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INSIDE THIS ISSUE:

- BOARD MINUTES & FEBRUARY DRAWING & HUMOR FROM THE NET 2
- BACK TO BASICS: USING FILE EXPLORER IS A MUST 3-4
- WINDOWS 10-TUNING UP YOUR START MENU 5-6
- TRACKING AND THIRD PARTY COOKIES 7

JANUARY 14, 2017 MINUTES: SCUG CLUB MEETING

The January 14, 2017 meeting began with the question and answer session with Art and Neal. The business meeting began with President Bendick asking guests to introduce themselves. Guests were Betty Zeigler of Sterling and Wanda Willstead of Dixon. The minutes published in the newsletter were approved. The treasurers report was given and approved pending review and audit. Art thanked Ken for his service.

computer STUFF and a mall is in the planning stage.

Nominations were made for the 2017 officers, Art Bendick president, Neal Shipley vice president, Joe Fornero treasurer, Darla Stigall secretary, board members Joe Schmitt, Terry MacLellan, Gloria Schneider, Cheryl Johnson. The slate were elected unanimously. Meeting was adjourned.

The drawing was held next with the new larger items available. A fifty-dollar gift certificate and a Kindle Fire were given away. A large prize may only be won once every three months. There will also be the regular items in the drawing.

Terry gave a list of donations the club made to various organizations in Sterling, Dixon and Rock Falls. Terry read thank you letters from donations made.

Terry MacLennan presented the program on how to speed up your computer. Terry passed out a document to help members understand his presentation the second half will be next month.

Trip coordinator Glenda MacLennan gave a report on the club trip to the Mexican Riviera beginning September 30, 2017. A shopping trip to Chicago for

Club Information

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**BOARD MEETING MINUTES FOR
JANUARY 18, 2017**

Drawing for February

The January 18, 2017 board meeting met at Wendy's starting at 6 PM Officers attending were Art Bendick, Neal Shipley, Joe Fornero and Darla Stigall. Board member present were Gloria Schneider, Cheryl Johnson Terry MacLellan and trip coordinator Glenda MacLellan. Guests were Don Haag, George Schneider and Sam Johnson

The treasurers report was given and approved. The purchase of 4 portable hard drives was approved by the board to use as drawing gift. *(Sorry they sold out before the meeting was over. I was able to get 2-500gb at about the same price.)*

The first large prize drawings were won by Neal Shipley a \$50 gift certificate and George Schneider a Kindle Fire.

They may not win another large prize for three months.

Program for February will be Part 2 of "How to Speed Up Your Computer". March will be by John Miller to be announced later. April will be on programs you should have on your computer, and how to get rid of Norton.

Business meetings will be held at 2:00PM and the drawing will be held after the presentation, members must be present to win. The board hopes meetings to be over by 3:30PM.

*Respectively submitted by
Darla Stigall, Secretary.*

The large prizes for February will be two \$25 gift cards from Cracker Barrel and a 500GB G-DRIVE slim 7200 rpm Portable USB 3.0 Drive.

There will still be a number of smaller items including a flash drive. We are hoping you will invite friends to the meeting and thereby increase our membership.

Also remember club membership are due if

Humor from the Net

**GREAT TRUTHS ABOUT
GROWING OLD**

Growing old is mandatory; growing up is optional. Forget the health food. I need all the preservatives I can get. When you fall down, you wonder what else you can do while you're down there. You're getting old when you get the same sensation from a rocking chair that you once got from a roller coaster. It's frustrating when you know all the answers but nobody bothers to ask you the questions. Time may be a great healer, but it's a lousy beautician. Wisdom comes with age, but sometimes age comes alone.

Back to Basics: Using Windows Explorer Is a Must

By Jim Cerny

This is a start of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). It is very important for ALL VERSIONS of Windows users. This program (or app) allows you to do everything you can think of with FILES and FOLDERS. The icons for this app (see illustration) have not changed very much over the years, it is basically a yellow folder.

What's the big deal? I have taught classes many times on using "Files and Folders" or "Computer Organization" and in every class many students were amazed to discover answers to most of their computer frustrations just by learning how to use this one app or program. Even if you have used this app before, I believe reading these articles will help you discover more or easier ways to help you with your Windows computer.

Windows Explorer (or File Explorer in Windows 10, why they changed the name I'll never know) can easily perform the following functions. Have you ever wanted to do any of these things?

- Organize all your files and folders on your computer and

other memory devices

- Move, copy, delete, and rename files and folders
- Create new folders
- Copy files and folders TO and FROM other devices such as other drives, phones, cameras, disks, etc.

Create quick and easy backups of your stuff

Please take a look at the large illustration of a sample of the File Explorer window – I will be referring to it in the next couple of articles. Please remember that this app or program is in ALL versions of Windows and the functions are basically the same. So let's get started simply by understanding what this app shows you in its window without really doing or changing anything. It may help you to think of a steel filing cabinet in an office. You don't want to just throw things into the drawer, you would never be able to find an item without searching through everything. So you use a FOLDER and write a NAME on the folder and put things INTO that folder so you can find them. Everyone has done that, right? Remember that you can put a folder INTO a folder too – so you

could have one big folder that you have named "Home Expenses" and have folders IN that folder such as "Electric bills", "Phone bills", "Water bills", etc. So, to get to a specific electric bill you would have to first look IN the "Home Expenses" folder and then open the "Electric bills" folder in it. It's not too hard, right?

Basically, the File Explorer app is a way to find and organize anything in memory on your computer's C drive and any memory device connected to your computer. This is one app that I think Windows has done pretty well to help us all use our computer. The app window has two basic areas (called window "panes", get it?) a left pane and a right. The LEFT pane contains the list of FOLDERS and only folders. You will never see a "file" in this list! The RIGHT pane displays the contents of any folder you have selected in the left pane. When you click on a folder name in the left column, the contents of that folder appears in the right area of the window. EVERYTHING on your

computer is organized in FOLDERS. You could think of your entire "C" drive as one big folder. If you connect another drive, that whole drive is a folder as well. Your C drive contains hundreds or thousands of folders, way too many to see them all at one time in the list on the left, so only the highest level of folders are shown in the list. If a folder in this list contains at least one folder then there will be an arrowhead ">" next to the folder name pointing to the right. If you click on this arrowhead (which is pointing to the right) it will change to an arrow pointing DOWN ("v") and will display below, indented, the names of all the FOLDERS in that folder. Thus you can view the contents of any folder on any memory device connected to your computer. If you connect another drive, for example, to your computer, that drive or disc will be given a letter (such as "E" or "F") which is a folder. You will see it appear in the folder list on the left probably at the bottom of the list. You can explore all you want to look to see what is in any folder on your computer. But remember that YOUR stuff, YOUR files, are in folders

put there for YOUR use – such as "Documents" (or "My documents"), "Pictures", "Music", etc. Windows has and needs hundreds of other folders to store their stuff too, so do not go changing any files or folders in their folders, stay in your folders. Although any folder may contain ANY kind of a file, the folders provide for you with Windows means you should put all photo files into "Pictures" all documents into "Documents", etc.

So you can see that folders, which can contain files and more folders, are organized like an "outline" that you did in grade school. You have Roman numerals I, II, III, IV, etc. and under each of these you have the capital letters A, B, C, etc. and under each of them could be numbers 1, 2, 3, etc. Each level is indented slightly to show you visually that a list is contained within the element above, etc. Folders are LOCATIONS in your computer memory into which you put your FILES (or more folders).

Now it's your turn. Open your Windows Explorer or File Explorer app and open some folders to see what is inside them. Use the scrollbars (if they appear) to scroll up and down the lists. When you have

clicked on a folder, the contents of that folder will appear in the right pane. Click on some arrows to see how you can list the folders in a folder. Try to stay within your "Documents" or "Pictures" folders. Doing this will only display what you have and will NOT CHANGE anything, so don't worry about messing anything up. We will get to moving things around later.

Next time we will look at the different ways to VIEW or display the contents of a folder, and this also will not change anything either, so it is safe to play with different display options. If you want to learn more right away, use Google and view some videos. Learning the basics of Windows File Explorer puts you in the driver's seat of your computer.

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Tom's Tech-Notes: Windows 10 – Tuning Up Your Start Menu

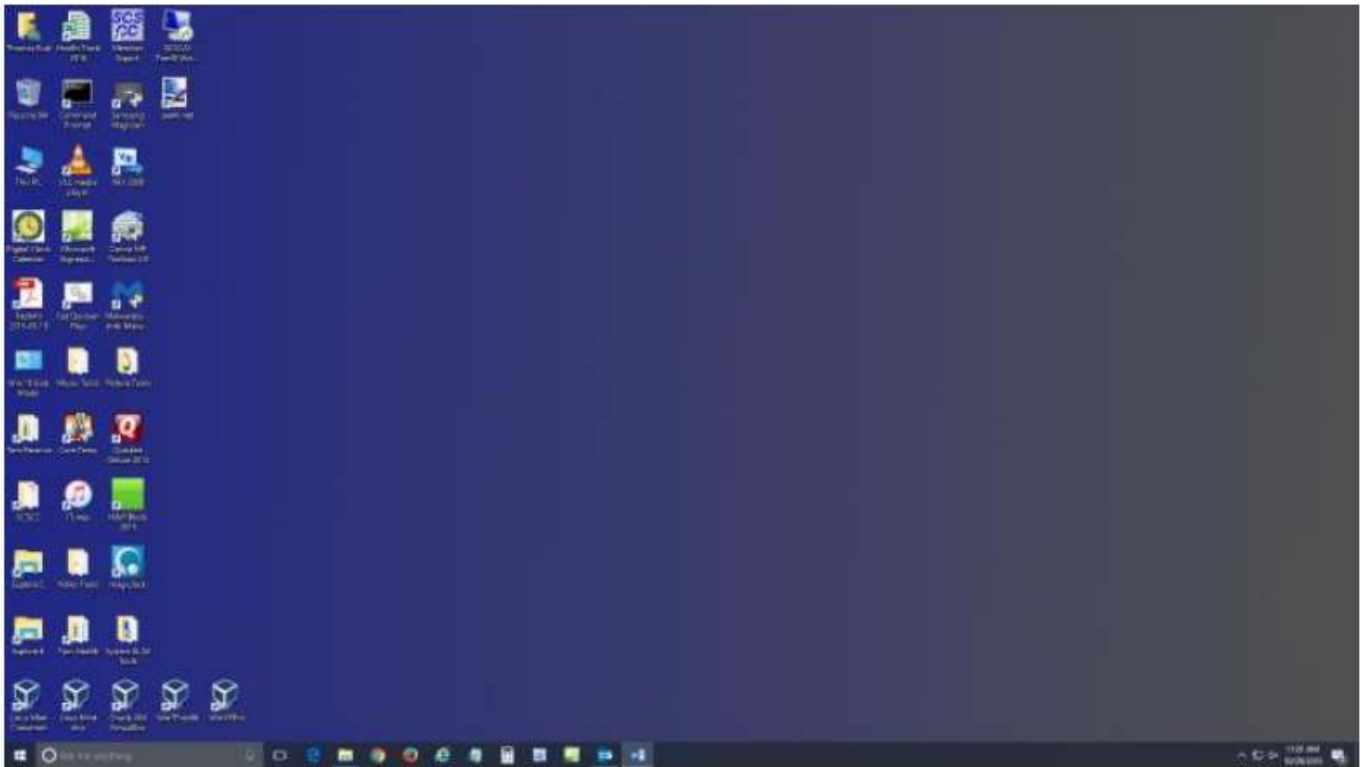
By Tom Burt

Windows 10, originally released in July, 2015, recently saw its second major update (V1607-Anniversary) in July, 2016. By now, most Windows 10 users have received that update. Originally, I had mixed feelings about the new hybrid “list and tiles” Start menu. However, I’ve gradually come to like it as a way to declutter my desktop and actually make it easier to find things. Here’s a screen of my desktop today:

others running, it gets irritating. I have to minimize those other apps to uncover the desktop icons so I can double-click the one I need to launch the new app. Also, to launch from a desktop icon, I need to double-click it – something my stiff fingers no longer do well.

The Windows 10 V1607 Start Menu is the best incarnation yet and helps me with some of the

groups and have almost all my tiles sized to the medium, square size. In this layout, I don’t need to scroll to find a particular tile. The tiles are grouped and labeled along functional lines, such as “Tom’s Key Apps”, Image Tools, “Movie and Video Tools”, “Web Browsers and Tools” and others. The app tiles I use most are at the top left. (Figure on next page.)



The exact details don’t matter. As you can see, I still have a lot of icons on the desktop that I use to launch applications. Over a year of using Windows 10, I’ve steadily reduced the original number of icons by half to what you see in the screen shot. However, even now, when I’m working intensely and need to start an application while I have

above issues. You can open the start menu by clicking the flag icon at the bottom left of the screen or by pressing the Windows key. Following is a screen shot of my current Start menu:

I have stretched the Start menu out to allow four 3-column

To launch an app, I just press the Windows key to pop open the Start menu and then click the tile of the app. The app starts up and the Start menu closes back up. I no longer need to uncover desktop icons and double click. Tiles are especially nice on hand-held touch screen devices.



Down the left side of the Start menu is the standard complete list of all installed programs. You can right-click on any program in the list and choose “Pin to Start” to add a tile for that program to the array of tiles. You can then drag the tile to wherever you want it in either an existing group or a new group.

You can right click the tile to adjust its size to small, medium, wide or large. The wide and large sizes are useful for “modern” apps that animate their tiles with “live” content. News and Weather apps are examples. The medium tiles display the app’s name and an icon.

You can adjust the width of the Start menu by opening it, positioning the mouse cursor over the right edge until the cursor turns to a double arrow, and then dragging to the right (to widen) or to the left (to

narrow). Tile groups will automatically move to fit the new shape of the Start menu window. You can adjust the height of the Start menu by opening it, positioning the mouse cursor over the top edge until the cursor turns to a double arrow, and then dragging up or down.

You can rename tile groups by clicking the space just above the group and then typing a name. You can move entire groups around by clicking and dragging the group’s title space.

To remove a tile from the Start menu, right click it and select “Unpin from Start”. That program will still be listed in the Start menu’s left-side list of all installed programs. I got rid of quite a few of the default tiles for apps I never use.

To add a tile/icon to the Windows Taskbar, right click either the tile or the program

name in the program list. In the pop-up menu, hover the mouse over the “More” option to get a second pop-up and choose “Pin to Taskbar”. After the icon appears on the Taskbar, you can drag it left or right to where you want it to be permanently.

So, that’s a quick summary of things you can do to make the Windows 10 Start menu work better for you!

*Tom Burt, Vice President,
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Tracking and Third-Party Cookies

By Melanie Birnbom

What are "tracking and third-party cookies?" Should I delete them? How can I prevent them from getting there in the first place? A cookie is a small bit of information a website saves on your computer when you visit. That's how sites remember your settings and preferences between visits.

For the most part, cookies are harmless. For example, news sites use them to tell which stories you read and suggest related or updated stories.

Ad companies buy space on dozens, hundreds or thousands of sites, which means they can see your traffic habits and learn your likes or dislikes. All of this happens independently of the site you're actually visiting.

For example: third-party cookies enough to guess that you're a **(insert gender here)** from the **(insert location here)**. That's why you probably see ads for attractions or restaurants in your area.

It gets worse. If you browse a vegetarian blog that the advertiser buys space on,

ads for steakhouses on sites you visit after that can disappear and be replaced by ads for vegetarian restaurants. The cookies could even track down allergies or food sensitivities you have and target those.

While you can delete the cookies, advertisers can hit you with them again if you don't change your browser's settings.

Each browser has a way to stop them:

Internet Explorer

Click the wrench in the top-right corner
Internet Options
Go to the Privacy tab
Click "Advanced"
Select "Override automatic cookie handling"
Click Block under third-party cookies

Microsoft Edge

Click the three-dot (Hamburger) More Actions button on the top right
Select "Settings"
Click "View Advanced Settings" (you'll need to scroll down to the bottom of the page). Click the dropdown arrow under the "Cookies" field

Select "Block Only Third Party Cookies"

Firefox

Options
Privacy tab
History
Select Use Custom Settings for History where it says "Firefox will."
Uncheck "Accept third-party cookies"

Chrome

Click...
Three-lined (Hamburger) icon in the top-right corner of the window
Show advanced settings
Content settings in the Privacy menu
Choose to block third-party cookies and site data.

Opera

Menu Tab
Click
Settings
Cookies
Select Block third-party cookies & site data

*By Melanie Birnbom,
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There will be a Question & Answer Session starting at 1 PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:

Art Bendick & Neal Shipley

The next meeting of the Sauk
Computer User Group will be

Feb. 11 2017

No Beginner's Class

Question & Answer : 1 PM

Business Meeting : 2 PM

Presentation: 2:30 PM

Place: **Whiteside Senior Center**

1207 West 9th Street

Sterling, Illinois 61081

**OUR FEBRUARY PRESENTATION WILL BE: "HOW TO
SPEED UP A SLOW COMPUTER, PART 2, BY NEAL
SHIPLEY.**