

Bits and Bytes

June 2012

Arkansas' Premier Computer Club

Bella Vista Computer Club - John Ruehle Center

Highlands Crossing Center, 1801 Forest Hills Blvd, Suite 208, Bella Vista, AR 72715

Web Site: www.bvcompclub.org

E-mail: jrc@bvcc.arcoxmail.com

Nan DeLany, President

Don Hood, Newsletter Editor

HOW TO FORMAT A NEW EXTERNAL HARD DRIVE

External hard drives are getting more and more popular. They're fast, convenient, and hold a lot of data. If you are using Windows XP, Vista, Windows 7 or Windows 8, you are almost certainly using the NTFS file system.

If you have just purchased a new external hard Drive, be sure you format it to be NTFS (it will be FAT32 by default). It requires a format, so either do it when you first get it, or if you have one and want to convert it, be sure you back up any files on the external drive as all information on the external drive will be lost when formatting it to NTFS. Why NTFS over FAT32? Because a FAT32 partition performs more slowly than NTFS. And an NTFS partition is more efficient because of larger cluster sizes; in short, an NTFS file system can hold more data than a FAT 32 file system. So formatting your external hard drive to NTFS will make it faster and give you more efficient storage. But please don't do this with an external drive which is full of data -- because you'll lose it all. If your external drive is brand new - or you've backed up your older external drive to a newer one and want to format the older one NTFS -- OK. But doing this will wipe out all data on your drive.

Here is how to format the file system and change it to NTFS:

Right click My Computer icon on your desktop and choose manage. This opens your Computer Management' window.

Under Storage, click Disk Management. It may take a few moments for the information to appear.

Right-click on the drive you are changing (make sure it is the right drive), and choose 'Delete Partition'.

Click Yes on the prompt. You will get a warning that all data will be lost, so double check and make sure you have selected the correct drive, and be sure you backed it up if you are not working with a brand new external drive!

Next, you will see unallocated space for the drive you are changing in the lower right window. Right-click on unallocated space and a menu of available options will appear.

Choose 'New Partition' and the 'New Partition Wizard' will appear. Click Next. Then Next again.

Choose partition size, click next.

Leave 'Assign the following drive letter' selected and click next.

Under 'Format this Partition' choose NTFS. Select Perform a quick format and click Next.

(Continued —“Format a New External Hard Drive”page 1)

Click Finish. You will see that the drive is formatting and percentage complete. If it is a large drive, it may take a few minutes. If it is a drive that has information on it, plan on an even longer time to finish. Congrats! You are done. Now go fill it up :)

MICROSOFT PHONE PHISHING SCAM

Question: I guess I'm just gullible. I received a call from a man with an Indian accent claiming to be from Microsoft. He told me that my computer had come up as "infected" and gave me a code that would allow me to connect with a Microsoft technician to clean my system. You won't believe this but I actually entered a code provided by the first caller – but then I got very suspicious. and I stopped.

What has me concerned is do you think this infected my XP computer? I remembered reading your article about running System Restore right away at the first sign of trouble but I don't know if this would be enough. Do you think I should I reinstall XP just to be safe? Should I be doing something else?

Our answer: You almost got yourself in trouble but you did the right thing. If you think about it – it's not hard for some criminal to call you at random and tell you that your Windows computer has shown up as one that was infected — then offer to "fix" it for you. There are about 1 billion Windows computers in the world — and odds are that about 5 of 7 phone calls are going to end up going to someone with a Windows computer in their home. System Restore will remove any executable that were installed subsequent to the restore date you chose. Since any malware or spyware or Trojan would be would

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be an executable, running System Restore and using a any restore point created prior to the phone call would be sufficient to remove whatever (if anything) the criminals installed You may want to scan your computer with a good online scanner — or with Malwarebytes just to make sure. But my bet is that System Restore has removed any infection that may have been injected on your computer during that call.

Here's something from Microsoft that should help you and everyone else too: "BEWARE – Users have been reporting they have received phone calls, some claiming to be from "Microsoft", telling them that that their computers are infected. The caller asks the User if they are online and if their computers are performing slowly.

If their computers are not running, they will ask the User to boot the system and report on the start up time or, if the system is running and online, they will tell the User that a tech can take over control of it and clean a "virus infection". This is a scam.

If you happen to receive one of these phone calls ask the caller for the name of the company, where they are located, and their phone number. Then hang up and report this to: IC3 (internet crime) <http://www.ic3.gov/> or your Local FBI Office <http://www.fbi.gov/contact/fo/fo.htm>

Microsoft will never , repeat, NEVER , call people who use Windows. NEVER allow strangers to take over your computer. If you have not called any [tech support](#) center for assistance then NEVER allow anyone who calls you unsolicited to take over control of your computer. "

You did the right thing by running System Restore right away. It's the smart thing to do if you even suspect in the slightest that your computer as been infected. Running a restore point which dated previous to the suspected infection will restore your computer back to the state it was in at the time the restore point was created. *The above article is copyright 2008 by Cloudeight internet, <http://thundercloud.net/infoave/>*

Welcome

"May" New Club Members

The Club membership now totals 210 members.

Jim Chaloupka Janet Fridge
Frances Kistler Eugene DeCoca
Continue to invite friends and neighbors!

FUTURE MEETING PRESENTATIONS

July: "Questions & Answer Panel"

August: "Facebook & Craigslist"

Club Officers

Nan DeLany	268-3264	President
Chuck Billman	855-4188	Vice President
Julie Storm	696-8867	Secretary
Judi Shannon	876-2400	Treasurer

Board Members

Nancy Jones	855-3350	Marie Herr	273-2558
Don Schatz	855-0710		

Committee Chairs

Membership—Jim Prince (855-6673), Programs—Richard Clark (202-4554), Public Relations—Nancy Jones (855-3350), Web Master—Ryan Smith (876-2881), Education—Marie Herr (273-2558), Librarian—Earl Cummings (855-0192)

OPEN AN ELEVATED COMMAND PROMPT IN WINDOWS VISTA OR WINDOWS 7

"Don't you just hate it when you're trying to perform a task in Windows Vista or Windows 7 that requires you to run a Windows program that requires you to use an elevated command prompt, and you get the message that you "must be an administrator" to run it?

Want to know a quick and easy way to open an elevated command prompt in Windows Vista or Windows 7? Great! Here's how:

To open an elevated command prompt in Windows Vista or Windows 7: (next column..)

LEARNING OPPORTUNITIES: June 2012

- * Using Vista Programs – June 4 – 9 am to noon
- * Setting up Windows 7 – June 5 – 1-3 pm
- * Using Windows 7 Programs – June 6 – 9 am to noon
- * Computer Security – June 11 – 9 am to noon
- * Windows Vista Mail – June 12, 14 – 1-3 pm
- * File Management – June 13 – 9 am to noon
- * Microsoft Word Workshop – June 13 – 1-3 pm
- * Genealogy Special Interest Group – June 16 – 10 am
- * Digital Photography; Photo Editing & Sharing – June 18 – 9 am to noon
- * Microsoft Excel – June 18, 20 – 1:30-3:30 pm
- * Windows 7 Live Mail – June 19,21 – 1-3 pm
- * Microsoft Publisher – June 25 – 10 am to noon

Open House Clinics.

June 2—10 am to 1 pm;

June 6 – 1-4 pm;

June 20 – 10 am to 1 pm

Classes and open house clinics are free to Computer Club members. Club membership fee-\$20; ½ price additional family member.

Classes are held at the John Ruehle Center located in the Highlands Crossings Center, 1801 Forest Hills Blvd., Suite 208, Bella Vista.

Pre-registration is mandatory. 479.273.2558

1. In the Start Menu search type CMD and press Enter
2. When CMD prompt icon appears at the top, right-click it and choose "Run as administrator".

An alternative way:

Press and hold down the Window key and press the "R" key Type cmd in the run dialog and then press Ctrl+Shift+Enter. Now click OK or hit ALT+C to confirm the elevation prompt."

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TOOLS TO MAKE YOUR WINDOWS LIFE EASIER

Works with Windows XP, Windows Vista, Windows 7—32 and 64 bit.

“Ever been working on something and Windows keeps urging you to reboot? Windows XP doesn’t give you a lot of choices. You can either not reboot and put up with annoying reminders, or you can reboot and get it over with. Windows Vista and Windows 7 are a bit better. You can postpone your reboot for several hours or more – but sooner or later you’ll have to reboot. Right?”

Sometimes though, it’s just easier to save your work and let Windows do what it wants to do. At least it won’t bother you for awhile if you just give in and say -“OK Windows, boot if you want. I’m so sick of your reminders!”

After you’ve saved all your work, you might have other things you were going to do, things you were working on, that you’d like to get back to once Windows has done it’s thing. If you’re anything like us, if we walk away for 10 minutes, we’ll forget what the heck we were doing. And by the time we remember it’s too late to get started.

It would be nice if Windows was kind enough to reopen the programs that we were using when it reboots. And yes, it’s important to install Windows Updates and it’s important to reboot after Windows updates — if a reboot is required for the update to be installed. But still, it’s an aggravation to have to remember what the heck we were doing when we rebooted Windows in the middle of a work session.

Enter, Cache My Work. A little program that will remember what you can’t. It will remember all the programs you had open when you rebooted your computer for whatever reason – or when you walked away from your computer and Windows rebooted itself. Cache My Work presents you with checklist of programs that you were running when you rebooted and lets you choose which programs you want to reopen.

It will also let you restore any Explorer windows you had open too.

We’ll let the author tell more about Cache My Work, since he knows it better than anyone: Go to the Cache My Work web site listed at the end of this article.

“Cache My Work is a handy utility that enables you to reboot Windows without losing your place in your work. It builds a checklist of currently open applications, and will restart the apps you’ve selected the next time you logon to the computer. Cache My Work is great for occasions when you need to unexpectedly reboot, such as on “Patch Tuesday”, after installing new drivers, or when Windows runs out of Desktop Heap, Handles or GDI Objects...

If you’re like me, you avoid rebooting your computer because it means you’ll forget what you were working on. Every time I have to reboot because of some install/uninstall/patch, invariably I forget half of what I was working on because I don’t remember all the docs and apps I have to reopen (those 5-15 minutes between “shutdown all apps” and “logged in, Windows quieted down” are huge opportunities for me to be randomized and lose my short-term memory cache).”

This is a great little tool that will come in handy often. To enjoy this free program, go to [Http://cachemywork.codeplex.com/](http://cachemywork.codeplex.com/)”

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A list of Windows 7 Shortcuts you probably didn’t know about

Open the Start menu

1. Click “Help and Support”.
2. In the Help search bar, type “shortcuts”.
3. A list of shortcuts will be displayed by category.
4. Click any category to get a list of shortcuts.