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SAUK COMPUTER USER GROUP

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MINUTES: SCUG CLUB MEETING  
MARCH 13, 2010

The meeting started with president Neal Shipley showing the rest of the pictures of the eagle that were taken along with the one published in the Gazette. There were 29 members and one guest present.

The president announced a silent auction for a laser printer that already had a bid of \$35. There were some other printers for the taking.

Terry MacLennan announced that the lab is doing well, with classes filling up and sold out before **they're even announced and** new classes are being started.

During the Q&A a Trojan was discussed, how to uninstall Norton and what it involves. Art Bendick mentioned that the Revo Uninstaller Pro was included in the DVD he made for the club members to purchase.

After a short break for coffee and cookies, the business meeting started

with the acceptance of the newsletter as published in **"The Computer Connection."**

Myron Kliment read his **treasurer's report while it was** shown on the large screen and a motion was made and seconded to accept it as read.

Notice was given that dues have been paid and our club is now a member of APCUG and there will be a link to this in the SCUG website.

Terry and Myron again asked for help in the Computer Lab.

A motion was made and seconded to adjourn the meeting.

A special raffle was held for a laptop, which was won by Lydia Kenny. The regular raffle followed, with many nice prizes, as usual.

Terry followed with an interesting and informative **program on "Taking Control of Your Desktop."**

Respectfully submitted by  
Angela Rester, secretary

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MARCH NEWS

We will be raffling a 4gb flash drive for the April meeting. We would like to thank everyone who bought a ticket for the laptop raffle last month. The club took in \$79 for that raffle. It was good to see John & Lydia back even if they did win the laptop.

There were some corrections to the emails that were included in last month's newsletter. They can be found on the club website under "Members Only".

I appreciate the club joining APCUG, it was a lot easier to fill the newsletter with good articles. We received 15 articles from them, so Betty and I chose what we thought were the best.

This month's program by John Miller will be Computer Basics: Form Factors and Components. We're going to review the various labels that computer makers' use - netbook, laptops - ultraportable, desktop replacement, gaming, tablets, and desktops - hybrid, media center, gaming and all-in-ones, and outline the basic components in the computer and what the differences are.

Joe Fornero—Editor

SMART COMPUTING TIPS & FUN FACTS

**A Handy Keyboard Short-cut:** For many computer users, multitasking is a must. Between that Web browser, word processing document, and photo-editing program, your screen can fill up pretty quickly. Sometimes you need to clear the clutter and get straight to the Windows Desktop. To quickly minimize all open windows on-screen, press WIN (the Windows Logo key)-D. Press the combination again to bring the windows back up.

**Snip It Good:** When you want to clip out a piece of your Desktop and send it to someone, forget the hassle of Print Screen and cropping in an image editor. The Snipping Tool built into Window 7 and Windows Vista offers this time-saving functionality straight from the OS (operating system).

Click Start, select All Programs, Accessories, and Snipping Tool. The Snipping Tool comes up as a small window you can just drop into a corner of your screen. The pull-down menu alongside the New button lets you pick from creating snips from a free-form pen, rectangular mouse drag, the active window, or the entire screen. Once you make the snip, the graphic comes up in the Snipping Tool editor, where you can add pen and highlighter markups. Finally, you can save snips in JPEG (Joint Photographic Experts Group), GIF (Graphics Interchange Format), PNG (Portable Network Graphics), or HTML (Hypertext Markup Language) formats, or copy and paste them out of the editor into whatever application you like.

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MINUTES: CLUB BOARD MEETING MARCH 16, 2010

Board members met in the home of president Neal Shipley. Present were Joe Schmitt, Myron Kliment, Joe Fornero, Dane Neiderman, Art Bendick and **Angela Rester. Terry MacLennan didn't** make it.

There was a discussion on future programs which might include topics like Excel, Office, and the merits of Notebook vs. Laptop.

The subject of Facebook was brought up and the question was asked

as to who might know enough about this subject to give a presentation at one of the meetings.

The meeting adjourned on a motion by Joe Schmitt and seconded by Joe Fornero.

Respectfully submitted by Angela Rester, secretary

# THE ROGUE SECURITY SOFTWARE EPIDEMIC

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BY BETTY BEATTY

Fake virus alerts seem to be popping up all over and they are really nasty. I saw one in full force on a co-worker's computer. There are hundreds of variations of these fake alerts advertising fake antivirus software with new ones coming out all the time. Some of the names of these fakes are: Antivirus Live, Antivirus XP/Win 7/ Vista 2010, XP Antivirus Pro, Antivirus Soft, etc. They look very legitimate. To see what these look like, visit **Bharath's Security Blog** at: <http://bharath-m-narayan.blogspot.com/> (you can find this link on **SCUG'S Links page in the Computer Security section**). Bharath has screen shots of many of these listed under the month they were discovered. He also includes screenshots of fake computer utility programs offering to clean your computer, etc.

Basically, the ones I saw display a Security Warning dialog box that looks like a Microsoft Windows dialog box stating that your computer is infected. It also showed a dialog box that looked like one from the real antivirus company on the computer. It displayed a fake Windows Security Center window and fake firewall warnings that looked real too. Boxes with security warnings and alerts just kept popping up. And of course they try and sell you a fake antivirus program to remove the fake viruses. And it seems like anything you click on to try and make these go away only make things worse.

I had never seen anything like this. It hijacked Internet Explorer and we **couldn't go to anything except this site trying to sell the fake antivirus software.** It does this by changing IE's proxy server setting. And it

would terminate anything we tried to open telling us it was infected. It **wouldn't let the computer's real antivirus software run.** It wouldn't let us do a system restore. It was blocking everything we tried to do. It was a nightmare!

What I ended up doing, and **this may not be the right thing to do** because I have not seen it mentioned on any of the web sites dealing with this problem is that I rebooted into plain **Safe Mode.** (To boot into Safe Mode, restart the computer and start hitting the F8 key right away before Windows loads until the screen offering Safe Mode options displays.) Then I was able to run system restore. I set the computer back to the way it was several days before. Then I ran **the computer's real antivirus software** (Norton). This seemed to take care of it. The next two computers I saw this on we did the above immediately and everything seemed ok afterwards. Note: I have read that some of these malware infections also block safe mode! Like I said, there are hundreds of variations and probably many different fixes. It would probably be a good idea to download, install and run Malwarebytes too.

After dealing with this I did some reading about all of this on the web. It does sound like the methods for dealing with these threats can vary depending on which variety you are infected with. **If possible, Google the name of the fake antivirus that has hijacked your computer with the word remove, etc. to find the best fix for the rogue software you are dealing with.**

Let me do a very brief summary of what I have read. Basically I have read that one should download the **portable version of SUPERAntiSpyware**, and/or **Malwarebytes**. Some sites also mention **Fixexe.reg** (a Registry File that fixes .exe file associations that have been broken, usually caused by malware) and **rkill.com** (which will try to end the processes that the fake Antivirus is using so that you can continue with the fix). **(You can find links to these and more articles about all of this on the Links page of the SCUG website, in the Computer Security section.)** Anyway, if you are infected you will probably need to download these to a flash drive or a CD because you probably will not be able to access these sites from the infected computer – remember, the rogue software/malware will be trying to block everything you try and do. Some malware will recognize these antimalware programs and not allow you to install, open or run them in which case you need to rename them to disguise them from the malware. Plug your flash drive with these programs on them into the infected computer. First try running the portable version of **SUPERAntiSpyware**, it will run from your flash drive. That might do it. If not maybe install **FixExe.reg** and then **Malwarebytes** (mbam-setup.exe). Be sure and run Malwarebytes to the end. Some fixes require **rkill.com** to be run in order to run the fixes.

Again, this is a very brief explanation of all of this. Please refer to the links on the

## THE ROGUE SECURITY... (CONT.)

SCUG web site for a more thorough explanation. Keep your antivirus and antispyware software up-to-date. Use the latest version of the browser of your choice; the latest version should be the most secure. Also, keep your Windows software patched and updated to close possible security holes.

Or hey, run **Linux and you won't** be such a target for all this malicious stuff. Of course Linux users need to be mindful of security issues too. But on Linux machines, nothing can execute on your machine without your permission. It is inherently safer. If you have your computer set up to dual-boot into Windows or Ubuntu I would think your Ubuntu side would be unaffected by the rogue virus attack in Windows. **Just a thought....**

## B E W A R E S !

The wares have often perplexed computer users with numerous decisions regarding software. The multitude of wares have been even more confusing. Comware is commercial software which generally has more "bells and whistles" but requires the highest financial expenditure without the option to try the software in advance. Trialware is usually characterized on the Internet as a free download for a limited time but requires a purchase to continue using the software. Shareware is also free to download but often has features turned off or has an expiration date unless you purchase the software. Trialware and Shareware do offer an opportunity to use the software before making the decision to purchase. Freeware is free for

personal use on the Internet but it may contain adware, viruses, or be poor software. Further, the marketing promotion of the wares can be even more misleading, causing you to download and then delete software that you thought was freeware when you discover it is, in fact, pay ware.

The world of wares can be very frustrating as well as expensive to the computer user. One can spend considerable time, frustration, and even expense downloading and deleting various wares on the Internet. Beware, retailers will not accept returned comware after it has been opened for a money back guarantee. Relax, my holiday gift to my readers is a solution to the problem that I have used for several years, saving me considerable time and money! However, I have had to endure personal comments from some of my fellow computer users that I am "cheap!" Since my ancestry is Scottish who are known for being thrifty, I do not consider that comment an insult. However, I do prefer the use of the word "conservative" to the rather blunt, "cheap."

Excluding my operating system, I have nothing but freeware downloaded from the Internet on my system! Aha, you are thinking, but what about adware, viruses, or poor freeware, and the considerable time in downloading and deleting it takes to find the best freeware on the Internet? There are several sites that contain only freeware. However, I recommend Gizmo's Freeware site because I have used it for several years and found it to be very effective in reviewing freeware and efficient to use in going quickly via links to safe and secure freeware sites for downloading. I am reluctant to recommend other sites that I have not used for purposes of this article.

Gizmo's Freeware is easy to use and makes it very simple to locate the best freeware on the Internet because it is extensively reviewed before it is recommended. Until July 2008 Gizmo was the editor of "Support Alert", a highly recommended technical newsletter that was distributed to over 150,000 subscribers. The site evolved from his highly popular list of the "46 Best-ever Freeware Utilities." The site grew well beyond 46 and reached the point that it could not be maintained by one person. Today, the site has grown into a kind of

Wikipedia for Freeware utilizing contributions of dozens of volunteer editors who edit and moderate suggestions from thousands of site visitors. As a result, the range of free software covered by the site is ever increasing and the quality of the reviews are ever improving. Gizmo's Freeware has, in a real sense, become the "Wikipedia for Freeware." I strongly suggest you check your freeware on your system against the recommendations of the best and consider downloading the best.

The primary purpose of Gizmo's Freeware is to make it easy to select the best freeware product for your particular needs. The best freeware programs are as good or better than their commercial counterparts but finding the most appropriate programs can be challenging. There are dozens of freeware download sites but few of these actually help you select the best program for your needs. The site has no downloads just honest advice and useful guidance. Links are provided where you can safely and securely download the product you want. Furthermore, you will know that what you have selected is the best available. Gizmo's Freeware is easy to use and will save you time, money, and lots of frustration!

**BE SURE TO BOOKMARK GIZMO'S  
FREWARE BECAUSE YOU WILL  
USE IT FREQUENTLY TO SOLVE  
PROBLEMS -- SAVING YOU MONEY,  
TIME, AND LOTS OF STRESS:**

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If I had to pick a single area where most computer users are extremely lacking, it's in the area of backing up and preserving the documents and other items that they generate during the course of their computer activities. Most people just dismiss the subject with **"Oh I don't really have anything of importance, and even if I do, I can always redo it easily."** These people may only use their computer for the Internet and e-mail. But, redoing your address book and bookmark listing can be a task in itself.

And, if you use a program such as Quicken or Money, you have lots of financial info that would be a real job to rebuild if all your files were lost. I reminded a friend about backing up his Quicken stuff, and he said that he really didn't have to, as Quicken always backs things up automatically, which it does. But it backs things up onto the same hard drive, into a different folder. So, about 6 months later when his hard drive failed, his backup was worthless, and he was a very unhappy person.

## WHAT DOES BACKUP REALLY MEAN?

Backup is the generation of duplicate files, often onto a removable medium, for all the things that you have generated on your machine. Generally, these are files that you have produced, not the program files which came on the CD. These duplicate files must be stored on something which can be separated from your machine, and definitely separated from your internal system hard drive.

Since most people have only one hard drive, it does not make good sense to backup onto that same drive. And, if you have your main drive partitioned into say a C and

D drive, you will still lose your backup if the drive fails. If however, you have a second hard drive on your computer, you are much safer storing your backups there.

There are online services which offer **"online backup" at a small cost, or no cost.** This can offer access from another computer, when you might need that data. But I personally don't want my private data et al on an online computer, where it is possibly subject to being hacked or having that operation go out of business.

*NOTE: This article is only discussing backup of your personal files and data - it is not addressing a complete backup of your system drive, including your operating system (probably Windows). That is a separate topic which will be covered in another article.*

The backup media should be stored in a place where they/it will not become lost, stolen, or damaged. When I was in business (many years ago), we backed up all our files every day, with a rotating system of seven tapes. Copies were stored in a fireproof safe, and periodically, we placed a current copy in our safety deposit box at the bank. Just putting copies on the shelf doesn't protect against their loss in case of a fire. Obviously, most users don't have to go to such extremes. But, for important information, it's a good idea to periodically put a backup copy into a secure and fireproof place, such as a home safe, or your safety deposit box.

*In order to be able to follow and use the material in this article, you must be conversant with using Windows Explorer, or a similar file manager. Earlier this year, I presented several articles on this activity, with several exercises on*

*the subject. If you are not familiar with using a file manager to copy files and add new folders and subfolders, I would suggest that you bone up on this subject first, and then get back to this article.*

First of all, the typical user who has programs in which files are saved, generally has no idea where they are. So, the first thing to learn is just that. When you are in a program such as Quicken, your files are generally saved in the same folder as the Quicken program. Other programs may use the My Documents folder, My Files folder, the Documents and Settings folder, or a special folder that the program has set up to store things.

I personally set my own folders for storing things. And, fortunately, most programs allow the user to specify where things are stored. In WordPerfect, I have a master folder set up, name WPWIN. Under that I have about 56 subfolders for all the categories that I have defined. There is a folder named **"BocaBits", which holds all the articles I've written for this publication.** One of the main advantages of having your personal files organized in a master folder is that they are easier to copy to a backup medium. Just copy the main folder, specify to include the subfolders (if that is needed), and everything underneath will be copied. This is far easier than having to locate many different folders, and copy from each one individually.

Remember, using subfolders is a must. Some years back, one of my friends stored all his files for

all his programs in the same folder, with no subfolders. Finding a file to use was almost like looking for a needle in a haystack. And, name your files using descriptive long filenames which all operating systems since Windows 95 can use. **Which is easier to find "Letter to Jack re the new building.doc" or "let2jreb.doc"?**

Here are some steps that I would suggest users consider - change the names to suite your desires.

Add a new folder on your C: drive, and call it "All My Stuff" (without the quotes.)

1. Add as many subfolders under it as you need. For example, (assuming you have these programs) add one for Word, Quicken, Money, Excel, etc. Then, add as many subfolders under each of the main subfolders you've added. For example, the "Word" folder can have subfolders named "Letters", "Faxes", "IRS correspondence", etc.. (Don't use the quote marks - they are used here for clarity.)
2. Then in each of those programs go into "preferences" or "settings", or wherever is appropriate, and set your new path and folder name there as the place to keep stuff. In something like Quicken, it wants its files where it specifies, but when you call for a backup in Quicken, you can specify the path/folder. So this folder you set up will always have duplicates of Quicken's files, ready to be

copied out to the removable media you choose.

3. For programs such as Outlook Express or AOL, it's a good idea to save your address book, and your bookmarks. Finding the names of these files, and where they are located will be a good exercise for you in using Windows Explorer, and learning more about your browser.

*NOTE: It is not absolutely necessary to do all of these previous steps if you're willing to do your backup work with all your files where they are now. These steps are just offered to make your job of backing up easier. If this is the case, you can skip to the section entitled "WHAT MEDIUM SHOULD I USE TO BACK THINGS UP."*

#### HOW DO I GET MY EXISTING FILES INTO THESE NEW FOLDERS

If you don't know or can't find where the program stores the files you create, go into the program, generate a new document, and do a save on it. When the "save" window comes up, it may well show you the path/folder that the program uses. So you can now go to that folder, and find all the stuff you have done previously. While you're in the "save" window, you can now specify your new repository for your files in this program, assuming it will cooperate.

If this does not happen, do a search in Windows (START>SEARCH) to find that file, and the location path will be available there.

Rather than move the existing files, I'd copy them into the new folder you set up. That way, if there are any "goofs" (perish forbid), nothing has really been lost. In the case of a

program like Quicken, just open Quicken, and press CTRL+B. This should open the backup window, and you can type in the path/folder you've just made.

Later on, when you know that everything has been safely copied into your new folder tree, you can safely delete the files in their original locations if you want to do so.

When you've done this for all your important stuff, you will now have a new "filing cabinet" with "drawers" for all your important files.

#### WHAT MEDIUM SHOULD I USE TO BACK THINGS UP?

In the "olden days", the choices were fairly limited. Floppy disks and tapes were about it. These days, those two media are not the ones of choice. Floppies have limited storage space, and most people don't have a tape drive, nor should they bother to get one these days.

The two choices that I would recommend are external USB drives, which many people have or flash drives which many people also may have. If you're not familiar with these devices, you should become familiar - they are very inexpensive now and are the perfect media for backing up purposes, transporting, and archiving files. Or you can use a ZIP disk, if you have a ZIP drive, or use a CD rewritable disk.

To "burn" a CD, you must be familiar with this process. If you have a recordable or rewriteable drive on your machine, there should be a software utility to handle copying files. Usually this

utility is on the CD that came with your hardware. But, it's possible that the utility wasn't loaded on at the factory. Check through the manual or help files to learn more about this.

Remember, once you get into the habit of backing things up, you can feel more comfortable about not losing lots of time and effort trying to reconstruct things. And, when you get a new computer, your new machine can take the backup medium you used, and copy it all (as desired) onto the hard drive of the new machine.

#### ONE FURTHER RECOMMENDATION TO SAVE YOUR "STUFF"

One area that most users don't bother to consider, is the use of an uninterruptible power supply (UPS). These units plug into your wall outlet, and then the computer and monitor plug into it. Many don't feel that this is of any value to them, but I'll bet that they've had a crash during a power blink. The primary use of such a device is to keep your computer and monitor running when there is a power failure, either an extended one, or momentary power blink. The purpose of a UPS is not to allow you to keep working for an extended period when the power goes off, but to allow you to save your work, and shut down in an orderly fashion. Or, when the **power "blinks", your system** doesn't crash, and you lose the work that you have on screen. Even a one tenth of a second blink can wipe out what you're working on. And, if you haven't just saved it, you've lost it.

Furthermore, all computers should be connected via a high

end surge protector to protect against line fluctuations and power surges. A UPS is also just about the best protection that you can use here. And, these days, UPS units are available for not much more than the cost of a good surge protector. Check Costco for some good values here. A capacity of 300-500 VA is a reasonable range for most home computers. Remember, as a minimum, you need to have your computer and monitor connected via the UPS. Without a monitor, your computer isn't good for much.

So, HAPPY backing up - try it. The day will definitely come when you'll be glad you did. And once you get to be an expert at it, you can impress your friends by teaching them.

If you find this material useful, you may want to download this article in PDF format, from our web site [www.brcs.org](http://www.brcs.org). This allows readers to keep the material either as a PDF file, and/or print it out, and place it in a looseleaf notebook for future reference.

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#### SMART COMPUTING TIPS & FUN FACTS (CONT.)

**Stickier Notes:** In Windows 7, you'll find Sticky Notes, a revamped version of the old Notes gadget now built into the operating system. (Open the Start menu, click All Programs, and select Accessories to find Sticky Notes.) Sticky Notes lets you place virtual Post-Its anywhere on your Desktop. You can also stack notes. Right-clicking a note brings up a menu that will let you pick from any of six note colors. There's seemingly no way to change the font or format a note, but this is less of a concern than the fact that there's no "always on top" option for notes so you can't bury them out of sight. Still, Sticky Notes can definitely help with productivity and are less likely to get swept up by housekeeping than their paper counterparts.

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*Each month, we receive numerous technical support calls and email messages. Some computer problems are fairly common, and we find that many callers struggle to resolve the same issues. In this article, we cover some of the most common or timely tech support questions and provide our solution for each of them.*

**Q. I have trouble seeing while using the computer and would like to increase the size of the mouse pointer. I can't seem to find a way to do this, if it's even possible. Is there indeed a way to enlarge the pointer arrow?**

***You can make your mouse pointer easier to see by enlarging it in the Mouse Properties options.***

Windows displays a fairly small mouse pointer by default. For a

Vista, go to the Control Panel. Click Classic View or Switch To Classic View on the left side of the window to make it easier to browse the list of Control Panel options. In Windows 7, choose Large Icons from the View By drop-down menu. Next, choose the Mouse icon to display the Mouse Properties window. Under the Pointers tab, locate the Scheme section, which offers several different pointer types and sizes.

larger pointer, choose Windows Standard (Extra Large) (System Scheme) from the drop-down menu. Click Apply and move your mouse around. If you are satisfied with the pointer, click OK. If not, browse through the other available pointers in the Scheme list, such as Magnified (System Scheme), which enlarges the pointer arrow and outlines it in black to make it more visible.

**A.** Changing the size of your mouse's arrow pointer only takes a few clicks. In Windows XP and

Windows Vista, go to the Control Panel. Click Classic View or Switch To Classic View on the left side of the window to make it easier to browse the list of Control Panel options. In Windows 7, choose Large Icons from the View By drop-down menu. Next, choose the Mouse icon to display the Mouse Properties window. Under the Pointers tab, locate the Scheme section, which offers several different pointer types and sizes.

**Q. When I put a CD or DVD in the CD/DVD drive of my WinXP computer, nothing happens. Why won't the computer recognize that I put in a disc?**

Sometimes it can take your computer a few moments to recognize a disc before it takes action. But if after a few minutes nothing happens, you should try the following suggestions.

First, try manually opening the disc's content. Go to My Computer, locate your disc drive, and double-click it to open. If the disc does not open, eject it and examine its surface for damage, such as scratches or dents. If damage is present, insert a different disc into your drive and see if the computer recognizes it. If the new disc works, the original disc may be too damaged to play. If the original disc appears to be free of damage, try cleaning it.

To clean your disc, use a cleaning kit or a dry cotton cloth and gently wipe the disc from the center outward. Avoid wiping the disc in a circular motion, as this could cause scratching. You can

also use water or a disc cleaning solution to remove stuck-on debris. Once the disc is clean, try it in the drive again. If your computer still does not recognize the disc, move on to the suggestion below.

**It's possible that your drive's AutoPlay function is not set correctly.** Go to My Computer, right-click your disc drive, and choose Properties. Under the AutoPlay tab, choose what type of content is on your disc (such as music, pictures, etc.) from the drop-down menu. Next, locate the Actions section. If you want Windows to play your disc automatically, select the radio button next to Select An Action To Perform, then choose Play, Open Folder To View Files, etc. (Options will differ depending on your selection in the drop-down menu.) If you want Windows to ask which action you want to take each time you insert a disc, select the radio button next to Prompt Me Each Time To Choose An Action. Click OK. Reinsert your disc and wait for Windows to recognize it.

**If your disc still won't play, your disc drive may be damaged or may not have the proper updates or drivers.** If you're using a writable disc, it could be that it is simply that one faulty disc out of the whole pack. For more troubleshooting tips, point your browser to the following Microsoft Support page: [tinyurl.com/ya2vq7l](http://tinyurl.com/ya2vq7l).

**Q. I need to know if my version of Windows is 32-bit or 64-bit. Where in Windows can I find this information?**

**A.** Many software programs that you might purchase are compatible with either a 64-bit or 32-bit version of Windows, so **it's important to know which OS** (operating system) version your computer is running. If you have WinXP, you likely have a 32-bit version, but to be sure, go to My Computer and click View System Information on the left side of the window. When the System Properties window appears, click the General tab and look for your OS version under the System section. A 64-bit version will list x64 in this area, and a 32-bit version won't.

In Vista and Win7, navigate to Computer and click System Properties at the top of the window. On the resulting screen, locate System Type under the System section and note which version you have.

**Q. I recently bought a new computer and want to transfer all of my Google Chrome favorites from my old computer to my new computer. How does this process work?**

**A.** The process for exporting and transferring your bookmarks from Google Chrome is much the same as in other Web browsers. When you open Chrome, click the wrench icon in the upper right, which lets you customize and control Chrome. Choose Bookmark Manager from the options, and in the Bookmark

Manager window, click Tools in the upper left and then Export Bookmarks.

When the Save As window appears, browse to a location, such as your hard drive or a USB flash drive, to save your bookmarks. Click Save. Use your USB flash drive or email account to transport your saved bookmark file to your new computer.

To import your bookmarks on your new computer, follow the directions above, but choose Import Bookmarks instead of Export. Locate the file on your hard drive or flash drive and then click Open. Your bookmarks will automatically import and be available to you while you browse with Chrome.

**Q. I have a number of pictures on my computer that are saved as BMP (bitmap) files. I would like to convert these images to JPEG (Joint Photographic Experts Group) files so that they do not take up as much space on my hard drive. Is it possible to do this, and if so, do I need a special program?**

***You can convert BMP files to JPEG files with Microsoft's Paint application.***

necessarily require any exclusive

software. In fact, you can use Paint, the image-viewing/editing **application that's built into every** version of Windows. Go to Start and choose All Programs. Under the Accessories section, choose Paint. When Paint opens, click Edit and choose Paste From. (In Win7, click the Paste arrow and choose Paste From.) Locate the file you would like to convert and click Open. Once the picture loads, click File (or the Paint button at the top left in Win7) and choose Save As. Type in a name for your image, then choose JPEG from the Save As Type list. When finished, click Save.

You can also download a free conversion program such as IrfanView, which will let you convert multiple files at the same time. To download IrfanView, point your browser to [www.irfanview.com](http://www.irfanview.com) and click the IrfanView button under Download on the right side of the page. Click the green Download Now square on the resulting page. Save the file to your hard drive. When the download is complete, double-click the .EXE file to begin the download.

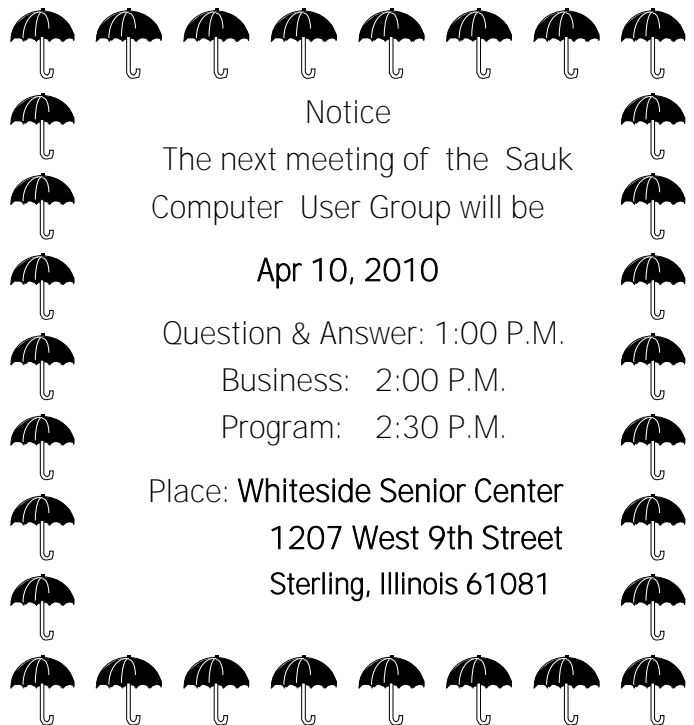
*Compiled by Kris Glaser  
Brambila*

**A.** Converting a BMP file to a JPEG file is simple and does not

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Sauk Computer User Group  
User Helping User  
3406 E. 19th St.  
Sterling, IL 61081

There will be a Question & Answer Session starting at 1PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:  
**Neal Shipley & Art Bendick**



Notice

The next meeting of the Sauk Computer User Group will be

**Apr 10, 2010**

Question & Answer: 1:00 P.M.

Business: 2:00 P.M.

Program: 2:30 P.M.

Place: **Whiteside Senior Center**

**1207 West 9th Street**

**Sterling, Illinois 61081**

APRIL'S MEETING THEME: COMPUTER BASICS: FORM FACTORS AND COMPONENTS BY JOHN MILLER