchwork quilt, with data

scattered all over the place. Defragmentation reorganizes the data, plucking data off the drive and putting files back together again, ostensibly to speed up hard-drive access.

Although it's true that horribly fragmented hard drives — many of them hand-crafted by defrag software companies trying to prove their worth — run slower than defragged drives, in practice the differences aren't that remarkable, particularly if you defrag your hard drives every month or two or six. (Note that you should never defrag a solid-state drive.) In practice, even moderately bad fragmentation doesn't make a noticeable difference in performance, although running a defrag every now and again helps.

With Windows 7, you don't need to run a defrag. Ever. Windows runs one for you, by default, one day every week at 1:00 a.m. You can double-check to make sure that your machine's running defrags automatically: click Start, All Programs, Accessories, System Tools, Task Scheduler. On the left (see Figure 1), navigate to Task Scheduler Library, Microsoft, Windows, Defrag, and look for the ScheduledDefrag activity.

**By default, Windows 7 runs a scheduled defrag once a week at 1:00 a.m.**

To see when your hard drives have been defragmented, choose Start, All Programs, Accessories, System Tools, Disk Defragmenter. The Disk Defragmenter dialog box tells you when your drives were defragged and how badly they were fragmented at the last calculation point. From that dialog box, you can manually inspect your drives and run a defrag, if you feel so inclined.

Some companies would have you believe that their defraggers work better than Microsoft's. I say pshaw. (That's a technical term.) I've never seen any perceptible difference between MS and for-pay defraggers on a real-world Win7 machine, properly configured. Defraggers are just a waste of money.

## Drop your old backup program and use Win7's

I'm going to get howls over this one. In my opinion, if you have Windows 7, you have all the backup horsepower you need.

Windows XP's built-in backup program didn't. Didn't back up, that is. Something of a shortcoming for a backup program, eh? Vista's worked better, and Win7's works well.

Windows 7 has full support for four different kinds of backups:

**Shadow copies**, also known as *previous versions*. Win7 maintains snapshots of your data files, taken every night around midnight. I'm amazed that more Win7 users don't realize they already have most of the vaunted Mac "Time Machine" features, built into Win7. To see the previous versions of your data files, click Start and then Documents. In Documents, navigate to the file that you'd like to resurrect. Right-click on the filename and choose Restore Previous versions. You see all of the stored shadow copies of that particular document, and it's easy to restore them.

**a Data backups** Setting up data backups is amazingly easy, although there's a little trick. If you're running Windows 7 Professional (or Ultimate) and you have a network, you can put your data backups on a network drive. To do so, click Start, Accessories, Getting Started. Click **Back up your files**, and follow the instructions. If you're running Win7 Home Premium or you don't have a network, your best bet is to buy an external hard drive for backups. (Two-TB drives cost about a hundred bucks.) Plug the external drive into a USB port, choose the **Use the Drive for Backup** option, and follow the instructions.

**a System restore points** Just like Windows XP and Vista, Win7 has tools to set up, manage, and use system restore points. See Microsoft's [FAQ](#) for details.

**a "Ghost" system images** Windows 7 also makes it easy to make a copy of your entire hard drive, a so-called image backup or **ghost**. To ghost your hard drive, click Start, All Programs, Accessories, Getting Started, **Back up your files**. Then in the upper-left corner, click the link to **Create a system image**.

Win7 makes shadow copies and data backups automatically, following the instructions you give when you first run the backup programs. It's easy, fast, and built into Windows. Of course, you need to figure out how often to run the backups, how to create full ghost images, and how to find and restore the right backups, but all of the pieces are there — and they don't cost a penny.

There are some situations in which you might want to pay for backup software. If you have several computers on a network and want to back them all up to one single location, a Windows Home Server or Network Attached Storage box with integrated Windows backup software may be better than backing up each machine individually. Cloud-based backup is good and getting better. But for most people, Windows 7's backup software does everything they need.

By the way, when Windows 8 starts gathering steam, you're going to see a lot of marketing puffery about Microsoft's new "History Vault" — which many people are already comparing to the Mac's "Time Machine." When you see the new, whiz-bang demos, remember: Windows 7 already has shadow copies, fully incremental

data backups, and all of the glue to get them together. The user interface isn't particularly snazzy, but all of the pieces are already there.

## OpenOffice is not a slam-dunk replacement

Whenever somebody asks me, "Why do you recommend Office when OpenOffice does everything for free?" I have to cringe. It's true that Microsoft Office is enormously expensive. It's also true that good, but not great, alternatives exist — including Google Docs, among many others.

There are two substantial problems.

First, as much as I would love to recommend a free replacement for Word, Excel, PowerPoint, or Outlook, the simple fact is that the free alternatives aren't 100-percent compatible. In fact, for anything except the simplest formatting, and most basic features, they aren't compatible at all. Even Microsoft's free [Office Web Apps](#) don't come close to the real Word, Excel, or PowerPoint. If your needs are modest, by all means explore the alternatives. But if you have to edit a document that somebody else is going to use, and it has any unusual formatting, you may end up with an unusable mess.

Second, many people don't realize it, but OpenOffice.org isn't the same organization it used to be. There's a long, sordid story involved, but give or take a twist, it goes something like this. Once upon a time, a company called StarDivision built an office program called StarOffice. Sun Microsystems bought StarDivision in August 1999 and, about a year later, released the StarOffice source code, turning it into the open-source product known as OpenOffice.org. Sun continued to support the OpenOffice.org effort by employing many of the developers; Novell, Red Hat, IBM, Google, and other companies also loaned their employees to the effort.

Then Oracle bought out Sun and started to do some not-very-funny things with the OpenOffice.org effort. Oracle tried to sell a variant of OpenOffice.org. Oracle yanked the free ODF plug-in that allows older versions of MS Office to read OpenOffice docs and slapped a horrendous price on it. There was a very nasty falling out, with dozens of key OpenOffice developers very publicly lambasting Oracle and then forming a new organization called LibreOffice. The LibreOffice folks forked the code and have, at this point, released two new minor versions that are not associated with OpenOffice.org or Oracle.

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As reported in an April 21 InfoWorld [story](#), Oracle announced that it's going to hand over the OpenOffice code to "a purely community-based open-source project." That project hasn't yet been identified, and it isn't clear whether LibreOffice will absorb some or all of the code.

For all of those reasons, OpenOffice.org isn't a real or good alternative to Microsoft Office right now. So if you're looking for a way to avoid paying for Office, be assured that you aren't alone in the search. But the situation's still too murky for me to make any good recommendations yet.

Stay tuned.

***The value of a Catholic education and a #2 pencil.  
Little Susie was not the best student in Catholic School . Usually she slept through the class.  
One day her teacher, a Nun, called on her while she was sleeping.  
'Tell me Susie, who created the universe?'  
When Susie didn't stir, little Johnny who was her friend sitting behind her, took his pencil and jabbed her in the rear.  
'God Almighty!' shouted Susie.  
The Nun said, 'Very good' and continued teaching her class..  
A little later the Nun asked Susie, 'Who is our Lord and Saviour?'  
But Susie didn't stir from her slumber.  
Once again, Johnny came to her rescue and stuck her in the butt.  
'Jesus Christ!!!' shouted Susie.  
And the Nun once again said, 'Very good,' and Susie fell back asleep.  
The Nun asked her a third question...  
'What did Eve say to Adam after she had her twenty-third child?'  
Again, Johnny came to the rescue.  
This time Susie jumped up and shouted, 'If you stick that damn thing in me one more time, I'll break it in half!'  
The nun fainted.***

## Summer Guide to Cyber Safety

And so it begins - tourist season, vacations, travel for fun and travel for business. There is no getting around hitting the road. And with all the devices that we use to connect up from tablets to laptops to smartphones, we are most susceptible to security risks than ever before. The hackers are rampant but our defenses are up! Hotels, airports and strange Wi-Fi networks should be considered hostile territory. But somehow we will get through this summer without the summertime blues! Here are a few tips to keep you out of harm's way.

1. Good Deal Syndrome: If it looks too good to be true it more than likely is a scam. The bad guys love good deals, i.e., that is if you fall for them. If your summer vacation offer to Disneyland includes a personal meeting with Walt, chances are it just is not the deal you think it is. Do your own due diligence on any offer and make sure the company behind it is reputable. Remember that offer for free Mickey Mouse ears with every night you stay should fall on deaf ears and not your pocketbook. You can check with the International Air Transport Association or the Better Business Bureau.
2. Coupon Spoofs: Along with good deal syndrome is another vacation hideaway trap - the social media offer looking like Groupon or Living Social when it is really Grabon or Dying Social and just there to scam you, install malware, take your precious credit card information and run away to Albania or someplace far far away. Be careful where and whence you click. The bad guys are dying to get your information.
3. Payday: The best way to pay when you are on the road is by credit card. It provides you with the best protection against theft and fraud. Only use debit cards to pull cash out of ATMs. Keep the cash for tips and don't bring checks - you can leave home without them.
4. Going Public: Do your best to stay off of public computers whether it is at Internet Cafés or in hotels. Stealing your logon and passwords is child's play for the bad hacker types so don't give them the opportunity. If you must go public see additional rules below.
5. To Wi-Fi or Not to Wi-Fi: This is a serious question because utilizing public Wi-Fi can

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be hazardous to your cyber health. The bad guys can easily setup fake public access and once you are connected voila they have access to your computer. Make sure the public Wi-Fi in your hotel or the airport, etc. is legit. Check on the name and only hookup with the recognized source not some adaptation of it or some other squirrely one. You could also tether your laptop to your smartphone as an alternative.

6. May I Scan Your Passport Please: Your new e-passport comes fully equipped with an RFID chip (Radio-Frequency Identification) so not only can customs and passport control read your information wirelessly - so can hackers (from many feet away) and that info can be used to clone your passport. There are a number of RFID-blocking passport wallets available on the market. Here's an article on how they work. <http://www.sunbeltsecuritynews.com/1HB475/110622-RFID-Blocking>
7. Bluetooth Ache: When you are not using your Bluetooth, it is a good idea to turn it off from your mobile device. Unfortunately, the bad guys can use Bluetooth to steal your inside story and/or install malware. You should know that your conversation might be listened to so stay aware my friends stay aware.
8. Anti-Social Sites: If you are heading out of town, it might be a good idea to not TELL the world you are doing so. That's like giving a criminal an engraved invitation to invade your space. The exception of course would be the addendum that your attack dogs are staying home. Seriously folks keep your travel plans to yourself.

## If You Really Have to

- 1 Above we recommended you stay away from public computers such as those in hotels and Internet Cafés. But sometimes that is easier said than done so here is a short guide to Going Online in Public.
  1. First and foremost of all if you have the least amount of concern regarding the computer you are using DO NOT use it to access sensitive sites like banking, brokerage, etc. This is obviously a judgment call and you best use your good judgment here. You just don't want to use a compromised computer.
  2. If you log onto an information sensitive web site, be sure to logout when you have completed your cycle. Don't just log out, delete the web history and close the browser when you are done. This is important; you don't want any sensitive data stuck in the cache or in any way accessible.

3. If you would like to increase your browsing security you can install a portable version of Firefox on a USB drive and load the browser directly from it instead of the computer. This would increase your security. <http://www.sunbeltsecuritynews.com/1HB475/110622-Firefox-Portable>
4. Backup and Encrypt your data so even the snoopers cannot find their way.
5. Use only the strongest of passcodes or phrases.
6. Of course keep your AV up to date.

Happy Trails!

## The Pope and the Rabbi

Several centuries ago, the Pope decreed that all the Jews had to convert to Catholicism or leave Italy. There was a huge outcry from the Jewish community, so the Pope offered a deal.

He'd have a religious debate with the leader of the Jewish community. If the Jews won, they could stay in Italy; if the Pope won, they'd have to convert or leave.

The Jewish people met and picked an aged and wise rabbi to represent them in the debate. However, as the rabbi spoke no Italian, and the Pope spoke no Yiddish, they agreed that it would be a 'silent' debate.

On the chosen day the Pope and rabbi sat opposite each other. The Pope raised his hand and showed three fingers.

The rabbi looked back and raised one finger.

Next, the Pope waved his finger around his head.

The rabbi pointed to the ground where he sat.

The Pope brought out a communion wafer and a chalice of wine.

The rabbi pulled out an apple.

With that, the Pope stood up and declared himself beaten and said that the rabbi was too clever. The Jews could stay in Italy.

Later the cardinals met with the Pope and asked him what had happened.

The Pope said, 'First I held up three fingers to represent the Trinity. He responded by holding up a single finger to remind me there is still only one God common to both our beliefs.

'Then, I waved my finger around my head to show him that God was all around us. He responded by pointing to the ground to show that God was also right here with us.

'I pulled out the wine and wafer to show that God absolves us of all our sins. He pulled out an apple to remind me of the original sin.

'He bested me at every move and I could not continue.' Meanwhile, the Jewish community gathered to ask the rabbi how he'd won.

'I haven't a clue' the rabbi said. 'First, he told me that we had three days to get out of Italy, so I gave him the finger.

'Then he tells me that the whole country would be cleared of Jews and I told him that we were staying right here.' 'And then what?' asked a woman.

'Who knows?' said the rabbi. 'He took out his lunch so I took out mine.'



## Don't pay for software you don't need — Part 2

By Woody Leonhard

**After the first article of this three-part series appeared, many of you wrote to ask: do I really not need this software?**

It's true: if you've moved up to Windows 7, there are all sorts of software that you just don't need. Stop following outdated advice and get with the system!

In my previous [installment](#), I wrote that Windows 7 owners don't need to pay for any of these important apps:

**Antivirus software:** Microsoft Security Essentials is free, and for the average PC user, works just as well as the paid products — sometimes better.

**Defraggers:** Windows 7 defragments your drives automatically (once a week by default), and you don't need to lift a finger or spend a sou.

**Backup packages:** Win7 backup isn't particularly neat or fancy, but it covers the bases automatically and (almost always) works well. Fred Langa's May 12 [Top Story](#) shows you how to set up and run Win7's backup.

You may or may not want to shell out shekels for Microsoft Office, but that really depends on the level of document compatibility you need and on your willingness to suffer the slings and arrows of the current OpenOffice/LibreOffice debacle. It's a complex and costly problem. (A Feb. 16 InfoWorld [article](#) covers this in detail.)

This week, I'm going to gore a few more sacred (cash) cows. Specifically, I explain why I think Registry cleaners are worse than useless, why most people don't need partition software, and why there's no reason to pay for a firewall. I can hear the howls already. (Those PC users who do need a partition manager should read Lincoln Spector's [story](#), "Four free hard-drive maintenance tools," in the paid portion of this newsletter.)

Trust me regarding these applications: their time has come and gone. Save your money. Buy a bigger monitor, faster Internet, a comfy Aeron chair; upgrade to an Android phone or iPad 2 — things that will make an obvious difference to you.

In Part 3 of this series, I'll talk about saving money on Windows and MS Office — it makes absolutely no sense to pay for more than you need — and take some parting shots at expensive cables, obscure Windows

services, and a few other items I love to lambaste. Stay tuned.

### **Some Registry cleaners do more harm than good**

I'm going to get a lot of flak over this one, but I've never seen a real-world example of a Windows 7 machine that improved in any significant way after running a Registry cleaner. As with defraggers, Registry cleaners may have served a useful purpose for Windows XP, but with Windows 7 I think they're useless (correction: worse than useless).

Senior Editor Fred Langa and I don't yet agree on this point: Fred suspects that Registry cleaners may be useful for some Windows 7 owners, some of the time. He's running a series of experiments right now, and we hope to see the results in a couple of weeks. But in my experience, working with hundreds of Windows 7 machines in all sorts of environments, I've never found a single run of a single Registry cleaner that caused anything but grief.

There's a great quote that (as best I can tell) originated on the [DSLReports forum](#) in March 2005. A poster who goes by the handle "jabarnut" states, "The Registry is an enormous database, and all this **cleaning** really doesn't amount to much ... I've said this before, but I liken it to sweeping out one parking space in a parking lot the size of Montana." And that's the long and short of it.

Jabarnut is correct: the Registry is a giant database — a particularly simple one. As with all big databases, sooner or later some of the entries get stale; they refer to programs that have been deleted from the system or to settings for obsolete versions of programs. Sure, you can go in and clean up the pointers that lead nowhere, but why bother? I'm ready to change my tune if Fred can find a Registry cleaner that reduces the size of a typical Registry by, oh, 15 percent to 20 percent (that's the point where I assume a decrease in size could improve system performance), or if he can find a slick way to speed up a system by 10 percent to 15 percent. Failing that, it's hard for me to imagine paying any money — or wasting any of my time — cleaning my Registry.

More important, Registry cleaners are notorious for messing up systems by **cleaning** things that shouldn't be touched. My favorite example: a free Registry cleaner called [EasyCleaner](#), which we at Windows Secrets Newsletter recommended some years ago. It was an excellent program, possibly best in its class, but it doesn't appear to have been updated in a

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long time. If you follow the list of fixes during EasyCleaner's waning years, you'll see that the authors went through a litany of mistakes, instances where the cleaner borked programs by deleting required Registry entries. Reader DBB wrote to me recently, asking why Microsoft had abandoned its Registry cleaners. Windows Live OneCare (a precursor to Microsoft Security Essentials) included a much-ballyhooed online scanner and Registry cleaner, and a Microsoft U.K. [page](#) still lists an included Registry cleaner.

DBB notes, "The mystery is that, though Microsoft has not denounced the use of registry cleaners, it no longer provides one — at least for now. Previous to the online scanner, Microsoft provided **reg clean** and then **scan reg**."

He's absolutely right: Microsoft used to offer Registry scanners and cleaners. It doesn't have separate programs to perform those functions any more.

In my experience, the vast majority of Registry cleaners available now are either scareware come-ons or destructive — or both. Websites invite you to run a free Registry cleaning, they hit you with the rogue-anti-malware shtick, and then they ask for money. One Registry-cleaner site even uses "Microsoft" in its Web address; I have no idea why Microsoft doesn't take the site down.

DBB blames Microsoft for backpedaling — first it distributed and recommended Registry cleaners, now it's mum on the subject. DBB asks several interesting questions: Why doesn't Microsoft just come out and say you don't need a Registry cleaner? Why doesn't MS go after the people who claim to sell **Microsoft** Registry cleaners — when the cleaners don't come from Microsoft? Most important, why doesn't MS come out and clearly say that you shouldn't install or use a Registry cleaner — whether it's from Microsoft or not?

All good questions.

### **Win7 does all the disk partitioning you'll need**

I personally hate disk partitioning. I've railed against it for years. But rather than get into a technical argument (yes, I know that dual-boot systems with a single hard drive need multiple partitions), I'll limit myself to extolling the virtues of Windows 7's partition manager.

No, Windows 7 doesn't have a full-fledged disk-partition manager. But it

does everything with partitions that most people need — and it gets the job done without messing up your hard drive. Which is more than I can say for some third-party disk-partition managers.

Finding Windows 7's partition manager takes a little digging. Running in an administrator-level account, click Start, Control Panel, System and Security, and Administrative Tools. Next, double-click Computer Management. In the left panel, under Storage, click Disk Management. If you don't have enough unallocated space to create a new partition, you have to **shrink** one or more of the existing partitions. To do that, right-click on the partition you want to shrink and choose Shrink Volume. Figure 1 shows the box in which you set the new size.

Type the amount of space you want to shave off the partition, and click OK.

You create a new partition by right-clicking the unallocated space and choosing New Simple Volume; a wizard pops up that steps you through set up and formatting.

If your hard drive is very nearly full, third-party partition software may make it a touch easier to repartition a hard drive because some third-party tools allow you to keep and move files while changing partitions — something Win7's native utility doesn't allow. For most PC users, that isn't much of a reason to spend money on a partition package.

### **Windows 7's firewall works only one way**

Like its predecessors, Windows 7's firewall only keeps outside threats from getting in — it's an **inbound** firewall. Outbound firewalls alert you when an unauthorized program attempts to send data out of your computer. At least that's the theory. In practice, many outbound firewalls bother you mercilessly with inscrutable warnings saying that obscure processes are trying to send out data.

If you simply click through and let the program phone home, you're defeating the purpose of the outbound firewall. On the other hand, if you take the time to track down every single outbound event warning, you might spend half your life chasing firewall snipes.

Some people think an inbound-only firewall is woefully inadequate. I think it's good enough for almost everybody. Fred wrote about outbound firewalls in his March 17 LangaList Plus [column](#). He, too, feels that an outbound firewall is usually overkill. But if you really want one, he

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recommends Sphinx Software's Windows Firewall Control ([info](#)), a product that helps you tweak the Windows firewall so it works outbound. You can download a limited-capability free version or the more powerful Plus edition (U.S. \$30).

I have a few friends who insist on running an outbound firewall. They uniformly recommend Comodo Firewall, which is also available in a free-for-personal-use [version](#).

I think it's all a complete waste of time. Although I'm sure some people have been alerted to Windows 7 infections when their outbound firewall goes bananas, 99.99 percent of the time the outbound warnings are just noise. Outbound firewalls don't catch the cleverest malware, anyway. So that's Round 2 in the list of software that Windows 7 users don't need to buy, don't even need to bother with. It's surprising how much old advice isn't valid any more, eh?

CALENDAR FOR JULY 2011

This year is the ONLY TIME we will see and live this ever

July 2011

Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

This year July has 5 Fridays 5 Saturdays 5 Sundays

This happens every 823 years.

## The Importance of Walking

Walking can add minutes to your life. This enables you at 85 years old to spend an additional 5 months in a nursing home at \$7000 per month.

My grandpa started walking five miles a day when he was 60. Now he's 97 years old and we don't know where the hell he is.

I like long walks, especially when they are taken by people who annoy me.

The only reason I would take up walking is so that I could hear heavy breathing again.

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I have to walk early in the morning,  
before my brain figures out what I'm doing..

I joined a health club last year,  
spent about 400 bucks.  
Haven't lost a pound.  
Apparently you have to go there.

Every time I hear the dirty word 'exercise',  
I wash my mouth out with chocolate.

The advantage of exercising every day is so  
when you die, they'll say,  
'Well, she looks good doesn't she.'

If you are going to try cross-country skiing, start  
with a small country.

I know I got a lot of exercise the last few  
years,.....

just getting over the hill.

We all get heavier as we get older,  
because there's a lot more information in our  
heads.  
That's my story and I'm sticking to it.

AND I love this next one!

Every time I start thinking too much about how  
I look,  
I just find a Happy Hour and by the time I  
leave,  
I look just fine.