HOMEPAGE
Vero Beach Computer Group

The June meeting of the Vero Beach Computer Group will be on June 6, at the Indian River Main Library, 1600 21st Street at 7:30.

VBCG

June Speaker is Keith Howard

Keith is with the Brevard Investment Club in Melbourne that is affiliated with The American Association of Individual Investors. (AAII). AAII has been around for a long time and is basically oriented toward the judgmental analysis side of investing. This is a group of investors that provide free financial education to people who attend their meetings. Keith's club, of which our VBCG Treasurer, Jim Kenton, is a member, is oriented toward the technical analysis side of investing. Members of the club are provided with spreadsheets to help traders or investors with their investing. So with a little bit of computer savvy, it is easy to self direct your own investments.

Keith will give us a little more information about the club, look at some of the technical analysis material on the web and show some of the material the club subscribes to and how he arrays that material for club members on the computer.

The information on Windows 7 System Image and Repair had been typed and finished when I found that part 3 of the ongoing Discovering Windows 7 information from Neil Stahfest was on the same subject, so you have two different points of view.

Tips for you!
By Antonio Doria

1. How to increase the print font of a web page

2. How to Spell Check

3. How to create a System Image for Win 7

The first he answered at the April 27th SIG. I do it differently, but I will explain each way. If you have a different way, please let us know. You can see the solution to Tip #1 on page 2, Tip # 2 on page 3.Tip #3 on 4, 5, 6 and 7. Thank you Antonio

This Issue is about your Windows System

What is **System Restore**? When do you use a System Restore?
See System Restore on page 2.
What is a **System Backup?** How often should you Backup your System?
I backup every month end. You should set a date or schedule it through the system Backup. But the important thing is to BACKUP.
What is a **System Repair Disk**? Do you need a Repair Disk?
Back with Windows 95 and 98, we had a Start Up Disk. Windows XP wanted to make a Boot CD. This repair disk will do the same thing plus more. You can use it to restore your System Image among other things.
What is a **System Image?** How often should I make a System Image?
A System Image is an exact copy of your Windows 7 operating system, you can restore your computer using the System Repair Disk and the copy you made of the System Image.

For additional information on any of the above, email your question to:
VeroBeachLady@att.net

How to Print Information from the Web, Antonio's Tip # 1

In Internet Explorer, click on file on the menu bar,. (If the menu bar is not showing, press the ALT Key) Select Print Preview. The Print Preview Window will appear. Where it shows Shrink To Fit, select a larger size. Usually 100% will be just fine, but you can make larger. See my way below.
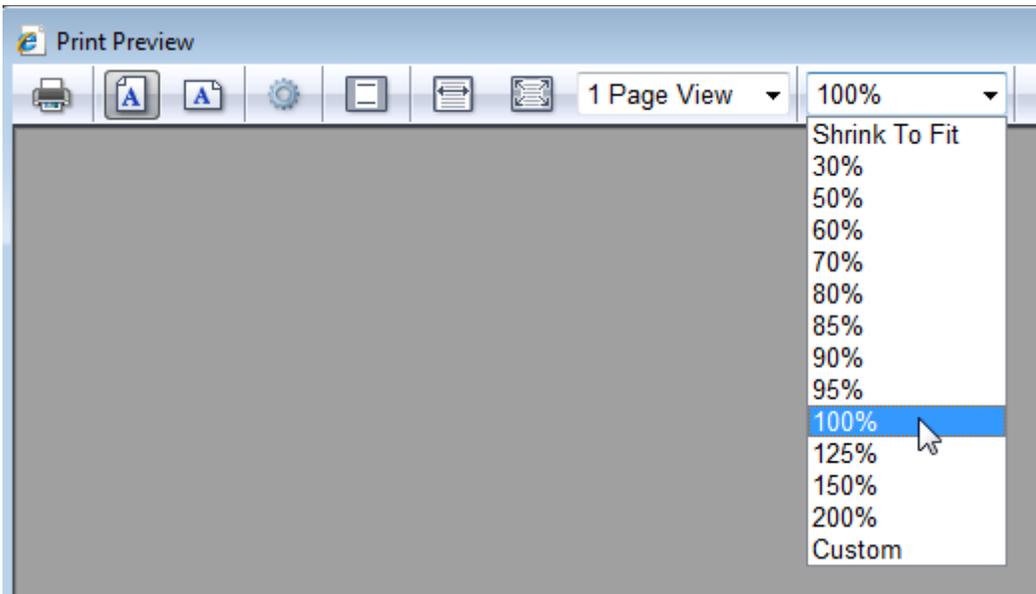

As shown below, I Select all the text that I want to print, then I use CTRL+C to copy to the clipboard. I open my word processor and use CTRL+V to paste into a new document. The text is set to my default of 12 font size, but I can make it larger by using CTRL+A to Select all then set the font size larger, or while selected I use SHIFT+CTRL+> to increase the font size. Microsoft Product.

When using Microsoft Office you can use SHIFT+CTRL+> to increase one increment at a time and SHIFT+CTRL+< to decrease one increment at a time. I have been using this since the 90's.
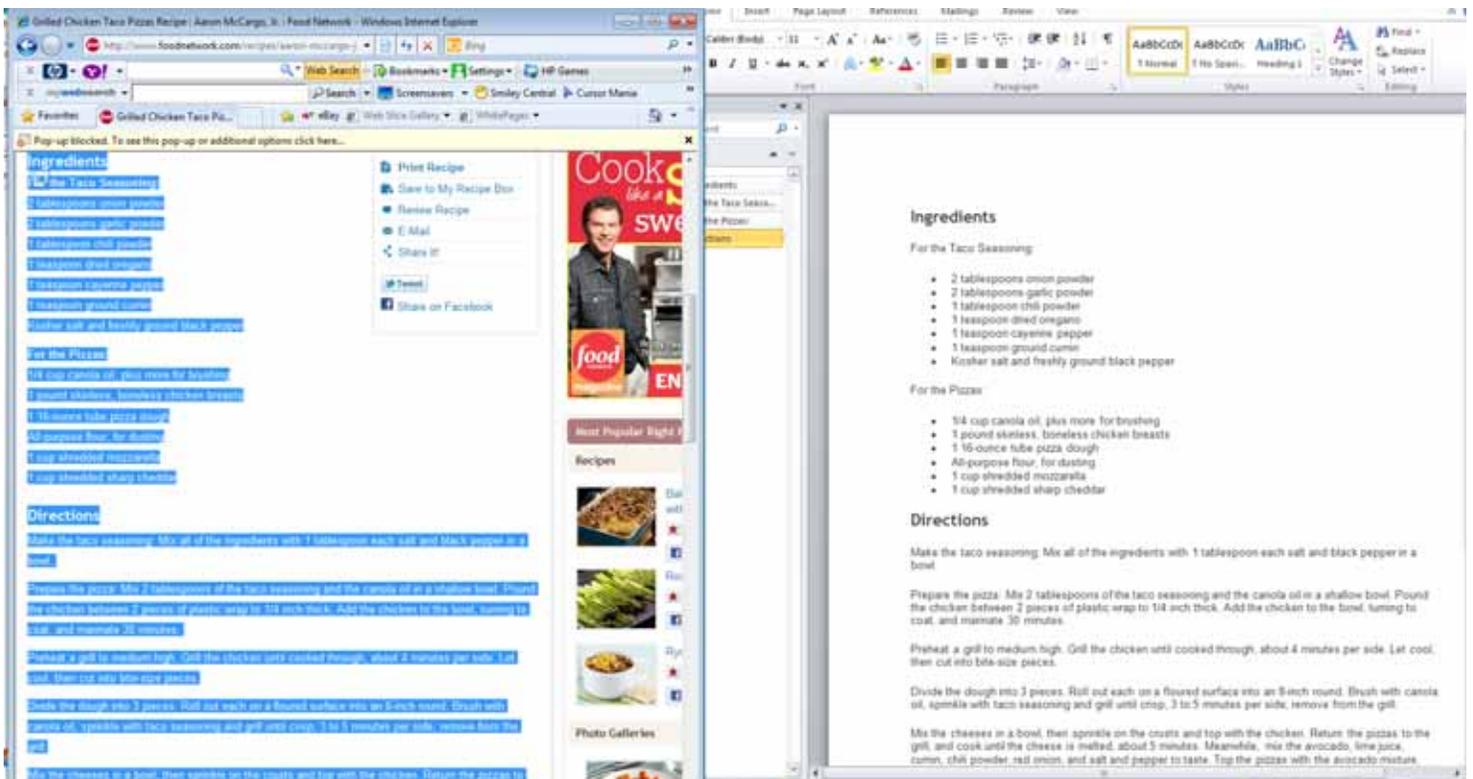
How to Spell Check Tip # 2 From Antonio

I am going to deliberately misspell a word to illustrate. See 1st Figure below. I then pressed the Function Key F7 and the Check Spelling English (USA) window came up with the correct spelling. I clicked on change and the spelling was corrected, then the spell check went back to Page one and found Dorio and asked me to change where I ignored his name, then the spellcheck went a step further and corrected the word savy which I had also misspelled and I was able to change to savvy. As shown in the 2nd figure.
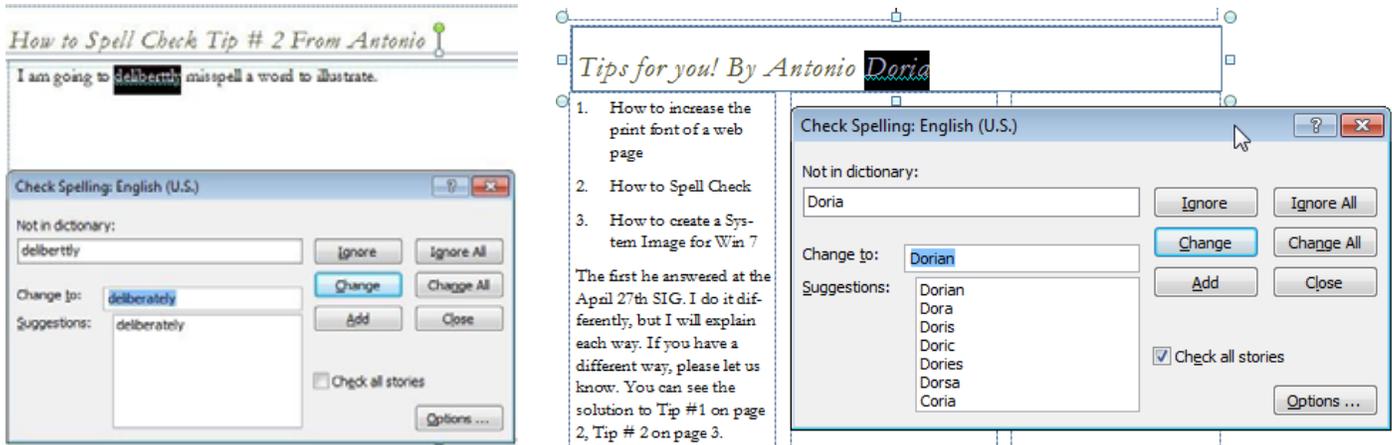
## What is System Restore—When do you use it?

System Restore has been around at least since 2001, and I find it hard to believe that so many people are afraid of it and have never used it. I have used it hundreds of times in the last 10 years. When you do a system restore, you DO NOT lose any data. You can create a document today and restore your system to a month ago and your document is still there! If you installed any software or updates, they will be gone. Just install them again. It is a good idea to create a restore point before installing new software and especially new hardware. Quite often a printer installation will mess up, if it does, you definitely need to restore your system to before you tried to install the printer.

You should never do a system restore if you think you have a virus. But it can be a lifesaver if Malware has struck your system. If you are running Vista or Windows 7 Microsoft Security Essentials and Windows Defender will keep you Malware free, that is all I use. On Windows XP I use AVG free.
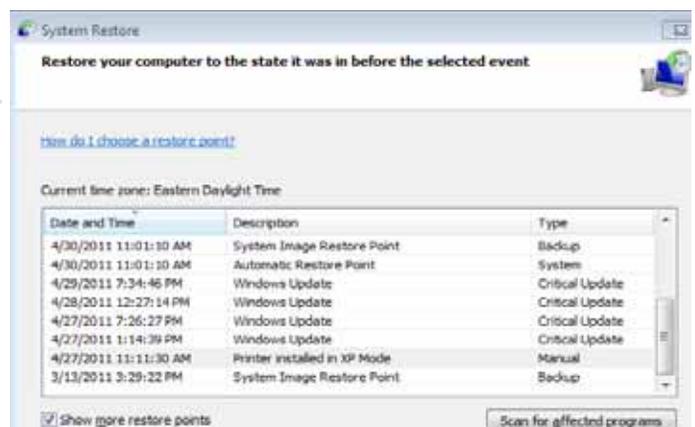
How to Make a System Image using Windows 7

Antonio did not give me the answer to this one, but he did request the instructions to make one for his computer. This is something that everyone who has Windows 7 should do. I made mine as soon as I installed Windows 7 on my three Vista computers. On my new Dell, as soon as I got it set up, even though I did buy the reinstall disk. Then I made another copy of each system after I installed all my software. I use my External Hard Drive and once I make the System Image, I move it in a new File Folder on the External Hard Drive with the name of each computer. You can make a new one any time you want.

To make a system Image: Click on START, just above start you will see Search Programs and Files, just start typing Backup, you sill see that after typing bac—the Backup and Restore comes up. (See Figure 1) Click on Backup and Restore and the next window will open with Control Panel/All Control Panel Items/Backup and Restore. (See Figure 2) Have your Flash Drive or External Hard Drive connected to your computer and Click on Create a system image. The software will find your connected drive. It will not fit on a regular DVD, although it clearly says "On one or more DVD's. (**Other ways to get to Backup and Restore is to click Start/ Maintenance/Backup and Restore or go to Control Panel and select Backup and Restore**.)

Figure 1

Figure 2

Figure 4

Figure 3
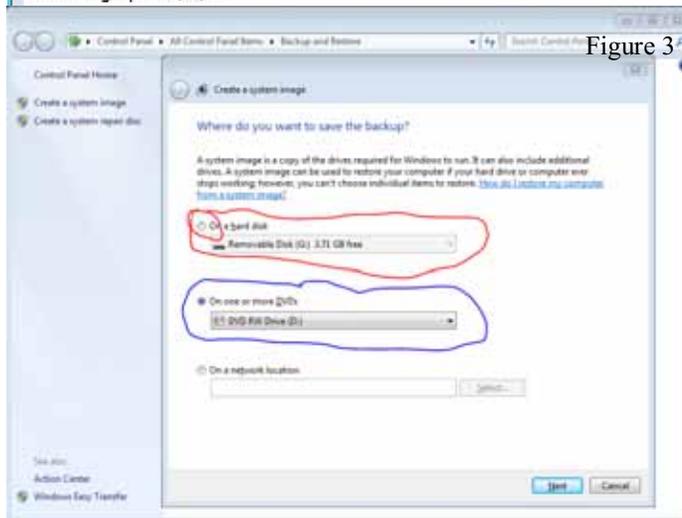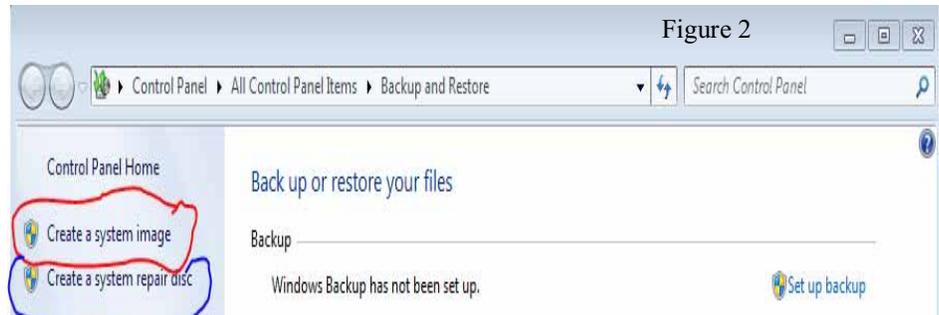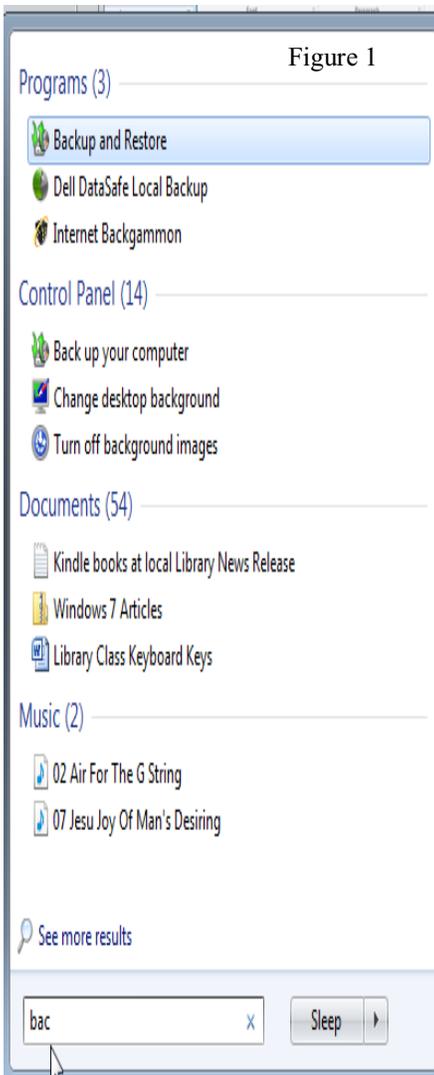
Why Create a Repair Disk?

Create a Repair Disk Once the backup and restore is finished , you need to Create a System Repair Disk. This disk can be used to restore you computer from the System Image or to boot your computer. It contains recovery tools that can help you recover Windows from a serious error.
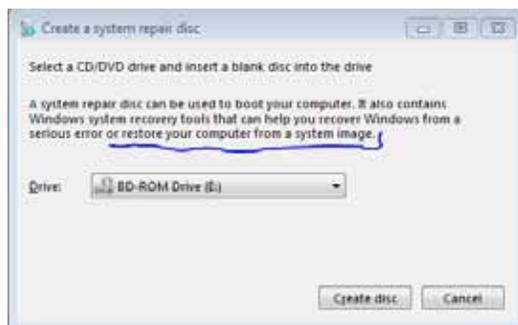
On the next two pages you will see part 3 of a 14 series by Neil Stahfest. It covers the same information, with another interpretation of how! At the end you will see a link that you can follow to view an excellent video of how to run Microsoft Backup.

Comments on Backing up your data

Backing up is so important. Back with Windows 3.1, I used the Microsoft Backup, when I got my Windows 95 computer the backup would restore from the 3.1 backup, so I had to use xcopy to move my files to the new computer. With Win95, I used the Microsoft Backup and again, when I tried to use the disks to move the files to Win98, again they did NOT work. Since that time, I backup up my files each month, **My Way.** You can open Windows Explorer and view the files in Details View, then click on Date Modified and put them in ascending date order. Select the files since last month end and send them to the backup folder named (For example 5-31-11) Backup each library into this file folder. I use my External Hard Drive, but you can do the same using a DVD and continue backing up on it until it is full. Simple, quick and easy. Using this method you can see the name and date of each file you backup. Using the Windows backup, you have to restore the file someplace and open to see the file names. You can not just look at the backup file like you can when they are backed up through Windows Explorer. It really does not matter how you backup. Just make sure that you do, and with Microsoft Backup you can set the date for the auto backup and there is no work

VOLUNTEERS NEEDED
AT THE LIBRARY

The Library needs your help. We are currently holding all of the Vero Beach Computer Group meetings at the Library and the Media Department needs us to volunteer to help assign the computers that are free for the public to use. With summer here and school out, there will be lots of teens wanting to use the computers. I spoke with Kathy this morning and she said the volunteers are desperately needed and she really appreciates all the help we can offer. Just a few hours a week or even a month will help. For help see Kathy or send me an email at VeroBeachLady@att.net.

Discovering Windows 7 – By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington

I know many of you are in the process of Upgrading to Windows 7. As you've Probably figured out, the more carefully you plan for this the easier it will be. Its also important to make a backup copy of your important files before you start the upgrade. After you've installed Windows 7, you'll want to verify that your hardware was automatically configured ((i.e. printers, scanners, etc.) and install your favorite application programs. Remember, unless you are using the "Upgrade" installation method to migrate from Windows Vista to Windows 7 (or Laplink's PCMOVER program), you will need to reinstall your applications programs in Windows 7 to get the required program information into the Windows Registry.

With the effort it took to setup your computer and install any programs fresh in your memory, this might be an excellent time to think about backing up your system. A good backup can make recovery from a hard disk failure or a vicious virus infection a simple process that usually takes less than an hour instead of many hours or even days.

Before we talk about how to backup your system, we need to think about what media we will backup to. Logically, you won't want to store a system backup on drive C. If your hard drive were to crash or become infected your backup would be at risk.

In my opinion, an external hard disk drive that connects to your computer with a USB cable is the best place to backup your system. Currently (February 2010) you can find 320 megabyte to 1 terabyte (1000 megabytes!) external hard drives on sale for less than $100. When selecting a hard drive, my advice is to go with a larger size rather than a smaller one. What seems adequate today will probably seem small in a year or two. You should be able to backup your entire system several times on one of these drives and yet they are small enough that you can fit one in your pocket and take anywhere. You can also use one external drive on more than one computer.

Alternately, most backup programs will allow you to save your information to CD or DVD disks. You almost certainly already have a CD/DVD drive installed in your computer (unless it's a mini-laptop like a net computer). Once the data is burned onto them, you can store the disks any place, including in another room, with a friend or even in a safe deposit box (where they will be safe from a home disaster). The problem with using
these disks, even high capacity dual layer DVDs, is that it will take more than one disk to save all your system information. In other words, you have to be there for the entire process, to insert new blank disks as they are needed.

Now let's get to the process we are going use to backup our computer. Windows 7 Home Premium edition, unlike previous versions of Windows, comes with a complete backup program built into it. All you have to do is click on the "Start" button and type "backup" in the "Search box". Near the top of the list of options that appears you'll find "Backup and Restore". Click on it.

A window like this will appear. You can backup or restore your computer from this window. It also shows if you've made any backups and allows you to schedule automatic backups.

When you click on "Create a system image" your computer will search for drives where you can store your backup and ask you which drive you are going to use. After selecting your destination drive, you will see a window like the one below, where you can select which drives to backup. Once you've selected you source drive(s), you'll be taken to another window to start your backup. Assuming that you're using a destination drive large enough to hold your entire backup, you can go get a cup of coffee (or two) while the backup program runs to completion.

 If this is the first time you've made a system backup, you will be asked to "Create a system repair disk". This is a CD which will enable you to boot your computer in the event of a hard drive failure that prevents you from starting your computer. Once the computer has started, using the repair CD, you'll be able to access your system image (created above) to automatically restore everything (including Windows, all your programs, files and settings) on your hard drive.

 Once you have a total system backup, I recommend making additional total system backups at least once a month. This will keep your system backups up to date (you'd be amazed at the number of files you add or change (pictures, emails, etc.) in a month. This will give you extra backups in case one backup is defective for some reason.

  The Windows 7 backup program also allows you to make quick backups of selected folders, such as your documents, music or pictures. This is a useful way to make backups of file areas that change between your scheduled full system backups.

How to Make a System Image Discovering Windows 7 – By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington

Of course you don't have to use the Windows 7 Backup program. There are a number of excellent third party system backup programs, such as Acronis True Image, that work as well or even better. You can find them in stores or through Internet distributors. One advantage of a third part backup program is that you don't need to buy Windows 7 to get it. Plus, you can use these third party programs with other versions of Windows.

POST SCRIPT – Several days after writing this article the hard drive on my desktop PC started to malfunction. Fortunately, I had routinely made full system backups. It
only took 15 minutes to physically replace the hard drive. Using my repair disk and the backup file which I had saved to an external hard drive, it took less than an hour to completely load Windows 7, all my programs, files and settings on the new hard drive and restored full operation to my computer.

VISIT OUR WEB SITE
WWW.VBC.ORG
You can find a lot of good stuff there.
Just give it a look!

Yes, hard drives do fail! Manufactures say they have a life of 5 to 10 years. Other factors, such as power surges, may cause early failure. Play it safe and make a backup!
PC World Magazine has an excellent video which describes the backup process at the web address below:

**http://www.pcworld.com/article/174184/
how_to_automate_windows_7_backups.html**

May

Meeting

V
B
C
G

Photoshop Elements -- putting photos on your computer and improving or changing them; confirm time and date with Frank Lombard.   794-2293
TUESDAY June 7, 1 - 3 pm, History Room

Internet & E-mail -- Firefox, Internet Explorer, , Safari, Chrome, Yahoo. Give them all a try!! This class includes information on how to email, including adding attachments, using most types of e-mail programs. Internet use would include use of search engines as a tool to look up just about anything. Security will also be covered. Share in open discussion. Moderator **Tim Glover 589-0636**
WEDNESDAY, June 8, 2 - 4 p.m., History Room

Macintosh Users helping each other -- An introduction to Snow Leopard, iPhoto, iPod, iTunes, iMovies software. Sit in on our special interest group and discover the exciting new iLife applications. Moderators **Eleanor Ryan 562-2869 & Joe Piazza. 567-9004**
SATURDAY, June 18, 10 a.m. - 12 noon,
History Room, Main Library

PC Tips -- With emphasis on the Windows operating system. Topics include an introduction to the Windows environment, and an overview of the software applications included with Windows, and using modems, wireless, DSL, etc. Bring your questions. Bring your computer. Bring a friend. Moderator Jean Grider   569 -4289. **WEDNESDAY, June 22, 2:00 - 4:00 p.m., History Room**

Microsoft Word -- we will cover the basics of using Word and similar programs, including entering and editing text, moving and copying text, formatting, page layout, spell checker, mail merge, and inserting pictures and art.
Confirm with moderator, Joan Pannenborg,
231-2618. THURSDAY, June 23, 2 - 4 p.m., History Room

The VBCG is a self help group to make using a computer easier and better.
Take time to enjoy your computer.