# The Gigabyte Gazette

The Monthly Newsletter of the

Sun City Summerlin
Computer Club

September 2013

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# Vice-President's Message

by Tom Burt

### Computer club friends,

Club President George Lobue is still away on vacation, so I'm filling in this month. George will be back in October.

For September our club activities reawaken. We have a nice line-up of seminars, classes and SIGs. Bill Wilkinson is launching a new hands-on class called "Windows 8 – Basics and Beyond". See the "Classes" section for details.

Reminder: our **monthly General Meeting** will be at 7 PM on Thursday, September 5<sup>th</sup>, featuring a talk by Chad Indrieri of Embrace Technical Services on Android smart phones and tablets.

The latest from computer industry press pundits is that Microsoft Windows 8.1 will be available to the general public in the retail channels around mid-October. For those already running Windows 8, Windows 8.1 will be available as a free upgrade. For users of earlier versions of Windows, pricing has not yet been announced. I'm still hopeful that Microsoft will again have a period where they offer steep promotional discounts for upgrades from earlier version of Windows.

Meantime, in the Mac universe, Apple is starting to talk up a new release of Mac OS, code-named Mavericks. Per Bill Euler, the name Mavericks comes from a surfing location near Half Moon Bay. Mavericks is a significant departure from recent releases of Mac OS. Here's a hyperlink to a ZDNet "test drive" photo gallery:

http://www.zdnet.com/apples-os-x-mavericks-hands-on-in-pictures-gallery-7000019092/

Tom Burt, Vice-President 341-7095 tomburt89134@cox.net

# **Issue Contributors**

Irene Burt	Tom Burt	Zane Clark
Tammy Collins	Stu Gershon	David Kretchmar
Pat Lemay		Howard Verne

# **Submissions Welcome**

We are always looking for new information to share with our club members. If you have computer or technical information you would like to share with members of the club via our "Members Helping Members" section of the Gigabyte Gazette, send your articles to Tom Burt at <a href="mailto:tomburt89134@cox.net">tomburt89134@cox.net</a>. Thank you to everyone for your contributions.

# **SCSCC Board of Directors Actions**

The Computer Club Board of Directors took the following actions on August 7, 2013

Howard Verne made a motion that the minutes of the June 12, 2013 Board of Director's Meeting be approved as submitted. The motion was seconded by Ed Barkin and unanimously approved by the Board.

Irene Burt made a motion to transfer \$5,000 from savings to cover the cost of the Volunteer Luncheon expenses. The motion was seconded by Howard Verne and unanimously approved by the Board.

# **General Membership Meeting**

Our next **General Meeting** will be at **7 PM on Thursday, September 5<sup>th</sup> in Desert Vista Room 5**. Our program will feature **Chad Indrieri** of **Embrace Technical Services** talking about Android smart phones and tablets. This session may be helpful if you're a new Android tablet owner.

# **Welcome New Members**

The following new members joined the Computer Club between July 23<sup>rd</sup> and August 23<sup>rd</sup>.

Jerry Barksdale
Maria Barksdale
Bertha Barrett
Lloyd Barrett
Helen Brown
John Case
Ruth Crane
Sara Crosby
Wilma Ehrens
Kathryn Englund
Barbra Feigenbaum
Loretta Granger
Lea Hahn

Sally Howarth
Bill Kidd
Brenda Matson
Jean Mizzi
Vincent Mizzi
Amy Pennington
Colleen Perry
Lloyd Perry
Nadine Robetor
Gary Skelton
Janelle Skelton
Ilene Wagner

# September 2013 Calendars

To view the September classroom and lab calendars, click the following hyperlink: <a href="http://www.scs-cc.com/Calendars/scscc">http://www.scs-cc.com/Calendars/scscc</a> calendar 2013-09sep.pdf

# **Members Helping Members**

"Members Helping Members" is a column that includes computing tips and information that our members find useful and that they would like to share with their fellow SCSCC members. Please email your tips to the GG Editor, Tom Burt, at: <a href="mailto:tomburt89134@cox.net">tomburt89134@cox.net</a> with the title "GG: Members Helping Members".

# The "Microsoft Tech Support" SCAM

### **Tom Burt**

This month I want to highlight for our members a persistent and malicious SCAM that is harassing residents all over Sun City. The general nature of the SCAM is that you get phone call from a man with an Indian accent who claims to be from a technical services company contracted by Microsoft. The caller claims that they have detected that your PC has a serious virus infection that needs to be cleaned. The caller then asks that you allow him to remotely connect to your PC so that he can do a detailed scan to analyze the severity and extent of the infection.

If you are skeptical, he may ask that you go to a company website so that you can see they are "legitimate". The man will then tell you the make and serial number of your PC as proof that they were able to detect the virus on your PC. The caller is very insistent that you need to act NOW. The call goes on and on, with the caller trying to persuade you to allow him to access your PC.

Let me shout this out ... **THIS IS A TOTAL SCAM!!!** Microsoft has NO such company contracted and there is no way they can detect viruses on your PC in advance of the call. My wife and I had been receiving these calls about 3 times a week for a month or two. They die down for a while and then start up again. I believe they are just calling all the phones in the 89134 (Sun City) zip-code, knowing there are lots of seniors who aren't tech-savvy and are likely to be easy marks.

The goal of this SCAM is to get you to allow them to access your PC remotely. If you allow this, they will actually install viruses and other malware – particularly keystroke loggers. The "scan" of your hard drive will actually be done, but with the goal of collecting all the account numbers and passwords they can find. This will make it much easier to steal your identity. Finally, having completed the scan, they will tell you your PC has hundreds of viruses and that they can clean them off for a fee of \$400. Of course, your PC now IS infected and may not run properly.

The answer to this is simple. If you receive one of these calls: JUST HANG UP!

I learned some of the particulars described above as a result of a call from a Sun City resident who had been taken in by the SCAM and allowed the caller to remotely connect to his PC. After the "scan" he also paid the requested \$400 (by credit card) so they got his credit card number as well. He became suspicious and called the card company to cancel the transaction and the card. But, when I spoke to him, he was worriedly contacting all his other financial account holders. I advised that he was a victim of fraud and probably of identity theft and should call Metro to report it.

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# **Special Interest Groups**

Special Interest Groups (SIGs) provide a forum for general discussion on a specific computer related subject. Admission to all SIGs is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom <W> or <M> or <H> indicate whether a SIG would be of interest to a Windows, Macintosh or Hand-held Device (i-thing or Android) user.

### Android Devices Q&A Group <H>

3rd Wednesday, 1 p.m.

Jack Spargo and Pat Lemay

This group isn't quite ready to declare itself a SIG, but meets monthly. It serves as your forum for learning about and discussing Android-based phones, tablets and e-Reader devices. This group is for Android hand-held device users of all experience levels.

### Creative Photography <W>

 $2^{nd}$  Thursday, 1:00 p.m.

Edith Einhorn (838-7267)

This is a participatory SIG with a focus on intermediate level tools and techniques for taking and working on your digital photos. Members are encouraged to suggest topics, ask questions, and share ideas and techniques for enhancing, sharing and archiving photographs. Demos of interesting ideas and techniques will be an integral part of each session.

### Digital Media <W>

3rd Thursday, 9:00 a.m.

Tom Burt (341-7095)

The Digital Media SIG provides a forum for members interested in all aspects of computer-based digital sound and video to meet, discuss, and learn more about the topic. The SIG's target audience is intermediate to advanced digital media users, but all members are welcome.

### Genealogy <W>

2nd Thursday, 10:00 a.m.

Karen Ristic (749-6489)

Genealogy is one of America's most popular and rewarding hobbies. Come; let us help you find your ancestors on the Internet. We will explore helpful, free, sites and assist you in building your family tree.

### GMail and Other Google Programs < W/M>

1st Thursday, 10:00 a.m.

Pat Lemay (254-1499)

Pat has adapted her popular Gmail seminar to become a regular monthly SIG. All members are welcome. This is your place to learn about all things Google.

### iPad SIG <iPod, iPhone, iPad>

4th Thursday, 10 a.m.

Zane Clark (562-3684)

This SIG will be your forum for learning about and discussing the Apple iPhone, iPod and iPad tablet devices. It's for Apple hand-held device owners of all experience levels.

### Macintosh Users' Group <M/H>

2nd and 4th Tuesday, 6:30 p.m.

Ed Barkin (243-6597) and Rose Mary D'Aloisio (255-2813)

This SIG is for Macintosh users of all experience levels. We will have Q&A, so bring your questions and/or problems.

### Photoshop <W>

2nd and 4th Wednesdays, 6:30 p.m.

Un-moderated discussion group

This SIG will provide you with an overview of many of the basic elements found in both Adobe Photoshop and Adobe Photoshop Elements, two extraordinary photo retouching, image editing, and color painting software programs. The Adobe Photoshop programs offer the tools to get professional-quality results. If you wish to enhance your photographs, this SIG will be most helpful and of great value. This SIG's target audience is intermediate to advanced digital imaging users, but all members are welcome.

### Picasa <W>

3<sup>rd</sup> Mondays, 1:00 p.m. (*Dark for the summer, back in October, 2013 through May, 2014*) Stu Gershon (255-3309)

Stu will be conducting this SIG as a monthly workshop, using Picasa 3 as the tool for organizing and editing digital photos. This SIG's target audience is beginner to intermediate digital photography users, but all members are welcome.

### Repair Lab <W >

Every Tuesday, 1:00 p.m. to 4:00 p.m.

Chuck Wolff (233-6634), George Lobue (256-0822)

The Repair Lab provides **CLUB MEMBERS ONLY** with no cost assistance for those having upgrades and / or hardware and software problems with their computers. Bring in only your PC tower and your problems. Our TECH team will give you our best effort. **Be sure to mark your cables so you can reconnect when you get home**.

# **Kaffee Klatches**

Kaffee Klatches provide a forum for general discussion on all computer-related subjects. Admission to all Kaffee Klatches is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom.

### Beginners Kaffee Klatch < W/M>

Every Saturday, 9:00 a.m. Bill Wilkinson (233-4977)

If you are a novice or near-beginner computer user, or if you just want some refresher information together with a refreshing cup of coffee, then jump-start or recharge your computing knowledge by attending the BKK sessions. At each session, attendees will explore from one to four topics of particular interest to beginners and near-beginners. The topics are always announced a couple of days in advance via e-mail to SCSCC members who have subscribed to the club's message board. Each topic is presented in a step-by-step manner and is supported by "how to" notes that can be easily and conveniently downloaded from the BKK web page. Following each "up front" presentation of one or more topics (approximately 60 minutes in duration), an informal open-ended Question and Answer period takes place for those who wish to participate, listen, reflect, or inquire.

### **Windows 8 Tutorial**

Every Saturday at 10:30 am

Tutor: Bill Wilkinson

Each session will be devoted to assisting new Windows 8 owners in becoming familiar and comfortable with Microsoft's newest operating system for desktop and laptop computers. Assistance will be given individually or in small groups as circumstances warrant. Bill's notes are available by clicking HERE.

### Kaffee Klatch < W/M/H>

Every Tuesday, 8:30 a.m. Sandy Mintz (838-2525)

This KK is for all users from beginning to advanced. The KK discussions are not restricted to any one subject, computer platform or computer-knowledge level but should be computer or technology related. We will try to answer your questions, help you keep your systems updated and provide some useful "tips and tricks." If you have a tip or information you would like to share, we encourage you to bring it in and share since the SCSCC is built on "neighbor helping neighbor." The fellowship is great, the coffee is good, and the education received from the KK attendees is priceless. Stop by on Tuesday morning and have a cup of coffee with us.

# **September 2013 Classes**

Because there are a limited number of computer stations available for handson participation, pre-registration is necessary for all classes. See individual class descriptions for details on how to register.



### **BOOT CAMP CLASSES**

There are no Boot Camp classes in September. The next class dates are: October 21, 22, 24, 28, & 29. Each Session Meets from 9:00 am-noon in the computer lab

### Lead instructor: Bill Wilkinson

If you know of friends in the Sun City Summerlin community who may be interested in taking this class (see the following course description), would you

let them know that this program is available?

## **Boot Camp Course Description:**

Boot Camp is an introductory course designed for residents who are new to computing and/or the Microsoft Windows operating system. It also serves as an excellent review for intermediate users who want to fill some gaps in their computer knowledge.

This hands-on class has a **limited enrollment of 12** with each participant working at an individual computer station in the Computer Lab. A multi-member team of lead instructor and three coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance.

Participants will be introduced to the basic vocabulary and concepts necessary to establish an understanding of Windows. They will be instructed in practical techniques for managing and organizing their own data files, will be introduced to important strategies for working successfully with word processing documents, email, and the Internet, and will learn how to read and write data from and to a portable flash drive. Those participants who own a digital camera will be invited to actively participate in a hands-on experience of copying photos from their camera to their provided thumb drive, utilizing their newly acquired skills of file management.

# **Boot Camp Registration Details:**

To seek additional information or to register for the class, please telephone **Bill Wilkinson at 233-4977.** He will register you for the **August** class and collect the course fee by mail.

**Prerequisites:** Must be a 2013 Club member (currently \$5 membership dues) and own a computer with the Microsoft **WINDOWS XP, WINDOWS VISTA**, **WINDOWS 7, OR WINDOWS 8** operating system installed.

**Course Fee:** Fifteen dollars (\$15.00); materials include a 159-page participant's manual specifically written for Sun City Summerlin residents, and a portable flash drive.



Windows 8 Class "Conquering the Basics and Beyond"

Lead Instructor: Bill Wilkinson, supported by 4-6 coaches

9 am - 12 noon September 23, 24, 26

(Monday, Tuesday, Thursday)

**Location: Computer Lab** 

# Making an Easy Transition From Earlier Editions of Windows

This course includes 164 "how-to" activities contained within a 107-page participant's manual that has been designed specifically for club members who have already moved to the Windows 8 operating system or who anticipate moving up from Windows XP, Vista or 7 in the near future.

The 9-hour hands-on class will be held over three days with each registered participant using one of the twelve Windows 8 computers in the lab.

Prerequisite: Some previous experience in using one of Microsoft's operating systems.

2013 membership in the Computer Club (\$5 for remainder of the 2013 calendar year)

Program fee: \$10 (which includes a 107-page participant's notebook)

To register or obtain further details about the class, contact: Bill Wilkinson at 233-4977.



**Gmail (Google Mail)** 

**Instructor: Howard Verne** 

Wednesday, September 18, at 1PM

**Location: Computer Lab** 

This class is for beginners as well as experienced users, Windows8/Windows 7/Vista as well as XP users. You will sign up for a FREE Google email account. No software need be installed. No more fighting Hotmail/AOL/Outlook Express/Windows Live Mail/etc. You will learn how to: send and receive mail from ANY computer ANY operating system, ANYWHERE in the world; view attachments (e.g., pictures) and download them to your computer; send attachments as part of your email; set up contacts/address book; and recognize phishing and spam emails.

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance. There is no fee for this class.

**Registration:** to register, send an email with your first and last name, association number, and the word "GMAIL" in the body of your message to <a href="https://www.nessage">hverne@yahoo.com</a>.

**Handout**: Can be found at <a href="http://www.scs-cc.com/smnr/GMAIL.pdf">http://www.scs-cc.com/smnr/GMAIL.pdf</a>. Please print it out and bring it to class.

# **September 2013 Seminars**

For Computer Club seminars, there is no requirement for advanced registration unless explicitly stated. Seating is first-come, first-seated.



# **Creating Documents and Spreadsheets in Google Drive**

Thursday, September 19th at 1 PM

**Instructor: Pat LeMay** 

**Location: SCSCC Classroom** 

Google Drive lets you store and access your files anywhere – on the web, on your hard drive or on the go. Create data in Google Drive or upload it from your computer and your files go anywhere you do. Once your data is on Google Drive you have access on any of your devices with an Internet connection. Google gives you 5GB of free storage, but anything created or uploaded into Google's format is not counted against your 5GB of storage, so you virtually have unlimited free storage.



**Building a Personal Website with Google Sites** 

Wednesday, September 25<sup>th</sup> at 9 AM

**Presenter: Tom Burt** 

**Location: SCSCC Classroom** 

Building and managing a personal or business website can be a challenge, even for experienced computer users.

**Google Sites** offers an alternative that allows you to easily set up and manage a professional-looking website. Even better – it's **FREE**! Google Sites currently hosts many business and personal websites.

This two-hour session will walk through the steps to set up a free account at Google Sites and then to use the web-based authoring tools to create an interesting, great-looking custom personal website. We'll cover how to do simple text posts and then add pictures and other media. We'll look at how to customize the look and feel of your site using templates. We'll look at some of the Google Sites tools that help you manage your site. Finally, we'll look at some guidelines to help make your website easy to use.



# Using the Cloud to Store and Sync your Information

Wednesday September 25<sup>th</sup>, 1:00 pm

Presenter: Howard Verne Location: Classroom

Do you have a desktop and a laptop?? Do you have a PC (or Mac) and a tablet or smartphone? Would you like to have the same information available from any device? Would you like to, not only be able to share info, but have an off-site backup of the data (with no work on your part)?

Then come to the seminar and learn about such tools as *Dropbox*, *Google Drive*, *Sky Drive*, *iCloud*, *Amazon Cloud Drive* and *P2P Sync* 

Additional Features: Demonstrations of sharing using SkyDrive and DropBox



# **Digital Photography Column**

### by Stu Gershon

(This column first appeared in March, 2011)

# How to Get Help on the Web?

For the past twenty-five years, my friend Paul has either built or modified my desktop computers. Whenever I would have a problem, I would call Paul and he would try to solve it. A few years ago, while he was "solving" one of my problems, I heard the clatter of a keyboard and I asked him, "What are you doing?" He responded, "I'm asking Google the question you asked me!"

Since then, instead of calling Paul twice a week, I call him about once a month. The rest of the time I solve my own problems by asking Google! If you have any questions, start your web browser, go to "Google.com", and type in your question. Within seconds, pages of links to articles either discussing your problem or providing you with the solution will appear. It saves lots of stress! Now there are many solutions for people who dabble in Digital Photography on the web.

One of my students recently sent me this link: <a href="http://www.lexar.com/dp/tips\_lessons/index.html">http://www.lexar.com/dp/tips\_lessons/index.html</a>

This is a series of tips and lessons pertaining to Digital Photography. This website is sponsored by Lexar, one of the leading producers of flash memory cards, so many of the pages will have ads, but the information is useful and helpful.

Another website, sent to me by the same student is: http://www.shortcourses.com/index.htm

This offers complete "small" courses on various topics in Digital Photography. As with the first, there are commercial ads on each page so consider this when you go to this site!

A third is http://www.digicamhelp.com/index.php

And consider the same caveats for this website!

A forth website is http://malektips.com/digital\_photography\_help\_and\_tips.html

As with the others, consider the source!

Besides offering assistance, there are a few websites which provide help in editing images. Most of them ask you to "join" and many of them are still FREE! They work like simple photo-editing programs, but they are "web-based" which means you have to upload your photos to the site and do your editing at the site. This also means you have to be connected to the Internet to do this editing. WHY should you use these services when you can use Picasa or other programs on your computer without being connected to the web? The answer is that some of them allow you to do more sophisticated "edits" than Picasa or

similar programs and then you can order prints (which is really the ulterior motive for most of these services).

One of the newest of these services is <a href="http://www.picnik.com/">http://www.picnik.com/</a>

This site, by the time you read this, may be charging a small membership fee! Another site is <a href="http://www.snapfish.com/tourediting">http://www.snapfish.com/tourediting</a>.

There are many others.

By the way, all the information researched for this article was found at Google.com

Good luck in searching and hunting for information!

Stuart Gershon is known as "The Digital Doctor". He has given hundreds of classes in the New York area and in Las Vegas. You can get more information and the schedule of his classes at: <a href="www.DigitalDocOnline.com">www.DigitalDocOnline.com</a>. If you ever have any questions, you can send them to <a href="stugershon@gmail.com">stugershon@gmail.com</a> and he will answer them. However, you can usually find an answer to ANY question by going to Google.com and typing in the question. There are always answers out there on the Internet!

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# iPad News and Tips

by Zane Clark

# iPad's Built-in Apps

(This column first appeared in March, 2013)

When you turned your iPad on for the first time, you found several apps already on your device. These are apps that Apple has determined would be good starter apps for you. There is the web browser **Safari**, and the email app, **Mail**, as well as several others. Among the others, I have found one of the most useful is **Notes**, and in fact I am writing this column using Notes.

Using one of its features, I will be able to email this without leaving the app. Another feature is the links that are automatically created whenever you type in a street address or a URL for a web site. When you click on the street address, it will open up the **Maps** app, pinpointing the address. Clicking on the URL will take you directly to the site.

And while we are on the Maps app, I have used it extensively as a GPS with no problem, in spite of the negative reviews it received when it was introduced.

Another of the apps that is very handy at times is the **Clock**. It can easily be used as a timer, a stop watch, or an alarm, with large clear numerals.

The **Photo** app is an excellent place to store and arrange your photos. You can create albums and easily organize your photos in the albums. It is also possible to do some minimal photo editing with the app, including cropping, rotating, and fixing red eye.

I use most of the included apps, some much more than others. Unlike apps you download from the App Store, you cannot delete these apps. For the apps I never use, such as Game Center, I move them to another screen to make room for apps I do use. Try out all of these apps.

As usual, if you have any questions, send me a note at: zclark@cox.net

# Kretchmar's Korner

# By David Kretchmar, Computer Hardware Tech

### How to Create an ISO Image File from a CD, DVD, or BD

Creating an ISO file from any disc is pretty easy with the right free tool and is a fantastic way to backup important CDs, DVDs, or BDs to a hard drive, or to create a bootable disk from a bootable disk.

Creating and storing ISO backups of your important software installation discs, (including operating system setup discs) is a smart plan. Compliment that with an online backup service and you have a near bulletproof disc backup strategy.

ISO images are great because they're self-contained, perfect representations of the data on a disc. Being single files, they're easier to store and organize than simple copies of the folders and files on a disc would be.

Windows doesn't have a built-in way of creating ISO image files so you'll need to download a program to do it for you. Luckily there are several free tools available that make creating ISO images a really easy task.

Download BurnAware Free, a completely free program that, among other tasks, can create an ISO image from all types of CD, DVD, and BD discs. I have had good luck with this program.

**Important:** There is a "Home" version of BurnAware that is free and other versions of BurnAware that is not free. The "Free" version is capable of creating ISO images from your discs, which is our goal.

BurnAware Free works in all versions of Windows.

Install BurnAware Free by executing the BurnAwareFree setup file you just downloaded.

Important Note: BurnAware Free tries to get you to install a browser toolbar from AVG during installation. If you're not interested in doing that, you can skip the add-on by choosing Custom installation (always a good idea) and making sure all three boxes are unchecked. You also want to uncheck the "Add BurnAware to AutoRun" menu option near the end of the install.

Run BurnAware Free, either from the shortcut created on the Desktop, or automatically via the last step in the installation.

Once BurnAware Free is open, click on Copy to Image.

The Copy to Image tool will appear in addition to the existing BurnAware Free window that's already open.

**Note:** You might have seen a Make ISO icon next to Copy to Image but you don't want to choose that for this particular task. The Make ISO tool is for creating an ISO image not from a disc, but from a collection of files you select, like from your hard drive or other source.

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From Source, choose the optical disc drive that you plan on using. If you only have one drive, as most of us do, you'll only see one choice.

Click or touch Browse.

Navigate to the hard drive folder location that you want to create the ISO image file in, give the soon-tobe-made file a name in the File name text box, and then click or touch on Save.

**Note:** Optical discs, especially DVDs and BDs, can hold several gigabytes of data and will create ISOs of equal size. Make sure that whatever drive you choose to save the ISO image to has enough room to support it. Your primary hard drive likely has plenty of free space so choosing a convenient location there, like your Desktop, as the location to create the ISO image is probably fine for now.

**Important:** If your ultimate plan is to get the data from a disc onto a flash drive so you can boot from it, please know that simply creating an ISO file directly onto the USB device might not work as you expect. In most cases, i.e. installing Windows 7 from a flash drive, you have to take some extra steps to make sure the flash drive is properly formatted and the files are correctly copied to the drive. I'll cover that in a future article. This method is, however, an excellent way to make an .iso image from a bootable drive and recreate a drive that is also bootable.

Insert the CD, DVD, or BD disc that you want to create the ISO image from into the optical drive you chose.

**Note:** Depending on how AutoRun is configured in Windows on your computer, the disc you just inserted may start (e.g. the movie may start playing; you may get a Windows installation screen, etc.). Close whatever comes up.

Click or touch Copy.

**Note:** Do you get a There is no disc in the source drive message? If so, just click or touch OK and then try again in a few seconds. Chances are, the spin-up of the disc in your optical drive hasn't completed so Windows just doesn't see it yet. If you can't get this message to go away, make sure you're using the right optical drive and that the disc is clean and undamaged.

Wait while the ISO image is created from your disc. You can watch the progress by keeping an eye on the Image progress bar or the x of x MB written indicator, a nice feature.

The ISO creation process is complete once you see the Copy process completed successfully box. The ISO file will be named and located where you decided in Step 7. Click OK and you're done.

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# **September Lab Monitor Schedule**

LABOR DAY	Monday
LAB CLOSED	September 2, 2013
Susie Scott	Wednesday
Marilyn Gramms	September 4, 2013
Marcy Ishum	Saturday
Jeff Southwell	September 7, 2013
Donna Bailey	Monday
Donna Bailey Blanche York	Monday
Dianche fork	September 9, 2013
Jan Edwards	Wednesday
Tom Brennan	September 11, 2013
Fred Cohen	Saturday
Jim Enlow	September 14, 2013
Marilyn Halvorson	Monday
Marti Hamilton	September, 16, 2013
Opal Smith	Wednesday
John Pollet	September 18, 2013
Faye Andrew	Saturday
John Zuzich	September 21, 2013
I amana Marandain	Mandan
Lowana Mannlein	Monday
Sharon Cline	September 23, 2013
Joyce Davison	Wednesday
Tammy Collins	September 25, 2013
Tanning Collins	September 23, 2013
Mary Hedin	Saturday
Fred Cohen	September 28, 2013
Millie Taylor	Monday
Vern Taylor	September 30, 2013