

Glendora's Computer Club Gigabyte Gazette



March 2019, Volume 24, Issue 20
Editor: Judy T aylour

Meetings
2nd & 4th Wednesday
1:00 – 3:00 pm
La Fetra Community Center
333 East Foothill Blvd.
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www.gscclub.org/

March 13, 2019

The Search for Impartial News Jim Glass & TechBoomers

The 9 best news sites for impartial news plus how to tell if it is "fake."



In This Issue

Mistakes We Make When Buying a Computer	2
Interesting Internet Finds for March	4
Wi-Fi Security – Protect your communications; Don't leave your Wi-Fi open	6
Windows 10 Screen Capture Tools	8
Security Tips – March 2019	9
How to Set Up a New Computer	10
Officers, Committees, Directions....	13
Tech Help Form	14

Planning Meeting
after the 2nd Wednesday
membership meeting
All are welcome to attend

Windows 10 File Management Annemarie Hunt

When using your Windows 10 system to create information, over time, we accumulate a lot of files that are stored on our hard disk. A critical part of how Windows 10 (and Windows in general) organizes this is by using a File System that manages how files are stored and accessed on your computer.

Annemarie will show us how to better manage our files stored on our hard disk.



Kretchmar's Korner

Mistakes We Make When Buying a Computer

By David Kretchmar, Computer Technician,

Sun City Summerlin Computer Club, NV

March 2019 issue, Gigabyte Gazette

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For many of us, computers have become an integral part of our daily lives. Computers have become almost as important as a car to some of us. Fortunately, computers are pretty easy to acquire. They are no longer a major investment (my first computer system, 20 years ago, cost \$3000) but still can be a significant purchase and something we will live with for years.



For the less tech-savvy, buying a computer can be difficult. There is a lot of tech jargon flying around, and all of it is competing to get your money. Because of that, mistakes are easy to make, and they can easily result in your money going to waste. When you're spending hundreds of dollars, you don't want to get a machine that's going to break down in a year, fail to work as expected or cost any more than it ought to. We are going to take a look at a number of computer shopping mistakes so that you can avoid them and get a great computer without spending any more than you have to.

Always Buying Whatever's Cheapest

If you have very minimal computer demands and hardly browse the Internet, you might be able to get away with only ever getting a cheap computer. Cheap and/or old hardware is going to wear out more quickly and fail to meet the ever-increasing demands of new software. A \$200 machine could last you a couple of years, but that time may be filled with headaches as it begins to struggle more and more on its way to the computer graveyard. A \$400 computer should last longer, and that time should be less filled with headaches. It is impossible to be entirely sure what you're going to get for your money, but you'll probably have a good chance of finding a more reliable, longer-lasting PC if you spend more. You don't need to buy a \$2,000 computer, but just keep an eye out for good deals on brands and models that have proven to have a good lifespan, and you should be safe.

Not Buying Based on Your Needs

If you think a computer seems awesome because you've heard media hype about it, it's the latest thing, or it just looks awesome, you're probably shopping for a computer incorrectly.

Sure, if you want to prioritize a certain feature such as appearance or power, you can, but most of us should just think about what we need from the computer and buy a machine that will enable us to do the job. If you're going to just do light Internet browsing, some word processing, and watch a movie here and there, you can probably do without 32GB of RAM, that 8-core CPU, or 12 USB 3.0 ports. Whatever you get with a computer, you pay for, so try not to go for something you know you don't need.

Not Knowing What You're Getting with an Operating System

About 10 years ago my nephew camped outside of Best Buy to get a dirt-cheap laptop. The laptop was inexpensive, but it came without a permanent operating system! Fortunately he had a geeky uncle who was able to help him, but not all were so fortunate.



Today you are unlikely to be sold a computer without an operating system (OS). There are plenty of different computer OS out there — Windows, Apple OS X, various flavors of Linux, including the Chrome OS. Each OS functions differently. Most importantly for users, each OS handles software differently (if at all). If you have an old computer running one OS and want to bring software you purchased to a new computer, don't expect to succeed if you switch operating systems. For example, Skype may have versions working for Mac and Windows, but you won't be able to Skype with your friends and family if you switch over to Chrome OS. Remember the first step in buying a computer: you need to decide what you need to do with a computer and ensure the OS will support it.

Assuming a Feature is Included

Whether you're shopping for a laptop or a desktop, don't make any assumptions about the features that are included.

Computers come in all configurations

You should never take anything for granted. If you want a computer with a CD/DVD drive, look and see if there is one, and if you're shopping on line or in a store, make sure you know with 100% certainty it's there. Optical drives seem to be slowly going the way of the old floppy drives – away.

Software can usually be downloaded online rather than installed from an optical disk. More and more new computers don't include an optical drive, especially laptops, since the optical drive on a laptop adds considerably to the bulk of the system. External optical drives are available for \$25 - \$30 and this is often the solution if an optical drive is required.

Also make sure there are plenty of USB ports, and importantly at least 1 high speed (3.0 or 3.1) USB port.

Some new computers are sold with HDMI video output only

If you plan to utilize an older monitor with only the old standard 15-pin sub-D input, you are out of luck without a special adapter.

Not Finding a Problem with a Computer While You Can Still Return It

Just because you've spent your money for a new computer already doesn't mean the buying process is over. You have a time window where you can return the computer if you're not satisfied. Test everything. See how far the Bluetooth signal reaches. Ensure it can connect to your Wi-Fi network and maintain a connection. Test out all of the drives and ports. Try out headphones and microphones. Install all of the programs you want to use and try them out. Run Prime95 or your most demanding video game for hours. You basically want to make sure that the computer will easily meet your needs. If it's falling short or not working how you expect, you want to find that out while you can still return it. (Personal story: I once bought a high-end Dell desktop computer that seemed great, but it would not shut down without cutting off the power. I returned it quickly for a replacement. If I hadn't tested out those features early on, I would have learned the hard way what it felt like to waste \$3000.)

Not Shopping Around Enough

You do need to shop around - that is, if you want to get the best deal. Don't just go into Best Buy and assume your options are limited to those devices at those prices. Shopping at a single retailer (especially a brick-and-mortar shop) will guarantee that you'll miss out. Every big retailer is going to have some deal going at any given time, so you've just got to hunt for the right one, which means checking way more than one place. I suggest you look at Newegg.com, TigerDirect.com, Amazon.com, and BestBuy.com. If you're brave and knowledgeable you can see what you can find on eBay.com. Check the manufacturers' websites. Check Costco and other retailers. If you shop around and are patient, you'll get a good deal on a new computer.



Setup and Warranty

Finally, there's the matter of setup services and warranties. Choosing to get a warranty is an extra cost, which I do not recommend, but it adds some security. If you're concerned about physical damage to the computer, an accidental damage warranty isn't a bad idea. As far as setup services, if you know your way around a computer, or know someone who does and is willing to help, you can likely pass on having a professional set it up — most of what's done is pretty simple. If everything about computers is like a foreign language to you and no one you know tolerates your technological deficiencies, it may be worth the money to have a pro come set up your new computer and get you up and running.

Interesting Internet Finds for March

By Steve Costello
scostello (at) sefcug.com



While going through more than 300 RSS feeds, I often run across things I think might be of interest to other user group members.

The following are some more items I found interesting during February 2019.

What is Google Voice and How Do I Use it?

<https://www.groovypost.com/howto/what-is-google-voice-how-to-use/>



then and is still free now.

I have been using Google Voice for years and am always surprised by people I meet knowing nothing about it. It started out as the designated phone number for user group contacts so no matter where I was the calls forward to my house and cell numbers and if still missed the voice mails get transcribed to text. Google Voice was free

How to Protect Your Accounts with Two-Factor Authentication

<https://www.techlicious.com/tip/best-practices-for-using-2-factor-authentication/>



factor authentication, you really should.)

Do you keep hearing about two-factor authentication and want to learn more about protecting your accounts with it? If so check out this post. (Note: If you are not using two-

Search Images with Creative Commons License: Free Tool by Creative Commons

<http://www.ilovefreesoftware.com/22/webware/search-images-creative-commons-license-free-tool-by-creative-commons.html>

ilovefreesoftware

As a blogger I look to use creative commons licensed images a lot. Sometimes I will even use tools such as this one to browse a broad group for images serving as inspiration. Free stock photos are also good, but I feel they don't work as well and it is harder to properly use them without copyright concerns.

Which Wi-Fi Channels Should I Use for My Wireless Network?

<https://lifehacker.com/which-wifi-channels-should-i-use-for-my-wireless-network-1832788063>

Are you having trouble with your Wi-Fi speed? If so, check out this posting to see how to find out which channels you are using and which you should be using.



How-To Geek

5 GHz Wi-Fi Isn't Always Better Than 2.4 GHz Wi-Fi

<https://www.howtogeek.com/405105/5ghz-wi-fi-isnt-always-better-than-2.4ghz-wi-fi/>

This post explains why sometimes one band is better than the other for dual band Wi-Fi. Something else to check if you are having Wi-Fi speed issues.

How I Write on My Phone ... WITHOUT Typing on a Fiddly Touchscreen

<https://www.aliventures.com/writing-on-phone/>

Aliventures

I have been thinking about only taking only my smartphone and maybe my tablet on vacation, instead of lugging a laptop around. I do have a Bluetooth foldable keyboard that I only used to use at meetings with my tablet. After reading this post I am actually

going to do it next vacation. Check it out for yourself to see if it might be right for you too.

Is There a Real Alternative to Windows?

<https://askleo.com/is-there-a-real-alternative-to-windows/>



With support for Windows 7 ending soon many who don't want to move to Windows 10 are asking this question. Leo Notenboom explains that there is no direct replacement, but there are alternatives that may or may not work for you. (Note: I have experimented with several distributions of Linux, and probably will go with Linux Mint. If I need a laptop my top choice will be a Chromebook.)

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**Wi-Fi Security – Protect your communications;
Don't leave your Wi-Fi open
By Phil Sorrentino, Secretary & APCUG Rep
The Computer Club
www.scccomputerclub.org / [philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)**



Wi-Fi is all around us. In homes, libraries, airports, shopping centers, recreational places, houses of worship, the CA buildings, just about everywhere. Wi-Fi is the first step in the complex way we get to the internet for information, entertainment, or purchases. Our smartphones, tablets, and computers, more than likely, communicate with a router over Wi-Fi. (I say more than likely because there are still some desktop computers directly connected to routers by wire, using an Ethernet RJ-45 connection). The router in turn connects to a modem (modulator-demodulator) which in turn connects to your ISP (internet service provider). It is the ISP that is the final step and the gateway to the internet and all of its wonderful websites and servers.

Wi-Fi is a wireless communications link. Like any wireless communications, for example radio or tv, it can be intercepted by an antenna and an appropriate receiver. This means that anyone with a laptop (antenna and receiver are integral components), and some special software (commonly called a wireless sniffer) could intercept the wireless signal and “listen in” on your digital communications. I don't mean “listen in” as in hearing with your ears. I mean intercepting the digital data stream that makes up your communications, and interpreting, and possibly recording, the communications content. (Googling “sniffer” reveals that a network sniffer is a software tool that monitors, or sniffs out, the data flowing in a communications link in real time. It can be a self-contained software program or a hardware device with appropriate software or firmware. Wireshark is widely

recognized as the world's most popular network sniffer. It is a free, open source application that displays intercepted communications data. In the hands of a skilled user it can intercept communications and even capture passwords from nearby communications activity.) With this computer setup, the person at the next table at your favorite coffee shop could be "listening in" on your every request for information, and the information you receive. This is the reason you are always counseled to never do anything with your financial apps, or any app that accesses personal private data, when you are in a coffee shop setting. The Wi-Fi routers at most of these locations are usually "Open" and not protected. Though the person at the next table is probably not listening to your communications, you should consider all open Wi-Fi communications as if it was available to the public.

So, at home where you will want to use your financial apps, it is important that you secure your Wi-Fi by employing encryption. This guarantees that your Wi-Fi communications cannot be compromised, even if someone with sniffer equipment parks in your driveway where the signal is strong enough to be intercepted. I would bet that most of us already have our Wi-Fi encrypted. Any Wi-Fi that requires a password is using some type of encryption and is therefore protected. Today, there are at least three types of encryption that are used with routers, WEP, WPA, and WPA2. WEP is the oldest and least secure way to encrypt your Wi-Fi, short of leaving it open or unencrypted. A WEP, or "Wired Equivalent Privacy", password is said to be easy to crack, by those who practice the art of cryptography. WEP will only stop the most casual of users from connecting to a WEP protected network. Common advice is that if your router only supports WEP, you should replace it, post haste. All networks should use one of the stronger encryptions techniques, WPA or WPA2.

WPA or "Wi-Fi Protected Access" is the newer Wi-Fi security standard. There are two versions of WPA - WPA and WPA2. WPA was created as a stop gap solution for devices that originally only supported WEP. It allowed those devices to upgrade to a stronger encryption scheme, WPA, and leave behind the known flaws of WEP. WPA was always only a temporary solution improving the situation, but not expected to be the final solution. The final solution is WPA2. WPA2 is the most secure type of encryption available today for typical home equipment. (The government may have other encryption schemes but that would only be known by people way above my pay grade.) WPA2 is the encryption standard that we should all use on our routers at home. The strength of an encryption scheme comes from the algorithms used and the length of the encryption key. Without getting into the technical details, WPA2 uses the strongest algorithm and employs very long keys. The WPA2 in this discussion is sometimes called WPA2-Personal. There are other variants of WPA called WPA2-Enterprise that may be even more secure but are intended for large business installations. So, at home when you are setting up your typical home or small business router, make sure your data is protected, (and access to your Wi-Fi is limited), by setting up and using WPA2 Wi-Fi security.

Windows 10 Screen Capture Tools
By Nancy DeMarte, 1st Vice President
Sarasota Technology User Group, FL
February 2019 issue, STUG Monitor
www.thestug.org / [ndemarte \(at\) version.net](mailto:ndemarte@version.net)



The ability to capture an image of a whole computer screen or Window has been around since the 1960's. It comes in handy for anyone who wants to include a portion of a screen, such as a picture, group of text, chart or graph, in another place. For example, you might be typing a letter to a friend and want to include a map of your recent vacation trip from an online catalog. You can open both the letter and the page that contains the map. Using a capture tool, you can snip (capture) just the map and paste it into the letter.

The original capture tool was the Print Screen key (PrtScr) on the keyboard. At first, this basic tool could capture only the content of the whole screen or an active Window. You can still find Print Screen on most keyboards as one of the F keys along the top, but to use it in Windows 10, you must first enable it. Click Start > Settings > Ease of Access > Keyboard (in left pane near the bottom) > Print Screen Key. Turn on "Use the Print Screen key to open screen snipping."



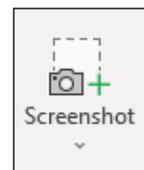
Windows currently offers three capture tools.

1. **Snipping Tool** was introduced in 2002 as part of the Microsoft Tablet PC. In 2006, it became one of the accessories in the VISTA operating system. Besides the basic captures of Windows and screens, it added freeform captures and editing tools like colored pens and an eraser. It also added a time delay of 1 to 5 seconds to give the user time to open a menu which would otherwise not be visible during the capture.



Snipping Tool captures are saved as photos (.jpg files). They can be copied into MS Paint for more extensive editing. Once saved and edited, they can be pasted into the Office apps, such as Word documents, Excel spreadsheets, Outlook emails, or PowerPoint presentations.

2. **Screenshot** was introduced in 2017 in the Word, Excel, PowerPoint, and Outlook applications. It is a newer version of the Print Screen key and is located on the Insert tab in the Illustrations or Images group. It can capture the whole screen, a Window, or a portion of a screen or Window. Detailed instructions for its use can be found by holding your mouse pointer over the Screenshot icon, then clicking Tell Me More.



3. **Snip and Sketch** is the newest Windows 10 capture tool, which was part of the Fall 2018 Windows update 1809. It has all the features of Snipping Tool plus a few new ones to accommodate the features of current devices,



such as touch screens. It has a ruler and a protractor to use if a capture needs to be a specific dimension. Its time delay choices are 3 or 10 seconds.

Snip & Sketch also lets you crop the snip before leaving the app. A capture can be shared with nearby devices using Bluetooth and Wi-Fi. In Windows 10, pressing the enabled Print Screen key will open the Snip & Sketch mini toolbar, or you can open it by pressing the Windows key + Shift + S.



As a longtime fan of Snipping tool, I was concerned when I learned that it will be replaced soon by Snip & Sketch. However, Snipping Tool will still be available at no cost in the Microsoft store. The more I use Snip & Sketch, the more I find it to be a good upgrade, but I'm keeping them both among my apps until I decide which is my favorite. Everyone needs a capture tool.

Security Tips – February 2019

**By David Shulman, Weekly Update editor, intergroup liaison,
and a co-organizer of WPCUG's Meetup**

February 2019 issue, Westchester PCUG News

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Attention Facebook and Android users: Apparently, some platforms and applications on those portable devices transmit information about you and your "doings" when the app opens. This information comes from an investigation by a company that has resulted in the EU banning those apps unless they are rewritten to notify users and asking permission to use the data. You are warned that this aggregates under a unique identifier that can reveal information about you. Please see <http://bit.ly/2Y2KRBo>

Did you get an Amazon Alexa during the holidays? If so, are you aware that while it is listening for the wake-up phrase, it is listening AND recording everything it hears? Check out the Amazon Alexa Privacy page: click on Alexa Privacy and review voice history. Furthermore, there are fake setup apps for Alexa. Searching for the setup, you'll find an app near the top called "Setup for Amazon Alexa" by One World Software. That's the fake. This app actually climbed the Apple popularity chart to among the top ten, and it was worse for the Android and Google Play folks. For Alexa, the official version is developed by AMZN Mobile, so look for that before downloading. And it shows up in the Apple App Store's Music section, not Utilities. If you have an Alexa-enabled Fire tablet, the real app is downloaded automatically.

"San Diego School District Hacked, 500,000 Employees and Students Possibly Affected" was the headline in the San Diego Union-Tribune. The takeaway for all of us

no longer in school or working in schools is: DO NOT provide personal, unchangeable information about your kids or grandkids to school systems that do not need it, and demand that the schools secure the information they probably need to legitimately run their institution. See <http://bit.ly/2F8bi10>

Is privacy an ongoing concern for you? Check out Pogowasright.org. This website, founded in 2006 by two people who loved Pogo and thought that the iconic cartoon with the caption “We have met the enemy and he is us,” drawn by Walt Kelly was the motivation for their website.

Five biometric security measures to keep you safer in 2019. Fingerprint and facial recognition, gait analysis, and behavioral, palm, and voice biometrics are some of today's cutting-edge biometric technologies that can help identify and authenticate users. See: <http://bit.ly/2CdTZcY>.

How to Set Up a New Computer

Daves Computer Tips

By Dick Evans, a new member of the DCT Team

January 29, 2019

<http://bit.ly/2NZWTXu>

DavesComputerTips

Setting Up a New Computer

Now, you have your new computer and all your “stuff” is still on the old computer, so how do you get your files and programs moved to the new one?

This is not a difficult task, but there are a few steps to take. The data is easy—the programs are more challenging.

There are a few ways to accomplish this. A couple of approaches are costly but we will look at ones that are free. You will, however, need a large USB flash drive or an external hard drive.

Cleaning Up the “Bloatware”

Your new computer comes with Microsoft Windows 10 and a number of preloaded programs often referred to as “bloatware.” You might want some of them. Also included might be a trial version of an antivirus program and Microsoft Office 365.

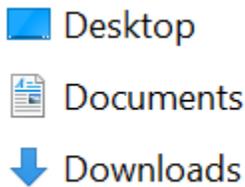
In my opinion, you do not need the preloaded trial antivirus software as Windows Defender is included with Windows 10, is free, and does a good job.

If you already have Microsoft Office, then you do not need Microsoft Office 365; however, you will need the key code and version of the Microsoft Office on the old computer because it will have to be installed on the new one.

If you don't have Microsoft Office, there are a number of free Office-like programs out there such as LibreOffice.

Copying Your Data

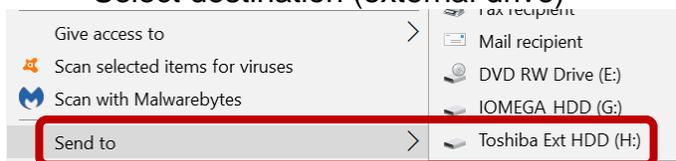
Go to your Documents folder



Click on the folder to open it

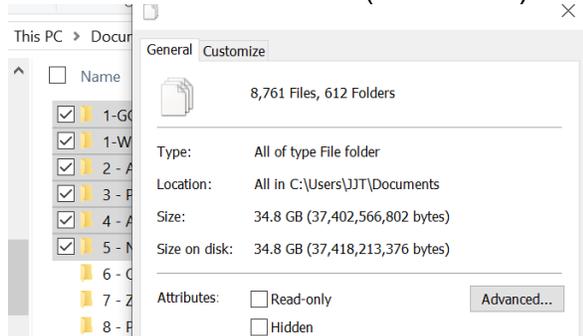
Using an external drive

- Hold the Ctrl key down, select each folder containing your data
- OR click on the check boxes to select each folder
- OR press CTRL to select all folders
- Click on Send to
- Select destination (external drive)



Using a flash drive

- Hold the Ctrl key down, select a few folders containing your data
- OR click on the check boxes to select each folder
- Right click on a folder
- Choose Properties to determine the size of the selected files to make sure they will 'fit' on the flash drive
- Click on Send to
- Select destination (flash drive)



This will take a few minutes depending on how much data is being copied.

The OneDrive folder documents will be downloaded from the cloud when you sign in at Microsoft on your new computer.

Copying Data to the New Computer

When finished, safely remove the flash drive or external hard disk. Then plug it into the new computer. Open the drive in File Explorer on the new computer to see all the

copied folders. Select them and drag them all into your Documents folder on the new computer.

If you backed up your documents, folders, etc. Open your backup program and following the directions to Restore the folders/documents.

On to the Programs

Now that your data is done, let's look at the programs. Are your programs in your Download folder? If you saved the installation files for non-Microsoft programs, then one at a time, install them on the new computer. You will also find them in File Explorer with an EXE extension, listed as an Application type.

If some of your programs are not readily available, locate the discs or find them online. You cannot just copy the executable files from the old computer or drag the program folders over to the new computer. They must be properly installed on the new one.

If you had Office 2010 on the old computer, you can download and reinstall Office 2010 if you have the original key code. Microsoft is no longer allowing for downloads of older versions nor do they have newer ones available.

Install Maintenance Programs

Download and install the maintenance programs you use. The ones I like are the free versions of:

- CCleaner
- Glary Utilities
- Malwarebytes Anti-Malware

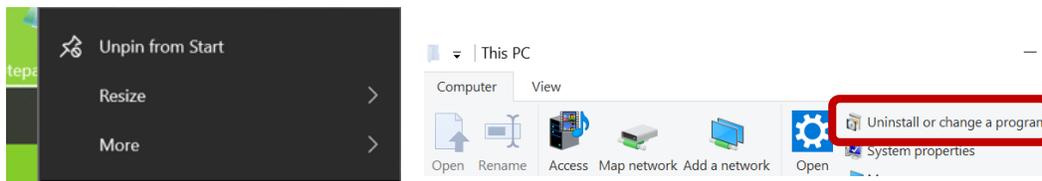
If you use browsers other than Edge, install them as well. The ones I like are:

- Chrome
- Brave

To download and install them I use PatchMyPC. Another useful download site is Ninite for most of them.

Final Cleanup

Lastly, I would open the Start Menu on the new computer and look at all the tiles. Right-click those you do not want and remove them. Either Unpin them leaving them installed or Uninstall them to remove them from the Start Menu and from the computer.



Now your new computer is ready to go. Remember to run the maintenance programs regularly and to make backups often.

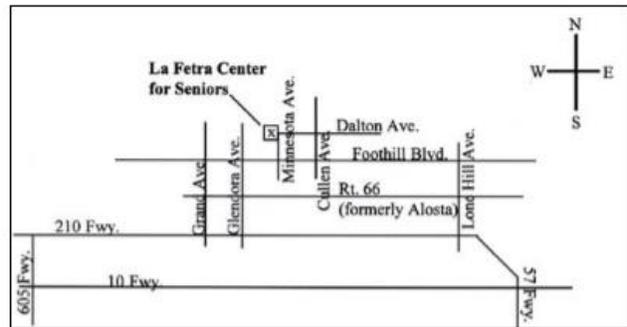
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