Southern Districts Computer Users Club Inc.
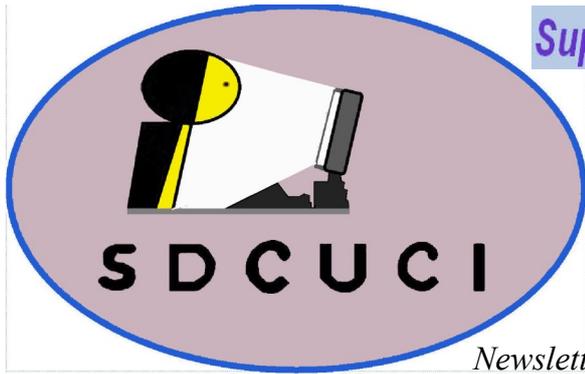
Meetings are held monthly on the third Wednesday at 7.30 pm, in the hall at the rear of St Mary's Catholic Church on the Corner of Bains and Main South Roads, Morphett Vale

Cost $3.00 per person per meeting. This includes a copy of our Newsletter, plus coffee/tea and biscuits

Visitors are most welcome

After 3 visits, you are requested to become members

Annual Subscription:
Single — $20.00
Family — $30.00

Both Novice and Experienced computer users will be most warmly welcomed

The Yardbroom Report 2/19

Welcome to the first meeting for 2019.

At the committee meeting this month we were advised that Jim Greenfield has resigned from the committee forthwith. Jim cites the pressure of conflicting external interests and the need to provide more support to his family as the reasons for his resignation. Jim has been involved in the management of the club almost since its inception. Jim held the position of President for countless years and more recently as a committee member. Jim has always been the "Mr Fixit" in the club and is keen to continue in this role. Thank you for your years of dedication to the club Jim. It is really appreciated. The resignation was regretfully accepted.

David Porteous presented his findings on the computer usage survey he conducted recently. About 30% of members responded to his call for information. Informal follow up information gathering will enable him to fine tune the information.

Revamped Information Brochures were tabled. It was suggested that these brochures and additional copies of the newsletter be more widely circulated as a means of possibly attracting new members.

This month Lindsay Chuck will give a presentation on the "Be Connected" program and in March David Porteous will give a presentation on the lesser known attributes of MS Word.

Have a good evening.   YB

Personalising Word (Part 2)

Under "Language" (see right), I suggest making sure that "English Australian" is the default language (arrowed red and yellow left) and that both Display and Help languages are "English" (arrowed black and green left). Use the up and down arrows to the left of each box and circled in red to move "English" to the top.

Next, let's look at "Advanced". This is a large callout box extending to four screen loads. Have a look at all the options. Personally, I find "Show text boundaries" under "Show document content" on the second screen load a most useful tool. This does not print, it just lets you know the boundary of the print area on your screen. Under "Display" on the same screen load, it suggests the number of recent documents to show be 50. You may want to change this. I use 10, but it is entirely up to you. On the last screen load, there is a facility to "provide feedback with" either sound or animation. If you are hard of hearing (as I am) or don't see too well, change the option to suit your needs. I use the animation option. When finished "Click" "OK" at the bottom right of the screen.

Lastly, and very much depending on how and what you use Word for, you can personalise the "Quick Action Tool Bar" which normally sits at the very top of your screen.
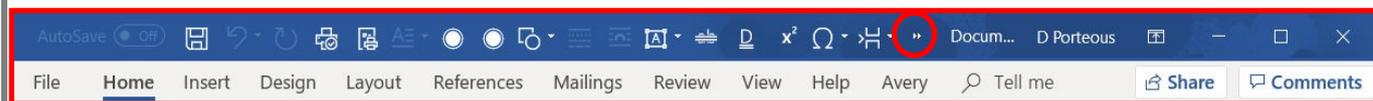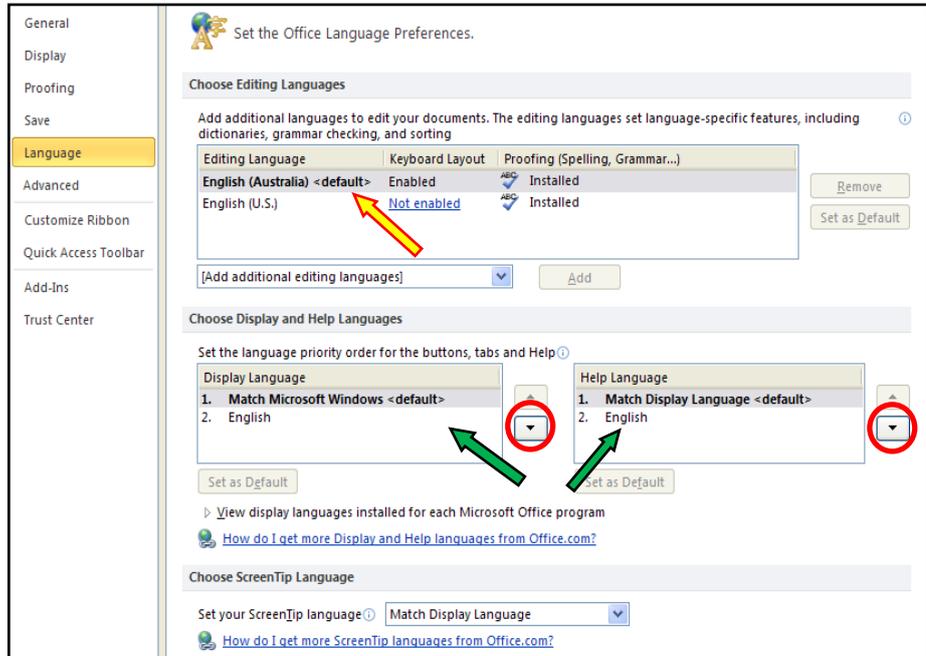
As you can see, in my case it makes that top bar rather cluttered to the extent that it does not even show all its contents and needs an extension indicated by those two little chevrons, circled in red (in the wide graphic above), to facilitate a drop down continuation.. If I "Click" on those, an extension appears, highlighted in red, (left) including another little arrow, circled in yellow (left), which, if "Clicked", causes the Quick Action Tool Bar to appear under the Ribbon. Incidentally, by default, the Quick Action Tool Bar has only three icons on it — "Save", "Undo" and "Redo".

The Ribbon, itself, also has only a finite number of commands. If there are some commands that you tend to use often that may or may not be on the Ribbon, you can add them for greater convenience to the Quick Action Tool Bar.. "Click" on "File" then "Options" to access the "Quick Access Toolbar", then "Click" on the words "Quick Action Tool Bar" (see right). "Click" on the little arrow alongside the default "Popular Commands" (arrowed right). Select "All Commands", (highlighted in blue). There are 20
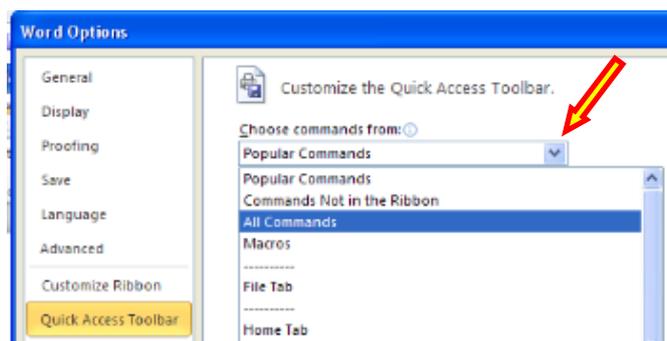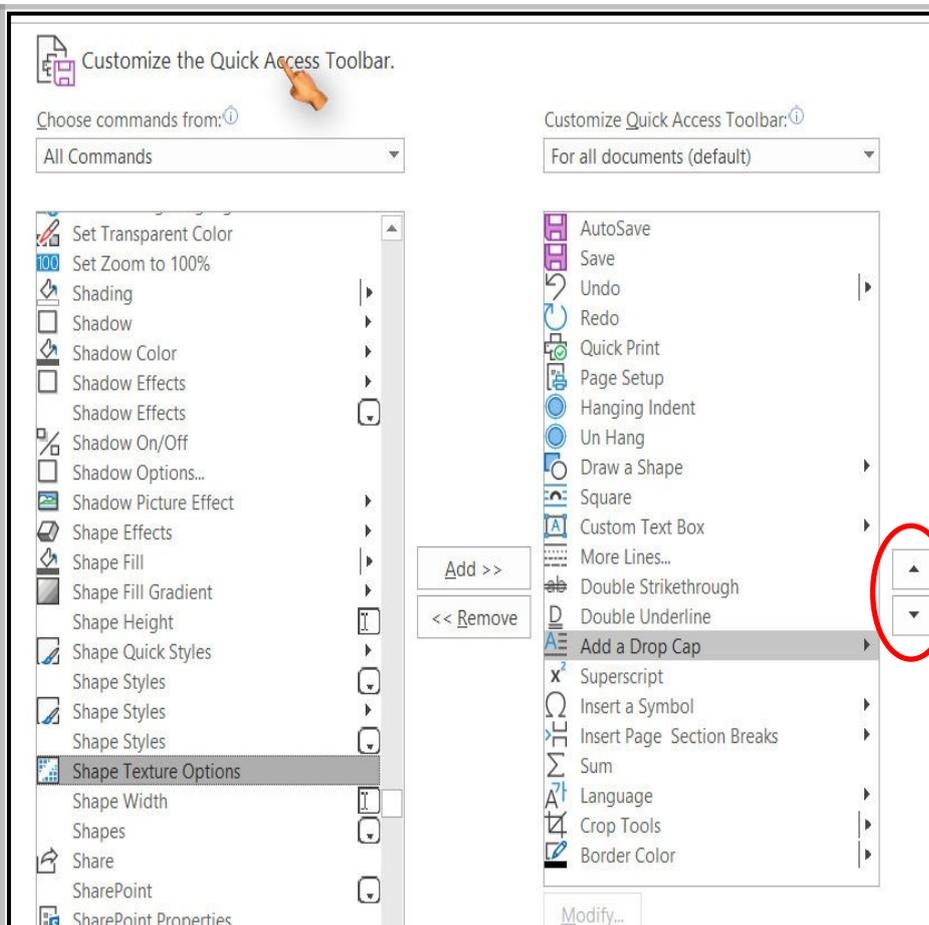
or more screen-loads of possibilities. "Click" on each command you want to include and then "Click" "Add".

If you want to add your selected "Command" in a particular spot, on the right hand side table, before you "Click" "Add", highlight the entry on the right hand side **above** where you want it to go. (The example on the left indicates that I want to place "Shape Texture Options" immediately after "Add a Drop Cap".

Alternatively, you can select an entry and move it up or down with the arrows (circled in red) to the right of the right hand table

When you are finished, "Click" "OK" at the bottom right of the screen and your selections will be added.

That completes the section on Personalising Word. Because nearly all our members use Word, next month we will have a look at some of Word's Tips and Tricks. 🖥

StyleFolder

StyleFolder is a small but useful freeware program that allows you to enhance the appearance of Windows folders/drives by changing the icons, backgrounds and text colours of files or folders from the right-click context menu. Any folder, subfolder or drive can be personalized, e.g. "My Documents", "My Pictures" etc. Customizing folders makes it easy for you to quickly identify your favourite folders from a bunch and make them stand out.
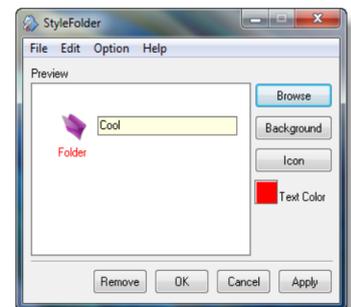
Having downloaded and installed StyleFolder, you need to browse for a folder to customize. Select it so you can change the background of the folder — you can select any image file. For choosing the image icon, the program automatically opens the "shell32.dll" file - you can choose an icon from the list or browse your computer to specify a different icon file. It must be an icon (".ico") file type though. For the text colour you can choose one of the basic colours or define a custom colour. Remember that the changes are made only to the folder you are modifying and its contents. You can remove the changes for each component by right-clicking on the desired option or remove all changes at once by using the "remove settings" option — the properties are then changed back to Windows defaults.

Using this freeware utility, you can change the folder icon, folder background, folder font, folder colour and folder size. So, if you want to give your Explorer folders a new look you might want to check it out.

StyleFolder works on Windows 10/8/7/Vista too!

Download it from *https://stylefolder.software.informer.com/.* 🖥

How to Change a Folder's Background in Windows 10

Here is a more thorough way to change the folder background in Windows 10 File Explorer. This free program shows you the easy way to do it. How to change the folder background, add images and customize text, etc. in Windows 10 Explorer will all be explained here.
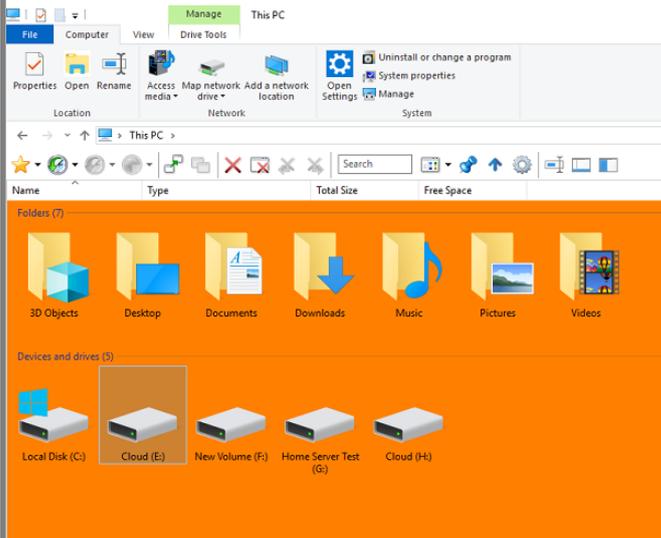
Change folder background

There might be registry hacks available to do this, but they often don't work for long. It may be better to use this free software which can do the same job for you.

QTTabBar will achieve this. It does a lot more to enhance File Explorer experience, and you can also use it to change a folder's background in Windows 10.

Once you have downloaded and installed it, reboot your PC.

Now open File Explorer, switch to View Tab and then click on the Options menu.

Enable QT Command Bar. It will add a toolbar to the Windows Explorer. Click on the configuration icon > Appearance > Folder view.

Check the box for Base background colour, and then you can choose Active and Inactive colours.

However, it works only when you are using the compatible view option in QTTabBar. In the options section (see below) , switch to *Compatible Folder View*. Check the box which says "Compatible listview style." "Apply", close the Windows Explorer, and then reopen it.

The colours should be applied!

## Add Images as Background to Folders

As previously stated, you can also add images as folder backgrounds, but this is limited. Like you can see in the picture above, it doesn't apply as background, but as a watermark.

Under *Compatible Folder View,* switch to Compatible folder view, and then go to the Watermark section.

Here, you can choose to add an image to folders containing general items, Documents, Pictures, Music and Videos. Next time when you open any folder, the background image will be available at the bottom right corner.

Advanced Background Features

While these options are enough to change a fol-
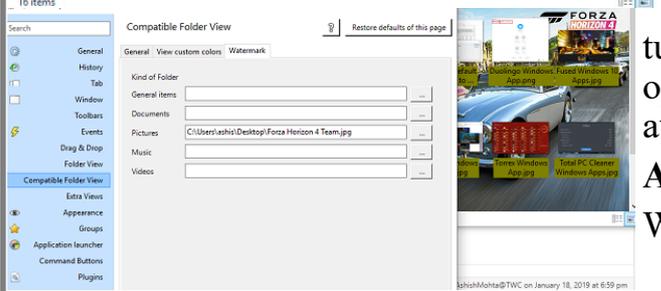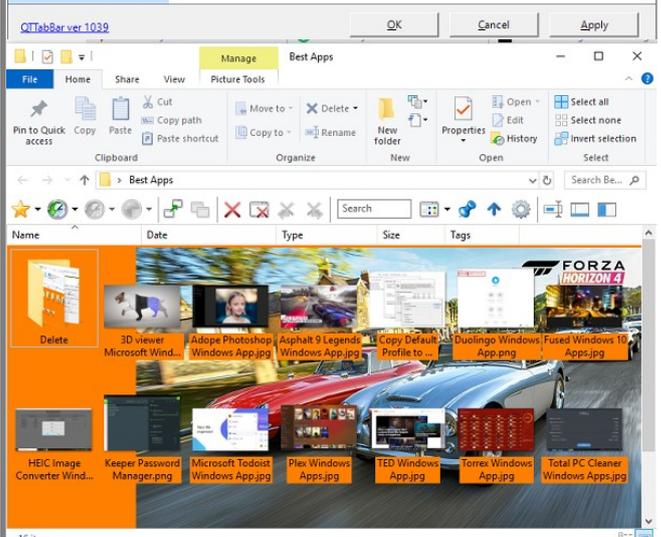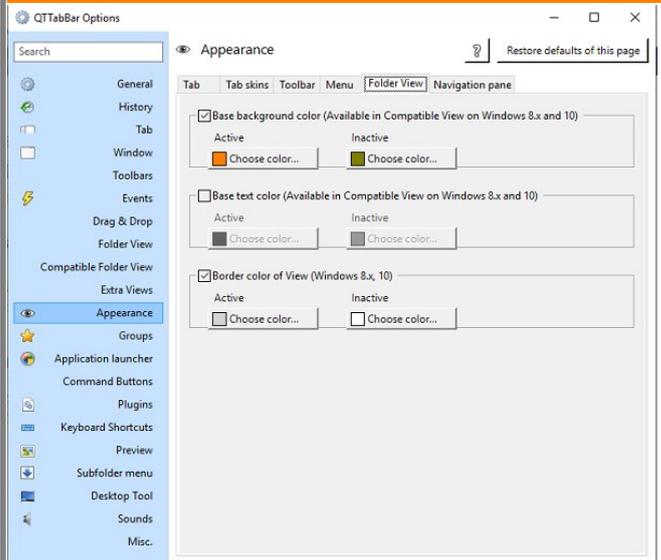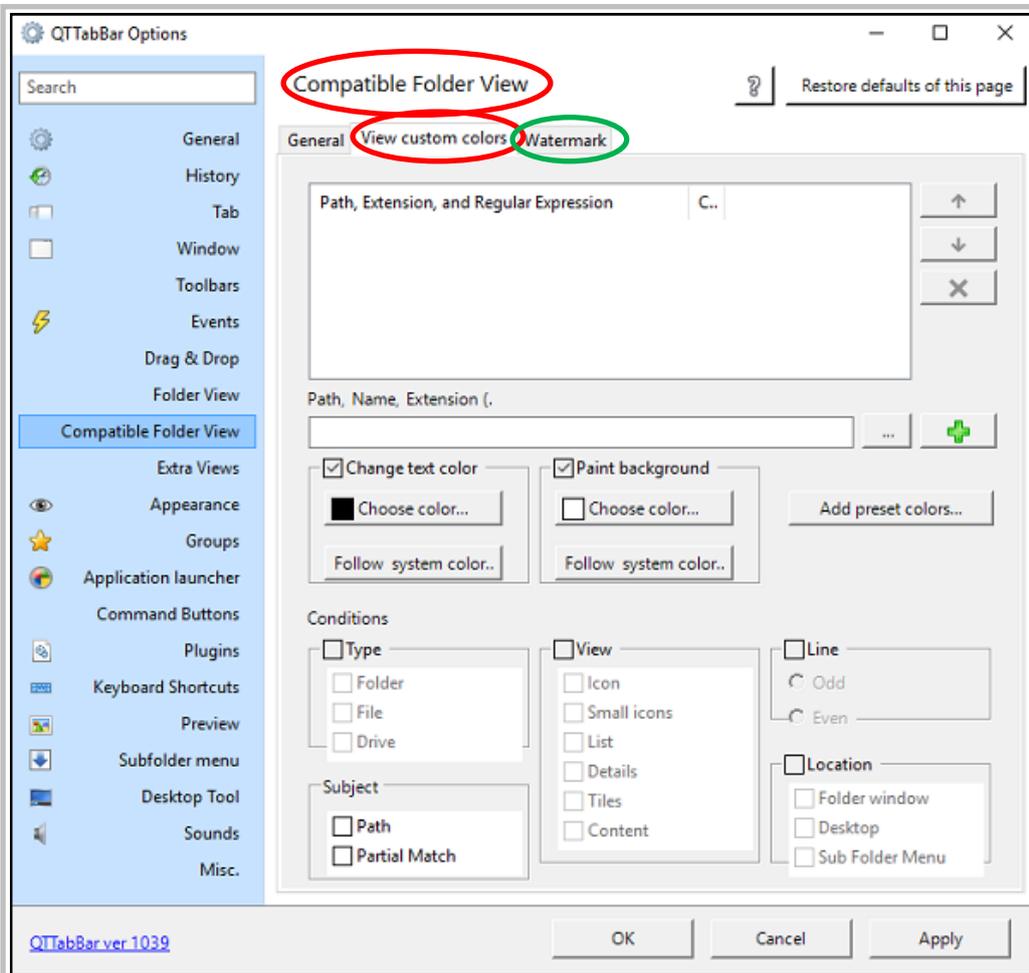
-der's background in Windows 10, you can choose to do more. Under the Appearance section, you can change base text colour and border colour. Similarly, under *Compatible Folder View* (left), you can also customize the column background colour.

Similarly, under *Compatible Folder View,* you can also customize the column background colour.

One step further — when you switch to View custom colours, *(circled in green—above)* you can change text colour, background, and apply conditions like type, view, line, subject, and location.

You can download QT TABBar 1039 from:

https://codecpack.co/download/QTTabBar.html.

Go to the bottom of the page where you will see two downloadable files:

"Download: QT TabBar 1038 (4.8 MB)"

"Download: QT TabBar 1039 UPDATE (3.4 MB)."

Download each zip file separately. Extract and file the contents of each (I suggest in two appropriately named sub-folders of a folder called something like "QTTabBar Setup Files". Run the 1038 file then restart your computer when the install has finished. Then run the update (1039) file and again restart your computer. At this point, revert to the instructions in the Newsletter. If you don't install the two files separately, as indicated above, you may have a bit of trouble installing the program. Done the way indicated above it is quite simple. Enjoy the fruits of your labour. 🖥️

Why not register for

Be Connected

https://beconnected.esafety.gov.au/

Backing Up

In the last issue, I threw out a challenge — is it essential to back up? And the answer is: **IT IS ABSOLUTELY ESSENTIAL!**

I also suggested some free Backup Programs that you could use: Cobian, Easeus Todo Backup Home, Aomei Backupper and Ashampoo Backup free.

I ran out of time to physically test these out. In hindsight what I said about each was correct — in so far as it went. There is a "however". From my experience, backing up is one thing but equally important is the Recovery process — it, too, should be simple and straight forward. Unfortunately, this is where Cobian is a bit of a let down. The recovery process is, shall I say, far from straight forward and the user is very much left to his (or her) own devices with no effective "Help" source. Accordingly, I can no longer recommend Cobian although it does a remarkable job backing up, the equally important Recovery process in this case it is sadly missing.

Of the four I mentioned in last month's newsletter, Easeus Todo and Ashampoo are the clear winners. There is also Windows own Backup facility accessed from Settings> Updater and Security>Recovery, Backup. Have a look at the various options. You can download Easeus Todo from: *https://www.easeus.com/* and AShampoo from: *http://www.download82.com/download/windows/ashampoo-backup/.*
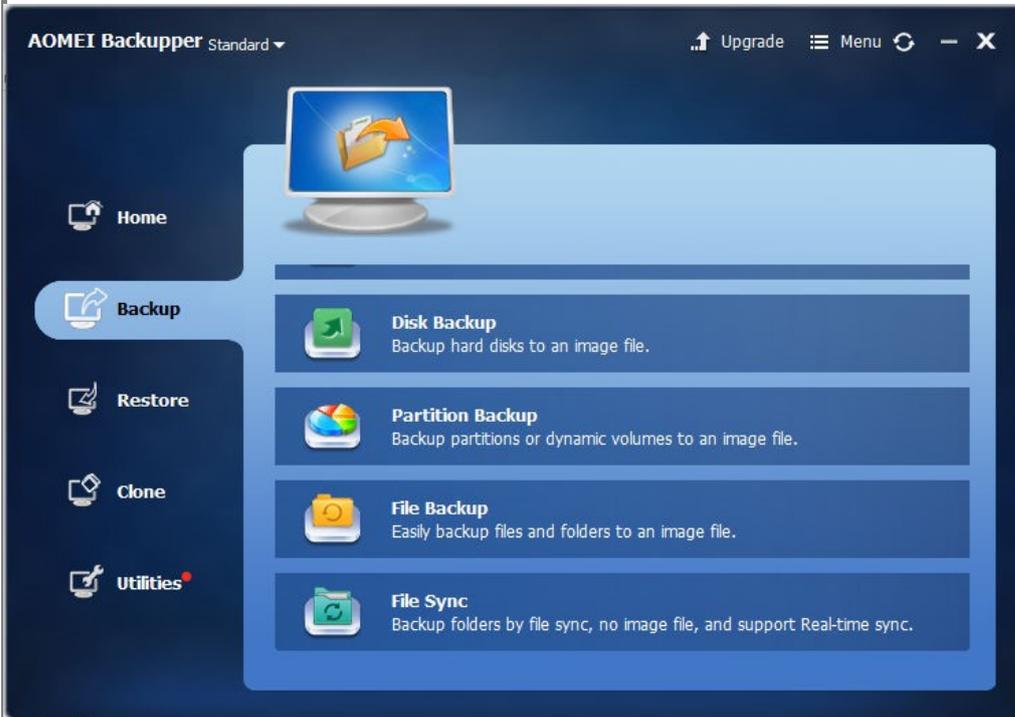
If you've created a backup before using Windows, but want to make a new, full backup rather than updating the old one, select **Create new**, **full backup**, and then follow the steps in the wizard. Do not back up files to the same hard disk on which Windows is installed. For example, do not back up files to a recovery partition. Always store media used for backups (external hard disks, DVDs, or CDs) in a secure place to prevent unauthorized people from having access to your files; a fireproof location, separate from your computer, is highly recommended.

Each of the above-mentioned programs offers several options for backing up your files. As you can see from the above, Aomei offers a disk or partition backup, a File backup and a synchronised backup. Off the screen it also offers a synchronised backup where it backs up any files that have been altered since the last backup. Each of the other three make a similar offering.

In the case of a system "image" backup, it is important that the media used for the backup is bootable otherwise you will be left with a beautiful backup image of your computer and no way of loading it. There is a work around but it involves using another computer and is quite convoluted. It is far simpler to ensure that your backup media is bootable. In fact, most programs that I have come across offer the option of creating a bootable disk. 💻

Facebook, Instagram, Messenger, WhatsApp to be merged

26 January, 2019

Facebook remains the king of the Social Media platform worldwide as they own the majority of major services like "WhatsApp" and "Instagram". They continue virtually to dominate a user's social life. A new report says that Mark Zuckerberg, the Chief Executive Officer of Facebook (pictured right) is planning to integrate the services owned by "Facebook" namely "Facebook Messenger", "Instagram", and "WhatsApp".

This does not mean that all these apps will be merged into one, but the backend infrastructure will be united into one. This means that a total of **2.6 billion** users will be using the same infrastructure to get connected to other people with a virtual social platform.

This directly points to Zuckerberg gaining authority over the functioning of these services which he was allowed to work independently. In spite of some rough time faced by Facebook from their users regarding the privacy concerns and the antitrust issues, the Facebook CEO seems to be in no mood to listen. It is also reported that Mark Zuckerberg has directed all the applications to implement end-to-end encryption which significantly boosts the user privacy.

This plan has already started to be executed and is expected to be fully functioning as intended by the fourth quarter of 2019 or by early 2020.

Facebook aims to keep their userbase highly engaged within one social media ecosystem and stop them from moving to services from rivals like Apple and Google. With this expanded user base, they will be able to boost their advertising business and help people monetize their content or businesses using their platforms.

Both the co-founders of WhatsApp and Instagram left claiming excessive interference from Mark over the companies. In a statement, a representative from Facebook said, "As you would expect, there is a lot of discussion and debate as we begin the long process of figuring out all the details of how this will work,"

In a statement, Facebook said it wanted to "build the best messaging experiences we can. People want messaging to be fast, simple, reliable and private." Facebook added: "We're working on making more of our messaging products end-to-end encrypted and considering ways to make it easier to reach friends and family across networks."

By stitching the apps' infrastructure together, Mr. Zuckerberg hopes to increase Facebook's utility and keep users highly engaged inside the company's ecosystem. That could reduce people's appetite for rival messaging services, like those offered by Apple and Google. If users can interact more frequently with Facebook's apps, the company might also be able to increase its advertising business or add new revenue-generating services, the people said.

The change follows two years of scrutiny of Facebook's core social network, which has been criticized for allowing election meddling and the spreading of disinformation. Those and other issues have slowed Facebook's growth and damaged its reputation, raising the hackles of lawmakers and regulators around the world. Mr. Zuckerberg has repeatedly apologized for the problems and has vowed to fix them.

Winamp Set to Return; Will Expand to Multiple Form Factors

Do you remember this?

If you have been using a Windows computer for some years, you might remember a classic MP3 player called Winamp. It was used by almost everyone to play audio files.

For many of us, Winamp was the first music player we ever downloaded to manage playlists and songs ripped from CDs and cassettes. It could play MP3s acquired from places like Limewire and Kazaa, and it packed a cool visualiser. Remember DJing a school disco with a few friends and using Winamp to control the tunes? We managed to hook up a shoddy projector to the laptop and project the visualiser onto the ceiling to turn our school hall into an underground disco hole. Or at least that's how four nerdy kids felt at the time.

"It really whips the Llama's ass!"

BAAAAAA!

Winamp, the MP3 player of choice in the early 2000s, is set to make a dramatic return this year with new full version — Winamp 6, the first new full version of the software since the release of Winamp 5 in 2003.

Winamp's website posted the message, "There's more coming soon," along with a picture of the company's mascot Mike the Llama (right).

Alexandre Saboundjian, the CEO of Radionomy — which purchased Winamp in 2014 — said that the new version will offer "a more complete listening experience." As for what that entails, Saboundjian says that you'll be able to listen to MP3s, but also to the cloud, podcasts, streaming radio stations, and your own pre-built playlists with the service.

While it may have not been on your computer for the last few years, Winamp has remained available all this time. Originally developed by the company Nullsoft in 1997, the service was sold to AOL in 1999 for $80 million. After being abandoned by AOL the service was sold on to Radionomy in 2014.

A new update, Winamp 5.8 was released in October, 2018. That version will be exceptionally similar to the one that's already available, except with small bug and compatibility fixes to keep things trucking for those who might have been running into issues with the service. For a little perspective, WinAmp 5.5 was released in 2007.

Winamp's teams are currently working hard on the program with the intention of making it a player of today while still preserving what makes it so special. In other words, a complete listening experience. Therefore, we can say it: no llama's will be hurt in the process but it's going to whip some asses! The stable release of this new Winamp is expected to arrive around the first quarter of 2019.

You can learn more about this release and download it from *https://www.winamp.com/.* As at the time of going to print, only version 5.5 was available, but keep checking.

Organised Filing

In my capacity of the computer "Go To" in the event of one of my Probus Club members having a problem, I have seen quite a number of computer set ups. Rarely have I seen any "organized File setup" — rather just a fairly large collection of heterogeneous files jumbled in (usually) alphabetical order. As long as you can remember the actual name of the file, then you might be able to find it — then again you might not!

I remember when I first joined the Treasurer's Department of the Adelaide City Council, their filing system was very similar. Each person writing a letter or report on a particular subject decided what to name the file he was going to put his missive into. The end result was there were often several files on the same subject. An impossible situation! When I took over as the filing clerk, I determined to effect a change to something more workable.

A computer's filing system should really be no different. Think of it as an infinite number of filing cabinets, one within another.

Imagine the filing cabinet (left) as the hard drive on your computer. It has a series of drawers (we'll call them folders) and in each of these folders there are a number of cards (we'll call them files). The idea is to make each "Folder" specific to a particular subject (let's call the whole top row "Photos". In other words we have created a Master Folder called "Photos". Now lets say that the top left drawer ("Sub-Folder") contains photos of our trip to Sydney in 2003. If we again go to Sydney and come back with a whole lot of photos, we already have a "folder of photos of Sydney taken in 2003, why not rename that "Folder" Sydney Photos and put the 2003 photos in a new "Sub-Folder" called Sydney 2003 and create another new "Sub-Folder in our Sydney Folder called Sydney 2019 and put all our latest photos in there. The other "Photo" drawers ("Folders") might be "Family", other trips and so on — all within the master "Folder" of "Photos". You have now created just one location for ALL your photos subdivided into sub headings with the relevant photos in each. You can easily create new Sub-folders and subdivide any of these sub-folders into sub-sub-folders and so on as the need arises. The important thing is to give them an appropriate name so that you can easily find it again.

You can do exactly the same with each other main topic such as your music collection, your letters to and from your children, and so on. You are the best person to select the name for the main topics and then create sub-topics under each as appropriate.

It is a good idea when you download a **program**, to keep the downloaded program together with any instructions or notes about it—each one in a separate folder. Below is an example from my own system from my Downloaded Setup Files un N to R. I have expand-
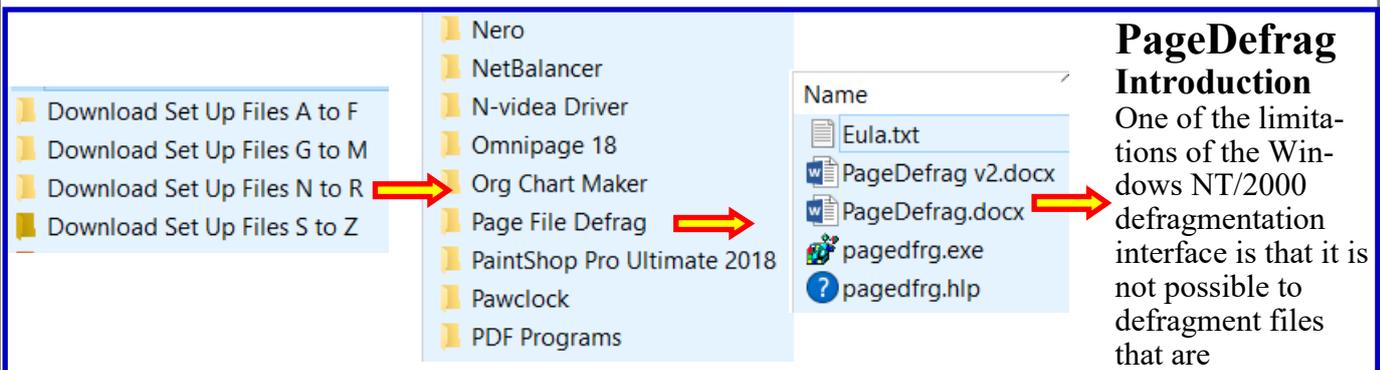
PageDefrag

Introduction

One of the limitations of the Windows NT/2000 defragmentation interface is that it is not possible to defragment files that are open ..for .,...

ed the Page File defrag Program to how the actual set up file (.exe) and part of some instructions. Use a pen and paper to plan your categories. Make a few notes on potential headings. If you need a hand or some ideas — just ask me — 8358 6076. 🖥

I was thrilled, after the last issue, to get a couple of letters to the Editor. The first was from "L"

Hi David

An excellent newsletter. I'm sure the members will appreciate it.

Regards L

The second, from "D", was looking for a bit of help:

My eyes are getting dim and everything on Windows Explorer is starting to look the same and it is harder to distinguish one folder or file from another. Is there any way that folders and/or files can be colour-coded or something like that?

The short answer is YES, and I have included some instructions about how to do that in this month's issue.

Have a look at **"How to change a folder's background in Windows 10"** on page 4 of this issue where there is also an address from whence you can get a free program to enable you to do this if you are interested.   Ed.

Incidentally, I am always pleased to get letters to the Editor — complimentary, complaining (but please be constructive) or asking a question. PLEASE keep them coming.

JEST A MINUTE

God's Plan for Ageing:

Most seniors never get enough exercise. In His wisdom, God decreed that seniors become forgetful so they'd have to search for their glasses, keys, and other things, thus doing more walking. And God looked down and saw that it was good. Then God saw there was another need. In His wisdom, He made seniors lose coordination so they'd drop things, requiring them to bend, reach, and stretch. And God looked down and saw that it was good.

Then God considered the function of bladders and decided seniors would have additional calls of nature, requiring more trips to the bathroom, thus providing more exercise. God looked down and saw that it was good.

So if you find as you age, you are getting up and down more, remember it's God's will. It is all in your best interest even though you mutter under your breath.

Nine Important Facts to Remember as We Grow Older:

#9   Death is the number one killer in the world.

#8   Life is sexually transmitted.

#7   Good health is merely the slowest possible rate at which one can die.

#6   Men have two motivations: hunger and hanky panky, and they can't tell them apart. If you see a gleam in his eyes, make him a sandwich.

#5   Give a person a fish and you feed them for a day. Teach a person to use the Internet and they won't bother you for weeks, months, maybe years.

#4   Health nuts are going to feel stupid someday, lying in the hospital, dying of nothing.

#3   All of us could take a lesson from the weather. It pays no attention to criticism.

#2   In the 60's, people took LSD to make the world weird. Now the world is weird, and people take Prozac to make it normal.

#1   Life is like a jar of jalapeño peppers. What you do today may be a burning issue tomorrow.

Share this wisdom with others ....while I go to the bathroom!