Official Magazine of the MELBOURNE PC USER GROUP INC.

UPDATE



## Windows 8 unites! (without the Start button)

Stop holding your computer back: security, startups and shortcuts to speed it up.

OCTOBER 2012 • VOLUME 29 • ISSUE 8

Plus:

- Q&A
- Random Access
- PC Update Survey we want more!



www.melbpc.org.au

THE PURPOSES OF THE GROUP are to conduct, on a non-profit basis, activities aimed at the effective utilisation of the personal computer and to endeavour to achieve such effective utilisation by means of:

- Advancing computer literacy
- Advancing the art and science of information processing through education and interchange of ideas
- Keeping members abreast of developments in computing and information technology and enabling members to exchange information and experience
- Representing computer users in public debate and by acting and speaking on their behalf where they would be affected by proposed legislation or other regulatory measures
- Providing a forum for the exchange of views among computer users and between computer users and the computer industry
- Co-operating supporting or joining with, or in, other organisations with similar purposes
- Undertaking other activities beneficial to the Group

In order to further its purposes the Group shall have the rights, powers and privileges of a natural person.

PCUpdate (this publication) must not be republished in whole or in part using either print or electronic formats. The electronic formats referred to include optical and flash media together with the Internet. Members who do this will forfeit their membership rights and may also incur legal action from the authors and copyright holders.



PC UPDATE OCTOBER 2012 • VOLUME 29 • ISSUE 8

#### PUBLISHED BY MELBOURNE PC USER GROUP INC.

**EDITOR** Charles Wright

#### **ART DIRECTOR/DESIGNER**

Katharine Shade, CCE Design

#### CONTRIBUTORS

Kathy Rouse, Terry Lane, Adam Turner, George Skarbek, Jean de Neef, Craig Evans, Con Lilley, Clive Chatfield, Susan Jensen, Stephen Tidswell, Paul Addis, Bryan Paten, Ian Rankin, John Swale

Monthly Discs Training Info Monthly Meetings Calendar & Maps Newsgroups lan Rankin Patrick Brennan Vacancy John Swann Richard Solly

#### **ADVERTISING ENQUIRIES**

Phone (03) 9276 4000 Melbourne PC User Group Inc., Suite 26, Level 1, 479 Warrigal Road, Moorabbin, VIC 3189

Copyright © 2012 Melbourne PC User Group Inc and individual authors. Except where otherwise stated, all material is the copyright of the author. Contributions from contributors marked above MAY not be copied without the express written permission of the author. Except where otherwise stated material on this disc may be copied by nonprofit PC User Groups without fee provided that there is no restriction published with the article, copies are not used for commercial advantage, and the origins of the material and this permission to copy are acknowledged in the reprinted item.



Directory4
Editor's Report5
President's Report6
Letters to the Editor9
PC Update Survey Results: A Teaser9
Calendar10
Meeting Details11
Monthly Column: My Life With Computers <i>Kathy Rouse</i> 12
Photo Competition
Software: Windows 818
Security: Has your old computer become bloated and slow?
George Skarbek20
Shortcuts: Speeding up the slowest part of your computer: you
George Skarbek23
Special Interest Group Reports28
Special Interest Group Details
Membership Application Form48
Melb PC User Group Business Mobile Broadband
Training Schedule52
Monthly Disc Ian Rankin54
Random Access John Swale60
Q&A George Skarbek62



## **Committee Management & Online Services**

#### OFFICE, MEMBERSHIP, DELIVERIES

Unit 26, 479 Warrigal Road, Moorabbin VIC 3189 (9am-5pm) Phone: (03) 9276 4000 Fax: (03) 9553 0475 E-mail: <u>office@melbpc.org.au</u> Office Manager: Dianne Vogt Sharon Williams

#### FIRST AID & INTERNET HELP LINE (03) 9276 4088 (10am-3pm)

This line is answered only when a volunteer is available between 10am-3pm Monday to Friday. Outside these hours please leave a brief message and your membership details. An iHelp team member will call you back when available. Alternatively please refer to the Dial Help listing.

#### ONLINE SERVICES

Melb PC BBS	(4 lines, up to 28.8 kbps) (03) 9553 0488
Internet Service	Melbourne Local Access (03) 9697 4000
Intranet Service	Melbourne Local Access (03) 9697 4004
Melb PC Home Page	http://www.melbpc.org.au_
Internet Services Page	http://www.melbpc.org.au/isp/
Internet Help Service Page	http://ihelp.melbpc.org.au/helpdesk/iuser/index.asp

#### INTERIM MANAGEMENT COMMITTEE

committee@melbp	oc.org.au
President	
Charles Wright	president@melbpc.org.au
Secretary	
lan Rankin	secretary@melbpc.org.au
Members	
John Swale	jswale@melbpc.org.au
Bill Ford	<u>billford@melbpc.org.au</u>
George Skarbek	gskarbek@melbpc.org.au

#### CONTRIBUTIONS

All authors must lodge a complete submission form (available on our website) that confirms that the article is previously unpublished and original content, and grants Melbourne PC User Group Incorporated the right to publish the article on one or more occasions on any medium, including print and the internet; the right to edit the article and permit republication by non-profit organisations. If this is not the first publication, the author must have re-publishing rights, and grant Melbourne PC User Group Incorporated the above rights.

Please read and follow the style guide on our website.

#### SUBMISSIONS

E-mail your articles, reports, reviews, and free ads to our email address ecitorpc@melbpc.org.au. All submissions should be sent as file attachments and they must be plain, unformatted (ASCII) text file or a ZIP file with accompanying graphics. Do not pack them inside self-extracting EXE files.

#### **CLOSING DATE**

*PC Update* magazine closing date for monthly submissions is always the first day of the preceding month.

#### GRAPHICS

Supply graphics as high-quality JPEG images.

## **EDITOR'S REPORT**

## *Melb PC Editor's Report* October 2012

It's been fascinating to read the completed surveys of reader preferences for *PC Update* as they have been slowly coming in.

So far we have received roughly 75 replies, which isn't a lot when you consider the total membership is around 4500, but the survey – which was set up by Jan Weiner, with the help of our designer, Katharine Shade, and is being collated by another volunteer member, Ron Harper – is giving us some invaluable insights. [See page 9 for some samples.]

The principal question is whether members would prefer a print version, or are happy to continue with the PDF files that are being uploaded to the internet, again with Katharine's assistance.

What is emerging is that opinion is pretty evenly divided. While a total of 42 is in favour of PDF, and only 23 nominate print (a handful don't express any preference), I think the fact that the respondents are completing the survey via the internet to some extent constitutes a bias towards the electronic format.

The most common reason cited by members nominating a preference for the downloadable version is that it saves the club significant expenditure on printing and distribution costs. Many also like the fact that it is more environmentally friendly.

Nevertheless, a significant number of members clearly want a print version. They like its portability (by far the No. 1 reason); don't like reading on the screen and/or value the ability to pass it on to friends or for promotional reasons. For some, the existence of a print version is a crucial benefit of membership. Our office manager, Dianne Vogt, has a list of roughly 100 former members who have indicated that they would resume their membership if there is a print version of PC Update.

What is yet to be tested is whether those who favour a print version would be prepared to pay more for its production and delivery. Given that a print version would consume most of, if not all the total annual membership fee, that's an important question for us to answer.

One thing that is obvious: virtually nobody wants to return to the CD version.

I'm hoping that more members will participate in the survey to give us a better idea of the likely demand for print



copies. You can find it at <u>http://ccedesign.com.au/melbpc/</u><u>melbpc-landing-page.html</u>

I'm very grateful to Jan Weiner for including several other questions about members' attitude to the content and use of *PC Update*, because they will help us make the magazine more relevant to members.

Again, however, there is no consensus. While some members are attracted by SIG reports, others have no interest in them whatsoever. Significantly, one of the least-read pages is the training schedule. That's not really a surprise, given the tiny number of enrolments for courses, and it adds support to my contention that we must urgently review our courses to determine whether they can be made more relevant to the membership, or drop training entirely from our activities. (We could probably benefit from a survey on that.)

Another very strong trend thrown up by the survey is that our members have a distinct preference for reading material written by other members. I'm encouraged by that, because it supports the initiatives I've made to encourage more



#### [Editor's report, cont.]

member participation, through features like My Life With Computers, and bringing back John Swale's Random Access and George Skarbek's enlightening Q&As and other pieces.

I think it is going to be a matter for the new committee to decide whether we re-introduce a print version. I suspect that we will, but it will probably be a relatively limited print run, and some of the distribution at least will be via the SIGs. It might also result in an increase in membership fees, which are quite low in comparison with other user groups.

I'm afraid that my work load has increased, and as I intimated last month, I'm not going to be able to continue as editor. I'm also finding the load of president increasingly heavy. My intention is to stand either as vice-president or committee member. I would continue to have some oversight of PC Update, and to establish a sub-committee which can contribute to the magazine. [See President's Report for an update on this.]



As this edition of *PC Update* reaches its final stage of publication – in the world of online publishing, the expression "going to press" doesn't apply any more – the club is only days away from the closing date for nominations for the next committee.

As I said six months ago, when I was called back to the presidency, one of the reasons we found ourselves in such threatening circumstances earlier this year was that for some time now, we have not been able to attract sufficient interest from members to fill our committee vacancies.

I am hoping that many more members will appreciate that as a consequence of that insouciance, we came perilously close **Melb PC President's Report** October 2012

to losing what we most value in this club and that our continued survival requires that many more of us must take personal responsibility for the running of the club.

Too many of us have left all the work to a comparative handful of "others". I don't think we can be proud of the fact that this time last year, we elected as our president someone who had been a member for a matter of weeks.

We ought to have known more about our treasurer, given that he had previously served on the committee. Unfortunately, his manifest failings appear to have completely slipped under our radar screen.

We ended up with a committee which was largely appointed, rather than elected.

This year, I hope that as a

minimum we will have a full complement of candidates. It will be even better for Melb PC if we have to choose from several candidates.

I am very relieved that I have managed to convince several highly competent individuals to stand for election at next month's AGM.

Even more encouraging, several have also volunteered to serve on the small sub-committees that I hope will take some of the pressure off our senior office bearers and general committee members, and hopefully ensure that we actually achieve our goals within a reasonable time period.

This will be a busy year for the committee. We will have to adjust our rules to take account of new requirements and model rules for incorporated bodies introduced by the State government.

We will have to produce a charter of members' rights and establish an independent disputes resolution body that hopefully can deal with the issues that people like John Hollow and John Bade seem to enjoy generating.

In my own case, I feel that having served many terms as committee member, vicepresident and president, and particularly given the battles I've had to fight this year – to say nothing of having to deal at length with Messrs Hollow and Bade – I've done more than my share. As I have indicated in my editor's report, I would rather stand as vice-president or committee member and concentrate on *PC Update*.

Nevertheless, after a good deal of discussion over the past

few days I've agreed that if we cannot find a suitable candidate for the job I will accept nomination as president. While no obvious replacement seems to have emerged at this point, I don't want to rule out the possibility of slipping into a lesser role, should we find a competent, acceptable replacement later in the year.

In the meantime, we are making slow progress in several areas. A small team headed by Jan Whitaker is moving ahead on the new web site.

Jan Weiner's work on the PC Update survey is giving us invaluable information that will help us decide on whether to have a print version, and if so what sort of print run and distribution method we should adopt. We are also going to have to find a replacement for me as editor. Unfortunately, we haven't made as much headway as I would like on moving our internet equipment from Burnley. I have mentioned previously my disappointment that despite the fact that annual savings of roughly \$50,000 are at stake, we are still finding it hard to shift out of three years of inertia.

With time continuing to drag on, we have begun talking to other parties and are now considering whether one of the commercial hosting providers might provide a cheaper and better solution for us.

Our finances are looking a little better, and they are certainly more secure, thanks largely to the work of Bill Ford and Dianne Vogt, and the new committee will this year actually be able to work with an annual budget – something our previous treasurer never came up with.

### DON'T FORGET TO FILL IN YOUR PC UPDATE SURVEY!

We'd still like to hear from more of you, so if you haven't already, please fill out the online survey (or email your answers via last month's magazine).

Please go to: http://ccedesign.com.au/melbpc/melbpc-landing-page.html

## AND WHILE YOU'RE THERE: How about registering for some SIG emailing lists?

As a part of updating our membership database, we are putting together a centralised subscription listing of members' interests in the Special Interest Groups. This will allow the SIG leaders to easily contact interested members directly. Note that if you're already on a SIG mailing list, we'd still like you to register via this online web form to ensure our records are current.

Please go to: http://ccedesign.com.au/melbpc/melbpc-landing-page.html

## **Letters to the Editor**

#### **MEMBERSHIP BADGE REDESIGN**

I believe we need a redesign of an essential part of personal paraphernalia used by the members of the Melb PC Users Group, more widely recognised and referred to as a "club".

The club is arguably a computing group with communications closely related; a technology group, and one that specialises in group gatherings to discuss all the arcane aspects of the perpetually mysterious field.

It's those gatherings that concern me – the social side to our function.

We are given presentations at meetings, and for a substantial amount of the time we move around and chat to each other.

Further, we all know that the age demographic of the club is older than the national mean, and an effect of ageing is deteriorating eyesight, especially near-sight.

So – bringing together those elements: a club atmosphere, social gatherings, chatting, ageing eyesight, and interpersonal relationships – it's always nice to have a name with which to address the person you're speaking to, something to "break the ice" – in my humble opinion.

To this end, I would like to advocate a change to

the club's membership badge; I've tried in the past, unsuccessfully, albeit without a detailed argument nor formal correspondence.

I recommend that we redesign the membership badge with a much enlarged Christian name. Given name, first name – whatever we call it – the name we're known by personally, nickname, even – so that anyone with reasonable though failing eyesight, can "know" you by your personal name, and do it without having to appear too obvious when checking on the detail.

I've Photoshopped my own badge, printed it out to size, and tucked it in my clear plastic neckcarrier. And I've already had one conversation with another member, a stranger, who referred to me by my first name, unintroduced.

Nothing much in the design has changed – smaller words have been lowered, more whitespace made at the top around larger print, and my first name has been made much larger than my surname. I've also made the expiry month more obvious.

In conclusion, I suggest that making our badge names more readable would be a great help to member socialisation.

- Peter Carpenter



Current membership card



Redesigned membership card

#### A SIMPLE ONLINE VIDEO EXPLANATION OF THE NATIONAL BROADBAND NETWORK

Tony Eyers here, telecoms training provider. I have a new site called Broadband Explained, at <u>http://www.broadbandexplained.com</u>. It explains the NBN to a lay audience, via six short videos.

The site is designed to be easy to use, the videos are (hopefully) clear and easily understood. It will assist Seniors wanting to know more about the National Broadband Network, and more about broadband in general.

The site is free, and is called "Broadband Explained – A Simple Explanation of the National Broadband Network – the NBN". Could you please pass the site on to anyone in your club who might be interested and mention the site in your newsletters? Also, feel free to link to the site or put the videos in any Web pages you may have.

My background: Engineering degree from Yale, telecoms PhD from the University of Wollongong, where I lectured for 12 years. I've been running telecoms training for Government and industry since 1994, my speciality is explaining technology to non-technical people. Perhaps like some in your club ...

Let me know if you need further details.

- Dr Tony Eyers

## **PC Update Survey Results: A Teaser**

#### What are your main interests in reading about PCs? E.g. media, research, new technology, etc.

Trends, the latest whizz bang features, reviews of PCs and applications, recommendations on various gadgets, historical stories, human interest, almost anything.

Help for the others like me – slow learners.

New software reviews. Tips on a range of issues, details of Microsoft updates etc.

Attempting to keep up with new developements, and using the equipment I now have to better advantage.

No helpful magazine exists to help today's NOVICE user who is trying to use modern computers, tablets or smartphones. Except specific magazines for things like the iPad. For example, most people struggle with an Android Smartphone, would kill for magazine section for novices who know "nothing" and cannot even manage to print (or read) a PDF guide for their phone. New technology, tips & tricks, software reviews especially public domain.

New products/programs. Experience of same by other members.

General interest. I have quite given up keeping up with technical developments. I just use computers. Three sit on my desk.

New technology software, commercial software, freeware.

Awareness of trends, interesting uses, software etc

Keep abreast of developments in technology; get tips; learn about free/new software.

All reasons except gaming which I have zero interest in. Always on the hunt for tips and tools to increase my productivity with computers (both work and leisure). 

USER GROU		nat's (	On In	Octok	oer 20	) <b>12</b>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Peninsula (Main Meeting 7pm) Introduction to Quickbooks (session 1 of 2) Programming MS Excel with VBA 2003-07-10 (Night session 2 of 3) Melb PC Committee	2 North East Genealogy (10am - 12.45pm) Introduction to MS Excel 2003-07-10 (session 1 of 2)	3 Monthly Meeting Moorabbin 7pm sharp and afterwards the WAFFLE SIG Video Production (Sony Vegas 10am)	4 AdobeVideo (2pm) Ballarat (7.30pm - 9.45pm) Subusy Daytime (New Users 9.30am) Introduction to Android (Night session 1 of 2)	5 Essendon (Main Meeting 9.30am) Multimedia (MHE) (Wadham House 10am)	6 Beginning HTML and XHTML Cascading Style Sheets
7	8 Access (6.30pm - 8.30pm) Linux (6.30pm - 9pm) Peninsula (New Users 4pm) Wyndham (General 7.30pm - 9.30pm) Introduction to Quickbooks (session 2 of 2) Programming MS Excel with VBA 2003-07-10 (Night session 3 of 3)	9 Everything Apple (2pm - 4pm) WASINT (10.30am - 12.30pm) New Users East (7.30pm - 10pm) Introduction to MS Excel 2003-07-10 (session 2 of 2) MIDI and Music	10 Communications ( <i>rpm</i> - 9.30 <i>pm</i> ) Microcontroller ( <i>rpm</i> - 9.30 <i>pm</i> ) East (7.30 <i>pm</i> - 10 <i>pm</i> ) Advanced MS Access 2003-07-10 (Night session 1 of 2)	11 E-Book (7pm - 9.30pm) NeDay GIG (Photography - Digital Imaging 10am) Sunbury Daytime (New Users 9.30am) Introduction to Android (Night session 2 of 2)	12 Casey PC (Hampton Park 12.30pm - 3pm) Essendon (Open Forum 9.30am) Ripper (Hardware Wadham House 10am) Build a Website with Dreamweaver (Night session 1 of 2)	13 Making Money On The Internet (10am - 12noon) Microcontroller Workshop (11am - 4pm)
14 East Workshop (10am - 2pm)	15 Graphics (7pm - 9.30pm) Nth Subs Linux (7.30pm - 9.30pm) Peninsula (Main Meeting 9.30am Graphics 12.30pm Genealogy 2.30pm) Advanced MS Excel 2003-07-10 (Night session 1 of 3)	16 Windows Advanced (Deploying and Managing Networks Tpm) Wyndham (Multimedia 7.30pm) Advanced MS Word 2003-07-10 (session 1 of 2)	17 Android (Vanhoe 10am) Advanced MS Access 2003-07-10 (Night session 2 of 2) Melb PC Marketing (sub-committee 7.30pm)	18 Music (7.30pm - 9.30pm) Bayside (Main meeting 10am) Sunbury Daytime (General Meeting 9.30am)	19 Essendon (Check website for meeting details: 9.30am) Ripper (Digital Photo Wshop Wadham House 10am) Build a Website with Dreamweaver (Night session 2 of 2)	20 Vinyl and Cassette to CD and MP3
21 MACE (10am - 2pm) Beginners East (10am - 12.30pm) Genealogy (1pm - 3.30pm) Macedon Ranges (Gisborne 2pm - 4pm)	22 Penisula (New Users 4pm Add Music To Your Computer) Video Inner East (Balwyn 7pm - 9.30pm) Advanced MS Excel 2003-07-10 (Night session 2 of 3)	23 Programming (6.30pm - 9pm) North East (Evening 7.30pm - 9.30pm) Yarra Ranges (Meeting 9.15am Workshop 11.30am) Advanced MS Word 2003-07-10 (session 2 of 2) Video to DVD and DivX	24 Video Production (Pinnacle 9.30am) West (7pm - 9.30pm) Exploring Windows 7 (session 1 of 2)	25 WMAP Group (7.30pm - 9.30pm) Sunbury Daytime (Maintenance 9.30am. Meeting also held on a 5th Thursday)	26 Retired and Interested Persons (known as Ripper 10am)	27 Microcontroller Workshop (11am - 4pm)
Post	29 Advanced MS Excel 2003-07-10 (Night session 3 of 3) Question It On melbpc.org.au/	30 Programming MS Excel with VBA 2003-07-10 (session 1 of 2)	31 Exploring Windows 7 (session 2 of 2)	Blue: SIG me Red: Melb P Yellow Box: N Full details of "Spe	etings held at Moo eetings held at othe C training courses.	r locations.

## **Melbourne PC User Group Monthly Meeting**

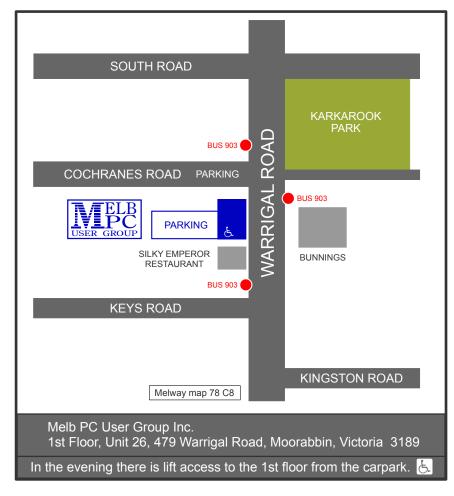
## WEDNESDAY OCTOBER 3, at 7pm

Melb PC Headquarters

479 Warrigal Road, Moorabbin VIC 3189 (Corner Cochranes Rd)

Come along and get some really helpful information on the technology issues that you are now facing.

Dave Botherway will outline the background to Windows 8 and what benefits it might bring, while David King will help you understand what smart device best suits your needs – Smart Phone, Tablet, Netbook, Notebook or Desktop PC?



Public transport users can take Smart Bus 902 from several train stations. The closest are Mentone station on the Frankston Line (5 minutes away) and Oakleigh Station on the Pakenham/Cranbourne line (10 minutes).

# MY LIFE WITH COMPUTERS



My first interaction with computers was in the early 70s when I worked for the Repatriation Department in South Melbourne. The giant mainframe computer was one of the largest in the Southern Hemisphere and took up much of the first floor of the Kings Way building – the only part of the building to be air conditioned.

The computer was fed specially encoded punch cards and the data stored on magnetic tape. The tape was processed offsite and copious enormous paper printouts produced for our records.

By the mid-80s office computers were becoming smaller, more efficient, and easier to use. By now it was obvious that computers were more than a passing fad and were here to stay. One advantage of the technology was our new policy of "If something goes wrong, blame the computer!"

By "the noughties", computers in the home were becoming popular but largely a mystery to me and were relatively expensive.

Fast forward to 2003 and I finally felt compelled to buy

## **My Life with Computers**

my first Windows XP PC so that, among many tasks, I could edit my home videos and perform internet banking. (The nearest bank branch was now more than 5 kilometres away.)

Armed with the latest Green Guide "workhorse PC" recommendations from Charles Wright, and the knowledge gained in a recent three-hour, "Introduction to Computers" session, I felt more than ready for my first PC purchase.

I loved my computer from the start, but encountered some early problems and was advised by the technical support, where I bought the PC, to reboot it. Not having any idea what rebooting a computer involved, I took it back to the vendor who, for \$60 rebooted the computer for me. When I realised, some time later, that rebooting a computer meant to turn it off and then turn it back on, I thought I could use some help.

In late 2003 I attended the Video Production SIG meeting, run by John Hall, after reading an item by George Skarbek in The Age. Though I didn't understand a lot of the discussion, I came away knowing a tad more than before, and the members in the group were very welcoming and helpful. That and the fact that I had chosen to turn up for the last meeting of the year and everyone, except me, had brought along a plate of delicious goodies, helped persuade me to join this great club.

I have attended many of the various SIGs and am so glad that I joined the Melbourne PC User Group. I find myself continually learning from all the "experts" and am even "volunteering" to pass on some of my own discoveries to others. I currently run the Adobe Video SIG, which Barry Sheedy started as the then Premiere Pro SIG. Our SIG is aimed at videographers, from beginners to the more experienced and all are welcome to attend.

We get together at 1:30pm at the Melb PC headquarters in Warrigal Rd, on the first Thursday of each month. You can find out more from our website at http://member.melbpc.org.au/ ~adobevideo/index.html.



**RETURN TO CONTENTS** 

## Convener: **Everything** Dick Johnson 9857 7362 iPad/iPho

E-mail to: applesig@melbpc.org.au or everythingipad@ausom.net.au

A joint venture between MelbPC and AUSOM. The emphasis will be on the Apple iPad and iPhone and helping people understand the iOS environment.

## Next Meeting: October 17

#### 2:00 pm Introduction to the iPad

Presented by Dick Johnson

What is an iPad? How do you start one? What's the Home Button for? What's an app? How can you change settings? How may you communicate with an iPad?

Dick Johnson will take you through the basics of using an iPad, demonstrating techniques onscreen.

### 3:00 pm **Question & Answer** session

Dick will take questions about iPads, iPhones and topics for future sessions.

3<sup>rd</sup> Wednesdays, 2:00 pm-4:00 pm (except January) **Moorabbin Interest Group Room** 479 Warrigal Road, Moorabbin

(0)



Alex Jaye's picture of a man smoking is the second winner of our monthly digital photo competition for members. Alex will receive \$100 for his/her effort.

Terry Lane, who is kindly judging the competition has this to say:

This is a very powerful character study which benefits from the tight close-up. When I looked at this I wondered how it would look in a dramatic black and white conversion, so I tried it using Nik Silver Efex Pro2, a plug-in for Photoshop and Lightroom. A great photographer once said that coloured portraits are pictures of clothes; black and white portraits are photos of character. I think it applies in this case.

I have also taken the liberty of reducing the contrast in the original to diminish the distracting highlights on the man's cheeks.

However, in its original form this photo is still a winner. Well done.



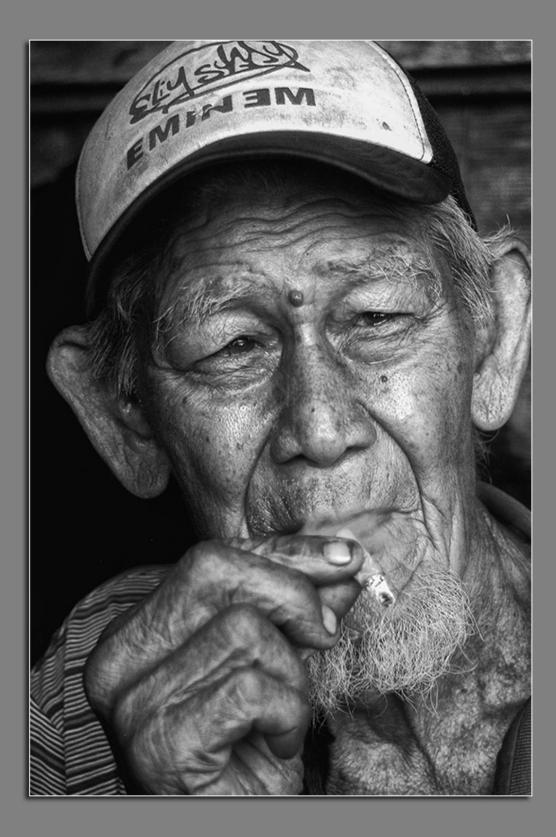
The winning photographer will receive \$100. The judge is *The Age's* Imaging columnist, Terry Lane.





Winner, photo competition October 2012 Alex Jaye: "Apia Man"





This is a delightful image of the curiosity of a small child. It is a pity that it wasn't taken with a better camera that could capture the lovely fine detail that is blurred by the cheap compact lens/sensor/processor. This photographer should immediately buy a camera to match the obvious skills.

It was hard to choose between these two photos – one full of character and one full of emotion – but in the end the superior technical quality of Apia Man was persuasive. Just!



*Highly commended, photo competition October 2012: Charles Adams: "Testing the Water"* 



# Windows 8

Microsoft aims to unite its computers, tablets and smartphones under the one interface with Windows 8.

After the upheaval that was Vista, Windows users have enjoyed a period of relative peace and prosperity since the release of Windows 7. But Windows 8 could come as quite a shock for those not ready to make the leap to a touchyfeely iPad-style interface. Windows 8 hits the shelves in October, but if you've bought a Windows 7 computer since June 2012 you're entitled to a discounted upgrade to Windows 8.

Windows 8 offers a whole new look and feel thanks to Modern UI, which hides the traditional desktop and covers the entire start screen with icons for launching applications – not unlike an Apple or Android gadget.

This touch-friendly Modern interface was borrowed from Microsoft's ZuneHD media players and later expanded for Windows Phone 7 smartphones. Formerly known as Metro, Modern is built around the idea of interactive icons known as "tiles". Each tile represents a different application and the tiles change to offer you updates at

a glance. For example the Calendar tile displays today's appointments while the Weather tile offers today's forecast.

The Modern start screen can be tapped and flicked just like an Apple or Android tablet, which works well on new Windows Phone 8 smartphones such as Nokia's Lumia 920. The new Windows Phone 8 handsets offer a raft of improvements on the old Windows Phone 7 Lumia models, such as sharper screens, faster LTE mobile broadband, wireless charging and Near Field Communications for close-range interactions such as wireless payments.

Modern should also work well on the upcoming Windows 8 Surface tablets. Tablet PCs running Microsoft Windows were around long before Apple even launched the first iPod. But Tablet PCs have traditionally been cumbersome and expensive beasts mostly appealing to business users. With Windows 8, Microsoft aims to offer tablet users a slick touch-friendly interface

> but with the full power of Windows underneath. Windows 8 tablets also offer extra features lacking on Apple's iPad but found on some Android tablets, such as a full-sized USB port, micro-SD memory card slot and micro-HDMI video output.

Unfortunately the Modern interface is far less intuitive on



## SOFTWARE

Windows 8 desktops and notebooks, particularly if they lack a touchscreen and you're forced to rely on the keyboard and mouse. Dragging the pointer to the corners of the screen to call up menus and switch between Modern apps will not come naturally to those unaccustomed with tablets.



Clicking on a Modern tile on a computer, tablet or smartphone launches that app full-screen – such as the email client, calendar or address book. Once again these single-tab Metro apps mimic the look of a tablet. They're missing a few advanced features but they do make it easy to perform common tasks without the need to wrestle with the traditional Windows interface.

Of course some of us have been wrestling with the traditional Windows interface for longer than we care to remember and aren't in a hurry to change. But Windows 8 isn't just change for the sake of change. Apart from the unified look of the Modern interface, another aim of Windows 8 is to unite Microsoft's devices by building the desktop, tablet and smartphone operating systems on the same underlying Windows NT kernel. This doesn't allow desktop applications to run on smartphones, but it does make it much easier for developers to write applications for both the desktop and mobile platforms. It also lets mobile devices take advantage of more rugged desktop security.

Windows 8 computers can run both Modern apps and traditional Windows desktop applications, while Windows Phone 8 smartphones are restricted to Modern apps. Microsoft also intends to release two Windows 8 "Surface" tablets by Christmas. The entry-level Surface will only run Metro apps like the smartphones, while the more advanced Surface Pro will also offer the option to run traditional Windows desktop applications. Windows 8 launches the Modern interface by default on all devices, which may flummox PC users at first. The desktop is hidden away on computers and on the Surface Pro tablet. You will find a Modern tile which reveals the desktop but now you're in for another surprise – Microsoft has abandoned the traditional Start menu

which has been a cornerstone of the Windows interface since Windows 95.

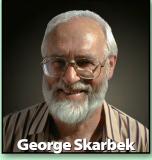
At first the loss of the Start menu is incredibly disorientating and frustrating, like sitting down in a car with no steering wheel. But over time I found that I could live without it. It's still possible to create desktop shortcuts, while the system tray and taskbar behave the same as under Windows 7. Internet Explorer and Windows Explorer are "pinned" to the taskbar by default, but despite these few home comforts Windows 8 can take some time to master.

Windows 8 and Modern will start to make sense as touchscreens come to more desktop and notebook PCs. But in the short-term they present a steep learning curve on PCs, perhaps steeper than it should be for those hoping to make a smooth transition from Windows 7. **U** 

Adam Turner travelled to the Lumia 920 smartphone launch in New York as a guest of Microsoft and Nokia.

# Hasyourold computer become **bloated** and **slow**?

Occasionally, or perhaps not so occasionally, I receive questions about how to make a computer go faster again and what anti-virus software to use.



#### SECURITY

I will start with the anti-virus question. Sometimes I hear that someone has been told by one friend that Brand X is very good and another friend has insisted that Brand Y is great and also it is free. So that person has now installed both.

Having two anti-virus programs is not twice as good as having one, in fact it is more than twice as bad. If you trust one then stick with it. If you don't, then uninstall it. Having two large programs in memory, especially on an older computer, will slow it down. Firstly, the start-up time will be delayed as both have to load into memory, do some self-checking and then load the anti-virus signatures. Then both will use computer resources by each scanning every file.

All you will have achieved is to slow down your system without increasing your protection in any significant or easily measurable way. Today, very few viruses arrive by mail as both the sending ISP and the receiving ISP run anti-virus software on their servers, usually updated a few times each hour. Today's threats come from infected websites and from users wanting to believe that they have won some lottery

		unt Support •	SLMMARY	SCAN NOW You can use the controls below to run a pre-defined scan or to create a cust Multiple scans can be run at the same time.	om scan of your own.
Computer Protection Scan Now → History Quarantine Application Batings Run LiveUpdate 1 minute ago +	Insight Protection Details Antivirus Antispyware SONAR Protection	Manage Manage	SCAN COMPUTER	Oulick scan Performs a quick scan of your computer's system volume and operating memory	More details
Network Protection	Intrusion Prevention Email Protection	\$	REAL-TIME SHELDS	Full system scan Performs an in-depth scan of the system (thorough but slower).	More details
	Browser Protection Download Intelligence	Backup		Removable media scan Scans all removable media currently attached to the computer	<b>b</b> Start More details
SOFIgene/SageOnline www.sofipelia.com		1998		Select folder to scan Performs a full scan of a custom folder (to be selected when the scan is started	More details

### **SECURITY**

that they have not entered or their email address was selected at random and they have received a big prize ... just Click Here to claim! Yes. Especially when it is addressed to Undisclosed Recipients.

The only thinking that you have to do is figure out if only a few million others have received this e-mail in Australia or is it some hundreds of millions of users around the world? You certainly don't need any antivirus software in these cases.

So what anti-virus software, if any should you use? I believe that you still must have some on your computer. To me the most important aspect of anti-virus software, by far, is what impact it has on normal operations and start-up times. When I mention anti-virus software, I include the general suite of security programs such as trojan, worm, rootkit, firewall and other protection.

Several large organisations have conducted tests on a large number of security products, both free and commercial, and over the years the order changes significantly. For the free software suites, Microsoft Security Essentials and Avast! have been at the top in several studies. In the commercial products, Norton has been the clear choice for some years. This is a huge turnaround as about five years ago, for a considerable number of users, Norton caused nearly as many problems as it solved.

#### **BROWSER WARNING...**

If Internet Explorer is your choice of browser – and recent statistics suggest that for as many as 33 to 53 per cent of users (depending on who is doing the measuring) it is – now might be a very good time to try Firefox, Chrome, or perhaps Opera.

Microsoft acknowledges (http:// bit.ly/SVWC8J) that their browser suffers from a newly-discovered and unpatched critical security hole that affects versions 6, 7, 8 and 9 (but not IE 10). They suggest users employ a free tool called EMET (Enhanced Mitigation Experience Toolkit) as a "workaround".

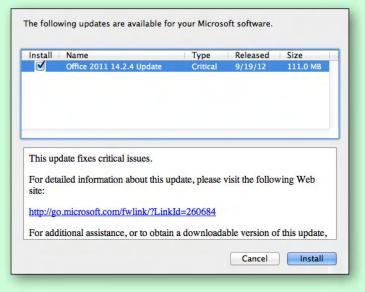
The Krebs on Security newsletter reports however (<u>http://bit.ly/</u> <u>S2oQr6</u>) that some experts warn against that advice, and recommend that users would be wiser to use an alternative browser until Microsoft comes up with a proper patch for the vulnerability.

(Tip from Judy Taylour and Linda Gonse, from the Orange County PC User Group, ORCOPUG)

Home data Protected	ite 🕼 History 🗘 Settings 🛛 Help -	ADOBE" FLASH" PLAYER
cheduled scan efault actions eal-time protection	III Scan archive files Scan for malicious software and unwonted software in archive files such	An update to your Adobe Flash Player is a∨ailable
cluded files & locations	as ZIP or CAB files.	Flash Player enhances your Web browsing experience.
xcluded file types xcluded processes dvanced	Scan removable drives Scan for malicious software and unwanted software in the contents of	This update includes:
ficrosoft SpyNet	removable drives, such as USB Rash drives, when running a full scan.	Security enhancements described in this <u>Security Bulletin</u>
	Create a system resore point Create a system restore point before applying actions to detected items.  Z Allow all users to view the full History results	Read <u>more about this update</u> and the <u>End User License Agreement</u> . To change or disable your update notifications, click <u>here</u> .
	When you select this option, Microsoft Security Essentials will allow non-administrator users on this computer to view all the detected items in the History tab.	Updating takes under a minute on broadband; no restart is required.
	Save changes Cancel	
_		Install Now Remind Me Later Don't Install

## SECURITY





## KEEP YOUR OPERATING SYSTEM PATCHED

In my opinion having an anti-virus program is probably not as important as applying the security patches from Microsoft and other vendors such as Adobe. This is because more computers become infected, or even controlled by others, through known vulnerabilities in the operating system or application programs that have known weaknesses, than through a virus arriving in the mail.

When you receive a notification popup about installing updates, you should say "Yes". Also you should have automatic updates from Microsoft turned on. Many users have these turned on and applied automatically, others just have these downloaded on their computer and then they apply them manually. As long as you remember, either system is OK. However some have turned this off and that means the computer is vulnerable.

Having stated that you must keep your software patched with all updates, do this only from the popup that appears on your

computer. Never click on any reported security patch that arrived by email. This is 100 per cent certain to be some nasty bit of code that you definitely do not want on your computer. Anything of this type that comes by email, no matter how authentic it looks, will be a nasty fake. Making these look authentic and faking the email address is quite easy to do.

#### **IMPROVING PERFORMANCE AND START UP TIMES**

Probably the best way to improve the boot-up time on your computer is to prevent unnecessary programs from starting automatically. The main culprits are Adobe's Acrobat Reader and Apple's QuickTime. Unless you use both many times each and every day, prevent them from automatically starting. This does not uninstall these programs but prevents them from loading into memory as the computer boots and then forever taking up the most valuable resource on your computer, the RAM (Random Access Memory), as all programs must be loaded from the hard drive and then into memory in order to run. When you double-click on a PDF file, the Acrobat reader will still open your file.  $\boldsymbol{\Theta}$ 

# Speeding up the slowest part of your computer:

# George Skarbek presents his top 20 shortcuts that could save you hours, and your sanity.

f you're thinking about increasing the efficiency of your computer, you're probably thinking of increasing the speed of your CPU or adding more memory. But since most programs only use 10 percent of the CPU's capability, chances are, you won't notice the extra grunt. Instead, there's another area that can yield far more dramatic increases in productivity, and improving it won't cost a cent. It's you.

By learning a few simple shortcuts, you can improve your productivity and feel more at home with the programs you use every day. If there was a Top 20 All Time Greatest Shortcuts, this would be mine.

#### **YOUR RODENT**

Many users, including reasonably experienced users, haven't changed the characteristics of their mouse since acquiring a new computer.

#### 1. Snap To

The Snap To setting snaps your mouse to the 'Yes' button whenever a command needs you to confirm it. To set this up to happen automatically every time, go to the Control Panel, Mouse, click on Pointer Options and select Snap To.

Mouse Properties
Buttons Pointers Pointer Options Wheel Hardware
Motion
Slow Fast
Enhance pointer precision
Snap To Automatically move pointer to the default button in a dialog box
Visibility
Short Long
Hide pointer while typing
Show location of pointer when I press the CTRL key
OK Cancel Apply

# SHORTCUTS

#### 2. Mouse Sensitivity

In these same settings you can adjust the sensitivity of your mouse, which will make the mouse more responsive, so you don't need to move it as far to get the cursor from one side of the screen to the other. This will also prevent you from occasionally moving off the mouse pad and having to lift the mouse back.

#### 3. Caps Lock

Ever pressed the Caps Lock instead of Shift and kept typing while looking at the keyboard? You can modify Windows to make a sound each time the Caps Lock button is hit. Do this by clicking on Start, Settings, Control Panel. In XP go to Accessibility Options and on the Keyboard tab click the ToggleKeys check box. In Windows 7 this is under Ease of Access Centre and Make the Keyboard easier to use. Now when you press Caps Lock it will make a sound, and when you press it again to turn it off it will make a different sound. Note that this works with most, but not all computers.

#### **KEYBOARD SHORTCUTS**

Have you ever seen a movie when someone works very, very fast on a computer? Forensic scientists. Mission control. Journalists. Hackers. Librarians. Police. They all have one thing in common. They never, ever use a mouse. And while it might be an unrealistic cliché, there's no denying that a few keyboard shortcuts can really speed things up.

Windows comes pre-loaded with a range of keyboard shortcuts, and while I'm not expecting you to learn them all, it's worth learning a few that you'll use every day.

#### 4. Open Windows Explorer

Windows Key + E. This is my most commonly used keyboard shortcut. By far.

#### 5. Rename a file

F2 in Windows Explorer lets you rename a file without the annoyance of having to try and click twice without double clicking.

#### 6. Find something

Ctrl + F will let you search for text on a Web page. This can save a lot of time when you are searching a long article.

#### 7. Scroll down a page

Hitting the humble space bar will scroll down a page in any browser. It's faster and more efficient than using any mouse combination. Similarly, Shift-Spacebar will scroll up a page.

#### 8. Make a site easier to read

Ctrl and + will increase the font size on the screen, Ctrl and – will decrease it. This works in many other programs as well as in the browsers.

#### 9. Show the desktop

Windows key + Spacebar temporarily shows the desktop and saves you minimising everything.

#### 10. Switch between programs

Alt + Tab or Windows key + Tab will switch between open programs. Add Shift to toggle backwards.

#### 11. Switch between files

Ctrl + F6 will switch between open files within the same program such as Word or Excel. Again, add Shift to toggle backwards.

#### 12. Opening commonly used programs

It only takes a few minutes to create a keyboard shortcut to open your most commonly used programs. Start by right clicking on the desktop icon of the program, and select Properties. In the Shortcut Properties dialog box, click the Shortcut tab, and then click the Shortcut key box and press the key that you want to assign to that program. For example, W for Word. Windows will automatically add Alt + Ctrl to that key. For example, I use Alt + Ctrl + E for Excel, Alt + Ctrl + M for my Mail program. This method has the advantage of being able to load your common programs without having to see your desktop.

Microsoft Offic	e Word 2007 Prope	rties	
Details	Acronis Re	covery	Previous
General	Shortcut	Compa	atibility
Mic Mic	rosoft Office Word 20	07	_
Target type:	Application		
Target location:			
<u>T</u> arget:	Microsoft Office Enter	prise 2007	
<u>S</u> tart in:			
Shortcut <u>k</u> ey:	Ctrl + Alt + W		
<u>R</u> un:	Normal window		•
Comment:	Create and edit profes	sional-looking (	documents su
Open <u>Fi</u> le Lo	cation Change I	con A	<u>d</u> vanced

SHORTCUTS

## SHORTCUTS

#### WORD SHORTCUTS

Most of you will be familiar with shortcuts like Ctrl + B for Bold, Ctrl + S to save, Ctrl + P to print and Ctrl + Z to undo, but that's just the beginning.

#### 13. Find and Replace

Ctrl + H will bring up the Find and Replace dialog box, allowing you to quickly replace one word or phrase with another throughout your document.

#### 14. Highlight a sentence

Ctrl + clicking on any word will highlight the sentence. (Triple clicking will highlight the paragraph.)

#### 15.Change case

Shift F3 will toggle or change case – handy if you pressed caps lock instead of shift by accident.

#### 16. AutoCorrect

In my opinion, AutoCorrect is the best productivity tool in Word. It will allow you, with just two or three keystrokes, to enter phrases or even whole sentences that you often use.

For example, if you often type the phrase "return on investment", you can set up the program to automatically enter this phrase when you type roi. (In the unlikely case that you actually need to have roi appear in your document, press Ctrl + Z to undo the AutoCorrect.) To set this up, search for AutoCorrect in the Help menu and follow the prompts. For a list of Word shortcuts see: <u>http://support.microsoft.com/kb/290938</u>. Select the version of Word that you are using and look in the sections that are of interest to you.

#### **WINDOWS**

#### 17. Use Windows 7 Snap To when working with two documents

If you need to copy information between two files, press the Windows key + Left Arrow to move the document to the side of the screen, which will be automatically resized to half width. Open the new file and press Windows key + right arrow to place it on the right hand side.

#### 18. Improve copying of multiple files

When copying (or moving) several files to different locations, open two instances of Windows Explorer and drag from one to the other. And if you paid attention to the earlier tips, you'll open Windows Explorer by pressing the Windows key + E, then press Windows key + Left Arrow to move the first window to the side. Do not waste time by moving the mouse!

#### 19. Find programs faster using the Start Menu Search box

When looking for a file, press the Windows key to open the Search Programs or Files dialogue box and type in part of the name of what you are trying to find.

#### 20. Find stuff faster using Windows Explorer (in Windows Vista or higher)

At one time or another, we've all misplaced a file – often when copying or downloading from the Internet. Windows Explorer has a very good file searching capability, allowing you to instantly find files or even text within files or emails, irrespective of where they are on the hard drive.

In the top right-hand corner of Windows Explorer is the Search box. It will search the entire computer, a drive or folder. Just put your cursor on the drive or folder you'd like to search in the left-hand side of Windows Explorer. Then, in the Search box, type a part of the file name or word within a file that you're looking for. If the file name is longer than half a dozen letters, just enter a part of the name (if you mistype it won't be found).



#### **IT ALL ADDS UP**

These shortcuts, while they may not seem like much, could save you cumulative hours in front of the screen. Once they become a habit, you'll feel like you're flying through your work, giving you not just more time, but a real sense of achievement (albeit a small one). Best of all, you'll have improved your productivity far more effectively than any hardware upgrade could.  $\boldsymbol{\omega}$ 

#### **SIG EMAIL PROBLEMS**

A recent change to our list-server arrangement has meant that some Special Interest Group convenors may have lost access to the email addresses of their members. If you have not been receiving emails from your SIG convenor, or you would like to be added to a particular SIG email list, please advise the SIG convenor of your details. For contact details go to: http://groups.melbpc.org.au

We are currently working towards a centralised mailing system that will allow members to subscribe and unsubscribe themselves to the various SIGs.

## BEAST Report (Beginners East)

#### by Jean de Neef

#### August 2012

Dave Botherway opened the meeting and advised that Melb PC's mail-out program (Mail-Man) had been accidentally cancelled, so he had been unable to send out last month's report to members. Also at this meeting, we were trying out a demonstration model of our new (much brighter) projector.

#### **RECENT ACQUISITIONS**

The only acquisition was Clive's purchase of an iPad for his wife's birthday.

#### **QUESTIONS & ANSWERS**

#### What is this diagram?



It's a Quick Response Code. You download a free app (QR reader) to scan the code with your mobile phone camera and translate it into information such as a web address. You can also get an app to scan product barcodes. In some cases it will let you know where you can buy the product and what the price is.

How can I find and delete PDF files emailed to me which I've read with Acrobat Reader?

Use the small, free program Everything for

Windows (http://www.voidtools.com) to find the files. The program builds its own database. Type .pdf in Everything's search bar and it will show you the location of all PDF files on your computer.

## *Is Win 8 compatible with your existing programs?*

I've found most programs have been working fine. However, Acronis has not yet updated to Win 8.

#### *My Asus monitor has failed. It just flashes. Should I replace it?*

It depends on what's wrong with it. Pull out the VGA cable, then put it in again. Try a new cable. Try the monitor on a different PC. Once you've proven it's a monitor problem, it's probably best to buy a new one.

#### **New Scams**

"Maddie Firth" wants to be friends on Facebook. Dave received this email several times. Maddie Firth's location was given as Dartmoor in Western Victoria. However, when Dave hovered the mouse over an URL in the email, the bar at the bottom of the screen showed **.nl** (The Netherlands). If he had actually clicked on the URL, it could possibly infect his computer with a Trojan (hence the value of an anti-virus Link scanner, such as AVG). Snopes is a good site to check on what scams are around. Take words from the heading of an email and type them into Snopes' search bar.

#### If you don't open an email, are you protected?

The jury is out on whether just opening an email will cause damage. The danger lies in clicking on a link in the email. "Reannan Crocker tagged two photos of you on Facebook" is an example of a recent email scam. If you click on the link to <u>see photos</u> in the email, the link's URL is not to a Facebook site. So don't click!

Note: Some email readers such as Outlook can be set up to automatically preview emails, thus opening them automatically. Caution needed...

Before the break, we looked at a video on using iPads, involving two magicians doing a great presentation in Stockholm.

## PRESENTATION: FOLLOWUP REVIEW OF EBAY

Bryan has recently sold an orchid for more than \$100 and also a stereo system. For each item you sell, you are charged a listing fee and a selling fee. He logged into eBay and showed two items he currently has up for sale. When you view your for-sale items, you will see how many watchers there are and how many bids. If someone has bid on something you would like to remove, you have to give eBay 12 hours notice.

Some important points from last month's slides were emphasised. When you place a bid, you have to click on the Confirm button in order to activate it. When selling, prepare your description in a Word document first, then upload it. With your photos, try to convey as much visual information as possible and make sure you show the actual condition of the item. To do this, you may need to provide up to 3 or even 4 photos.

#### What are your buying strategies?

I decide on the maximum price I'm prepared to pay. For example, I bid \$20 for an item listed at \$12. As I was the only bidder, it cost me only \$12. If you really want something, place your bid early so that you have the option of increasing it later. Otherwise, you can bid at the last minute.

Dave reported that he was currently looking on

eBay for several items he wanted. There are tools (called sniping tools) that you can use to help you bid. Dave has registered with one of these: Goofbay. Its eBay sniper tool will watch an item and put in a bid for you in the last few seconds. Dave lost a bid because he had set the tool to 5 seconds before the close of bidding, but that was too early – and someone won it with 4 seconds left. He will try resetting at 3 seconds. (Two seconds might not be enough time for the bid to be placed.) Goofbay will also search eBay for information you want.

#### **ANOTHER SCAM**

The meeting closed with the discussion of a very unfortunate happening experienced by one of our members. He has had his computer completely disabled as a result of following online advice from what he thought was Microsoft.

Having a minor problem, he Googled "restore lost emails in Outlook Express" and went to a site in the yellow area (paid ad area) near the top of the results page. It seems scammers have registered a version of mygurus.com in Australia and paid Google to place it near the top of the results. The ad looks OK and has a toll-free number. The person concerned rang the number and allowed them to take control of his machine, and later gave them credit card details to "fix" his PC. The result was that, in addition to losing money, he now has a computer that will not even start.

This scam is very difficult to spot. The website looks OK, but the result was distressing.

You should also avoid online ads offering to clean up your Windows Registry. Many items listed as errors in your registry have, in fact, no impact. Instead, you can download the free program CCleaner and run its Registry Cleaner yourself. When Dave demonstrated using this program, the 10 "problems" it listed were not actual problems, but he allowed the program to get rid of them anyway. The option of creating a Registry backup first is recommended!



## Access SIG

#### Report by Craig Evans

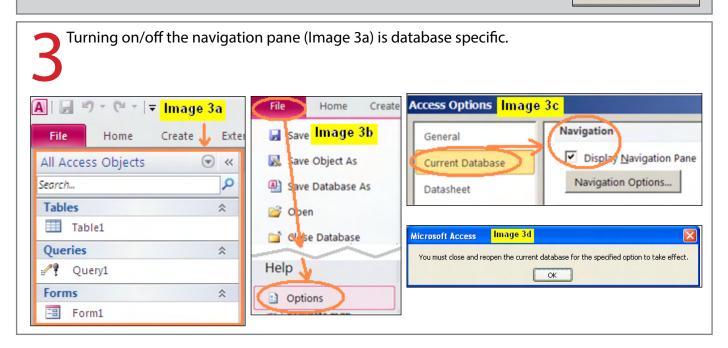
#### **ACCESS TIPS**

This article refers to Windows 7 and Access 2010.

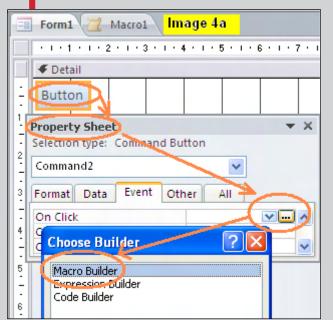
A useful free software is Visual Subst. Visual Subst displays folders as drives for Win2000+. The path highlighted in Image 1a as D:\Projects\SOFT\TaskSwitchXP\ will be displayed as T:\ drive. This is extremely useful when working on other people's files as it enables all links to remain when the files are received and returned.

e visual	Subst	Image	<b>5 1</b> 0			0	
Associate	the most a	cessed din	ectories with	virtual driv	es:	WWW	v.ntwind.co
2	Virtual I D:\Project	brive 5: ts\SOFT\W	inSnap\				
3	Virtual I D:\Project		uskSwitchXP\	>			
				/	-		
* 6	\$ 1	•	D:\Projects	s(SOFT(Tas	kSwitchXA		4
_	virtual drive	1	D:\Project	s\SOFT\H	TEST	7	1 H

Code to list users. This is useful for displaying who is logged into a multi user database. <u>http://bytes.com/topic/access/insights/684989-how-generate-user-list</u> http://support.microsoft.com/default.aspx?scid=kb;en-us;198755 <u>lmage 2a</u> Admin



When creating macro (Image 4a) to RunCode (Image 4b) the macro window doesn't show a list of existing functions.



All Access Objects	🐨 « 🖸	macWhosUsing	Image 4b		×
Tables	×	All and and			
Forms	*	RunCode			
Reports	¥	Function Name	WhoIsUsing ()		
Macros	×	RunCode			X
Modules	*	Eunction Name	Required	/	

Table1

ID

The user will need to know in advance the name of the function they wish to use.

Store dates in a table as Double (Image 5a and Image 5b) then format the number into the desired display via the text-box Properties – Format setting (Image 5c and Image 5d).

Table1	🔊 🛛 Im	<mark>age 5a</mark>	
4	Field Name	Data Type	
8 ID		AutoNumber	
DateRe	equired 💛	Number	Y
		7	
		1	
General L	ookup	K	
Field Size	Do	uble	

Declare a variable as a Form to gain access to the properties of the Form. Public Function fnIsFormLoaded (frmFormName As Form) As Boolean 'Returns a 0 (FALSE) if form is Closed or a -1 (TRUE) if Open If SysCmd(acSysCmdGetObjectState, acForm, frmFormName.Name) <> 0 Then If frmFormName.CurrentView <> 0 Then fnIsFormLoaded = True

End If

End If End Function

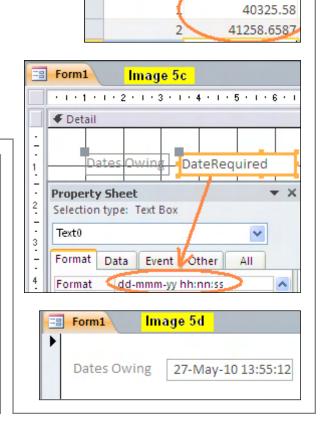


Image 5b

DateRequired 👻

## Eastsig

#### September 2012

Paul Woolard handed the meeting over to George Skarbek for Q & A.

## 1. When visiting the ABC website, it is possible to catch up, listen live or download. Which of these slows down the PC most?

Virtually none as the CPU load during any of them is quite low, even with live view. Any slowing is more likely to be from the internet, e.g., heavy traffic on the ABC site or the number of local users, the latter being particularly noticeable shortly after school hours.

## 2. Why is it not possible to watch ABC iview while overseas?

Because of rights covering broadcasts, the content on ABC iview is geo-blocked and available in Australia only.

#### 3. When opening a browser, requests often popup to install or update software, e.g., install Google Chrome; update IE., Adobe Flash, Java, etc. Is there any reason for not updating?

No. Definitely accept all the updates but, as Chrome is only a browser, install it only if it's wanted. The others really are important as updates cover vulnerabilities; installing them is in some ways more important than updating anti virus. Re browsers: It is wise to have at least two as some infections block IE. If it's necessary to download something to remove such an infection, another browser is needed to access the internet. Browsers take up no memory and don't slow computer down. Chrome is a good browser.

## 4. Why, if Adobe Flash Player is not installed, are messages sometimes received to update it?

This often will occur when accessing a website that uses flash.

## **5.** How do you get rid of something that keeps popping up to say the computer has 498 errors? With difficulty. It is surprising the computer is still

#### Report by Clive Chatfield

usable as this kind of popup usually stops the computer from normal operation and requests money to fix it. As a first attempt, start in safe mode (keep pressing F8 during boot) and run the antivirus; if this fails, a second attempt is to download and run Malwarebytes; a third attempt is to run Malwarebytes in safe mode. A fourth attempt, if still necessary, is to download an iso file of Kaspersky, Avast or AVG, use it to burn a bootable CD (usually Linux based) and boot from it. The malware then can't run. The software has internet drivers and will get the latest AV patches. This has a very high probability of eliminating resistant malware.

## 6a. Is 4 GB of RAM with a 32 bit system sufficient to set up a RAM disc?

Yes. A 700 to 800MB RAM disc is quite practical. A 32 bit system can use only a maximum 3.5 of the 4MB and is unlikely to use even that. The RAM disc will use the unused 0.5MB plus 0.2 or 0.3 of the rest and will not use up memory that the operating system needs.

#### 6b. What would be a minimum usable size?

It is difficult to say. Even as little as 16 or 20 MB can be used for, say, testing small programs; however, 700 or 800MB is a good size and very useful, and can be used for temp files and temporary Internet files.

#### 6c.xzsder Should it be formatted as FAT16, FAT32 or NTFS?

There is very little difference in performance between FATs 16 and 32 under 1 GB. The directory structure and allocation table behind NTFS will take up more space than FAT16. With a small RAM disc, this can be appreciable but with 7/800 MB, it is not important. Generally, NTFS is more secure and has the ability to recover lost files but this doesn't apply when used with a RAM disc as the RAM disc empties on reboot.

#### 7. When making a copy of a DVD, burning requires reading first to a temporary file. Does the RAM disc capacity have to be equal to the DVD being copied or only part of it?

The whole of the image must be used in a single file, i.e., 4.4GB is needed; however, most software puts the image into its own directory, not into the temp environment, and removes it afterwards. The best solution is two drives – they're not expensive, about \$25 each – and then the copy is made directly without a temporary image. In any case, there is nothing to be gained by using a RAM drive for the temporary file, because the speed is limited by the rate at which the information can be handled by the DVD drive, which is very much slower than a hard drive; in other words, the hard drive is more than adequate for the temporary storage.

While not a question, Paul reported that, following the failure of his OCZ Octane 128GB SSD, he returned it under warranty and replaced it with a Samsung SSD. (Reporter's note: There's a problem with OCZ SSDs. In view of failure rates listed at <u>http://forums.storagereview.com/index.php/</u> topic/31477-ssd-failure-return-rates/, it's hard to recommend OCZ. Personal experience: A Vertex 2 3.5", repeat, 3.5", 120GB in one computer, about 12 months service and a Vertex 4 128GB in another, about 6 months, both still okay [fingers crossed]vt; but, as with Paul, a failed 128GB Octane about to be returned under warranty. A third computer has a 120GB Intel SSD.)

Stewart Bedford followed with a presentation titled "How to load an OS onto a USB Flash Drive (or external HDD or SD card) and make it bootable, and why?" He showed two ways, the more difficult but more interesting way using the command line option Diskpart and the easy way using an ISO file and Microsoft's Windows 7 USB/DVD download tool. Having the operating system in this form is of particular value when the computer, e.g., a notebook, has no DVD drive. His presentation, a pdf file of which is available on the Eastsig Web page (http://groups.melbpc.org.au/~east/html/ welcome.html), concluded with a photo showing the difference in physical size and appearance (to say nothing of the cost and weight!) between 1GB of storage in 1980 and 1GB today.

George Skarbek's presentation on making money on the internet followed the coffee break. To make a lot of money on the internet, you need either a very good idea or put in a lot of work – probably both. He covered Google Adsense, selling products, selling eBooks, affiliate marketing, writing apps, and buying and selling domain names, ending with a "Blatant Ad" for the Making Money on the Internet SIG. Details of George's presentation also are available on the Eastsig Web page. <u>http://group.melbpc.org.au/~east</u>

## **Everything Apple**

#### August 2012

With a change of the program we began with some curly questions and lots of scope for answers involving differing possibilities for solutions. Most people took part and it was a great way to learn from the experience of others.

Afternoon snacks were provided by Melb PC, after which we had a few more questions to answer before settling down to watch an amazingly skilled presentation titled "GarageBand on a Mac" by Judy Young.

Judy, the GarageBand Special Interest Group convener for AUSOM, showed us the background of how it all began, as she added various loops and sound tracks to match still photos she had taken. What we saw was a humorous short instructional film using Apple (sound) loops.

Report by Susan Jensen

We were shown how to find a previously imported video in the Media Browser and how to search for appropriate loops and pull them in to

make sound tracks. Those loops can also be split or duplicated as required.

Another video included some cartoon bodies using umbrellas to a backdrop of a short video taken in the pouring rain. She already had one sound track of heavy rain as it imported with her video so then she added the voices over that. [Note: The video was placed in the movie track and cannot be edited in any way.]

The podcast track was used (in the first example) with the still photos, which can be moved

around as desired.

In all cases the sound loops can be split up and moved around to fit the video or stills.

The later example included an extra set of loops called voices, which she had purchased from Apple and included in the GarageBand application.

Judy made it all look very easy with her calm and methodical presence but there were words of warning about how long it had taken to produce these works.

## Linux & Open SourceMeeting

#### September 2012

James Cox introduced the meeting. The first issue was the loss of the SIG's email list during recent Melb PC server problems. Various options for group communications were discussed, including email, Melb PC website, Twitter, Google Groups and other social media. Email was eventually decided.

#### Q&A

Questions included:

Q: Tonido: Hank renewed his request for advice on using Tonido, having brought his hardware setup to the meeting. After some inconclusive attempts to achieve a network connection in the meeting room, Mohan and Hank moved to different hard-

Report by Stephen Tidswell

#### The Spotify music catalogue

Our music catalogue contains millions and millions of tracks and albums. It's so enormous, in fact, that it'd take you more than 80 years of non-stop listening just to get through it.

And that's not counting the 10,000 new tracks we're adding every day.

#### Something for everyone

The Spotify music catalogue features an incredible variety of music. You can listen to massive chart hits as well as little-known indie bands, and enjoy all musical genres and styles, from Bach to Björk.

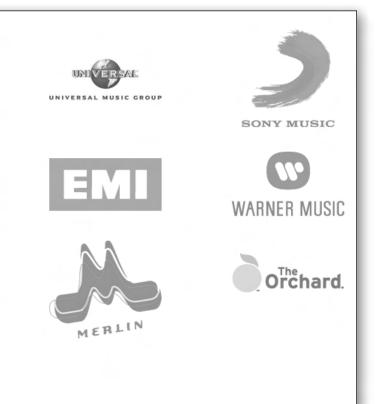
So whatever style of music you're in the mood for, Spotify will find it for you. Maybe a little R&B? Some hip hop? Or is it a jazz fusion day? The catalogue has everything you need.

#### **Music is everywhere**

Our dream is to have all the music in the world available instantly to everyone, wherever they are.

#### How do we do it?

It's thanks to our relationship with record labels, publishers and collecting societies that we're able to make so much music available. They send us music, we upload it to our servers and then make it available to everyone using Spotify.



ware to investigate further.

Q: A question was raised about programming a micro controller device. This was outside the scope of the SIG meeting so it was suggested that it be referred to the Microcontroller meeting the following Wednesday.

#### **SPOTIFY**

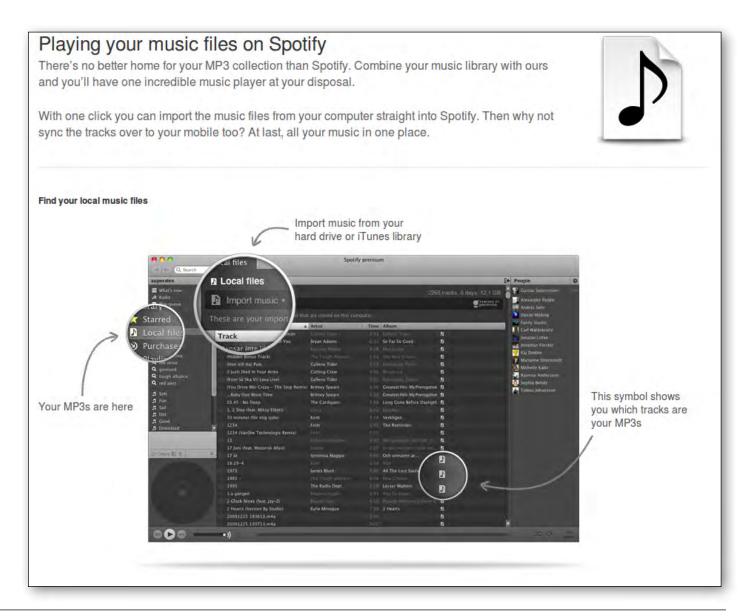
Presentation by Rob Brown. Spotify is a web-based streaming music service, based in Sweden, that operates on a subscription for access model. It is currently available in Europe and the USA as well as Australia and New Zealand. The website, <u>http://www.spotify.com</u> has an extensive description of what's available and how it works:

There are three levels of access:

- Free limited streaming (paid for by advertising),
- Unlimited AUD6.99 per month (without advertising) at approx 160kbits/s,
- Premium AUD11.99 per month (at approx. 320kbit/s).

Rob started the Spotify program and demonstrated how to search for music tracks and add them to playlists. He continued with a description of how music can be obtained from other sources, or recorded directly, and integrated with Spotify playlists. Rob then worked through the process of using SOX (a command line tool generally available in repositories) to record music.

Other users recording or replaying music, even if they're not using Spotify, may find this very useful.



There is a description at <u>http://axel668.wordpress.</u> <u>com/2012/01/29</u> which is titled "Replay Music – style audio recording in Linux Mint 12 (and \*buntu)". The posting is dated 2012/01/29.

Spotify uses the Ogg Vorbis file format. Playlists can be prepared and shared with other users. Facebook and Twitter users can use their accounts to access Spotify and their friends' playlists.

Spotify has tracks from a range of record labels, including EMI, Sony, Universal and Warner Music. Spotify competes with Apple's iTunes music service and that has prevented some tracks (e.g. Beatles) being available on Spotify. Led Zeppelin's Stairway to Heaven didn't seem to be available but Sharon O'Neill was found. Many tracks can be purchased from 7digital, a Spotify partner.

Spotify runs on most platforms but requires proprietary software to be installed on the user's computer. The software uses digital rights management to prevent unauthorised use of content and the licence agreement requires users to agree not to reverse engineer the application.

Next meeting: 7pm, Monday 8 October 2012

## **Northern Suburbs Linux Interest Group** Report by Paul Addis

#### September 2012

The meeting opened with a Linux News video in two parts. The first part was an enthusiastic announcement of Valve adopting the Linux platform for its games. Ten games have already been released on the Linux platform. Valve has rights to some 80% of licensed games software. The second part contained brief pitches about various new software releases (not including Valve-licensed games).

There have been more additions to the repository this month. Don't forget to bring a USB key or hard drive to the next meeting if you want any of the repository items – details on the SIG website at <u>http://groups.melbpc.org.au/~nslig/</u>. The next session was the third in David Hatton's informative CLI Corners. This month he covered input and output re-direction and the use of the "cat" command, after providing the solution to last month's puzzle. Watch our website for the notes of this month's CLI Corner and the puzzles.

Our well-informed and competent audience did not have questions to be aired in the public session, but there was much discussion in the following social break. Gee, those biscuits were good, and the talking looked as though it would go all night.

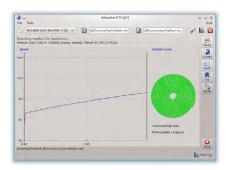


Figure 1: A DVD scan showing data which is easily read.

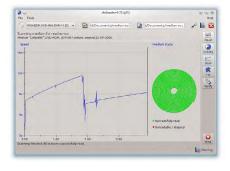


Figure 2: A DVD scan showing some difficulty reading data.

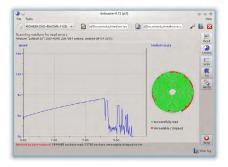


Figure 3: A DVD scan showing some unreadable data.

David Hatton provided the main presentation

of the evening, the topic being "Evaluating DVD/ CD Integrity."

There are three very useful Linux-based tools – dvdisaster, ddrescue, and acetoneiso.

Dvdisaster stores data on CD/DVD/BluRay disk in a way that it is fully recoverable even after some read errors have developed. This enables you to rescue the complete data to a new medium. Data loss is prevented by using error correcting codes. Error correction data is either added to the medium or kept in separate error correction files – dvdisaster works at the image level so that the recovery does not depend on the file system of the medium. The maximum error correction capacity is user-selectable.

Running a dvdisaster scan shows what data can be successfully read. The graphs produced by the scan give an indication of the state of the data on the optical disk under test. The screenshots show a DVD with easily readable data (figure 1), a DVD with data which is starting to decay but is still readable (figure 2) and a DVD with some data which can not be read (figure 3). If your DVD scan looks something like either figure 2 or figure 3 it's recommended that you copy as much data as possible as soon as possible!

Note that dvdisaster can not make defective media readable again. The complete contents of a defective medium can not be recovered without the error correction data being generated at the time the media is written. However, ddrescue can usually recover those bits which are readable.

GNU ddrescue is a data recovery tool. It copies data from one file or block device (hard disc, cdrom, etc) to another, trying hard to rescue data in case of read errors. The ddrescue program does not truncate the output file if not asked to. So, every time you run it on the same output file, it tries to fill in the gaps.

The basic operation of ddrescue is fully automatic. That is, you don't have to wait for an error, stop the program, read the log, run it in reverse mode, etc. If you use the logfile feature of ddrescue, the data is rescued very efficiently (only the needed blocks are read). Also you can interrupt the rescue at any time and resume it later at the same point.

Acetoneiso is a feature-rich and complete software application to manage CD/DVD images. Thanks to powerful open source tools such as fuseiso, AcetoneISO will let you mount typical proprietary images formats of the Windows world such as ISO BIN NRG MDF IMG and do plenty of other things. These include burning ISO/TOC/CUE formats to CD-R/RW optical discs and burning ISO images to DVD-+R/RW (including DL). Only single track images are supported at the moment. Acetoneiso has a native utility to blank your CD-RW, DVD-RW and DVD-RW discs, if needed.

These programs should enable you to recover most or all of the data from a corrupted CD/DVD, but you should be aware that they cannot perform magic.

This was another very informative presentation from David Hatton. Next month should see a session from a guest speaker. Members interested in FOSS hardware and software are encouraged to keep an eye on their email inbox and/or the SIG website for an announcement closer to the date of our next meeting on October 15th.

# Yarra Ranges Internet Group

# Report by Bryan Paten

### August 2012

We were unable to send out a meeting reminder for the August meeting due to our usual e-mail message facility "Mailman" being inadvertently deleted down at Melb PC headquarters. But we weren't the only interest group affected.

We will be endeavouring to get the program up and running again. However, with the deletion of the program, all the YRIG e-mail addresses we were using went with it! So we will need all the YRIG members who were not at the August meeting, to re-submit their e-mail addresses to Bryan at bryan.paten@optusnet.com.au

Note: Not having mailman available will also mean the only way members will be able to see this report is via *PC Update*.

At the July meeting, Bryan spoke about Gizmo's freeware via <u>http://www.techsupportalert.com</u>. As a subscriber he receives one or two e-mails a week about new Gizmo freeware and he suggested some are very useful to know about.

Bryan has installed some of these freeware downloads on his own computer. At the August meeting he shared some of the ones he thought might be of interest to the YRIG members.

During the morning we also looked at and/or downloaded, programs such as Process Explorer, Evernote, and Everything. All are useful programs to be aware of and they are free!

It was thought it might be a useful topic at a future meeting to have individual members talk about programs they simply couldn't do without. As an example, Bryan mentioned MS Word or the Open Office equivalent as one program he could not do without.

Shane and Harold were apologies for the August meeting and we missed their availablilty for the workshop. However some general discussion among the few members who stayed for the workshop was good value.

### WHAT'S ON THIS WEEK?

Check the Calendar on page 10.

### **IS THERE A SIG NEAR YOU?**

**Any suburb** Anywhere, Anytime **Avondale Heights** Essendon **Ballarat** Ballarat Balwyn Video Inner East **Brighton** Bayside Camberwell New Users East Footscray West Gisborne **Macedon Ranges Hampton Park** Casey **Hoppers Crossing** Wvndham Ivanhoe North East, North East Android, North East Daytime & Photography/Digital Imaging, North East Genealogy Montrose Yarra Ranges SIG & Workshop Mornington Peninsula **Mount Waverley** East Workshop, Multimedia Home Entertainment Sunbury Sunbury Watsonia Northern Suburbs Linux **Vermont South** Beginners East, East, Genealogy Moorabbin Access, Adobe Video, Communications, E-Book, Everything Apple, Graphics/ Animation, Linux & Open Source, MACE, Making Money on the Internet, Microcontroller, Microcontroller Workshop, Music, Programming, Retired and Interested Persons, WAFFLE, WASINT, Website Design, Windows Advanced



### SIGS ARE THE LIFEBLOOD OF MELBOURNE PC USER GROUP

Groups of members with specific interests meet regularly to discuss and indulge their interests in a wide range of topics.

This is where Melb PC membership really pays off and you gain all the benefits. Enhance your computer knowledge and widen your circle of friends to include others who have similar interests and very often, similar problems to solve.

Attending a SIG and meeting other members not only helps to enhance your knowledge and understanding of the specific topic. Often you will see presentations by visiting experts and the value of that is clear to all.

All members are most welcome. This is part of your Melb PC membership, so feel free to contact any of the conveners listed here. Ask them about future meetings; ask them about the format of their meetings and anything else you need in order to get started.

### ACCESS (DATABASE)

access@melbpc.org.au

### http://groups.melbpc.org.au/~access/

2nd Monday 6.30pm-8.30pm (except January) Moorabbin Interest Group Room. Jock Blair 0418 161 892

The Access SIG provides an environment in which people can help each other to improve their skills with Microsoft Access. At each meeting there are presentations by members that are designed to cover the scope of Access during a year. Q&A segments are held at each meeting. Members may also address questions to the SIG mailing list and receive opinions for possible solutions.

### **ADOBE VIDEO**

adobevideo@melbpc.org.au

http://groups.melbpc.org.au/~adobevideo/

1st Thursday, 2.00pm-4.00pm (except January) Moorabbin Interest Group Room. Kathy Rouse 9580 6386

The Adobe Video SIG is aimed at videographers, from beginners to the more experienced, wishing to edit and enhance their home videos using Adobe software. The group has lively interactive presentations from various members using the video editing programs Premiere Pro and Premiere Elements. The workshop also includes tips and techniques, shared by the members, on the use of other Adobe software such as Photoshop, Illustrator and After Effects.

### **ANYWHERE, ANYTIME**

anywhere@melbpc.org.au

### http://groups.melbpc.org.au/~anywhere/

Time 24/7 location as you choose. Kevin Martin (evening only) 9723 5997 or 0407 343 162

The Anywhere, Anytime SIG provides a 24-hour, 7-day-a-week and always-easily-accessed place for all members of the Melb PC User Group to read and write comments, to ask questions on computing or non-computing topics, to receive replies from other Club members and to read their exchanges between each other.

### BALLARAT

### ballarat@melbpc.org.au

1st Thursday 7.30pm-9.45pm Midlands Golf Club Heinz Lane Ballarat. Alan Pittard 5339 4235

Ballarat is a general purpose SIG. Usually we have no specific topic; it suits everyone at present to let the meeting run in a direction that is topical on the night. From time to time we have a guest speaker/presenter on something of particular interest to us at the time but free form seems the norm at present.

### BAYSIDE

### bayside@melbpc.org.au

### http://groups.melbpc.org.au/~bayside/

3rd Thursday 10.00am-12 noon St Stephens Church Hall Cnr Cochrane Street & North Road Brighton. Beginners' subgroup meets 12 noon-1.00pm after the main meeting. John Morris 9583 4095 Graham Ackland 9589 6229

### **BEGINNERS EAST**

### beast@melbpc.org.au

3rd Sunday 10am-12.30pm (January to November) and 2nd Sunday 10am-12.30pm (December) Vermont South Community Centre Karobran Drive Vermont South Melway 62 G7. Dave Botherway

The East Beginners Group demonstrates how to set up and maintain a computer, how to run software, scan documents, process images, sort out error messages, etc. All procedures are repeated (slowly) until members feel confident with the new knowledge.

# CASEY

### casey@melbpc.org.au

http://groups.melbpc.org.au/~casey/

# 2nd Friday of month 1.00pm-3.00pm (except January public holidays)

Hampton Park Community House: 16-20 Stuart Ave. Hampton Park Melway 96 E8. Jan Weiner 9560 6924 Phillip Roche 9796 2384

Casey offers a friendly, social atmosphere where our members learn from, support, encourage and help each other on computer and communications topics. The Hampton Park meeting is based on presentations and Q&A.

### COMMUNICATIONS

### comms@melbpc.org.au

2nd Wednesday 7.00pm-9.30pm (except January) Moorabbin Interest Group Room. Philip Lew 9822 2998 BH

The Communications SIG focuses on all aspects of computer connectivity. Topics include modem communications (BBS and Internet dialup); Client/Server software, HTML and other Internet related topics. We also cover topics on Computer Networking (LANs and WANs) and other relevant general telecommunications issues of interest to the well-connected PC user.

## E-BOOK

### ebook@melbpc.org.au

2nd Thursday (except January) 7.00pm Melbourne PC User Group Meeting Rooms. Dennis Fieldhouse 9557 6847 Keith Younger 0414 945 791

The E-Book SIG is a forum for the sharing of information, experiences and ideas relating to the broad field of E-books and E-Readers. At present the range of E-Book Readers is rapidly expanding and costs are falling, yielding great scope for reviews and performance comparisons. Purchase of E-Books and the software for this purpose is worthy of study as are the various programs for manipulating and editing of text.

### EAST

east@melbpc.org.au

### http://groups.melbpc.org.au/~east/

2nd Wednesday 7.30pm-10.00pm (except January) Vermont South Community House Karobran Drive Vermont South Melway 62 G7. Paul Woolard 9877 1059 Ian Dewhurst 0438 480 500

At East we provide an entertaining and informative session covering a range of computer topics for all levels, some from invited speakers and some from our own members. George Skarbek hosts the popular Q&A segment.

# **EAST WORKSHOP**

eastwsh@melbpc.org.au

http://groups.melbpc.org.au/~eastwsh/

2nd Sunday 10.00am-4.00pm Wadham House 52 Wadham Parade Mt Waverley rear of Library Melway 61 E12. Ken Gubbins 9898 5478 Jeff Webster 9897 1037

The East Workshop is hands-on, practical, interactive and runs on "Show me how, and I'll do it with your assistance". We handle "how to upgrade", "software doesn't run", "slow computer", "no sound", "no video" problems, and more. Bring your computer.

# **ESSENDON**

### essendon@melbpc.org.au http://groups.melbpc.org.au/~essendon/

1st 2nd and 3rd Fridays 9:30am-12 noon (except January) Nancye Kirchner Neighbourhood Centre Doyle Street Avondale Heights Melway 27 D6. John Guegan 9317 7114

Provides assistance with computer skills including word processing, spreadsheets, digital photography, music applications, computer maintenance and product reviews. 1st Friday-Main meeting. 2nd Friday-New Users. 3rd Friday-Advanced Users.

# **EVERYTHING APPLE**

applesig@melbpc.org.au or everythingapple@ausom.net.au

2nd Tuesday 2:00 pm-4:00 pm (except January) Moorabbin Interest Group Room. Susan Jensen 9885 7060 Damian Vuleta 9509 9992

A new SIG and the first joint venture between Melb PC and AUSOM. The emphasis is on Apple iDevices (iPod, iPhone, iPad, AppleTV, Time Capsule, Airport Extreme etc.) and helping people understand the Mac environment.

## **GENEALOGY**

### geneast@melbpc.org.au

3rd Sunday 1.00pm-4.00pm (January to November) 2nd Sunday 1.00pm-4.00 (December) Vermont South Community Centre Karobran Drive Vermont South Melway 62 G7. Robert Swindley

The Genealogy SIG is for those beginning genealogy and for those who are advanced but need more computer knowledge to move ahead. Members' trials, tribulations and expertise are openly discussed and freely shared in this self-help group.

### **GRAPHICS/ANIMATION**

graphics@melbpc.org.au http://groups.melbpc.org.au/~graphics/

3rd Monday 7.30pm-9.30pm Moorabbin Interest Group Room. Roger Wragg

The Graphics SIG explores everything to do with computer graphics, software and hardware. Topics discussed include paint programs, drawing, animation, graphic programming, fractals, printing, scanning, fonts, design, illustration and better photography. Bring along your questions and problems. Visitors are always welcome.

# IHELP

ihelp@melbpc.org.au

http://groups.melbpc.org.au/~ihelp/

Approximately 6 monthly, 7.00pm till 9.00pm, Moorabbin Meeting Room

Convener: Rotational. The current leader can be determined from the office.

The function of iHelp is a group of "Users helping Users" whose main role is to sort out Internet or General PC problems so that members can get a full featured online experience. Services include Telephone First Aid, Email Help and Internet Help. Volunteers with patience and Computer experience are always welcome.

### **LINUX & OPEN SOURCE**

### linux@melbpc.org.au

### http://member.melbpc.org.au/~linux

2nd Monday 7.00pm-9.30pm (except January) Moorabbin Meeting Room. James Cox (9885 5503)

The SIG is a Linux-based group exploring Linux at various levels from beginner to advanced, including server-based solutions. It also looks at open source applications for platforms that include Linux, BSD, Mac and Windows. We aim to have a mix of Q&A, demonstrations and workshops. Presentations will mostly be oriented towards demonstrating an application from the open source world and will include topics of interest to both beginners and those with some experience. We intend to hold Workshops to help users at all levels. On meeting days there is a help workshop before the main meeting, 3.00pm-5.00pm, with one on one, hands on, informal training. Ringing to book is preferred but not essential.

### MACE (MELBOURNE ATARI COMPUTER ENTHUSIASTS)

### mace@melbpc.org.au

3rd Sunday 10.00am-2.00pm Moorabbin Meeting Room. Andrew Boschan 5426 1917 AH Roger Davies 9879 1109 Enquiries 0500 818 448

The Atari SIG is dedicated to the joy of Atari. The SIG is fast, furious and action-packed. We welcome all owners and former owners (we know you are out there) to visit us and join in the fun; it's a soul thing!

### **MACEDON RANGES**

### mrgpc@melbpc.org.au

*3rd Sunday 2.00pm-4.00pm Further Education Centre 18 Hamilton St Gisborne. John Hunter 0406 868 226* 

The Macedon Ranges members range from beginners to technicians and have a common

interest in computers, with the sole aim of sharing knowledge and experiences, and helping each other. The SIG is a general-purpose group that is free-flowing and may or may not have a specific subject to discuss at the meeting. There are times a special guest is invited to speak on a particular subject that has been requested by a group member. At other times there may be special instruction and demonstrations on particular software or hardware. Members can also bring along any hardware they are having problems with for the group to try and resolve.

### **MAKING MONEY ON THE INTERNET**

# amsig@melbpc.org.au http://groups.melbpc.org.au/~amsig/

2nd Saturday 10.00 am-12 noon (except December and January) Moorabbin Meeting Room. George Skarbek 9561 6362 Paul Hemsworth 9337 4947

Affiliate Marketing (AM) is a way to make money from one's websites by placing links to merchants and taking a commission when someone buys through such links. This SIG covers the basics of building websites (but limited to AM purposes), time-saving tools, and available programs. Members are encouraged to share their experiences and the occasional hot tip at the SIG.

### MICROCONTROLLER

### micro@melbpc.org.au

2nd Wednesday 7.00pm-9.30pm (except January) Moorabbin Interest Group Room. Philip Lew 0428 567 019 John Hollow 0417 031 164

Microcontrollers are small cheap computerchips with measurement or sense inputs (e.g. temperature, door-open) and control outputs (e.g. displays, motor control), i.e. all combinations of analog & digital, inputs & outputs. They need very few other components to function, and are in many products (e.g. cameras, cars, toys). Our group is for people to develop microcontroller projects (including the software-programming)



– gadgets for fun and more serious purposes. We make machines, using microcontrollers and other electronics, to do things. We cater for all levels of knowledge, novice to experienced – users helping users.

### **MICROCONTROLLER WORKSHOP**

### microws@melbpc.org.au

2nd Saturday 11:00 am-4:00pm (except January) 4th Saturday 11:00 am-4:00pm (except December) Moorabbin Interest Group Room. Robert Brown, Geoff Lethbridge, John Shirt

The Saturday Workshop is a "Creative Space": a space to express your creativity. This workshop is under construction. Its development depends on those who are involved and their interests. The workshops are centred around, but not limited to, microcontrollers. If you are looking for a space that facilitates sharing of ideas and support, a place where you can express your creativity, then this SIG could be what you are looking for. The Workshop is an informal SIG, a place to work on your project, start a new project, or join a group project.

### **MULTIMEDIA HOME ENTERTAINMENT**

### multimed@melbpc.org.au

http://www.melbpc.org.au 1st Friday 10.00am-12 noon (except January)

Wadham House 52 Wadham Parade Mt Waverley Melway 61 E12. John Hall 9803 2731 Kelvin Cording 9438 1047

The aim of the interest group is to assist members in the installation and operation of PC-based hardware and software to run and maintain Multimedia Home Entertainment systems. This would include such things as Personal Video Recorders (PVRs), Media Servers (including Windows Home Server), Internet streaming of video and audio, Sony PS3 and Windows X-Box home entertainment systems, and home networking and storage systems for playback of video and audio. Attendees are welcome from beginners to expert level. Members are encouraged to bring their own equipment to gain hands-on experience in setup and/or maintenance.

### MUSIC

music@melbpc.org.au

http://groups.melbpc.org.au/~music/

3rd Thursday 7.30pm-9.30pm Moorabbin Interest Group Room. David Godfred

The Music SIG is for members who like to make or listen to music. Bring along your creations, questions and problems. Visitors are always welcome.

### **NEW USERS EAST**

newuser@melbpc.org.au

http://groups.melbpc.org.au~newuser/

2nd Tuesday 7.30pm-10pm (except January) St Mark's Anglican Church Hall Cnr Bourke & Canterbury Roads Camberwell Melway 45 J10. Peter Newby 0431 838 295

New Users East caters for the needs of prospective and new computer users, new members having machine operating or system problems, and those new members wishing to increase their understanding of their equipment.

### **NEWSGROUPS**

See Anywhere, Anytime SIG

# **NORTH EAST**

neast@melbpc.org.au

http://groups.melbpc.org.au/~neast/

4th Tuesday 7.30pm-9.30pm (except December) Uniting Church Hall 19 Seddon Street Ivanhoe Melway 31 F8. John Grant 9467 2709 AH; Choi Lai

### **NORTH EAST ANDROID**

### lampshir@melbpc.org.au

3rd Wednesday 10.00am to 12:00pm (except January) Uniting Church Hall 19 Seddon Street Ivanhoe, parking at the rear, Melway 31 F8. Colin Lampshire 9857 5372 or 0413 640 408 Kelvin Cording 9438 1047

The Android Interest Group provides the opportunity for members to learn how the new rapidly emerging Android Operating System can be used to operate, control, and maintain applications (apps) on compatible mobile devices such as computer tablets and smartphones. All aspects of both hardware and software are considered with a learning experience based on friendly discussions, presentations, and demonstrations to suit both novice and experienced computer users.

# NORTH EAST DAYTIME & PHOTOGRAPHY/DIGITAL IMAGING

### neday@melbpc.org.au

2nd Thursday 10.00am-12:15pm (except January) Uniting Church Hall 19 Seddon Street Ivanhoe, parking at the rear, Melway 31 F8. Colin Lampshire 9857 5372

We aim to interest and assist all levels of computer users, from beginners to the more experienced. Our General Interest Group meetings feature reviews of useful software and computer add-ons, with plenty of time to assist with members computer problems. Every alternate month we specialise in issues relating to Photography/Digital Imaging.

### **NORTH EAST GENEALOGY**

### negen@melbpc.org.au

### http://member.melbpc.org.au/~negen/

1st Tuesday 10.00am-12.45pm (except January) Uniting Church Hall 19 Seddon St Ivanhoe. Allan Medforth 9410 9034; Vilma Stargatt.

Now recognized as an important support for members helping members with genealogy and computer skills. A good social atmosphere supported by excellent facilities

### **NORTHERN SUBURBS LINUX**

nslig@melbpc.org.au

### http://groups.melbpc.org.au/~nslig/

3rd Monday 7.30pm to 9.30pm (except December) Community Meeting Room Watsonia Library Ibbotson St Watsonia Melway 20 E4. David Hatton, Stephen Davidson

The Northern Suburbs Linux SIG provides a focus for members living in the northern suburbs who are interested in learning more about using Linux in day-to-day computing tasks. Meeting topics are influenced by the regular attendees; beginners and visitors are most welcome. For SIG news and last minute updates please see our Web pages.

### PENINSULA

# pennsula@melbpc.org.au

### http://groups.melbpc.org.au/~pennsula/

Lindsay Wiles 9775 3069 Terry Said 5975 0327 Main meetings 1st Monday-7.00pm (except January) 3rd Monday-9.30am (except December) Mornington Information Centre 320 Main St Mornington.

New Users Subgroup 2nd and 4th Mondays-4.00pm (except school holidays) Mornington Secondary College Nepean Highway Mornington Graphics Subgroup 3rd Monday 12.30pm Mornington Information Centre 320 Main St Mornington

Genealogy Subgroup 3rd Monday 2.30pm Mornington Information Centre 320 Main St Mornington

### PROGRAMMING

program@melbpc.org.au

http://groups.melbpc.org.au/~program

4th Tuesday 6.30 pm-9.00 pm Moorabbin Meeting Room. Mohan Gupta 0421 214 081 Roger Plant 0403 789 593

Tell us about programs you are writing, wrote in the past, or give ideas for interesting programs to write.

We'll walkthrough the process of writing programs, from user interface design to code cutting and testing. Different programming languages, techniques and tools will be showcased as well as scripts, plugins, extensions, markups, compilers, databases, hopefully something for beginners and pros alike.

# **RETIRED & INTERESTED PERSONS**

ripper@melbpc.org.au

http://groups.melbpc.org.au/~ripper/

4th (not last) Friday 10.00am-12 noon Moorabbin Interest Group Room. Ken Thomas 9884 5309

This general interest group has subgroups Graphics and Digital Imaging and New Users meeting at 9.00 am before the main meeting. The Windows subgroup meets for a further hour from 12 noon after the main meeting. The Hardware subgroup meets at 10.00am on the 2nd Friday of each month.

## **SUNBURY**

sunbury@melbpc.org.au

### http://groups.melbpc.org.au/~sunbury/

Every Thursday 9.30am-12 noon Sunbury Senior Citizens Centre (back room) 8 O'Shannassy Street Sunbury Melway 382 E4. Kevin Day 9744 2514 Kevin Hale 9740 5786

1st Thursday – New users, but everyone welcome 2nd Thursday – Maintenance, problems discussed, sometimes solved

3rd Thursday – Main meeting, demos, presentations etc.

4th Thursday – Linux, a new experience

5th Thursday – (when there is one) Maintenance

# **VIDEO INNER EAST**

4th Monday (except December) 7.00pm-9.30pm Balwyn Library Meeting Room 336 Whitehorse Road Balwyn. Richard Balsillie 9809 4116

The group covers all aspects of production and related photo and image editing techniques.

# WAFFLE (WINE & FINE FOOD LOVERS EVENT)

trado@melbpc.org.au)

1st Wednesday from 9.40pm following the Monthly Meeting at Moorabbin (except January)

At La Porchetta 1017 Centre Rd just west of Warrigal Rd next to Red Rooster & the Car Wash Melway 78 D2. Patrons are welcome even if only for coffee. Tom Rado 9807 4072

How-to-get-there sketch maps are available at the Monthly Meeting.

# WASINT (WEB & SOFTWARE INVESTMENT TOOLS)

wasint@melbpc.org.au http://groups.melbpc.org.au/~wasint/

2nd Tuesday, 10:30am-12.30pm (except January) Moorabbin Meeting Room. Richard Solly

Become more confident in the use of Web and software tools as part of your financial life. Join others, both at the monthly meeting and through the online Web board to share favourite sites and information sources in the exploding field of online financial information.

# **WEBSITE DESIGN**

webdesign@melbpc.org.au

http://groups.melbpc.org.au/~webdesign/

4rd Sunday 2:00pm-4.00pm (except December and January) Moorabbin Interest Group Room. Fleur Stephens 0407 330 963 The aim of the Web Site Design SIG is to help mem-

bers build and manage their own web sites. So if you are creating, managing or designing a web site and need some help, Drop in. Visitors welcome.

# WEST

### west@melbpc.org.au

### http://groups.melbpc.org.au/~west/

4th Wednesday 7.00pm-9.00pm (except December) Footscray YMC Essex Street Footscray Melway 41 J3. Tony Bajoras 9306 8595 AH Ernie McCarthy 9365 5159

# WINDOWS ADVANCED

### winpro@melbpc.org.au

3rd Tuesday 7.00pm (except December) Moorabbin Interest Group Room. John Bade 9326 8340 BH

Our Group aims to provide a forum for system/ network administrators and advanced users. The primary focus is Windows and related products. Typical topics include security, servers and networking.

# WYNDHAM

### wynd@melbpc.org.au http://groups.melbpc.org.au/~wynd/

Room 3 Central Park Community Centre Lonsdale Circuit off Franklin Blvd. Hoppers Crossing Melway 206 J1. Chris Hughes 9731 0891; John Healey *General: 2nd Monday 7.30-9.30pm (except January) Multi-Media: 3rd Tuesday 7.30pm-9.30pm (except December & January)* 

General: This general interest group exists to provide local information and support to the South-West Region of outer Melbourne. There will be Q&A Sessions and coverage of PC Hardware and Software issues. There will be a supper break with time for informal discussion. Multi-Media: With the convergence of both video and still photography and the attendant add-ons, this Interest Group will cater for the media aspects of PC technology. This will include video & photo manipulation and production, animation, presentation, sound & music, illustration, 3D, and various associated add-ons and plug-ins. We will also have visiting presenters and demonstrations to show us the possibilities of what can be achieved.

# **YARRA RANGES SIG & WORKSHOP**

### yrig@melbpc.org.au http://groups.melbpc.org.au/~yrig/

4th Tuesday (except December) Meeting Starts 9.15am followed by the hands-on Workshop Japara Community House 13r Leith Road Montrose Melway 52 D7. Bryan Paten 0429 430 640 Shane Mason 9733 5390

The Interest Group meets to provide general information and support to members in the Outer East Region of Melbourne. There will be Q&A sessions and coverage of PC Hardware and Software issues, with time for informal discussion. From time to time we will have visiting presenters and demonstrations. The Workshop will cater for the members who experience problems with their computers or programs. Extended answers can be given to questions that need clarification. Alternatively, come along to help other members or just to enjoy the companionship.

# **SPECIAL INTEREST GROUPS**

# **Registration for SIG emailing lists**

As a part of updating our membership database, we are putting together a centralised subscription listing of members' interests in the Special Interest Groups. This will allow the SIG leaders to easily contact interested members directly, whether it be for meeting details, useful information or anything else SIG-related.

You can register with as many SIGs as you wish. Some won't be utilising this information just yet, but may do so in the future!

SIG subscriptions can be updated at any time, and all correspondence will have the required opt-out information.

Note that if you're already on a SIG mailing list, we'd still like you to register via this online web form to ensure our records are current.

Please go to: <u>http://ccedesign.com.au/melbpc/melbpc-landing-page.html</u>

# **ADOBE VIDEO SPECIAL INTEREST GROUP** NEXT MEETING – THURSDAY, 4TH OCTOBER, 2012

### 1.30pm in the Main Room 2nd Floor, Melbourne PC Headquarters 479 Warrigal Road, Moorabbin (opposite Bunnings)

### http://member.melbpc.org.au/~adobevideo/index.html

The October meeting is to be devoted to members' videos and graphic creations. So please bring along your work and if you have used any special effects or techniques, be prepared to explain/demonstrate how you achieved your results.

Blair Dixon will be showing us how he uses multiple monitors (3) when editing his videos. As this is a subject that often comes up for discussion, there should be quite a bit of interaction and discussion on this topic.

Geoff Telfer has let me know that Adobe has issued an invitation to the <u>Adobe CS6 ProVideo Workshop</u> <u>with Digistor</u>. You can find out more, and register, by clicking on the link.

Further to our discussion on what specs to look for when buying a new computer for video editing, Toby Pearson has sent me a link to a site on the Videoguys blog that has some excellent information. Here is the link and we would be interested in any comments you would like to make on the recommendations. http://bit.ly/ISStXV

# MEMBERSHIP APPLICATION FORM







Melb PC User Group Inc. 479 Warrigal Road MOORABBIN, Vic, 3189 Phone (03) 9276 4000 MORABBIN, Vic, 3189										
Title First Name		Initial	Last Name							
Address			B/H Phone	A/H Phone						
Suburb	State	ost Code	Mobile Number	Job Title						
Annual Membership Fees			Email Address							
Individuals	\$65 each	ch \$ How did you hear about Melb I		Liser Group?						
Students* / Pensioners^	\$50 each	\$	PC Update Swap Meet	Friend Radio						
Additional Family Members (excludes relatives or friends)	\$12 each	\$								
	Total	\$	Introduced By	No						
Additional Family Members										
Name	Signature									
Name	Signature									
*Students must attach a photocopy of their student card or letter from their educational institution confirming full time student status. APensioners must attach a photocopy showing both sides of their Centrelink Pension Concession Card. Change of family member(s) must be notified in writting to the club secretary. I hereby apply for membership of Melbourne PC User Group Inc. (A0003293V) and agree to abide by its rules while I remain a member.										
Signature			Date							
Payment Details / Credit	Card Author	ity								
Payment Details	Cheque attached, payable to Melbourne PC User Group Inc. (A0003293V)									
Total Payment \$	Deb	Debit Card     Credit Card     Visa     Mastercard     Expiry     ////////////////////////////////////								
	Nan	Name On Card								
	Sigr	nature		Date						



# MELBOURNE PC USER GROUP INC. BUSINESS MOBILE BROADBAD BROADBAD Optus Platinum USB Modem (E367)



12 MONTH CONTRACT 2 GB DOWNLOAD PER MONTH \$210 pa (Includes Sim, Modem & Aerial)

# **FEATURES**

- Plug n Play installation
- HSPA+/HSPA/UMTS
- 900/2100MHz network compatible
- Rotating hinge
- External Antenna port
- Micro Sim to suit IPAD/Tablets (no modem required)



Customer Care 133 343 Monday – Friday 7am-7pm (AEST), Saturday 9am-5pm, Sunday Closed Mobile Technical Support 1300 307 937 Open 24 x 7 Customer Care from Overseas +612 8082 5678 (50¢ flat rate per call) Monday – Friday 8am-7pm (AEST) Mobile Technical Support from Overseas +612 8082 2642 (50¢ flat rate per call) Open 24 x 7

 POWERED BY OPTUS BUSINESS 3G NETWORK THAT PROVIDES 97% COVERAGE ACROSS AUSTRALIA

 Services may not be available in all areas and connection speeds may vary.

 Broad band speed in only 3G areas.

 Maximum data allowance per month is 2 GB.
 BMB

 EMAIL: office@melbpc.org.au

 PHONE: +61 3 9276 4000

 Optus Platinum USB Modem (E367)



# **MELB PC MOBILE BROADBAND**



#### MELBOURNE PC USER GROUP INC.

ABN 43 196 519 351 (Victorian Association Registration No. A0003293V) Unit 26, 479 Warrigal Road, Moorabbin Vic 3189 Australia. Telephone: (03) 9276 4000 Facsimile: (03) 9553 0475 Email: office@melbpc.org.au Web: www.melbpc.org.au

# APPLICATION FOR MOBILE BROADBAND

MAXIMUM 2GB PER MONTH WITH NO EXCESS CHARGE, RENEWED 19 EVERY MONTH (Optus Business Mobile Broadband)

Address		
( ) <del></del> .	Statistics in the second second	
(Residential address only, "NO"		Post Code
Phone	В/Н	A/H
Mobile	Email	@
Signature		<b>\$210.00</b> pa
Signature		\$210.00pa
(Please read the terms & Conditior	is on reverse)	
Pay by: Cheque	Cash	Credit Card
	Expiry Date	e



# **TRAINING SCHEDULE OCTOBER 2012**

# COORDINATOR: PATRICK BRENNAN TELEPHONE: 0432 032 388 9:00 A.M. to 5:00 P.M. MON-FRI CONDITIONS, PRICES & FULL COURSE DESCRIPTIONS AT: melbpc.org.au/training

# ENQUIRIES: WEBSITE OR 0432 032 388

Please use the website as your first point of contact with training. As of 2012, the MPCUG office staff are now no longer to help with training enquiries. All enquiries to Patrick Brennan: 0432 032 388. Emails enquiries can be sent to Patrick via: training@melbpc.org.au.

# **COURSE BOOKINGS**

## **METHOD 1. WAITING LIST – NO UPFRONT PAYMENT NEEDED**

Send an Email to training@melbpc.org.au asking to be put onto the waiting list. Include the date of the first session and the name of the course, your full name and a contact telephone number. You will receive an email or phone call to confirm your application. When the minimum number is met, you will receive an email or call asking to pay using method 2 (below).

# METHOD 2. PREPAID – VIA A SECURE SERVER ONLINE, WITH PAYPAL OR A CREDIT CARD

Use the form provided on each course page on the website. You do not need to open a PayPal account to pay. The authorised booking agency for our courses is PREFECT SYSTEMS. That is the name that will appear on the PayPal checkout screen. This is how it is meant to be, as of 2012.

# **CANCELLATIONS POLICY AND FEES**

To cancel out, just send an email with details, asking same. But cancelling out within seven days of the start of a course will attract fees. See the fees list at:

www.melbpc.org.au/training

# TRAINING SCHEDULE

		Date				Number	
Date session 1	Date session 2	session 3	Course Name	Start time	End time	required to run	Trainer
Monday, September 24	Monday, October 1	Monday, October 8	Programming Microsoft Excel with VBA 2003 2007 2010 - Night	06:30 PM	09:30 PM	3	Peter Harvest
Monday, October 1	Monday, October 8		Introduction to Quickbooks	09:30 AM	04:30 PM	4	Cathy Fanning
Tuesday, October 2	Tuesday, October 9		Introduction to Microsoft Excel 2003 2007 2010	09:30 AM	04:30 PM	4	Peter Harvest
Thursday, October 4	Thursday, October 11		Introduction to Android - Night	06:30 PM	09:30 PM	3	Mohan Gupta
Saturday, October 6			Beginning HTML and XHTML	09:30 AM	12:30 PM	3	Patrick Brennan
Saturday, October 6			Cascading Style Sheets	01:15 PM	05:00 PM	3	Patrick Brennan
Tuesday, October 9			MIDI and Music - NIGHT			3	Patrick Brennan
Wednesday, October 10	Wednesday, October 17		Advanced Microsoft Access 2003 2007 2010	09:30 AM	04:30 PM	4	Peter Harvest
Friday, October 12	Friday, October 19		Build a Website with Dreamweaver	09:30 AM	04:30 PM	4	Kenn Tetley
Monday, October 15	Monday, October 22	Monday, October 29	Advanced Microsoft Excel 2003 2007 2010 - Night	06:30 PM	09:30 PM	3	Peter Harvest
Tuesday, October 16	Tuesday, October 23		Advanced Microsoft Word 2003 2007 2010	09:30 AM	04:30 PM	4	Peter Harvest





### **Anti Virus**

### Emsisoft HiJackFree – Ver: 4.5.0.10

Emsisoft HiJackFree is a detailed system analysis tool which helps advanced users to detect and remove all types of HiJackers, Spyware, Adware, Trojans and Worms.

### Kingsoft Free Antivirus 2012 – Ver: SP4.0

Kingsoft Antivirus 2012 is a completely free antivirus solution for detecting, cleaning trojan virus, and protect your computer. It can be a standalone product, and can also work along with other AV.

### Tweaking.com – Remove Policies Set By Infections – Ver: 1.8.0

This will remove the policies that most infections set. Such as disabling the task manager, hiding the desktop, hijacking any exe that is run and many more. This tool is also a part of Windows Repair (All In One).

# October 2012 Monthly Disc

All programs on the Monthly Disc are free except where shown otherwise. The Monthly Video is of the September 2012 Monthly Meeting.

## **Audio**

WMPCDText - Ver: 1.3

WMPCDText is a free Windows Media Player plug-in for reading CD-Text information from audio CD's. CD-Text is an extension of the audio CD-standard that allows you to store additional information on an audio CD, such as album name, album artist and track info.

## Backup

### Cobian Backup – Ver: 11.2.0.580

Cobian Backup is a multi-threaded program that can be used to schedule and backup your files and directories from their original location to other directories/ drives in the same computer or other computer in your network. FTP backup is also supported in both directions (download and upload).

### Easeus Todo Backup Free Edition – Ver: 5.0

Protect your PC with Easeus Todo Backup Home by just a few quick steps. If you lose any files you like or need to go back to an earlier version, don't worry, you can recover them in time. It is a complete free backup and recovery solution for home users.

# Desktop

Microsoft Zoom It – Ver: 4.31 Zoomlt is screen zoom and annotation tool for technical presentations that include application demonstrations. Zoomlt runs unobtrusively in the tray and activates with customisable hotkeys to zoom in on an area of the screen, move around while zoomed, and draw on the zoomed image.

### Send To Toys – Ver: 2.7

Send To Toys is an enhancement of the Send To system menu. Send To Toys Control Panel Applet allows you to manage the Send To system menu content, and configure the various Send To Toys settings. "Add to Send To menu" and "Remove from Send To menu" allows you to personalise the Send To system menu for drives, folders, and programs.

### Sizer – Ver: 3.34

Sizer is a freeware utility that makes it easy to resize a window to an exact size--this can be very useful when designing

Web pages or when you need to take screen grabs. Sizer displays a pop-menu that is activated when you right-click on the border of any window, and when a menu item is selected the window is resized to the selected dimensions.

### SliderDock – Ver: 1.22

SliderDock is an interesting tool which will automate the launching of your most used software. It will allow you to easily drag and drop icons to access them later on by double clicking on them.

### **Digital Imaging**

**Funny Photo Maker – Ver: 1.17** Funny Photo Maker from AnvSoft is a free photo editor that lets you crop faces to frames, movie posters, and funny backgrounds. It also allows you to add animation effects to your photos.

### Photo Flash Maker Free Version – Ver: 5.48

Flash slideshows are a fun way to present your photos to friends and family. As its name suggests, Photo Flash Maker Free offers to help you create your own Flash slideshows. This program's easy-to-use interface and fun themes will appeal to a variety of users.

### SunlitGreen Photo Manager – Ver: 2.5.0.1864

When it comes to organizing photos, we like to keep things simple. We find this to be a tedious task no matter which software we use, so we're always on the lookout for anything that will make the process more efficient. SunlitGreen Photo Manager is a simple program that provides the basics of photo organization without a lot of fuss. It doesn't have a ton of features, but that's kind of what we like about it.

### WPanorama – Ver: 10.0.1

WPanorama allows you to display panoramic pictures by letting scroll horizontally or vertically on the screen. You can use this software to view the gorgeous 360° Swiss panorama included with the program or your own pictures in .jpg or .bmp format.

### Zoner Photo Studio Free – Ver: 14.0.17

Manage, edit, and share your photos faster and more easily than ever before! This free software is the new way to work on your pictures with less hassle and more fun than you've ever seen. It's made for everyone, and will make you feel like a pro.

### **Disk Tools**

### EaseUS Partition Master Home Edition – Ver: 9.11

As Partition Magic alternative, EaseUS Partition Master Home Edition is a ALL-IN-ONE partition solution and disk management freeware. It allows you to extend partition (especially for system drive), manage disk space easily, settle low disk space problem on MBR and GUID partition table (GPT) disk under Windows 2000/XP/Vista/Windows 7 (SP1 included) and Windows 8 32 bit and 64 bit system.

### Email

### MailEnable Standard – Ver: 6.57

MailEnable Standard Edition provides robust SMTP, POP3 and web mail services for Microsoft Windows servers. Simple to install, with powerful administration software means that your mail server will be up and running quickly.

### TrulyMail Lite – Ver: 3.1.28

TrulyMail is a private messaging system (replace email messages with TrulyMail messages and get the extra benefits of automatic encryption and a lot more). TrulyMail is FREE and runs on Windows XP and later. Though we do offer some premium services to make TrulyMail even better.

### **Entertainment**

### Alice Law – Ver: 7.0

Learn the Relativity Theory with this wonderful interactive physics program named the Alice Law. This program, in which topics like Time Dilation, Length Deformation, Simultaneity, Doppler Effect, 1 Length and the Third Postulate are explained, will charm you.

### Aria Maestosa - Ver: 1.4.2

Aria Maestosa is an open-source (GPL) midi tracker/editor. It lets you compose, edit and play midi files with a few clicks in a user-friendly interface offering keyboard, guitar, drum and controller views.

### Miro – Ver: 5.0.2

Miro is the only Internet TV you'll need — it's an application that brings together thousands of shows from all over the web. There's TONS of great content, lots of it in HD, and fresh shows are added all the time. You can watch and organise video feeds when you're offline or travelling, find TV programs on sites like Hulu, and download from sites like YouTube. Miro downloads in HD, whenever it's available!

### TV – Ver: 3.1

TV is an award winning freeware application for Windows<sup>®</sup>. Now you can watch hundreds of live worldwide TV channels on your PC. TV is an extremely easy to use application and anyone can find their stations on TV.

### Games

### Maze Game – Ver: 1.0

Learn about position, velocity, and acceleration in the "Arena of Pain". Use the green arrow to move the ball. Add more walls to the arena to make the game more difficult. Try to make a goal as fast as you can.

### Ten Ton Ninja – Ver: 1.0

An overweight ninja, a grapple hook and no sign of a weightwatchers meeting! This fast paced Freeware arcade game will have you gripped from the start. Featuring: \* 22 main levels to test your ninja skills against plus an additional 10 Custom levels to play.

# **Home/Office**

**Express Scribe – Ver: 5.51** Express Scribe is professional audio player software for PC designed to assist the transcription of audio recordings. Audio recording can be loaded automatically from email, LAN, FTP, local hard drive, and Express Delegate.

### Print My Fonts – Ver: 1.3.2

With time, unbelievably numbers of fonts are collected on your computer and you are just looking for exactly the right one for your next invitation card in the gigantic assortment! To get an overview over all of these fonts, you can use the tool PrintMyFonts by Stefan Trost Media. With this tool, it is possible to list all of your installed fonts as well as arbitrary fonts from your hard drive or disk.

### Internet

### Comodo IceDragon – Ver: 13.0.3.0

As the number of Internet threats increases, users are faced with choosing a browser which fits both their security needs and meets their particular browsing necessities. Comodo IceDragon brings you the browser functions of Firefox combined with the security of Comodo.

### Dashlane – Ver: 1.4.1

Log in instantly, fill out any form, manage your passwords, and check out anywhere online without ever touching the keyboard, no matter where you are.

### MyPhoneExplorer – Ver: 1.8.3

Connect your phone via cable, bluetooth or infrared and you'll be surprised how easy and efficient you can manage your phone with this compact software. Since it's first appearance MyPhoneExplorer evolved into the most popular freeware tool for SE-phones and is constantly extended by new features. Since version 1.8 MyPhoneExplorer supports also Android-based phones (connected via WiFi, USB cable or Bluetooth)

### NetGear Genie – Ver: 2.2.26.50

NetGear Genie is a dashboard to manage, monitor and repair your network. With it you can remotely control all media in your home from your smartphone/tablet with MyMedia, print on any printer from your iPad or iPhone with AirPrint, view all the devices on your network and more...

### Sharest – Ver: 2.2

Sharest is a fast, all-embracing p2p tool, designed for easy and secure downloading. It has great connecting capabilities and a high overall performance. The program helps you find and grab the movies, songs, games or other types of files, from the p2p networks with great accuracy and lets you to specify fields for title, artist, album, track number, genre, year, length and bitrate.

### WirelessNetView – Ver: 1.41

WirelessNetView is a small utility that runs in the background, and monitor the activity of wireless networks around you. For each detected network, it displays the following information: SSID, Last Signal Quality, Average Signal Quality, Detection Counter, Authentication Algorithm, Cipher Algorithm, MAC Address, RSSI, Channel Frequency, Channel Number, and more.

### **Multi Media**

JPEGsnoop – Ver: 1.6.0 JPEGsnoop is a free Windows application that examines and decodes the inner details of JPEG and MotionJPEG AVI files. It can also be used to analyse the source of an image to test its authenticity.

### MediaCoder – Ver: 0.8.14 Build 5270 Final

MediaCoder is a free universal media transcoder since 2005. It integrates most popular audio/ video codecs and tools in an elegant and transparent manner into an all-in-one transcoding solution. With a flexible and extendable architecture, latest codecs and tools are updated added in constantly. MediaCoder intends to be the Swiss army knife for media transcoding in all time.

### PDF

### PDFMate Free PDF Converter – Ver: 1.32

PDFMate Free PDF Converter is a free but powerful 5-in-1 PDF tool such that PDF to Text Converter, PDF to EPUB Converter, PDF to Image Converter, PDF to HTML Converter, and PDF to SWF Converter.

### Programming

### Kodu – Ver: 1.2.38

Kodu provides an end-to-end creative environment for designing, building, and playing your own new games. Aimed at children, although accessible to anybody, Kodu offers a highlevel language that incorporates real-world primitives: collision, colour, and vision.

### Registry

### RegScanner – Ver: 1.90

RegScanner is a small utility that allows you to scan the Registry, find the desired Registry values that match to the specified search criteria, and display them in one list. After finding the Registry values, you can easily jump to the right value in RegEdit, simply by doubleclicking the desired Registry item. You can also export the found Registry values into a .reg file that can be used in RegEdit.

### Security

Blank And Secure – Ver: 3.23 Blank And Secure is a portable tool to securely delete data. Securely deleting files is required to block the recovering of deleted data. Secure deletion is possible with this program, because Blank And Secure overwrites the data with zeros before deleting. The data recovery is impossible after this operation. So please only use if the data really should be permanently deleted.

### File Secure Free – Ver: 1.1

File Secure Free is ALL-IN-ONE Freeware in protecting confidential material and privacy.

### iSafeguard Freeware – Ver: 6.3

iSafeguard Freeware is easy to use software that secures your

files and e-mails with strong encryption and digital signature.

### iSpy – Ver: 4.4.3.0

iSpy uses your webcams and microphones to detect and record movement or sound and provides security, surveillance, monitoring and alerting services. Any media that is captured is compressed to flash video and made available, securely over the web.

### Mail PassView – Ver: 1.78

Mail PassView is a compact freeware tool that recovers and displays passwords and account details for several popular e-mail clients, including Outlook and Outlook Express, Thunderbird, and Eudora. It can handle POP3, IMAP, HTTP, and SMTP accounts, depending on the particular client.

### My Lockbox – Ver: 2.8.7

This small, easy-to-use freeware tool efficiently protects a single folder from prying eyes. During install you easily set your protected folder and password. After that you could get by with never using My Lockbox's options dialog again. A single shortcut opens the program and a click on a tray icon will lock your folder and close the application.

### Toolwiz Time Freeze – Ver: 1.9.3.0

Toolwiz Time Freeze is a free instant system protection tool to keep your system safe and always like new. It protects your system from any unwanted changes and malicious activity in low disk level.

### Utilities

### Duplicate Commander – Ver: 3.0

Duplicate Commander is a simple utility that can help you identify and delete duplicate files. It has more features than some similar programs we've encountered, making it appropriate for both novices and more advanced users.

### ExtractNow – Ver: 4.6.9

ExtractNow lets you extract multiple archives with the ease of a singular button. Supports ZIP, RAR, ACE, & JAR file formats.

### FileMenu Tools – Ver: 6.3

This freeware utility is a boon for users looking to manager their file menus. FileMenu Tools's simple interface logically presents all functions and menus. Most users should have no problem quickly learning to operate this application. A detailed Help file is available for those novices new to the file menu.

### Fresh Diagnose – Ver: 8.64

Fresh Diagnose is an utility designed to analyse and benchmark your computer system. It can analyse and benchmark many kinds of hardware, such as CPU performance, hard disk performance, video system information, mainboard information, and many more!

### HWiNFO32 – Ver: 4.02.1700

HWiNFO<sup>™</sup> and HWiNFO32<sup>™</sup> are professional hardware information and diagnostic tools supporting latest components, industry technologies and standards.

### Intel Chipset Device Software - Ver: 9.3.0.1021

Run this easy to use Intel® Driver Update Utility and it will "automatically" tell you if you need to update your chipset INF file, and if so, will prompt you to install and you are done. This will save you a lot of time not only on your chipset download but the most common files needed for your system.

### MyEventViewer – Ver: 1.86

Not very many people know that the Windows Event Viewer is a built-in tool that can be of great help in troubleshooting computer problems. Yet, here comes MyEventViewer from NirSoft Freeware, an application that promises to improve on this little-known and not-often used utility.

### NewFileTime – Ver: 2.0

If you've ever viewed all your image or music files sorted by date, you may have wondered how you ended up with a picture you apparently saved 10 years before you bought your first PC. That may not be as bad as those mysterious files from the future. These things happen when a file's time stamp is incorrectly entered, deliberately changed, or corrupted. Nenad Hrg's NewFileTime is freeware that can modify the time stamps showing when a file or folder was created, changed, or accessed.

### ProcessActivityView – Ver: 1.12

ProcessActivityView creates a summary of all files and folders that the selected process tries to access. For each file that the process access, the following information is displayed: Number of times that the file was opened and closed, number of read/write calls, total number of read/write bytes, the dll that made the last open-file call, and more...

### Prospector Lite – Ver: 3.3.4600.0

Automate your searching on eBay, Half and RSS feeds – one click to replay all your searches, another click to see the items listed since your last update. With Prospector, you can do this and more.

### RJ TextEd – Ver: 8.31

RJ TextEd is a web development tool and a Unicode text editor with features like syntax highlighting, advanced column mode and text folding.

### SimpleSysInfo – Ver: 3.0

SimpleSysInfo is a program which allows you to retrieve information from your computer. When the information is retrieved you can send it everywhere by simple selecting the email button. It's possible to print the information and save it to a text file.

### Soluto - Ver: 1.3.858.0

Soluto allows you to understand your boot, discover which applications are slowing it down (and keep running later in the background, affecting your ongoing experience), and allows you to significantly improve it.

### Zipeg - Ver: 2.9.3.1316

Zipeg is an ultimate tool for opening ZIP and RAR files on Mac and Windows. (think of it as a free little brother of WinZip<sup>™</sup>, WinRar<sup>™</sup>, Stufflt<sup>™</sup> family).

### Video

### GPU Caps Viewer – Ver: 1.17.0

GPU Caps Viewer is a free and highly-featured tool that quickly describes the essential capabilities of your graphics card/GPU including GPU type, amount of VRAM, OpenGL API support level, OpenGL API extensions database and general system configuration, as well as a GPU-Stress-Test functionality (GPU-Burner). Furthermore, this software will allow you to view extensive reports in text or XML format.

Xilisoft Download YouTube Video – Ver: 3.3.0.20120525

Xilisoft Download YouTube Video is a free YouTube video downloader to download YouTube videos and save them on local disk, download YouTube HD video files to your PC, and view downloaded video and FLV files with system media player.

Ad-Aware A.E. 9.5; Adobe Reader 10.0; Agent 6.0; Avant Browser 2011.Build 30 Firefox 9.0; Foxit 5.0.2; Irfan View 4.3; Opera 11.5; Paint.Net 3.5.8; Slim Browser 6.00 Spybot 1.6; Thunderbird 9.0; Winzip 15.5; XnView 1.9

# JOHN SWALE reports on Questions and Answers from the opening session of the September monthly meeting and from members' written submissions.

Q: My Vista laptop is running very slowly. What are some of the things I can do to stop it grinding to a halt at times?

A: Keep the system as clean as possible. Uninstall anything that is no longer used, especially any programs that run in the background. Run the MSCONFIG.EXE utility and click on the Startup tab to see which programs are running when the system boots and disable any programs that are not required. Run a defragmentation program to check the file system's integrity and to keep it clean. Smart Defrag 2 http://www.iobit.com/iobitsmartdefrag.html is a good free program. You can schedule it to run at specific times, at start up or when the system is idle. Make sure you have an Antivirus and internet security program that has low overheads such as Kaspersky http://www.kaspersky.com/ or Microsoft Security Essentials (go to www.microsoft.com and click on the Microsoft Security Essentials link). Also you should be aware that Acrobat Reader and Quick Time use a lot of resources. Another member who had the same problem found that increasing memory to 3GB helped.

Q: I'm about to buy a desktop PC but I have a genealogy application called Digger which reads genealogy data on CDs. It will only work on a 32-bit operating system. Is there a way around that and what are the pros and cons of 32-bit versus 64-bit systems? Would I be seriously disadvantaged if I installed a 32-bit system?

A: With a 32-bit system you are limited to just over 3GB of memory that can be addressed. You should try running the program on a 64-bit systems as some 32-bit programs will run. Anyone buying a new system should serious-



ly consider getting a 64-bit PC. It is now stable and being able to address more RAM helps with the ever increasing demands being put on the system by new versions of software. If you have the Professional or better version of Windows 7, then you can run it in XP mode. This runs a 32-bit version of XP as a virtual machine under Windows 7. You don't need a separate licence to run it but it is a very large download as it is an install package of Windows XP SP3. You could also consider running a dual boot system with both 64-bit Windows 7 and 32-bit Windows XP.

Q: I have a Canon printer and as most of the cartridges were close to empty, I did a status check on the tanks. Most showed the status levels I expected to see but some of them did not have any status indicator. When I checked one of those tanks, I received a message saying I had released it, which I think is because I have overridden the test in the past. The new cartridges show as full, so I assume I have reset the checking and when they get low on ink I will get the normal warnings. I have checked the manual and cannot find how to reset the warning.

A: Canon printers normally ask if you have changed a cartridge and when you say yes they perform a reset. Also on some Canon printers, if you hold the Stop button for five seconds it performs a reset. You may need to do this if you are not using genuine Canon cartridges. Some suppliers of non-genuine cartridges will reset the cartridge in the shop.

**RANDOM ACCESS** 

Q: I need to have the VGA output from a PowerPoint presentation broadcast over a Wi-Fi network so it can be seen on other devices such as tablets and laptops as well as being seen on the projector screen. I have seen some blogs which suggest you need to pay \$2,000 to \$3,000 for the hardware. Is there a cheaper way to do it?

A: Wi-Fi is a network signal not a video signal. What you seem to want is a program such a VLC to stream the video as a multicast. See the VLC streaming documentation http://wiki.videolan. org/Documentation:Streaming\_HowTo\_New . This is a very technical question and if you can't see how to use VLC in this way you will need to ask an expert in the field.

### **RANDOM ACCESS – OVER TO YOU**

Please contact me if you have any comments on the answers given, can provide a reply for an unanswered question or if you cannot attend a meeting and would like a question asked and included in this column. Contact me via the office or email jswale@melbpc.org.au. NOTE: You should try to contact the commercial distributors or search the internet before asking questions here. In all cases mention the model or version numbers.

# **SPECIAL INTEREST GROUPS**

# **Registration for SIG emailing lists**

As a part of updating our membership database, we are putting together a centralised subscription listing of members' interests in the Special Interest Groups. This will allow the SIG leaders to easily contact interested members directly, whether it be for meeting details, useful information or anything else SIG-related.

You can register with as many SIGs as you wish. Some won't be utilising this information just yet, but may do so in the future!

SIG subscriptions can be updated at any time, and all correspondence will have the required opt-out information.

Note that if you're already on a SIG mailing list, we'd still like you to register via this online web form to ensure our records are current.

Please go to: http://ccedesign.com.au/melbpc/melbpc-landing-page.html



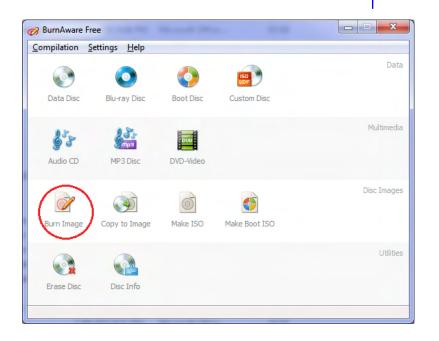
### **HI-JACKED COMPUTER**

**Q&**A

Q: Help! Suddenly a pop-up has appeared saying that I have 20 viruses and if I give my credit card details they will be all removed. I don't want to give my credit card details to some unknown source but now I cannot run any programs and cannot even access the Internet. What can I do?

A: First the good news. I am virtually certain that you do not have any viruses on your computer. The bad news is that your computer may have been hijacked. What you have is some rogue program that has been downloaded from some Web page that you have visited quite recently. Naturally I don't know what sites you have been visiting but probably it came from a legitimate site that has been compromised.

This form of attack is starting to happen more often as hackers manage to find a website where the hosting has been slightly lax and the hackers have managed to inject some script that has downloaded this very nasty hijacking software. Because this software does not have the signatures of a virus and it is not self-replicating, many anti-virus programs do not detect



this type of threat. The hijacking software can be removed and it may be reasonably simple or quite difficult. Do NOT pay to have it removed as they will



know your details and by paying they may just hibernate their software and it may re-appear in a few weeks time and demand more money as they know that you are willing to pay.

I will start with the simple removal procedure. The overview is to start the computer in safe mode, run your anti-virus program which will remove this problem, re-boot and all will be well.

To start in Safe Mode, repeatedly press F8 (every half a second or so) on the black screen when the computer is starting and select Safe Mode prompt from the menu. In safe mode only the absolutely essential kernel of Windows is loaded. Not even the video drivers or the Ethernet drivers are loaded which means the screen resolution will be very low and you will not be able to access the Internet. It also means that the nasty software is unlikely to be loaded

> in memory and cannot defend itself from any anti-virus software. Now run your anti-virus software, selecting a full scan. If all goes well, all your (computer) problems are solved.

If your anti-virus program cannot run in safe mode, then re-boot, select safe mode with network support and download and run some free anti-virus software. A good start is Microsoft's Security Essentials from <u>http://windows.microsoft.com/en-AU/windows/</u> <u>products/security-essentials</u>. There is a reasonable probability that the infection will now be removed.



If the problem persists then this probably means that your infection has managed to attach itself to a critical part of the Windows kernel and is able to defend itself against this scanning software. The next step now is to download an ISO image of an anti-virus program that boots on a Linux operating system and then can scan your hard drive(s) for this virus. AVG, Kaskpersky and several others have these free res cue discs. If you have Norton then it can create a Linux based bootable USB as well as a CD that will then scan and clean your computer. For the AVG solution see: http://www. avg.com/ww-en/avg-rescue-cd-download. Having downloaded your ISO (in safe mode) you must now burn the bootable CD. If you do not have such software then a very good and free program is Burn Aware Free from http://www.burnaware.com.

Having created this CD, you may have to alter your BIOS to boot from the CD and not from the hard disk. This is done when the computer starts by pressing a specific key (instructions appear very briefly on the bottom of the screen at boot-up time). F2 and F10 are common. Having entered the BIOS, navigate to the boot sequence and move the CD to the top of the list. This probably will have to be done with the keyboard.

Having booted on the CD, allow it to update its anti-virus database and then perform a full scan. Now you have an excellent chance of removing your nasty infection.

To prevent this from occurring again, you should install some real-time web link scanning. AVG had a free Link Scanner but this have been replaced by Secure Search. Unfortunately while Link Scanner was unobtrusive, Secure Search is not. It will change your home page and/or your search provider so make sure that you know how to restore these in all the browsers that you use.

### **ALTERING PARTITION SIZE**

Q: My hard disk is partitioned as C and D. This was fine for many years but now drive C is about 95% full while drive D has a great deal of free space. I am running Windows 7 and I have 4 GB of RAM. What are my options?

A: You have a number of options. One is to move large files such as movies to drive D but I imagine that you have looked at this option.

Another is to run a program such as CCleaner from <u>http://www.piriform.com/CCLEANER</u> to remove a lot of junk files. But this is likely to be a temporary fix as fresh junk files will accumulate again.

Moving the hidden swap from C to D will free up from 4 to 8 GB of disk space and this is not that hard to do. See: <u>http://www.worldstart.</u> <u>com/move-your-windows-7-pagefile-to-a-new-</u> <u>location</u> for a tutorial. The important aspects are to put in the same numbers for drive D as you have on C and then to click on No Page File and click Set. The final click on Set will remove the page file from drive C.

A better way, if your computer is reasonably stable, is to delete all but the most recent restore point. This should free many GB of disk space and is worth doing as it may solve your problem if used with moving the swap file. See <u>http://support.microsoft.com/kb/555367</u> for details on how to do this.

Probably the best way is to alter the partition size. Windows 7 has the partition manager as a part of the operating system and it will not affect your data but I would run your daily (or regular) backup first, just in case. This tool is available via Control Panel, Administrative Tools, Computer Management, Disk Management then right-click on drive C and then carefully follow the prompts. Paragon's Partition Manger which is free from www.paragon-software.com/home/pm-express/ download.html can also be used.