

MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2015, Number 09

<http://cugr.apcug.org/>

September 2015

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YOUR C.U.G.R. PRESENTS

4th Tuesday, September 22, 2015, 4 - 6 PM

Nerds On Call!



Representative Matthew will address our security concerns, our PC problems, and even broach System Windows 10!

Bring your interest and questions for a great evening and learn more about Nerds On Call.

Door Prizes

1. Seagate Backup Plus Slim External Drive; 1T, with 200GB of Cloud Storage & Mobile Device Backup, USB 3.0; Value \$99.



2. Keyboard Combo Wireless



3. \$15 Cash Envelope



One free ticket to each member at the door!

4 pm Social & Business & 4:30 Presentation

Social time & club updates. 4:30 Presentation

Sign in at the Greeting Table and pick up your name tag and please leave it in the Tag Box when you leave. Also please stay and help reset the tables to the Library's original arrangement.

**Oct. & Nov. Meetings To Be Announced
Election Nominations will be coming up in Oct. and elections in November.**

CUGR Calendar

CUGR Board Meeting During General Club Meeting Sept 22, at Redding Library in the Community Meeting Room.

BEYOND BASICS

10 AM, Saturday, Sept 19, Weekly, Thur. 1-3 PM

Jane Quinn SIG Leader
Windows 7 and 8, Multi-Media prgs., Photo Editing, eMail, Cloud software, Google prgs. Google prgs.

See back page for more SIG information

GENERAL MEETINGS ARE at the Redding Library 1100 Parkview Ave, off Cypress in the Community Room.

OFFICIAL WEBSITE IS <http://cugr.apcug.org/>

For more information call any Board member listed on Page 2.

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Spread Sheets.....

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Motherboard Newsletter Policies and Deadlines

The *Motherboard* newsletter is published monthly by the Computer Users Group of Redding, PO Box 494778, Redding, CA 96049-4778. The CUG is a 501(c)(3) non-profit corporation. Subscriptions are included in the \$25 annual membership fee. The purpose of the newsletter is to inform members of upcoming events and provide information about the use of IBM compatible computers.

Disclaimer: Neither the CUG, its Officers, the Editor, nor the newsletter contributors assume any liability for damages incurred due to the use of information provided in this publication.

Reprints: Articles from this newsletter may be reprinted by other user groups if credit is given to both the author, CUG and the *Motherboard*. Mail a copy of the newsletter where the article is reprinted

to the Editor at the address in the first paragraph of this text.

Personal Ads For Members:

Requirements are:

1. Advertiser must be a member.
2. The item must be computer-related.
3. The ad must be received by editor J. Ball by the *monthly date of the board meeting*. Sorry, no exceptions.

Other terms must be approved by the club's Board of Officers and Directors.

Article Submissions: All articles and reviews must be submitted to J. Ball by the *Monday of the monthly Board meeting* (see Page 1 for date.) Sorry, no exceptions.

Motherboard Editor reserves the right to make corrections and deletions in all articles in the interest of grammar, style, and space.

President's Message

It's your club. Your input is of value to it.

This September's meeting will have Nerds On Call give a presentation. I have gathered some of your questions to ask Mathew. I also asked if he could give some advice on upgrading to Windows 10. Just because it is nice to be aware of things that might be problematic.

I would like to encourage each of you who use Facebook Groups to logon to ours and share your ideas, or something you have just learned, with us. (It's CUGRmembers.) If it's a website you have found useful, or a problem that was solved, we can learn from each other by sharing tips and tricks old and new. I can identify with the 'old' part, because I catch myself repeating mistakes or struggling to remember exactly how an older device works. Have you discovered some new Apps? If you have, share your thoughts with us.

Recently I updated our blog with information on using Safari on the iPad. There's tips on how to make an icon on your iPad or iPhone for a website, edit your favorites, and many more tips. So take a look at "Reddingcomputerclub.blogspot.com". Soon this blog will have a tab just for Windows 10, as I discover new features and gimmicks. Also, follow the link on our website "cugr.apcug.org" to the APCUG organization. Which has lots of interesting links for novice and advanced PC users.

Thanks for your continued support to the club.

Jane Quinn

Editor's Corner

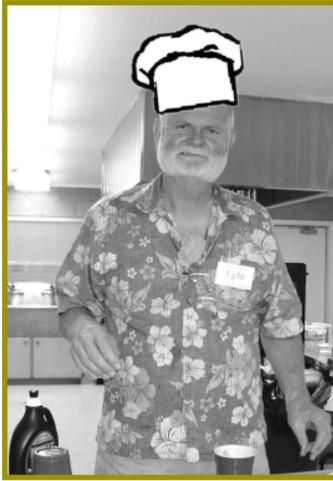
As I sit here preparing the newsletter for September, I am pondering the three folks fairly close to me that have died since March: and how each had such beautiful memories to leave with us.

Anna Lee had one of the best for all of us computer whizzes in the CUGR:

Back in the day (in the 90s and early 2000s) when we were learning about the PC and what all it could do, and which of these multiple of new ideas tickled each of our fancies the most, and one of Anna Lee's choices was making still photo movies in Jane

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Annual Ice Cream Social Meeting



Jeanie Richardson making a rootbeer float. And to the right (photo of 2004) is Lyle Van Norman serving up the ice cream. Lyle goes back to the early 2000's, and Jeanie has been working with Lyle for at least since 2009. Photo above of Jeanie and Lyle was taken in 2010.

And so it is time to thank them both for all the arranging, physical supplying of all the major goodies, and serving for our Ice Cream Social every year! It is no small feat to figure out how much of anything will be used, and especially the ice cream and the sodas. CUGR thanks both for all they do. And thanks to the volunteer clean up folks also.



Some Of Our Other Members At The Social.



Anna Lee Horton
12/8/1933 - 7-16-2015

Anna Lee died unexpectedly of previously undiagnosed cancer. Her husband Bill and their two daughters were with her at home.



This is the very nice memorial that Jane Quinn created to honor Anna Lee at our last gathering in July. Anna Lee was our CUGR Secretary, Photographer, Motherboard Proofer, and all-around loyal member and friend for at least the last 20 years. She loved our club and the people in it and was always there when needed. She will be missed in so many, many ways.

Welcome Renewals

*Gordon & Anna May
Dawson*



You have noticed for the past 6 months that the club has had cookie and coffee refreshments. The goods are purchased from Safeway by a member who's been given the monies in advance. The club is glad to buy them, but we need a committee to make this work.

We did get some members to commit, but we still need two more people. This will allow us to spread out the task and not have just one person do it every month.

So please check your calendars, figure out what month you could volunteer to go buy the coffee and cookies before the meeting. Thanks in advance.

CUGR

\$50/50 July Drawing

Jolayne Williams and Fred Skill won the split and each took home \$66!

Congratulations to both winners!
Unfortunately there are no photos.

EDITOR'S CORNER

Continued from Page 2

Quinn's class. It would be a sure and loving way to show her children and grandchildren about their heritage.

So after much time and effort she gave a family timeline presentation CD to her 12-year-old grandson with pride.

After "giving his time of day" to view it, he said, simply, "Grandma has too much time on her hands."

Which, I guess, pretty much sums up how the younger generation looks upon us and our precious "computer skills".

By the way, her grandson is in college now.

Judi Ball

MEETING REVIEW:

Making Memorable Travel Photos

Mike Hancock, Contributing Editor, Golden Gate Computer Society, CA, Oct. issue, GGCS Newsletter, www.ggcs.org Editor (at) ggcs.org

Harold Davis, who is well known to the GGCS, presented many travel images—all outstanding—during the September 22 General Meeting, and he provided us with anecdotes, explanations, and technical information, with an overall focus on how we can improve our own images.

The images fell into various categories, including people, local travel, foreign travel (France, Germany, Cuba, and Japan), close-ups of details, and night shots.

Although he took most images with a Nikon D810 or Nikon D800, Harold has no strong preference for either Nikon or Canon and, surprise! included many iPhone images in the presentation.

In fact, Harold is enamored of the iPhone camera, which is light and always with him. He does not employ additional lenses on the iPhone and, recognizing the noise limitations of the small sensor and lack of optical zoom, rarely crops the image, preferring instead to compose the picture carefully.

Basically, Harold said, a memorable travel photo means putting yourself in front of interesting things. Although scenery and buildings usually comprise the typical travel album contents, Harold also looks for local events and tries to ensure that he is in the right place at the right time (see *The Photographer Ephemeral* at TPE.com).

He recommends careful selection of interesting places to stay if you are in foreign lands. Ask yourself: does the hotel or B&B have a great view? Harold prefers, if practical, to stay in quiet places away from the madding crowds.

Many of Harold's images included people, and a mainstay of his approach to travel photography is to talk to the locals to gather ideas about what might constitute an interesting picture.

He usually seeks permission to take close-up images and, depending on factors such as poverty in the area, he may offer financial compensation. Generally, photographers don't need to seek a release in the U.S. for pictures taken on the streets, but you can ask for permis-

sion if you feel nervous about it.

One of Harold's commandments is to "look for the light!" While this light includes early morning (dawn) and late afternoon (dusk), it can also include the illumination provided in shadow areas in and around buildings and trees. Looking for the light also means looking for reflections, details, and abstractions.

To produce the best exposure Harold uses bracketed exposures/HDR (High Dynamic Range), where he, as a professional, usually has 7 to 10 blends, with +/- 1-stop (1EV) bracket for each shutter speed. He never brackets when shooting pictures of people. The iPhone's HDR capability, with two-shot bracketing, is not good.

Night shots, where movement of the Earth relative to stars creates circles (looking north in the northern hemisphere) or ellipses (not looking precisely north) require long (3 hours, 60 x 4 minute exposures), 1/40 sec at ISO 1200; while a waterfall example required a 7-minute exposure with a 10x neutral filter.

Many of Harold's images were B&W, where he used Nik's Silver Efex Pro to post-process them. In fact, Harold post-processes all of his images using Photoshop and, as required, Nik, and Topaz, along with other specialty programs. "Taking the photo is just the first step to creating a good image," he says. With his iPhone, he uses Waterlogue and other apps.

Harold had wonderful shots taken under piers, in abandoned buildings, showing car lights (10-to 30-second exposures), of Grace Cathedral, of Yosemite, and of the moon. He also suggested we experiment with focus when photographing people and move the camera up and down at 1/3-second exposure when shooting trees, for example.

When making a plan for travel, we should: a) research, b) talk to people, c) have adventures! Photography works best when you are with other photographers (they are understanding and patient) or alone (no other photographers

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Member's Personal Ad Space

LIFE MAGAZINES FOR SALE

They are in very good condition, including all of the covers are intact and no articles or ads have been cut out. There are many good photos and ads from the WWII era!

The inventory is 2-1939 issues, 22- 1942, 2-1944, 1- 1947, 1- 1948, 1- 1949, and 1 each of 1968 & 1972.

We have checked online and these go for \$25 an issue, but we are selling for \$10 each or \$100 for all 31 issues.

If you are interested give us a call at 223-4657, or email at kargeo15@outlook.com, or please let anyone know who you think might be interested.

Thank you, Karl and Georgann Moore.

(Note: Photo above is only an example of a 1942 issue, and not indicative of an issue in the seller's inventory.)



NECESSARY NEWSLETTER INSTRUCTIONS:

Having an ad space for something you would like to sell, borrow, loan, give away, etc. will be available to all members.

The article about your item(s) must be in file (txt or doc) form sent to the editor via email, (nothing hardcopy will be accepted).

All pictures must be jpg format and enough resolution (180 - 200 dpi) to be seen clearly in the newsletter. No thumbnail pics.

It must be received by the editor no later than the first Monday of any month in order to be placed in the newsletter in time for that month's issue. jebed@charter.net.

MAKING MEMORABLE TRAVEL PHOTOS

Continued from Page 4

to get in the way!) He also says "be there now" (never say "I can shoot this tomorrow" because you probably can't).

Harold had two other commandments: a) If someone with a weapon tells you to stop, stop! and b) If a snake is around your tripod's legs when you are taking pictures, stand still! Harold's email: Harold@photoblog2.com and portfolio: www.photoblog2.com.

Bits And Pieces

by Rush Blodget; IMB/PCUG of Redding, rblodget2@yahoo.com

Mooc's AGAIN

In the last issue of the Motherboard we discussed the on-line colleges that were for some time in search of a solution — a business model that would let students attend on-line classes, take proctored examinations and get full college credit. Several have emerged — one of the most prominent of these is WGU or Western Governors' University which is sponsored by the governors of 19 western states. It is ranked among the World's 50 Most Innovative Companies along with such companies as Amazon and Google. They state that they are focused on "learning, not seat time" and "skills that lead to better jobs". It is also known as WGU or Western Governors University. They specialize in courses in IT, Health, Education, and Business. The average age of their students is 37. They charge a flat tuition for an unlimited number of creditable units.

They are accredited to or affiliated with Microsoft IT Academy, Cyberwatch, CCNE (Commission on Collegiate Nursing Education), & CNSS (Commit-

tee on National Security Systems).

They claim one-on-one faculty support, an average salary increase of \$9,000 within three years of graduation, and three years as the average time to complete work for a bachelor's degree.

The pioneer and largest player in this game is Coursera which two years ago boasted of over two million users seven million course enrollments, and 210 courses. Udacity had 460,000 users, 975,000 course enrollments, and offered 19 courses. Udemy and edx are two other leaders in this field. Udemy has 500,000 users and 6,000 courses. Some of the courses are quite sophisticated such as courses in robotic, game theory, and artificial intelligence.

The above data was abstracted in part from an older edition of the Wall Street Journal, however, it was the best summary available — some of the numbers may have now been changed.



Http And Https- What is The Difference?

An Anonymous Online Message

During meetings of our club and in the Motherboard folks have talked and written about it, so, you know there is supposed to be a reason and a way to tell, but just exactly **what** it is get's left out of the conversation.

To begin with, the main difference between HTTP:// and HTTPS:// is all about keeping you secure.

You see the HTTPS stands for Hyper Text Transfer Protocol. The S on the end (big surprise) stands for "Secure."

If you visit a website or web page, and look at the address in the web browser, it will likely begin with the following: http://, this means that the website is talking to your browser using the regular "**un-secured**" language. In other words, it is possible for someone to "eavesdrop" on your computer's conversation with the website. If you fill out a form on the website, someone might very well see the information you send to that site.

This is why you never ever enter your credit card number or Social

Security number in an http website!

But if the web address begins with https://, that basically means your computer is talking to the website in a secure code that no one can eavesdrop on.

If a website ever asks you to enter your credit card or other such personal information, you should automatically look to see if the web address begins with HTTPS:// to know the line is secure. If it doesn't, you should NEVER enter sensitive information.



Beyond Basics SIG Update

by SIG Leader Jane Quinn, qjquinn7427@gmail.com



Thursdays, 1-3 pm, you're invited to join us at the Senior Center in Anderson for a computer session in the classroom. For special projects I will give individual help at 3 pm. Contact me before to ensure I set aside time to devote to your project. *You can also connect to the classroom at high speed internet through SKYPE. ID is AAASCO2009.*

Our next monthly Multi-Media SIG is Sept 19 no meeting in December. For directions contact me via e-mail above or phone, 365-0825.

Windows 10 has become my focus of late. My SIG members voted for me to test it, then explain it. So I'm picking up the challenge.

I have been told some versions of 10 have a DVD player app. After doing some searching I find that there is an update for certain upgrades. You can go to Windows update to see if you qualify. If you don't have it and want it, go to Settings > Update & Security > Check for Updates. Then see if KB3081704 is among the available updates. If so, download and install it. If it isn't then it's a \$15 charge to get the Windows DVD Player app.

Just a reminder, you should be updating your drivers and any software programs that you currently are using. This is a common mistake we all make, "forgetting" to update drivers for our graphics cards, hard-drives, etc. Chances are, this new OS Windows 10 will work on most senior PC household's.

Just a mention about Anti virus programs. Some may not be compatible with Windows 10. However, if you are using the conventional and popular programs,

you will not have a problem installing Windows 10.

I have been using Windows 10 for a few days and I really like the changes. Actually you can totally cleanup your desktop, and use the Task View to make personalized desktops with your preferred short cut icons. The Windows logo key displays tiles in categories. It looks exactly like the Windows 8.1 tiles screen, although to the left of it is your Most Used programs in a list, then File Explorer, your Settings, the Power, and lastly All Apps. You can drag an app from the Most Used list to become a tile. Resize or move that tile where you please. The All Apps lists your apps alphabetically as you saw them in Windows 8.1.

The new "Cortina" talking program is fun to use. Just click on the speaker icon when you activate her and start speaking when the prompt appears "I'm listening". You can ask her to find Facts, places on the internet, even ask her to tell a funny quote. The amazing part is when I opened Microsoft's Edge browser the menu bar appears with an icon from Windows 8.1. "Charms" appears and I use

this tool a lot to share what appears on my screen. It captures the entire screen, and let's me eMail that picture.

Setting the eMail account to use in this endeavor was simple. Plus when I finished adding the Google account, my Google calendar appeared on the tiles of "List at a Glance".

There is a lot to learn and to work with in the upcoming months. So, I will be teaching Windows 10 in October. As I build my list of new stuff to learn, I will pass them along to you. And so far here's a glimpse of what I have gathered. There are tons of features to learn, and there are more than ten million people who have downloaded it and are using it.

Here are some links I've come across:

YouTube videos from ComputerClan:
https://youtu.be/kiZXZG-_oLs

Kim Komando site; Customizing the Start Menu in OS10:

<http://www.komando.com/tips/318334/5-windows-10-secrets-you-need-to-know-now/2>

Blogs on Windows10:
<http://blogs.windows.com/blogging/windows/2015/08/05/take-the-things-you-love-and-mix-them-into-collage-art-with-piccollage-for-windows-10/>

Windows 10 Walkthrough July 2015 Release Version: MobileTechReview
<https://youtu.be/uRs4hz1YEQc>

Do you have an iPhone or an Android tablet and are looking for a tool to collect your photos? Check out this newly released PHoto App from Google.

Also, you should make this site ghacks.net as a favorite to educate yourself. It's also listed on our blog's Home page.

<http://www.ghacks.net/2015/05/28/first-look-at-googles-new-photos-application-for-android/>

<https://www.youtube.com/watch?v=eNstUSEZv9Y>

See you at the next SIG at our home Sept 19th at 10 am. Thanks for your input and interest.

\$\$\$ 50/50 Cash Raffle! \$\$\$

This is The Next CUGR Drawing in December

The "50/50" stands for whatever cash is raised will be split between two ticket holders.

Tickets will sell for \$5 each, or 3 tickets for \$10. And you need not be present to win. So be certain that you print your **name and phone number** on the part of the ticket(s) that Jane will use for the drawing. And be sure to keep the stub for proof at time of drawing.

Tickets may be bought during all meetings up to time of drawing in

December 2015, or during any of Jane Quinn's classes, or by mailing a check to Jane. If you mail the money to her, Jane will assign tickets and hold them for you until the drawing in December.

The next drawing will be at the Christmas Party in December.

qjquinn7427@gmail.com

phone: 365-0825

(By the way, the Quinns are not participating in the drawing.)

There are no door prizes during the Christmas Party.

Good Luck to all!



Why I Like External Hard Drives

Judi Ball, CUGR Editor Motherboard, jebed@charter.net



Such as the one in our door prizes this month, because they are so efficient and convenient, and offer a great deal of safety to the computer user.

We'll begin with the size; the external comes in varying sizes, however now days most are so small and slender that they fit in a shirt pocket (4.5 x 3 x 0.5 inches; 5.3 ounces in this month's drawing). Yet they can be 1, 2 or 3 terabytes and up.

Okay, stop. What is a terabyte? Well, one character, such as the letter 'a' equals one kilobyte, and one million kilobytes equals one megabyte. One million megabytes equals one gigabyte. And one million gigabytes equals one terabyte. Files such as cad or photos take up more hard drive space than most others. So as an idea, a 5x3 photo file at 200 dpi is approximately 2.13 megabytes, which should help explain how many more photos these little externals can store. Even a 500 gigabyte external is handy, but price wise now, a terabyte is quite a deal, especially when they are on sale quite often at almost half price.

An external drive is used exactly as an internal drive (called the C drive) in a computer. The external's window comes up just as any drive window does and you can save to it, copy to it, drag and drop to and from it, and set programs to save directly to it, which means you can work and organize all your files right on it. (However, do not install programs on an external, programs/applications should always be installed on the C drive, which is the heart of the PC.)

The USB 3.0 means fast. They started out as 1.0 and that was great, no complaint, until the 2.0 doubled the speed. Now with 3.0 there's no waiting around for anything to happen. And this speed is described by the sellers as "Quick file transfer with USB 3.0 connectivity".

And being USB these days, as written by the seller, "USB powered -no power supply necessary", means these little units need very little electricity to run.

A USB external not so long ago caused added foot print space and an extra necessary electric outlet on hand, because the units came with their own power supply, which could be a hassle with all the other outlets needed to keep a PC and its peripherals plugged in. But now externals

only need a USB port. And then it does not always need to be connected, when it's not in use.

Now if one is trying to compare an external drive to a flash/jump/thumb drive, you would be happy to know that externals are treated by the computer as full-fledged hard drives. Unlike a flash drive that will delete data permanently on the spot once the delete feature is used, the external's deleted data can be found in the computer's recycle bin so long as the bin has not been cleared. And they seem to me to be more durable than flash drives.

Also an external will work on any computer. A photo on a PC will look the same on an Apple. A pdf and an rtf file will read on either type of computer also. However, a program with a specified file, such as an art program's files for a PC will not read in an Apple computer, no matter the storage source.

For usage, other than storing individual data files, the externals are great as backup storage too, since a backup file should **never** be saved on a computer's drive because if the computer goes down, so goes the backup. But on an external, that backup is still there and ready to go to save the day! Just think of all the hair pulling that would be eliminated. And actually the manufacturers are selling some of these externals as only "back up drives".

As for me, I have several externals (now wait before you laugh too much), because I keep all of my data on an external called One. And I keep all of this same data on another called Two. And let's not forget the back up feature: I also keep an up-to-date back up on each of these two externals.

This brings me to one of my greatest reasons to have these externals:

- Foremost, they are private.
- I can store one or both in my bank's safe deposit box since they are small.
- I can and do take one or both with me, whenever, wherever. I often think of situations such as a fire. The TV can be replaced, but all of those family photos, and important family data, and addresses, etc. cannot be replaced. No worry, just grab my externals and all is with me during an evacuation or some other situation.

- Or how about on vacation with me?. And therefore I don't use "the cloud". I don't need to, everything I need and use is on my private external. And guess what, if I want to access my files away from home or save something new like photos, the external will show up as another drive, ready to go on any computer wherever I am.

As for the C drive, I have nothing but programs (and whatever Microsoft and program companies deem necessary to load) on the C drive of my computer. And anything, such as address books I have copied from C drive onto my externals, including downloads, favorites, drivers, etc., that I feel is important to quickly find if my PC did go down. And this habit also saves on my computer's drive, because I am not accessing, copying, and moving files all about several times a day using up the life of the C drive. I have these two hard drives, because one or the other could go down. I do know that no hard drive is forever.

A little about what to expect when you plug an external into the USB port. The computer will begin reading it and when its done the Windows' dialog box will appear wanting to know how you want to use this detected device. My suggestion is always scroll down to "Open folder to view files..." and click on it. Otherwise, you may be sitting there watching photos scroll by or hearing music if you have such files loaded. Most externals do not need to be 'installed', I just **move** all of the files that come with it out of my way into a folder on my C drive, and just begin using it the external as is.

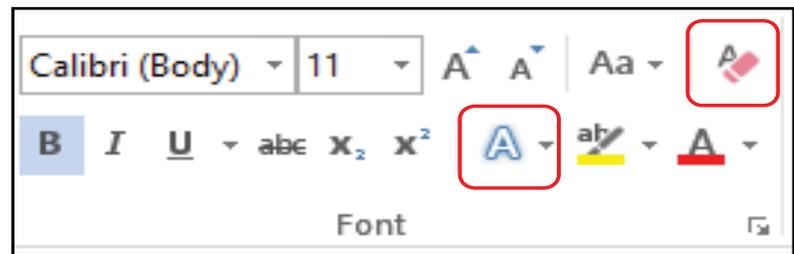
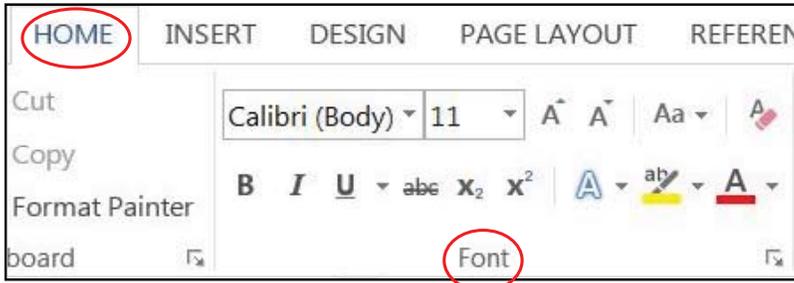
When it is time to disconnect an external, always use the Windows' "Safe To Remove Hardware" feature (the tiny green arrow in the far right quick launch area of the desktop), just as you do with a flash/jump/thumb drive. This is so important for a user to understand, because this little feature that may cost you a minute is busy telling the computer to close the files and save all the loose information on the drive so none of your data is lost when disconnected.

Well, there you have it. The need and use of an external and why, in my humble opinion a user should have one or more of them along side their computer, or in a suitcase headed across country for a great adventure.

New And Handy Tools In Word 2013

Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL, Jan. 2015 issue, Sarasota Technology Monitor
www.thestug.org, ndemarte (at) verizon.net

Each time Microsoft issues a new version of its Office suite, bugs are fixed and upgrades done. Office 2013 (called Office 365 for those with a subscription) is no exception. These tools have either appeared for the first time in the 2013 version or have been repositioned on the command Ribbon, which was introduced in Office 2007. For those unfamiliar with the ribbon, here is a review of how it is set up:



Tabs appear along the top of the ribbon: Home, Insert, Design, etc. When you click a tab name, a new set of tool icons appears across the screen.

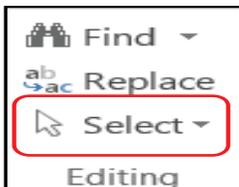
Groups appear along the bottom: Font, Paragraph, etc. Each group on a tab is a cluster of related tool buttons. The Font group is pictured here.

Here are a few of the new tools in Word 2013 that I have found especially useful, organized by their location on the ribbon:

Clear all Formatting (Home tab – Font Group) Located in the top right corner of the Font group, this tool is a quick way to take your formatted text back to its basic state. “Formatting” text means adding color or effects. To remove all formatting, select the text you want and click the button. If the selected text is already unformatted, the icon will be grayed out and therefore unusable.

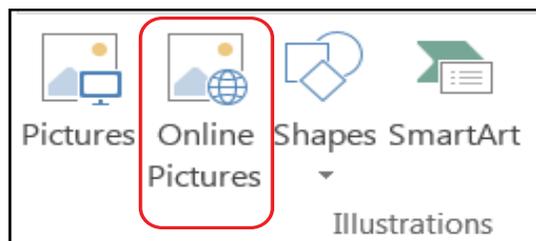
TEXT EFFECTS (HOME TAB – FONT GROUP)

The glowing A in the bottom row of the Font group lets you add special formatting to selected text, including outline, shadow, reflection, and glow. Select the text you want to apply an effect to, then click the right arrow next to an effect category to refine the effect or make your choice from the sample characters in the gallery. To remove the effect, click the Undo button or the Clear all Formatting icon.



SELECT (HOME TAB – EDITING GROUP)

The easily overlooked Select command is a speedy way to 1 - select an entire document with two clicks (Select, then Select All), 2 - select only the objects, such as shapes, photos, and text boxes (Select - Select Objects), or 3 - select all text with similar formatting, such as all colored or highlighted text, using a selection pane. This tool saves a user from awkward actions like having to drag the mouse over a multipage document to select it.



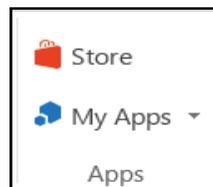
ONLINE PICTURES (INSERT TAB – ILLUSTRATIONS GROUP)

Gone are the days when just a few pieces of clip art were installed with Word for use in documents. The new Online Pictures tool opens to Internet places where you can get graphics of all kinds. You can search the huge collection of free royalty clip art and photos at Office.com, use the Bing search engine to look through the web for graphics, browse your personal collection on OneDrive, or insert a picture from Facebook or Flickr. The Pictures command, next to Online Pictures, gives you access to photos in your Pictures folder or other folders on your computer.



ONLINE VIDEO (INSERT TAB – MEDIA GROUP)

Clicking this icon will set you up for a Bing search of web videos or the well-known YouTube video collection. You can insert the video link directly into a document and, if you are connected to the Internet, play the video without leaving Word. This is new to Office 2013.



APPS GROUP (INSERT TAB – APPS GROUP)

This whole group is exclusive to Office 2013/365 because this is the first version of Office to offer access to the Office store. From within any document, you can download apps from the Office Store and store them in My Apps. New apps are being added to the store all the time; most are free.

Continued on Page 9

Memory Cards

Dick Maybach, Member, Brookdale Computer Users' Group, NJ, December 2014 issue, BUG Bytes, www.bcug.com, n2nd (at) att.net

USB memory sticks and Secure Data (SD) cards are the most convenient media for transferring data among computers. Both are compact, inexpensive, and rugged and have capacities of up to several Gbytes. Above this, you have little choice but to use a considerably larger, more fragile, and more expensive external hard disk. CDs and DVDs are less expensive, but are larger, more fragile, and have lower capacities; moreover, fewer modern portable PCs have optical media drives than in the past. Finally, writable optical media have reliability issues, especially if they are subjected to high temperatures or humidifies. It's also true that memory sticks and cards experience fatigue in that they will fail after a finite number of write operations. However, the limit is so large that you can ignore them for devices used for the applications we're discussing here, although it is a consideration for internal solid state disks.

For many years, I've carried in my keycase a USB memory stick with two partitions, one with a bootable diagnostic operating system and the other with a FAT32 file system that is available to Linux, OS X, and Windows. Thus, I

always have with me a computer toolkit and a means of transferring files. (If you do the same, make the first partition the FAT32 one. While a PC can boot from any partition, once Windows is running it can read only the first partition on a memory stick. Other operating system don't have this limitation.)

We have seen three generations of Universal Serial Bus (USB) devices. USB 1 has a top speed of 12 Mbits/s, which because of protocol overhead results in a practical data transfer rate of about 1 Mbyte/s. Such devices are now obsolete. USB 2 claims a speed of 480 Mbits/s, and protocol overhead reduces this to no more than 35 Mbytes/s, but only the fastest memory sticks can approach this. Finally, USB 3 has a maximum transfer rate of 5 Gbit/s, which could allow transfer rates of over 600 Mbyte/s, but this is faster than what current memory chips and readers can achieve. Actual test results show that, depending on the reader, USB 3 memory sticks are at most twice as fast as USB2 devices, and in some cases the difference is negligible. The good news about USB is that there are few compatibility issues; you will

experience reliable data transfers with almost any combination of memory stick and reader.

The Secure Digital Card (SDC) situation is more complex, as it includes four families and three physical sizes. The families are SD (standard capacity), SDHC (high capacity), SDXC (extended capacity), and SDIO (which combines storage and input/output functions, such Bluetooth). There is also an SDXC family that is designed for use in video cameras and uses the proprietary Microsoft exFAT file format. The three sizes are standard (32 x 24 mm), mini (21.5 x 20.0 mm), and micro (11.00 x 15.00 mm). Adapters are available that allow the use of mini and micro cards in standard slots. Early SD cards had an "x" rating, where x was equivalent to 1.2 Mbit/s; for example an 8x rating implied a read speed of 8 x 1.2 = 9.6 Mbit/s (about 1.2 Mbyte/s), with write speeds being substantially slower. Modern SD cards have a class rating that implies a minimum read and write speeds.

- Class 2 – 2 Mbyte/s
- Class 4 – 4 Mbyte/s

Continued on Page 10

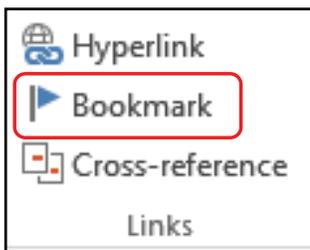
NEW AND HANDY TOOLS IN WORD 2013

Continued from Page 8



Recently I downloaded a new free app called Font Finder, which I can use to organize my fonts by category; e.g., Classic, Handwriting, Fancy, Retro, and others. This certainly beats scrolling through the large alphabetical list of fonts. To use it, I select some text, click My Apps – Font Finder – Insert, which opens the app to the right of my document. After reading the instructions, I click Continue, which displays the font categories or lets me search all fonts. I

click a category like Fancy, and click a font name to apply it to my selected text. If I like this font, I can click the star next to it to put it in my Favorites list. If not, clicking Undo will return it to its original font.



BOOKMARK (INSERT TAB – LINKS GROUP)

This tool has been around through a few previous versions of Word. A useful tool for those who deal with long documents, the Bookmark command lets you put a bookmark in any spot of your document and link it to text in another part of the document. If you were writing a book or long article, for example, and had a page of charts in the appendix, you could bookmark each one and set up a hyperlinked word or phrase anywhere in the document text which, when clicked, would take you directly to its chart.

NOTES ABOUT TOOLS ON THE OFFICE RIBBON:

-- The definition of each of the tools on ribbons in Office programs can be viewed by moving your mouse arrow (without clicking) over the tool's icon. Many tools also give specific details about how to use them if you click "Tell me more" below the definition.

-- These are only a few of the new and useful tools on the ribbon in Office programs. Others will be reviewed in future articles.

MEMGORY CARDS

Continued from Page 9

- Class 6 – 6 Mbyte/s
- Class 10 – 10 Mbyte/s
- UHS Class 1 (U1) – 10 Mbyte/s
- UHS Class 3 (U3) – 30 Mbyte/s

UHS cards are intended for HD video recording and require slots designed for them.

Because of their wide ranges of performance, there are significant compatibility issues with SD cards, and this is made worse by the shoddy quality of many low-cost readers, including some incorporated into laptops. Before purchasing an SD card, check the requirements of the device that will use it. New cards may have greater capacities than older devices can address. Version 2 of the SD spec changed the interface, with the result that new cards may not work in old devices, and old cards may not work in new devices. Finally, you should avoid SDX and UHS cards unless you are using hardware and software that specifically requires them.

I prefer USB memory sticks to SD cards for transferring data among PCs.

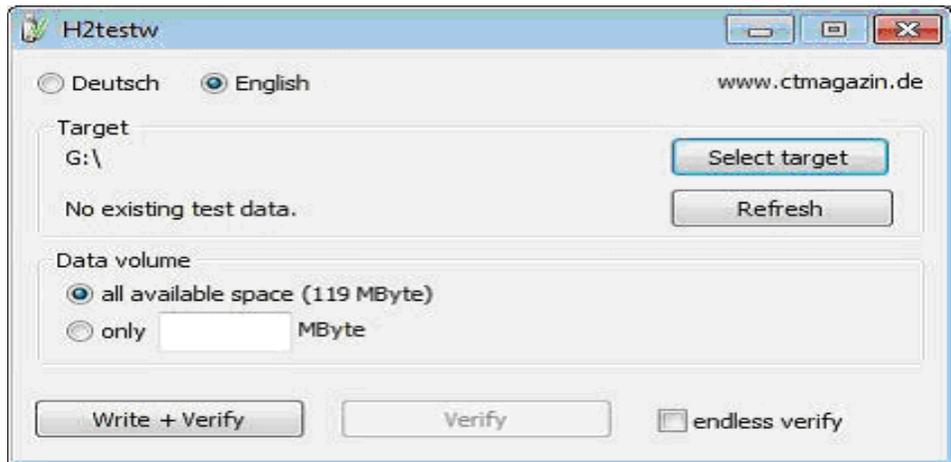
- On USB sticks the connector pins are protected, while on SD cards they are external where they can become dirty and can allow static electricity to damage the card.
- Most USB sticks have a mounting point that allows them to be carried in a key case or on a key ring; SD cards do not.
- Every modern computer has USB connectors, but most desktops lack one for SDCs. I have seen claims that after-market SD readers for desktops and those included on many laptops are not reliable, and some have damaged cards.
- The small size and black color of SD cards makes them easy to lose.
- USB sticks are thicker and appear to be more rugged than thin, plastic SD cards.
- There are fewer compatibility issues with USB memory sticks than with SD cards.

However, SD cards are the standard removable storage element for cell phones and digital cameras.

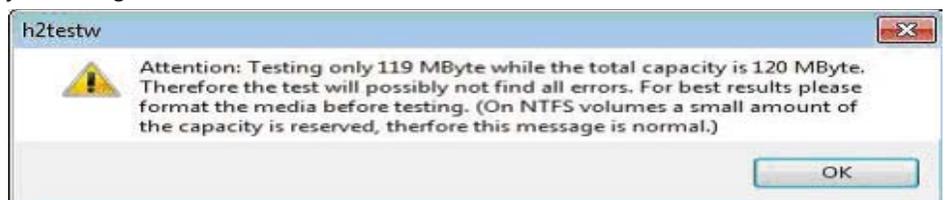
All the above assumes that you buy name-brand devices from established

and reputable dealers. There is a lot of counterfeit merchandise floating around, USB 1 devices with USB 3 labels, low-speed SDCs with high-speed labels, and low capacity ones with high-capacity labels. Some of the latter, will lie about their capacities to your file manager; a claimed capacity of 16 Gbytes doesn't mean it can actually store that amount. If you find a really low price, it may be a bargain, but the only thing you know for sure is that it's cheap.

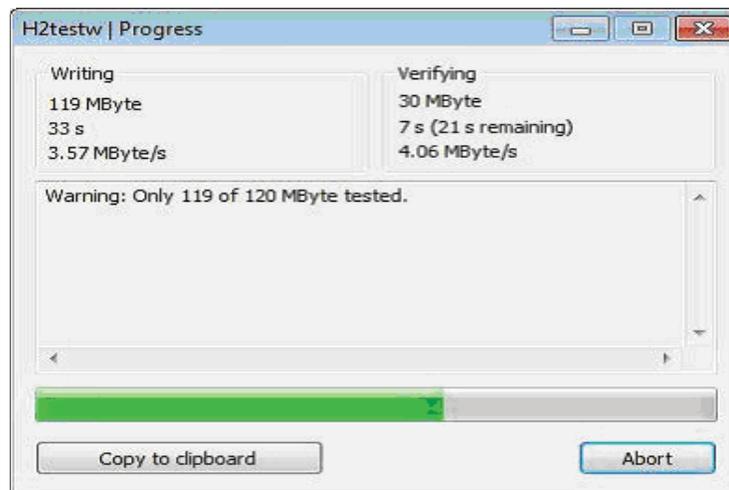
You can use the Windows program H2testw, available at <http://www.heise.de/download/h2testw.html>, to test any SD memory card or USB storage device to find its capacity and data transfer rate. (The Web site is in German, but you can run the program in English.) Just download the zip archive, unpack the program and its German and English readme files into the directory it creates. (The program is self-contained and runs from its directory; you don't install it.) Click the "English" button to obtain the first screen; then click the "Select target" button and choose the device to test. (I used an old, tiny USB stick for this demo, because although slow, its 120-Mbyte capacity means it's quick to test.) The process will destroy any data the device holds, so save anything important first. Start the test by clicking the "Write + Verify" button.



You may see the warning shown below, which appeared in this case on a device that was formatted to FAT32. If this is the only such message the test produces, you can ignore it.



The following screen shows the test in process.





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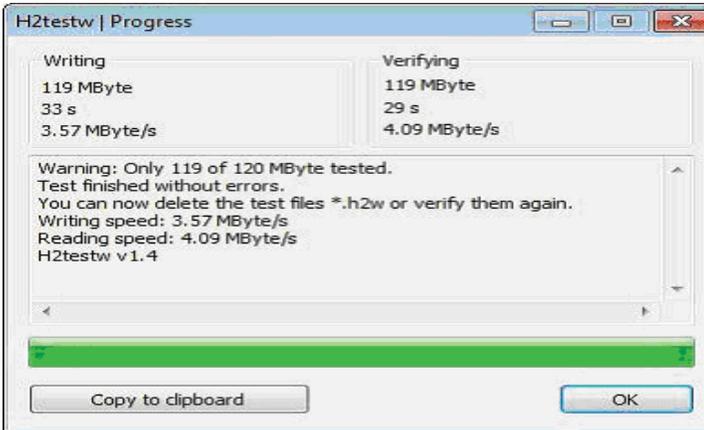
CUGR

444 Basalt Ct, Redding, CA 96003

(For general information call any Officer or Director listed on Page 2)

- New
 - Renewal
 - Cash
 - Check
- Check # _____

Here are the complete results, showing the actual device capacity and its read and write rates. Note that you have the option of copying them to the clipboard.



General CUGR 2015

Meeting Schedule

Cut out and save for the next few months' of meetings.

4th Tuesday, Sept. 22, 4-6pm

4th Tuesday, Oct. 27, 4-6pm

3rd Tuesday, Nov. 17, 4-6pm

3rd Tuesday, Dec. 15, 4-6pm

4th Tuesday, Jan. 26, 4-6pm



After you click OK, you'll see the screen to the left. Note that the "Write + Verify" button is grayed out. The device is now full of test files and you can run only the read test. As message in the previous screen says, you will have to delete these to rerun the write test.

With this software you can verify the capacity and ensure that it works well. The speed measured however depends on both the stick or card and the host device. The tiny capacity of the device in this example resulted in a test time of about a minute; expect much longer times for modern multi-Gbyte devices. Nevertheless, it's worth taking the time to check a new SD card before trying to use it in your camera on a trip to Europe.

PCUsers Group
of Redding
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Why Join A Computer Group?

1. Benefit from a common interest in a personal (and costly) investment: Your business or personal computer.
2. Enjoy more of that investment by learning more about it.
3. Share tips and tricks, as well as new and old ideas.
4. Become exposed to a variety of new hardware and software without sales pressure.
5. Receive an informative monthly news-letter.
6. Have access to various club functions and all Special Interest Groups (SIGs).
7. Find out that no one needs to be alone and helpless with today's computer technology.

4th Tuesday

*Monthly Meetings Are At
The Redding Library*



1100 Parkview Ave.

off Cypress and to the right of City Hall.

*We will be in the Community Room, which is inside to the
left of the main library door.*

Beyond Basics SIG

Saturday, 10 AM, September 19, 2015

At Jane Quinn's Home, for information contact:
Jane Quinn, 365-0825, jqquinn7427@gmail.com

Windows 7 and 8, Multi-Media prgs., Photo Editing, eMail, Cloud software, Google prgs.

This new SIG title allows us to expand beyond multi-media programs and devices to include Internet Browsers, YouTube, Free Software programs, or Apps that do so many various things. We will still work with photos and videos.

There's always a question and answer period. If we can't come up with the answer, we will find it together. I say "we" because we do work as a unit, expanding our knowledge and helping each other.

Every Thursday 1-3pm at the Anderson Sr Center (365-3254) join us in the classroom. The center's walk-ins are welcome 3-4pm for one-on-one with me.

