

BITS AND BYTES

September 2012

Newsletter of the Midland Computer Club

<http://mcc.apcuq.org/>

GENERAL CLUB MEETING 7:00 P.M.

4th Wednesday of the month at the
Midland Community Center
2001 George St., Midland, MI

This month's date:

September 26, 2012

This month's topic:

Favorite Programs of the Board
Members

What you missed!

August was the Club picnic

Program Coordinators

Howard Lewis lewis3ha@chartermi.net
Bill Tower stressed@tir.com

Please let Howard or Bill know of topics you
would like covered at future meetings.

President Piper's Ponderings

As we start another year, the Board is
searching for new and relevant topics.
I know I was touting the many apps of
Google, but in the end we decided the
'smorgasbord' offered by Google was
too different for each of us.



We did decide for September to focus
on a favorite program of each Board member. This will be
4-6 members giving a very short talk on some programs
which they use regularly.

October is still up in the air; we may yet get back to our
Google smorgasbord. What is happening in October is
the release of Win 8 and all manner of new tablets in time
for the holiday season.

In November we anticipate Joe Lykowski giving us an
overview of many of these new tablets and gadgets that
he likely will have had hands-on usage in his job at Dow.
The November calendar is such that we will be able to
hold our meeting on the 4th Wednesday, which will also
give Joe more time to collect his gadgets.

December, like August, is mostly about eating, but we will
have lots of time for questions.

The Club's manning of the computer lab four times each
month has not attracted many takers among the seniors.
We have extended our offer to in-house personnel to drop
by. They would presumably ask very general questions
about Windows office, email, etc. It seems "you can lead
a horse to water ..."

I made a slide show for a dedication function in the Senior
Center, and the Community Center liked it so well that
they ordered 9 more copies. So the Club is earning its
keep, and is building a reputation as a knowledge
resource.

*(The above comments are the opinion of the author and
do not necessarily reflect the views of the Midland
Computer Club.)*

2012 MCC OFFICERS

President Larry Piper larryp56@chartermi.net
 Vice Pres. Joe Lykowski joseph@lykowski.com
 Treasurer Laura Hammel Lhammel@gmail.com
 Membership Gary Ensing btiger6@gmail.com
 Editor Carol Picard webbyte@yahoo.com
 Webmaster

Special Interest Groups:**PROGRAM COORDINATORS**

Howard Lewis lewis3ha@chartermi.net
 Bill Tower stressed@tir.com

BOARD MEMBER

Shirley Salas

PUBLICITY

Al Adams aladams12@yahoo.com

Useful, useless and strange (in no particular order) Web Sites:

<http://www.saginawbees.org/>

Those who really like honey may have thought about beekeeping. This is the site of the local Saginaw bee keepers association. You can meet other people who keep bees and learn more about the topic.

<http://patientadvocate.org/>

The Patient Advocate Foundation helps those who are dealing with chronic, life threatening and debilitating illnesses by providing professional case management services.

<http://tinyurl.com/cj52smh>

The default installation of Windows 7 is not as secure as it could be. This article offers some suggestions that you may want to implement to reduce your vulnerability to various types of malware.

<http://www.theurbanpenguin.com/>

The Urban Penguin has a number of free tutorials on both Windows and Linux.

<http://tinyurl.com/d8uemnh>

You can't depend on a cat to protect your food!

Board Meeting

Thursday, October 4, 2012

7:00 PM

Chapel Lane Presbyterian Church,
 5501 Jefferson Ave., Midland MI

Membership Enrollment Form

NAME _____

PHONE _____

ADDRESS _____

CITY _____

ZIP _____

EMAIL ADDRESS _____

Membership dues FAMILY (\$20) STUDENT (\$15) New Member _____ Renewal _____

Please fill out the above form and mail it along with payment of check or money order to :

MIDLAND COMPUTER CLUB
 1816 Bauss Ct
 Midland, MI 48642-4023

Attn: Membership Chairman

You may also pay for membership at a regular club meeting

Tips, Tricks & Techniques

Change the Location of Internet Explorer Favorites

Normally, Windows 7 stores your favorites in **c:\Users\yourusername\Favorites**. But you may want to store them someplace else that is easier to get at for backing up or on an alternate drive in case you need to reinstall Windows. To change the location that Internet Explorer uses for Favorites, perform the following actions:

Open *Windows Explorer* and navigate to the new location to hold your **Favorites**.

Create a folder called **Favorites** (**this is important**).

Now go to the current location of *Favorites* (probably **c:\Users\yourusername\Favorites**).

Right-click on *Favorites* and go to the *Location* tab and click *Move*.

In the **Select a destination** window, navigate to the folder location created earlier that you wish to move **Favorites** to.

Click *Select Folder* and then click *Apply*. A dialog box will appear asking for your confirmation on the move. Click *Yes*.

Once your **Favorites** have been moved, close the **Properties** and **Windows Explorer** Windows.

If you do not create the destination folder called *Favorites*, the move process will rename the folder selected to *Favorites* and merge all of your *Favorites* in with the folders current contents.

Add the Home Button to the Toolbar in Google Chrome

Unlike *Internet Explorer* and *Firefox*, **Google Chrome** does not display the **Home** button on the toolbar.

The steps to add it are simply:

Click the wrench button on the right side of the window and select *Settings*.

In the **Appearance** section, select *Show Home button*.

The **Home** button will now be displayed on the toolbar so you can quickly return to your home page at any time.

Controlling AutoPlay in Windows 7

Whenever you insert removable media in your computer, **AutoPlay** decides what to do with that type of media. Windows 7 gives you a lot of control as to what you want to happen if you insert an audio CD, a Blu-Ray DVD, external hard drive, etc. To change these settings:

Open the *Start* menu, type in *Default* and press enter. This opens the **Default Programs** dialog box.

Click *Change AutoPlay settings*, which opens up the **AutoPlay** settings dialog box.

Change any of the settings to perform the way you choose.

Click *Save* and close the **Default Programs** dialog box.

AutoPlay will now handle the media that you use to perform the way you want.

ARTICLE INDEX**The Problem: Muffled Sound - Page 4**

By Steve Baer, Feature Writer, Hilton Head Island Computer Club, SC

How to Share Your List of Apps for your iPhone and iPad - Page 6

By Hewie Poplock, APCUG Director; VP, Central Florida Computer Society

Get Your Photography on the Web - Page 7

By Donna Kamper, Member, Tucson Computer Society, AZ

How to remember your passwords with eWallett by iLium Software - Page 9

Reviewed by Hewie Poplock, APCUG Director

Closing the door on Facebook - Page 11

By Linda Gonse, Editor/Webmaster, ORCOPUG (Orange County PCUG), California

Back to Basics - Creating a Program Icon on Your Desktop - Page 12

By Jim Cerny, Director, Sarasota PCUG, Florida

Articles in this Newsletter have been obtained from APCUG with the authors' permission for publication by APCUG member groups. The Midland Computer Club has not verified the information contained in the articles nor tested procedures or hardware/software. Articles do not necessarily reflect the views of the Midland Computer Club.

The Problem: Muffled Sound

By Steve Baer, Feature Writer, Hilton Head Island Computer Club, SC

May 2012 issue, Island Computing, www.hhicc.org, Baer (at) ieee.org

Lately when I'm with groups of friends there is an increasing chance that some subset of people will complain to me about how bad TV and DVD sound is getting, and how hard it is to at times to understand the dialog. I have been noticing this myself and decided to try to understand what is happening. There are several things going on, all of which conspire against us.

1 – As we get older our ears become less able, especially at higher frequencies. This is called Presbycusis, and there is good information on it on the web. Coming from Bell Labs, I learned about this almost 50 years ago, but I never thought it would apply to me!

2 – Many of the newer flat-screen TV's have very small bezels, and hence have small speakers or worse, put them at the sides or rear. When we put these sets in cabinets, or bookcases, the sound – especially the high frequencies, gets absorbed in the cabinets.

3 – Many DVDs have a very large dynamic range, the difference between the softest and loudest parts. Hence, in order to avoid being blown away during a car chase or explosions, we lower the volume overall. Then at the dialog passages, the sound is too low for our older ears.

4 – Many new DVDs are encoded with multi-channel sound. When you play the DVD, you probably have seen the setup menu where the multi-channel options are labeled with terms such as: 5.1, 6.1, 7.1, DTS, THX, etc. This refers to the number of channels of sound that are in the film, if you have the equipment to decode and the right number of speakers. (The .1 represents the sub-woofer channel.) One of these channels is the center channel that usually carries most of the dialog.

If you have made an incorrect selection on the DVD setup menu or an external amplifier, and are trying to play back multichannel sound through a system without all the multi-channel speakers, you will miss a lot of the audio. If you are watching a movie through an ordinary TV without multi-channel sound capability, be sure to pick the appropriate audio option on the movie setup menu.

(Continued on page 5)

(Continued from page 4)

Some Solutions

There are some ways around these problems:

1 – Many people use a product such as “TV Ears” which wirelessly puts the sound into stethoscope type earphones that they wear. I have tried these, and they work extremely well. However, they are expensive and I have found them to be mechanically fragile. I have already had to repair two sets for friends – both failing in the same way. (Perhaps newer models are better made.) Two people would also require two sets. Be sure that you understand where the base station will plug in to your system in order to broadcast the audio to the stethoscope part.



2 – Several of my friends have supplemented the flimsy and poorly aimed speakers in their TVs with sound bars such as shown in the figure below. This is a Vizio model available from Wal-Mart for about \$100. This does not solve the multi-channel problem, but for one or two channel sound, with the speakers facing the listener, they work amazingly well.



In my experience, good one or two channel sound is far superior to poor multi-channel sound. I heard this particular sound bar unit a few nights ago and I was amazed at the clarity. It is an active speaker, meaning that it has its own small amplifier built in. It can receive audio input from your DVD player or your TV set via red (right) and white (left) type of standard RCA cables. Some sound bars also have digital inputs for more complex setups.

3 – If you use an amplifier to drive a multi-channel speaker system, make sure that the center channel speaker is aimed, directly firing at the listener. Also raise the treble to make up for your possible high frequency loss from Presbycusis.

Finally, many amplifiers will have a compression setting that minimizes the differences between loud and soft passages. Make sure that you engage that feature. I recently did these three things in my system, providing a large improvement in intelligibility.

How to Share Your List of Apps for your iPhone and iPad

By Hewie Poplock, APCUG Director; VP, Central Florida Computer Society
Hewie's Views & Reviews, <http://www.hewie.net>

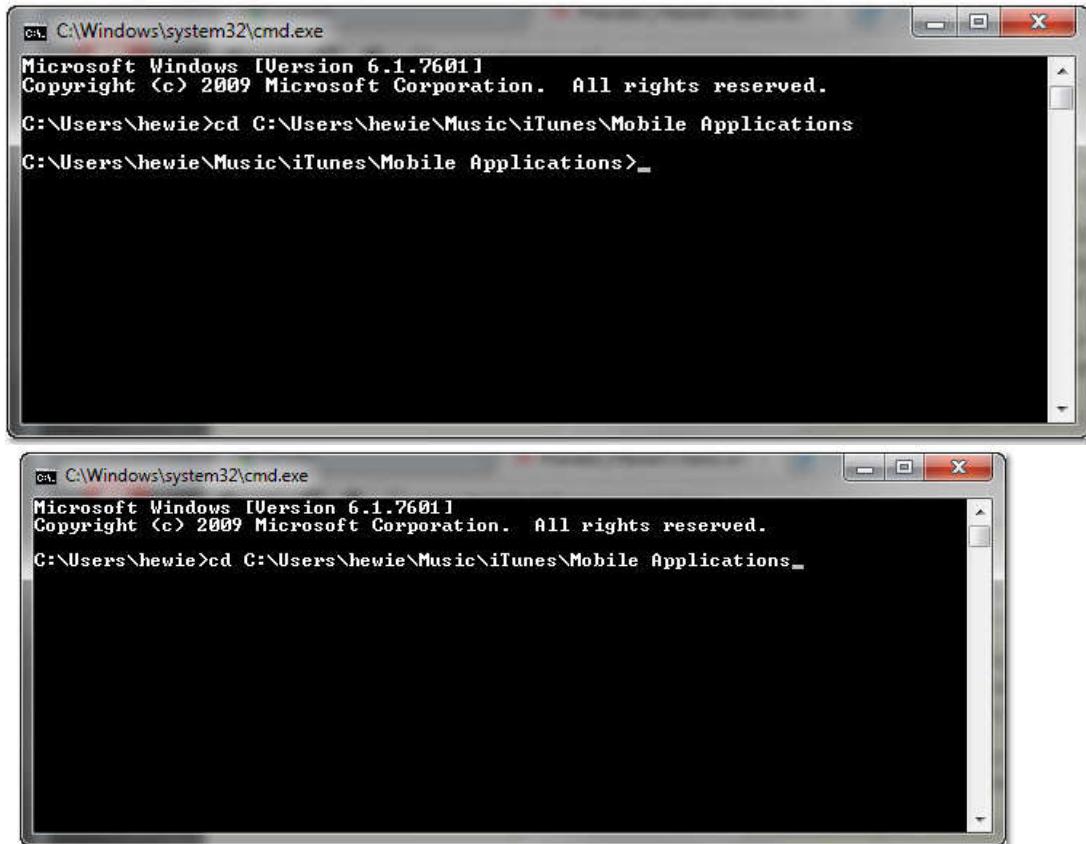
I want to share a list of the Apps I have downloaded and installed on my iPhone and iPad. I can find such a list in iTunes under Library/Apps. However, there is no way to save or print that list. I can also see my apps on the iPad by going to the Apps Store app and looking at "Purchased," but again, there is no way to have a list to share.

I did some searching and did not find any help. Someone should write an app for that. I still use iTunes to sync, so iTunes does maintain a folder with all of the apps that I use. It is stored in C:\Users\[your Windows User Name]\Music\iTunes\Mobile Applications. I had to go to a dark, well hidden area in my brain to recall some old DOS commands to quickly create a list.

Here is how I did it. Click the Windows Start Button and type in "cmd" and hit Enter. This opens a DOS window. At the command prompt, type the following line, but substitute your Window's user name where indicated.

```
cd C:\Users\[your Windows User Name]\Music\iTunes\Mobile Applications
```

Note the space immediately after "cd".



(Continued on page 7)

(Continued from page 6)

This will change the folder. If you type "dir," you should get a directory listing, which includes all of your apps. Once you know that you have the information, at the command line, type "dir > app.txt" and a file will be created with your list. You can now copy that file, "app.txt" anywhere to print, share, or edit.

```
12/07/2011  01:30 PM      10,582,140 Walgreens 3.0.2.ipa
12/21/2011  04:44 PM      13,433,892 Walmart 1.0.2.ipa
12/07/2011  01:43 PM      20,282,123 Waze 3.0.1.ipa
12/07/2011  01:30 PM      11,526,600 WeatherRadio 1.4.ipa
12/04/2009  01:50 AM      853,184 WebMag.ipa
01/08/2012  07:46 PM      7,748,243 Website Mag 2.2.ipa
11/11/2011  12:22 PM      1,791,681 Weekly Ads 1.3.2.ipa
01/08/2012  07:46 PM      6,588,927 WFTU-9 1.7.1982.ipa
08/04/2011  03:40 AM      4,512,352 Wi-Fi Finder 2.9.2 1.ipa
10/14/2011  11:32 AM      8,832,966 WiFi HD Free 1.1.ipa
10/26/2011  10:36 AM      3,360,019 Winn-Dixie 1.1.ipa
08/04/2011  11:43 AM      207,672 WunderMap 1.1.ipa
12/21/2011  04:41 PM      4,875,920 Yahoo! 2.1.2.ipa
12/04/2009  01:50 AM      2,748,832 Zibii.ipa
12/21/2011  04:39 PM      12,921,364 Zinio 2.2.1.ipa
179 File(s) 2,150,064,603 bytes
2 Dir(s) 405,177,647,104 bytes free
```

C:\Users\hewie\Music\iTunes\Mobile Applications>

I went one step farther. I made a copy of the file and then edited out everything but the list. I then opened Excel and told it to open the edited text file. It placed all of the info in columns. I deleted all of the columns except the file names and saved it. I now have a file with a list of just the app names that I have downloaded for my iPhone and iPad.

It sounds more complicated than it actually is. I am not sure how this would work if you are using the cloud for your syncing.

Get Your Photography on the Web

By Donna Kamper, Member, Tucson Computer Society, AZ

April 2012 issue, TCS eJournal, www.aztcs.org, donna (at) kamper.com

The only reason you need this book is if you're looking for a quick, inexpensive and easy way for people to see your photos on the Internet. If you prefer time-consuming, difficult and costly you need to keep looking. This book was a complete revelation to me and inspired me to revamp our long-neglected (cob) web site kamper.com. Instead of working in HTML and Dreamweaver, I simply downloaded and installed a free program – WordPress. Following the guidelines in the book, I literally had my new site up and running in minutes.

Completely finished? No! No website is ever “finished,” they’re always (read: should be) in transition. But was it ready for viewing? Yes. Get Your Photography on the Web targets photographers who want to showcase their work. While WordPress is primarily a blogging software, as the author, Raphael (RC) Concepción shows you, it can be so much more.

With this book, an Internet connection and basic computer skills you can literally create a showcase website in a matter of hours for next to no cost – totally free, if you don't want a domain name and in less than an hour if you have all your ducks in a row ahead of time. And RC tells you exactly what those ducks are and how to line them up.

He quickly discusses that all-important “Getting a Domain Name,” and then moves into hosting. He recommends GoDaddy.com and walks you through the procedure. As with most Kelby Training books, this is done very clearly with screen-shots on the outside margins and brief descriptive text to the inside.

(Continued on page 8)

(Continued from page 7)

Since our website has been active since 1992, hosted locally through dakotacom.net (with whom we're incredibly pleased), I skipped this chapter. However, from reading I did outside this book I discovered a WordPress site must be hosted on servers supporting PHP and MySQL. So if you have your own domain and are thinking about revamping it using WordPress, check that first.

What good is a website without content? The next chapters are "Getting Your Images Ready" which encompasses a lot more than retouching. Color Space, Sharpening, Size, Watermarks, Copyright – all in 27 pages.

Then we really start to rock, setting up your first pages and adding content. More than images, even slide shows, right off the bat! Then RC moves us into how to get our site looking the way we want it to. After all, it's important that it be the proper frame for our work. To that end, he introduces us to Themes and Plugins.

It turns out WordPress is a bit of a blank slate, ready for anyone to write over it. "Themes" are overlays, if you will, for the basic WordPress installation. By changing the Theme the entire look of a site can change just by clicking "Activate."

If a global rework isn't sufficient there are Plugins, little applets that nestle inside your WordPress installation ready to spring to action. These can do anything from popping out an image in a shadowbox to creating custom menus for your site navigation. There are literally hundreds of these, and the list keeps growing. Oh, and they're all free. See my WordPress note at end of this review.*

The more I read the more I was inspired by what could be done. Then I discovered WordPress can be used for more than blogging. That's when I really snapped to attention. Blogging is not for me. I was never a diarist, I never kept a journal, and I will not keep to a blogging schedule.

But WordPress is so plastic, so malleable, so pliable that it can be used as a content management system (CMS), meaning it can hold static pages that don't change regularly if at all, and pages with other content. In fact, with a little judicious juggling and a friendly Plugin, it's even possible to run an e-store right out of my website. Oh really!?

All those years of writing materials for front-of-class instruction have left me with manuals and workbooks. Coupling that with Camtasia's on-screen recording, and I just may create a little business niche for myself. All I have to do is get it done.

This is a great book. Clearly written, visually-assisted step-by-step instructions and an attainable result. What's not to like. Now, back to my WordPress Dashboard. There are edits to be made!

About: Get Your Photography on the Web

Author: Rafael "RC" Concepción

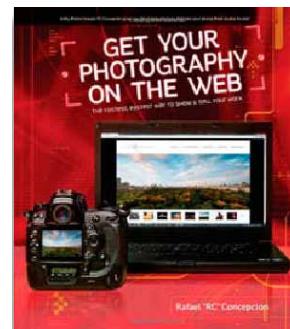
Publisher: Kelby Media/Peachpit Press

www.kelbytraining.com, www.peachpit.com

ISBN-10: 978-0-321-75393-9

ISBN-13: 0-321-75393-3

Price: \$39.99, \$23.99 @ Amazon



*What's this about free? WordPress is Open Source Software, as are its Themes and Plugins. These are created by users and uploaded for people to use. WordPress itself is free for the download. Thousands of

(Continued on page 9)

(Continued from page 8)

Themes are also freely available, and there are also multiple sites devoted to custom or for-pay Themes. As of the writing of this review there are 19,064 free Plugins available at WordPress.org.

There are two WordPress sites: WordPress.org is where you download the WordPress software, its Themes and Plugins and learn how to use the software. WordPress.com is a free hosting service begun by some of the original WordPress developers. It's "a hosted version of the open source package where you can start a blog in seconds without any technical knowledge." [<http://en.WordPress.com/about/>] It is "financially supported via paid upgrades, "VIP" services and advertising." [Wikipedia.com]

How to remember your passwords with eWallett by iLium Software

Reviewed by Hewie Poplock, APCUG Director
Hewie's Views & Reviews, <http://www.hewie.net>

I am a password nut. I try to have almost every program, website, email address, etc., use a unique password. That makes it difficult to remember them. Way back in 2000, I found a program to keep track of all of my passwords and account numbers in an encrypted file. I carried a Palm PDA in those days. The program was eWallet by iLium Software, with a version for both my Palm and my PC. I could sync the information as well.

Once the Palm PDA and its successor were finally put to rest, I continued to use the program between my desktop, laptop, and netbook. The encrypted file containing the data was easily copied between them.

I purchased the original iPhone and one of the first apps that I added was the iOS version of eWallet. I could sync it with my PC version via Wi-Fi. So once again I was now able to carry a program with me to access my passwords anytime. I was comfortable knowing that it had an encrypted file with a rather long password to access the file. I have since added an iPad2 to the equation and upgraded to the iPhone 4s, using eWallet on both.

There are many password manager programs available. Obviously, the main reason that I use the eWallet is that I have been using it for 12 years. However, there are other reasons. The biggest is that I can have it on all of my devices, especially on my iPhone & my iPad, which I have with me at all times. The data is protected with 256-bit AES (FIPS-197) encryption.

eWallet is currently available for PCs running Windows 7, Vista, or XP. If you are a Mac user, you need OS X. There are versions for the Apple iPhone, iPad and iPod touch, RIM BlackBerry, Android phones, the Kindle Fire tablet, and Windows Mobile. You need to check the version number to be sure it works on your device. The PC version is \$20 & the others are \$10 each. Only one license is needed for both the iPad & iPhone. You can try the PC version free for 30 days & then it stops working unless you buy it.

Although the program manages your passwords well, it has other features that may not be included in other programs in the same category. They include Live Fields, which enables you to jump to websites or dial phone numbers with just a tap. Auto Pass brings up the webpage and fills in the username and password for you. There is Smart Copy to quickly grab info for on-line forms and PassBuilder that generates passwords for you if you want real security using unique passwords. You can import data from some other programs using the Import Wizard.

eWallet stores your info in a file called a wallet. You can have more than one wallet. Each wallet contains categories and stores your information using cards in which you designate its category. Cards can be

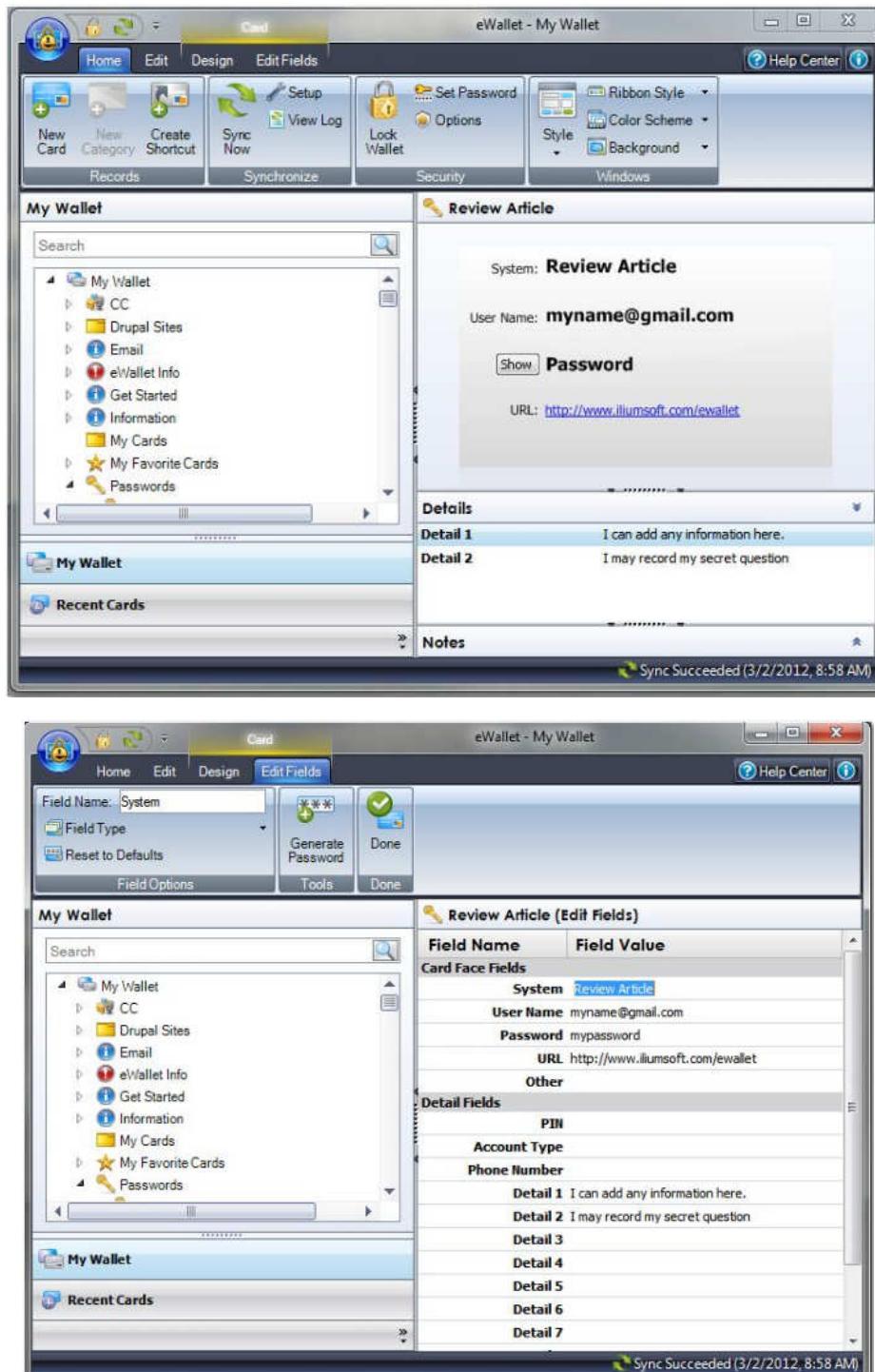
(Continued on page 10)

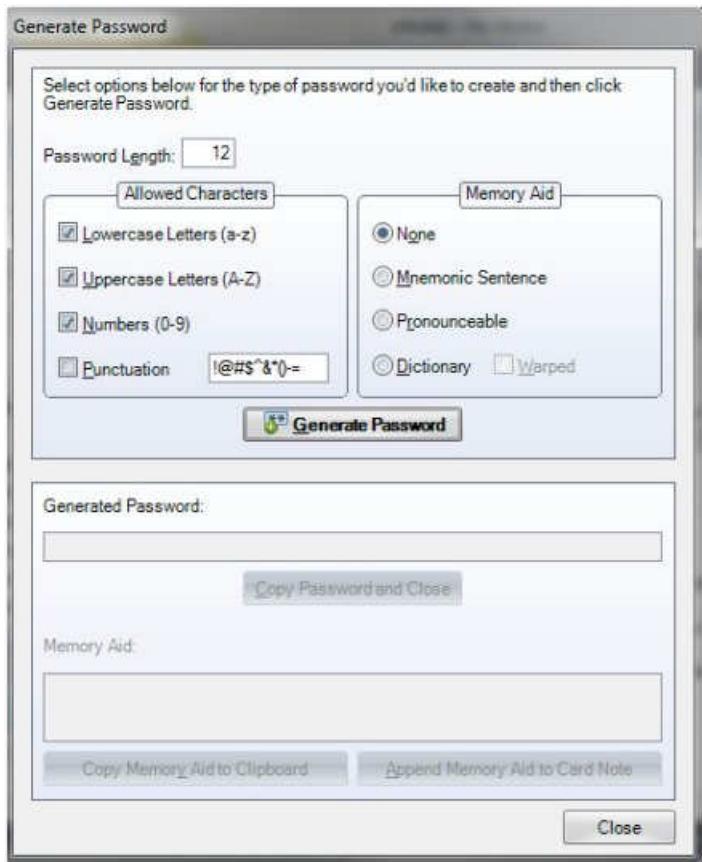
(Continued from page 9)

printed as well as the entire wallet. I use the search ability a lot. It searches the entire wallet for the letters that you type wherever they appear so finding an item is easy and quick.

Whether you use eWallet or another password management program, do not automatically open the program at boot up. This would allow anyone to be able to see or use your passwords. Once you have found the password that you need, either close or lock the program so that you must type the password to retrieve another. Otherwise, why encrypt or protect your passwords?

eWallet is available for download or purchase at <http://www.iliumsoft.com/ewallet>, the iTunes App Store, or the Android Market.





Closing the door on Facebook

By Linda Gonse, Editor/Webmaster, ORCOPUG (Orange County PCUG), California
April 2012 issue, Nibbles 'n Bits, www.orcopug.org, editor (at) orcopug.org

So, you have been reading about more privacy concerns in Facebook. You have decided to close your account. But, unless you are aware of what this means and how to go about it, you may not actually close the account.

You should be aware, too, that you are not going to erase your existence in Facebook when you do close your account. Some people have the mistaken idea that after quitting Facebook their data will get old and vanish.

Know the facts. Familiarize yourself with Facebook's policies before you take steps to end your relationship.

There are two methods of closing a Facebook account. You can either deactivate your account or you can delete it. If you deactivate it, your account is closed immediately. Your information is saved as you left it in the event that you may want to return to it someday.

What's more, if you log into Facebook within 14 days of deactivating your account, it is automatically reactivated!

(Continued on page 12)

(Continued from page 11)

Deletion is another thing. Not so easy.

What does Facebook say about deleting the account?

If you do not think you will use Facebook again and would like your account deleted, keep in mind that you will not be able to reactivate your account or retrieve any of the content or information you have added. **If you would like your account permanently deleted with no option for recovery, log in to your account and then submit your request here.**

Prior to taking this option, you should delete any information you wouldn't be comfortable leaving behind. Note, too, that you are only submitting a request. The request goes into the system where it is regarded as a pending deletion request. Then what happens?

Once you have submitted a request to permanently delete your account, no further action is required on your end. Our system delays the deletion process in case you change your mind and no longer want to permanently delete your account. Note that logging in to your account again will undo a pending deletion request.

Once your account is permanently deleted, there is no way to undo this action. You will not be able to reactivate the account or retrieve any of the content or information you have added to it. (Source page: <http://on.fb.me/HiYHzl>)

You'll note that it does not say how long the deletion process is delayed, only that it will be.

Eventually, the account gets deleted. But, what actually happens when your account is permanently deleted? Here's what Facebook says. (The emphasis is mine.)

- **You will not be able to regain access to your account again.** (This should not be a surprise. That is the idea, right?)
- **MOST personally identifiable information associated with it is removed** from our database. This includes information like your email address, mailing address, and IM screen name. **SOME personally identifiable information MAY REMAIN**, such as your name if you sent a message to someone else.
- **Copies of SOME material (photos, notes, etc.) MAY REMAIN in our servers** for technical reasons, but this material is disassociated from any personal identifiers and completely inaccessible to other people using Facebook. (Source page: <http://on.fb.me/HE95ab>)

Armed with this information and lowered expectations, you are now ready to close the door on Facebook.

Back to Basics

Creating a Program Icon on Your Desktop

By Jim Cerny, Director, Sarasota PCUG, Florida

April 2012 issue, Sarasota PC Monitor, www.spcug.org, [jimcerny123 \(at\) gmail.com](mailto:jimcerny123@gmail.com)

Did you ever wonder how those icons you double-click on your Desktop screen get on your Desktop? Well, most of those icons represent PROGRAMS and most people like having the programs they use most often on their desktop. Those icons are placed there when you install a new program or software. If you purchase a program on a disk or download it from the internet, most likely the installation of that program will place a new icon (or icons) on your desktop. For example, if you purchase a new printer you

(Continued on page 13)

(Continued from page 12)

will have to install (from a disk or the internet) the programs that make that printer work with your computer. You will see at least one new icon on your desktop after you install a new printer. Those program icons on your desktop are really SHORTCUTS to the programs. You can see that an icon is a "shortcut" because it will have a small white box with a blue arrow in it at the lower left corner of the icon.

So how do you put your own program icon on your desktop? To do this you simply click on the "Start" button (or "start orb" as they say in Windows 7) and then click on "All programs" on the start menu. This shows a list of ALL the programs on your computer. Many programs are in folders. For example, the Paint program and the Calculator program are in the "Accessories" folder in this list. Just click on the folder to see the list of what is inside.

Let's create a shortcut icon on our desktop for the "Paint" program. Click on the Start button, then click on "All programs" (or just hold your mouse arrow on "All programs" without clicking and it will still open the list). On this list, use the scrollbar if needed to find the "Accessories" folder and left click on it to see what is inside. Did you find the "Paint" program? Ok, put your mouse arrow on "Paint", HOLD DOWN the "Ctrl" key (that's the Control Key on your keyboard) and while you are holding down that Ctrl key DRAG the Paint program to a blank area of your Desktop. ("Dragging" the mouse means holding down the left mouse button while you are moving the mouse – just like "dragging" a card when you play solitaire). Now let up the mouse and the Ctrl key buttons – and PRESTO, there you have it! Sure, there are other ways to do this as well, but always make sure that you are creating a "shortcut" and that the new icon has that little white box with the arrow in it.

Yes, you can DELETE any "shortcut" icon from your Desktop by right-clicking your mouse on it and then left-clicking on "delete" option on the menu that appears. This will remove the icon from your desktop and put it in your "Recycle bin". You can restore anything from your recycle bin if you change your mind, but if you delete it from the recycle bin it will be gone. Then you will have to create it again from the "All programs" list.

The Desktop screen on your computer and the Start menu have many functions and options. Some people like to put a whole lot of icons on their desktop but that makes it so busy and crowded that it is no longer easy to use. Don't be shy about using Google to ask your questions about the Desktop or anything else – you will be surprised at how much Google can help you!
