



WAUCtalk

Wisconsin All-computer Users Club
<http://www.wauc.info>

Volume 29, Number 8
 August 2012

**General Meeting, 7 p.m.
 Thursday, August 2, 2012**

Coming Attraction
 Windows 7 SIG
 Second Thursday of
 Month
 Starting in September

Spread out your blanket, pack up your basket, and put it in the camper. We're having a picnic. No, seriously, bring a dish to pass and a dollar to defray costs and come to the August picnic meeting. Food, fun and games.
 The August General Meeting.
 Thursday, August 2 at 7:00 p.m.

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August at a Glance

<p>2 WAUC General Meeting, 7:00 PM Jackson Park Lutheran Church 4535 W. Oklahoma Ave. Annual Summer Picnic</p> <p>8 WAUC Lunch, 1 PM, Old Country Buffet, 4902 S. 74th RSVP: rgdurand@yahoo.com</p> <p>8 Mac SIG, 7:00 PM Villa at the Stations, 8935 S. Wood Creek Dr., Oak Creek</p> <p>9 Q&A SIG, 7:00 PM Speedway Station, 60th & Layton</p> <p>16 Q&A SIG, 7:00 PM Speedway Station, 60th & Layton</p>	<p>15 Deadline for submitting articles for WAUCtalk, please send to: ricejulia@hotmail.com Subject: WAUCtalk</p> <p>Investment Tracking SIG, 7:00 PM Speedway Station, 60th & Layton Next meeting in September</p> <p>30 Exec. Bd. Meeting, 7:00 PM Doris Regner's Home</p> <p>Future Presentations:</p> <ul style="list-style-type: none"> • September— Lance Allen of WTMJ Sports • October— James Lisowski of Milwaukee PC • November—pending
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President's Message—Heat Affects Meeting



The weather is hot!hot!hot! with no end in sight. Last month the heat took a toll on the attendance at the general meeting. Only 21 people showed up.

However, we did have an excep-

tional presentation from Bill Gierach on Linux.

Next month we will have the annual picnic and I hope to see you there. If you haven't signed up to bring something yet, you still can. Just e-mail Doris Regner. Make sure to pick up a copy of the membership directory at the next meeting.

Keep cool and I will see you at the general meeting. Don't forget to visit the State Fair. I hear they have a lot of new fried foods that are sure to peak your interest. Happy summer and happy computing.

*Bruce Kosbab
President*

Board Meeting—Picnic Plans, Then Future Activities



Your WAUC Board met again as scheduled, on June 28th, 2012, and all members of the Board were present: President Bruce Kosbab, Vice-President

Doris Regner, Treasurer Tom Hermann, Board Meeting Secretary Richard Durand, and Member at Large, Bill Gierach.

At this meeting, quite a bit of time was devoted to our next big event, the WAUC picnic to be held at the August General Meeting. There are a lot of details to be handled to make this picnic possible such as arranging for enough meat and rolls, beverages, ice, coolers, paper plates, and napkins, and the list just goes on. Each of these items, and many others were dealt with. Once again, members will be requested to pay one dollar per person to help defray

the expense.

The sign up sheet for potluck will be set out at the General Meeting for July and also in the upcoming WAUC bulletins. Also, a request for volunteers to help with the picnic set up and clean up will be made during the announcements of the next General Meeting. Once again, after the picnic, there will be singing and bingo games with WAUC door prizes awarded to the winners. The upcoming WAUC picnic should be just as good as ever.

Most of the Board Meeting was devoted to planning for the picnic but there were a few other issues mentioned. Bill Gierach will be giving the presentation at the July General Meeting on the Linux operating system and is busy preparing it. Consequently, he will not be able to have a CD of the Month ready for July. August will be the picnic, so there will not be a new CD until September. But he is planning on including some game programs again on the September CD of the Month.

Some e-mails of the WAUC newsletter and bulletin have been returned. This happens every month but recently there have been fewer so at least there is some improvement in this situation.

Doris is getting new pictures for the directory, which will be issued soon.

A request for updated address and phone number information will be included in the announcements at the next General Meeting. Please send updates to Doris Regner so that the WAUC directory can be as accurate as possible.

The Excel SIG tutorial instruction has just been completed at its meeting in June. It will be replaced by a SIG on the Microsoft Windows 7 operating system, but this will not begin until September.

WAUC still has the Speedway conference room available on the Excel SIG dates for July and August, so it was decided that the dates will be used for additional Q & A SIGs. Bill Gierach will conduct the SIG on July 12th but he will be out of town on the next SIG date of July 19th, so we will seek an alternate to take over.

We discussed presentations for the upcoming General Meetings and the schedule for the rest of 2012 is pretty well established. Some ideas for the presentations to be held in 2013 were kicked around but not committed to. And those were the major topics discussed at your WAUC Board Meeting for June 2012.

Submitted by

*Richard Durand
Board Meeting Secretary*

Address Changes

If you are changing your email or home address, please note:

Email address changes should be sent to Bruce Kosbab at bkosbab@milwpc.com and Tom Livermore at exyooper@gmail.com

Home address changes should be sent to Tom Hermann at singer@execpc.com

General Meeting—Linux Topic of Bill's Presentation

Bruce called the meeting to order at 7:00 p.m. Due to the excessive hot weather there were only 21 members in attendance. There were no guests attending. Tom Hermann presented the financial report which was put on file.

Only one person stated that they did not receive the WAUCtalk newsletter. They will have it e-mailed to them. Bruce announced that the WAUC annual directory will be coming out in August and if anybody had any changes, s/he should contact Doris Regner.

Doris announced that a signup sheet was available for the picnic next month and that we are once again asking for \$1.00 per person to offset the cost. The main dish will consist of shredded beef and shredded barbe-

cued pork. Leo Hoffer again agreed to do the bingo game. It was announced that all the tickets were sold for the 1T hard drive and that the drawing would take place during the break.

Ginny Splinter announced that the Excel SIG would be ending and that the Windows 7 SIG would begin.

Doris Regner mentioned that WAUC brochures were still available for members to distribute to businesses throughout the city. Tom Hermann presented the treasurer's report which was put on file.

Bruce announced that there would be Q&A SIGs on the 12th and 19th since the Excel SIG was done and we still had the room reserved.

Members were reminded about the virus that may affect Internet use on the 9th. James Sebern requested that the site be posted to see if your computer was infected. Bruce said

he would send the info to all members.

Following a short break, Bill Gierach presented an alternative operating system called Linux. Linux was developed and released in October of 1991 by Linus Torvalds, a Finnish American software technician. Bill demonstrated the various features of Linux and explained that Linux was free and available to download online or he had some CD's available with Linux on it.

Bill also spoke about Linux Mint which is an open source operating system that is free. It is also community driven; that is' users are encouraged to send feedback with ideas to improve it. Linux Mint also requires little or no maintenance (no antivirus, no anti-spyware, etc.)

The meeting was adjourned at 8:30 p.m. The next meeting will be on August 2nd.

Bruce Kosbab

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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Google +: Missing Manual Review

Google+: The Missing Manual
The book that should have come with the site

Book review by Steve Costello
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<http://about.me/sefcug>

Author: Kevin Purdy
Publisher: O'Reilly Media
Released: December 2011
Price: Ebook \$11.99, Print \$16.49
<http://shop.oreilly.com/product/0636920021919.do>

Introduction

I enjoy Kevin's posts at <http://lifehacker.com/>, and have been using Google+ since late July 2011. When I saw this listed on the O'Reilly site, I immediately requested it for review.

About the Book

This book consists of an introduction and nine chapters. The following list will give you an idea what each contains:

Introduction:

How Google+ works, what you can do with it, a little about this book, the very basics, online resources, and Safari Books Online

Chapter 1—Getting Started:

Signing in, Joining up, and fleshing out your profile

Chapter 2—Managing Contacts with Circles:

How circles work, adding, creating, editing, organizing, & sharing circles

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MS Excel SIG—Filtering Data Aids in Understanding



The following four members attended the Microsoft (MS) Excel 2007 SIG on Thursday May 10, 2012: Phil Walker, Richard Durand, Bill Gierach, and Ginny Splinter. This was the first time the Excel SIG used WAUC's new laptop. Bill got the club a very nice Samsung laptop with Windows 7 Home Premium and transferred our Office 2007 software and Excel files to this laptop. Thanks for the fine job, Bill.

Chapter 25 - Filtering Data

Then we covered the important chapter on filtering data in an Excel table. To convert your data into a table, select your data and Insert tab; in the Tables group, select Table.

Using AutoFilters

AutoFilter is a powerful tool which allows you to filter your data in an Excel Table. AutoFilter requires you to have a Header Row in your Excel Table.

With AutoFilter, you can use any drop-down menu for available options. You can Uncheck Select All, and then select your desired records. After you filter records, only the selected ones are displayed. Your other records are hidden but not deleted. In the drop-down menu, select Select All, and the hidden records

are displayed. If a filter is applied, the drop-down menu next to a field has a "funnel" icon. Place your mouse over the funnel icon to see your filtering selection.

Using Top 10 AutoFilter

Definition - There is a special filter only for number fields called Top 10 AutoFilter. It can show you a specific number at the top or bottom, and percent or items in a field.

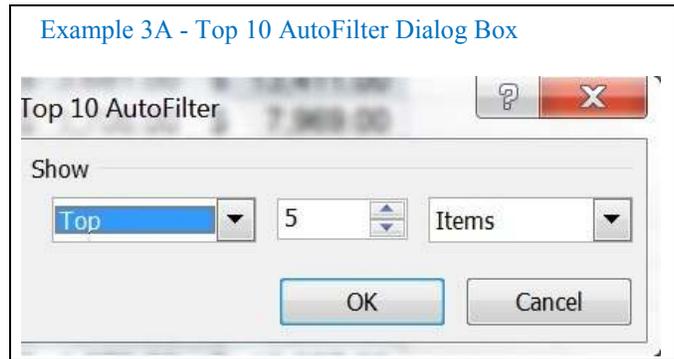
Create Top 10 Filter - Select the column filter drop-down menu, Numbers Filter, and Top 10. In the Top 10 AutoFilter dialog box, select Top or Bottom; select a number in the spinner box; then select Items or Percent. See *Example 3A - Top 10 Auto Filter Dialog Box*. To apply your filter, select OK.

Sort Filtered Result - The result is not sorted. To sort the result, after selecting the drop-down menu, select AZ Sort Smallest To Largest or ZA Sort Largest To Smallest.

Clear Filter - To clear an AutoFilter, after selecting the filter drop-down menu, select Clear Filter.

Applying A Custom AutoFilter

After creating an AutoFilter, select the drop-down menu. Depending upon the type of selected data, select Text Filters, Number Filters, or Data Filters. In the drop-down menu, select a comparison operator or Cus-



tom Filter. In the Custom Filter Dialog Box, select your first comparison operator and value. If you want a second comparison, select And or Or; then select the second comparison operator and value. See *Example 3 B - Custom Filter Dialog Box*. Then select OK.

Note: When entering your text in a text field, you can use * to represent any series of characters.

Ginny Splinter

Editor's Note: Part 2 of this article will appear next month.

Example 3B - Custom Filter Dialog Box



Q & A SIG—Yahoo Webmail Attack Confronted

The WAUC Q & A SIG met on June 21st, 2012, with eight WAUC members present. The conference room at the Speedway Station was comfortable but occasionally the machines in there came on and we had to bear with the noise.

A big improvement had just been made to the conference room in that it now has a projector mounted on the ceiling. Bill Gierach connected the WAUC laptop to it, but no matter how long and hard he tried, he could not get it to focus sharply enough. We couldn't quite read a lot of the text on the screen. For the future, we'll continue to use our own WAUC projector.

Richard Durand said his Yahoo Webmail account had been hacked. Bill Gierach and several other members also reported being victimized in their Yahoo Webmail accounts. Some low-life hackers had hacked into e-mail accounts and were using the e-mail addresses and the e-mail addresses of the contact lists to send out spam e-mails. And to rub it in they sent spam back to the victims also.

To change one's password for the Yahoo Webmail account, create one with at least one numeric character and one special character. Then go to www.passwordmeter.com/ to test how strong it is. If necessary, keep creating and testing until successful.

Judith Hornburg asked how to change the password for Yahoo. Tom Livermore helped out on this one. Go to the Yahoo log-in screen and from there, go to account settings. Click on the selection, "Change your password." This opens up a new screen on which the user enters the current password, enters the new password, enters the new password again to confirm, and clicks "OK." The process is similar with other webmail providers such as gmail or hotmail.

Ted Torkelsen asked about how backup programs work. Do the backup programs back up everything, every time, or do the programs just

back up the changes since the previous backup? Programs can do a total backup each time but usually they are set up to do only what are called "incremental backups" which only record the changes.

Ted also asked about what kind of new hard drive can be used to replace his old one. It all depends on which kind of connectors are on the motherboard.

Dolores Dettman is getting pop-ups on her computer reminding her to update Java and wants to know if it's all right to accept them. Yes, updating Java is a good thing to do and will not



use up too much hard drive space. The same thing applies to updates for Adobe. Ted Torkelsen said that he gets a pop-up message to disable security when installing such updates, but Bill replied not to bother and to go ahead and do it anyway. And if one is not sure about this, the downloaded update can be scanned for viruses before it is installed.

Ed Marquard said he had heard that downloading Adobe would make one's computer vulnerable to being taken over. Bill replied that this had once been true but that the problem had been quickly fixed and now it is perfectly safe. Bill then showed us how to set up security for the Adobe program by opening it and then going to "Edit" on the menu bar and selecting "Preferences." A window opens up with all kinds of things to select, including for security.

On the subject of updates, Dolores also asked if one should accept updates for Microsoft Office 2007 if one

only has Office 2003. No, and as a general rule, don't accept updates for programs one doesn't have.

Richard Durand asked about how to create a Yahoo Group. Basically, it's something set up in Yahoo, that lets everyone in it send e-mails to everyone else in it. The club's e-mail communication group known as "Boardwauc" is actually a Yahoo Group. The club moderator for Boardwauc, Tom Livermore, was present at the SIG and took over the laptop to show how Boardwauc worked as an example of a Yahoo Group.

First, the Yahoo Group creator has to have had set up an individual Yahoo account and has to have logged in. Then there are some links in Yahoo to follow which go through a number of screens to set up the Group name, the description, and the configurations for who can open all the e-mails. Tom showed us the moderator screen for Boardwauc and after he logged in, he clicked on the "Management" to show a screen with recent group activity including bounced e-mails, deleted messages, the list of the group members and where to go to set up moderator privileges for other group members.

There is not enough space here to describe everything about Yahoo Groups, but it was a fascinating look at what goes on behind the scenes. If one prefers Google to Yahoo, one can set up a similar Google group instead, and the process is pretty much the same.

Before we packed up for the evening, Jackie Tammsett asked about how to open attachments of Microsoft Word files with the file extension, "docx." Jackie doesn't have the latest version of MS Office that can handle this extension and doesn't want to make a big investment in the latest version just for this purpose. One can reply to the sender to re-send the attachment saved in another openable format.

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Bill recommended a faster and easier method. Install "Office Libre" and use it to open the attachment. "Office Libre," formerly known as "Open Office," can be downloaded free and is also on some previous WAUC "CD's of the Month." Once installed, it can open almost all MS Office file formats, including files with "docx" ex-

tensions. Once opened, the files can be saved to another location, with another name, and with a more convenient file extension. Bill opened up Office Libre on the club laptop and went through an example.

And those were the computer issues dealt with at the WAUC Q & A SIG for June 2012. It is really a good feeling to see members getting help with

their computer problems.

Richard Durand

Google + Review Continued from Page 3

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Chapter 3—Streams, Sharing and Privacy:

About streams; writing Google+ posts; choosing who sees your posts; sharing, interacting, editing, deleting, and controlling posts

Chapter 4—Notifications:

Where you get them, and controlling them

Chapter 5—Sharing Photos and Videos:

Viewing, sharing, tagging, editing, and more

Chapter 6—Hanging Out:

What they are, and how to use them

Chapter 7—Searching and Sparks:

How to search Google+, and tips for better searching

Chapter 8—Google+ Mobile:

Accessing and using Google+ on your mobile phone

Chapter 9—Playing Games:

Gposts; choosing who sees your posts; sharing, interacting, editing, deleting, and controlling posts



The book can be read in any order. However, I suggest reading the Intro-

duction and first four chapters in order, particularly if you are brand new to Google+.

Conclusion

I got a lot out of this book, even though I have been using Google+ for a while. Of particular interest to me was Chapter 8, as I have just moved into the 21st century by getting a smartphone.

If you are just getting started with Google+, or interested in learning more about it, I highly recommend you read this book.

Disclosure

This book was received through the O'Reilly User Group Program, at no cost, in exchange for this review, which in no way influenced the above review.

WAUC Membership Application

Date _____

Name _____ Phone (____) _____

Address _____ e-mail _____

City _____ State _____ Zip _____

How did you hear about WAUC? _____

What do you like to use your computer for? _____

What talents do you have that you would like to share? _____

To join WAUC, please send completed form along with check for \$25 (\$35 if you want to receive WAUCtalk as a hardcopy through the mail) to cover dues from January 1st through December 31, 2012 to: (\$12.50 July-December)

Wisconsin All-computers Users Club
P.O. Box 340241
Milwaukee, WI 53234-0241

Paid by:
 Cash
 Check

New Member
 Renewal
 Do Not include me in any special mailings.

Mac SIG—Music Disc Commemorates Mac Year



Present at Ray's Internet café on a lovely summer evening were Ray Jamroze, Nancy Setlock, Beth Lyman, and Julia Rice. We started out with discussing current scams.

We had decided at the last to meeting to cut a music disc, commemorating our year together; well, yes, and to learn how to cut a disc. First, we got Nancy's Bluetooth mouse connected. Then she opened iTunes.

We wanted to select some of the songs on a disc, but not all of them. To pick out the songs, she inserted a disc and said yes to Import. There were 22 tracks. She clicked on Import and we watched it picking up the tracks. To use the multi-touch Magic Mouse, which she has, since it has no buttons or wheels, you need to learn how to handle its very sensitive

functions.

Ray showed us his time machine, a Passport. It was size of a deck of cards. The size of the backup should match the size of the hard drive. Ray called our attention to a Macworld article on Mission Control: #116873 on Macworld.com.

If you erase music from iTunes, you can get it back; but if you erase from the library, it is gone forever. When the disc was in, the tracks did not have names. Nancy went to Click on File, Get Info. You can type in the name of the song from the disc. Now she went to File and New Playlist. She named the disc WAUC Mac SIG. Touch Enter to save the title. Go to File, Music to see that the list is there. Go to Edit, Select All, Drag all into WAUC MAC SIG.

The songs are now ready to record. Nancy put a blank CD into the drive and clicked OK. Go to File. Click on disc title and then on Burn Playlist to

Disc. Audio CD was the format and 8X speed. When Burn was clicked, it said there was too much music for the size of the CD, so Nancy canceled one song. File, Burn Playlist. The songs now fit and the disc was burned. Ray had already prepared the discs for us, so we listened as the disc was being burned. When the burn was over, we tested it by playing Tracks.

The songs were all from Germany, mostly played on keyboards, American standards. One track is guitar with the masters. We next saw that in iTunes we could pick up radio shows.

At this point, Julia changed her browser to Safari to be able to listen to radio stations. Then we played with various devices on our computers. By then it was time to close down and wrap up the equipment.

Julia Rice

Light Housekeeping for Safe Healthy Computer

By Mike Morris, Editor, Front Range PC Users Group, Fort Collins, CO, <http://www.frpcug.org>
Twriterext (at) gmail.com

The Front Range PC Users Group (FRPCUG) provides free computer help to the community and to several other local non-profit organizations. As a result of these efforts, we have concluded that there are two tasks and several free and reliable utilities that help to maintain a safe and healthy computer.

Without a doubt, the two most important safety and security tasks for every Windows computer user are:

- Keep the Operating System up to date
- Keep the security software up to date

In addition to those two tasks, there is some computer "housekeeping" required to keep your computer healthy (for those of you who consider your-

selves not knowledgeable enough to "maintain" your computer, think of these utilities as cleaning tools, not maintenance tools).

For housekeeping, these utilities are recommended:

1. Revo Uninstaller

This free utility does an excellent job of uninstalling unwanted software—even better than the Windows utility. You can use the default settings of Revo.

It is important to note that Revo first runs the uninstaller program provided with the program you want to remove. At the end of that process, you are asked if you want to restart your computer. At this point, DO NOT RESTART YOUR COMPUTER. Click on "No" or "Restart later" (or whatever similar message is displayed). That will allow the rest of Revo to run. It will check for left-over files in the Windows Registry and the directories. Whatever

files or file remnants it finds, select everything it finds and delete them.

You can download Revo from http://www.revouninstaller.com/revo_uninstaller_free_download.html. The free version is the one in the left column (see their graphic at right).

When installing this (or any program), proceed carefully, because very likely there is additional software "bundled" with what you want—that additional software is usually unnecessary. Examine each screen as it is displayed and uncheck or refuse any of the extra unwanted software.

Sometimes, even Revo needs some help. When combined with a registry cleaner, unwanted software can be effectively removed. The registry cleaner we recommend is:

2. CCleaner

This is another free, excellent utility.

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There is much debate in the computer world about registry cleaners. Since the Windows Registry is so crucial to correct operation, one viewpoint is that no one but an expert should use them. It is true that modifying the Windows Registry has the potential to create problems. However, those of us in FRPCUG have used CCleaner on many computers without problems. When using the registry cleaner option of CCleaner, you will be asked if you want to backup your registry. It's a safety factor that is up to you.

There are two parts to cleaning your computer of unwanted/left-over junk using CCleaner: Cleaner and Registry. Use both—once a week is recommended, but at least once a month.

There are cases where, after running Revo, it may be necessary to run CCleaner 3 or 4 times before all of the junk is removed. For example, if you have Norton security software installed on your computer and want to remove it, it will take Revo and possibly 3 or 4 passes of CCleaner (restarting your computer after each CCleaner run) to completely remove the Norton software (more on Norton in a moment).

You can download CCleaner from http://www.filehippo.com/download_ccleaner/. Use the "Download Latest Version" button with the green background at the right side of the page.

For computer security:

Virtually all new Windows computers are delivered with a trial version of one brand or another of security software installed, usually good for up to 90 days. Once that trial is over, you need to pay for an annual subscription for updates.

In today's world, there is no need to pay for security software. There are a number of excellent, free security software programs available. And, there are cases where the free software might actually be better than security software that you buy. For example, in the past, Norton security software acquired a reputation for slowing down the computers on which it was installed (my own experience with Norton software—at least the older versions, based on helping other computer us-

ers, is that it is not as good at catching malicious software (malware) as other programs).

Of the many free security software applications available, FRPCUG members have used these four, and found them to be reliable and effective (just because the software is free does not mean it is less capable):

One is Microsoft Security Essentials (MSE). You can download MSE from <http://www.microsoft.com/download/en/details.aspx?id=5201>. Note that there are 2 versions available, depending on whether your computer has an AMD or an Intel processor.

Another is Avira Free. This application received excellent reviews from the independent security software testing organization, AV-Comparatives - Independent Tests of Anti-Virus Software, <http://www.av-comparatives.org/>

A third choice is Avast Free, and a fourth choice is AVG Free. We suggest you read the reviews on these products (enter: review of—and the application name—into a Google search, or use the AV Comparitives website mentioned above). If you decide to use one of these applications, download it from <http://www.filehippo.com>. You are less likely to encounter excess, unnecessary additional software (sometimes called "bloatware" or "sneakware"). Once you connect to the filehippo website, just enter the name of the application into the search box.

Another area of debate regarding security software is the number of different security software applications that should be installed and running on one computer. With one exception, described below, you are probably going to be better off with only one. Since these applications are always running (in the background), it is very likely that two or more security applications running simultaneously will cause conflicts (and/or slow down your computer). It is possible, with a lot of experimentation, to find multiple security applications that do not conflict (one FRPCUG member has done so), but for most computer users, one application is sufficient.

The best way to change security software is to download, but don't install, the new security software. Then use

Revo (and if necessary, CCleaner) to remove the old security software. Finally, install the new security software.

A supplementary security software program that works extremely well is Malwarebytes. You can download this program from <http://www.filehippo.com/search?q=malwarebytes>. The free version does not run continuously in the background, as do other security software applications. That means Malwarebytes does not conflict with any other security software. The only disadvantage to this program is that you have to remember to run a manual scan (say once a week). It's worth it—Malwarebytes finds problems other security software does not.

The best way to keep your computer secure, as mentioned above, is to keep the operating system and security software up to date. You can set Windows computers for automatic operating system updates. Virtually all security software programs, including the free ones can be set up for automatic updates.

For more information on this topic, connect to http://frpcug.org/presentations/BB_Present04.pdf and http://frpcug.org/presentations/comp_maint_security.pdf.

One other suggestion:

Another free, useful utility is Belarc Advisor. The program provides a detailed list of the hardware installed in your computer. You can download Belarc Advisor from http://www.belarc.com/free_download.html. While not crucial, like security software and maintenance utilities, Belarc is a helpful program to have on your computer.

We have installed and run these programs on many computers without any problems. There is, however, always the chance that some unusual combination of hardware and software may result in a problem. So you should backup at the very least your important data, even if it is just copying that data temporarily to a flash drive. Please read our disclaimer at <http://www.frpcug.org/k-byte/current.pdf> (page 19).

Happy Computing!

Coffee Shop Computer Etiquette

Coffee Shop Computer Etiquette
By Mark Tiongco
www.geeks.com

This Tech Tip is a list of experiences that I have found to be a hindrance but can otherwise be remedied for all you mobile tech commuters. Have you ever found yourself trying to get work done at a Starbucks/Panera Bread (or name your favorite go-to spot) but can't because some inconsiderate customer is making it difficult/impossible to get work done? Let's dive right in to what this article is all about, coffee shop etiquette!

This Tech Tip will help outline a general etiquette list so mobile tech commuters can share a common courtesy in this world filled with laptops, e-book readers and coffee shops!

1) Keep a power strip handy

Leave a power strip in the car or backpack as a contingency plan in case you walk into a coffee shop and see one power outlet with both plugs occupied. Offer to plug your power strip in; usually everyone is okay with it as many times there are 3-4 laptop



users nearby who would like to charge their rigs. If you want to go compact, you can also find a 2-3 plug power strip and just keep it in your backpack/notebook bag/man-purse.

2) Offer your power outlet to someone who needs it

And the majority of us hardly ever allow our notebooks/tablets to completely discharge, never mind that virtually all notebooks built today average at least 3-4 hours of battery life. (plenty of time to get important

work done!) The interesting thing is that computer makers have listened to repeated consumer demand of more battery life (many average 7-10 hrs. run time) but unfortunately this still happens. So if you find yourself fully charged and not planning on camping out, offer it to that fellow laptop user who might be running on battery fumes.

3) Offer part of your medium (or large) table to someone else

Yes I know this is America and it's all about space but if you were the unlucky soul to walk into a completely full coffee house, wouldn't you feel good knowing someone is willing to share his/her table? We gotta help each other out!

4) Invest in a notebook cooler or lap desk

If you arrive at a busy coffee shop and find the only option is a love seat or couch, you'll feel better knowing you won't burn your naughty bits and thus protect future generations.

5) Understand Your Notebook's Power Capabilities and Settings

Assuming the coffee shop you walk into is full of selfish and unforgiving souls (yes, I have encountered them myself!), knowing your notebook's power capabilities enables you to adapt accordingly to still get work done... For example, I know my notebook has an approximate battery life of 5 hours but when I have had to work on battery mode due to lack of available outlets, I instinctively know to dim the LCD screen and throttle down the CPU to extend battery life since I know sometimes I might be there for at least 5 hours.

6) Pick up a tablet PC

If you find that your purposes for lugging around a traditional-sized notebook are for leisurely email checking, casual web browsing and music, a tablet PC might be appropriate for you. With the explosion of tablets such as the Samsung Galaxy Tab, Motorola Xoom and even the super-duper popular Apple iPad, these slim

devices can do many simple everyday computing tasks but can fit in a carrying sleeve or small messenger bag. In addition to the weight reduction, a tablet PC's perks include not requiring you to wait during start up (instant on OS!), not having to find a table and pull out/lug around a power adapter, and can last virtually the entire day on a single charge. However as a disclaimer, I am not suggesting you ditch your notebook computer in favor of a tablet PC but



simply that they complement each other depending on the task that needs to be done.

7) Don't be a Squatter!

I'm sure everyone has been hearing about Starbucks' recent issues with Squatters; these are Starbucks customers who buy a cup of coffee and then occupy a table/power outlet with their laptop and basically camp out for countless hours. While I do agree this is technically legal since SBUX offers free Wi-Fi for customers, they have the right to limit use such as covering up power outlets and eventually offer your seat to other paying customers. Out of courtesy and basic respect to your fellow commuters, you should budget your time, get your work done, and then relinquish your seat for the person who needs a table to get work done (just as you probably did before him/her). However, if you insist on camping out for the entire day at Starbucks, the least you can do is buy more than a cup of coffee every 2-3 hours as a sign of good faith that you're not a moocher!



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