



# NEWSLETTER

*The Best Accessory  
for your PC!*



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[www.apcug.net](http://www.apcug.net), Association of PC User Groups

Proud member of [www.azacc.org](http://www.azacc.org)  
The Arizona Alliance of Computer Clubs

## MAPS TO MEETINGS on **Page 18**

**West Side.....Tue, Mar 17, 2015**  
College America, 9801 North Metro Pkwy E, Phoenix

**East Side.....Wed, Mar 18, 2015**  
University of Advancing Technology, 2625 W Baseline  
Road, Tempe (one block west of Fry's Electronics)

**Fountain Hills.....Thur, Mar 19, 2015**  
Fountain Hills Library, 12901 N La Montana Drive,  
Fountain Hills

## Phoenix PC Users Group

### Officers

President:	David Yamamoto
Vice President:	Richard Elardo, PhD
Secretary:	Chuck Lewis
Treasurer:	Paul Jamtgaard

### Staff Members

Membership Coordinator:	Open Position
Webmaster:	Bill Aulepp
Fountain Hills Coordinator:	Nancy Ogden
East Side Coordinator:	Open Position
West Side Coordinator:	Bill Aulepp
Public Relations:	Open Position
Newsletter Publisher:	Bill Aulepp
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Board of Directors	<a href="mailto:BOD@PhoenixPCUG.org">BOD@PhoenixPCUG.org</a>
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### Steering Committee:

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

## Presentation this month:

**Current computer topics**

For date and time changes, check our  
website: [www.phoenixpcug.org](http://www.phoenixpcug.org)

## INSIDE THIS ISSUE.....Page

2015 Meetings Calendar .....	3
1. My Office for iPad.....	4
2. Search Options – Windows 8.1.....	5
3. Net Neutrality.....	6
4. Using Section Breaks..Short Word Docs.	8
5. The Tip Corner – October 2014.....	9
6. The Tip Corner – September 2014.....	11
7. Tips for Using Your Keyboard & .....	13
8. Who Controls the Internet? .....	15
9. Leo Laporte, Tech Guy Labs .....	16
10. Windows computers 'FREAK' attack ....	16

Short Circuits....zzzt! .....	17
Maps to meetings .....	18
Membership Application.....	19

## [2015 GENERAL MEETINGS CALENDAR](#)

### FROM YOUR PRESIDENT

**May we all have a nice  
Vernal Equinox & St. Patrick's Day!**

**Norbert (Bob) Gostischa will speak Tuesday 3-17-2015: AVAST anti-spyware & antivirus. He is excellent.**

#### NEW MEMBERS IDEAS - HOW TO GET THEM!!

**Sept 2014: was Michael's last column as editor. Needed: an editor or publisher!! Contact me!!**

At the meetings, we'll have a free flowing discussion showing various web sites, do Q&A and give the best advice we can.

I will try Microsoft Windows Speech Recognition. Bring your laptop and a microphone if you would like to try it yourself. (I know, we've missed this before).

Want lots of tech news? Then go to news.google.com - then choose technology: <http://tinyurl.com/kru237d>

Kim Komando & tips this month:  
[https://www.google.com/?gws\\_rd=ssl#q=kim+komando](https://www.google.com/?gws_rd=ssl#q=kim+komando)

Ken Coburn, Data Doctors Tech Tips  
<http://www.datadoctors.com/media/tips/>

Leo Laporte <http://www.techguylabs.com/>  
<http://leoville.com/> <http://twit.tv/people/leo-laporte>

June 2014, I tried out **Norton Safe Web**  
<http://safeweb.norton.com> & **Online Link Scan** -  
[www.onlinelinkscan.com](http://www.onlinelinkscan.com) Both are excellent. One member emailed me about protecting his PC, both excellent ways to avoid malware, **ransom ware**, etc.

Free Internet watchdog warns you about bad sites  
<http://www.komando.com/downloads/759/free-internet-watchdog-warns-you-about-bad-sites/all>

**If any email looks suspicious - DON'T OPEN IT! Email sender if it's a friend. Might be a spoof - a fake.**  
[http://en.wikipedia.org/wiki/Spoofing\\_attack](http://en.wikipedia.org/wiki/Spoofing_attack)

**How to "avoid ransom ware"? - Google this!!**

**The Kim Komando Show - all stations and times - TuneIn**, just Google "komando tunein all stations" It's on various stations and times. Listen free over the Internet on weekends.

<http://www.komando.com/downloads/2321/6-essential-types-of-security-software-you-must-have/all>

Komando Indoor Pan Tilt Wireless Security Camera,  
<http://shop.komando.com/kim-komando-pan-tilt-security-camera>

**Warning: New virus targets smartphones**

[http://www.komando.com/happening-now/276431/?utm\\_medium=nl&utm\\_source=notd&utm\\_content=2014-10-10-article\\_2-title/all](http://www.komando.com/happening-now/276431/?utm_medium=nl&utm_source=notd&utm_content=2014-10-10-article_2-title/all)

<http://www.komando.com/tips/275213/essential-security-software-for-your-tablet-and-phone/all>

7 essential steps to secure your smartphone or tablet  
<http://www.komando.com/tips/12475/7-essential-steps-to-secure-your-smartphone-or-tablet/all>

Technology news: <http://tinyurl.com/ppvgoa3>  
Lots of CES 2015: <http://tinyurl.com/nheqhzi>  
Robots Take Over Las Vegas:  
<http://abcnews.go.com/Technology/ces-2015-robots-las-vegas/story?id=28083034>

CNET Surprise! Microsoft jumps to Windows 10 -  
<http://www.cnet.com/news/is-this-why-microsoft-named-it-windows-10/> Windows 10: Nine things you need to know  
[www.cnet.com/how-to/windows-10-what-you-need-to-know](http://www.cnet.com/how-to/windows-10-what-you-need-to-know)

**BRING A FRIEND!! WE STILL NEED NEW MEMBERS!!**

***David Yamamoto***

For date and time changes, check: [www.phoenixpcug.org](http://www.phoenixpcug.org)

## PRESENTATION THIS MONTH

### Current computer topics in the news

**WEST SIDE: CollegeAmerica (see map page 18)**

**- Tuesday, March 17, 2015**

- 6:00 PM - Steering Committee and (Election of Officers - Nov & Dec)

- 6:30 PM - Questions and Answers

**EAST SIDE: University of Advancing Technology (see map pg 18)**

**- Wednesday, March 18, 2015**

- 6:30 PM - Questions and Answers

**FOUNTAIN HILLS: Fountain Hills Library (see map page 18)**

**- Thursday, March 19, 2015**

- 6:30 PM - Questions and Answers

**Meetings this year 2015: Reserve UAT for Jan - Mar 2015**

Jan 20,21,22 Feb 17,18,19 Mar 17,18,19 Apr 14,15,16 May 19,20,21 Jun 16,17,18

Jul 14,15,16 Aug 18,19,20 Sep 15,16,17 Oct 20,21,22 Nov 17,18,19 Dec 15,16,17

**All meetings based on the 3<sup>rd</sup> Wednesday of each month**

**REMEMBER: PAY YOUR DUES! Thanks. \$36 / year or \$3 / month**

<b>January</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>July</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**My Office for iPad, Author: Paul McFedries**

Review by Mary Ruth Butler, Member, Let's Compute, CA

Publisher: Que Publishing, Rating: Excellent

Level of information: Intermediate

Introduction: This review covers "My Office for iPad" from an intermediate user's viewpoint. I have used books written by Paul McFedries before; I found this book to be up to the standards I have come to expect from McFedries. The book is well organized and the instructions are easy to follow. I especially liked the color coding used for the illustrations.

The book follows a very logical pattern in discussing the various apps and includes an excellent discussion of Office 365. One criticism I have, which is a minor one, is that I think the author should have included more discussion on use of the apps for viewing only.

That point notwithstanding, I think the book offers the reader a thorough discussion on the use of the various apps so that the reader can take maximum advantage of Office 365 on the iPad. The explanations cover virtually all of the tasks that the reader would likely want to accomplish on the iPad.

The individual sections on each of the apps are in enough detail to permit the reader to achieve excellent command of each one. The "It's Not All Good" notes are very helpful in pointing out some of the limitations of Office 365.

I was pleased that McFedries included a section on the use of OneDrive. This application is an excellent tool for both PC and Mac users. I especially liked the information on sharing OneDrive documents including the capability to use an extra level of security by requiring the recipient to log in with using a Microsoft account.

Perhaps the most surprising feature of the book is the Excel Worksheet Function Reference section. Although I am a confirmed Excel user, the Excel reference section offers a very easy way to expand the use of Excel. This section will be helpful in using Excel in the full Office Suite on my PC as well as on the iPad. The completeness of the book's index is worth noting. I found it to be easy to use and very complete.

I would definitely recommend that anyone who is interested in using Office 365 on an iPad buy the book.

<http://www.amazon.com/My-Office-iPad-Paul-McFedries/dp/0789748738>



## Search Options – Windows 8.1

By Rosita Herrick, Director, Sarasota Technology Users Group, FL  
 October 2014 issue, Sarasota Technology Monitor  
[www.thestug.org](http://www.thestug.org), Rosita (at) spcug.org

In one of my more energetic phases, I decided to clean up my desktop hard drive last weekend.

I went to the File Explorer search box and looked of the option to search file by Date Modified and could not find it.

After a little research, I realized that the many search options in File Explorer are alive and well if you know how to look for them. And so I decided to post my finding in this corner to save you some frustrations.

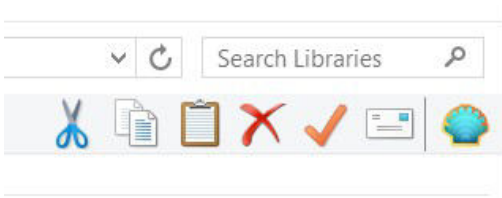
First click on the File Explorer icon on your desktops status bar.

By the way, notice that with the April update to 8.1 you can place App icons on the task bar.

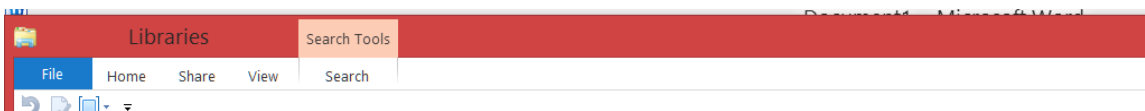


Once the File Explorer page opens, click on the folder or the group you want to search.

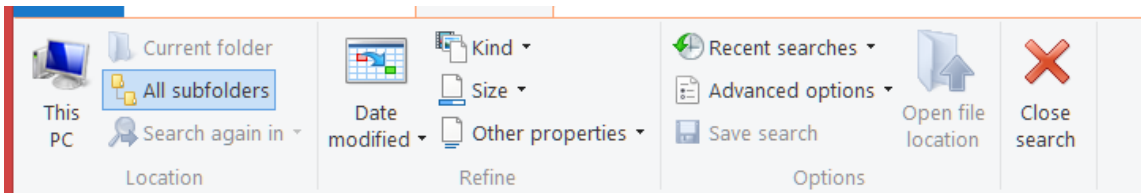
I clicked on the Libraries item and then on the search box



**Now, if you look at your screen, on the left side you will see a new tab called Search Tools**

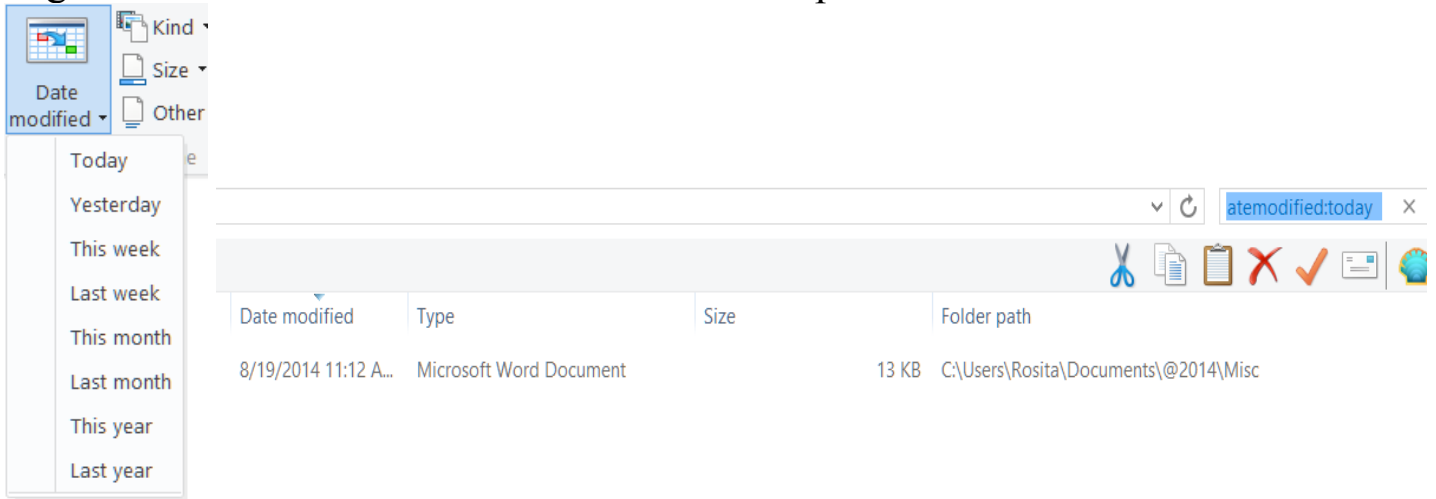


Click on this tab to expand it, and you will see the available options



To show an example here, I clicked on the Date modified item.

And then selected Today



And there is the file that was found (above):

As I was composing this article, I thought that it sounded like a lot of trouble. However, once you get used to the steps, it is quite fast

1. Click on File Explorer Icon
2. Click on folder you want to search or on Computer if you want to search the entire C: drive.
3. Click on the Search Tab
4. Click on the selected search criteria

This type of search is quite handy if you just saved a file and don't remember where you saved it or forgot to name the document. I intend to use it to group all the documents that have not been modified in two years and back them up on an external drive to remove some of the clutter in my Document file.

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## NET NEUTRALITY

### 5 Things You Need to Know About the FCC's Net Neutrality Plan

<http://www.pcmag.com/article2/0,2817,2476350,00.asp>

### FCC Chairman Hits Back at Net Neutrality Critics

<http://www.pcmag.com/article2/0,2817,2477733,00.asp>

### Republican lawmakers question FCC budget after net neutrality vote

<http://www.pcworld.com/article/2893132/republican-lawmakers-question-fcc-budget-after-net-neutrality-vote.html>

The FCC voted to preserve Net Neutrality <https://www.battleforthenet.com/>

### Republicans' "Internet Freedom Act" would wipe out net neutrality

<http://arstechnica.com/business/2015/03/republicans-internet-freedom-act-would-wipe-out-net-neutrality/>

### Using Section Breaks in Short Word Documents

Nancy DeMarte, 1st Vice President, Sarasota Technical User Group, FL  
October 2014 issue, Sarasota Technology Monitor  
[www.thestug.org](http://www.thestug.org) ndemarte (at) Verizon.net

Last month we examined the Page Break tools in MS Word. This month we'll explore how to use the Section Break tools. Many home Word users ignore these tools because they think they only apply to very long documents. But section breaks can help you format a short document, even a single page, in special ways. We'll look at two uses of section breaks in short documents: 1. combining full page text with text in columns on one page and 2. creating different headers, footers and margins in a document with two or more pages.

#### What are Section Breaks?

Section breaks are similar to page breaks in that they divide parts of a document; they differ in that you can have several sections on one page, if needed, and can format each section differently.

#### Section Break Styles:

There are four styles of section breaks. They appear in the Breaks gallery on the Page Layout tab, Page Setup group in Word 2007 or later editions and on the Insert menu in earlier editions. The first one, **Next Page**, inserts a new section on the next page. This is useful, for example, if you have a title page where you don't want the header or footer that appears in the rest of the pages.

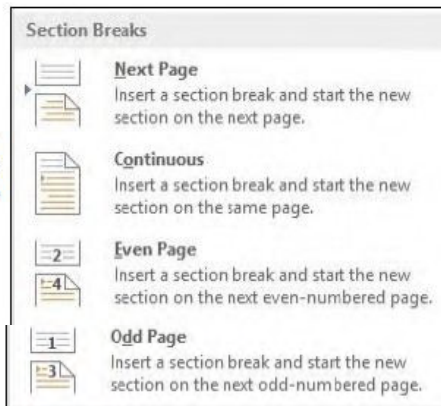


Figure 1 - the Section Breaks gallery

The next style, **Continuous**, inserts a section break on the current page, as in my example in Figure 2. The last two options, **Even Page** or **Odd Page**, insert section breaks which begin on the next even or odd page. This might be desirable with a chapter book, where each chapter needs to begin on the right hand page.

#### Inserting and Deleting Section Breaks:

Inserting and deleting a section break is done the same way as a page break. Insert a break by clicking in the spot where you want the break to occur, and then click the type of break you want. Delete a break by dragging over the break indicator in the document and then pressing the Delete key. If you have trouble selecting the break indicator, try dragging slightly diagonally down as you drag across the entire dotted line.

#### Project 1: Putting columns on the same page as full page text

Figure 1 illustrates a use of section breaks where you create a page of text that is both full page width and in columns. It might

look like this:

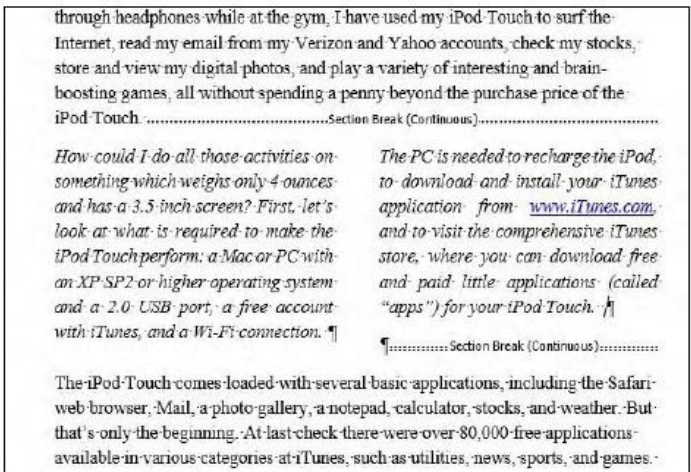


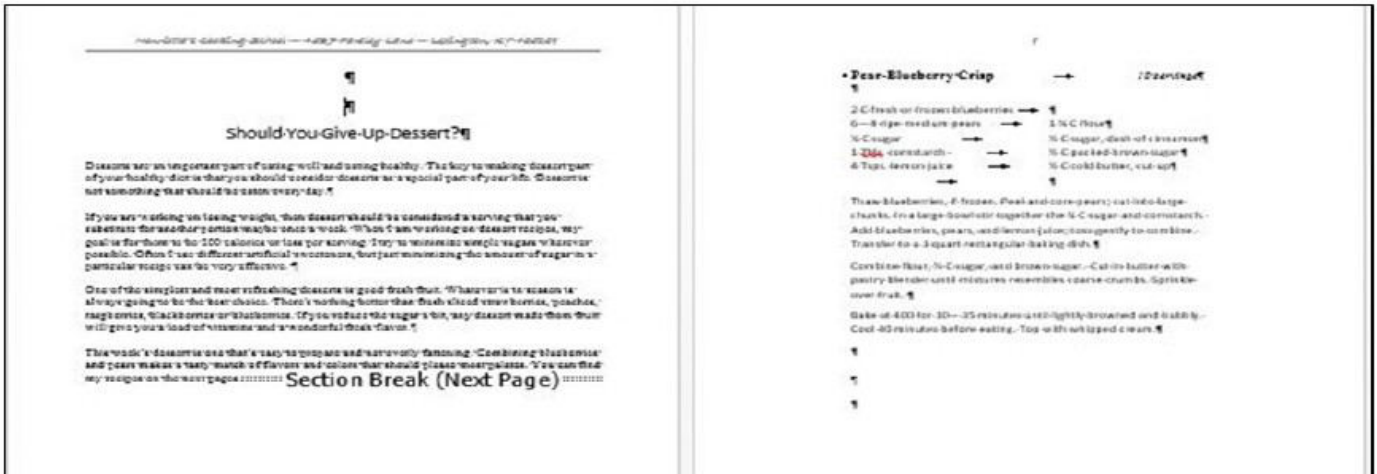
Figure 2 - Page with columns and full page text

In this example from an old article of mine, I added two section breaks in order to emphasize a central paragraph by making it two columns. First, I typed the entire document. This is always a good idea with Word documents – draft the content of a document all at once to let the ideas flow, then apply formatting, making changes as needed. Next I turned on the Show/Hide tool, found on the Home tab in the top right corner of the Paragraph group. Having this tool turned on lets me see where the section break indicators are located, which is important in case I need to delete or move one. My next step was to click at the end of the paragraph which would stay full page width and add a continuous section break, as described above. I repeated that procedure to add another continuous section break at the end of the paragraph I planned to format in columns. Finally, I clicked inside the text between the section breaks and clicked the Page Layout tab – Columns – Two to create two columns. This use of section breaks works well for newsletters, too, where you have a banner headline across the page with columned articles below.

#### Project 2: Different Headers and Margins in the same document

Sometimes you have two or more pages in the same document which you need to format differently, such as a title page and body of a document. Using section breaks lets you add different footers or headers, margins and other formatting. In this project (Figure 3) the first page is a short article on Desserts written by a fictional food expert, Henrietta. The next page is the first of a number of recipes related to the article. Notice that the first page has a header; the second page does not. Both pages have

the same footer, but the page two margins are wider than those on page one. This was all done using section breaks.



First I typed the entire two pages, paying no attention to format, and turned on the Show/Hide tool. I added a header (Insert tab – Header) and typed the author’s name and address, which appeared on both pages. Then I clicked at the end of the page one article and inserted a Section Break – Next Page, as described above. To get rid of the header on page two, I had to break the link between the pages. I clicked a random spot in page two and clicked the Insert tab – Header – Edit Header. Then I clicked inside the header and, on the Header & Footer Tools tab, which only appeared when I was in the header, clicked “Link to Previous” to remove the link between the two pages. Finally, I selected the header text on page two and deleted it, leaving the header intact on page one.

**Notes and Tips:**

1. When you delete a section break, you may get an unexpected result if you don’t understand how section breaks work. A section break controls formatting of the text before it. Therefore, when you delete a section break, the formatting from the section just after that section will be applied to the section before the now-deleted break. If this is not what you want, click the Undo button to restore the break and rethink what look you really want. It helps to plan out any multi-page document which has sections so that you can insert the correct style of break in the right spot.
2. A Section Break – Next Page and a Page Break might seem to be the same, but only the section break will allow you to have different formatting in different sections.
3. When adding section breaks, save your work (Ctrl+S) more often than Word does, which is about every 10 minutes.
4. Stretch your skills and try one of these projects with section breaks.

**The Tip Corner – October 2014**

By Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
October 2014 issue, The LVCG Journal  
www.lvcg.org  
nsheff (at) aol.com

**Let’s take a look at folders**

When you highlight a folder and click on Organize you open a wealth of options. You can cut, copy, paste, rename, delete and a few other goodies. In this column we will take a look at the “Folder and Search options”.

When you click on the **Folders and Search options** another Pane opens up showing three tabs: General, View and Search with the **General** tab highlighted.



The first choice is Browse folders where you can Open a folder in the same window or open each folder in its own window.

If you click Open each folder in its own folder window this will keep all open folders that you're working with on the screen at the same time. The other option makes each newly opened folder replace the previous one.

While opening every folder in a separate window (and memory) will Increase the stability of Windows this could slow your computers performance. I would suggest only using this setting if your computer frequently stops working and you want to minimize or troubleshoot problems.

Clicking: Opening files and folders with a single click allows you to use the same procedure that you use when going to a link on a webpage. Recommend keeping the standard double click to open items (and single-click to select).

For the navigation pane I guess that is up to you. I like just having the main folder open and I can then open any sub folder I want to get to.

Once you have made you choices you can click OK or Apply and your settings are now in use. Try them out. Remember you can click "Restore Defaults" to bring them back to the original settings.

Moving over to the **Search tab**, I usually just keep the defaults. One comment though is indexing. I think the jury is still out on that. On one hand the searches are conducted much faster, on the other, indexing can slow down your computer. If you do not do a lot of searching I would suggest not indexing your drives. (Certain folders are indexed by default. To see what is being indexed on your computer, or to change what is being indexed go to control panel>Indexing Options.)

The most comprehensive tab is the **View tab**. Here you can do a lot of modifying to get your view exactly the way you want it. In most cases the choices you make are based upon some personal preference; however there are some considerations that should be made as you make up your mind. I have an **X** before the choices I have selected.

Some are the default selections and some are what I wanted. To pick what you want put the mouse in the shaded box or circle and click. Clicking again removes the check.

Some of the things you can do and what I have selected (with an X) are:

X Always show icons, never thumbnails (Use this setting if thumbnail previews are slowing down your computer.)

Always show menus (Use this setting if you want access to the classic menus, which are hidden by default.)

X Display the icon on thumbnails ((for easier access to the related program)

X Display file size information in folder tips

Display the full path in the title bar

Hidden files and folders (Unless you have to work with windows files you don't need to show them.)

X Don't show hidden files, folders or drives

Show hidden files, folders and drives

X Hide empty drives in the Computer folder (This option doesn't affect empty floppy disk drives, CD drives, or DVD drives.)

Hide extensions for known file types (Windows by default has this checked, but you should uncheck it since this is a good way to ensure that files are not malicious software disguised as common files.)

X Hide protected operating system files (This is recommended)

Launch folder windows in a separate process

Restore previous folder windows at logon (Automatically open the folders that you were using when you last shut down Windows whenever you start your computer. This helps preserve your work from session to session. But if you do many different things you may not want to check it.)

X Show drive letters (Use this setting if you prefer to see only the friendly name of each drive.

X Show encrypted or compressed NTFS files in color (Use this setting if you don't want to see these files represented differently than other files on your computer.)

X Show pop-up description for folder and desktop items

X Show Preview handlers in preview pane (If you don't want to show the contents of files in the preview pane leave it unchecked. Some believe that this setting could improve the performance of your computer.)

Use check boxes to select items (This can be useful if it's difficult for you to hold down the Ctrl key while clicking to select multiple files.)

X Use Sharing Wizard (Recommended)

When typing into list view (Automatically put the cursor in the search box when you start typing. This can be useful if you don't often browse for files by typing the name of a file.)

X Automatically type into the Search Box

Select the typed items in the view.

You can click and unclick anytime you want. You can also click to restore the defaults.

Don't be afraid to play with the options and see if you like them. Once you are finished clicking OK or Apply puts your choices into effect.

To change the type of file that a folder can be optimized for, right-click the folder, click Properties, click the Customize tab, click a file type in the Optimize this folder for list, and then click OK. This will not work if you are in the Library. You can do the same thing while in the Organize pane by clicking on Properties. For example, the My Pictures folder is optimized for picture files. If you open this folder and change the view to Large Icons, you can apply the Large Icons view to every folder that's optimized for pictures. I gave a tip in my September 2014 tip column about changing icons while in the Customize mode, but will repeat it here to make it all inclusive with the above suggestions.

### Customize Your Folders

You can customize your folders to go from a plain folder icon to something that can represent what is inside the folder. It used to be easier, but now you have to go to Computers and click on the C: drive, then go to users and then documents. Right click on any folder and click Options and then click on Customize.

A new pane opens up with lots of icons. Select the one you want, click Apply and then OK. The icon will now replace the old basic vanilla folder icon. If you don't like the icon go back and click "restore original icon." You can also select "choose a file to show as the icon."

Check the box next to "Choose A Background Picture" and click NEXT. From here you can choose from many different backgrounds, or pick one that you have stashed on your computer somewhere. You can also change the color of the text.

### What is "hing"? <https://security.intuit.com/phishing.html>

The three I will discuss now are **Phishing**, **Wishing** and **Vishing**.

Most of us are now aware of Phishing. **Phishing** was and may still be the most commonly exploited threat currently harassing internet users. This was considered a form of e-mail scamming where someone falsely claims to be a legitimate business in an attempt to entice a victim into giving up personal information that will be used for identity theft. This scam sends out an e-mail that looks like it comes from a legitimate business and proceeds to ask you for personnel information. If you fall for it you can be seriously financially damaged. If you receive such an e-mail, and wonder if it is legitimate, do not just click on the link in the message. Close out the e-mail and sign in to the business by typing the URL you usually use to sign in.

Now take everything you have just read, and apply it to text messaging. If you follow through on a looks-like-the-real-thing text message, you have now become a victim of **smishing**. **Smishing** has been around for a couple of years, but with the sudden proliferation and use of smart phones, attackers have gotten a little more sly and a lot better at what they do. What can I say. If it appears correct, still don't respond. Go to the site or phone number you know, and ask. Most people have not heard of smishing yet and tend to trust text messages more than e-mail, thus they respond and become immediate victims. Here are some tips to help protect you if you own a smart phone:

First, get a reliable anti-virus program. Look for ones that have great reviews and solid recommendations. Smart phones are like hand-held computers, and if you have an Apple iPhone or an Android phone, you have a handheld computer with a real operating system. And what is the first thing you do after you have installed Windows, Linux, or Apple on your computer? Why, put in an anti-virus program, of course. At the September general meeting we had an informative lecture on Avast. Avast has a mobile phone app. You can download and install.

And just in case one slips by don't click on it and don't call the number. Be sure of the number, and if you don't know it, don't respond. In fact even if you think you know who it is, be prudent and be careful about calling the number they instruct you to call.

Finally, we now come to vishing. Basically, **vishing** (derived from a combination of "**voice**" and "**phishing**.") has the same intent that phishing (and smishing) does, but it takes the form of landline phones to try and scam you into revealing personal information such as your credit card number, your social security number, your bank account number, your PIN number, etc. You know the calls you get that display an unknown number on your caller ID? They can be from any area code, an 800 number, whatever. And they can be a source of a vishing attempt.

Bottom line do not give out information unless you have initiated the call, and additionally, although it can be hard, try not to have too much really personal information stored on your phone. And last tip, make sure you have strong passwords for your financial accounts. Usually a strong password consists of six to eight characters including upper case, lower case, numbers and other type of characters.

### **The Tip Corner – September 2014**

By Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
September 2014 issue, The LVCG Journal  
[www.lvcg.org](http://www.lvcg.org)  
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### **File Extensions**

We all know that file extensions tell us what program can be used to open up a specific type of file. In Windows Explorer some of you might notice that files are listed without the file extension. This is usually the default. However in today's world it might be a good idea to see what the file extension is which could help in determining whether or not some files might be malicious. The easiest way to show file extensions on all files is to go to Control Panel>Folder Options and click on View at the top of the window that opened. Scroll down to where you see "Hide Extensions for known file types" and unclick the box to the left. This will now show all file extensions. While there you might want to investigate the many other options available such as showing all hidden system files that are usually hidden from view. Just clear the Hide protected operating system files check box, and then click OK.

### **Customize Your Folders**

You can customize your folders to go from a plain folder icon to something that can represent what is inside the folder. It used to be easier, but now you have to go to Computers and click on the C: drive, then go to users and then documents. Right click on any folder and click Options and then click on Customize. A new pane opens up with lots of icons. Select the one you want, click Apply and then OK. The icon will now replace the old basic vanilla folder icon. If you don't like the icon go back and click "restore original icon." You can also select "choose a file to show as the icon."

Check the box next to "Choose A Background Picture" and click NEXT. From here you can choose from many different backgrounds, or pick one that you have stashed on your computer somewhere. You can also change the color of the text.

### **Display**

If you click on Display in the Control Panel you can change the look of your computer; altering colors, fonts, backgrounds, screen savers, etc. And if you want to check what's going on inside of a file or program just click "Properties." You can do this by right clicking a file and select Properties from the menu, or you can hold down your ALT key and doubling clicking the file.

### **What Does the Print Screen button do?**

If you hold down Ctrl + Print Scrn keys you capture your entire screen. To capture a copy of only the open window, hold down the Alt + Print Scrn keys. Although you do not see anything happen, the picture is now on your Windows Clipboard, and you can paste it into any program that will allow you to view a picture. There are also a lot of free screen capture programs. I use Gadwin Print Screen 4.7. It allows you to drag a diagonal on the screen so you can copy just what you want. But another one is ScreenHunter 5 and it is also free. They both take the pain out of grabbing screen captures and makes it easy to determine the area of the screen you want to capture. You can then save to BMP or JPG format. Hotkeys are also available.

### **Another Way to View the Contents of the C: drive**

On your keyboard, hit WINDOWS KEY + R. No Windows key? Get a new computer – Joke. Just click on Start and in the text area type a backslash, ( \ ), and hit enter.

### **Searching Files**

You know that the FIND utility allows you to search for files on your computer. But you can also search the inside of your files to search for text.

This option was hidden in Windows 95 but is visible in Windows 98 and above. Just click on Find>Files or Folders. In the text area labeled "Containing Text" type the text you're looking for.

### **Taskbar and START Menu**

Right click on your taskbar and choose PROPERTIES. You can adjust many items on the Taskbar or Start menus or Toolbars. Changing the size of icons and many other options are available.

### **Restart Your System Without Rebooting**

To restart Windows without restarting your whole system, hold down your left SHIFT key and keep it pressed throughout this process. Click START | SHUT DOWN. Choose "Restart." Click "OK." You may now release the SHIFT key.

### **Registry Defrag 2.35**

By this time most of us have been using CCleaner to clean up our computer and registry. But I don't know if CCleaner also closes up the gaps in the registry caused by scattered data. That's where Free Registry Defrag comes in. It compacts and optimizes your Registry (though it doesn't remove invalid entries), and it even runs on Windows Vista.

### **Quick Startup 2.3**

Lots of applications take the opportunity to load themselves when you start your PC, whether you want them to or are even aware of them. Quick Startup shows you all those programs that start at startup and allows you to disable the ones you don't really need to launch at startup.

### **Revo Uninstaller 1.5**

After using Quick Startup 2.3, you may find apps on your system that you no longer need (or never wanted in the first place). Revo Uninstaller goes beyond what Windows does with its Add/Remove Programs function, cleaning up any remnants of a removed app (like Registry entries) that Windows might otherwise miss. It also gathers files related to broken applications so you can clean them off your system.

### **What Is Under the Hood**

Two programs that can help you see what your computer is all about are Belarc Advisor 7.2 and CPU-Z 1.43. Belarc Advisor offers PC users the convenience of a full-system scan and a handy hardware and software diagnostic report. It identifies the components in your PC—CPU, motherboard, RAM, hard drives, etc.—and detects weaknesses in your system's security. Advisor can also tell if you have Windows vulnerabilities that require running a patch, whether your antivirus software is up to date, and which Microsoft hotfixes your system is missing. It will then create an HTML file of its report so you can easily view it in your Web browser.

CPU-Z can also tell you everything about your PC's core components, from basic specs like processor name and RAM amount to overclocking essentials such as clock multiplier and voltage settings. If you want to find out what's going on under the hood of your machine, CPU-Z can do it. Some people also call it a tweaker's godsend

### **Recover Files 2**

At some of our meetings we mentioned that there are various programs that will recover files even if the drive has been reformatted. Well, this is not it. Bu if you have ever deleted a file from the recycle bin, Windows Explorer or even a thumb drive by accident here is a free utility that will get it back for you. The caveat is that you could not have rewritten over any part of the file. So when it happens recover right away before you start filing stuff.

### **DoubleKiller 1.6.2**

There are many programs that search out and list duplicate files. Over time it seems that duplicates just crop into the computer. Invisible but there. The Windows search function doesn't really work well, give DoubleKiller 1.6.2 a try. As its name suggests, the utility quickly finds doubles in your file library so you can decide whether to delete the copy or not. DoubleKiller also lets you search by file type, which makes it easy if you just want to clean up your MP3 collection.

### **Tips for Using Your Keyboard and Entering Text**

By Jim Cerny, 2<sup>nd</sup> Vice President, Sarasota PCUG, FL  
July 2014 issue, Sarasota Technology Monitor  
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The keyboard is as old as the first typewriter and may very well be the oldest part of your computer. Although computer innovations such as the mouse, voice-recognition, and the touch-screen have saved us from much keyboard use, it still looks like the keyboard will be around for a good while yet. People buying touch-pads are also buying keyboards for them! In the old days, believe it or not, the

rules you followed for entering text into your computer were different in each program you used. Think of it – each word processing program had different “rules” to learn in order to enter text into your computer. Today, thankfully, all programs follow the same rules when using a keyboard. So if you are using your keyboard to type an email, create a document, enter numbers in a spreadsheet, or fill in some data or text boxes on the internet, you will be following the same rules. Rather than bore you with a list of these rules, I thought I would just present a list of my most helpful keyboard tips and terms. Here they are:

Insertion point – the flashing vertical line or bar that indicates exactly where your next character will appear. This bar automatically moves as you hit keys and enter the text. Do not hit any keys on your keyboard until you know where the insertion point is. Note that if the text area is blank (that is if you are entering the first character in the text area) the insertion point can only be placed at the beginning of the text area, that is, on the far left and on the first line.

“I”-bar – a mouse cursor in an area where there is text or where text can be entered. Your mouse cursor will automatically change from an arrow to an “I-bar” in a text area. You can move this I-bar with your mouse, place it BETWEEN characters, click the left mouse button, and you will have placed your INSERTION POINT (see above) where you click.

The arrow keys (up, down, left, right) will move the insertion point in that direction IF there is text there.

You cannot move the insertion point beyond the last character entered in a text area. You can, however, enter blank characters, (by hitting the space bar), tab characters (by hitting the tab key), or go to a new line (by hitting the enter key), and the insertion point will move accordingly (see “control characters” below). This can be confusing. Some people wonder why they cannot just place the insertion point anywhere they want on a blank page any start typing. Sorry, but word processors do not work that way. A word processor does NOT see a blank page like a grid with positions everywhere on it for putting characters. If you think about it, a word processor has the capability to reformat the text to allow all the text to be printed on pages with narrow or wide margins. So the word processor sees only a single long string of text characters. Some of the characters in this long string are control characters. What’s a control character you ask? Well, let me tell you.

Control characters tell the printer (or the monitor screen) where to position for the next printed character on the paper and within the margins. These characters are part of your document but are not printed on the paper. For example, hitting the spacebar enters a space character and hitting the “tab” key enters a tab character. Entering a “tab” character will usually enter a blank space on the line about a half an inch long. In other words, hitting the “tab” key will move the insertion point one half inch to the right. Hitting the “Enter” key will go to a new line. Because of these characters your text will look nice whether it is printed between narrow or wide margins. The word processor formats the text to fit while obeying the control characters. The printed text will flow from one line to the next whether the margins are wide or narrow (text wrapping). Think about it – would you want to re-type your document every time the margins change? So a word processor will neatly flow the text from one line to the next.

Holding down any key on the keyboard will quickly repeat that character. Be careful, I said “quickly”!

On laptops, you may wish to turn off the “mouse pad” while you are typing. On many laptop keyboards, the mouse pad is positioned where the heel of your hand or bottom of your thumb may hit it and move your insertion point to someplace else while you are trying to type your text. Most mouse pads on laptops have different functions in different areas of the pad. For example, the right edge of a mouse pad may be used to scroll up or down. Thus, the base of your hand may hit the pad and have confusing effects on the screen. To turn off your mouse pad you will have to consult the instructions that came with your laptop. Most mouse pads are turned off and on using a function key (one of the “F” keys at the top of your keyboard), perhaps in combination with another key on your keyboard such as the “Ctrl” or “Alt” keys. Some laptop mouse pads are automatically turned off when you plug in a mouse.

The “Insert” key, if pressed, will put you into the “overtyping” mode in which you are REPLACING characters as you type. Hit the Insert key again to turn this off. Many people find this “overtyping” mode confusing, not noticing what is happening until they see characters have been DELETED while they are typing new characters. I never use the “insert” or “overtyping” option.

The “Caps Lock” key, as on the old typewriters, will enter all upper case letters. Hit the Caps Lock key again to turn this option off. Notice if your keyboard has a light that comes on if a certain mode of typing has been activated. For example, when you hit the “Caps Lock” key, a light on your keyboard may be turned on to indicate that you are now in the “All caps” or all uppercase mode.

Almost all passwords are case sensitive. If there is an upper case (capital) letter in your password, then it ALWAYS must be entered in upper case.

Save your work often. If you do not, you could lose everything you have entered before your last save. Most emails may automatically save your work as a “draft” until you send your email. In Gmail, as I compose or write my email, it is automatically saved every ten or fifteen seconds to my email draft folder. When I send the email, the draft copy is automatically deleted and saved in the “sent mail” folder. Check your email program’s “help” instructions to understand about auto-saving your email as you type.

If your keyboard is not working, first check to make sure it is properly connected. If you have a wireless keyboard, make sure it is turned on and that the batteries are good.

Keyboards come in many styles and types (no pun intended), so find one that is comfortable for you. I even have a rubber keyboard that can be rolled up for easy storage or transport, but it certainly does not feel comfortable to use.

By the way, Windows 7 comes with “speech recognition” which you can try if you like. I gave it a try and found that it took some getting used to. It is nice to know it is there if you need it, but I went back to my keyboard – I guess I am just that “type” of guy.

There are many other keyboard tips and tricks. The keyboard will allow you to enter “shortcuts” or menu commands for many software programs. Check the “help” for each program you use to learn what keyboard commands are available. No matter what “type” of person you are, there are always keys to help.

=====  
**Who Controls the Internet?**

<http://www.govtech.com/wireless/Who-Controls-the-Internet-Part-One.html>

<http://www.govtech.com/wireless/Who-Controls-the-Internet-Part-Two.html>

<http://www.govtech.com/wireless/Who-Controls-the-Internet-Part-Three.html> Leo Laporte - Tech Guy

Labs, <http://techguylabs.com>, <http://techguylabs.com/products>

Leo’s radio stations, <http://techguylabs.com/stations#zoom=3&lat=39.63954&lon=-95.97656&layers=TB>

<http://tunein.com/radio/options/The-Tech-Guy-p49718/>

Backup and Recovery, <http://techguylabs.com/topics/backup-and-recovery>

**Episode 1156** <http://techguylabs.com/episodes/1156>, 2:38:27 - hours, minutes, seconds

Elon Musk wants to spend \$10 billion to put the internet in space, how to make your router work better, find out how much data individual apps on the iPhone are using, how to calibrate your HDTV at home, and more of your calls. **Topics** [Photography and Video](#), [Mobile Phones](#), [Home Theater](#), [Media](#), [Hardware](#), [Internet and Web](#), [Software](#), [Networking](#) -

**Samsung Galaxy S6 Edge smartphone**

Samsung revealed the Galaxy S6 and the Galaxy S6 Edge this week at Mobile World Congress in Barcelona. The Galaxy S6 Edge features a new dual-edge display that curves on both edges of the phone. It’s a 5.1" Quad HD Super AMOLED screen with a resolution of 2560x1440 and 577 pixels per inch.

The camera of the Galaxy S6 Edge is 16MP, takes Auto HDR pictures, and can capture 4K video. It’s also faster to activate the camera, at just 0.7 seconds. The selfie camera on the front is 5MP and has a wider 120 degree angle.

Samsung’s new Smartphone features a 64-bit, octa-core processor. It no longer features an SD card slot, but internal storage options range from 32GB to 128GB. The Samsung Galaxy S6 and Galaxy S6 Edge will be available in April.

[Learn more about the Samsung Galaxy S6 and Galaxy S6 Edge \(Official Site\)](http://techguylabs.com/topics/mobile-phones)

<http://techguylabs.com/topics/mobile-phones>

iPhone, how can I save text messages?

<http://techguylabs.com/episodes/1167/how-can-i-save-text-messages>

Microsoft now says Windows computers could have a 'FREAK' attack

<http://www.digitaltrends.com/computing/microsoft-now-says-windows-computers-freak-attack>

**"FREAK" is short for Factoring attack on RSA-EXPORT Keys**, according to ArsTechnica.com. The attacks are possible when a vulnerable user logs onto a vulnerable HTTPS-protected website using a device prone to being compromised. In this case, **Windows computers** fall into that category.

PCs and laptops aren't the only products that could have a FREAK attack, however. Prior to the announcement from Microsoft, everything from **iPhones to Android** devices was thought to be susceptible to an attack.

During a FREAK attack, hackers watch the traffic passing between browsers and vulnerable servers. They can then inject malicious packets into the flow that cause the two parties to use a weak, 512-bit encryption key. With this weakness in place, hackers can collect some of the exchanged information using cloud-based computing.

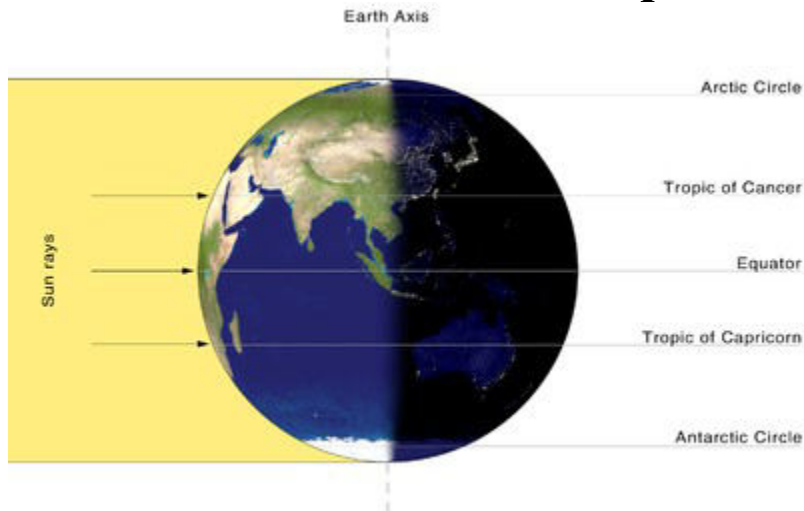
Security researchers have found that out of 14 million HTTPS-protected websites, about 36 percent of them supported weak cipher, rendering them vulnerable to a FREAK attack. They note that companies including Google, Microsoft, and Apple have been slow to develop patches, which hints that FREAK attacks pose a low threat at the moment. So don't FREAK out just yet.

**How to protect your Windows machine against the FREAK hack attack [ Don't web surf bad sites! ]**

<http://www.itworld.com/article/2893990/security0/how-to-protect-your-windows-machine-against-the-freak-hack-attack.html> Microsoft is working on a patch that will solve the problem. Until then, though, if you're willing to get your hands dirty, (etc.) ...or wait for a Microsoft fix - unknown time frame.



## *Short Circuits....zzzt! An Equinox*



“During an equinox, the [Earth's](#) North and South poles are not tilted toward or away from the [Sun](#), and the duration of daylight is theoretically the same at all points on Earth's surface.” - Wikipedia

### Spring Fever

Four high school boys afflicted with spring fever skipped morning classes. After lunch they reported to the teacher that they had a flat tire. Much to their relief she smiled and said, "Well, you missed a test today so take seats apart from one another and take out a piece of paper." Still smiling, she waited for them to sit down. Then she said: "First Question: Which tire was flat?"

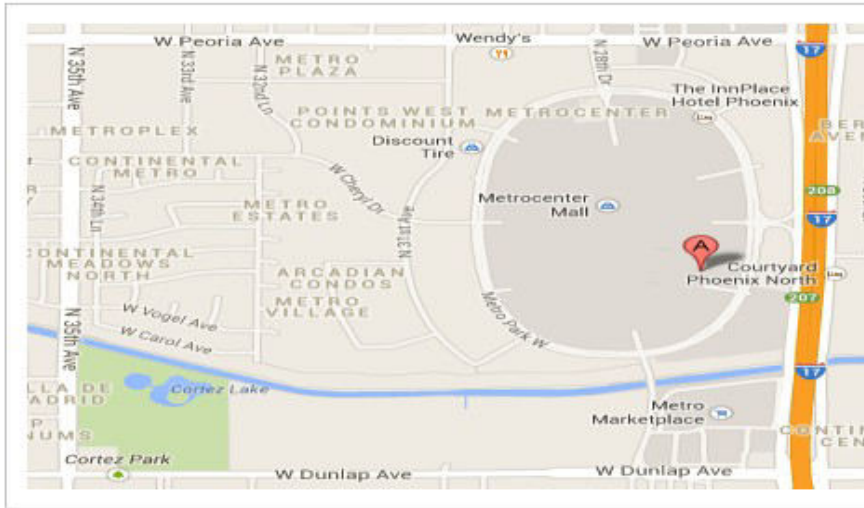
May your glass be ever full. May the roof over your head be always strong.  
And may you be in heaven half an hour before the devil knows you're dead.  
Drink green beer on St Patrick's Day! It counts as a vegetable!

### Spring Vegetable Joke

Q: What's Michelle Obamas favorite vegetable? A: Barackoli (like broccoli)

Q: How is a man like the weather?	A: Nothing can be done to change either one of them.
Q: What did the tornado say to the sports car?	A: Want to go for a spin!
Q: What kind of shorts do clouds wear?	A: Thunderwear!
Q: What's a tornado's favorite game?	A: Twister!
Q: What bow can't be tied?	A: A rainbow!
Q: What falls but never hits the ground?	A: The temperature!
Q: Easter Bunny's Chinese Restaurant order?	A: Hop Suey!
Q: What do you call a rabbit with fleas?	A: Bugs Bunny
Q: What did the spider do on the computer?	A: Made a website!
Q: What did the computer do at lunchtime?	A: Had a byte!
Q: What does a baby computer call his dad?	A: Data!
Q: Why did the computer keep sneezing?	A: It had a virus!
Q: What is a computer virus?	A: A terminal illness!
Q: Why was the computer cold?	A: It left it's Windows open!

# HOW TO GET THERE - MAPS TO MEETINGS



**West Side Meeting**

**CollegeAmerica**

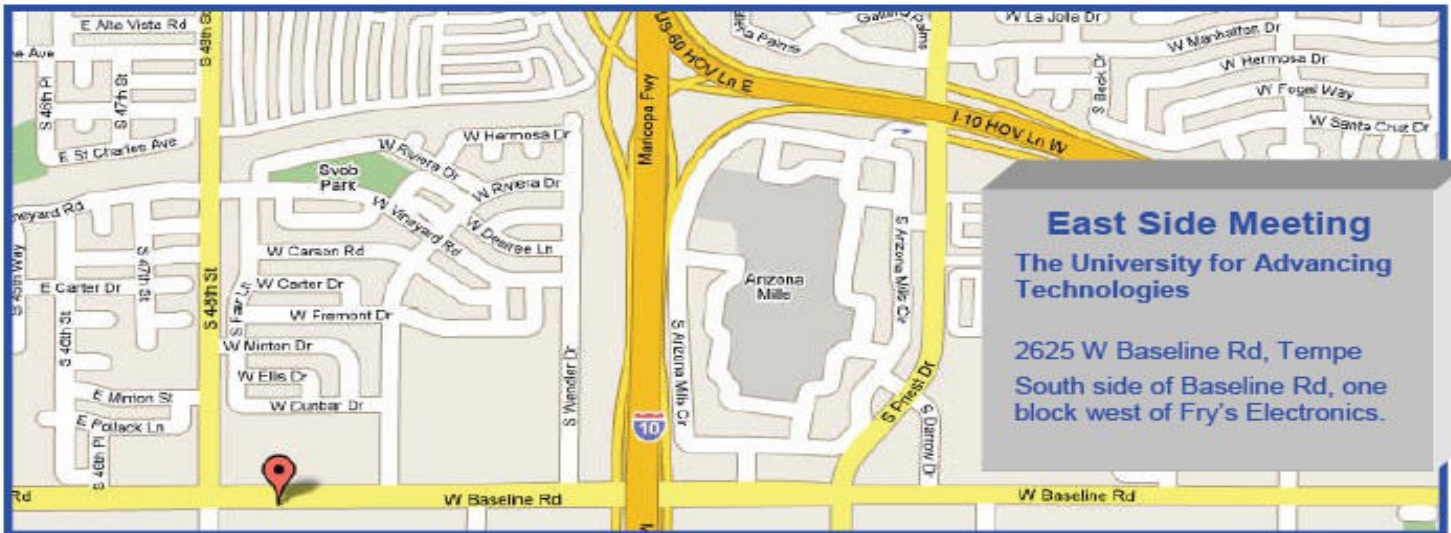
[www.collegeamerica.edu/phoenix](http://www.collegeamerica.edu/phoenix)

9801 N Metro Parkway East  
Phoenix, AZ 85051

Phone: (602) 257-7522

Google map error, "the red A" is actually east side of Metro Parkway

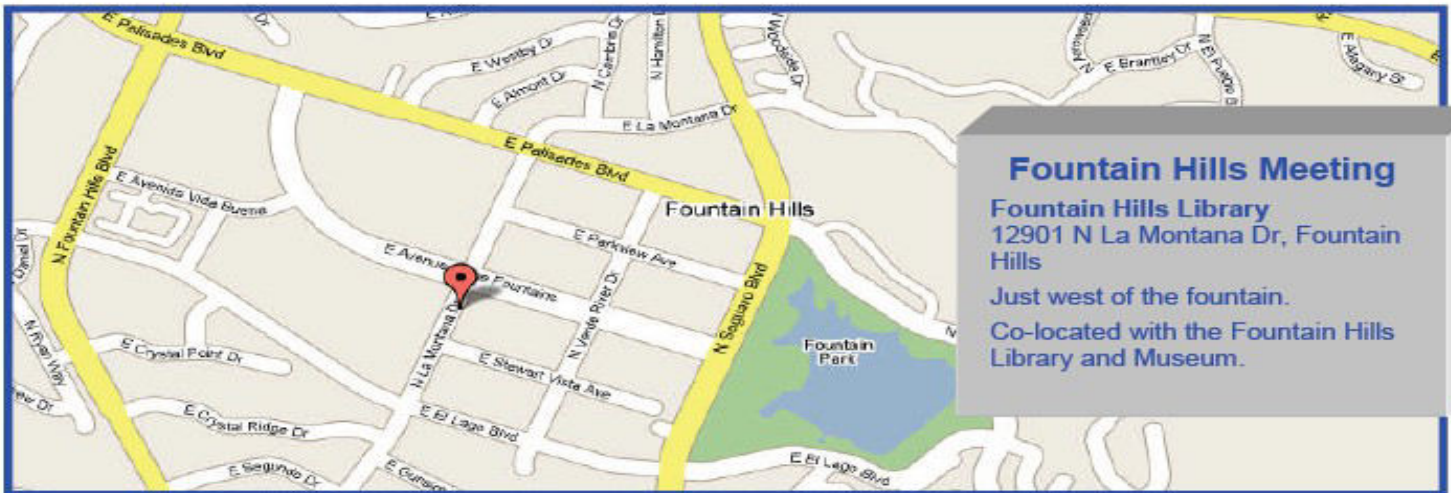
Exit Peoria Ave west, past I-17, turn first left, go south on the frontage road, turn right at the first driveway past Cheryl Drive, CollegeAmerica is the white building on your right (north). North of Castles & Coasters amusement park.



**East Side Meeting**

**The University for Advancing Technologies**

2625 W Baseline Rd, Tempe  
South side of Baseline Rd, one block west of Fry's Electronics.



**Fountain Hills Meeting**

**Fountain Hills Library**

12901 N La Montana Dr, Fountain Hills

Just west of the fountain.  
Co-located with the Fountain Hills Library and Museum.

# MEMBERSHIP DUES

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

*2015 DUES \$36, prorated  
Example - \$9 for 3 months*

## Phoenix PC Users Group Membership Application

First: (Print Legibly) \_\_\_\_\_ Initial: \_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

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

Receive Electronic PDF newsletter in place of a printed one:    Yes \_\_\_\_    No \_\_\_\_

E-mail address: \_\_\_\_\_  
(Print Legibly)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Release my address to vendors ?    Yes \_\_\_\_    No \_\_\_\_    Note: Phone numbers **will not** be listed.

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

With club approved vendors?    Yes \_\_\_\_    No \_\_\_\_

Mail this completed form with payment to:

**Phoenix PC Users Group  
PO Box 45451  
Phoenix, AZ 85064-5451**



*The Best Accessory  
for your PC!*

**AZACC.com member**

Our Web address: [www.phoenixpcug.org](http://www.phoenixpcug.org) also see  
[www.phoenixpcug.org/newsletters](http://www.phoenixpcug.org/newsletters)

The Newsletter of the Phoenix Personal Computer Users Group  
"Users helping users to understand computers".

PHOENIX PC USERS GROUP  
PO Box 45451  
PHOENIX, AZ 85064—5451

STAMP

PLEASE NOTE - OUR NEW ADDRESS