

January 2016



The Next General Meeting of CCCGC will be January 5, 2016



# Charlotte Bytes

## Editor

### A Yvette Pilch

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Official Publication of the Charlotte County Computer Group Corp.

VOL. XXVIII

PROMOTING COMPUTER LITERACY AND EDUCATION IN CHARLOTTE COUNTY

No. 1

#### Inside this issue:

Computer Drawing	2
50/50 Winner	2
Door Prize Winners	2
New Members	3
Program Highlights	3
Officers & Board of Directors	4
Events Calendar	4
Tech Sites	4
Volunteer of the Month	5
Never Lose Laptop Again	6
Facebook Myths	7
Facebook Myths Continued	8
Facebook Myths Continued	9
Facebook Myths Conclusion	10
10 Reasons to Use Edge	11
Reasons to Use Edge Cont.	12
Reasons to Use Edge Conclu.	13
Can't Securely Delete File	14
Securely Delete File Conclu.	15
Enable 2-StepVerification MS	16
Reasons to Upgrade Win 10	17
2-Step Verification MS Conclu	18
Don't Put Off Those Updates	18
Reasons to Upgrade Cont.	19
Reasons to Upgrade Cont.	20
Reasons to Upgrade Conclu.	21

#### *The President's Platform by Ron Wallis, President CCCGC*

We started off the new year by bringing back a custom that ended some years ago, that of presenting a Volunteer of the Month.

Beginning in January we will honor a club volunteer every month.

The January Volunteer of the Month is Linda Corrick.

Linda works in the office on Wednesdays answering the phone, taking care of people bringing in computers for repair or for donations, or for families picking up computers, members retrieving their repaired computers. All those services require scads of paperwork needed to run the office efficiently. Linda also inputs new and renew membership applications into our database. (Not an easy job). She also served on the Board of Directors for the last two years.

Linda has always been willing to do what she can for the club and for these reasons we are grateful to her and honor her in January.

Thank you Linda.

The Executive Board wishes all of you a Merry Christmas and a Happy. Healthy New Year.

**Ron**

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Computer Group**

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## COMPUTER DRAWING

Donna Rendano won the cute little notebook this month. Best of luck with this little computer. To all those ticket holders that didn't win better luck in the new year.

Thank you for purchasing a ticket.



## 50/50 WINNER

Lydia won for the second month in a row. We are sure she will be able to buy good Christmas presents with the cash. Thanks to all who help support the program. Hope one of you will be a winner in the months to come.



## DOOR PRIZE WINNERS



- Left To Right
- Dick Braun
  - Sandy Todd
  - Joan Fiato
  - Ron Wallis
  - Ruth Weaver

# WELCOME

## New Members

- |                 |                 |               |
|-----------------|-----------------|---------------|
| Betty Jacobs    | Bev Neely       | Bud Neely     |
| Sandy Todd      | George Weaver   | Ruth Weaver   |
| Robert Burchard | Charles Burns   | Kaye Johnston |
| Jean Teresky    | Michelle Walker | Art Wilson    |
| Teresa Parsons  |                 |               |

The Executive Board and Members of CCCGC welcome each of you to the group. We're Here To Help. Membership Has Its Privileges.

If you have any questions, concerns or need computer help, please contact us at the office. We will endeavor to help you any way we can.

### Program High-Lights

Linda Corrick introduced each elected officer and director and explained their duties for the coming year and were then sworn in. After a few jokes and the picture taking, the business part of the meeting was over.

We then went directly to the drawings, 50/50 and the notebook drawing.

The cookies, cakes and all the treats were brought out and we relaxed and enjoyed each other's company.

Thanks to all the good bakers in the group, we had quite a selection to choose from and it brought back memories of CCCGC parties of years gone by.



Officers and Directors Sworn In





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**January 5, Meeting**



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Directors for 2016
- President: Ron Wallis
  - Vice President: Dick Evans
  - Secretary: Ron Muschong
  - Treasurer: Harold Nixon
  - Director: Yvette Pilch
  - Director: Grover Mudd
  - Director: Lydia Rist
  - Director: Donna Whalen
  - Director: Jonas Louis

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Official publication of the Charlotte County

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2280 Aaron Street

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## Linda Corrick Volunteer of the Month





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## Facebook Myths Busted: 10 Common Misconceptions You Shouldn't Believe



Facebook has over a billion active users. If it was a country, Facebook would be the third largest in the world. And like with anything that affects a large number of people, there is a lot of misinformation floating around about it. You'll be surprised by how many of your Facebook beliefs are completely and utterly wrong.

### Myth: People Can See Who Viewed Their Profile

**Nope. Nope, nope, nope, nope.** No one can see who viewed their profile, and that's final. There is no Facebook trick which can do that, no app which will magically show you how your ex is stalking you, and no way to find out if the creepy guy from HR is endlessly clicking through your photos.

This is one of those legends that gets spread around all the time, especially by several apps who claim to let you find out your "secret admirers". We looked at this in detail and found that you can't see who viewed your Facebook profile, no matter what.

Facebook itself is so tired of this that they put out a disclaimer too: "No, Facebook doesn't let people track who views their profile. Third-party apps also can't provide this functionality." And it doesn't work the other way around either: "Facebook doesn't let you track who views your profile or your posts (ex: your photos)."

Facebook also wants your help in dealing with apps that are scamming people by claiming they have this ability. So if you come across anything that claims to offer this, please report the app.

### Myth: Facebook Messages From My Friends Are Safe to Click

Your friends would never want to harm you, and you're right about that. Unfortunately, online miscreants try to take advantage of this trust. Sometimes, you'll get a weird message from your friend asking you to click a link. Don't do it!

Facebook malware and viruses are common, so you need to exercise the same precautions here as you would elsewhere on the Internet. If you have received a message from a friend with a link, before you click it, ask them whether they intended to send that to you. If it's a public post, then before clicking, go through the comments and see if anyone has warned that this is a hoax or a virus.

A while back, there was a Facebook Graphic App hoax going around that tried a similar strategy. It's difficult to keep your guard up against simple social network messages, but it's necessary if you're going to stay safe on the Internet.

### Myth: Facebook is Going to Charge You Money

Every few months, a post starts floating around on Facebook that the social network is soon going to stop being free and make you pay for usage. Well, stop worrying, Facebook is never, ever going to make you pay.

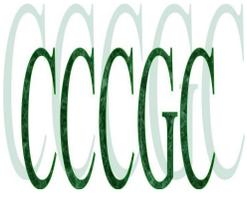


The message usually reads something like, "Facebook is going paid! It costs \$5.99 to keep the subscription gold of your status of life 'private'. If you paste this message on your page, it will be offered free."

It spread so widely recently that Facebook had to put out a statement quashing it, stating: "While there may be water on Mars, don't believe everything you read on the Internet today. Facebook is free and it always will be."

But well, while you're never going to pay actual money for it, everything has a price. And the price of free is selling data to advertisers, as far as Facebook is concerned.

Continued on next page 8



## Never Lose Your Windows 10 Laptop Again With This One Feature



As part of the recent November Update(1511) to Windows 10, a new feature became available that lets you track your laptop wherever it goes. The next time you leave your laptop somewhere — or if someone steals it — you now have a way to get it back.

But before you can use it, you have to first enable it on your system.

Launch the Settings app by searching for it in the Start Menu, and once launched, navigate to the Update & Security section. There you'll find a subsection called Find My Device.

**(If you don't see it, make sure you're on Windows 10 version 1511.)**

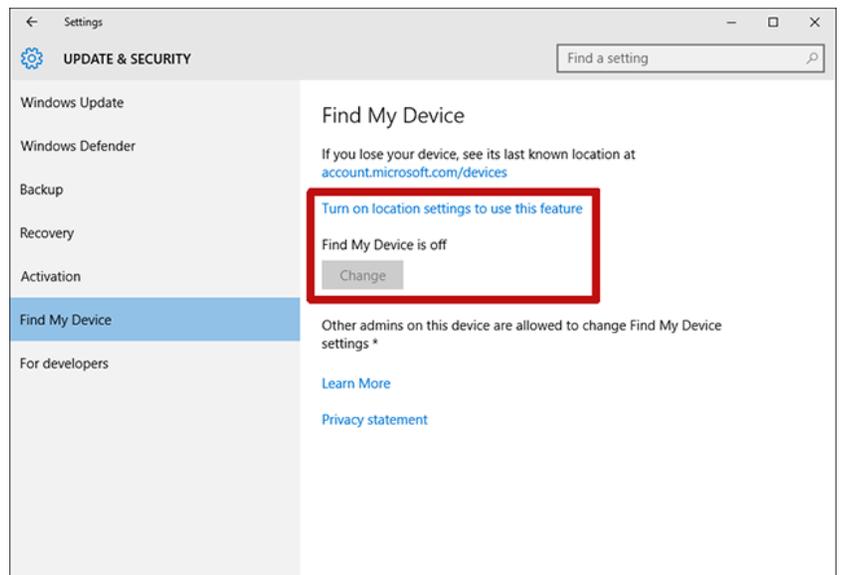
There are two things you have to do:

- Sign in with a Microsoft Account.
- Turn on location settings.

With those two prerequisites fulfilled, you should be able to enable the Find My Device setting by clicking on Change. While enabled, this feature periodically reports your device location to Microsoft.

Finally, visit the My Microsoft Devices page to see the locations of all devices that have the Find My Device feature on.

Will you use this feature? Or is your privacy more important than the convenience? Let us know in the comments below!





## Facebook Myths Busted: 10 Common Misconceptions You Shouldn't Believe



### Myth: Facebook Owns My Photos and Sells Them for Ads

Continued from page 6

The other rumor that was spreading recently was that Facebook is selling your photos to advertisers. If you believed that, you've been hoaxed. Facebook explicitly states, "No, we don't sell any of your information to anyone and we never will."

There are two parts to this hoax. The first is the notion that Facebook is digging through your timeline to find posts and photos, and is selling those to advertisers. Well, no, it isn't doing that, and rest assured that you own the copyrights for the photos you shot and posted.

The second part is where the legalese comes in. Facebook's terms and conditions state clearly that while you own the copyright, the company is free to use things you post on the social network for its own advertising. So if you see a Facebook ad on a billboard in Times Square and your profile flashes on it with something you wrote, then Facebook does not need to pay you anything, it is well within its rights.

Also, it means that if you've liked a certain page, your friends might see a photo your face showing as a supporter of the page when the page is advertising on Facebook. So be careful what you "like".

### Myth: Copy-Pasting a Legal Notice Changes Things

For some reason, every once in a while, you'll see people posting something that looks like legal jargon, expressing the permissions they are willing to give Facebook over their content. It looks something like this:



As of October 15, I do not give Facebook or any entities associated with Facebook permission to use my pictures, information, or posts, both past and future. By this statement, I give notice to Facebook it is strictly forbidden to disclose, copy, distribute, or take any other action against me.

Hey, Matlock, that's not how the law works. Publishing that rubbish to your Facebook wall does only one thing: it displays your ignorance to the world.

When you signed up for Facebook, there were clear terms and conditions you agreed to, and posting something to your wall doesn't change that, as several lawyers have noted over the years.

If you actually want to discuss what Facebook can use and what it can't, you need to individually negotiate that with them. Otherwise, if you want to control all your data, the only option is to quit Facebook entirely.

### Myth: It's Easy to Quit Facebook

Now, while one option to keep Facebook away from using your data is to just quit Facebook, you'll be surprised how difficult it is to delete your account. Facebook has an entire section on deactivating and deleting accounts, but it's still not as simple as that!

For starters, even if you tell Facebook to delete your account, it doesn't happen immediately. It's a wait of at least two weeks, and Facebook says that deleting every single instance of you from its social network might take months.

You'll also need to manually disconnect any app you have connected to Facebook, uninstall the Facebook app from your phone and tablet, clear out your browser history, and go through a litany of steps in our guide to properly close your Facebook account. And if you accidentally log in during that two-week period, you get to start again.



And at the end of it, while you are no longer on Facebook, it's still watching you...

Continued on page 9



## Myth: If I Don't Use Facebook, It Doesn't Know Anything About Me

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### Facebook-myth-shadow-profile

Continued from page 8

Oh, that's just naive. Facebook is a social network, and if you know a lot of people who use it, chances are that the social network has information about you. It's called a "shadow profile".

Here's what happens: When your friends use Facebook, they give it access to their contact book and personal information. Now let's say one of your friends has you and your phone number in their contact book. Facebook stores this. Now let's say another friend has you, your phone number, and your email address in their contact book. Facebook will also store that and match it to the first information. Let's say your boss has stored your name with your phone number and home address. Facebook gets that too. And without you ever knowing it, Facebook makes a "shadow profile" for you, which contains your name, your phone number, your address, and your email—even though you never gave it any of that information.

That's a simplistic example of how data comes together. Facebook has much more complex algorithms running that can match more sensitive information. If you're interested in finding out more, Angela has everything you need to know about Facebook's shadow profiles.

In today's connected world, unfortunately, there is almost nothing you can do to stop this other than to go completely off the grid and make sure no-one takes any photos of you. I'm not even sure that would work, to be honest.

### Myth: Facebook is Getting a Dislike Button

For a long time now, people have been hoping for a "Dislike" button much like the "Like" button. But while Facebook wants you to get more Likes, a "Dislike" button would go against the fabric of the positive experience Facebook wants to push, according to founder Mark Zuckerberg.



This rumor was especially dominant recently when news spread that Facebook was adding some new types of reactions apart from Like. Even the mainstream media picked it up and said a Dislike button was coming. But well, the media lied to you, there is no Dislike button. Instead, Facebook released new types of emojis as responses to posts.

If you see a Facebook app that adds a Dislike button or even a third-party browser extension, don't install it. It's not made by Facebook and there is a chance some of these have malware.

### Myth: Facebook is Overcrowded and Needs to Delete Inactive Accounts

Ever seen a message, purportedly from Facebook founder and CEO Mark Zuckerberg, that the social network is getting overcrowded? The message goes on to ask you to prove you're active by copy-pasting that message or downloading something, otherwise your account will be deleted.

Don't worry, Facebook is never going to shut because there are too many people on it. Even if your account is inactive, it won't remove it.

It's an old myth, but this rumor started spreading again earlier this year when Facebook announced it would be removing Likes to Business Pages from inactive accounts. This was misinterpreted as "Facebook is removing inactive accounts".

Facebook was only removing those Likes because some businesses artificially boost their Likes through fake accounts. By removing Likes from such accounts, which are usually inactive, Facebook is reflecting a more accurate representation of a business's fans.

Conclusion on page 10



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Conclusion from page 9

## Facebook Myths Busted: 10 Common Misconceptions You Shouldn't Believe

The bottom line is that if you ever see something on your timeline asking you to download or copy-paste something to keep your account active, don't do it. If it looks really serious, contact your Facebook grievance officer.

### Myth: Facebook Requires ID Proof

Facebook stresses it wants to be community of real people and not fake names, and scamsters try to take advantage of this. New users are therefore more likely to see this scam than others. You might come across a message—especially a private message—saying something like, “Facebook requires you to scan and send a valid photo ID to prove your identity. This is for the safety and security of all users. If you don't, Facebook will have to delete your account.” Ignore it, or report it.



There are only two instances where Facebook will actually require ID proof from you:

2. If someone has reported your account as fake or as an imposter, then Facebook will suspend your account and ask you to provide ID proof. This means you will not be able to access Facebook at all! It's a terrible, confusing policy, but know that if you are already logged into Facebook and are being asked for your ID proof, then that isn't coming from Facebook, it's probably a miscreant.
3. If you are famous enough and want people to know that you are the famous personality, not someone by the same name, then you need ID proof to get your account verified by Facebook.

This means that any message you are seeing inside Facebook is a scam, and your photo ID is going to someone with malicious intent, not to Facebook.

### How to Guard Yourself Against Scams

You can protect yourself from a lot of Facebook myths if you understand the anatomy of a Facebook scam. For anything else, check if it has been mentioned on Snopes, a good resource to debunk falsehoods on the Internet. And finally, ask someone you trust with the world of tech before you take any action.

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## 10 Reasons You Should Be Using Microsoft Edge Now

Internet Explorer, rightly or wrongly, had come to represent everything that was wrong with both Microsoft and the wider browser market. It was riddled with security vulnerabilities, it had a complete lack of support for extensions, it was full of problems, it was slow, it was incompatible – it was awful.



Finally, after months of rumor and counter-rumor, Microsoft released Microsoft Edge to the public on 29th July – distributing it with its new Windows 10 upgrade. It marked a complete break from the Internet Explorer brand name, killing off a 20-year-old family tree in the process.

Internet Explorer is still available for compatibility purposes – but you need to move on. Here's ten reasons you should start using Microsoft Edge right now...

### 1) Speed

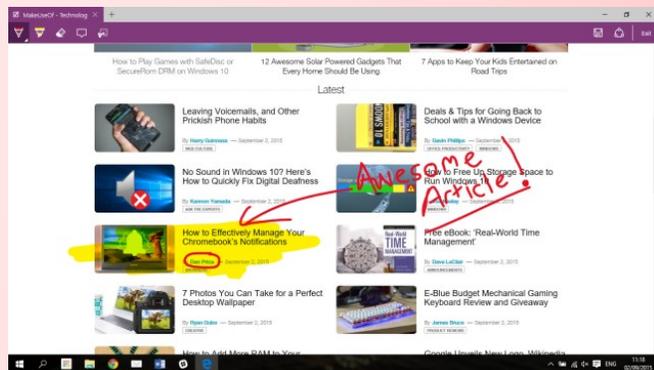
Speed is one of the most important aspects to consider when you're deciding which browser should become your default choice. Chrome used to be the undisputed king, but a series of new features and endless extensions has seen it lose its advantage.

According to Microsoft, Edge is now the fastest browser on the market. In a blog post, they claim that their offering is "beating Chrome and Safari on their own JavaScript benchmarks" – adding that on WebKit Sunspider, Edge is 112 percent faster than Chrome, on Google Octane, Edge is 111 percent faster than Chrome, and on Apple JetStream, Edge is 37 percent faster than Chrome.

Other independent testing found that Chrome was still slightly faster than Edge when it came to "real-world" loading of pages, but that as soon as a couple of extensions were installed Edge became the number one.

### 2) Annotate Pages

Microsoft Edge becomes the first browser that natively allows you to add notes to webpages that you're viewing.



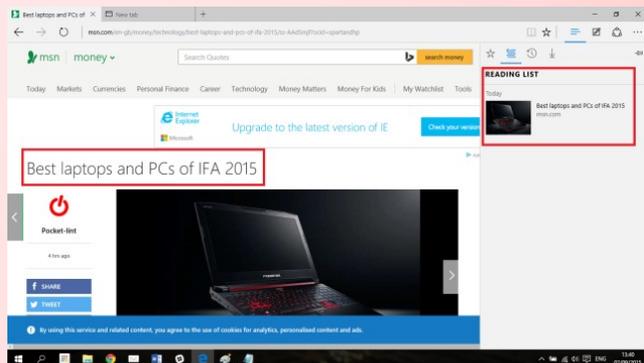
This brings a host of benefits for a wide range of users. For example, students can annotate pages that they need to include in project, people who love to cook can make tweaks and amendments to recipes and then either print them or share them with friends, while designers who need to provide feedback on the layout of a site will now find the process a lot more straightforward.

It should be noted, this works a lot better if you have a touchscreen computer and pen.

To activate the feature just click on the pen and paper icon in the top right-hand corner. Once you finished making your amendments you can either save it as a bookmark, share it via OneNote, or save it to your reading list.

### 3) Reading List

Ok, this isn't an entirely new feature; a reading list was including in Windows 8. It was underused, however, and very few people knew where to find it and how to operate it.



## 10 Reasons You Should Be Using Microsoft Edge Now

In Microsoft Edge, the feature has been moved front and center. Of course, you've been able to get a similar service using apps and add-ons like Pocket for a long time, but the fact this is now a native feature is pleasing.

Adding an item to the list is simple – just click the favorite icon in the toolbar and choose to add it to your reading list rather than to a bookmarks folder.

### 4) Reading Mode



Connected to the reading list is the reading mode. Like the reading list, other browsers have offered plug-ins or settings tweaks that mimic a reading mode for a long time, but it's now finally a native feature in Microsoft's offering.

The idea behind the feature is to declutter an article by removing advertising and sidebars, and thus providing you with an experience that's more akin to reading a newspaper.

Once again, accessing the function is simple and fast – just open the page you want to read and click the small book icon in the top right-hand corner. Click it again to exit reading mode.

### 5) Improved Security

Browsers are notoriously insecure programs, and Internet Explorer was one of the worst offenders. Microsoft has now taken huge strides towards addressing these concerns.

They've done this in multiple ways. Perhaps most importantly, Edge is now an app rather than a system program. It means the process model has fundamentally changed, with both the outer manager process and the assorted content processes now living within their own sandboxes.

Elsewhere, Microsoft Passport technology has been beefed up to protect against phishing attacks, the Certificate Reputation scheme has been given new reporting features, W3C and IETF standards have been built into the new rendering engine, and a more secure extension model is in the pipeline.

### 6) Clutter Free

One of the criticisms most often directed at Internet Explorer was its unnecessary complexity. The "Internet Options" page had barely evolved since the late 1990s, and the settings were scattered throughout the program in a seemingly chaotic way.

That's all gone with Edge, whose designers have taken a highly minimalistic approach. The basic page is as bare as possible, lots of superfluous options have been removed completely, and anything that was deemed necessary but non-essential has been hidden away in **Menu > Settings > Advanced Settings**.

The result is a clean and polished experience that's very different from what you'd experience on an extension-packed alternative.

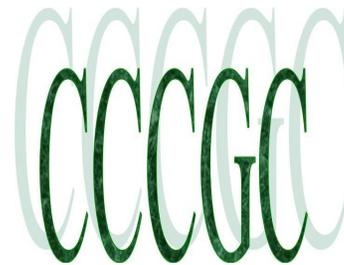
Conclusion on page 13



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## 10 Reasons You Should Be Using Microsoft Edge Now

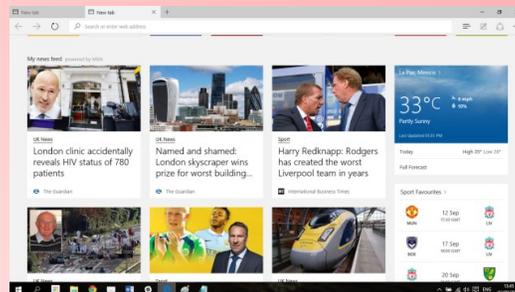
Conclusion from page 13

### 7) Customizable Start Page

What do people use for their homepages these days?

I still yearn for iGoogle, but have had to settle with Google News since its demise. It's good for headlines and big stories, but if you have niche interests its algorithms start to struggle. Reddit claims it is the front-page of the Internet, but I couldn't think of a less-productive way to start every browser session.

What other options are there? Microsoft tries to answer this with its Edge Start Page.



Firstly you'll be asked to choose your language, and thereafter you can personalize the exact content you want to see, all the way from the types of news that interest through to which sports teams you support or which athletes you want to follow.

The page pulls content from a range of sources to provide variety, and the news is all designed to be country-specific.

### 8) Cortana

"Siri, shut the door on your way out".

Cortana has made giant leaps in the personal assistant space, and it is now a highly capable alternative to Google Now and Siri.

Once you've enabled Cortana to work in Edge from the advanced settings menu, it'll offer you all kinds of benefits. For example, if you view a restaurant's webpage it'll pop up and offer directions and opening times, if you're reading an article and you're not sure about the context of a word or phrase you can right-click it to ask Cortana for more information, and if you're looking for company reviews you'll be provided with Yelp results.

### 9) Coding Support

Microsoft has clearly designed the Edge browser for the long-term. A look at a slide from a developer conference revealed just how many forward-thinking technologies had been included and many old ones had been dumped.

For example, ActiveX, Browser Helper Objects (BHOs), VBScript: JavaScript, and Vector Markup Language are all out, while JavaScript and Scalable Vector Graphics are in.



Additionally, it will no longer appear as Internet Explorer to sites (which should improve compatibility), it will support Object RTC (a newer form of WebRTC), and will include a number of ES6 language offerings.

### 10) Extensions

The bad – there are no extensions at the moment. The good – they're coming. The even better – they will use the same JavaScript and HTML standard code used by Chrome and Firefox, meaning extensions programmed for either of those browsers would only require minimal coding to work in Edge as well.

They are expected to start becoming available from Autumn.



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## Why You Can't "Securely Delete" a File, and What to Do Instead

Some utilities have a "secure delete" option that promises to securely erase a file from your hard drive, removing all traces of it. Older versions of Mac OS X have a "Secure Empty Trash" option that tries to do something similar. Apple removed this feature recently because it just doesn't work reliably on modern drives.



The problem with "secure delete" and "secure empty trash" is that it provides a false sense of security. Rather than relying on these sorts of bandaid file-deletion solutions, you should rely on full-disk encryption. On a fully encrypted disk, both deleted and undeleted files are protected.

### Why "Secure Delete" Options Were Created

#### RELATED ARTICLE

HTG Explains: Why Deleted Files Can Be Recovered and How You Can Prevent It

When you delete a file, it isn't really erased – it continues existing on your hard drive, even after... [Read Article] <http://www.howtogeek.com/125521/htg-explains-why-deleted-files-can-be-recovered-and-how-you-can-prevent-it/>

Traditionally, deleting a file from a mechanical hard drive didn't actually delete that file's contents. The operating system would mark the file as deleted, and the data would eventually be overwritten. But that file's data was still sitting on the hard drive, and file-recovery tools could scan a hard disk for deleted files and recover them. This is still possible on USB flash drives and SD cards, too.

If you have sensitive data — for example, business documents, financial information, or your tax returns — you might worry about someone recovering them from a hard drive or removable storage device.

### How Secure File Deletion Tools Work

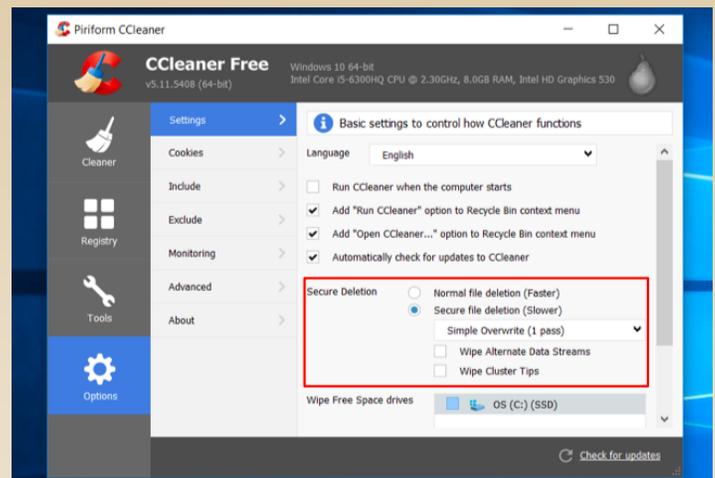
"Secure delete" utilities attempt to solve this problem by not just deleting a file, but overwriting the data with either zeros or random data. This should, the theory goes, make it impossible for someone to recover the deleted file.

This is sort of like wiping a drive. But, when you wipe a drive, the entire drive is overwritten with junk data. When you securely delete a file, the tool attempts to overwrite only that file's current location with junk data.

Tools like this are available all over the place. The popular CCleaner utility contains a "secure delete" option. Microsoft offers an "sdelete" command for download as part of the SysInternals suite of utilities. Older versions of Mac OS X offered "Secure Empty Trash", and Mac OS X still offers an included "srm" command for securely deleting files.

### Why They Don't Work Reliably

The first problem with these tools is that they'll only attempt to overwrite the file in its current location. The operating system may have made backup copies of this file in a number of different places. You may "securely delete" a financial document, but older versions of it may still be stored on disk as part of your operating system's previous versions feature or other caches.



Conclusion on page 15

## Why You Can't "Securely Delete" a File, and What to Do Instead



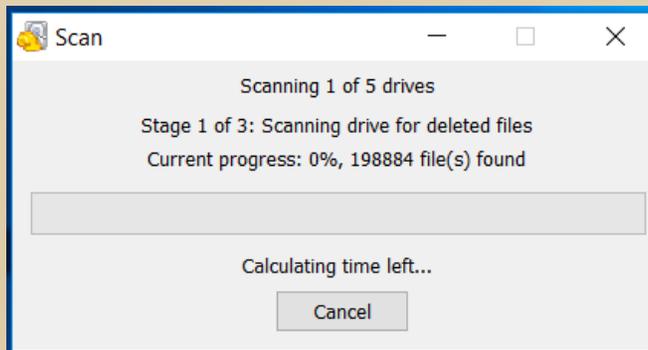
Conclusion from page 14

But, let's say you can solve that problem. It's possible. Unfortunately, there's a bigger problem with modern drives.

With modern solid-state drives, the drive's firmware scatters a file's data across the drive. Deleting a file will result in a "TRIM" command being sent, and the SSD may eventually remove the data during garbage collection. A secure delete tool can tell an SSD to overwrite a file with junk data, but the SSD controls where that junk data is written to. The file will appear to be deleted, but its data may still be lurking around somewhere on the drive. Secure delete tools just don't work reliably with solid-state drives. (The conventional wisdom is that, with TRIM enabled, the SSD will automatically delete its data when you delete the file. This isn't necessarily true, and it's more complicated than that.)

Even modern mechanical drives aren't guaranteed to work properly with secure file deletion tools thanks to file-caching technology. Drives try to be "smart", and there's not always a way to ensure all bits of a file were overwritten instead of being scattered over the drive.

You shouldn't try to "securely delete" a file. If you have sensitive data you want to protect, there's no guarantee it will be erased and made unrecoverable.



Rather than using secure-file-deletion tools, you should just enable file-drive encryption. Windows 10 has Device Encryption enabled on many new PCs, <http://www.howtogeek.com/173592/windows-8.1-will-start-encrypting-hard-drives-by-default-everything-you-need-to-know/> and Professional versions of Windows also offer BitLocker. <http://www.howtogeek.com/192894/how-to-set-up-bitlocker-encryption-on-windows/> Mac OS X offers FileVault encryption, <http://www.howtogeek.com/184675/how-to-encrypt-your-macs-system-drive-removable-devices-and-individual-files/> Linux offers similar encryption tools, and Chrome OS is encrypted by default.

When you use full-drive encryption, you don't have to worry about someone getting access to your drive and scanning it for deleted files. They won't have the encryption key, so even the bits of deleted files will be incomprehensible to them. Even if bits of the deleted files are left on the drive, they'll be encrypted and just look like random nonsense unless someone has the encryption key.

Even if you have an unencrypted drive that contains sensitive files you want to get rid of, and you're about to dispose of the drive, you're better off wiping the entire drive rather than attempting to wipe just the sensitive files. If it's very sensitive, you're better off destroying the drive entirely.

As long as you use encryption, your files should be protected. Assuming your computer is powered down and the attacker doesn't know your encryption key, they won't be able to access your files — including the deleted ones. If you have sensitive data, just encrypt your drive and delete files normally rather than attempting to rely on secure-deletion tools. They might work in some cases, but can often offer a false sense of security. Secure file deletion just doesn't work reliably with modern hard drives.





## How to Enable Two-step Verification for Microsoft Account

As Windows 10 becomes more and more personalized for each user, Microsoft Account (MSA) is now a very important component in the system. By default, a lot of things are set to backup and store in your MSA including settings references, themes, and passwords. Even your Windows activation information is tied in MSA so you can easily activate Windows in case of reinstalling. This makes losing your MSA a nightmare and the attacker can do great harm to you with all the information stored in the MSA. To prevent this, there are many things you can do, one of them is enable two-step verification for the account.

### What is two-step verification?

Two-step verification has been popular in recent years as an effective way to protect an account from unauthorized access. To explain it, think of your password as the first step in verification process when you logging in. Next, you will need to provide a security code that uniquely generated for your account. This code need to be created on another device via an app or sent to you via e-mail and text message. The code will expire after a while too. So even someone has your password, they will also need a code to successfully log into your account when two-step verification enabled.

### How to enable two-step verification for your Microsoft Account

Go to <http://account.microsoft.com/privacy>

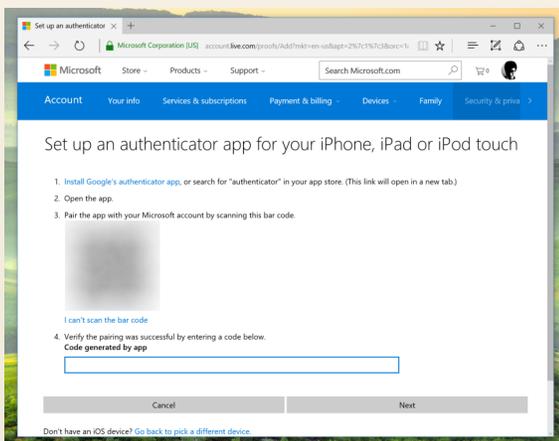
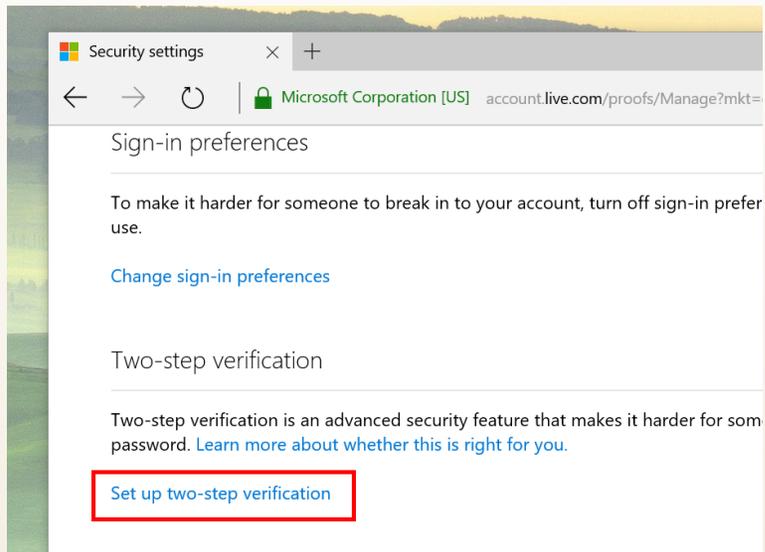
Select "More security settings" in Account Security section

Select "Set-up two-step verification" in Two-step Verification section

Now follow the on-screen instruction. It'll ask you to select to receive a code via a phone app, text message or e-mail. In my experience, phone app is the best option because it's very fast to obtain a code when you need.

Follow the instruction both on the website and your phone app and you're done.

While choosing to get a code via an app, you'll see that on iPhone and Android, it uses a Google Authenticator app to generate the code. Why on Earth Microsoft uses a Google app for their stuff? It's because this method of



two-step verification is a universal thing. These giants agree to share a secret algorithm that generates a code based on many things that uniquely tied to the account. One of these thing is the time at which the code is created. That means you always get a different code after a few moments. Once you have a code, it will expire soon if you don't use it.



**Windows Secrets**  
Everything Microsoft forgot to mention.

## A few good reasons to upgrade from Win7 to Win10

By Lincoln Spector

That "Get Windows 10" icon sitting in Win7's notification area will get you a free upgrade, but you haven't decided whether it's worth taking the plunge.

For most Win8 users, upgrading is a virtual no-brainer; for Win7 users, however, the case is not so compelling. Here are a few enhancements that might tip the balance toward Win10.

We all know that Windows 7 is an excellent and firmly established operating system that has a familiar and fully functional Start menu. And for classic, non-touchscreen systems, Win10's new Start menu offers no real advantages over Win7's.

However, Windows 10 is far more than a revamped Start menu; it has numerous features that either don't exist in Win7 or have been significantly improved. Not all of these enhancements were introduced with Win10; some are familiar to Win8 users. But Win7 users can now get the latest Windows features for free — and never have to cope with Win8's "neither fish nor fowl" interface.

That said, I'm not promoting the Win10 upgrade for all Windows 7 systems. In fact, I'm writing this article on a PC that's still running Win7. My initial attempt to run Win10 on my production computer turned into a disaster of incompatibilities and BSODs, as detailed in the Aug. 27 Top Story, "Thirty-day Win10 experiment lasts only a week."

There are also Win10's controversial — some say notorious — privacy issues to consider. For more on that topic, see the Sept. 10 LangaList Plus column (paid content).

To be fair, my Win10-upgrade nightmare ended just nine days after the OS was first released. Of course there were going to be problems — many of which have since been fixed.

Sometime in the relatively near future, I plan to purchase a new PC for work. When that happens, I'll be happy to have Windows 10 — for a variety of reasons. Here are five of them.

### Task View: Get a quick glance at running apps

Managing and sorting through a bunch of open windows can get annoying. Win10's Task View gives you a clean, easy-to-see view of all of your open windows — including warnings and dialog boxes. The displayed boxes are smaller than the actual windows but bigger than icons or thumbnails (see Figure 1), so you can really see what's in them.

### Figure 1. Task View gives a quick view of what's open on the Win10 desktop.

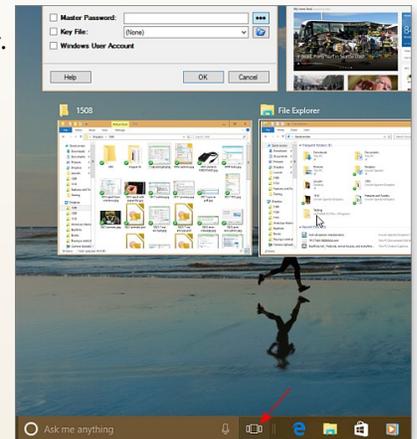
To enter Task View, click or tap the Task View icon (which looks like a box with big ears) to the right of the Search bar. Or, if your fingers are on the keyboard, press Window key + Tab. (If the icon is missing, right-click the taskbar and select "Show Task View button.")

To work with a particular open window, simply click it in Task View. All of your windows will return to their previous size and position — with the selected window will be up front.

Task View is also the gateway to one of Win10's coolest new features: Virtual Desktops.

### Virtual Desktops: The better way to multitask

When you think about it, every Windows desktop is virtual — the only real desktop is the wooden one that holds up your monitor, keyboard, and other molecule-based stuff. But with Win10, a virtual desktop can bring order to a cluttered screen.





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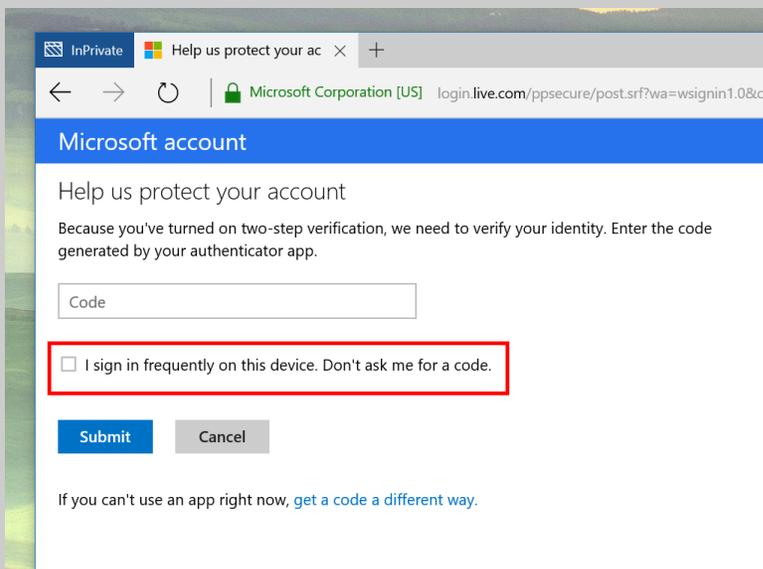


## How to Enable Two-step Verification for Microsoft Account

Conclusion from page 16

When you had everything done, using the thing is pretty straight forward. So anytime you login for an unrecognized device, the webpage will ask for a security code. Just open the app on your phone (or use whatever method you chose to obtain the code) and enter the code. There's a box you can check to make the webpage remember you so next time you login on this same computer, there's no need for a code.

And that is it about two-step verification. It definitely gives you an extra layer of protection. Hope your MSA is safe and sound now.



## Don't put off those updates!

by Paul Ducklin Naked Security by Sophos LTD

10 Dec 2015 Security threats, Vulnerability

Lots of us do it.

We know there's an update available, and we know perfectly well that it serves a vital security purpose...

...so we promise ourselves we'll install it Really Soon Now, perhaps even tomorrow.

And before we know it, it's the end of next month, and we're still putting off the download, or we still haven't found a convenient time to reboot our laptop, and now we're two updates behind.

Putting off updates is a bit like noticing that your driving licence just expired and figuring, "It's only a couple of days over – I'll stop at the Traffic Department on the way home and renew it."

You'll probably get away with it, just like you did last time, but there's a lot that could go wrong, so you're not really doing yourself, or anyone else, any favours.

We accept that it's tempting to wait and see how everyone else gets along with a new update first, instead of being an early adopter.



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## A few good reasons to upgrade from Win7 to Win10

Continued from page 17

Although virtual desktops have been around for years, Win10 is the first Windows version to have them seamlessly integrated into the OS.

Most busy PC users have two, three, or a dozen applications running on the desktop at any particular time. Often, they're a mess of overlapping windows. Virtual Desktops give apps or groups of apps their own desktop. For instance, run Word and OneNote on one desktop, and place your browser and email client on another. A third desktop can contain that game you like to play when the boss is away.

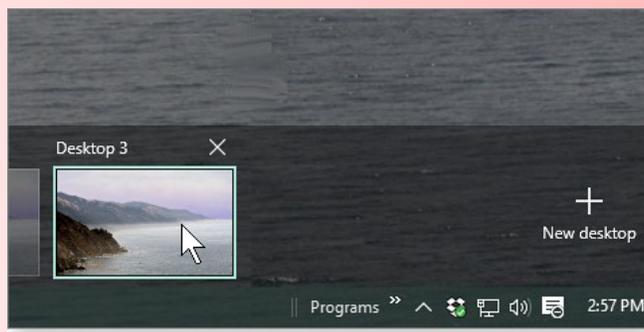
To create a second desktop (the first was created when you booted Win10), open Task View and then click the + sign/New desktop icon in the lower-right corner of the screen (see Figure 2). While in Task View, you'll see — just above the taskbar — thumbnails of all running desktops.

### Figure 2. Windows 10 makes it easy to open and close virtual desktops.

Clicking a thumbnail opens the desktop, but you can switch faster by pressing Ctrl + Win + left arrow or Ctrl + Win + right arrow.

When you launch a new program, Windows opens it in your current desktop.

You can move open windows from one desktop to another. Go to the desktop it's currently in, enter Task View, and drag the window to the desired desktop's thumbnail just above the taskbar.



To close a desktop, go to Task View and click the X just above its thumbnail image.

### Cortana: Smart local and online searches

I came down pretty hard on Win10's digital-assistant/search tool in my Sept. 24 Top Story, "Win10 tweaks to improve computing work and play." I recommended changing its settings to make it behave more like Win7's search tool.

And when I start using Windows 10 on my new work PC, I'll do exactly what I recommended in that article.

But I acknowledge that many Win10 users will find Cortana-based searches more of a benefit than an annoyance. So this section is for those who like universal and intelligent searches.

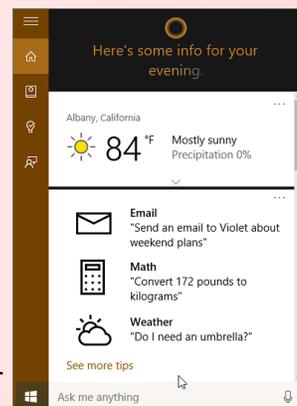
When you click Win10's "Ask me anything" search field, some possibly useful information will immediately pop up. For example, you'll get the current weather, maybe a reminder of something on your calendar, some news, and so on (see Figure 3).

Figure 3. Before you even ask it a question, Cortana provides some potentially useful information.

Type in a search string, and you'll get both local and Web-based search results. It's like using the Win7 search tool and a browser at the same time.

And Cortana-based searches should become more useful over time, as the system learns your preferences and interests from previous searches. For instance, after searching "Buster Keaton" and "Charlie Chaplin," a search for "Harold" popped up another great silent-film comedian, Harold Lloyd.

Assuming you have a compatible microphone (not a given), Cortana will respond to both vocal and typed questions.



Continued on page 20

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## A few good reasons to upgrade from Win7 to Win10

### File Explorer: Better file and folder management

Continued from page 19

Almost every good operating system has basic file management — a way to find, organize, open, copy, move, and delete files. (We're still waiting, iOS.) Win7's Windows Explorer is great, but Win10's File Explorer is even better. (It's almost identical to Win8's.)



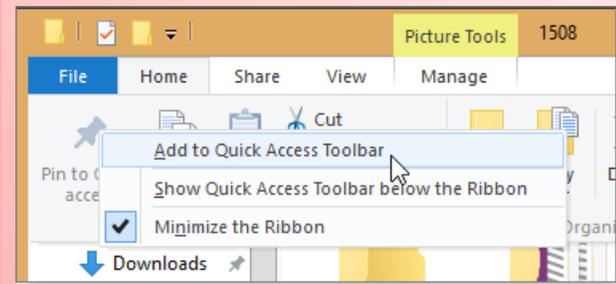
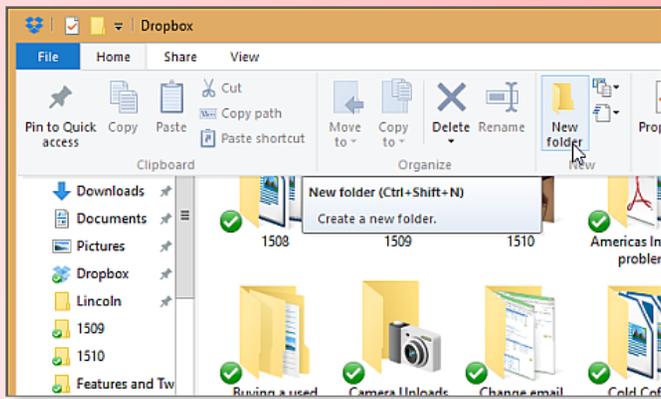
Even the name is an improvement. File Explorer is a more intuitive name than the old Windows Explorer.

Catching up with the way Microsoft Office has looked since 2007, File Explorer replaces the classic menus with tabbed ribbons (Figure 4) — a huge advantage on touchscreens. Even with a mouse, the ribbon is faster to use and makes more sense, once you've become familiar with it.

**Figure 4. File Explorer uses the MS Ribbon to make file and folder management faster and easier.**

If you don't see the ribbon, click one of File Explorer's tabs and the full interface will pop up. Clicking the down-pointing chevron in the upper-right corner of a File Explorer window will keep the ribbon open.

Opening a File Explorer window doesn't take you to your libraries; by default it highlights a new virtual location called Quick Access. Here you'll find the folders that you've pinned to File Manager on the taskbar, as well as folders you've been visiting a lot lately (but haven't pinned). File Explorer displays the same list of folders at the top of right-hand navigation pane. But scroll down that pane and you'll find a list of recently-used files.



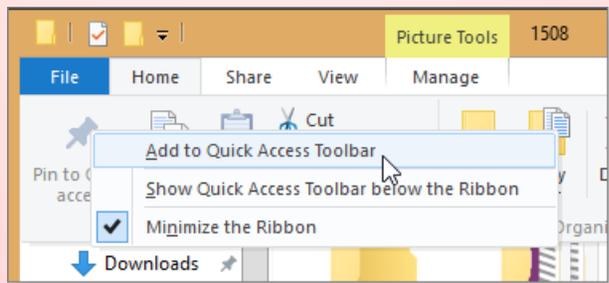
select Add to Quick Access Toolbar, as shown in Figure 5.

**Figure 5. Add frequently used File Explorer tools to the Quick Access Toolbar.**

Another nice touch: If you select Move to or Copy to, either on the ribbon or the Quick Access Toolbar (if you put them there), you get a pull-down menu rather than a separate dialog box. It's significantly faster and simpler. If you really need the dialog box, click Choose location at the bottom of the drop-down list.

File Explorer's Quick Access Toolbar is completely different from Quick Access. Found on the top left-most corner of a File Explorer window, the Quick Access Toolbar lets you run common actions without messing with tabs and ribbons. You could set it up, for example, to quickly copy the selected file's full path.

To add a tool to the Toolbar, find it on a ribbon, right-click it, and



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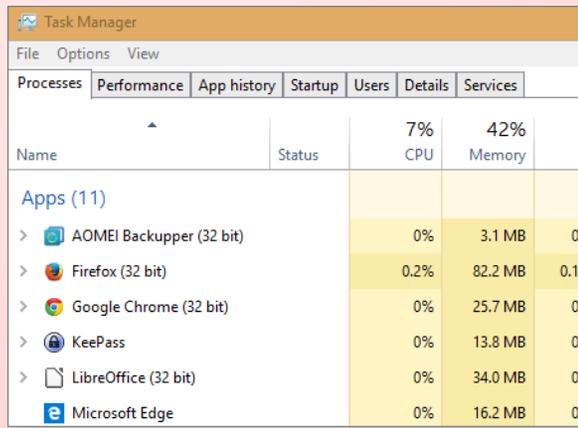
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## A few good reasons to upgrade from Win7 to Win10

Conclusion from page 20

File Explorer has one serious flaw, but it's easy to fix. Initially, you probably won't find the Libraries section — one of Win7's best innovations — in the navigation pane. To fix that, select the View tab, click Navigation pane, and then put a check mark next to Show libraries.



### Task Manager: More information; easier to read

You rarely go to Task Manager when things are going well. But going there in Win10 (and Win8) is significantly better than visiting Windows 7's version.

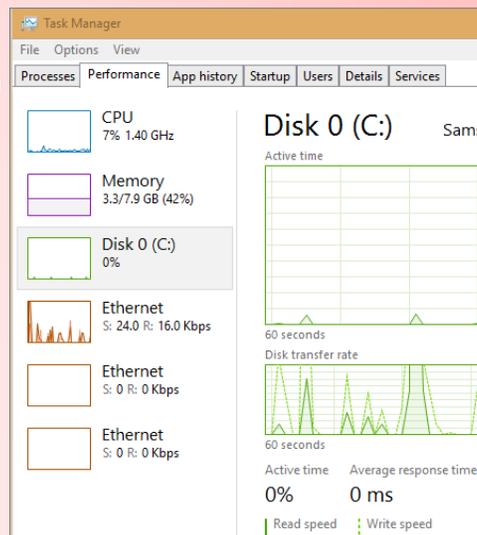
The latest Task Manager incarnation is bigger, wider, and gives significantly more informative — at least it does so after clicking the More details option in the lower-left corner of the basic Task Manager window.

Fortunately, that change sticks; Task Manager will come up in its large, useful version (Figure 6) from then on — or at least until you

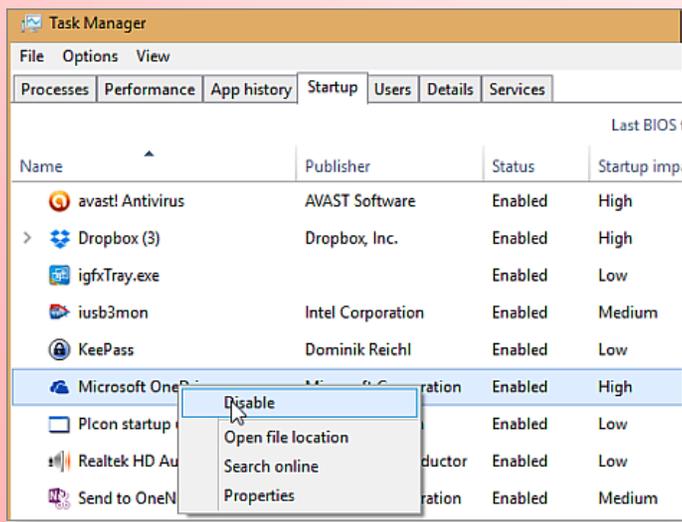
click Fewer details. (Although I don't know why you would.)

### Figure 7. Task Manager's Performance tab provides both an overview and details on system activity.

Startup: This replaces the Startup tab in MSConfig. In fact, if you go to Startup in MSConfig, you'll see only a link back to Task Manager.



### Figure 8. The Startup tab in Task Manager replaces the tool previously found in MSConfig.



For more on the new Task Manager, see the June 12, 2014, Best Practices article, "A visual tour of Win8's new Task Manager." The information also applies to Windows 10.

The bottom line: Even on systems without a touchscreen, there are good reasons to upgrade to Win10 — especially since it's free. I confess that after writing this article, I was tempted to click that little "Get Windows 10" icon in my Win7 notification area.

But then I remind myself: Impulsively upgrading your operating system is never a good idea, especially when the OS is still new and has a few kinks — such as support for old hardware — that need to be straightened out.