Glendora's Computer Club Gigabyte Gazette

Meetings
2nd & 4th Wednesday
1:00 – 3:00 pm
La Fetra Community Center
333 East Foothill Blvd.
Glendora CA 91741
626 914 8235

www.gscclub.org/

In This Issue

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

Wednesday, May 10, 2017

Home Security Systems
Post Alarm Company, Arcadia

This presentation will cover the ways you can use a home security system for peace of mind. If your home or office could talk to you, what would it say? Whether a door has been opened, a valuable has been moved or a flood has been detected, Total Connect from Post Alarm can tell you! All you need is your laptop or cell phone to stay in the know and stay in control. With Total Connect from Post, if it's happening in your home or office, it's happening on your phone.

Former Police Chief Sam Post founded Post Alarm Systems in 1956. His basic principle was a commitment to the highest quality of service. This commitment continues today marked by strong family involvement. The 3rd generation of the family is still involved with the company.

Wednesday, May 24, 2017

Genealogy Isn't Boring
Connie Rodriguez
Claremont Senior Computer Club

Genealogy can begin as a hobby, turn into a passion, then become an obsession. Connie will talk about the many reasons for doing family genealogy to find relatives, explore family lore, preserve our history and more.

The Perils of Printing
By Greg Skalka, President, Under the Hood Compuer UG, CA
March 2017 issue, Drive Light
www.uchug.org / president (at) uchug.org

Does anyone really need a printer anymore? When was the last time you printed something from the device you are reading this on?

If you are reading this on a desktop PC, odds are good you have printed something recently. If reading this on a laptop, you have maybe a 50/50 chance of ever having printed from this device. If you are reading this from your Chromebook or tablet, it is highly unlikely you have ever printed. And if you are viewing this on your smart phone, you not only have good eyesight, but you have no use for printing (and no practical way to do it).

Printers were once an essential part of a computer system. The first computers needed a printer to provide any kind of an output, since at that point email and the Internet did not exist. Letters and other written communications had to be printed. Before computers, the only way to make multiple copies of your correspondence was to use carbon paper between paper sheets in your typewriter. With a computer and printer, the same document could be printed as many times as desired. Need to make a change to your document? Instead of using liquid paper or correction tape for minor changes, or completely retyping for major ones, the computer user could easily make changes to their saved document and reprint.

Early printers copied their typewriter predecessors in technique. I once owned a daisy wheel

printer, which used the same impact method as a typewriter, but held the printing type on a flat wheel resembling a daisy flower. To print graphics, I also had to have a dot-matrix printer, which, though faster, produced output of poorer quality. Both were black only; it was rare to have a color dot-matrix printer, as it required a special (and expensive) ribbon with bands of different ink colors.

Being impact printers, both kinds made a lot of noise and shook the table they sat on. The daisy wheel printer used standard sheet paper, while the dot-matrix printer required special paper with holes on the edges to allow the paper to feed. This paper usually had the feed holes on side strips that were perforated for removal, and was sold in boxes of z-folded sheets separated by perforations (one continuous strip of sheets per box). That kind of paper made great printer banners. Dot-matrix impact printers dominated the printing world through the 1980's but were displaced by laser and ink-jet printers, due to their lower cost, higher quality and faster output.

I would have thought that dot-matrix printers had gone the way of the Dodo bird, but to my surprise, Office Depot shows 58 dot-matrix impact printers currently available on their web site. They also have the continuous feed paper needed to make those banners. Fry's Electronics at this point only carries ink jet and laser printers.

Laser printers had the highest quality output but were expensive (both in initial cost and in supplies). Ink jet printers were and still are the most popular printer, with good quality and lower cost. They were even more economical if you refilled your own ink cartridges, as the

printer makers used the "sell the printer cheap and make it back on the ink" sales model. I once bought ink refill kits and refilled ink cartridges myself, which can be messy, but now I don't print so much and am lazy. At this point I don't bother trying to save the few dollars a year refilling would give me.

Initial ink jet and laser printers were mostly black-only, with color being very expensive. Now all ink jet printers and almost half the laser models available are color. I still have a "photo-quality" ink jet printer that I once used to print photos; it now gathers dust. Today the print quality of even average ink jet printers is good enough for photos, and I print so few now that I usually just get them printed at the Costco photo center.

Hewlett Packard has most of the printer market today, with Canon in second place. Though Apple still makes Macs, they no longer make printers. I guess the majority of their products today can't print, anyway.

Though I still have a few separate printers, like a lot of people, I now use an all-in-one printer, copier and scanner (it also can fax, but who does that anymore?). When my kids were in school and had computers of their own, every computer in the house had its own dedicated printer. These originally connected to the computers via parallel port, and then later through USB. Now my one HP network all-in-one printer does 99% of the household printing for all computers, and I plug one of my USB printers into a computer only occasionally.

My two children used printers (that I provided) when they lived with me. Now that they are both grown and live on their own, neither one owns a printer. They are the typically millennials; having cut the cord; they don't have cable or satellite TV, but instead watch over-the-air broadcasts or from the Internet. With only mobile computing devices, they have cut the printer cord as well. My son prints the few personal things he needs at work, while my daughter finds no need for printing. Since tickets and coupons can now be presented on a smart phone screen for redemption, they have little need for actual paper items.

I'm still hanging on to a number of printers, though I have two I've not used in years and should get rid of at this point. I do continue to print quite a bit, probably several pages a week at least. Since I don't have my own smart phone, I must still print out coupons, Groupons and tickets on paper, at least for when my wife is not with me. I have automobile service manuals in PDF form, and rather than view them in the garage with greasy hands on my tablet or Chromebook, I'd prefer to print the pages I need to reference for service work I do. I update and monitor my personal Outlook calendar on my PDA, but prefer to always have monthly paper copies to refer to.

Windows was made for printing, but other operating systems seem to have left off that feature. Android, iOS, Linux and Chrome OS don't really support printing, and most printers don't have drivers to support them. I have a lot of devices that can view or access the Internet, but only my Windows machines can print the Internet. I like my Chromebook and use it daily, but I can't print from it, and so must carry items over on a Flash drive to my laptop for printing. I use my Android tablet and iPad Mini less often; they can't print either, so are not quite as useful to me as they could be. My Amazon Dot can answer my questions, control my lights and play music for me, but can't provide a physical output (unless you count orders shipped from Amazon).

It seems the older you are, the more likely you are to want your own printer. While my children don't own printers, and my wife and I have used the same network printer for about five years, my parents have each bought new printers for themselves in the last year. I did buy myself a new printer recently, but have yet to set it up. I bought the HP OfficeJet Pro 7740 mainly for its ability to scan both sides of a page through its feeder. I am trying to eliminate paper in my life as much as possible, and so get all my bills and financial statements as PDFs. I still have a few file cabinets of older records and so have been scanning them and then shredding my older paper financial documents; the improved scanning capability of the 7740 would speed up that process. It also can print on 11" x 17" paper, something I can do at work and have wanted at home for some time.

While printing is still useful to me, I do see the amount I print diminishing. As with my stock of blank CDs and DVDs, the stockpile of special printer papers and greeting card stock I've purchased over the years is likely now a lifetime supply. Emails and e-greeting cards have almost eliminated printed correspondence (sorry about that, U.S. Postal Service). When I first bought my all-in-one printer, I printed much more than I scanned. Now it is the other way around.

Online Safety
By John Weigle, Editor, Channel Islands PCUG, CA
March 2017 issue, The TOE
www.cipcug.org
jweigle (at) vcnet.com

Online safety was the primary topic of the February program, with member Michael Shalkey discussing the amount of personal information that's on the internet and many of the dangers that creates. He used chayn.co/safety, which was designed for women but has tips for everyone in its online security guide as a general guide to dangers and solutions, and familytreenow.com, a genealogy site, to demonstrate the amount of information that's easy to find.

The chain.co/safety site offers a starter pack and an advanced guide about possible scams, dangers and solutions. Both are free and part of the website. Its introduction includes this statement: "Modern technology such as the internet/mobile phones etc., has made it increasingly easy for abusive partners to stalk, intimidate and threaten their targets both online and offline. The good news: you can take measures to protect yourself! Assess your risk and take back control with this guide of best practices."

The site emphasizes that everyone posts all kinds of information on social media, opens accounts of many kinds, logs in to sites, and have apps on our computers or smart phones that have information we seldom think about, such as Wi-Fi signals and GPS locations, websites we've visited and pictures we post. It also suggests considering how your children's posts might affect your privacy. Are they posting their addresses, schools, activities, and places they like to visit? General recommendations:

- Use a strong password — at least 15 characters, upper and lower case letters, and numbers and symbols.
- Don't use the same password on many sites.
- Don't let your browser save your passwords.
- Think passphrase instead of password.
- Use a password manager and change your passwords periodically.
- Use two-factor authentication.

Browser recommendations

Use the Electronic Frontier Foundation's Panopticlick at https:// panopticlick.eff.org. (The writer tested the site and it recommended installing Privacy Badger, which it says blocks tracking ads, and invisible trackers, unblocks third parties that promise to honor do not track and determines if the browser protects you from fingerprinting (it lists the information that's shared).

The site has instructions on privacy settings for Chrome, Firefox, Safari, Explorer, and others, and discusses private browsing techniques within browsers and with add-ons. Facebook and Twitter settings are explained as are location apps in smart phones. Message apps WhatsApp and Signal are also discussed. The Advanced Guide discusses how to identify your security risks and what to do about the ones you find, starting with documenting any abusers who are bothering you. Sections include securing mobile phones, laptops, computers, and apps; browsing the web, social engineering and phishing, IP addresses and Wi-Fi, among others. Other topics include anti-virus and firewall software, encryption and deleting information, remembering that deleting computer files does not remove files. It just changes the file name, which tells the computer other files can write over the "deleted" one.

FamilyTreeNow.com - As noted above, this is a genealogy site, but it could be used by

stalkers and others who want to learn more about an individual. "This is a scary, scary thing," Shalkey said. The opening page asks for the first and last name of the person you want information about and a state or all states.

Shalkey used himself and the result was ultimately a long list of associated names, possible relatives, possible associates, current and past addresses and phone numbers. Most of the entries were valid and names that he recognized. (The writer visited the site and the first result was a list of nine people with the name John Weigle. I selected myself and got a much shorter list than the one Shalkey found. My name and my deceased father's name were correct. I did not recognize the sole possible associate. Of the eight current and past addresses, four were correct home or mailing addresses, one was a business site my brother and I co-owned, and three were wrong. Three phone numbers were correct.).

A member of the audience noted that the ease of finding former addresses is a good reason not to use them as part of a password. Clicking on an address brings up a picture of the location. "When you think 'nobody knows anything about me' — not necessarily true," Shalkey said. The site has an opt-out page.

Questions and answers Q: Are maiden names on the site? A: Yes.
Q: Is there a fee? A: I'm sure there is somewhere, but so far what I've shown you is free.
Q: Is the site tracking you? A: I'm not sure. I could have used incognito browsing, which is not tracked.

New Microsoft Office Tools
By Nancy DeMarte, 2nd Vice President,
Sarasota Technology Users Group
March 2017, Sarasota Monitor
**www.thestug.org / ndemarte (at) verizon.net**

One of Microsoft's strengths is the constant adding and refining of its Office tools. Recently, a few new tools have caught my attention. Here are short descriptions of three of them.

SCREENSHOT

This tool can capture (take a picture of) any Window or a portion of it and immediately display it in a Word document, Excel worksheet, PowerPoint slide, or Outlook email. It is located on the Insert tab in the Illustrations group in Word, Excel, and Outlook, and in the Images group in PowerPoint.

To use it in Word, first open the Windows you want to take screenshots from. Although you can only take one screenshot at a time, you can have several Windows open, minimized, and waiting for their turn to be captured and placed into a destination document. These can be other Word documents, web pages, or any other Windows. Then open a destination document, existing or blank, click anywhere in it, and then click the Screenshot icon. The Available Windows gallery appears, showing a thumbnail of each open Window. Click the Window you want to capture and the entire Window will immediately appear in your document.
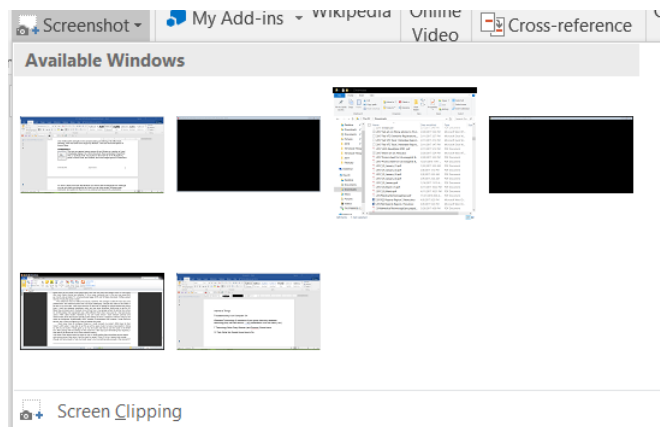
To capture just a portion of a Window, like an image or group of texts, click Screen Clipping at the bottom of the gallery, which opens the first Window in the gallery. Wait until the screen turns translucent, then drag your mouse to select the clip you want and watch it appear immediately in your document. You can resize or move a screenshot as you would any object.

Taking screenshot clips of parts of Windows with Screenshot is a bit unwieldy in that you have to be sure the Window from which you are taking a clip is the first one in the gallery. You do this by opening and minimizing the Window you want just before you make the clip, which will move it to the first position. But Screenshot also has its appeal. It is handy because it is located inside your application, and quick in that it eliminates the Save, Copy and Paste steps.

Screenshot does have one limitation that the old standby, Snipping Tool, handles skillfully – the ability to capture images from hidden menus. If you click a dropdown menu from the ribbon and then click Screenshot - Screen Clipping, the menu disappears. Snipping Tool, an Office app which is included in recent Office versions or can be downloaded from the Office store, handles this task cleverly with its Delay feature, which lets you add a few seconds to re-open sub-menus and dialogue boxes before capturing the image.

ICONS

This gallery appeared recently on the Insert tab - Illustrations group in Word, Excel, and PowerPoint 365. It includes hundreds of small, black and white icons of everyday items in 26 categories. These can be inserted into documents, worksheets, and slides.

Here are some examples from the Arts category:

Here are three from Technology and Electronics.

Other interesting categories include Sports, Faces, People, Vehicles, Medical, and Home. I can see multiple uses for these in all sorts of documents, worksheets, and slide shows. The images can be moved and resized just like any graphic image. If you want to use them along with text, be sure to click the Layout button near the inserted icon and choose the Tight or Square option so the text will wrap around the icon.

ONLINE VIDEO

Online Pictures has been on the Insert tab – Illustration group on the Word ribbon since 2007. Fairly new to the Insert tab, in its own group called Media, is Online Video. Open it to get a choice of Bing Video Search box, YouTube search, or a place to access videos by code. PowerPoint has had online video for several versions. You'll find it on the Insert tab – Media group. Here you have a choice of Online video or Video from your PC.

NOTE: You may not find these tools yet in your Office applications. Microsoft has two main purchase options for home users of Office: the boxed/download version called Office 2016 Home & Student and the subscription version called Office 365 Home or Personal. What you may not know is that while both versions of Office receive automatic security and performance updates periodically, only Office 365 gets new program features and tools as soon as they become available. The boxed version owner will get the new features when they purchase the next version of Office, which is released every three or four years.

In future articles, expect more summaries of new features in the Office suite. Meanwhile, if you have Office 365, check the ribbon every now and then. You may see a few new tools.

**Tech Terms: Streaming Vs. Downloading**
By Cynthia
April 9, 2017
http://bit.ly/2psCNHO

I asked if there were any common tech terms that confused you and you sure had a LOT of questions. Questions like this one: "Is streaming the same as downloading and watching as it downloads? Thank you in advance!"

Streaming and downloading are different things. Think of it as the difference between listening to an album on the radio and buying an LP.
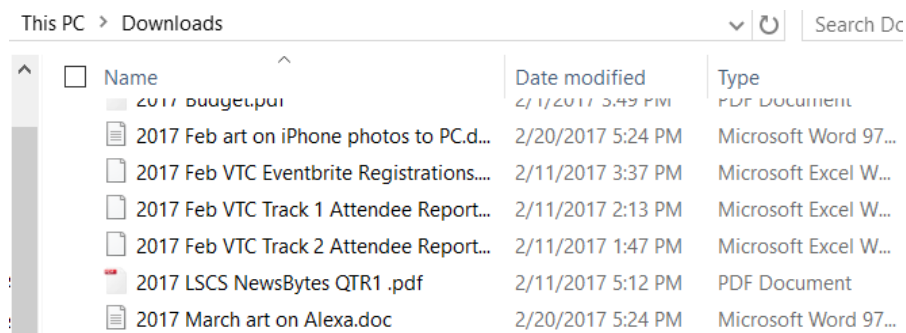

One just lets you listen, the other gives you a copy of the item that belongs to you.

The "down" part of download is important. The file is moving from the cloud, down to your PC, tablet, phone, or game console. An actual copy of the file will be transferred from a server to the hard drive or storage drive of your device. You'll be able to play that song, watch that movie, read that eBook, or open that program even when you aren't online. In the case of some apps or games, they might not be of much use offline, but they're still there.

When you stream something, you're actually playing it in the cloud by accessing the server of the company that owns it. When you stream a Netflix movie, you're watching it on their servers. You do have the control to pause, rewind, and stop the video. Plus, you can watch it on demand. But, the video isn't on the hard drive of your device. And when Netflix decides to no longer host that video on their servers, you won't be able to watch it anymore.
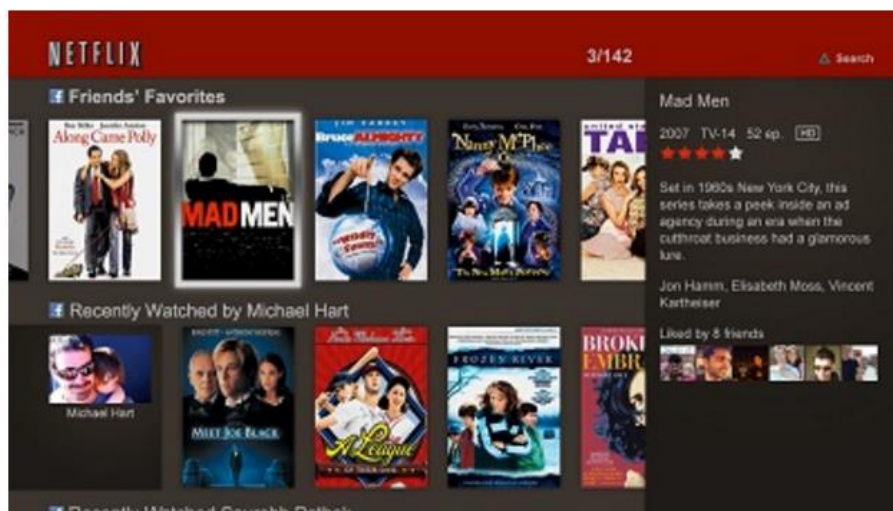
Streaming music works the same way. You're listening to those tunes from Apple or Amazon or Spotify's servers. Depending on the service, you may have the ability to pause or repeat or skip songs, but the music is being played from servers somewhere far away and not from your device. If you don't have a data or Wi-Fi connection, you won't be able to listen. And, unlike purchased music, the service can remove tunes at any time.
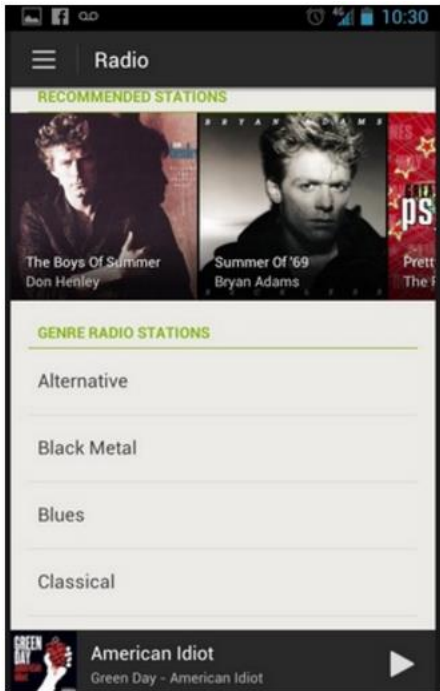
Playing a video from the YouTube site or from Facebook is streaming. You're watching that video from the cloud. The cloud is just a term for offsite servers that could be in the next state or in another country.

If you go through a process of adding a movie or song to a shopping cart and paying an individual price for it, you're probably buying it to download. Plus, you'll see a pop-up that indicates the item is downloading and it should turn up in your downloads, music, or videos folder.

One nice thing about streaming is that you never have to worry about hard drive space. So, if you're using an item with limited storage space, you can listen to an almost endless variety of music without worrying about running out of room.

I hope that explanation helps.

Live by EarlySense
By George Harding, Treasurer,
Tucson Computer Society
www.aztcs.org
actuary110 (at) yahoo.com

This is a unique device that measures and analyzes your sleep without using sensors on your body.

It consists of a disc-shaped device which is powered by a wall socket, and a smartphone app (currently only available for Android, but the iOS version is imminent).

The Live unit is placed under your mattress about under your shoulder. You don' have to do anything but go to sleep. Live keeps track of what you do during the night: get up, roll over, breath and more.

Setup of the Live unit is fairly simple. It must be plugged in to a wall socket and the companion app downloaded to your phone. Setup is done through the app, requiring you to create an account and enter information about yourself.

The app connects to the Live unit by Bluetooth, but you must also have Wi-Fi available.

The unit has a green LED which indicates power is being supplied, and a blue light which indicates that it is synched to the app.

The device and app record quite a bit of information about your sleep, including heart rate, rate of breathing, and has a wake-up feature. The app shows in both numerical and graphic form your heart rare during the night and also your
breathing rate. As you would expect, both data start at a normal range and gradually decrease until you wake up.

The app provides advice about your sleeping habits and can be used by others as a monitor in case breathing stops.

I found this product to be very interesting and unique among the many health applications that are available today.

Live by EarlySense   www.livebyearlysense.com   Price $179 currently

Meeting Review
By Lisa Leifels, DACS Member
Note Keeping Software
Presented by Sean Henderson,
Microsoft Certified Professional & DACS Member
www.dacs.org / dacseditor (at) dacs.org

Now that it's 2017, has the time finally come to join the digital revolution and begin using one of the many note taking apps that are available? Pocket calendars, spiral notebooks and sticky notes have had their day, but living in a paperless world does sound appealing! After all, the back of a napkin isn't really the best place to be scribbling down that million-dollar idea of yours. Who better to explore this type of software than Sean Henderson, a busy father of four? Sean is a long-time DACS member and a past presenter, and at the March 7th DACS general meeting he showed us how he uses Evernote, OneNote and a few other services to stay organized.

Sean started with Evernote, which has been around since 2008 and will give you the ability to store formatted text, webpages, photographs, voice memos, and even handwritten notes. Evernote is an exceptional tool for keeping long-term information and it can also work as a possible camera replacement. The software provides a lot of precision and flexibility for clipping the data you need from web pages and saving them directly as notes. Sean uses Evernote to move photos and other content from his phone to his computer. He explained that one of the strengths of Evernote is that it works consistently and has excellent grouping and tagging capabilities. The tags give you the ability to traverse sideways instead of just up and down, as one does with file folders. Evernote is also one of the more robust note-taking products available, so with that comes a steeper learning curve. Sean recommended watching one of the many tutorials available, at https://help.evernote.com, as a way to become familiar with it.

Our speaker felt that Evernote wasn't the best tool to use when working with grids and tables. He also told us that one of the disadvantages to Evernote is that the pricing and features change over time. The basic version of Evernote is free, gives you the ability to store 60 MB

of new uploads each month, and allows you to sync your data across two devices. Evernote Plus is $34.99 a year, lets you upload 1 GB of new data each month, and allows you to sync your data across all of your devices. Evernote Premium is $69.99 a year but provides you with the ability to upload 10 GB of new data each month and will also sync across all your devices.

Microsoft's digital notebook solution is OneNote, which was introduced as a part of the Microsoft Office 2003 suite. It works best on a Windows computer or device, but there are apps available for the Mac, iOS and Android devices. OneNote does offer more features in the Windows app along with integration with the other Microsoft Office products. Sean told us that there is an online version of OneNote with extensions available for all the popular browsers. You can start off by creating a note on your laptop and later updating that same note on your phone. You can type, write, and even draw your ideas with the feel of pen to paper. OneNote also makes it easy to collaborate on a project in real time with other people.
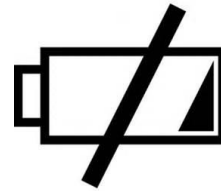
Sean pointed out that if you have Send To One Note running in your Task Bar, you can use this option to quickly save your notes in one step. You used to need to buy the Microsoft Office suite to get the full version, but now it's available completely free, provided you store your notebooks in the OneDrive cloud, which means you must have an internet connection. The paid-for version of OneNote gives you the ability to work offline.

If you need a simpler, more streamlined way to track some shorter-term information, then Google Keep might be the answer. Sean told us that he and his wife share their grocery lists in Google Keep. He did a quick demo for us by creating a short grocery list and then giving access to the list to someone in the audience, who updated the list and we saw the live changes show up on Sean's grocery list. You can also use Google Keep to snap a quick photo and save it as a note. It shouldn't surprise anyone that Google Keep's search capability is consistent and high quality, working well in both its desktop and mobile apps.

Sean told us about some other ideas for organizing information, such as using your computer's operating system, since this is suited for the task by design. You can also use your email program, which might make sense if it is the home of the bulk of the data you care about. Sean suggested using wikis as another way to quickly create and link pages since they are collaborative by nature, which makes them great for working with other people.

If you aren't using any of these apps already, it just might be time to put that old Moleskine notebook away and jump on the digital note taking bandwagon once and for all. Won't it feel good to be able to finally throw away all those business cards, receipts, and other scraps of paper cluttering up your house? Thanks to Sean for introducing us to so many different tools to help us tackle our next project, plan an exciting trip, and maybe even begin to write that book we've been thinking about.

Windows 10 Tips and Tricks: Improve Battery Life
By Leti Labell, Member, Potomac Area Technology and
Computer Society
February 2017 issue, PATACS Posts
www.patacs.org

Windows 10 has a battery saver feature that can help you if your laptop's battery is running low. When your battery power drops below a level you set, it will throttle back the background processes to limit your power consumption and save your battery. It works better than power-saving modes in previous versions of Windows.

To enable this feature, open the **Start menu** (click the Windows Key).

Select **Settings** in the lower left corner of the start menu.

Select **System** (Display, notification, apps, and power).

Then select **Battery.**

Check the box next to "Turn battery saver on automatically if my battery falls below:" and move the slider to the percentage you prefer. The default is 20%, but you may want it higher or lower than that.

Windows 10 – Always show file extensions in File Explorer
Since a JPEG file isn't inherently dangerous, an absent-minded user could easily open this file: notdangerous.jpg.EXE but if File Extensions aren't turned on you won't see the .EXE.
- Click This PC
- Click View tab
- Check File name extensions
While you are there, also click the other two check boxes
- Item check boxes and Hidden items

SMARTPHONE TIP: IT'S A CALCULATOR, TOO!

This is going to seem like old news to anyone who has used a smartphone for any period of time, but there are still a lot of folks out there who are new to these amazing devices. Did you know it's also a handy pocket calculator?

It may already be displayed on your home screen, but if it's not front and center, you'll find it among your apps.

Tap it and a familiar calculator screen will open.

If you don't want to bother opening the app, you can also use either Google Voice or Siri and just ask them the math problem? Just say "Hey Google, what's 15% of $32.50?" or "Siri, what's 175 times 12?" Your digital assistant will do the work for you.
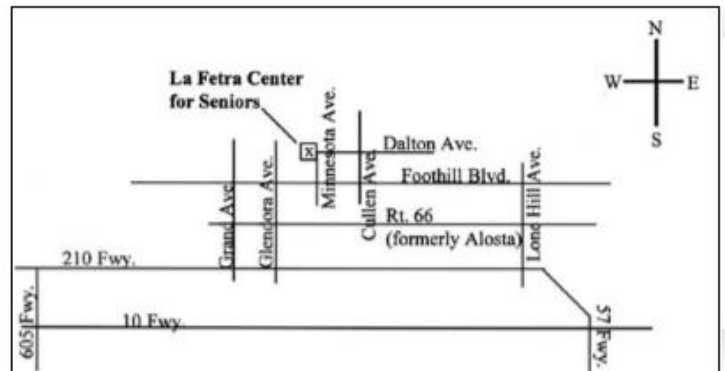

FunStressRelief.com

"Okay your father managed to get a mouse. Now how do we use it?"

Elected Officers

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Set-up Chair	Dale Huston	minox.spy (at) verizon.net

Have a new e-mail address? Please notify Helga Djordjevix
hdjordjevix (at) verison.net

GSCC is a proud member of APCUG (www.apcug2.org)

DO YOU HAVE A QUESTION FOR OUR TECH GUYS?

Please fill out the form below & bring it to the meeting

Name _____

Computer OS   Win 7 _____   **Win 10** _____   **Mac** _____   **Other** _____

Question

_____

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