

# User Friendly

LACS  
A Computer and  
Technology  
User Group

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### LACS IS A MEMBER OF APCUG

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An International  
Association of Technology  
and Computer User Groups

## MAY 12 GENERAL MEETING

TIME: 7:30 – 9 PM

6:30 to 7:30: Socializing , Questions, and Practice

The May meeting, like the April meeting, will be held remotely by Zoom to protect everyone from COVID-19. You will receive an invitation two or three days before the meeting. See page 2 for Zoom tips and **Watch your email for updates.**

Speaker: **Christian Knudsen,**

Independent I.T. Consultant

Topic: **Operating Systems Showdown**



Which operating system is the right one for you!? We will compare and contrast Windows 10, Mac OS, and Chrome OS by outlining some of the best features (and biggest issues) of these operating systems. What are the advantages of buying products that are designed to work together? Is the Apple ecosystem really worth the extra cost? We will also discuss how mobile operating systems like iOS and Android redefine what we currently refer to as a “computer”, and how the cloud, smartphones and tablets are making computing easier and more accessible than it has ever been before.

We are happy to have Christian back again, sharing his knowledge with us.

### Meet Your Presenter

**Christian Knudsen** grew up in Pacific Palisades, CA. By his mid-teens, he was working for a local computer educational center where he taught other kids and adults basic computer skills. He also started doing “Personal IT” by providing technical support and educational services in people’s homes. In his 20s, he used his computer skills working in motion graphics and video editing. In his 30s, he started his own company, DGT Creative, that specializes in IT, post production, social media management, marketing, and web development, all of which he continues to this day. Recently, Christian has been subcontracted to help out with another IT expert’s A-list celebrity clientele. He now lives, works, and creates art out of his home in Los Angeles and keeps busy helping his clients with their technological needs.

## FROM YOUR PRESIDENT / EDITOR

### Replying To Group Email

When we wish to reply to an email sent by an individual, we click on **Reply**, and the sender's name or address is in the **To** field. We hit **Reply All** if we want the reply to go to everyone the message was sent to.

**But**, when we receive a message sent to a group list like <PC@lacs.groups.io>, that address is a single address. If you thank the person who sent that email, and hit **Reply**, the thanks goes to everyone in the group. A lot of people are bothered with too much email that doesn't apply to them.

**So**, if you want the reply to go only to the one sending that email, go to the **To** field, delete the group address, and enter the address of the person you want the reply to go to. Changing the **To** field is a nuisance, and it is easy to forget, but it would save people from receiving a lot of unnecessary email. They will be thankful.

### LACS Zoom Meetings

Our April board and general meetings were quite successful, but some improvements can be made. Judy Taylour of APCUG had been a great mentor to me. It was terrific seeing members we haven't seen recently. Thirty-five people attended the general meeting; I hope more will come in May.

#### Before our May meetings:

- Review the email notes I sent out April 7-13. Let me (**editor (at) lacspc.org**) know if you want them re-sent.
- Download or update the Zoom app.
- Watch for your invitation with the meeting URL. If you don't receive it **before** the day of the meeting, please let me know.
- Watch for emails with updated instructions and information.
- Contact me if you have any questions.

### USING BCC INSTEAD OF CC

As printed in the Santa Monica Star  
By **Mark Presky**, LACS Board Member

**O**ne of the ways that evil-doers use to acquire email addresses is through messages with many email addresses in the **To:** or **cc:** part of the message; in other words, mass mailings. Email addresses are often harvested using 'sniffers'. About 15 years ago, the general rate was \$15 for 100,000 addresses. This is a major source of spam and worse — ransomware, hackers, etc. If you must send a message to a large number of individuals who have not provided permission to share their addresses, please use blind courtesy copy (**bcc.**) Using **bcc** allows each recipient to view only the sender's email address and his/her own address. When one chooses a recipient, there will usually be a dropdown arrow next to the **To:** allowing one to decide to change the **To:** to a **cc:** or to a **bcc.** There may also be other

ways to choose **To**, **cc**, and **bcc**. And as an important side benefit to using **bcc**, you are protecting the privacy of the recipients. Some or all of them may not want their private email addresses disseminated to strangers.

Another bit of related email etiquette is to avoid forwarding messages that others have sent with previous recipients' addresses. Often one receives a wonderful message with several previous recipients' email addresses, either as **From**, **To**, or **CC**, and you want to share it with an additional 50 of your closest friends. Again, it is unlikely that each sender has received permission from the previous senders to disseminate their email addresses or permission from the many previous recipients of the message. To avoid passing on strangers' addresses, copy the part of the message that you wish to forward into a new composition window and address it via **To**, **cc**, or better yet, **bcc**, to those you want to receive the material. ❖

## GENERAL MEETING REPORT

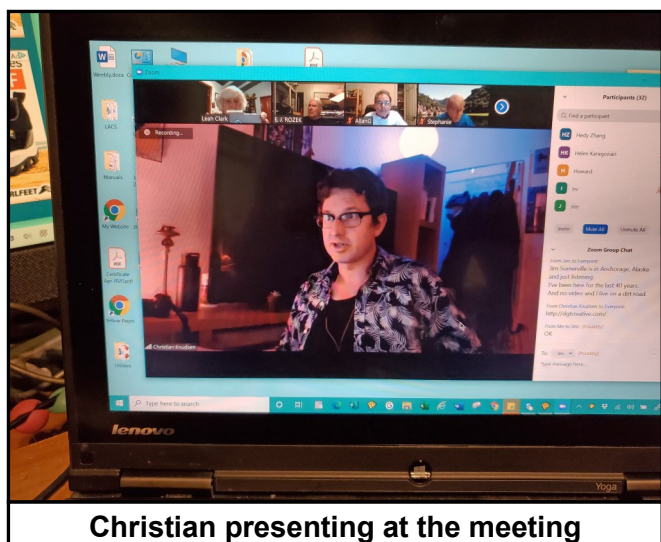
April 14, 2020

By Leah Clark, LACS Editor and President

### Remote Meetings and More

Speaker: **Christian Knudsen**,  
DGT Creative, IT Specialist

This was LACS's first Zoom General Meeting. I was mostly happy with how well it went, but I still have more to learn to make it run more smoothly. I thank Judy Tylour from APCUG for her tutoring me through all of this. It was wonderful seeing people who haven't been to the meetings for some time because they now live too far away or can't drive at night. There were 35 attendees; one lives in Alaska. I hope we have even more on May 12.



**Christian presenting at the meeting**

Our presenter, **Christian Knudsen**, gave us a lot of practical information on the technologies now available for conducting virtual meetings, that are very useful during this time of the COVID-19 pandemic.

Zoom took off overnight over other technologies, probably because it's easy. You just need to click on an URL to enter a chat room where you can see and hear each other.

Screen Sharing is an excellent feature of Zoom. It includes the Whiteboard, which is like a chalkboard that can be shared by everyone. Maurice Stephenson gave examples of how he

uses this to interact with his students. The presenter and attendees can share their screens to show applications, demonstrations, web sites, photos, and more.

Judy Tylour gave tips for security precautions when working with students and Zoom meetings. Use the Waiting Room, an encrypted URL to click on to enter, and never put the URLs on social media. Maurice told us that school districts have established strict controls to keep the students safe.

Christian gave some tips for using Zoom. The background and the lighting that hits you are essential. If you don't like the environment in your home, you can use a virtual background to put your own picture or one provided by Zoom behind you. If you want to look your best, you might want to get a more modern camera. Older PCs and laptops may have poor cameras; most mobile devices and tablets have more advanced cameras.

There are preferences in Zoom dealing with your video quality. You can enable HD, touch up your appearance, or use a virtual background.

Audio quality may not be suitable for music with Zoom because when you try to send audio to a bunch of people, it has to be highly compressed. Other platforms might be better for audio.

When you create a new meeting, an encrypted password is enclosed in the URL on the invitation. You then send the URL to those you want to invite to the meeting. They only need to click on the URL to enter.

There are server farms all over the world. Now anyone with a pro account can let Zoom know which data centers they wish to use. Your information going through a Chinese server doesn't mean that the Chinese government is spying on you.

Christian talked about alternatives to Zoom. **Skype**, an older platform, doesn't enable



a chat as big as Zoom does; there's about a seven-person limit. It may be more appropriate for friends and family.

**Jitsi** is similar to Zoom, but it happens all in your browser. You don't need to install any software on your computer, making it very easy to use. You do need to download the Jitsi app on a mobile device. You can't install Zoom on a Chromebook, but you can use Jitsi.

**Facetime** is for iPhones or iPads only; it is fun with many crazy virtual backgrounds.

**Google Duo** is also fun. Members also mentioned **Microsoft Teams** and **Google Hangouts**.

**Slack** and **Discord** are basically chat rooms that are broken into subjects like photography, tech support, etc. A group like LACS could host one of these groups, and members could chat and share 24/7. It could be an alternative to email. Discord could be a tool to help members communicate and share resources on various subjects. (I wonder if that could be a replacement for the Special Interest Groups that fell by the wayside.)

Christian switched to a discussion on ordering stuff online. We have become more reliant on ordering online because of the pandemic. You can get about everything through Amazon. There's also Instacart for groceries. Cameras deter package burglars. You can give Amazon instructions for where to put your package. You can have your parcel delivered to an Amazon Hub Locker, but there are size restraints.

There are new ways to entertain ourselves while sitting at home. A lot of TVs have Netflix built-in. You can get Amazon Firestick or Apple TV that will hook into your TV to stream content from Netflix, Amazon Prime, and others for video-on-command. YouTube has much free content for learning, entertainment, or wasting time.

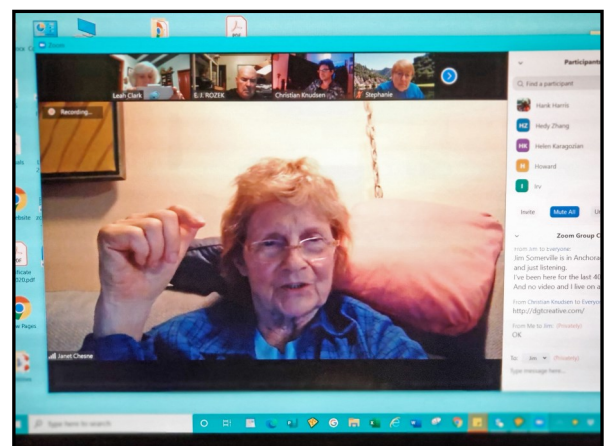
Chromecast is another device that plugs into your TV, and it hooks into your WiFi. You

operate it from your phone by pulling up a video you want to watch and flicking it to your TV.

To back up your photos, you can use an online service like Google Photos or Apple iCloud Photo. Back up your photos to the cloud, so if your computer crashes, you don't lose them. You can call up all your photos on a mobile device.

Password managers: Google's password management and Apple iCloud Keychain are excellent. Christian suggested composing your own passwords rather than using auto-generated ones. LastPass, 1Password, Dashlane, and password security were discussed.

It was fun meeting on Zoom, and we thank Christian for sharing his knowledge. It is never too late to learn new tricks. ❖



Jim McKnight and Janet Chesne at the Zoom Meeting

## DESKTOP VS. LAPTOP

By **Dan Douglas**, President  
Space Coast PCUG, Florida  
The Space Coast Journal, December 2019  
[www.scpcug.org](http://www.scpcug.org)  
datadan (at) msn.com

**A**t a recent learning center meeting, the topic was, what is better to get, in my opinion, a desktop or a laptop? We agreed to include various other devices in the category “laptop” — tablets, Chromebooks, netbooks, notebooks, etc. Let’s take a look at the multiple factors that should influence your decision.

**Performance** – This used to be the biggest differentiator between laptop versus desktop decisions, but this is not true any longer. The modern Central Processing Unit (CPU) chip designs have significantly reduced the heat generated and thereby eliminated one of the biggest problems with portable devices; the need to cool down the CPU effectively in a limited space within the case. The latest Intel and AMD CPUs are available in basically the same speeds and formats across both desktop and laptop motherboards.

The smaller size of laptops does command a premium price over that of desktops due to higher manufacturing costs for the same performance, as a general rule. Solid State Drives (SSDs) are available for both, and their performance will be similar in either PCs or laptops.

**Storage Capacity** – This is the other major area that has dramatically changed. Desktops typically have had larger capacity hard drives for storage. A 3.5” width hard drive case is still the standard in desktops while laptops standardized on a 2.5” width form. Large capacity drives (1TB+) are cheaper and were only available in the desktop size until the last two years or so when SSDs became available at a competitive cost to traditional hard drives. When fitted into a desktop case, newer cases have drive bays sized for the 2.5” SSD case, while cheap brackets are available for fitting

them into any 3.5” case opening.

The latest developments are to move away from both 2.5” and 3.5” sizes to a “stick” SSD. There are several sizes in use today; one of the most common is called m2. These SSDs clip into a slot directly on the motherboard, similar to how a memory stick would. This saves significant space that would otherwise be used by the storage drive in either a desktop or a laptop case. Currently, only traditional 3.5” drives have very large capacities available (4TB+), but as time goes by, SSDs will become cheaper and a much better alternative.

**Display** – This is an area where desktops can be a better value for the flexibility to connect to whatever size display you have. Whether it is a 4K UHD 75” panel or a 24” desk LCD panel, either will work on a desktop. Now, many laptops offer HDMI or other ports to connect to displays, but if the reason for the laptop is portability, then the size of the laptop screen is what you’ll be using most of the time, typically 13” to 17”. The larger the screen, the weight will also increase proportionally on a laptop.

**Graphics** – Without a doubt, desktops are better suited for gaming due to the flexibility to replace and upgrade the video card. Some laptops, such as those from Alienware, do offer several video card options to compete with the best desktop offerings, but these are limited and more costly. For non-gamers, the basic video in either laptops or desktops is sufficient 95% of the time.

In the December 2019 issue of Consumer Reports, there just happens to be an article about this very topic. They report that in a survey taken in 2009, about 72% of the households have a desktop versus the 52% reporting having a laptop. Jump forward to 2019, and the number is now reversed with more households reporting laptops than desktops in almost the same ratio – about 74% laptops and 52% desktops now. ❖

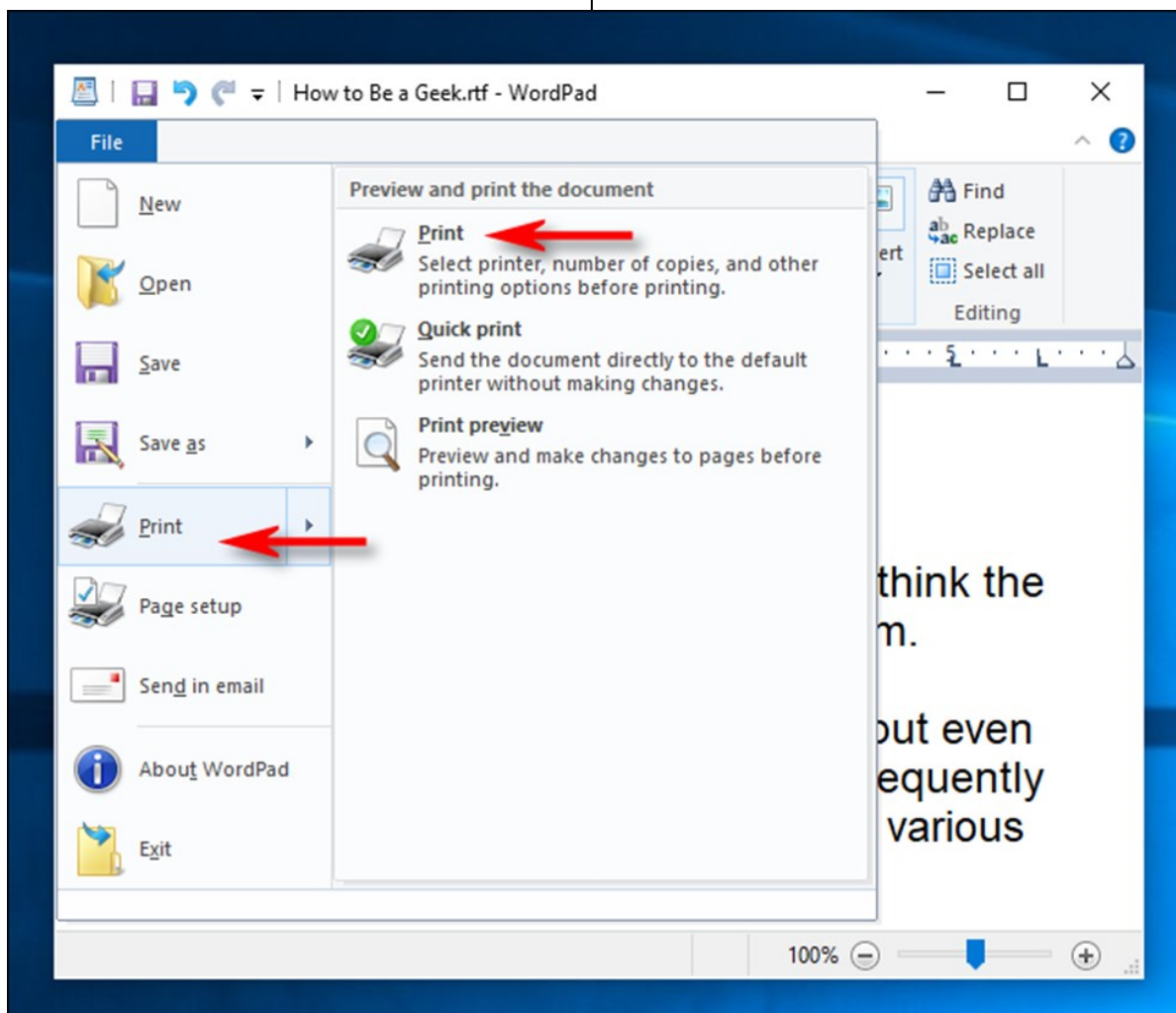
## HOW TO PRINT TO PDF ON WINDOWS 10

How-To-Geek  
By Benj Edwards

<https://www.howtogeek.com>

On Windows 10, you can print a document to PDF from any application, thanks to the built-in Print to PDF feature. You no longer have to use the old XPS Printer or install a third-party application.

To get started, open the document you want to print to a PDF file. Find and open the Print dialog box in the application. Where this is located will vary by program, but you can usually go to File > Print, or just click a printer icon.



When the "Print" window opens, click "Microsoft Print to PDF" in the "Select Printer" section.

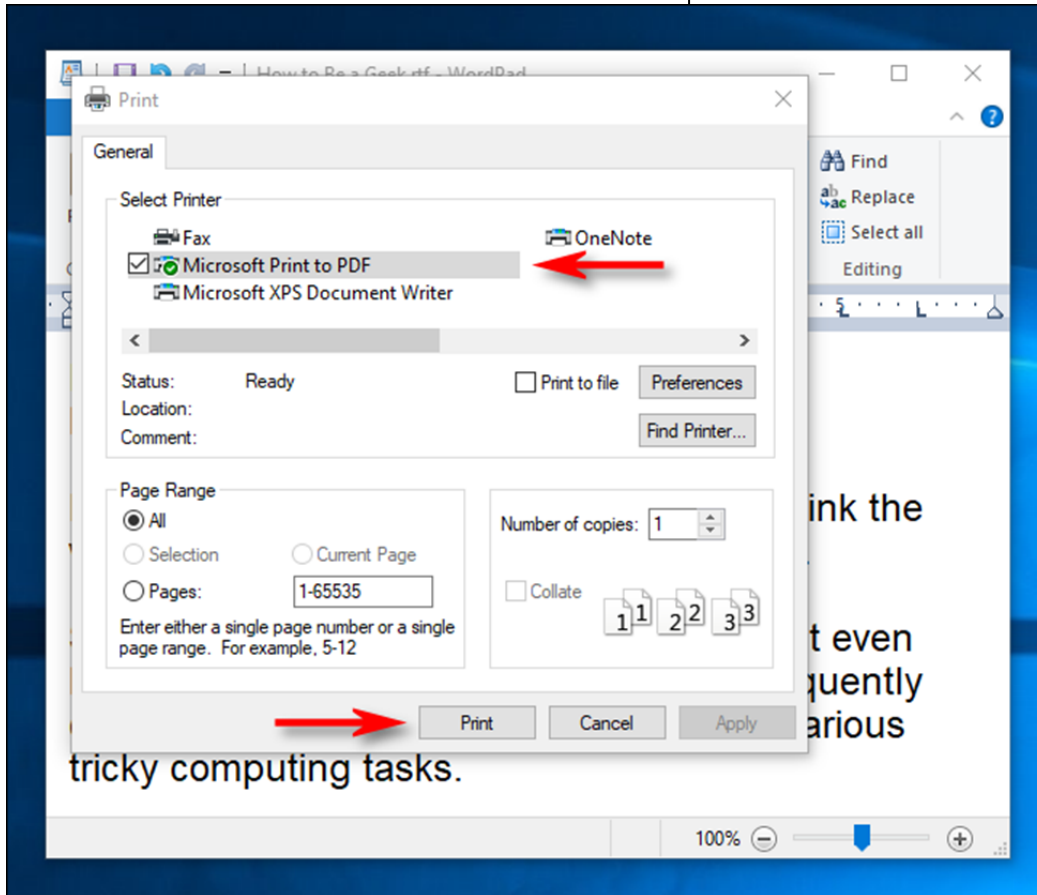
Then, click "Print" at the bottom of the window.

When the "Save Print Output As" window appears, type a filename, and then select

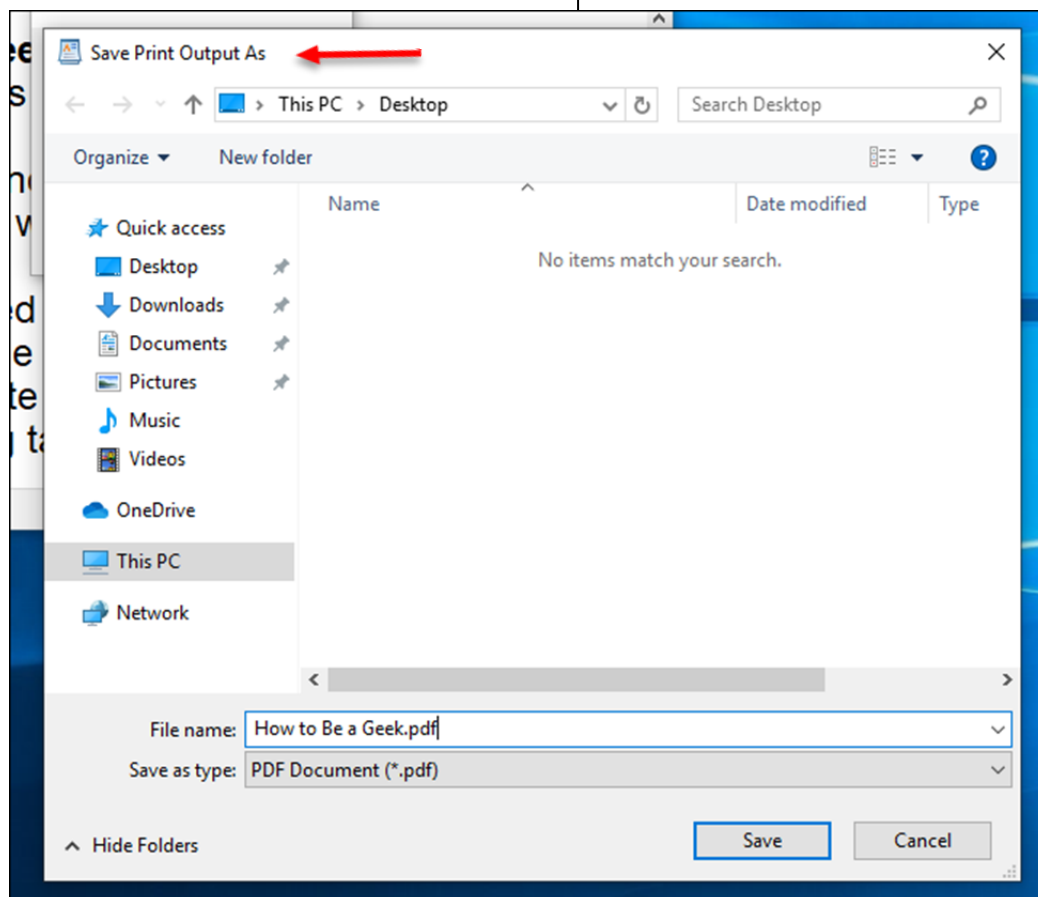
the location in which you want to save the file (such as Documents or Desktop). When you're done, click "Save."

The printed document will be saved as a PDF file in the location you chose. If you double-click the file you just created, you should see it the way it would appear if you printed a hard copy.

*See screenshots on page 7.*



tricky computing tasks.





## LACS NOTICES

### WELCOME ALL

**Sylvia Davis**, LACS Database Manager

#### New Members (1)

Kim Stocksdales \*

#### Renewals (4)

Milan Garcia

Marcia Jacobs

Howard Krivoy

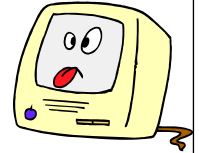
Charles Mahan



\* Contributor

### FIX YOUR PC FOR FREE?

**Jim McKnight** has an open offer to LACS members to diagnose, repair, disinfect, or upgrade members' PC's for free.



There are certain limitations to Jim's offer, so see the details by clicking the "Fix my PC for Free?" link at [www.jimopi.net](http://www.jimopi.net).

Non-members can wisely invest in a one-year new regular LACS membership (\$40.00), and Jim will fix your PC problem, too. Contact Jim for specific considerations.

### JOIN OUR MAIL LISTS

Members of LACS can join our lists by sending their names in the message body of an email from the address they want LACS to use for each of the lists they want to join.

**PC@LACS+subscribe (at) groups.io**  
and/or to  
**LACSLIST@LACS+subscribe (at) groups.io**

**PC** is for official LACS business.

**Lacslis**t is for any other computer-related messages and questions.

### RIDE SHARING

If you need a ride to a General Meeting, or if you are able to give a ride, please contact Freda Sanders at 323-230-3278.


### HOW TO CHANGE YOUR CONTACT INFORMATION

Go to [www.lacspc.org](http://www.lacspc.org). Click on **Member Forms** in the bar under the picture. Under **Membership Update**, select **Click Here** to select either the DOC or PDF form. Fill it out and bring it to a meeting, mail it, or email your changes to **membership (at) lacspc.org**.

### LACS IS ON TWITTER

On **Twitter**, follow us at:

[https://twitter.com/](https://twitter.com)


[LA\\_CompSoc](https://twitter.com/LA_CompSoc) or click on this  icon to see what's there.

### LACS WEBSITE

[www.lacspc.org](http://www.lacspc.org) posts current and back copies of the color version of *User Friendly*, calendar information, and podcasts of most of the general meetings. There is also a bi-annual index to past issues on the website. Check the menu on the right side.

### LACS HAS JOINED MEETUP

Our Meetup group is called:  
**"Los Angeles Computer Society and Technology Meetup."**

Please join and **RSVP** for our general meetings - it's free. Go to <http://www.meetup.com/Los-Angeles-Computer-Society-and-Technology-Meetup/> or **click on this icon.**  Then click on **"Join Us."**



## LACS CALENDAR



### LACS Board Meeting

**Date:** Monday, May, 4, 2020 via Zoom

**Time:** 7:00 P.M.

**Where:** At your home

### General Meeting

**Date:** Tuesday, May 12, 2020 via Zoom

**Time:** 7:30 P.M.

**Where:** At your home

**May 1:** May Day

**May 4:** LACS Board Meeting

**May 5:** Cinco de Mayo

**May 8:** VE Day, 1945

**May 10:** Mother's Day

**May 12:** LACS General Meeting, Zoom

**May 25:** Memorial Day



## GENERAL MEETING PRESENTATION VIA ZOOM

### May 12: Operating Systems Showdown

Due to the COVID-19 pandemic, our future presentations may be uncertain.

Check email and *User Friendly* for updates.

## ZOOM MEETINGS

To join an Zoom meeting, click on the URL on the invitation you will receive via email before the meeting and follow the prompts.

The meetings will be recorded. You will receive a link to the recordings.

Contact Leah Clark if you have questions.

## PODCASTS

Listen to the podcasts of most of our general meetings. Go to <https://www.lacspc.org/category/audio-files/>. Click on the session you want to hear.

## USER FRIENDLY BACK ISSUES AND INDEXES

To see back issues of *User Friendly*, go to <http://www.lacspc.org/category/user-friendly/>.

For indexes to past issues go to <https://www.lacspc.org/category/uf-index/>

## GENERAL MEETING SNACK SCHEDULE

By **Sylvia Q. Davis**, Hospitality Chair

**May 12** ..... On your own

Watch for future announcements for when LACS will be able to meet in-person again.



## MEMBERS HELPING MEMBERS

LACS members volunteer to help other members solve hardware and software problems by telephone during the hours listed below. Select the topic from the list and then call a person whose number is listed next to it. Or you may use a Helper's e-mail address, found in your LACS Roster. We hope that you find this free service useful. **If you are experienced using a particular program or know a topic, please volunteer to be a consultant. You don't have to be an expert.** To volunteer for this list or to make corrections, please email Leah Clark at <Leahjc (at) sbcglobal.net> or call her at 310-677-2792. More Quick Consultants, and more categories are always needed. You may decline or postpone a call if it comes at an inconvenient time.

Adobe Creative Suite: PDF, InDesign, PhotoShop, etc. - 17	Hardware - 12	Photoshop - 17
Android Smartphones - 5	Linux - 11	Quicken - 3, 5
Apple devices - 15	Lotus Word Pro, Approach - 12	Thunderbird - 12
Anti Malware and Backup - 5,12	Mozilla Firefox - 12	Utilities - 5, 12
Digital Imaging, Editing - 8	MS Excel - 3, 5, 15	Visual Basic - 13
Digital Photography - 8	MS Word - 3, 4, 10	Websites - 13
Dragon Naturally Speaking - 4	MS Outlook - 5, 15, 17	Windows 5, 12, 16
Genealogy - 5	MS PowerPoint - 15	WordPerfect - 5
Groups.IO - 5	MS Publisher - 7	Yahoo Groups - 5
	Open Office - 16	

No.	Name	Preferred Phone for Calls	From	To
3	Wilder, Joan	310-472-8445	9:00 AM	9:00 PM
4	Hershman, Irv	310-397-9453	11:00 AM	11:00 PM
5	Nordlinger, Stephanie	323-299-3244	9:00 AM	5:00 PM
7	Clark, Leah	310-677-2792	7:00 AM	5:00 PM
8	Silverstein, Elliot	310-670-1544	10:00 AM	10:00 PM
10	Beckman, Loling	310-471-7893	10:00 AM	6:00 PM
11	Hughes, Bill	424-259-1818	Any	Any
12	McKnight, Jim	310-823-7829	8:00 AM	7:00 PM
13	Ialongo, Gilbert	310-641-7906	9:00 AM	5:00 PM
15	Van Berkomp, Paula	310-398-6734	9:00 AM	5:00 PM
16	Johnson, Carol	310-372-8535	10:00 AM	9:00 PM
17	Rozek, E. J.	310-823-3811	Noon	8:00 PM

## OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone
President	Leah Clark	2020	310-677-2792
Past President	Stanley Johnson	2020	424-216-6984
Vice President	Stephanie Nordlinger	2020	323-299-3244
Secretary	Marcia Jacobs	2020	310-838-1409
Treasurer	Gavin Faught	2020	310-346-2637
Director	Paula Van Berkomp	2021	310-398-6734
Director	Newton Bernstein	2021	310-945-9111
Director	Charlotte Semple	2021	310-398-5052
Director	Howard Krivoy	2020	310-717-7465
Director	Mark Presky	2020	310-398-0366
Director	E. J. Rozek	2020	310-823-3811
Director	<b>Open</b>	2020	
APCUG Rep.	Leah Clark		310-677-2792
Car Pool Coordinator	Freda Sanders		323-230-3278
Change of Address	Sylvia Davis		323-293-5004
Corporate Counsel	Stephanie Nordlinger		323-299-3244
CCSC Computer Lab	Loling Beckman		310-471-7893
Greeter	Freda Sanders		323-230-3278
Assistant Greeter	Penny McKnight		310-823-7829
Groups.IO Lists	Stephanie Nordlinger		323-299-3244
Hospitality Chair	Sylvia Davis		323-293-5004
Asst. Hospitality Chair	<b>Open</b>		
Membership Database	Sylvia Davis		323-293-5004
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Stephanie Nordlinger		323-299-3244
Publicity - Press	Mark Presky		310-780-3302
Publicity - Online Media	Stanley Johnson		424-216-6984
Quick Consultants	Leah Clark		310-677-2792
Webmaster	Paula Van Berkomp		310-398-6734

**Website** [www.lacspc.org](http://www.lacspc.org)

**Newsletter Editor** editor (at) lacspc.org

**Voice Mail** 1-310-398-0366

**Webmaster** sitemaster (at) lacspc.org

**E-mail** ContactUs (at) lacspc.org

**Change of Address** membership (at) lacspc.org

The **ContactUs (at) lacspc.org** address goes to our president and vice president.

If the message is for another officer or member, they will forward it to the correct person. To contact other officers, directors, leaders, or members directly, members may use our roster for phone numbers and e-mail addresses.

## CD PLAYERS WHERE DID THEY GO?

### What about all my music CDs?

By Phil Sorrentino, Contributing Writer  
The Computer Club, Florida, November 2019  
[www.sccccomputerclub.org](http://www.sccccomputerclub.org)  
Philsorr (at) yahoo.com

CD players used to be all around us, well, at least they could be found in our computers and our automobiles, but not so anymore. In the age of streaming Netflix videos and Delivery of Software Applications by downloads, CD players have lost their significance. But if you feel you must have a CD player on your computer, you can add an external CD player. These types of devices will usually read and write CDs and DVDs. They are fairly inexpensive, around \$30, and they connect to the computer using USB. The more USB ports on your computer, the better. Many domestic and foreign car models that used to have CD players as part of their infotainment center have eliminated them. In its place, they have included a USB port and an MP3 player in the infotainment electronics. The MP3 player, in conjunction with the USB port, allows the entertainment center to play MP3 music from a flash memory device plugged into the USB port. That's all well and good, but how do you get your music on to a flash memory device? Fortunately, there is a simple answer – Windows Media Player (WMP). But before we look into how to use WMP, let's take a quick look at recorded music and a brief history thereof.

Recorded music began with Thomas Edison, who invented the phonograph in 1877. Initially, the music was stored on metal cylinders. The cylinders were replaced by disks, tape, and finally CDs. The disks evolved from 78s to 45s and finally to the 33 & 1/3 albums. Tapes developed from reel-to-reel to 8 track and finally to the very popular tape cassettes. All of these were designed to record “analog”

music and were the way we recorded and played back music until the late 1980s.

During the 1980s, even before the release of the iPod, research was being done to develop methods of compressing digital music. The iPod would eventually replace the Walkman, a device that almost every music lover owned. The outcome of the research was the .mp3 music file specification that allowed music files to be created that would be small enough to fit into the amount of memory that could be put into a portable device, in those days. Large memory devices were not as available then, as they are now, so the size of a music file was very important.

There are other music file types, but .mp3 has become the de facto music standard.

The .mp3 file type is considered a lossy compressed file, meaning that there is some quality degradation in the resulting music. The amount of “loss” is established when the original uncompressed file is compressed. This is accomplished by the use of a “Quality” setting. The quality is indicated in “Kilobits per second” (kbps). A setting of 128 kbps is termed “near-CD” quality, which gives a file size of about one-tenth the size of the original file, and sound quality that is quite impressive. A file that produces a higher quality will be larger, but I'd be surprised if those of us over 65 could tell the difference, so the near-CD quality is probably more than adequate.

The .mp3 file specification allows us to create music files that we can use on our devices, but it is the .wav file that creates a music file that is an exact reproduction of the initially recorded music; this is what you find on music CDs. The .wav file contains all of the musical quality of the original performance.

The .wav file contains the digital results of the analog music signal being sampled at a rate so as to include all frequencies that can be heard by the human ear. This sampling results in a digital representation of the original music. To be technical, this is called a linear



pulse-code modulation format. When played on a CD player, the stream of digital information produces music precisely as it was originally performed. But these .wav files are fairly large; most music selections will create files in the 30 to 40 Mbytes range.

Now that we know about .wav and .mp3 file types, we can get back to Windows Media Player. WMP is a component of Windows 10, so everyone has a copy of WMP, which is now at version 12. WMP plays CDs and music files, and it is capable of “ripping” the tunes from a standard CD. “Ripping” sounds horrible, but it is perfectly legal. When you start WMP, you will not have controls for ripping if there isn’t a CD in the CD tray. You will see “No disk” under the Tools tab. Once you put a CD into the tray, the “Rip CD” and “Rip settings” controls will be on the WMP toolbar.

Before you rip the CD, check that the settings are to your needs. Click the down-facing arrow next to “Rip settings” to check a few of these settings. First, select “Format” and then check the box next to “MP3” in the pop-up window. Next, select “Audio Quality” and check your selection (128 Kbps is probably fine, and it will create the smallest files). Next, select “More Options,” and it will open a window for making “Rip Music” adjustments.

The first adjustment is where the ripped files will be stored. If you want to change the destination, click “Change” and, in the pop-up window, navigate to the location of your choice. Next, on the Options Window, click “File Name”. This is where you determine how the ripped music file will be named. Check the items that you want to be in the file name, like “Artist” and “Song title”, move the items up or down to get the right sequence. Next, choose the “Separator” like space or dash. The “Preview” shows the choices that have been made. I typically name the files “Artist dash Song title”. Click OK on the “File Name Options” window. The other two Rip settings, Format and Quality, have already been set up, so now you’re good to go.

Click “OK” in the Options window to get back to the main WMP window. Now all you have to do is click “Rip CD” and let’er rip. When you initially put the CD into the tray, all tunes were selected. If you don’t want a particular tune ripped, uncheck the box next to the tune’s name.

The “ripped status” will show how the process is proceeding. When all the tunes are ripped, you will find them in the location that you set up in the Rip settings. They will be in a folder with the name of the artist or CD. Using File Explorer, move the tunes to your permanent “Music” folder.

From here, you can put them on a flash memory device for use in your car, or put them directly into any of your devices, like a tablet, a music player, your smartphone, or another computer. Now you’re ready to take advantage of the music you previously purchased for a CD player on any of your other devices. ❖

## I DELETED A FILE BY MISTAKE. CAN I GET IT BACK?

by Leo A. Notenboom, AskLeo?.com

Sometimes, it is possible to recover a file deleted by accident. Stop using the disk, check your Recycle Bin, and perhaps pull out with an undelete utility.

The answer to your question is, “Maybe.” It depends on a lot of things.

### Stop — just stop

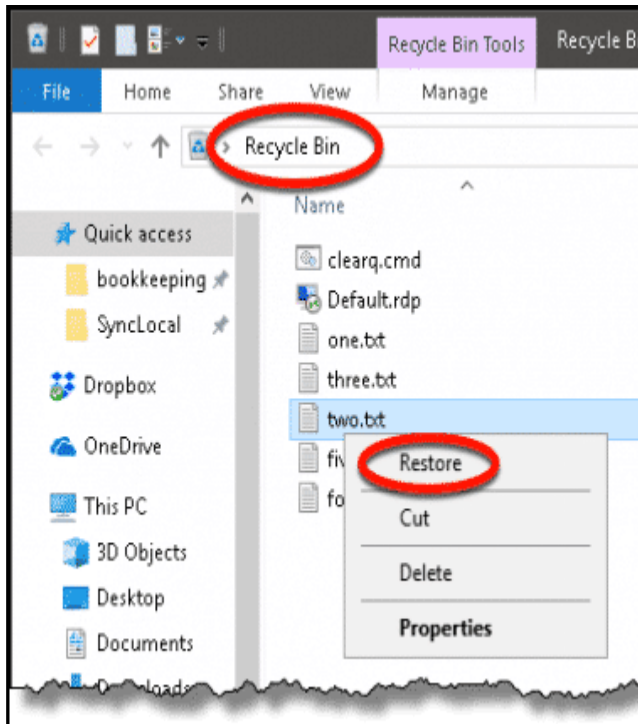
First — and this is important — *stop using the disk that had the file*. To increase the likelihood that the file can be recovered, stop doing things that write to the disk.

Many programs write to the disk as they exit, so *leave them running*. Don’t browse the internet, since the browser writes to disk as you browse.

### Recycle Bin

First things first: look in the Recycle Bin. If you deleted the file using Windows File

Explorer (or many of the standard Windows controls), the file might not be deleted. It may have been moved into the Recycle Bin.



If you find it there, right-click on it and click on **Restore**. It will be moved back to wherever it was originally. Move it out *now*, because once the Recycle Bin is emptied, the file is truly deleted, and things get harder.

If your file wasn't recycled — perhaps because you deleted it in a Command Prompt, some other program deleted it, or you were holding the SHIFT key down when you deleted it in Explorer which is referred to as a “permanent” delete. However, it might still be recoverable.

### Undelete

Deletion does not overwrite the data in your file. All it does is say, “OK, this disk space over here that used to be a file? You can use it for other things now.”

The contents of a file don't disappear from your hard disk until it's overwritten by something else. *That's* why it's so important to stop doing things to the disk that contained the file. *Any* writing to the disk after you've “permanently” deleted a file could overwrite its contents.

There are many “undelete” utilities available. A Google search on “undelete files” returns a long list of utilities. I currently recommend **Recuva**, which will scan your disk and display all the files that can be recovered. Remember I said, “don't write to the disk”? Search for and download an undelete utility using a different computer entirely, and use a USB thumb drive or other media to take it to the computer experiencing problems. If you can run it from the USB drive directly, that would be ideal, since installing it writes to the hard disk — which we're trying to avoid. If you're lucky and you haven't written anything to the hard disk since the file was deleted, the undelete utility may be able to recover it for you. If you have been using the disk, then it's a roll of the dice. It depends on how much has been written to the disk, where on the disk it was written, and where on the disk your now-deleted file used to reside. It might work. It might not.

### Big (expensive) guns

There is one last hope, but it's expensive, time-consuming, and only for the direst of circumstances. It is sometimes possible, using advanced data recovery techniques, to recover data even after it's been overwritten. It requires sending your hard drive to a data recovery service, which uses special equipment and techniques. And you'll write a fairly large check. There are many factors involved, and it's not as simple as seen on TV, but it can be done — sometimes.

### Prevention is so much easier

My ultimate recommendation? **Regular backups**. I have saved hours by recovering a deleted file from my backups.


There are so many ways a regular backup protects you; accidental deletion is just one of them. ❖

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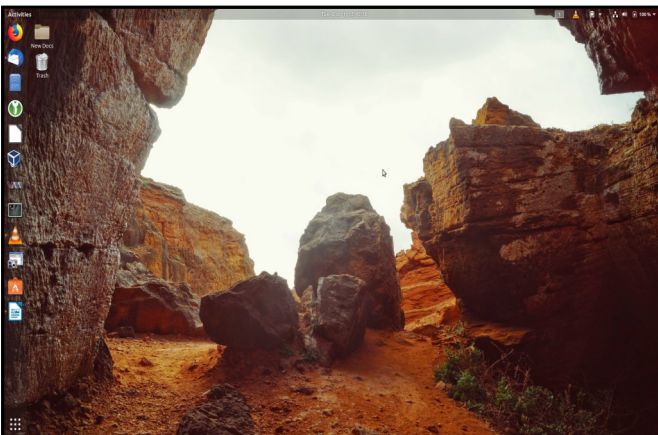
## PC ORGANIZATION

By **Dick Maybach**, Member  
Brookdale Computer User Group, NJ  
[www.bcug.com](http://www.bcug.com)  
n2nd (at) att.net

We are cursed by the low cost of modern disks, on which we can store several terabytes for under 100 Dollars. As a result, our PCs often hold thousands of files, hundreds of e-mail messages, and dozens of applications, often making it difficult to find what we want. Organizing the information on a PC after several years of use is such a daunting task that it's easy to put off. Instead, treat getting organized as a goal, realizing that you'll probably never reach it, but as you make progress, you'll find you're getting more efficient.

**Application Menu Bar** — Space here is precious, so I reserve it for my most-used programs, about a dozen. To access the others, I use the Windows key (  ), then type a character or two to see a short list, one of which is almost always the one I want. Often, even this isn't needed, as a double-click on a filename will launch the appropriate application, or a right-click will give you a choice of alternative ones. This is usually faster than searching a cluttered menu bar or desktop.

**Desktop** — I prefer to keep mine clean, and it now holds just two icons, the trashcan and one folder (my equivalent of a to-do list). I often have several windows open and would have to move or minimize these to access icons on the



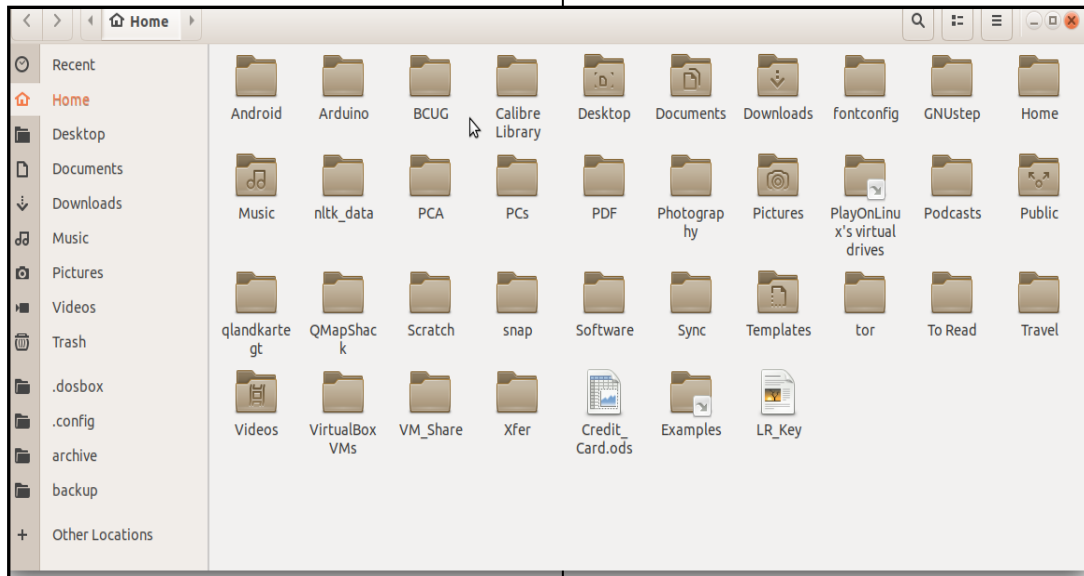
**Figure 1.** A Barren Desktop

desktop. Keeping them elsewhere speeds up my work; see **Figure 1**.

**File System** — We all use a hierarchical structure of directories in which we store our files. Storing is the easy part; it's the retrieval that's difficult. Using descriptive directory and file names will help greatly. However, this may take some adjustment if you began using PCs in the DOS days, where you were limited to maximums of eight characters for filenames and three for extensions. I find it useful to have an archive directory where I move files and directories that I seldom need but haven't worked up the courage to discard. Your file browser can help you identify candidates for trashing. Configure it to sort the files by their creation date, with the oldest shown first, and to display them as a list so you can see their creation dates, which will help you find old files that are no longer useful. My approach here is much like that for my desktop and menu bar; almost every file is in a directory with very few loose ones in my home directory. See **Figure 2**, page 16

**Mail** — Most of us also keep our messages far too long, with the result that our inboxes are overflowing. You can create folders and even sub-folders within your inbox with descriptive names, such as Orders, Travel, Finance, and Medical. Review your messages and discard those that are no longer useful, reservations for completed trips, for example. The vast majority of messages are worthless and should be deleted immediately. Many others are valuable for only a short time. I periodically delete all that are over a year old, and yet my inbox contains hundreds.

**Favorites** — I keep only my most-used few on my browser menu bar. The rest are organized in folders, so I can quickly find what I need. Here too, you should perform house cleaning and delete those that are obsolete or unused. Our interests change over time,



**Figure 2.** Home Directory

and some sites that we used to check every day now just clutter our list. Many browsers provide a cloud service that synchronizes the favorites on all your devices, which greatly eases the job, assuming you use the same browser everywhere, of course.

**Media** — You may use specialized applications to store and retrieve photos, songs, and the like. Often, these can create playlists that access the files in the order you prefer, without having to duplicate or move the files. I prefer to keep my media files on my disk rather than in the cloud, although this means that I have to back them up. I also prefer to organize my media files using the file manager, although this means I have to rename them to make them appear in the correct order. Some years ago, I used a photo organizing application for this, and when its vendor discontinued it, I lost several slide shows. I still had the photos, but they weren't in a logical order and were no longer associated with the title slides.

**Passwords** — I consider a password manager application essential. This organizes them into folders and stores them in an encrypted database. Some also can store associated

information, such as PINs, security questions and answers, and URLs. They also can generate strong passwords, which removes the temptation to use the same one on different accounts. I have no idea what most of my passwords are, but I don't need to as they are available on my PC and cell phone, once I enter the database password (about the only one I do know). I use KeePassXC, <https://keepassxc.org/>, which is available for all operating systems, and there is a compatible variant for Android. As a result, my passwords are always available but still secure.

**Figure 3** on page 17 shows the application. I have some work to do here; there are far too many items in the Internet category, and I should split it up to make them easier to find.

**Notes** — We all make notes, as the success of Post-it shows, and keeping track of them can be difficult. Fortunately, there are applications to help. I use CherryTree, <https://www.giuspen.com/cherrytree/>, which stores both formatted text and images and is available for Windows and Linux. I keep some only a short while, for example, while I gather information for an article. Still, some I retain and modify for years, for example, those on



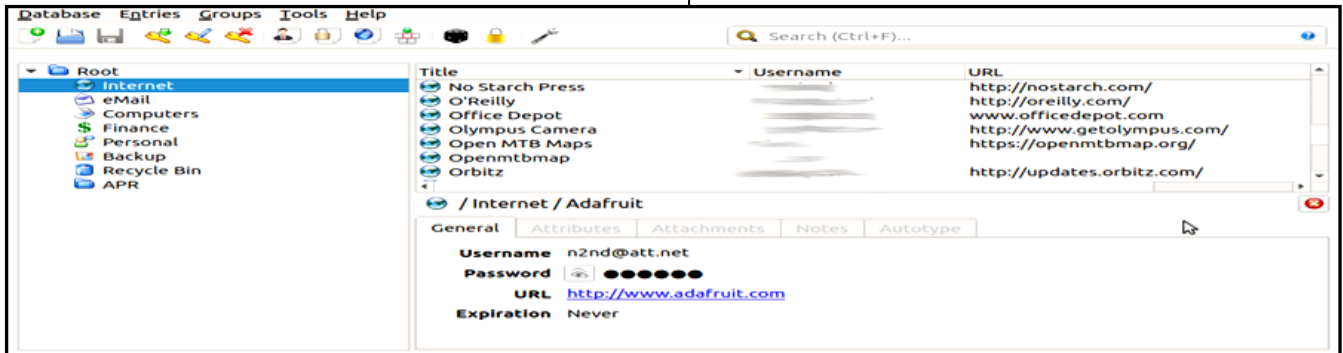
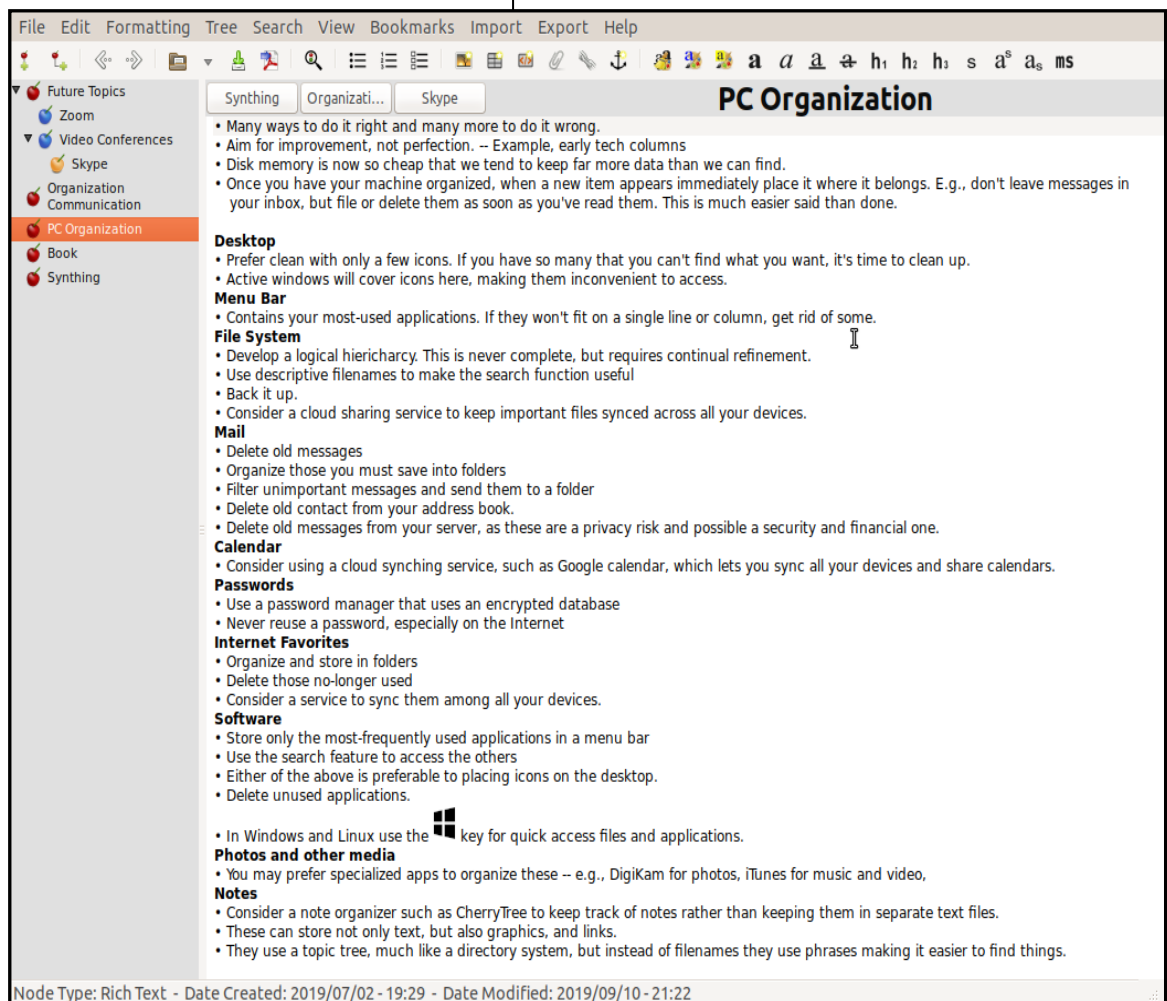


Figure 3. KeePassXC

photography and PC operation. Each major topic is a separate file, and each is organized like a directory tree. Unfortunately, it has no cell-phone equivalent, but I can export the notes as a PDF for display on my cell phone. Figure 4 shows my notes file for this article.

Organization is personal, and what I find efficient may frustrate you. Pay attention to how you spend your time, and if you find yourself repeating the same routines, look for ways to streamline them. Perhaps you can change how you store things, or there may be an application to make retrieval faster. Pay attention to the ten percent rule, “We spend 90 percent of our time on 10 percent of the tasks.” ❖

Figure 4. Cherry-Tree Notes



### JERE'S TECH TIPS

For many helpful tips and tricks for all aspects of computing, see *Jere's Tech Tips* at <https://apcug2.org/jerestips/>.

### TECHBOOMERS.COM

teaches how to use various websites and internet-based applications.

- <https://TechBoomers.com>
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### LAUGHING OUT LOUD



*"All my training has been online, so it'll be nice to finally operate in person."*

Can we uninstall 2020 and  
reinstall it again?...  
I think it has a virus...

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#### From the South, East or West:

Take Manchester Ave. to Emerson Ave. Turn NORTH. Go about eight blocks to W. 80th Place. Fellowship Hall is on the Northwest corner of Emerson and W. 80th Place. There is street parking and a small parking lot West of the church.

