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**Windows 7: The Missing Manual**  
**By David Pogue**  
**Book Review**  
**By Jean Blievernicht**

Most of you have probably been working with Windows 7 for some time now, so I'll skip a lot of info you've been using and try to introduce lesser known information.

Mr. Pogue introduces what's new in Win 7 (from XP and Vista) and lists some "bummers" and what you can do about them as well as differentiating between the various versions of Win 7. He divides the book into 7 parts, each containing several chapters. There are 4 Appendices and an index. Most people will jump to the chapters that interest them.

**Part 1, The Desktop**

**Part 2, Windows 7 Software**

**Part 3, Windows Online**

**Part 4, Pictures, Music, & TV**

**Part 5, Hardware and Peripherals**

**Part 6, PC Health**

**Part 7, Networking and Home Group**

**Appendix A, Installing & Upgrading to Windows 7**

**Appendix B, Fun with the Registry**

**Appendix C, Where'd It Go (features that got moved, renamed, or removed entirely)**

**Appendix D, The Master Keyboard Shortcut List**

As with most instructional books, first come the basics. Use of the keyboard is emphasized for the fastest way to get to where you want to be. Right-clicking should be used more. Typing is faster than using the mouse (assuming you are a decent typist). Use the Windows key and type in the first few letters of your desired program

to get to it the fastest way. Use the Windows key + D to hide or show all your application windows (good for housekeeping). Mr. Pogue lists other Windows key combinations that can speed up your work. He covers the extensive number of new features in Windows 7 and how they work. (He also covers features that have been included in previous versions of Windows, not just new ones.) He points out that Vista users will not have as hard a time as Windows XP users.

I always have trouble remembering the difference between Sleep and Hibernate. He gives a great explanation of Sleep and Hibernate and how they work. There's a detailed explanation of how to add folders to the Start menu and how to populate them. Jump lists are new so you learn how to work with them.

There are quite a few pages about handling Window Panes including the Master Explorer-Window Keyboard-Shortcut List. (Example: F11 enters or exits full-screen mode.) The new Libraries feature was a confusing concept to me. Mr. Pogue did a better job of explaining it and its uses than other sources I've seen.

After a while everyone has lots of files. Organizing them becomes important or you'll be wasting a lot of time. Do you like icons or file name lists? Do you want them organized alphabetically or by size or date created or some other detail? Chapter 2 covers sorting, grouping, and filtering files lists. You have loads of options to consider here. Next the Taskbar, Aero, and Notification Area (System Tray). Again there is a list of secret keystrokes such as Windows key plus a number which refers to one of the first ten icons on

the taskbar. Even if you are organized with your filing system, there comes a time when you'll find the file faster by searching. Windows 7 makes searching fast and efficient. You can set limits by size, date, rating (if you've given the file a rating), document type and several other criteria. If you have a Windows Explorer window open there is a Search box at the top right of every Explorer window. This Search box searches only that window and the folders within it. The Search box in the Start menu searches your entire computer (excluding the operating system and program files). It's also possible to save a search.

When it comes to copying and moving folders and files it's helpful to know how Windows 7 works or you might lose or misplace a file/folder. First choose the desired file/folder by highlighting. Dragging to another folder on the SAME disk/drive MOVES the folder/file. Dragging from 1 disk/drive to ANOTHER disk/drive COPIES it. If you hold down the Control key while dragging to another folder on the same disk/drive, the file is copied (not moved). If you do it within a single window, a duplicate of the file is created with the same filename and the word "copy" appended. If you press Shift while dragging from 1 disk/drive to another, the file/folder is MOVED without leaving a copy behind. If you can't remember these conventions, you can also use the right mouse button. Of course, copy and paste continues to work as well.

Special move situations involve deleting to the Recycle Bin (where it can be reclaimed until the trash is deleted unless you changed the default setting) and dealing with Shortcut icons.

Compressing and zipping files as well as burning info to CDs and DVDs are also included in this chapter.

Chapter 4 covers Aero, themes, wallpaper, screen savers, and monitor settings. Every so often you might need some help. If so, head to Chapter 5 which covers the Help Pages, Help from Microsoft and Remote Assistance. Remote assistance has been of great help to me several times already and is much preferred over listening to some heavily accented voice on the phone and trying to follow his directions. Remote Assistance is covered in more detail in Chapter 27.

Time to move on to what you really want to use a computer for—installing, removing, launching and managing programs, generating documents, and saving them. I expect you know about these things, so I'll skip to Speech Recognition and Gadgets. If you've never used Speech Recognition, head to Chapter 6 for instructions. Gadgets are sort of a hybrid entity that originated in Vista. They float and can be positioned where desired on your screen and appear by right-clicking the desktop and choosing Gadgets from the shortcut menu. Double-click on one to open it. They most resemble little web pages and display information. Many of them require an Internet connection. You'll find lots of choices. Of course you can get rid of them also.

Have you ever been unhappy with the program associated with a file extension? If yes, you can hook it up to another program. Some old programs may have compatibility problems. There are several suggestions to try to get them running. A download called "DOSBox" might let you run some old DOS programs as well. When you are

uninstalling a program and you have a problem, he recommends going to the Web site of the company that made the program. If in dire need, he says you can get a bonus article from <<http://www.missingmanuals.com>> and finding the article “Removing Stubborn Programs.”

Did you know that you have the Ultimate version of Windows already on your computer? What’s more you can upgrade to it with a valid credit card number and a few dollars by using Windows Anytime Upgrade. Type “Windows Anytime Upgrade” in the Start Search box; then click on the box that talks about going online to get it.

Need to hook up to a network projector or record a new sound or create a sticky note? See Chapter 7. All sorts of accessories are covered including magnifier, character map, text, audio chats, video chats, games, and Windows Live. Chapter 8 covers the Control Panel which I won’t go into here since it’s covered well in most sources.

The next 5 chapters deal with Windows 7 online. Mr. Pogue gets into the ways you can hook up to the Internet and how to use Internet security, Internet Explorer 8, Live Mail, and Live Services. The usual cautions are stressed. If you use Internet Explorer as your browser, it might be a good idea to find out what you don’t know. Skip Live Mail if you already have an e-mail program, however, this is where you can find information about using SkyDrive and Calendars.

On to the really good stuff—pictures, music, and TV. Windows Live Photo Gallery is a full-blown digital camera companion, but you have to download it (free) as part of Windows Live Essentials. The first time you use it you will have to answer a bunch of

questions and Mr. Pogue explains how and why to answer them. Windows Live Photo Gallery is a 4-step process: importing, organizing, tagging, and rating pictures. He explains how to do each of these processes.

Windows Media Player is built to handle music, although, nowadays, there are other ways to do this. You can import, play back, rip, make playlists, burn CDs, copy music to a portable player, and play DVD movies. He describes how you can listen to your home music collection from anywhere in the world using the Internet.

If you have the Home Premium or better version, you have Windows Media Center. This program transforms playback of photos, music, and videos into a theatre type experience where you watch or listen from a greater distance than right in front of your computer. You may need some extra hardware which he lists before going on to explain the setup and how to utilize the program.

Sooner or later you’ll want to print something. So he explains how to install, control, and troubleshoot printers. Occasionally you may want to send or receive a fax. Yes, you can do this as well as scan (if you have a scanner). Someday you might want to add additional hardware. There is an excellent picture of the back of a CPU tower with all the ports clearly labeled. He talks about external gadgets and installing cards in expansion slots and finally, troubleshooting.

The portable Windows is covered in the chapter titled “Laptops, Tablets, & Touchscreens.” It’s a good introduction to those devices.

Like your house, computers need periodic checkups and preventive maintenance. There’s a new Action

Center (flag icon in your system tray) that gives you at-a-glance information about the current state of your computer. That's the place to check to see how your Windows Updates and PC backups are doing. Learn about Disk Cleanup and Defragmenter. The old Scandisk doesn't exist here, but its functions have been reincarnated. Disk Management lets you change a drive letter, partition a new drive and turn a drive into a folder. This is where Task Scheduler lives. There are tips on how to speed up your computer.

The next few chapters are for those who want to become "power users." Do you know what "dynamic disks" are and how to utilize them? Do you know how to compress or encrypt files and folders? Can you create an automatic backup? Make a System Backup? Do a system restore? Make a Shadow Copy? (Do you even know what a Shadow Copy is?) Are you able to deal with Safe Mode and the Startup Menu? How comfortable are you with dealing with User Accounts? (There is a lot about User Accounts.)

Aah, you've got more than one computer. And you want them to communicate with each other. What to do—set up a Workgroup (both computers must be running Windows 7 to do this easily). A Workgroup is an informal, home, or small office network. But Mr. Pogue also explains how to use a corporate domain.

This is a large book, 814 pages plus 70 pages of instruction and appendices and index. It's well laid out so you can find what you need. I love that Mr. Pogue frequently explains how to do something and why. This helps you remember. He's often entertaining as well as enlightening. In short, a good book for your library.

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**Free Security Utilities  
from MalwareBytes  
By Ira Wilsker**

Regular readers of this column will know that in several previous columns I had reviewed and recommended the free and paid "Pro" versions of the MalwareBytes security software. The publisher of MalwareBytes also has five free utilities available to perform other types of security scans, as well as utilities to enhance system performance. These free utilities, some in "beta" or pre-release (not a final version or build), each perform a different task that PC users may find helpful, if not outright necessary.

These five free utilities can be downloaded directly from MalwareBytes at <[http://www.malwarebytes.org/products/other\\_tools](http://www.malwarebytes.org/products/other_tools)>. The free utilities available from MalwareBytes are Chameleon, Malwarebytes Anti-Rootkit BETA, StartupLite, FileASSASSIN, and RegASSASSIN.

Much of the worst malware in circulation is purposely designed to protect itself from removal or destruction by a variety of means; one of the most common self-protection methods used by this malware is to prevent the running of anti-malware utilities that could possibly detect and

kill the malware. Since MalwareBytes is one of the most popular free-standing malware detectors and killers, it is one of the prime targets of the malware authors, who ingeniously come up with ways to prevent MalwareBytes from installing, loading, and executing, meaning that if MalwareBytes cannot be installed or run, it cannot remove the malware. MalwareBytes has created a utility, Chameleon <<http://www.malwarebytes.org/products/chameleon>>, that will often be able to load and run MalwareBytes on a computer infected with self-protecting malware by tricking the malware into thinking that an innocent, non-protective program is loading. Just like the small reptile that can change its colors, Chameleon loads the MalwareBytes anti-malware program under a variety of different program names, at least one of which may possibly be able to execute, which would then be able to detect and neutralize the malware. Chameleon is a 1.37 MB file, downloaded in the common ZIP (compressed) format, which can be uncompressed (un-ZIPPED) using the native Windows Explorer (file manager) built into Windows. The instructions provided by MalwareBytes on the installation and use of Chameleon are simple; first, "Unzip the contents to a folder in a convenient location." I created a Chameleon folder on my C: drive which I used to hold the unzipped Chameleon files. The second instruction references the built-in Chameleon Help File (CHM, or standard Windows help file format), "Follow the instructions in the included Chameleon CHM Help File or, if the help file will not open, simply try to run the files by double-clicking on them one by one until one of them

remains open, then follow the onscreen instructions." The CHM help file, which is opened by simply clicking or double-clicking on it to open, displays very simple instructions on how to trick the malware on the infected computer into allowing the full MalwareBytes anti-malware utility to install, load, and execute. The CHM Help File says, "Just click on the first button below and see if it runs. You'll know it's working if a black DOS window appears, slays malicious programs, and then starts Malwarebytes Anti-Malware. If the first button doesn't work, try the next one. If that one doesn't work, just keep trying until you find one that does! Then use Malwarebytes Anti-Malware as you normally would to run a Quick Scan and remove the malware. Click the buttons, one at a time, to attempt to run Chameleon." Twelve radio buttons are displayed, aptly named Chameleon #1 to Chameleon #12, each of which loads a different iteration of Chameleon, one of which is likely to defeat the self-defense capabilities of the malware, and allowing the MalwareBytes anti-malware to run and clean the infected computer.

Since most traditional anti-virus software, and some anti-malware software, only looks at program files and components on the hard drive, malware and virus authors found a way to avoid detection by writing malware to the Windows registry. The registry is a massive database of information and instructions, that is not normally scanned by most traditional security software. Another way malware and viruses hide from detection is to place their operating code in a part of the hard drive not normally scanned by security software, such as in the MBR or



“Master Boot Record” of the hard drive. According to Wikipedia <<http://www.wikipedia.org/wiki/Rootkit>>, “A rootkit is a stealthy type of software, often malicious, designed to hide the existence of certain processes or programs from normal methods of detection and enable continued privileged access to a computer.” MalwareBytes has published a free “BETA” (pre-release or “not totally refined” version) of its Malwarebytes Anti-Rootkit BETA available for download from <<http://www.malwarebytes.org/products/mbar>>. According to MalwareBytes, “Malwarebytes Anti-Rootkit BETA removes the latest nastiest rootkits and repairs the damage they cause.

“Malwarebytes Anti-Rootkit BETA is cutting edge technology for detecting and removing the nastiest malicious rootkits.” Being a BETA version, a current download has a finite life, with an expiration date, preventing the BETA from being used for a long period of time; once expired, a more recent ‘BETA’ version, or even a final version, may be downloaded. Since thousands of new malware builds appear every day, this anti-rootkit utility needs its digital signature files updated frequently, as several updates are released every day; these updates enable the anti-rootkit software to detect the latest known rootkits. The scan is very comprehensive, and may take quite a while to complete, as it scans the sectors of the hard drive, the installed drivers (a popular place for malware to hide itself), operating system files, and the registry. Once the scan is completed, any suspected rootkits are displayed. I recommend checking the box enabling the creation of a restore point prior to the removal of any rootkits found, just in

case a false positive is encountered, and a legitimate file is incorrectly identified and removed as a rootkit. The restore point file can be used to bring back whatever was deleted.

A common complaint among PC users regards the slow booting of the computer when turned on; this is often because too many programs, often unnecessary, are being loaded each time the computer is booted. Not only does this slow the boot process, it also consumes system resources, such as memory and processor capacity, as unneeded programs are always loaded and running. Microsoft has a crude but effective startup manager built into Windows, the “MSCONFIG” command invoked by entering the command from the Start → Run process. The demand and need for easy-to-use startup managers is so great, that many PC utilities incorporate a startup manager of some type in their products. MalwareBytes is now offering its free “StartUpLite” from its website at <<http://www.malwarebytes.org/products/startuplite>>. The sole purpose of StartUpLite is to speed the boot process by eliminating unnecessary programs from the boot process; a secondary benefit is the improvement of the system’s performance since fewer programs are loaded and running. The process is simple, as the file is ready to run when downloaded to a convenient location; no special installation or configuration is necessary, as StartUpLite is ready to run as downloaded. Being a “Lite” program, it is small and not very powerful, but it can detect many of the most common hogs of boot time, allowing the user to remove these unwanted programs from the boot sequence. The user needs to be



aware that removing a program from the boot sequence does not delete or uninstall the program itself, but only stops it from loading at boot.

Many users are aware that files that are loaded and running cannot be easily removed, as they appear to be locked, and inaccessible. FileASSASSIN is a free utility that can unlock and delete any type of locked file on the computer. While legitimate files are often locked because they are in use, or are critical system files, many varieties of malware and viruses are also locked to add a layer of difficulty in their removal; FileASSASSIN can unlock and delete these files. Since necessary system files are often locked in order to protect them from accidental (or intentional) removal, MalwareBytes includes the following warning on the FileASSASSIN website: “Warning: Please use caution with FileASSASSIN as deleting critical system files may cause system errors.” If used with extreme care, FileASSASSIN can be a very useful utility, but it may not be appropriate for inexperienced users, as it is too easy to use it to unlock and delete legitimate required or critical system or data files.

Just as malware can lock files in order to make them difficult to delete, malware can also lock registry entries for the same reasons. Some of these locked registry keys have been known to reinstall malware after the actual malware program files have been deleted. MalwareBytes offers RegASSASSIN as a free utility to unlock these malware placed locked registry entries by utilizing a simple two step process. “RegASSASSIN removes malware-placed registry keys in two simple steps—just reset permissions and

delete!” As with the other ASSASSIN products, MalwareBytes includes the following: “Warning: Please use with caution as deleting critical registry keys may cause system errors.” The RegASSASSIN file is a tiny 63.7 kB file that is ready to run when downloaded, with no further installation. The instructions are simple; first, run RegASSASSIN by clicking on it to open it. The second and final step is to, “Enter the registry key you wish to remove or reset and click Delete.” Just as with the other ASSASSIN products, this may not be for the novice, but for the experienced user or technician, as it would be too easy to delete a valid registry key, causing other substantial problems. I strongly recommend using any one of the many registry backup utilities, or by using Windows’ built-in System Restore function <<http://windows.microsoft.com/en-US/windows-vista/What-is-System-Restore>>, which will allow the user to easily recover from an erroneous registry key deletion.

These are five good free utilities from MalwareBytes. Consider using them as appropriate, but be sure to use them with appropriate care and responsibility. Never forget that the three most important words in computing are, “Backup, Backup, and Backup.”

## WEBSITES

<[http://www.malwarebytes.org/products/other\\_tools](http://www.malwarebytes.org/products/other_tools)>.

<[http://www.malwarebytes.org/products/malwarebytes\\_free](http://www.malwarebytes.org/products/malwarebytes_free)>.

<<http://www.malwarebytes.org/products/chameleon>>.

<<https://en.wikipedia.org/wiki/Rootkit>>.

<<http://www.malwarebytes.org/products/mbar/>> (anti-Rootkit).

<<http://www.malwarebytes.org/products/startuplite/>>.  
<<http://www.malwarebytes.org/products/regassassin/>>.  
<<http://www.malwarebytes.org/products/fileassassin/>>.  
<<http://windows.microsoft.com/en-US/windows-vista/What-is-System-Restore>>.

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## Windows 7 Libraries By Dick Maybach

Windows 7 introduced a new way of accessing files, *libraries*. These are roughly similar to program shortcuts. A shortcut points to a program, while a library points to group of files and/or directories. Neither takes up significant disk space, and you can delete either without deleting what they point to. Shortcuts appear on your desktop, while libraries appear in your file manager. The purpose of both is the same—make it easier to access things on your PC.

The argument in favor of libraries is best made by citing some examples.

- Your primary PC is a laptop with limited disk space, so you have most of your extensive collection of videos on an external USB hard drive, with just a few of your favorites on your laptop. You create a video library that includes both the video directory on your laptop and the external hard drive. When you travel (without the external drive) it includes only your favorites, but when you're home it

expands to hold your entire collection. If you fill the USB drive, you can add a second and see its contents in the same library. Searches are now much faster, since they will look only at your video collection, and it will appear in one place even though it may be spread over several hard drives. This becomes even more important if the external drives archive data other than videos.

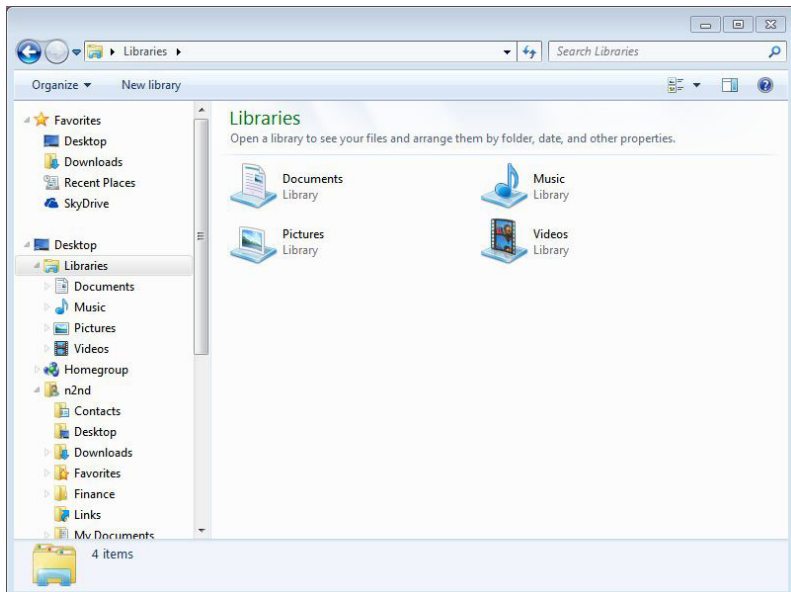
- You are making a report that analyzes data from several different projects, each stored in a different directory. So you create a library that includes all the directories you need, and all the data appears to be in one place. When you finish the report, you can delete the now unneeded library without affecting any of your data.
- You have an extensive photo collection with recent ones stored on your desktop PC (in My Pictures) and older ones archived on a different internal drive that you added when your C: drive began to fill. Using a library brings these together seamlessly.

You can probably think of other examples that fit your own situation.

It should be obvious that libraries don't affect the need to organize your files logically into directories. If you just throw everything together in My Documents, every library will contain all your files. Libraries augment your directory structure; they don't replace it.

Libraries can include files and directories on internal hard disks and on USB hard disks with NTFS or FAT-32 file systems. In general, they can't access USB memory sticks, DVDs, CD-ROMs, or drives on home networks. (There are some exceptions, but these aren't common.)

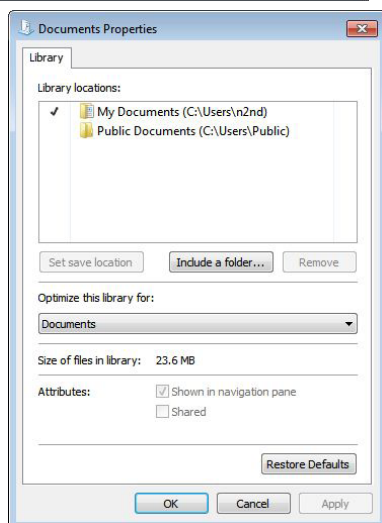
You can see your libraries by calling the Windows File Manager; just click on the folder icon in the taskbar at the bottom of your screen. The screen-shot shows the result, which shows the default libraries. (You may have to click on Libraries in the side panel to see something similar.) Note the New Library item in the File Manager menu bar; click on this to create one.

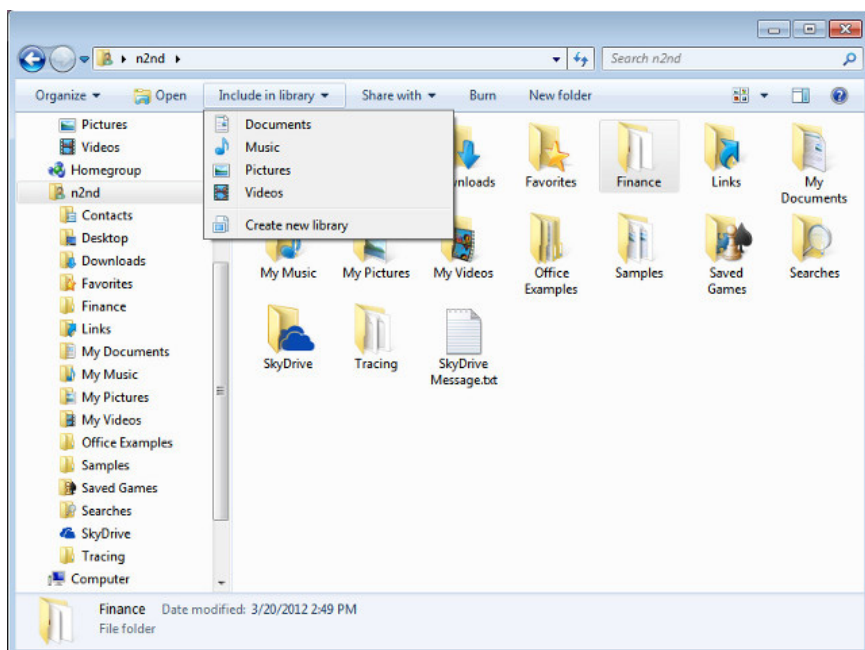


Before you use a library, right-click on its icon and select *Properties* to see something similar to the screen-shot at the right. Although a single library can include many folders, new additions always go into the same folder. The default save folder for the Documents library is My Documents. Click on a different folder, then click on the *Set Save Location* button; a check-mark indicates your choice. Add or remove folders from the library by clicking the appropriate button below the Library locations box. While you have this window open, click on the button below to optimize the library for general items,

documents, music, pictures, or videos, depending on its contents.

Any time you are using the file manager you can add folders to a new or an existing library. Single-click on a directory, then click on the *Include in Library* item in the menu bar, and the drop-down menu shows the existing libraries to which you can add the directory, or you can click *Create New*

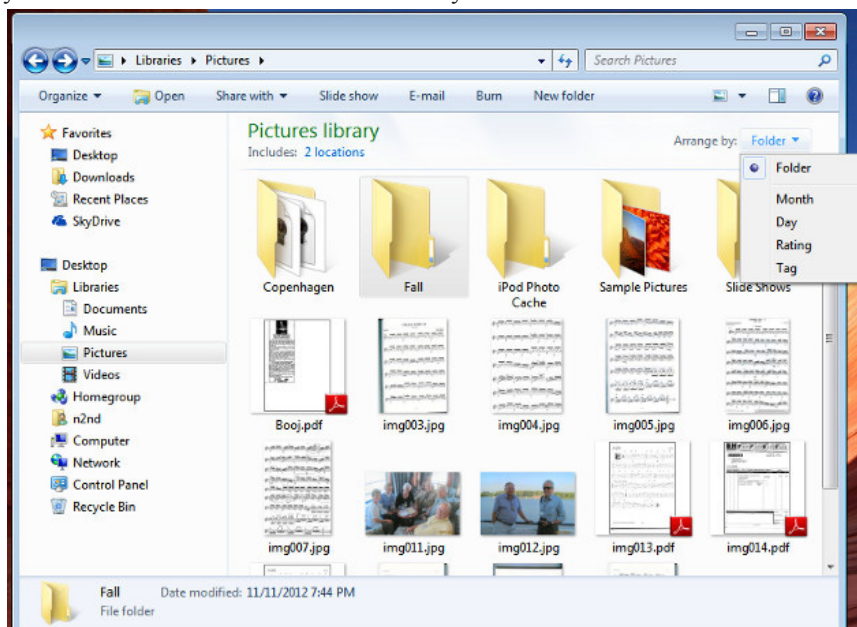




Library to create a new one. (See the screen-shot above.)

When you open a library, what you see depends on the display option you've chosen. The screen-shot below

shows my Pictures library. I've just clicked on the button next to "Arrange by," which shows that I've selected "Folder." If you select anything else, you will see all the files in all the folders



included in the library arranged by month, day, rating, or tag. Your choices of arrangement depend on how you've optimized the folder. In my Documents library, for example, the choices are folder, author, date modified, tag, type, and name. While in a library, you can move to a directory by right-clicking on it and selecting *Open folder location*. Similarly, if you right-click on a file and select *Open file location*, you will move to the directory where it resides.

Libraries provide an alternate to the traditional directory tree, which you may find convenient for at least some of your work. It would be worthwhile to experiment with them enough to know when.

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***This article first appeared in the February 2013 issue of BUG Bytes.***

## **Organizing and Backing Up By Diane Fahlbusch**

We all have LOTS of files saved to our computers as well as on other hardware, such as MP3 players, camera cards, thumb drives and CDs/DVDs, and the cloud. The problem with having lots of hard drive space and cheap mass media storage is that, well, we use them...a LOT, and often store way too much. The first problem is finding the files you want quickly when you want them amidst all that you have. Think about this:

Why did I create and save this file? Wow! I have this?! I was just playing. It had a purpose once upon a time. It has nifty information. It saves me from

looking it up again. It's a wonderful trip down memory lane. I really wanted it! I use it frequently. I need it for work. It's precious to ME. It's precious to me AND others. It's important stuff. I need it for work or a specific project. It's legally required.

Only you can determine how important your files are, but start rethinking what you save in the first place.

The second problem is what happens if you lost this file. Here are some things to consider:

What will your reaction be? None because you forgot it was there. Say "So what." Pout for a few minutes. Cry for a few hours. Lose a night's sleep. Have a panic attack until I figure out how to rectify it. Curl up in a fetal position for numerous days. Take a sudden trip to the ICU ward of your local hospital.

What would I do if I lost it? Not even realize it's gone. Say "Oops" and forget about it. Recreate it easily. Spend a lot of time recreating it. Spend more money to get another copy. Be unable to recreate it. Lose your job or spouse. Be in potential legal trouble.

If you are the beginning point in the scale, you REALLY need to clean out files. If you are on the latter end of the scale, you REALLY need a backup plan. But do you just want to duplicate that big messy "pile?" So it's time for:

### **Organization**

Files are useless if you can't find them when you need them. You first must get in the habit of using meaningful names for your files, and try to keep them short. Advanced search options do allow you to search for a word or phrase in the document and on your entire hard drive. But that can be time consuming. The programs we use want to save files

where the programmers decided to set up as the default location. YOU need to take control of this by remembering to select the “Save” location or you are at their mercy. (Of course, it helps if you had initially set up some organization prior to doing this. However, you can still do it after the fact.)

It’s up to you how you want to organize your folders and files. One of the best ways to think about how to organize them is by considering how you would do it if they were all paper documents. Most people would get a filing cabinet and use some kind of system, such as tax returns in one section, legal certificates in another but fairly close, other legal documents, banking, etc. Well, do that with your electronic files. Create folders and subfolders. If you use specific programs for your banking, you can create shortcuts to the programs within the folders. You may need to add even more layers, but don’t be excessive. If you maintain important documents such as tax records, I would suggest that you create folders for these that are separate from the remainder of your documents, or not even store them on your computer at all.

Most of your document files wind up in the “My Documents” folder on your Windows machine. Most programs will separate out your photos, music and videos into the “My” files of coordinating names, or in a subfolder within the specific program’s folders. The problem is that hackers and phishers know where to look for these files. You should get into the habit of creating your own folders, just as you did when everything was kept in file boxes or filing cabinets. Keep sensitive information encrypted and in folders

OUTSIDE of the “My Documents folder.”

Once you have created your filing system, it’s time for the work of going through your files to make sure they still open—otherwise, why save it? Next, ascertain whether you still want or need them. One question you can ask yourself is, “Did I actually remember that I had this?” If the answer is “No”, then you might want to get rid of it. (That’s the problem with LOTS of hard drive space—we don’t get rid of anything.) Another option is to consolidate related information onto one file. (I know I started numerous documents with tips about a specific program, which I eventually just put into one document.) Depending upon how many you have, I suggest that you attack it a little at a time. You may find that you need to create more folders to accommodate the information you have accumulated.

While you are moving and checking your files, you might want to consider adding some “mouse over” information. RIGHT click the file, and then click on “Properties.” You can add comments, keywords, etc. Unfortunately, most of us do not do this. This can become very handy if you need to have the same file in multiple locations. Now you can note how many copies there are and where they are. Photos often require you to put this information in your metadata. There are programs that can help you do this, but most of the time the metadata is editable through your camera’s software. There are often batch renaming options included with this software, as well as other programs. Don’t forget to add notations about the people and places in those photos, especially if you want to share them with future generations. Now you



understand what programmers mean by “document, document, document!”

Additionally or as an alternative, you could use Microsoft’s One Note to create electronic loose leaf binders of information that can help pull information together. Or you could create links to your folders and use the program Fences to keep them grouped and hidden until you want them. Or you could actually create a database that can contain even more information and hyperlinks to your documents so they are but a click away. Use what works for YOU. But it still makes sense to create order and KEEP IT THAT WAY.

So you have slogged through all of your files scattered throughout the universe, created order from chaos, and provided possible cross-references and information. Great! But what happens if that drive dies? That’s why you need a:

### **Backup Plan**

The first step is making sure you have a physical medium to backup to. CDs and DVDs are quick and cheap, and there are lots of free burning programs, but they are usually not recommended, even by their manufacturers, for long term archiving of data. Thumb drives are a better option, but are also known to go bad, and do have a limited number of times they can be rewritten. (Granted, it’s a huge number, so you may want to keep a drive just for backups.) Hard drives provide the greatest longevity, and the old fashioned magnetic discs are recommended for the long haul. Of course, they can lose the data if they cross paths with a magnet. That’s why you should have at least two sets. Yep, the ol’ duplicate backup motif.

However, the aftermath of Superstorm Sandy, and her kin in other areas, proves that even if you backed up to

multiple drives, they would all be lost if they are saved in the same building. Backup physically to multiple sources, and at least one site away from where your main stockpile of data is stored. This includes the cloud, or another hard drive in a safe deposit box. Why a safe deposit box? Because of the way banks are built, they will survive most natural disasters. Also consider keeping your backup drives in a refrigerator. If you can get your hands on one of those small ones that college kids use, even if it is not running. We don’t want to keep the drives chilled; we just want to protect them from fire. (The insulation in your refrigerator, but especially the freezer, is so thick that items such as these would survive a fire that destroys the entire house.) You could use one of those locking fire proof boxes, except that most thieves just grab the whole box ... but not the icebox.

Now it’s time to backup. You can just simply copy files, especially those important, costly or irreplaceable ones, to another drive, and another. But please remember that certain files may only be opened with a specific program. Look into alternative programs that might be able to import the file. (The open source OpenOffice and LibreOffice both have a word processing program that will open most forms of MS Word documents. You may lose some formatting, but the text will be there.) Consider saving files with formats that can be opened by other programs without imports or conversions (.odt, .pdf or .txt). Of course, regular backups are a must.

Another alternative, especially if you have a lot of files that you want to save and are always editing them or adding new ones, but forget to backup your files is to build yourself a NAS



(Network Attached Storage device). Yes, you can buy them but you can also take an old computer and build one with the cross platform open source Free NAS. Your data will be backed up as you are working on it. This will also backup your entire system if you want it to.

Another choice is to use software specifically designed to use backups. Yes, all of the Windows operating systems from at least '98 had this. The problem is that you need to restore your backups with the same operating system. So if you backed up files in the Windows XP backup THAT is the OS you will need to be using to restore them.

Of course you can always look for third party software to backup your files and your system. Most offer the option for automatic backups. Some allow you to schedule specific times, but look for those that will do automatic backups at startup and shut down, especially if your computer is on at irregular intervals. Many of these are transferrable from one operating system to another, but make sure you check. Some come with bootable discs, so you can fully restore your system, programs and files to a new hard drive if your original one died. But still consider utilizing cloud storage as an additional backup, especially since many offer some free storage space.

Finally, remember to CHECK YOUR BACKUPS to make sure that they are working properly.

***Diane Fahlbusch is President of the ICON PC User Group, Long Island, NY. <<http://www.iconpcug.org>>.***

***This article first appeared in the February 2013 issue of The ICONPCUG Graphic <[editor \(at\) iconpcug.org](http://www.iconpcug.org)>.***

## **Got Windows 8? Then Get Start8 By Tom Kuklinski**

Some reviews of Microsoft's Windows 8 have been brutal. I have been using Windows 8 since December 2012. It is on a desktop and does not have a touch screen. It works well. I have not experienced a crash to date.

Overall, I do like Windows 8. Do I prefer it to Windows 7 or XP? Yes, I do! That is a powerful statement. Here is why.

Windows 8, like Windows 7 is pleasant to use. I find it overall to be aesthetic in appearance. It is like having two operating systems. The so called Metro-Modern Start Screen consists of blocks that contain your programs. There is no START BUTTON as in previous Windows versions. This look was made to conform to hand-held devices like phones and tablets. These devices use touch screens and this layout works. However, when using a traditional Windows 7 desktop, it almost becomes useless. There is no point to have it other than to remain consistent in appearance between hand-held devices and your desktop or laptop. Microsoft made one of these Metro-Modern Start Screen program blocks to access the good old traditional desktop of bygone Windows versions. EXCEPT, there is no START button like previous versions of Windows.

Some of the apps that are made for the Metro-Modern look may work differently than you would expect on a laptop or desktop application. For instance, Internet Explorer 10 when in the Metro-Modern mode will be in a minimalist mode. You will not have

the full robust appearance that you would be used to having if launched from a Windows 7 desktop. However, Microsoft did include the full version of Internet Explorer 10 in the Windows 8 desktop. Sounds confusing. It is, until you become accustomed to this. However, this difference really is not great. You can choose to stay in the familiar traditional Desktop mode that looks like Windows 7 and not visit the Metro-Modern Start Screen very much.

However, one great issue exists. This single issue may be the problem as to why Windows 8 has not been too successful. The START Button at the lower left corner of your screen is missing. Microsoft purposely left this button out. So if you use Windows XP, Vista or 7, you are familiar with the Start button and rely on it for just about everything you do. Picture it gone. Now you see the problem.

It is this anomaly that may have caused the negative reviews and caused slow sales of Windows 8. So Microsoft, wake up and give us that START BUTTON back.

Until Microsoft does include the Start Button, here comes a company that has been around for thirty years. It is Stardock <<http://www.stardock.com>>. This company created a program called START8. The purpose of this program is to put the good old Start Button back on the Windows 8 Desktop screen and have it function as before.

START8 costs a mere \$4.99. To me this is a bargain. Lets take a look at this START8. You need to download it from <<http://www.stardock.com>>. Then install it. Simple and done. You can customize this START. You can choose a STYLE. It can be the traditional Windows 7 theme or custom

to your preference. You may choose a Windows 8 style. You may have translucency, flag look START button or customize.

You also can choose, Large Icons, Show Recently used applications, Open sub Menus, create shortcuts, show Windows 8 Modern User Interface, control some Window 8 features—on and on.

That is about all it does. It is cheap and works well. This is one of those programs that is so obvious. In fact, this one program may actually increase sales of Windows 8.

I recommend this to anyone who uses Windows 8. Thank You Stardock.

**Tom Kuklinski** <[tkuklinski\(at\)gmail.com](mailto:tkuklinski(at)gmail.com)> is the President of Computer Users of Erie, PA. <<http://www.cuerie.com>>. This article first appeared in the April 2013 Issue of Horizons.

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## SEMCO Emergency Meeting

SEMCO faces some critical challenges that could make it difficult to continue. We need to have as many members as possible participate in a discussion of the future of SEMCO and how to address these challenges.

The current challenges include:

1. Lack of volunteers to do all the work.
2. Declining membership. We need ideas to increase membership.
3. Not enough speakers or presenters to cover both SIG-Computing and SIG-Techniques meetings.
4. No SIG-Techniques chairman.

Please attend an emergency meeting of the SEMCO membership to help resolve these and other vital issues so

that SEMCO can continue for years to come.

The meeting will be held in lieu of the September SIG-Techniques meeting at the offices of the Engineering Society of Detroit on Sunday September 8 starting at 3:45pm.



**BOARD MEETING**  
**August 11, 2013**  
**Carol Sanzi**

**Board Members Present**

President Mike Bader, Vice President Richard Jackson, Secretary Carol Sanzi, Treasurer Brian Brodsky, SIG-Computing Chairman Tom Callow and Members-at-Large Bob Clyne and Richard Fink. The board meeting was called to order at 12:07 p.m.

**Old Business**

Brian Brodsky reported that the current treasury amount equaled a total of \$8,717.57 with \$3,955.90 in the checking account and \$4,761.67 invested in three Certificates of Deposit. The membership currently is 71.

Tom Callow moved to reimburse Carol Sanzi for the purchase of lemonade mix costing \$4.00. Brian Brodsky seconded the motion and it was carried.

Tom Callow moved to have an Emergency Meeting in September and that it be posted in the SEMCO DATA BUS. He then withdrew the motion for lack of a second.

Tom Callow moved to have the Emergency Meeting during the SIG-Techniques time slot at the September meeting. It is to be announced at today's General Meeting, in next month's DATA BUS, and on the SEMCO web site. Richard Jackson seconded the motion and it was carried.

Richard Jackson reported that the charges for 6 months of Meetup.com service were \$60 instead of the predicted \$72. Therefore, he will be reimbursed \$60 as approved by the board last month. Tom Callow moved to reimburse Warner Mach the difference in the charged amount and the amount he donated subject to Warner accepting the refund. Richard Jackson seconded the motion and it was carried.

Tom Callow moved to reimburse the exact amount, not exceeding \$60, to Carol Sanzi for the purchase of the award plaque. Bob Clyne seconded the motion and it was carried.

**New Business**

Tom Callow moved to remove the distinction between New and Old Business during the Board Meetings. Bob Clyne seconded the motion and it was carried.

Bob Clyne moved to adjourn. Tom Callow seconded the motion and it was carried.

Tom Callow moved to un-adjourn the Board Meeting. Bob Clyne seconded the motion and it was carried.

Bob Clyne requested direction as to what to do with the SEMCO telephone answering machine. Tom Callow moved for the disposal of the answering machine. Bob Clyne seconded the motion and it was carried.

Tom Callow moved to adjourn at 12:31 p.m. Bob Clyne seconded the motion and it was carried.

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**SIG-Advice**

At the SIG-Advice meeting on Tuesday, July 2, 2013 Bob Clyne was elected chairman of SIG-Advice.

## SPECIAL INTEREST GROUPS (SIGS)



### **SIG-COMPUTING** Tom Callow

**September 8 1:45 p.m.: Everything You Wanted to Know About Batteries and Other Neat Technologies:** Barry Murphy of Batteries Plus will present all the latest technologies related to batteries. Things such as what is the best way to keep laptop and cell phone batteries healthy? Is there anything we can do if the battery in our UPS goes bad? He will show us neat things such as LED flashlights and battery chargers. We have always enjoyed Barry's presentations in the past and this should be no different.



### **SIG-LINUX** Brian Brodsky

**September 24 (Tues.) 6:45 p.m.: System Monitoring Tools:** SIG-Linux chairman Brian Brodsky will discuss Linux system monitoring tools. **Where:** At the home of Richard Jackson, 10495 Kingston, Huntington Woods, MI 48070. Call Richard at (248) 546-3694 for directions.

### **SEMCO Emergency Meeting**

**September 8 3:45 p.m.: SEMCO Emergency Meeting:** Instead of the usual SIG-Techniques meeting, there will be a special emergency meeting to discuss SEMCO's future and how to address the challenges that SEMCO is facing. More on page 17.



### **SIG-PROGRAMMING** Richard Jackson

**September 21 (Sat.) 2:00 p.m.: Visual Basic 2010 Express:** Chapter 6 including the associated programming exercises of the book "Microsoft® Visual Basic® 2010 Step by Step." **Where:** At the home of Richard Jackson. Contact Mr. Jackson for full details: (248) 546-3694.



### **SIG-ADVICE** Bob Clyne

**September 3 (Tues.): 5:30 p.m.: General discussion.** At the Madison Heights Library located at 240 West 13 Mile Rd. one block West of John R. The parking lot entrance is off Brush St. The lot and entrance to the library are located on the north side of the library.

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**October DATA BUS DEADLINE (7th day after 2nd Sunday in month)**  
**SEMCO Input and Members' Ads—Deadline: Sun., September 15, 11:59 p.m.** Members' personal ads are free. To mail, use Editor [address on Page 2](#); e-mail address: [<clayne@mich.com>](mailto:clayne@mich.com). PLEASE send to arrive sooner than deadline.  
**Business Ads - Deadline: Second Friday monthly.** Contact Editor ([address Page 2](#)).

**Bob Clyne**

[clyne@mich.com](mailto:clyne@mich.com)

(to post monthly computer group info)

**CALENDAR-OF-EVENTS  
OTHER GROUPS**

**COMP (Computer Operators of Marysville & Port Huron)**

September 4, 7 p.m. Acheson Community Resource Center, 514 McMorran, Port Huron, MI Jane Wheatly 810-982-1187 or Pam Raisanen E-mail: <[bwcompinfo@gmail.com](mailto:bwcompinfo@gmail.com)>. Web: <<http://www.bwcomp.org>>. Topic: Artificial Intelligence.

**DITUG: Detroit IT User Group (Formerly Focus: Hope IT User Group)**

1400 Oakman, Detroit, MI. 48238. Web info <<http://www.ditug.org/>>. See web sites for details. Pre-registration required.

**HUG (Holly User Group)**

September 14, 9 a.m.–noon (2<sup>nd</sup> Saturday) Groveland Twp. Fire Hall, 3085 Grange Hall Rd. & Dixie Hwy., Holly, MI. 48442. Ron McCauley 810-629-9683. Topic: TBA.

**MacGroup-Detroit**

September 22, 3:00 p.m., Birmingham Temple, 28611 West 12 Mile Rd., Farmington Hills. Info: Terry White, <[terry@macgroup.org](mailto:terry@macgroup.org)> or 248-569-4933 <<http://www.macgroup.org>>. SIGs: 2:00 PM. Topic: TBA.

**MacTechnics, (MAC User Group)**

September 21, See web site for topic, meeting time and location <<http://www.mactechnics.org>>. JoAnn Olson at 248-478-4300. Topic: TBA.

**MDLUG (Metro Detroit Linux User Group)**

September 14. 12, 12:30 p.m., (2<sup>nd</sup> Saturday); Michigan Network Services, 1677 W. Hamlin Rd., Rochester Hills, MI 48309. Web: <<http://www.mdlug.org>>. Topic: TBA.

**Motor City Free Geek**

Every Saturday 1 p.m. to 5 p.m. 1511 Jarvis St. Suite #10, Ferndale, MI 48220 <<http://www.motorcityfreegeek.net>>. E-mail: <[MotorCityFreeGeek@gmail.com](mailto:MotorCityFreeGeek@gmail.com)>. Recycling & Open Source.

**MUG (Michigan User Group)**

September 10, 6:30 p.m., (2<sup>nd</sup> Tuesday): Farmington Community Library-Main Branch, 32737 W. 12 Mile Rd., Farmington Hills, MI. 48334. <<http://www.mug.org>>. Topic: TBA.

**Oak Park Computer Club**

Every Fri., 10:30 a.m. at Panera Bread—in the Cornerstone Mall (on the west side of Greenfield, south of Mt. Vernon) just north of Kroger. Including Q&A.

**Royal Oak Computer Club**

Every Wed., 12:30 to 2:30 PM at Mahany/Meininger Senior Community Center, 3500 Marais Ave., Royal Oak, 48073. Near Crooks & 13 Mile. Guest speakers & regular monthly speakers. <<http://tinyurl.com/royaloakcc>>.

**SHCC (Sterling Heights Computer Club)**

September 3, 7:30 p.m. (1<sup>st</sup> Tues); Macomb Community College South Campus, Bldg. K, 14500 E. 12 Mile Rd. Don VanSyckel <[Don@VanSyckel.net](mailto:Don@VanSyckel.net)>, 586-731-9232; Web: <<http://www.SterlingHeightsComputerClub.org>>. Topic: Windows 8.1 Usability - Leveraged for Touch and Non-Touch Devices.

## Help Wanted—Presenters

SEMCO needs members to do meeting presentations. We have meeting presentation slots that we need to fill and there is probably some aspect of computing that you could do a presentation on, whether it's hardware or software; PC, Mac, tablet, smartphone or some other electronic device; Windows, Mac, iOS, Android, Linux or some other OS; an 'app,' utility or other program.

Contact Richard Jackson  
248-546-3694 or Tom Callow  
248-642-5770 9-5 if you can help.



## AUGUST REFRESHMENT DONORS

Coordinator: Richard Jackson

### Donors:

Brian Brodsky  
Carol Sanzi  
Ken Phillips

Note: For the Key Word to get a 40% discount see Mike Bader.



User Group Members SAVE 40%  
learn • master • create

[www.focalpress.com](http://www.focalpress.com)

## COMPUTER RESOURCE PEOPLE

This is a list of people willing to be resources for members to contact when they have hardware or software questions.

Are you willing to help members learn?

Which software programs are you familiar enough with?

It is not necessary to be an expert, but just have some familiarity with the program and be willing to help someone starting to learn it. Please give this some thought and volunteer at the next group meeting.

**Almost Anything:** Vander-Schrier

**AutoCAD:** Comptois

**Genealogy:** Cook

**Geocaching:** Cook

**IBM PC Hardware Issues:** Clyne, Yuhasz

**Linux:** Brodsky

**Mac Hardware and OS Issues:** Yuhasz

**MS Office for Windows:** Callow

**MS Word:** Clyne

**Networking:** Callow

**Novell Netware:** Yuhasz

**Operating Systems:** Callow, Clyne, Yuhasz

**Quicken:** Clyne

**Security:** Bader

Bader, Mike—586-447-6683, 9 am–8 pm.....	<a href="mailto:mdbader@flash.net">mdbader@flash.net</a>
Brodsky, Brian—248-391-9125, 5–7 pm+weekends..	<a href="mailto:brianbrodsky@ameritech.net">brianbrodsky@ameritech.net</a>
Callow, Tom—248-642-5770, 9 am–5 pm.....	<a href="mailto:tcallow@monaghanpc.com">tcallow@monaghanpc.com</a>
Clyne, Bob—810-387-3101, 9 am–10 pm.....	<a href="mailto:clyne@mich.com">clyne@mich.com</a>
Comptois, Jerry—248-651-2504, anytime	
Cook, Stephen—313-272-7594, eves.....	<a href="mailto:scook48227@ameritech.net">scook48227@ameritech.net</a>
Lis, Bernie—248-669-0101, 10 am–8 pm.....	<a href="mailto:BerLLis@comcast.net">BerLLis@comcast.net</a>
Vander-Schrier, Jack—586-739-7720, 12–8 pm.....	<a href="mailto:jvanders@comcast.net">jvanders@comcast.net</a>
Yuhasz, Steve.....	<a href="http://Help@yuhasz.org">Help@yuhasz.org</a>



SOUTHEASTERN MICHIGAN  
COMPUTER ORGANIZATION, INC.

## SEMCO CALENDAR

Engineering Society of Detroit  
20700 Civic Center Dr., Suite 450, 4th Floor  
Southfield, MI. 48076

**September 8—SUNDAY (Meet 2nd Sunday)**

**SEMCO Board Meeting at 12:00 noon.** For Officers and SIG Chairpersons.  
Other members are invited to attend.

**SEMCO General Meeting at 1:30 p.m.**

### **Special Interest Groups (SIGs)**

**SIG-COMPUTING, 1:45 p.m.:** Everything You Wanted to Know About Batteries and Other Neat Technologies: Barry Murphy of Batteries Plus will present all the latest technologies related to batteries. Things such as what is the best way to keep laptop and cell phone batteries healthy? Is there anything we can do if the battery in our UPS goes bad? He will show us neat things such as LED flashlights and battery chargers.

**SOCIAL PERIOD, 3:15 p.m.:** Refreshments! (Reminder: Keep it neat & tidy.)

**SEMCO EMERGENCY MEETING:** Instead of the usual SIG-Techniques meeting, there will be a special emergency meeting to discuss SEMCO's future and how to address the challenges that SEMCO is facing. More on page 17.

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**October 13—SEMCO Sunday.**

<http://www.semco.org>

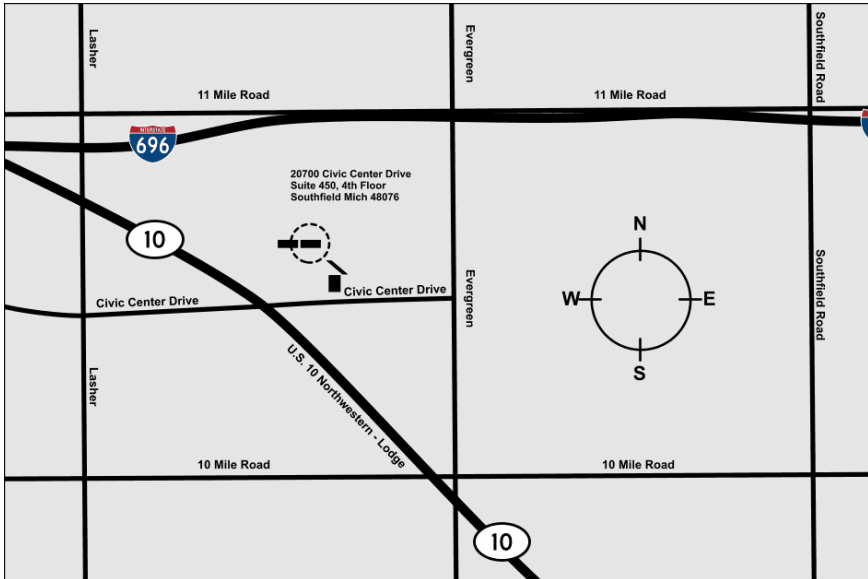
**PUBLIC INVITED**

(Please copy this and the next page to post on your bulletin board)



SEMCO Meetings at [Engineering Society of Detroit](#)  
20700 Civic Center Drive, Suite 450, 4th Floor  
Southfield MI 48076.

42°29'7" N by 83°14'29" W



From I-696 exit at Evergreen. Take Evergreen south to Civic Center Drive. Civic Center Drive is about halfway between I-696/Eleven Mile Rd. and 10 Mile Rd. Turn west, right if you are coming from the north, onto Civic Center Drive. Follow Civic Center Drive, watching the number signs on the right. When you get to the 20700 sign turn right, north, and follow the drive until you arrive at the southwest corner of the brown building with the Engineering Society of Detroit sign near the top. Turn right, east, and go past the front of the building. When you reach the end of the building, turn left, north and go to the back of the building and turn left, west, again. The parking lot will be on your right. The entrance is in the center of the building. Park in back of building. Enter the rear door. The ESD office is on the fourth floor.



**SouthEastern Michigan  
Computer Organization, Inc.  
P.O. Box 707  
Bloomfield Hills, MI 48303-0707**

**SEMCO (future meetings)  
September 8  
October 13**

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Helping People for the 21st Century**