WAUCtalk

Wisconsin All-computer Users Club
http://www.wauc.info
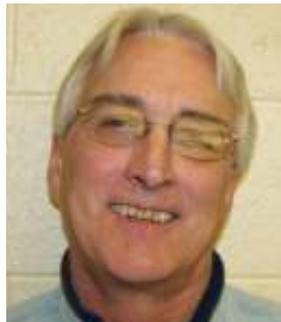
General Meeting, 7 p.m. Thursday, April 14, 2012

PETER LEE

HOW DO WE USE OUR TABLETS?

As the new iPad hits the stores, Peter Lee comes to share his use of a tablet and ask you how you are using yours

General Meeting April 14

April at a Glance

12 WAUC General Meeting, 7:00 PM
Jackson Park Lutheran Church
4535 W. Oklahoma Ave.
Topic—Using Our Tablets

11 WAUC Lunch, 1 PM, Old Country Buffet, 4902 S. 74th
RSVP: rgdurand@yahoo.com

11 Mac SIG, 7:00 PM
Villa at the Stations, 8935 S. Wood Creek Dr., Oak Creek

MS Excel SIG, 7:00 PM
Speedway Station, 60th & Layton
No meeting this month

15 Deadline for submitting articles for WAUCtalk, please send to:
ricejulia@hotmail.com
Subject: WAUCtalk

19 Q&A SIG, 7:00 PM
Speedway Station, 60th & Layton

25 Investment Tracking SIG, 7:00 PM
Speedway Station, 60th & Layton

26 Exec. Bd. Meeting, 7:00 PM
Doris Regner's Home

Future Presentations:
- May—TBA
- June—Roger Tesch from APCUG

President's Message—Time Doesn't Change Friends

The winter seems to have passed. It wasn't much of a winter this season; however, anything is possible. I would like to thank everyone that renewed their membership and I look forward to seeing you at the General meeting.

It was mentioned at the last General meeting that we perhaps begin looking for a new meeting locale. It is not pressing right now; however, the time will come that the current meeting place will not be feasible. Doris Regner has provided the entry to the church and has mentioned that she may not be able to down the road. This is just something to think about.

It is hard to believe that WAUC has been in existence for over 30 years. Many of us are old timers that go way back with WAUC, learning our first computers and growing up with the Internet. We watched computers get smaller in size and bigger in productivity.

Best of all we met and made a lot of friends on the way. Like anything else, with computers, the learning never ends. Enjoy the spring weather and stop to smell (or plant) the roses. See you at the General meeting.

Bruce Kosbab
President

Board Meeting—Renewals Good, Presenters Prepare

Your WAUC Board met again on February 23rd, 2012, and present were WAUC Officers, Bruce Kosbab, Doris Regner, Tom Herman, Bill Gierach, and Richard Durand. Serving a club involves taking care of a lot of little details and this is mostly what was discussed.

Membership renewals continue to be received and in this we are actually slightly ahead of where we were last year. As has been done in the past, one more issue of WAUCtalk, the newsletter, will be sent to last year's members who have not renewed yet with a note reminding about renewal. The renewal reminder will also be mentioned at the next general meeting.

The issue of WAUCtalk for March this year has now been corrected with the correct schedule. Also discussed was the addition of more advertising on the back of the WAUCtalk to support local computer services.

And in keeping with WAUC policy of excusing dues for the member who contributed the most minutes to WAUCtalk in the past year, it was announced that the honor was earned by WAUC Member Ginny Splinter.

There are presenters scheduled for March, April, and June of this year. The presenter in March will be Adam Conrad from Milwaukee PC, the local computer store, who will describe a new product for boosting computer speed and will also talk about what is new and exciting at the store. There is

no word yet about if Milwaukee PC will host its local computer expo as it has the last three years. In discussing presentations, it was also mentioned that presenters will be encouraged to use microphones in order to assist our hearing-impaired members.

Another issue on the upcoming schedule is the Excel SIG for April. Because the General Meeting has to be moved to April 12th, when the Excel SIG would normally be held, WAUCtalk has listed the SIG is cancelled for the month. However, if another date can be lined up for it, an announcement will be made. Also, an announcement will also be made at the General Meeting to remind

members about not parking next to the Speedway station for SIGs.

There was some discussion about door prizes at the General Meetings. Richard had acquired some small flash drives very affordably, passed

WAUCtalk

WAUCtalk is a monthly publication of the Wisconsin All-computer Users Club. WAUC is a computer club dedicated to promoting and instructing the use of computers to WAUC members. Membership in WAUC is $25 per year ($12.50 if applying after June 1). WAUCtalk is emailed to all WAUC members.

Contributions to WAUCtalk are always welcome. Please submit articles and computer artwork before the 15th of the month preceding the issue date, except where otherwise noted. Free advertising is available to WAUC members. We are not responsible for omissions or errors.

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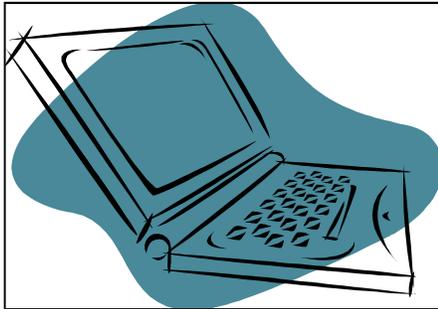 exyooper@gmail.com

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General Meeting—MPC's A. Conrad Shares Invention

The General meeting was opened by President Bruce Kosbab with a welcome to all members and guests.

Tom Hermann presented the treasurers report which was put on file.

Bruce reported that Bill Gierach had purchased a new laptop computer for the club and will transfer all necessary data from the old laptop. The old laptop will be auctioned off at a silent auction in the near future.

Bruce announced that upcoming speakers will be Peter Lee in April and Roger Tesch from APCUG in June.

Bruce reported that a couple of business memberships to Sam's Club were still available through WAUC until the end of the month.

Bruce announced that there was still a need for a General meeting secretary.

It was reported that the General meeting for April will be held the second Thursday of the month instead of the first Thursday due to Holy Week services being held in the church. It was determined that because of the General meeting change, the monthly SIGs would be affected. The Excel SIG for April will be canceled and other SIGs moved a week later.

Bruce thanked Ray Jamroze and Julia Rice for their work on the audit committee. The books were checked and passed with flying colors.

Bruce reminded members of the WAUC luncheon and to contact Richard Durand if they plan to attend. Reports from the Excel, Mac and Investment SIGs were presented. Bill Gierach talked about the CD of the month. Leo Hoffer announced the raffle.

Following the break, Adam Conrad from Milwaukee PC discussed up and coming changes at Milwaukee PC and answered questions from members concerning computers. Adam was very interesting and informative and said he was willing to come back to do another presentation in the future.

The meeting was adjourned at 9:00p.m. The next meeting will be April 12th.

Bruce Kosbab

Editor's Note: Even though Adam Conrad was not able to bring the visuals that he had hoped to show us, he gave a particularly valuable presentation. One of the aspects that fascinated me was his telling of the invention of Goose Speed and other programs by an acquaintance and himself.

Later I looked at their website and advise you to do the same. The program may be one you will want to put on your computer. If you cannot get it free from the website (I think you can.), you may want to visit Adam at the West Allis Milwaukee PC on 108th.

The other aspect was the informality and high value of the question and answer period. For me it underlined one of the highpoints of WAUC; namely, the exchange of knowledge in a low-key friendly setting.

Board Meeting

(Continued from page 2)

them along to Doris, and everyone agreed this was a good choice for door prizes. Doris proposed having the club subscribe to some computer magazines because the individual issues would make good door prizes. Bill said he had some CD ROMs with Linux software that he would pass along to be used as door prizes.

Speaking of CD ROMs, Bill will create a WAUC Disk of the Month for March and it will include some games, which have not been present on disks for a long time. Bill has also acquired a new Windows 7 laptop for the club but does not have it ready yet. It does not have USB 3.0 ports included because that feature would have exceeded our budget for the machine.

A couple other things discussed that should be mentioned are that Julia Rice volunteered to serve on the committee to audit the WAUC treasury books. And we are still seeking someone to fill the position of General Meeting Secretary and requests for a volunteer will continue to be made at the General Meetings. And that's pretty much what was discussed at the WAUC Board Meeting for February 2012.

Richard Durand
Board Meeting Secretary

Investment Tracking SIG—Stocks Showing Gains

Here are the minutes for the WAUC Investment SIG of February 2012:

The WAUC Investment SIG met again on Wednesday, February 22, 2012, and it was attended by WAUC members Richard Durand, Don Gardner, Ed Marquard, and Dale

Voit. Oddly, this time the training room at the Speedway Station was warmer than usual. We didn't have to keep our jackets on.

Ed brought a magazine ad for an expensive bicycle and asked if we could research the company. The bicycle has some copper plated parts and costs only $33,600. Such a deal. We went to the company website, http://detroitbicycle.com but there wasn't much more information. As far as we can tell, it's a small company that only takes custom orders and is not publicly traded. Their only affordable products are $18.00 t-shirts.

Ed also asked us to look up an investment company he had heard about on TV, the Kessler Company. We searched several investment websites but could not find a ticker symbol for this company. Then we just did a search for it and found its website, ww.kesslercompanies.com. This is also not a publicly traded company. As far as we can tell, it's a high end asset management company for millionaires. That leaves us out.

After this little warm-up, we were ready to check our virtual stock trading account, www.investopedia.com. Actually a lot of our picks have recovered and are showing a profit. Rex Nielson's choice, TM, Toyota, is up $542.00. Don's choice, QQQ, NASDAQ Powershares, is up $265.00. Richard's choice, DDM, Proshares Ultradow 30, is up $205.00. The stop loss order on this was reset to break even.

The biggest gainer was by our guest at previous SIGs, Mike Neumann, whose choice, SPY, SPDR S & P 500 fund, has gained $1,898.00. Not to pick on Dale, who had some positive results on other choices, but the biggest loser continues to be his choice, ZAGG, Zagg Inc., which is down $5,070.00. It's one of those advanced energy research companies dependent on government funding that is no longer getting enough funding. Dale thinks it's still a good long-term buy and hold selection.

From Investopedia, we just spent some time looking up quotes and price charts of securities we took turns asking about. Ed asked why he's not seeing much gain in his 401k account. Richard, using a two year chart of SPY, the S & P 500 Index fund, as a substitute for Ed's 401k equity fund, showed that for 2011, stocks ended up pretty close to where they started during the year, although there was a lot of turmoil along the way.

Dale asked us to look up SODA, Sodastream Intl., the do-it-yourself soda maker company. The chart did not look good at all. Don asked for a lookup of TEVA, Teva Pharmaceuticals, a generic drug company. It has not returned to its previous levels. Price charts really tell the story. We also returned to a website we had visited at the previous SIG, www.americanbulls.com/ and looked up some ticker symbols there.

Richard's lookup, DECK, Decker Outdoors, is listed as a hold. Don's choice in the virtual account, QQQ, the Powershares NASDAQ fund, has a sell signal even though it has recently been on a very impressive uptrend. In fact, this site seems to give very, very frequent buy and sell signals and unless one is trading a lot of shares, the only one profiting will be the broker collecting the commissions. Still, this site might be useful for finding new stocks to trade.

For the rest of the SIG, we continued looking up quotes and charts of stocks and just having a good old

time talking about the markets. Also, Dale had just gotten the Magic Jack hardware. He brought it and showed it to us and we went to its website, www.magicjack.com, to learn more about it. Apparently, to receive calls with it, one's computer has to be on all the time.

And that's what happened at the February 2012 Investment SIG. Until next time, consider applying this guidance to your investing: The most progress is usually seen in activities which are carefully measured, so keep good records of your trades and you should see improvement.

Submitted by

Richard Durand

Q & A SIG—Connecting to Wireless, Weird Messages

On February 16th, 2012, the WAUC Q & A SIG met as scheduled and even though the weather continued to be unseasonably mild, only eight WAUC members attended. However, as always, there were plenty of computer questions and issues to help each other with.

Terry and Bob Harvey have a laptop running Vista that has to be manually connected to their wireless network every time it is booted up and they would like to configure it so that it will connect automatically. Bill Gierach, at the controls for this SIG as usual, looked up "Vista wireless problems" in the Google search engine and the results led to a possible solution, though Bill had to demonstrate it in XP.

From the Start button, trace to Settings, select Network Connections, and in the new window, select Wireless Connections. The list of Network Tasks on the left of the window should be expanded. There should be an option to "Change Settings" which should be selected and will open a dialogue box. In the new dialogue box, select the wireless connections tab, high-light the local connection in the list, click on Properties, and click on the box by the instruction "Connect when this network is in range," and then click OK.

Ed Marquard needed help with several computer issues. First, he asked if it's safe to install Adobe Flash Player because he has heard that with some things, other sites will be able to control one's computer. Installing software, including Adobe Flash Player should be all right as long as one has anti-virus software also installed.

Speaking of which, Ed has a subscription to Norton anti-virus software but wants to use a free anti-virus program once the Norton subscription expires and asked about how to uninstall Norton. If there is not an uninstall function in the Norton program menu, uninstall utilities can be found at the Norton website.

And the most serious issue was that since his computer was taken in to Milwaukee PC for uninstalling a printer connection, a window occasionally pops up with the words, "Leader Technologies." Bill found a couple websites for organizations called "Leader Technologies" and they appear to be legitimate. But to stop this annoying window from appearing, click on Start, trace to Run, and enter "Msconfig," to get the System Configuration Utility window. Then open the Startup tab and try to find the offending window in the list, uncheck it, and click OK.

Dick Reinhard needed help with a couple things. First, he is getting a message that there is a file waiting to be burned and on examination, it is a user agreement file from his Turbo Tax program. Go to Windows Explorer, not Internet Explorer, find the file and drag it somewhere else or just delete it. It doesn't need to be kept.

Dick had a more serious problem with getting his new Hewlett Packard D110 printer set up in his wireless network. It printed out the test report but after that would not print either from his Vista desktop or his wife's Windows 7 laptop. Bill was able to find a Quickstart Guide for this printer on the Hewlett Packard website and show it on the screen. He recommended finding this Quickstart Quide on the Internet or on the CD ROM that came with the D110 and printing it out. Use a wired USB connection to the printer to do this. Then follow the quick-start instructions to set up the printer for each computer. There are different printer drivers for each operating system so the wireless setup will have to be done for each computer.

Judith Hornburg also needed help with a couple computer issues. Judith uses the computers at the Wilson Park Senior Center and wants to listen to audio but the plug of her headphones is too small for the jack of the computer. Bill said one can get an adaptor for this from Radio Shack.

Terry Harvey said fellow WAUC members Don and Chris Gardner are often at the Senior Center and might also be able to help. Next, Judith asked if Magic Jack is worth getting. Bill went to the Magic Jack website and found all the information we needed. Magic Jack is a product that let's one use one's Internet connection basically as a telephone. The basic Magic Jack box is connected to one's computer and another product, Magic Jack Plus, can be connected directly to the external internet modem without using a computer. In either case, the user needs a high speed internet service with at least 1.5 Mbps. In this area, that basically means either DSL or Broadband Cable. Terry Harvey said former WAUC member Kris Bedalov has used Magic Jack for a long time and is a good source of information for it.

These were just some of the issues that came up at the February 2012 WAUC Q & A SIG. For help with your computer problems and to just learn more about personal computers in general, please join us at the next Q & A SIG.

Richard Durand

MS Excel SIG—Radar Charts, Pivot Tables Studied

The following six people attended the Microsoft (MS) Excel 2007 SIG on Thursday February 9, 2012: guest Peter Leitner, and members Don Gardner, Richard Durand, Bill Gierach, Ted Torkelson, and Ginny Splinter.

Radar Chart Examples

First, we looked at member Dick Yezek's six radar type of charts for six groups of data which charted hardware specifications. After looking at each set of data and its radar chart, we were very impressed with these charts and appreciated Dick's fine work. See *Example 1 - Dick's RADAR Chart On Computer Hardware Specs* for one of his radar charts.

Create Radar Chart

To create a radar type of chart, after selecting your data, select Inset tab. In the Charts group, select Other Charts drop-down menu, and which of 3 types of radar charts you desire. Then edit your chart as needed.

Chapter 22 - PivotTables

Then we covered Chapter 22 on PivotTables in our tutorial. Ginny created and passed out an Information Summary Sheet on PivotTables and PivotCharts.

PivotTable Definition

PivotTables are a powerful way to analyze data. PivotTables are subgroups or subsets of your master file. It is recommended that you have your PivotTables on separate worksheets with your master file.

Create PivotTable

To create a PivotTable, select your data, Insert tab, PivotTable, and PivotTable. It should default to a new worksheet. Later, you can rename this worksheet.

After you create a PivotTable, you will get a PivotTable Field List pane on the right side. You have 4 quadrants on the bottom:
- Row Labels (or Axis Fields in Excel 2007)
- Values (Summation is the default, but this can be changed to count and other options)
- Column Labels (or Legend Fields in Excel 2007)
- Report Filter

From the Choose Fields To Add To Report, drag (or check the box of) any desired field to the desired quadrant.
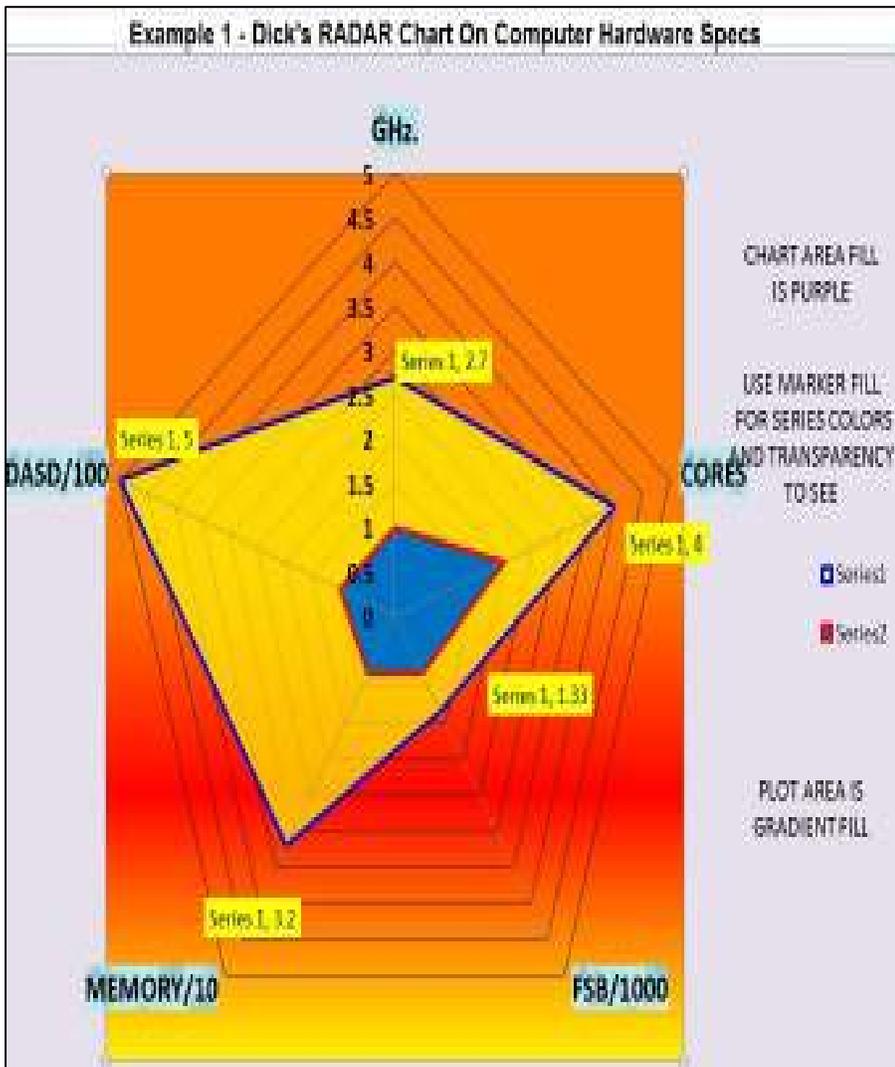
Filtering Columns

If you want to filter an item, it MUST be in a Column. You will see a drop-down menu for additional options (check/uncheck values, sorting, label filters, and value filters).

Hiding/Not Hiding PivotTable Field List

Sometimes, only a Pivot Table is desired for viewing (and not its Field List). You can select "X" to close out/not display the PivotTable Field List. Later, if you wish to display its Field List, select any portion of the PivotTable. Then the PivotTable Contextual tabs are displayed. Select Options tab; in the Show group, select Field List.

PivotChart (AND PivotTable)

A PivotChart is a chart (graph) of a PivotTable. If you wish to create a PivotChart, you will automatically get a PivotTable AND a PivotChart. Any data changes made to either one are automatically updated in the other one.
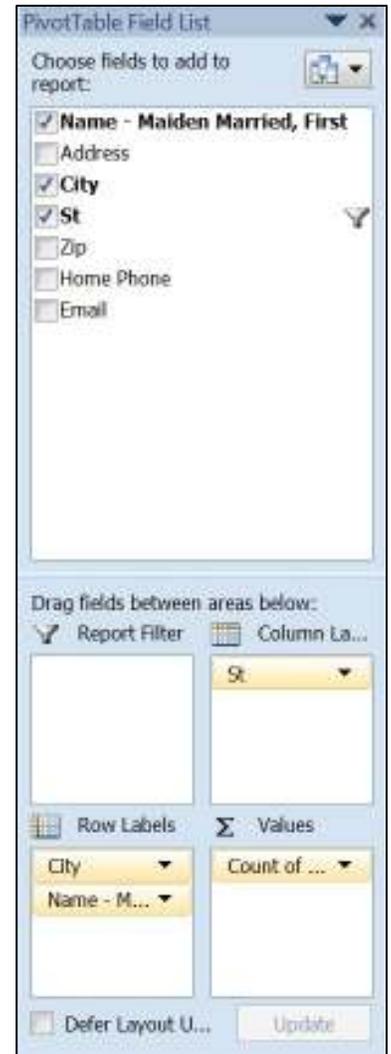

Example 1 - Dick's RADAR Chart On Computer Hardware Specs

Example 2-Classmates Data For PivotTable

Name - Maiden Married, First	Address	City	St	Zip	Home Phone
Abts Cur, Rose	aaa	Wabasha	MN	12345	123.456.7890
Adam Sta, Mary	bbb	Hastings	MN	12346	123.456.7891
Adamo Lit Patricia	aaa	Mount Prospect	IL	12347	123.456.7892
Albre War, Mary	bbb	Apple Valley	MN	12348	123.456.7893
Allbe Woj, Karen	aaa	Wickenburg	AZ	12349	123.456.7894
Ande Dig, Kathleen	ccc	San Diego	CA	12350	123.456.7895
Angl Berg, Geraldine	ddd	Eagle	WI	12351	123.456.7896
Bach Clin, Kathleen	aaa	Houston	TX	12352	123.456.7897
Bail Seu, Mary	aaa	Morton Grove	IL	12353	123.456.7898
Belis Sche, Mary Margaret	bbb	Ashland	OR	12354	123.456.7899
Berc Stra, Barbara	ccc	Woodridge	IL	12355	123.456.7900
Berg Spe, Fran	ddd	St James City	FL	12356	123.456.7901
Bern Mou, Sharon	eee	Minneapolis	MN	12357	123.456.7902
Berns OSF, Sister Geneva	ffff	St Paul	MN	12358	123.456.7903
Bezdek Ori, Barbara	ggg	Montgomery	TX	12359	123.456.7904
Bies Neub, Mary	hhh	Blue Springs	MO	12360	123.456.7905
Bild Jil, Patricia "Patti" A	iiii	Afton	MN	12361	123.456.7906
Bird Cro, Nancy	jjjj	Bloomington	MN	12362	123.456.7907
Bisch Tex, Ellen	aaa	Boise	ID	12363	123.456.7908
Blan Sic, Mary	bbb	Elmhurst	IL	12364	123.456.7909
Bol OSF, Sister Mar	ccc	Rochester	MN	12365	123.456.7910
Bon, Char V	ddd	Venice	FL	12366	123.456.7911
Bowr-Fer, Dr Susan	eee	New Rochelle	NY	12367	123.456.7912

(Continued from page 6)

To create a PivotChart (and Pivot-Table), select your data, Insert tab, PivotTable, and PivotChart. Then select and drag your fields into the 4 quadrants. You will get a PivotTable and PivotChart side by side. Then you can change the chart into other types of charts, if desired. Use the Chart info selections for creating a chart.

Books

A while ago, Ginny's teacher used *Excel 2007 PivotTables and PivotCharts* (*Mr. Spreadsheet's Bookshelf*) by Peter G. Aitken (Paperback) April 16, 2007 for $18.76 at Amazon. There are numerous books on this topic including a Dummies series book. If you go to Amazon and in its Search field drop-down menu, select "Books"; then enter "Excel PivotTables" or "Excel PivotTables and PivotCharts" and select Go, there are numerous pages of listed books. *(To be continued next month.)*

Example 2A-*Classmates in CO Pivot-Table Field List*

Example 2B-Classmates in CO PivotTable

Count of Name - Maiden Married, First	Column Labels
Row Labels	CO
=Colorado Springs	2
Cher Kan, Mary Leah	1
McCor Ols, Betty	1
=Denver	3
Bun Web, Denise	1
Rad, Judith	1
Wal, Theresa M	1
=Durango	1
Lof Hob, Jean	1
=Evergreen	1
Cala Nel, Mary	1
=Golden	1
Finfr You, Don	1
=Lakewood	1
Svo, Donna J	1
=Littleton	1
Jank Gus, Bonnie	1
=Westminster	1
Tre Gab, Mary	1
Grand Total	11

I would cordially like to invite all of the user group members to the **APCUG/CAMUG Regional Conference in North Canton, Ohio** on the 13th and 14th of July 2012. There will be great presentations by vendors and user group members alike. You'll be able to enjoy some delicious meals and refreshments while networking with your fellow attendees. Raffle tickets will be sold 3 for $5.00. If you have the lucky ticket, you could be the winner of some great books, software and other prizes. You might even win the **grand prize, an iPad 3**. I'll be at the Conference and I hope to see many of my friends and fellow user group members in attendance as well.
APCUG Region 3 Advisor
Robert Lee Vance (Bob)

Mac SIG—Mac has Astonishing Array of Preferences

Seven members were present at the MacSIG on March 14: Ray Jamroze (we meet at his condo building), Peter Lee, Dale Voit, Nancy Setlock, Beth Lyman (guest), Bruce Schneider, and Julia Rice.

We got right into the Learn Mac OS X Lion on the Using the Finder. We learned that it opens to All My Files by default. This can be changed to another way of opening; e.g. documents. The files can be arranged into folder or in various order; e.g. size, date.

We had tried to find AirDrop at the last meeting. Some have it, others not. AirDrop is not available for certain Macs. Apparently some cannot get it. One can easily move files from one computer that has AirDrop to another.

One Finder Preference: You can get it to open documents. Contents of a folder will pop up when hovering over a spring-loaded folder and will open the folder within.

Lion allows you to color label the files. You can also choose to see file extensions. There is a dangerous preference to empty trash securely. If not securely, file is still there in the trash and can be retrieved. There may be times to empty trash se-curely, but all items will be unretriev-able.

Later we had a discussion on how to empty trash, what actions clear space on the hard drive, how to com-pletely destroy a file, how to get a file back out of the trash (pull it out onto the desktop).

Searching the Mac, it is good to know that you can limit search; e.g. to documents.

Desktop View Options controls how large icons are on the desktop, etc. You can change where you want to put the name of the file on the desk-top: to the right takes up room . Un-der Item Info you can view the size and free space of drives that are on the desktop. If you cannot see all the info, you can send the label to the right and the rest will be visible, the part lost in the ellipsis periods.

By choosing Sort By, you can Snap to Grid, which allows you to change the position of the icons on the desk-top. Otherwise they are stuck in their original positions. Showing the status bar at the bottom of a list box is also handy. Being able to see the path bar is useful.

Peter advised us that to know Com-mand Z to undo the last action is definitely worth remembering. This came up as we found we can drag any application into the dock and it will be there, but if we accidentally remove it from the dock, command Z might be desirable.

The Mac owner can have several desktops on one computer so that he does not have several docs on top of one another in one place. We saw that the crosswalk of the dock has other commands.

You can double click on the top of a file to put it into the dock.

Stacks bring up files from the icon on the dock. There are various ways to display the stack: as a stack, as a grid, as a list. Depending on the number of files in a folder, you can choose the way or the system will choose.

At this point, Ray and Peter erased an RW disk for Nancy. Applications, Utilities, Disk Utility. They were eras-ing on two computers that were sending up differing information. After erasing quickly, Ray and Peter checked to see if they were clean. The newer computer indicated that they had inserted a blank disc. The older one said nothing but indicated an empty disc. When Julia inserted it, it did not show up as a device, but a message block came up.

We concluded with hearing "Begin the Beguine" as a test of the micro-phone system, which had been mis-behaving.

Julia Rice

Windows 7 Has It All—An Article from APCUG

By Vinny LaBash, Regular Colum-nist, Sarasota PCUG, Florida December 2011 issue, Sarasota Monitor www.spcug.org labash (at) spcug.org

OK, maybe Windows 7 doesn't have everything, but it has many great features that make your computer experience easier, safer, and more reliable than any previous version.

Windows 7 is different enough to make obsolete much of your ideas about why you need third party utili-ties.

You don't need a separate disk parti-tioning utility anymore. Windows 7 does an excellent job even though it is not a complete disk portioning package. The vast majority of people sitting at a keyboard simply don't need more than what Windows 7

provides, and Windows will not mess up your disk drive. If you are running a dual boot system with multiple op-erating systems, Windows 7 won't measure up, but those folks com-prise a small fraction of one percent of the computer community.

The only drawback to Windows 7 partition manager is finding it. Click on the **Start Orb**, select **Control**

(Continued from page 8)

Panel, open **Administrative Tools**, and double click on **Computer Management.** Wait a few seconds for Windows to gather information, and when the **Computer Management** window appears, click **Disk Management** located under the **Storage** heading.

If you are not sure of what to do, click the Help icon. It looks like a question mark on a blue background. The help section will guide you through any disk management task including troubleshooting. The partitioning tool won't be of much help if your disk drive is too full because you won't be able to keep and move files during partitioning. The obvious solution is to clean out your disk before partitioning. Unless you are a computer professional, you probably don't need a third party program for portioning your drives. With today's disk drive technology, you may not need to partition at all.

In the **Accessories** folder open the **System Tools** folder, and then select **Disk Defragmenter**. The dialog box on the screen displays the defrag schedule, the last time the disks were defragged, and the degree of defragmentation on all your disk drives. If you have an SSD drive, Windows 7 will not defrag it which is a good thing.

Defragging reorganizes data so the operating system can retrieve information quickly without having to reassemble files that may be broken into pieces and stored in separate disk areas. Only highly defragmented disks will show any noticeable operational slowdown. There is great controversy in the computer community about the value of defragging your disks, making the purchase of an outside program of dubious value. Windows 7 defrag tool is all you need.

At last Windows has an engine that performs search operations quickly and efficiently. Most search programs outside of Microsoft came about because Vista search routines often resembled someone rummaging around in a dark room with their eyes closed, and then coming up empty. Indexing now works properly in the background without bringing your system to a crawl. There is no longer any need for third party services.

Registry cleaners may have been useful, even necessary with XP and Vista, but happily that is no longer true. The Windows Registry is a giant data base on your hard drive where Windows makes records of information it may need in the future. The Registry contains important information that Windows requires about system settings, user profiles, applications, and hardware among other things.

Vendors who sell registry cleaners are fond of pointing out that your registry gradually becomes out-of-date with invalid information because of everyday actions like removing appli-

cations, changing drive letters or simply moving or copying files. These errors gradually accumulate and corrupt the data base causing everything from a slowdown to a complete system crash. To take care of these problems and avoid having them in the future all you need to do is buy their PC registry cleaner. Hogwash, I say!

A registry cleaner is the most useless and potentially the most dangerous program you can install. Most of them do nothing to reduce the size of the registry, which might result in a slightly faster PC, but only slightly. If you removed a program last year, and the registry still contains a pointer that no longer points to anything, you can remove it, but why take the time, trouble, and effort? There is no longer any action associated with the pointer, and it's completely harmless.

People may disagree, but registry cleaners have become infamous for trashing systems. Be cautious with sites that invite you to perform a free Registry cleaning, and then claim you have been the victim of some kind of mal-ware. Ponder, if you will, that Microsoft has stopped using its own registry cleaners, but has remained mysteriously quiet about the reasons why.

Windows has had a firewall capability since XP was introduced. In Windows 7 the firewall is straightforward and works well at keeping mal-ware out. Some critics say it's inadequate because it works inbound only. Is an outbound firewall necessary? When an unauthorized program tries to send data out of your computer, an outbound firewall alerts you. That's the idea, but reality is far different. Many outbound firewalls give incessant alerts usually with indecipherable warnings.

When you track them down it's almost always some obscure Windows service attempting to complete an operation. When the annoyance becomes unbearable, people turn off the outbound half of the firewall, totally defeating its purpose. In practice, an outbound firewall turns out to be severe overkill, and it can easily be defeated by a sophisticated malware program.

Windows Firewall is present in every Windows 7 installation, is thoroughly integrated with the operating system, works well, doesn't cost extra, and is turned on by default. Use it and don't pay for a "full function" firewall that in all probability you don't need.

You can make Windows 7 work better, but not by buying superfluous utilities. Get a faster internet connection or a more reliable one. Take the money you saved by not buying unneeded software and get a 24" monitor for a real "WOW" experience. Another good use for saved cash would be an SSD primary drive for true blazing performance. An ergonomic keyboard and mouse wouldn't hurt either.

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