Bowie Seniors Computer Club

Meeting Minutes for Meeting of September 6, 2018

Attendees: Bob Blum, Noel Campbell, Dennis Edgington, Ken Godstrey, Jim Golden, Dale Grant, Margaret Gregory, Dave Hackenberg, Barry Hammond, Berry Hill, Victor Kiviat, Joan Dubbs, James Kozura, Mark Laster, Dan Lee, Bill Long, Bill Macri, David Mitchell, Bob Rapczynski, Irv Salzberg, Dan Searing, Flo Strawser, Russ Vaughan, and George Vincent.

Carl Bulger and Dan Lee opened the meeting at 12:30. The meeting was held in Exercise Room #2 of the Senior Center..

Bob Blum gave a detailed briefing on the recent two days of work done by four club volunteers on the 40 networked computers at the Rockbridge Academy.

Bill Macri gave a presentation on how to create a Windows desktop icon for shutting down a Windows computer. A question and answer session followed. Bill offered handouts on the icon creation process.

Dan Lee informed the group of speaker plans for future meetings.

Dave Hackenberg briefed the group on computer school plans and on upgrading of classroom computers.

A handout was circulated listing recommended websites related to scam avoidance.

Dan Lee briefed the group on who and how our club email mailing lists are maintained.

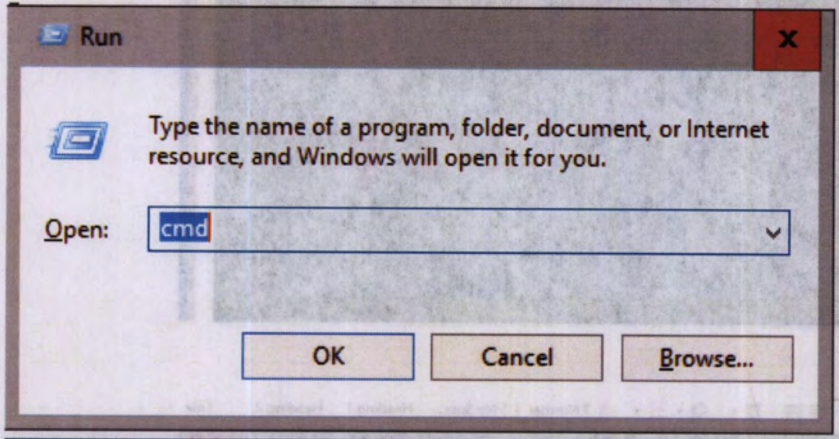
Dave Hackenberg informed the group that classroom computers can be remotely serviced by Bowie City’s IT personnel using Teamviewer.

Bob Blum gave an online demonstration on how to convert a PDF document to Microsoft Word.

Carl Bulger told the group that he had a computer disaster resulting from a “Microsoft Urgent Download” malware event. He had his computer restored by Geek Squad at a cost of $250.

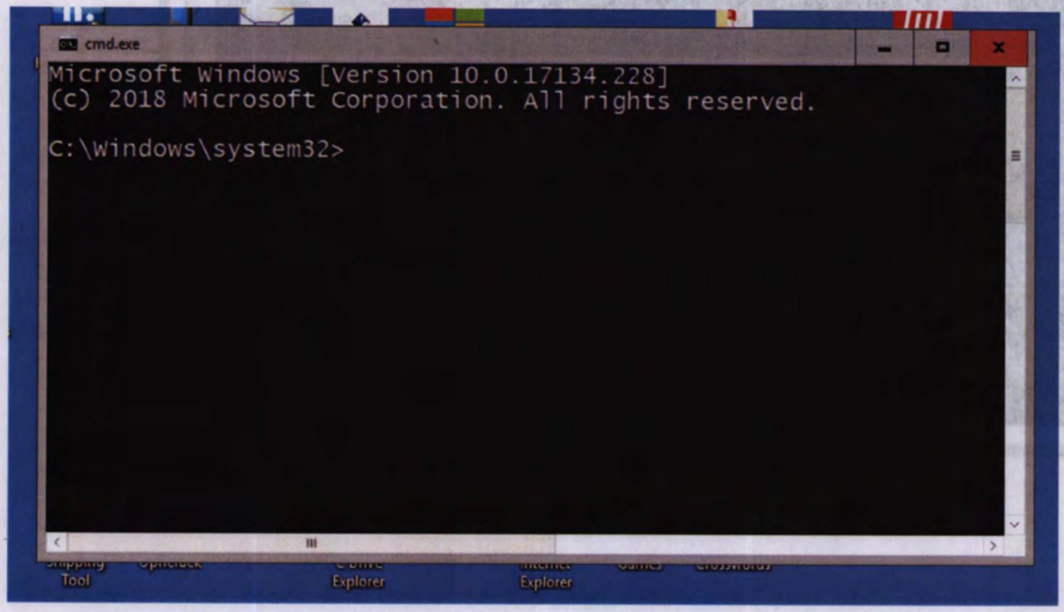
Bill Long
Secretary

Shutdown Command Icon


Run
OK
Cancel
Browse...

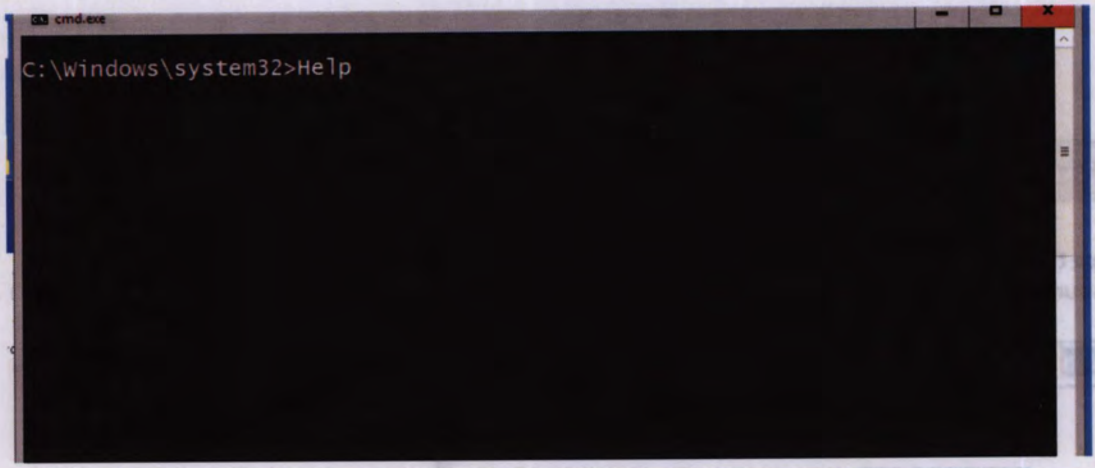
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: cmd

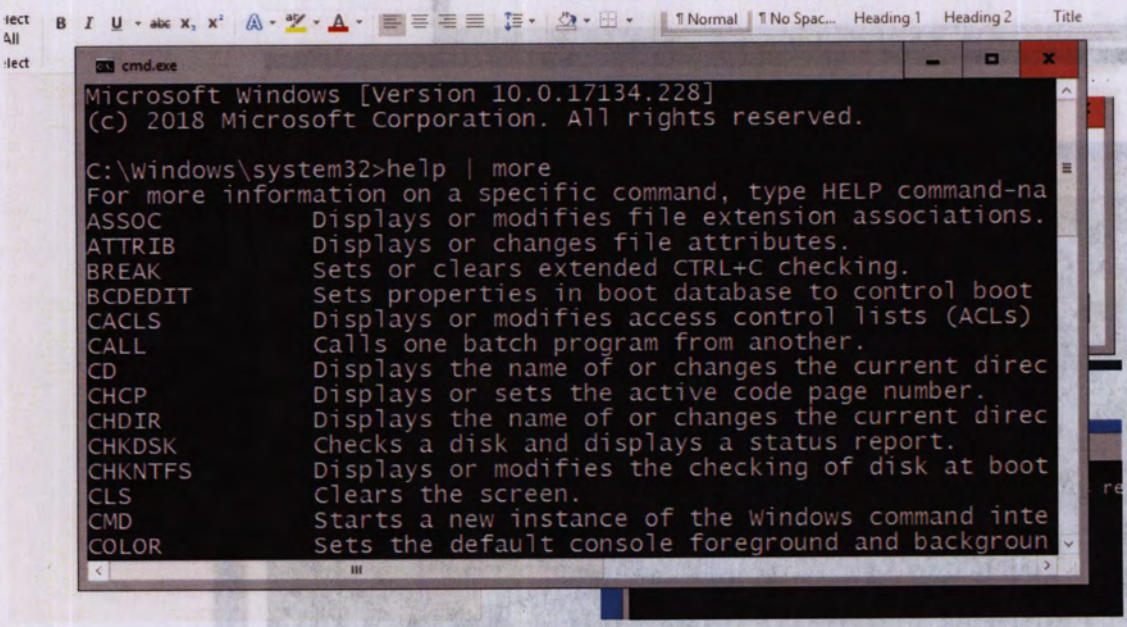

cmd.exe
Snipping Tool
Openrack
C Drive Explorer
Internet Explorer
Games
Crosswords

```
Microsoft Windows [Version 10.0.17134.228]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Windows\system32>
```

Shutdown Command Icon

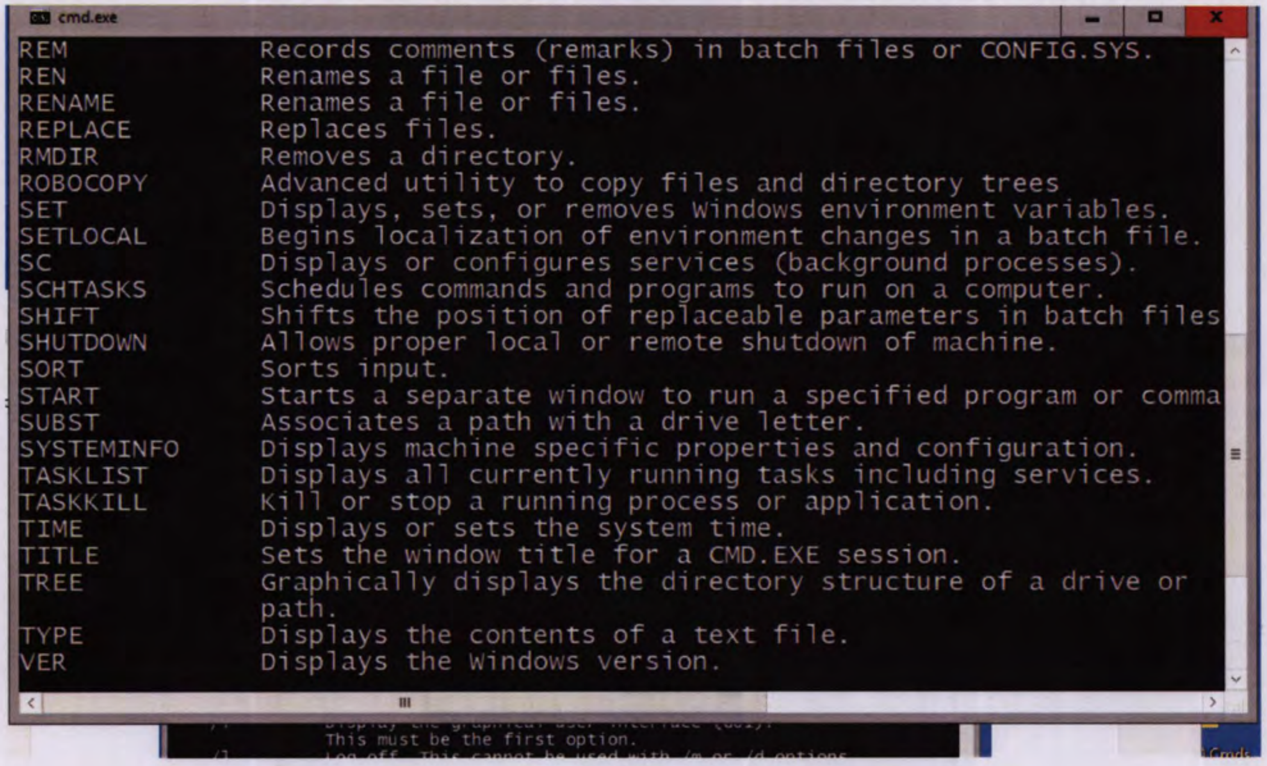


```
C:\Windows\system32>Help
```



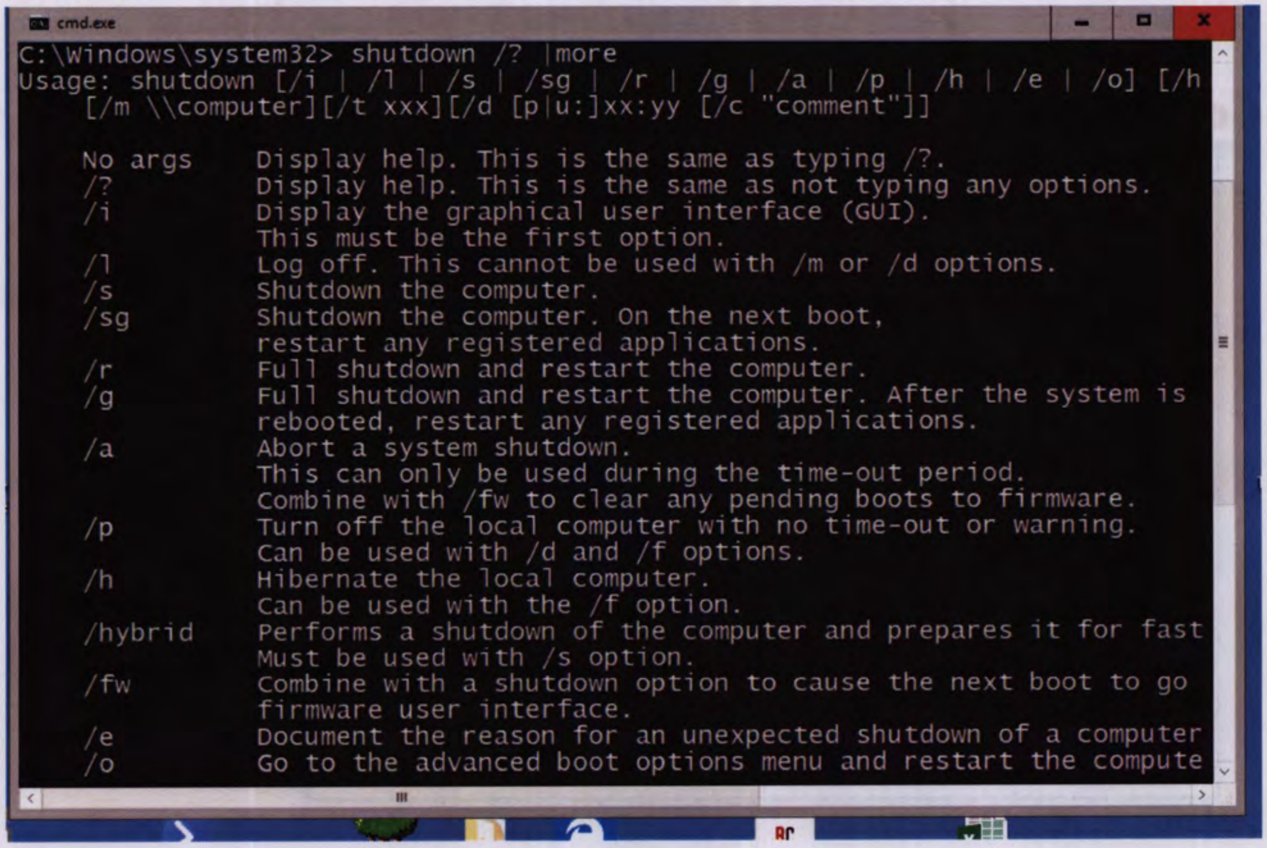
```
Microsoft Windows [Version 10.0.17134.228]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Windows\system32>help | more
For more information on a specific command, type HELP command-na
ASSOC          Displays or modifies file extension associations.
ATTRIB         Displays or changes file attributes.
BREAK          Sets or clears extended CTRL+C checking.
BCDEDIT        Sets properties in boot database to control boot
CACLS          Displays or modifies access control lists (ACLs)
CALL           Calls one batch program from another.
CD             Displays the name of or changes the current direc
CHCP           Displays or sets the active code page number.
CHDIR          Displays the name of or changes the current direc
CHKDSK         Checks a disk and displays a status report.
CHKNTFS        Displays or modifies the checking of disk at boot
CLS            Clears the screen.
CMD            Starts a new instance of the Windows command inte
COLOR          Sets the default console foreground and backgroun
```

Shutdown Command Icon



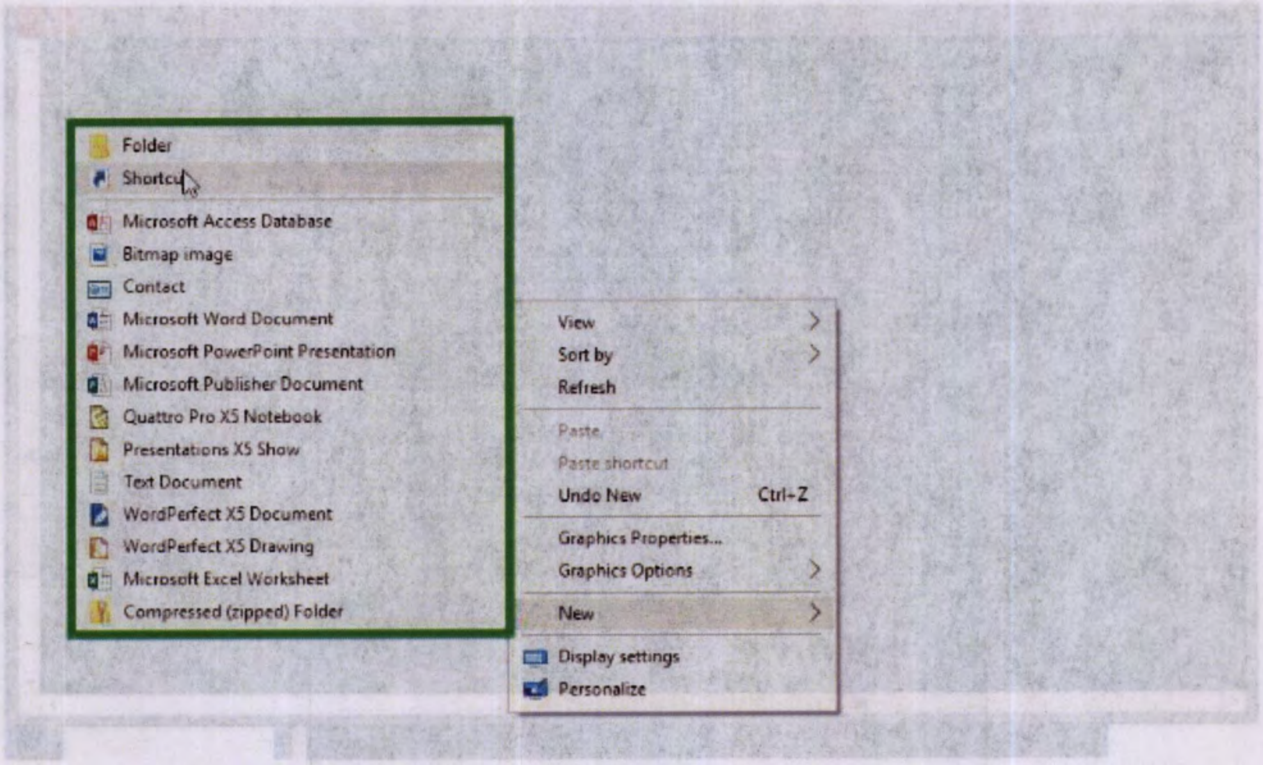
```
REM            Records comments (remarks) in batch files or CONFIG.SYS.
REN            Renames a file or files.
RENAME         Renames a file or files.
REPLACE        Replaces files.
RMDIR          Removes a directory.
ROBOCOPY       Advanced utility to copy files and directory trees
SET            Displays, sets, or removes Windows environment variables.
SETLOCAL       Begins localization of environment changes in a batch file.
SC             Displays or configures services (background processes).
SCHTASKS       Schedules commands and programs to run on a computer.
SHIFT          Shifts the position of replaceable parameters in batch files
SHUTDOWN       Allows proper local or remote shutdown of machine.
SORT           Sorts input.
START          Starts a separate window to run a specified program or comma
SUBST          Associates a path with a drive letter.
SYSTEMINFO     Displays machine specific properties and configuration.
TASKLIST       Displays all currently running tasks including services.
TASKKILL       Kill or stop a running process or application.
TIME           Displays or sets the system time.
TITLE          Sets the window title for a CMD.EXE session.
TREE           Graphically displays the directory structure of a drive or
               path.
TYPE           Displays the contents of a text file.
VER            Displays the Windows version.
```

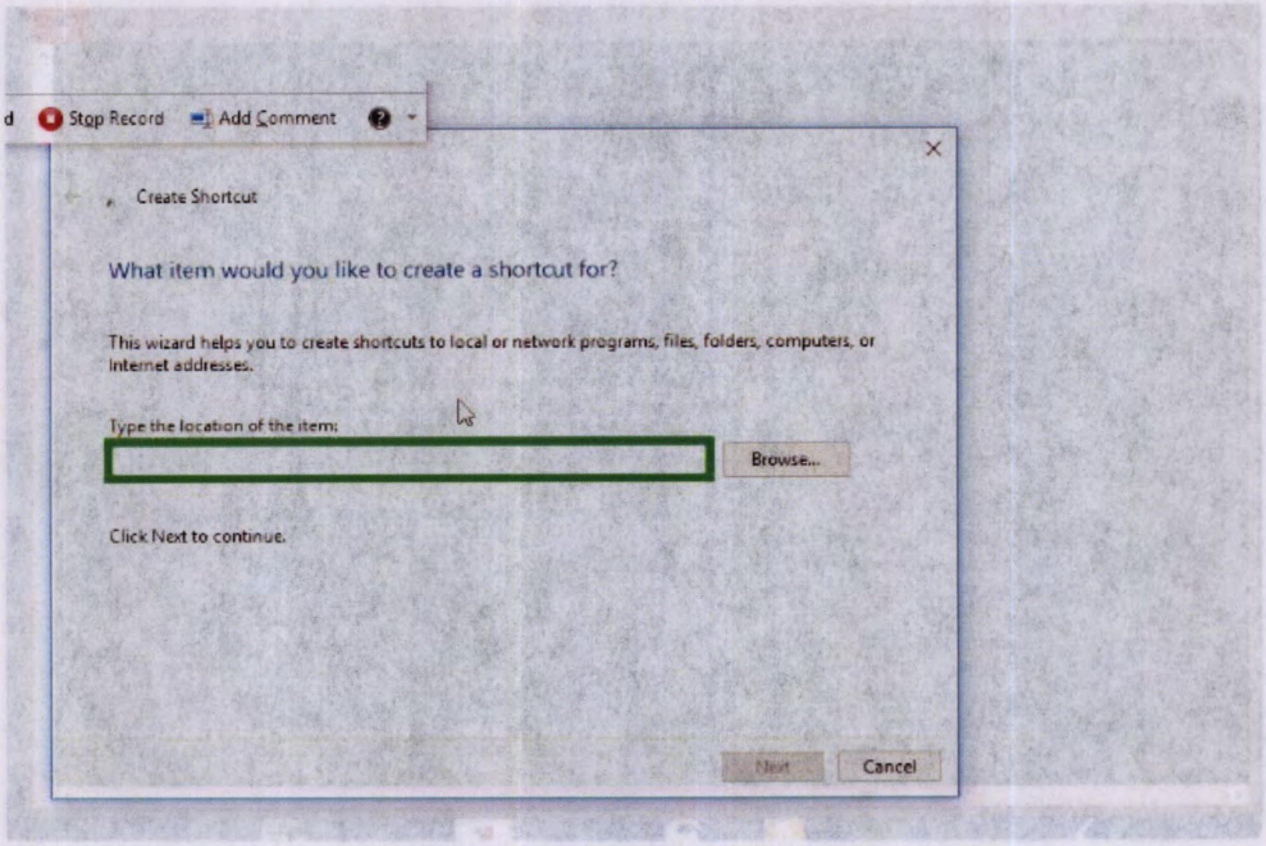
```
            This must be the first option.
```



```
C:\Windows\system32> shutdown /? |more
Usage: shutdown [/i | /l | /s | /sg | /r | /g | /a | /p | /h | /e | /o] [/h
    [/m \\computer][/t xxx][/d [p|u:]xx:yy [/c "comment"]]

    No args    Display help. This is the same as typing /?.
    /?         Display help. This is the same as not typing any options.
    /i         Display the graphical user interface (GUI).
               This must be the first option.
    /l         Log off. This cannot be used with /m or /d options.
    /s         Shutdown the computer.
    /sg        Shutdown the computer. On the next boot,
               restart any registered applications.
    /r         Full shutdown and restart the computer.
    /g         Full shutdown and restart the computer. After the system is
               rebooted, restart any registered applications.
    /a         Abort a system shutdown.
               This can only be used during the time-out period.
               Combine with /fw to clear any pending boots to firmware.
    /p         Turn off the local computer with no time-out or warning.
               Can be used with /d and /f options.
    /h         Hibernate the local computer.
               Can be used with the /f option.
    /hybrid    Performs a shutdown of the computer and prepares it for fast
               Must be used with /s option.
    /fw        Combine with a shutdown option to cause the next boot to go
               firmware user interface.
    /e         Document the reason for an unexpected shutdown of a computer
    /o         Go to the advanced boot options menu and restart the compute
```

Shutdown Command Icon


Folder
Shortcut
Microsoft Access Database
Bitmap image
Contact
Microsoft Word Document
Microsoft PowerPoint Presentation
Microsoft Publisher Document
Quattro Pro X5 Notebook
Presentations X5 Show
Text Document
WordPerfect X5 Document
WordPerfect X5 Drawing
Microsoft Excel Worksheet
Compressed (zipped) Folder
View
Sort by
Refresh
Paste
Paste shortcut
Undo New Ctrl+Z
Graphics Properties...
Graphics Options
New
Display settings
Personalize


Stop Record
Add Comment
Create Shortcut
Browse...
Next
Cancel

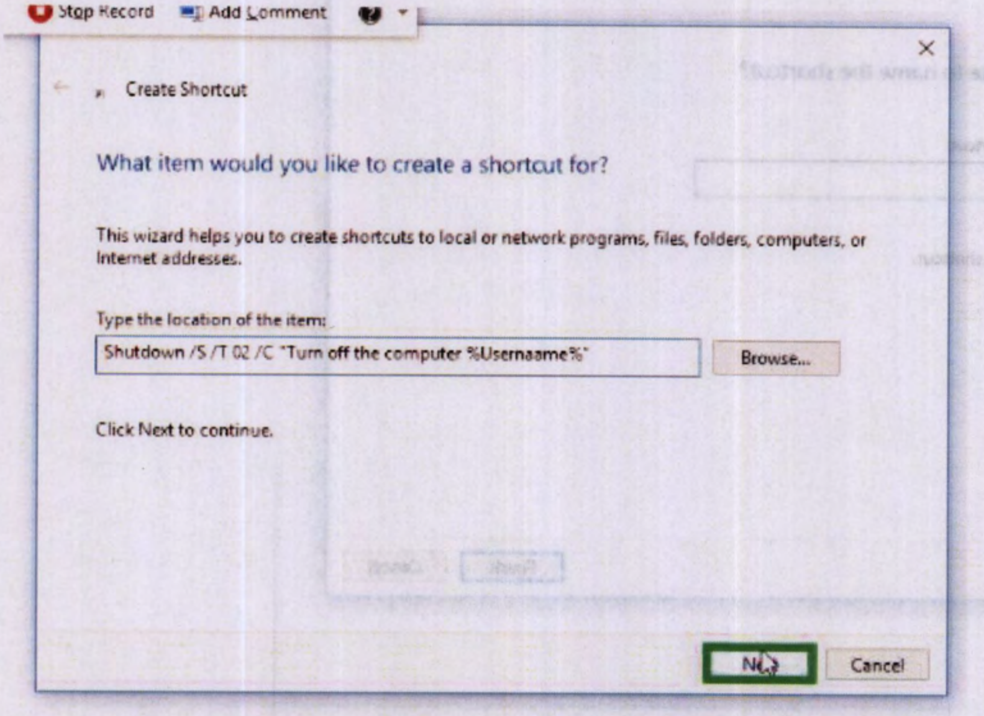
What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

Click Next to continue.

Shutdown Command Icon


Stop Record
Add Comment
Create Shortcut
Browse...
Next
Cancel

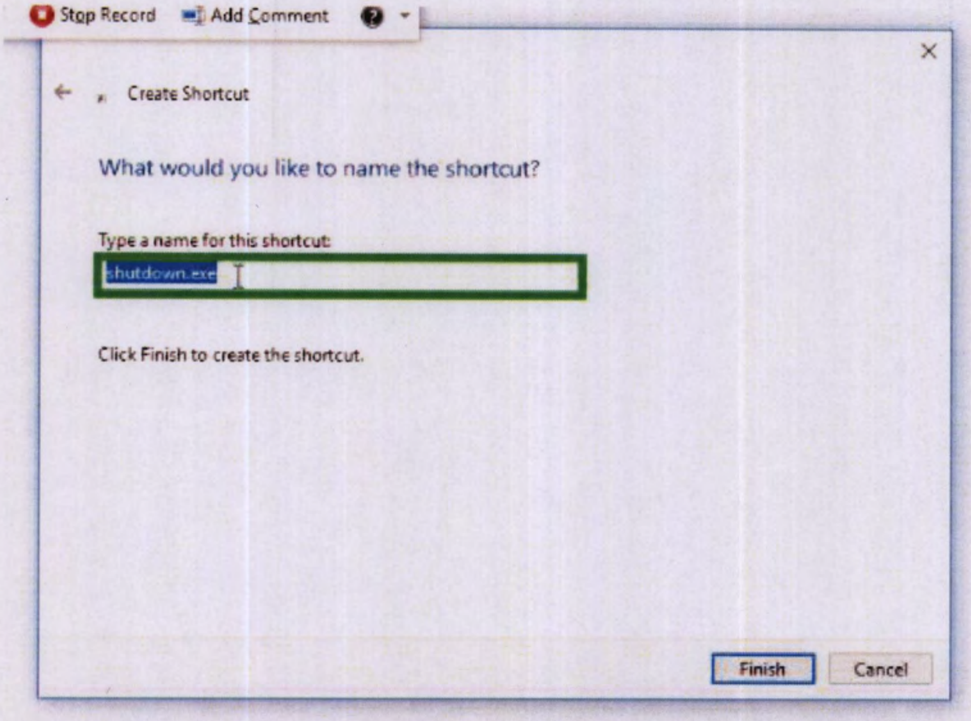
What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

```
Shutdown /S /T 02 /C "Turn off the computer %Usernaame%"
```

Click Next to continue.

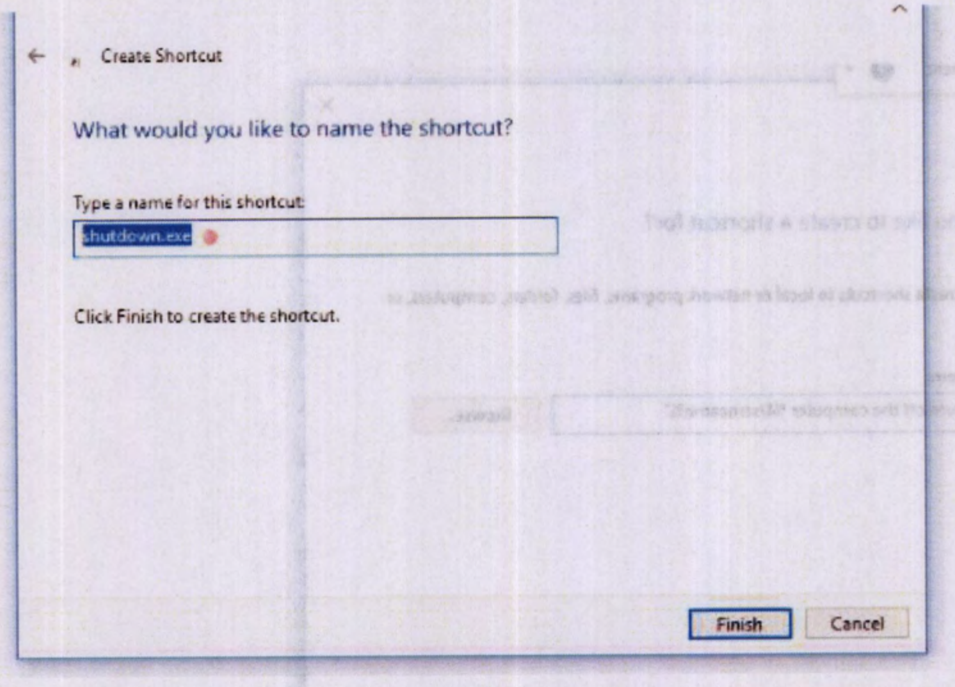

Stop Record
Add Comment
Create Shortcut
Finish
Cancel

What would you like to name the shortcut?

Type a name for this shortcut: shutdown.exe

Click Finish to create the shortcut.

Shutdown Command Icon

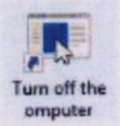

←
Create Shortcut
Finish
Cancel

What would you like to name the shortcut?

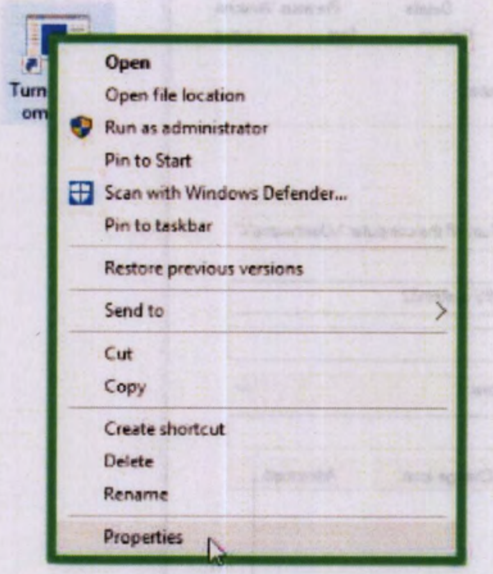
Type a name for this shortcut:

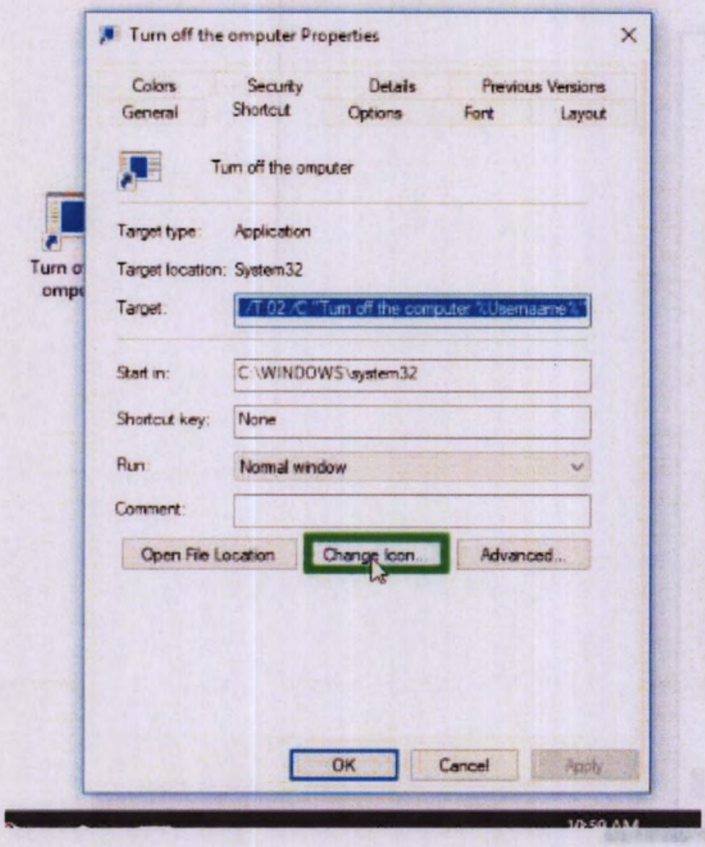
shutdown.exe

Click Finish to create the shortcut.


Turn off the
omputer

Shutdown Command Icon


Open
Open file location
Run as administrator
Pin to Start
Scan with Windows Defender...
Pin to taskbar
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties


Turn off the omputer Properties
Colors
Security
Details
Previous Versions
General
Shortcut
Options
Font
Layout
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply

Turn off the omputer

Target type: Application

Target location: System32

Target: /T 02 /C "Turn off the computer %Usernaame%"

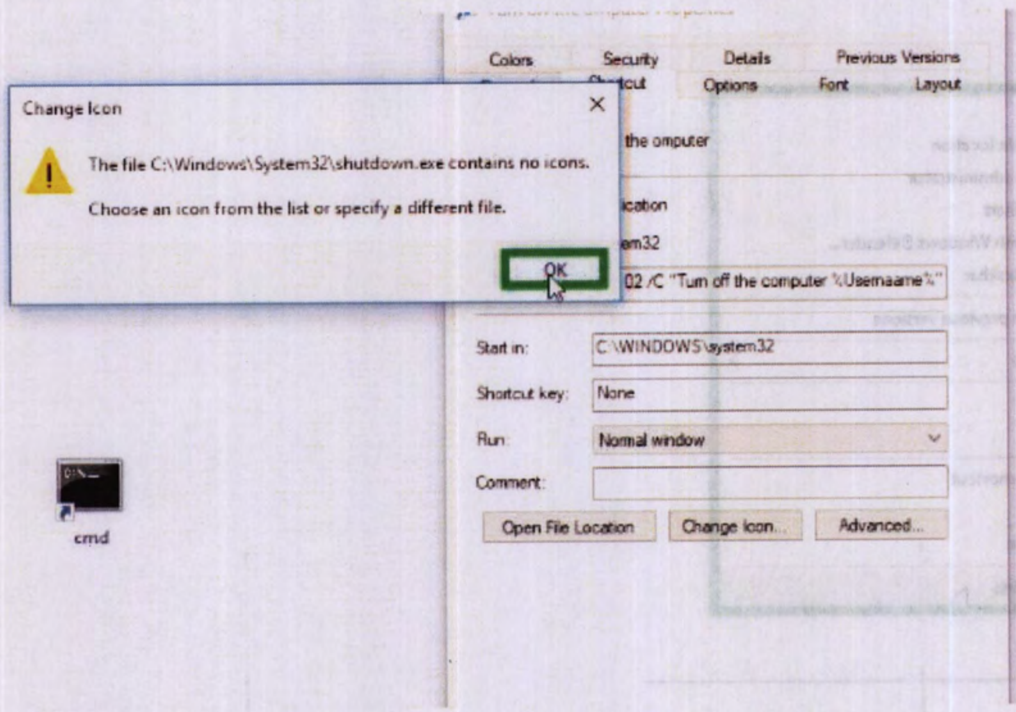
Start in: C:\WINDOWS\system32

Shortcut key: None

Run: Normal window

Comment:

Shutdown Command Icon



Change Icon

The file C:\Windows\System32\shutdown.exe contains no icons.

Choose an icon from the list or specify a different file.

02 /C "Turn off the computer %Usernaame%"

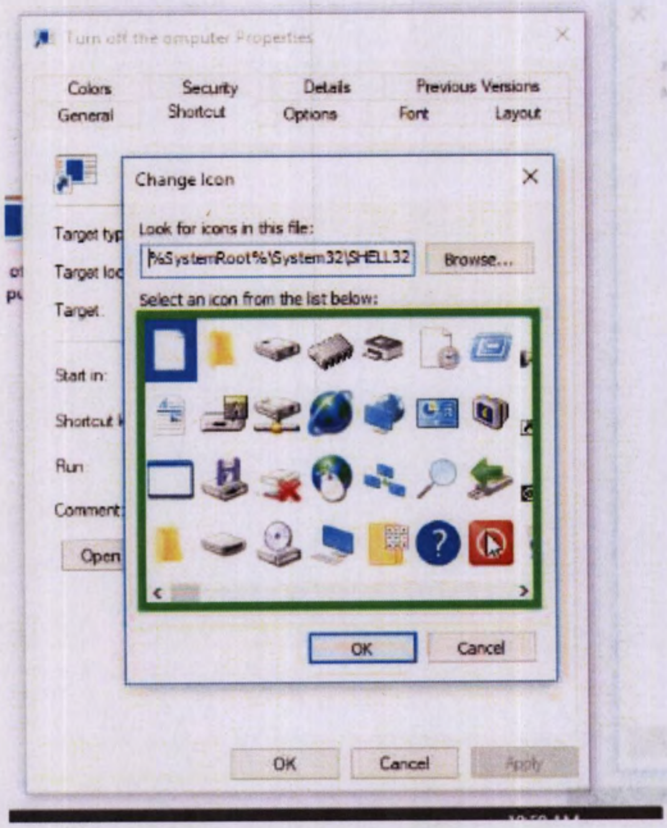
Start in: C:\WINDOWS\system32

Shortcut key: None

Run: Normal window

Comment:

Colors
Security
Details
Previous Versions
Shortcut
Options
Font
Layout
the omputer
ication
em32
OK
cmd
Open File Location
Change Icon...
Advanced...



Turn off the omputer Properties

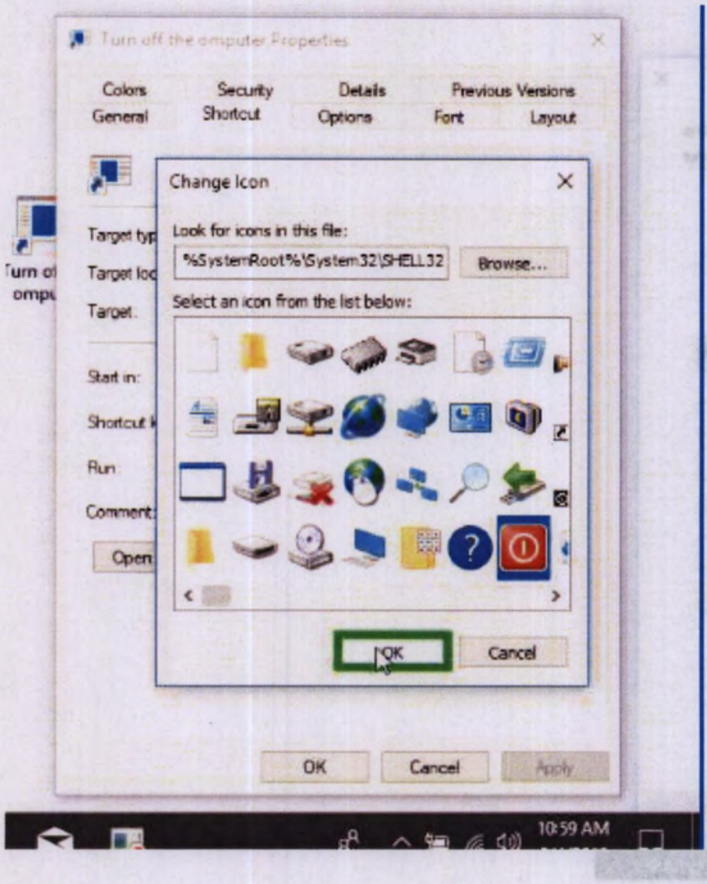
Change Icon

Look for icons in this file: %SystemRoot%\System32\SHELL32

Select an icon from the list below:

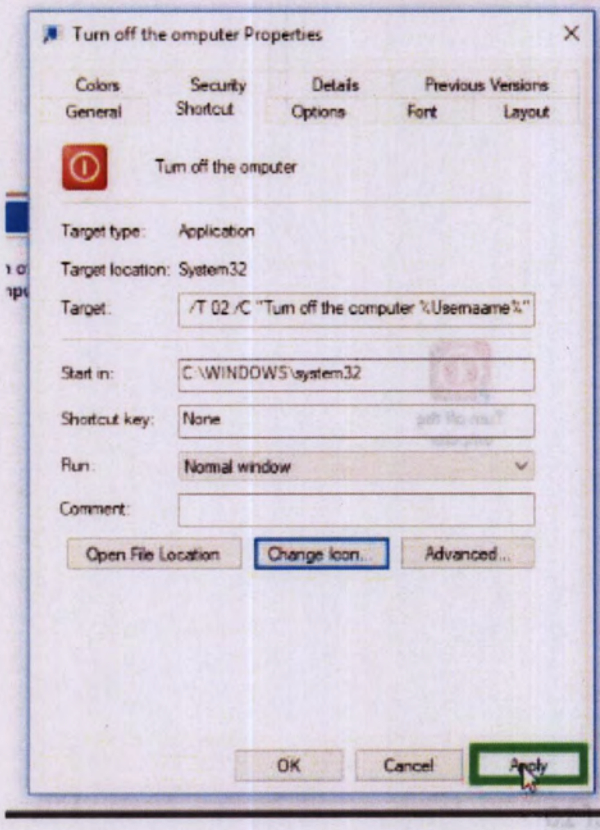
Colors
Security
Details
Previous Versions
General
Shortcut
Options
Font
Layout
Target typ
Target loc
Target
Start in
Shortcut k
Run
Comment
Open
Browse...
OK
Cancel
OK
Cancel
Apply

Shutdown Command Icon


Turn off the omputer Properties
Colors
Security
Details
Previous Versions
General
Shortcut
Options
Font
Layout
Target typ
Target loc
Target
Start in:
Shortcut k
Run
Comment:
Open
Change Icon
Browse...
OK
Cancel
OK
Cancel
Apply
10:59 AM

Look for icons in this file: %SystemRoot%\System32\SHELL32

Select an icon from the list below:


Turn off the omputer Properties
Colors
Security
Details
Previous Versions
General
Shortcut
Options
Font
Layout
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply

Turn off the omputer

Target type: Application

Target location: System32

Target: /T 02 /C "Turn off the computer %Usernaame%"

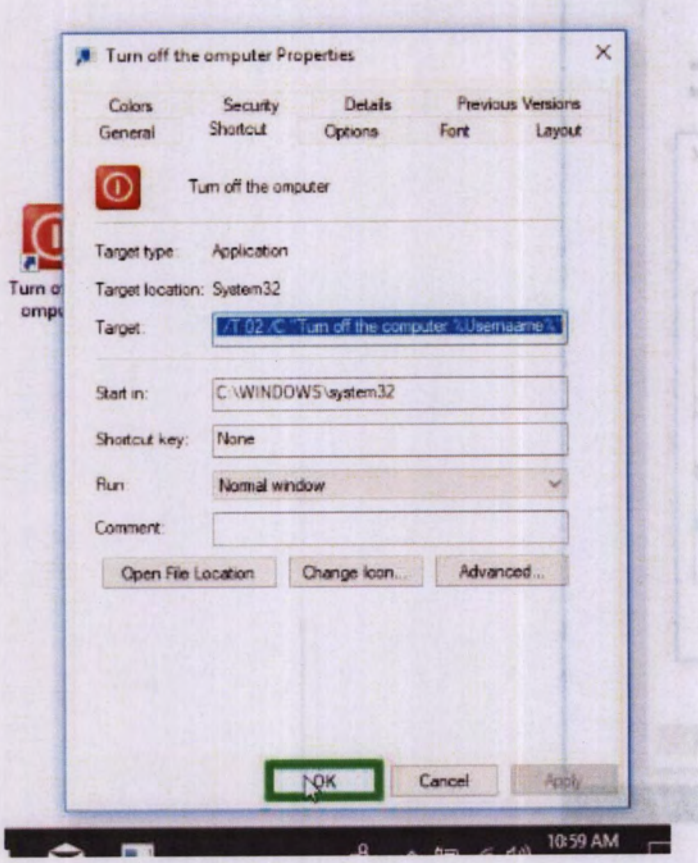
Start in: C:\WINDOWS\system32

Shortcut key: None

Run: Normal window

Comment:

Shutdown Command Icon


Colors
Security
Details
Previous Versions
General
Shortcut
Options
Font
Layout
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply
10:59 AM

Turn off the omputer Properties

Turn off the omputer

Target type: Application

Target location: System32

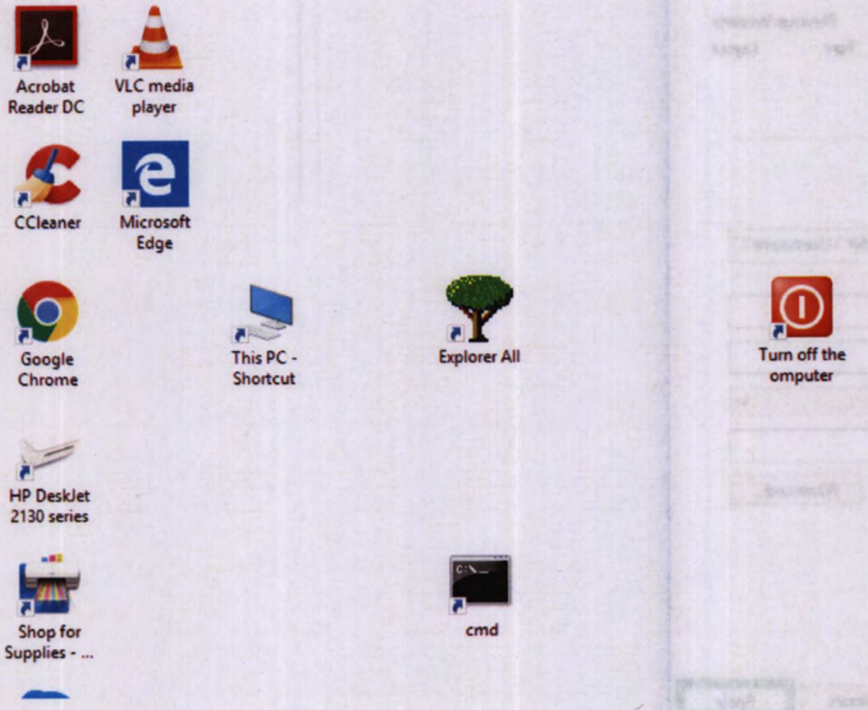
Target: /T 02 /C "Turn off the computer %Usernaame%"

Start in: C:\WINDOWS\system32

Shortcut key: None

Run: Normal window

Comment:


Acrobat Reader DC
VLC media player
CCleaner
Microsoft Edge
Google Chrome
This PC - Shortcut
Explorer All
Turn off the omputer
HP DeskJet 2130 series
Shop for Supplies - ...
cmd

These are 3 microsoft website that might help Senior citizens from being scammed :

1. Avoiding Web scams: http://msft.social/aMrXxO;
2. Staying safe from email and chat scams: http://msft.social/XStwgG;
3. Preventing caller scams: http://msft.social/DOdkvs.