

MOTHERBOARD

A Publication of the Computer  Users Group Of Redding, CA

Volume 2015, Number 12

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

December 2015

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YOUR C.U.G.R. PRESENTS

3rd Tuesday, December 15, 2015, 4 - 6 PM

Annual Christmas Party! And Note Date Change!



Bring Goodies To Share And Stories To Tell!
Bring Family And Friends And Remember
The \$50/50 Drawing During The Party!



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CUGR Info

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

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

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

**4 pm Social & Election and at 4:30 Onward is our
Christmas Party and 50/50 Drawing in the Community Room as usual.**

Please stay and help reset the tables to the Library's original arrangement.

January is all about Gadget info to share

Club Information

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

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Fred Skill, 243-3557, Sfskill@shasta.com **Bill Ball, 275-4632, bcard9@charter.net**
New Users, Free Library PC Classes,..... Hardware, Software, MS Windows XP & 7
Spread Sheets.....

Jane Quinn, 365-0825, qjquinn7427@gmail.com **Colly Lord, 224-1633, johnclord@charter.net**
MS Windows 7 & 8, Photo/Video Editing,. General PC Help After Work Hours.....

Jane Quinn, 365-0825, qjquinn7427@gmail.com **Judi Ball, 275-4632, jebed@charter.net**
Internet, Cloud Software, Google Apps. DTP, Graphic Prgs
Photo Editing

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Help For Refreshments

The club is providing cookies and coffee at our meetings, but we need volunteers to pick up these items at the store on their way to the library. The club will pre-pay the person on duty for the following month. Please see details, Column 1, Page 4.

Motherboard Newsletter Staff

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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.

Thanks to Frank Tona for last month's presentation. As a reminder, you can follow the Crown Camera's Facebook page. They have over 4,000 followers, so there must be a reason for it and you can get in on too, just mark this site in your favorites or bookmarks to see how to build your photography skills and camera knowledge. That way when you're ready to buy a new camera (and you know that day will come!) you will be armed with the knowledge to help you pick the right camera with the right set of features for you.

Frank is also a great promoter of our club. To those of you who are avid Facebook users, please join our FB group CUGRmembers or send comments to our facebook page [CUGR ComputerClub](#).

I would like to thank some of you who have already participated in our FB site.

This leads me to make another request of you: Do you have an idea or a subject you wish us to cover at one of the monthly meetings? We're going into a new year and we have lot's of ground to cover. So please make sure we get your questions answered by speaking up. You can post a question on our CUGRBlog (find that link on our website), or contact any board member listed in the Motherboard newsletter, Page 2. Club's website address is:

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

I want to thank Jolayne Williams for bringing the refreshments. I'm still in need of a member to volunteer one month next year for refreshments. See you then on TUESDAY, DECEMBER 15TH, the 3RD WEEK of the MONTH again, because of the holidays. It's a pot-luck fun event. And the 50/50 Raffle drawing for the cash to be split between two winners will take place during our Christmas Party!

Jane Quinn

Editor's Corner

Wishing all members and their family and friends a safe and peaceful Christmas and a Happy New Year!

Judi Ball

November Meeting



Frank Tona offering special deals by Crown Camera during his enjoyable & informative presentation.

The audience was small, but even so we were enthusiastic and appreciative of Frank's time with us.



To the right is a photo of Frank's 'special pose' for Jeanie.

And center photo is when he finished his presentation, he sat down with us and casually conversed about many things of interest to everyone. Giving his pet club more than just the time of day!

It is difficult to figure out who pampers who the most. Our claim on Frank as our favorite presenter or his favoring of us!



Frank & Jeanie Richards our Photographer. Photo by Jane Quinn



Congratulations To Our Winners!



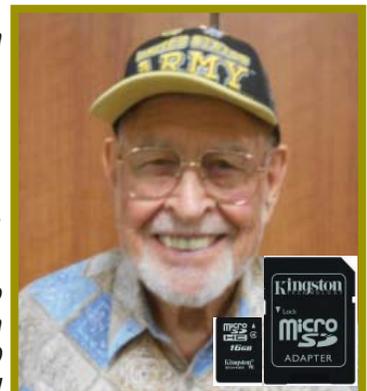
Gisela & Phil Graham long time CUGR members.



Jane Quinn won the 32 gig Micro Flash Drive!

Gerry Hudleston won the \$15 Cash Prize!

Karl Moore (to the right) won the 64 gig SD Card!



Welcome Renewals

*Donna Salas
Patty Carlyle
Marlene
Robinson
Debby & John
Hamman
Fred & Carol
Skill*



Help Needed For Refreshments



The club is providing cookies and coffee at our meetings, but we need volunteers to pick up these items at the store on their way to the library. The club will pre-pay the person on duty for the following month.

We'd like to have a small committee of four or five people who can rotate this duty on a regular basis. We did get some members to commit, but we still need a couple more. This will allow us to spread out the task and not make the same person do it every meeting.

The goods are purchased from Safeway, but any store that sells prepared cartons of hot coffee is fine).

So please check your calendars for which month you could volunteer to bring the coffee and cookies before a meeting.

Thanks in advance.

CUGR

Member's Personal Ad Space

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.

Officer & Board Elections

PCUG Of Redding, CA

It is time for our election of new officers and board members. Election takes place in December of 2015 and new officers begin in January, 2016.

We need your help by volunteering for an office position, please reply to any board member listed on Page 2, or at the October meeting. Please keep in mind that the more you and

others do to help, the better our club is for all members. We may be losing our organization if we don't get some folks to relieve those already in office for two years, and some many years more.

DUTY DESCRIPTIONS:

PRESIDENT

Lead club meetings and board meetings.

Skills Required: Dependability, commitment, and genuine interest in the club's survival. And basic

computer skills, such as e-mail and basic word processing.

VICE PRESIDENT

Cover for the President in his/her absence.

Skills Required: Dependability, commitment and genuine interest in the club's survival. And very basic computer skills, such as, e-mail and basic word processing.

TREASURER

Receive all monies due the CUG from all sources.

Skills Required: Dependability, basic checkbook balancing skills, commitment and genuine interest in the club's survival. Computer skills are not necessary.

SECRETARY

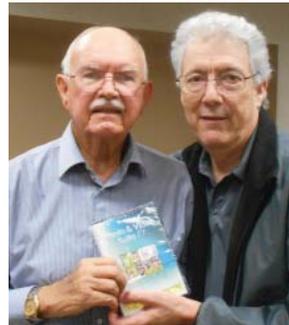
Attend all board meetings and record the minutes.

Skills Required: Dependability, commitment and genuine interest in the club's survival. And ability to and use e-mail.

We did not have our 2016 election in November.

We will make it official at the beginning of December's meeting on Tuesday, December 15, 2015.

Winners Of Frank Tona's Prizes



Frank was so kind, as usual, to bring prizes to the meeting and he gave out four Digi Cleaners for safely cleaning digital screen. And also a grand prize for a lucky prize winner!

Centered above is Jim Logan who won the grand prize, PhotoShop Pro 17!

From left to right, all with Frank Tona are those who won the Digi Cleaner- Margaret Martinovich; Bill Ball; Vance Pierce; and Jane Quinn, not pictured.

Tips For Air Travelling During The Holidays

NewsUSA Online



Man-made and natural disruptions to air travel are all-too-often the norm. Not only can weather delay take-offs and landings, but new airline rules can also keep planes grounded.

For example, if a plane is sitting on the tarmac for more than three hours, it has to return to the gate. On the upside, there are ways to cope with the unexpected. Here are a few simple tips to prepare for delays before leaving home:

Print copies of itineraries with the 800 numbers for your airline, and others that fly the same route, just in case you have to rebook from the airport. The paper-free option? E-mail those numbers or enter them manually into your smartphone.

Check airline Web sites for delay postings. New rules mandate that airlines have this information online. Alternatively, you can go to www.flightstats.com.

Make sure you can access your office and home computers in the event you are stuck while traveling. Free and inexpensive programs like LogMeIn (www.LogMeIn.com) make it quick, easy and secure to access files, calendars and applications from any computer, smartphone, netbook or iPad with an Internet connection.

Enlist a friend or family member who knows their way around online travel sites, and keep them on your mobile phone speed dial. If you have to make alternative plans, they can probably do it faster than anyone.

Remember travel insurance. A few extra dollars tacked onto the price of your trip can provide peace of mind if you have to change plans for unforeseen reasons. Check what your airline, travel agent, booking site and credit cards offer to make sure that you're covered.

Have fun. Many airports are adding luxuries like spas, high-end restaurants, and even showers to keep passengers happy. Find out what your airport, and the ones that you will visit, offer before you go, so you're able to enjoy them to the fullest.

While there is no guarantee for disruption-free air travel, a little planning can go a long way — even all the way to your destination.

Bits And Pieces

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



FUNCTION KEYS F1 – F12: WORTHWHILE REMINDER OF OUR KEYBOARD SHORTCUTS.

The function keys F1 to F12 at the top of the keyboard in combination with the ALT key, the CTRL key and the SHIFT key can all speed up one's computing.

F1- The Windows Key + F1 will usually open the Microsoft help and support center. It also opens the Task Pane.

F2 The F2 key can be used to rename a highlighted icon or file.

ALT + CTRL + F2 opens a new document in Microsoft Word.

CTRL + F2 displays the print preview widow in Microsoft Word.

F3-Often opens a search feature for many programs, including Microsoft Windows.

SHIFT + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

F4-Opens the Find window.

Repeat the last action performed - for Word 2000+

ALT + F4 will close the open Window that you are currently working on.

CTRL + F4 will close the open window within the current active window in Microsoft Windows.

F5-Pressing F5 will refresh or reload the page or document window.

Also, opens the find, replace, and go to window in Microsoft Word and starts a slideshow in PowerPoint.

F6-This key is can used to move the cursor to the Address bar in Mozilla, Firefox, or Internet Explorer.

CTRL + SHIFT + F6 opens to another open Microsoft Word document.

F7 - Is commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.

SHIFT + F7 runs a Thesaurus check on the word highlighted.

It also turns on Caret browsing in Mozilla Firefox.

F8-The F8 key can be used to access Safe Mode if pressed during the computer's boot up process.

F9-Opens the Measurements tool bar in Quark 5.0.

F10-the key that is used to activate the menu bar in many programs.

F10 can also be used to highlight the first menu choice, and then use the arrow keys to move around the menus.

SHIFT + F10 is the same as right-clicking on a highlighted icon, file, or Internet link.

F11 will activate Full-screen mode in all modern Internet browsers - Pressing F11 when you are working in Internet Explorer will open the window to full screen mode. All the tool bars disappears making it possible to see more information on the screen. Pressing F11 when you are in full screen mode will toggle you back to your normal view.

F12 - Opens a new document in Microsoft Word.

Opens the Save As dialog box in Microsoft Word.

SHIFT+ F12 will save a Microsoft Word document.

CTRL + SHIFT + F12 prints a document in Microsoft Word.

I wish I had known about the ALT + F-key combination earlier – my favorites in the CNTRL group were CTRL-S for save and CTRL-P for print. Eventually I learned of all the other shortcuts.

Beyond Basics SIG Update

by SIG Leader Jane Quinn, jqquinn7427@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 in January, **there is no meeting in December.** For directions contact me via e-mail above or phone, 365-0825.*

Lately I've been trying to figure out whether to continue with Google's on-line photo sharing or just hop over to MS's online sharing product One Drive. Here's what I have discovered about Google Photo sharing.

WHAT IS THE DIFFERENCE BETWEEN GOOGLE+ PHOTOS AND GOOGLE PHOTOS?

Google Photos for Desktop is a website where you can upload pictures from your computer into "Albums" and share them with friends and family. There is also basic editing functionality as well as some features that reduce the workload for you organizing your photos collection like automatic tagging, auto-enhancing photos and videos, stitching panoramic pictures. Google+ Photos is the "photos" section on the social network called Google+. If you only want to share photos, you don't need to use the "social" aspects. Another important thing to know is that all pictures you upload(ed) in Picasaweb are also visible in Google(+) photos and the other way around.

Google+ Photos changed officially and split off a portion which is now Google Photos. You may also find it as <https://photos.google.com>. Here is where I can easily find the tools I use like the link to copy for sharing my album, or moving photos around within the album. I hope this is the last improvement to Photo manipulation by Google.

CREATE & EDIT STORIES IN GOOGLE PHOTOS APP

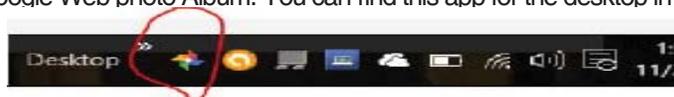
A friend of mine created and shared her Google Photo Story with me. It has her vacation photos and videos in a movie. It had a theme, music and transitions applied to the photos.

The transitions had the photos floating on the screen when they appeared. Immediately I wanted to create my own. But sadly I discovered it only works on tablets, including iPads or phones. Fortunate for me I do have an iPad. And because my Picasa photos did sync to my iPad I was already setup to start.

First I put my photos from my camera into Google's Picasa in my desktop computer. The storage on my computer is much bigger than my iPad. Then I posted these photos into a Google Web Album, this also put them in sync with my iPad. Okay, stay with me. I know it's a little confusing. I then used the Photo App talked about earlier to share my Google Web photo Album. You can find this app for the desktop in their Google Store. The icon looks like a colored pin-wheel. And it appears in your notification area (lower right hand corner) when you install it.

The next step I took was to install the same Google Photo app on my iPad from the Apple store. All are free products. I currently use iMovie on my iPad to make movies. But I thought those of you who have androids or just phones, might check out this app for your device. They have the same features as most movie making apps; Themes for the movie, music by genre to accompany the movie, special effects for the photos, etc. It is easy to operate. Just remember to touch the corners to find the tools. For those of you who have used Movie Maker Live along with me years ago on your PC, it's similar. The final goal is to keep the movie. Your choices are; save it on the device, send it via eMail, post it on Facebook, Youtube, or Twitter.

I will demonstrate this to you in class. This is just one of the class projects you can experience with us on Thursday's at 1pm in the classroom at 2081 Frontier Trail , in Anderson. See you for the Christmas Party! And next year for the Saturday SIG Jan 23, 2016.



FCNEWSLETTER UPDATE BY JANE

The Monday MAC Group class is an open Q and A session and they cover a mix of iPad, iPhone, IPod Touch, which many of our CUGR members have and use. Of course they also cover Mac problems. Barbara Benefield and Mary Gililland are still teaching this class and welcome all users of these products to join them from 1pm – 3pm. For their classes you can send Barbara a question before class at bbenefie@gmail.com.

Beyond Basics Thursday class 1pm – 3pm. This class includes a Q&A session. Send your questions before class to one4-cugr@gmail.com and it will be addressed. The answer will also be posted on the

Blog's Home page. November's class studies included One Drive, an MS product that allows you to share your Photos, and files easily. We also enjoyed problem solving for Windows 7, in addition to Windows 10. As an example, a student wanted to reset his browser settings to choose Google as his default and an update he made altered this. So here what he did to change it back: In Google simply click on the three line icon on the far right of the toolbar, choose Settings, scroll down the screen to Manage Search Engines. You will see a bunch of choices, click on the one you want to be your default.

Similarly in the MAC class, a problem of security was solved from a pop-up menu

saying "Your gadget has been locked and to unlock it call this toll-free number." IT IS A HOAX! DO NOT CALL! Instead, go to your settings, enable Airplane Mode. This will cut all the Wi-Fi connections immediately. Now go to Settings, Safari, Clear history.

These are a few examples of what goes on in the classroom and you can find more information on our blog. Our classroom schedule is also posted there.

In January, the Thursday class will have a guest speaker from Crown Camera, so look for the info on our blog.

Pat Day is still conducting her Genealogy class on Wednesday mornings. Pat's schedule fluctuates, so call the

Continued on Page 7

R's Ramblings

Marlene Robinson, CUGR Member, mm-kids@att.net

Short Snippets!

CHECK THIS OUT

Wave goodbye to pricey data plans and say hello to Total Wireless. Welcome to a wireless data plan that gives you everything you need. And nothing you don't. Welcome to the new Total Wireless. Two lines with shared data are only \$60. Add more lines and save even more. Find more information at TotalWireless.com or total wireless Walmart. (ad in Time Magazine)

WINDOWS 10

Probably when upgrading to Windows 10, Live Photo Gallery and Movie Maker were installed to your hard drive. One place to check is the alphabetic listing on the left side of the Start Button. If you don't find these two programs and would like to use them, then go to Microsoft and download them. You may have to look around some at this website to find them. They

are there for you to DOWNLOAD (in drop down menu).

EDGE is the new browser. If you would rather use Google or Firefox you can download them. You can find Internet Explorer in the alphabetic listing on the left side of the start button under Accessories or Microsoft Accessories. Also Google or Firefox may be there too if you had them on your computer before upgrading.

Go to the Windows 10 Store and download Photoshop Express App.

Microsoft Cloud gives Special Olympics instant access to key performance and health data for every athlete, no matter where they are. Microsoft Azure and Office 365 help streamline the management of 81,000 events across 170 countries each year. So the focus can be on changing the lives of athletes, and that's the true victory. Learn more at microsoftcloud.com. (ad from Time Magazine).

Order up! Why your fast food is about to come even faster

Ordering; Big chains like Applebee's are bringing tech to the table by setting up tablets to handle orders and payments for customers.

Payment: Using near field communication, which allows two devices that are close to exchange bits of information, customers with smartphones that support Apple Pay or Android Pay can settle up with a tap at eateries like Jamba Juice and Panera Bread.

PREP

This year, Moley Robotics showed a "robotic kitchen" prototype complete with robotic hands that "replay" the exact movements of a master chef. The firm plans to launch a consumer version in 2017. (article in Time, October 5, 2015).

A POEM TO WHICH I CAN RELATE

I remember the bologna of my childhood,
And the bread that we cut with a knife,
When the children helped with the housework,
And the men went to work not the wife.

The cheese never needed a fridge, And
the bread was so crusty and hot, The
children were seldom unhappy, And
the wife was content with her lot.

I remember the milk from the bottle,
With the yummy cream on the top, Our
dinner came hot from the oven, And not
from a freezer; or shop.

The kids were a lot more content, They
didn't need money for kicks, Just a
game with their friends in the road, And
sometimes the Saturday flicks.

I remember the shop on the corner,
Where candies for pennies were sold.
Do you think I'm a bit too nostalgic?
Or is it.. I'm just getting old?

Bathing was done in a wash tub, With
plenty of rich foamy suds, But the iron-
ing seemed never ending As Mama
pressed everyone's 'duds'.

I remember the slap on my backside,
And the taste of soap if I swore, An-

\$\$\$ 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.

jqquinn7427@gmail.com
phone: 365-0825
(By the way, the Quinns are not participating in the drawing.)

Good Luck to all!

orexia and diets weren't heard of And we hadn't much choice what we wore.

Do you think that bruised our ego?
Or our initiative was destroyed? We ate what was put on the table And I think life was better enjoyed.

Author, Unknown

For those "of an age": If you can remember those days. Continue to enjoy your retirement! And God Bless.

FCNEWSLETTER

Continued from Page 6
center prior to coming, 365 3254, or get on her email list to keep up with the class changes.

Blog site: <http://reddingcomputerclub.blogspot.com/>

Monday – MAC Computer 1 p.m.

Wednesday – Genealogy 1 p.m.

Thursday – Beyond Basics 1 p.m.

Sharing Data – That's What Networks Are All About

Phil Sorrentino, Member of The Computer Club, FL, Dec. 2014, <http://sccccomputerclub.org>, Philsorr.wordpress.com, [philsorr \(at\) yahoo.com](mailto:philsorr(at)yahoo.com)

Networks are ubiquitous, owing to the availability of inexpensive wireless routers. Almost everyone who has a high speed internet connection (Cable, FIOS, or even DSL) has, or can have, a home network. Besides the modem (usually supplied by the Internet Service Provider (ISP), the only other hardware needed is the wireless router, which can be supplied by the ISP or obtained from a computer store (like Best Buy, Office Depot, Staples, Amazon, etc.). Having all your computers networked together makes the Internet readily available to each device, with the added benefits of file sharing and video streaming.

In some installations, the modem and the wireless router are in the same small physical package. Whatever hardware is used, the network is typically used for sharing the Internet connection and sharing data (and possibly printers) among the computers on the network. With shared folders on a network you can move files from computer to computer without having to copy them on to an intermediate device, like a flash drive, and then running the flash drive over to the destination computer (commonly referred to, in the past, as "sneaker net").

Internet sharing is pretty straight forward and almost automatic. Just connect a computer to the router, wired or wirelessly, and that computer has access to the internet. That's all there is to sharing the internet connection. Of course, the wireless portion of the network should be setup for security and the security code (key, or password) has to be put into the computer attempting to use the wireless network; but once that is done the computer will have access to the internet.

Sharing data is a little more involved. Windows 7 provides three ways to set up a network: Public folders, Homegroups, and "Share Any Folder". Public folders are part of Windows 7 and take no effort to set up or employ. Every Windows 7 has public folders that are accessible from any other Windows 7 computer on the network. Using Windows Explorer, you'll find public folders for My Documents, My Pictures, My Videos, and My Music under the Users name, under Users for that computer. These are found under Network which is at the bottom of the left pane of the Windows Explorer

window. These folders start off empty so you'll have to put a file into them in order to share it. This is not a very secure alternative because once a file is in the public folder it is available to all computers on the network, but if security is not an issue, it is an easy way to share files.

The second way to share files is to set up a Homegroup. Only Windows 7 computers can be part of a Homegroup, so this is a limitation if you want to share with computers using XP. A Homegroup is easy to set up. Just go to Homegroup in the Control Panel on the first computer, or just Click Start and type "Homegroup" into the "Search programs and files" box. In the dialog box presented, Click "Create a homegroup". The next screen will allow you to select the Libraries and/or printers to be shared, and choose to share your media by "streaming" your video and music to other network computers. After you make these selections, Click Next and a new window will provide a Homegroup password, write it down and then Click Finish. Now it's time to go to the other computer that is to be a participant in the Homegroup. Click Start and type in Homegroup again. This time the dialog box will indicate a homegroup is available. Click "Join now", choose the folders to share, and Click Next. The next dialog box will ask for the password, so type in the password, and then Click Finish. If there are other computers to join the Homegroup, repeat this procedure on each of them so they will all be part of the Homegroup. Once the Homegroup is setup each computer will be able to take advantage of the files and/or printers that were setup for sharing, at each of the other computers.

The third and most general (and maybe most difficult) method is "Share Any Folder". This method lets you determine the folder to be shared and also determine the Users that will be able to share the folder. Additionally, it allows you to set the permissions for each of the Users. (Permissions determine what can be done with the shared folder, or file. More about this in next month's Monitor.) Whole disks can also be shared in this general way, but it is not encouraged. Disk sharing presents security concerns, but if security is not a concern, in a small office it can be a real convenience.

Microsoft has included a "Share Any Folder" Wizard for this specific purpose. In order to share a specific folder, start Windows Explorer and find that folder in the left pane. Right-click the folder and select "Share with", and then choose "specific people". This will bring up the "Choose people to share with" window. If the Users to be allowed to share this folder are in the list, select each one, followed by "Add", and then finally click the "Share" button. If a User is not in the list, you will have to create an account on this machine for that User. Notice that for each User, the initial permission is set to "Read". This can be changed to "Read/Write" by pulling down the down arrow and making that selection. Do this only if you intend for that specific User to be able to add, change or delete files in the folder. When you click "Share" the "Your files are shared" window will be shown. This can be used to let the Users know that the folder or file is now shared and accessible by them. (In a home or a small office environment it is just as easy to just tell the individual that the folder is now available.)

It is possible to share a complete disk (or a folder), without the use of the "Share any Folder" wizard. This gives you greater control over the operation, but seems to be more complicated. To do this, open Windows Explorer and find the folder to be shared in the left pane. Right-click and select Properties. In the Properties window, select the Sharing Tab, and then select "Advanced Sharing". Click "Share this folder" and then click Permissions. In the "Share Permissions" window, select the Users and in the "Permissions for User", set the permissions. Then go back and select the "Security" tab in the Properties window, where you have more control over the Permissions, and edit the Permissions, if needed.

By using one of these methods, it is possible to share data with anyone on your network. Sharing data means you only have to keep one copy of your data: your pictures, music, videos and documents. Maintaining only one copy makes backup and general data maintenance easier. The more data you share on your network, the more you realize the value of a network.

How Safe Are Wi-Fi HotSpots?

Lamy McJunkin, *The Retired Geek Technical Tips for the Non-Technical "Over 50" Crowd*, <http://retiredgeek.net>, <http://retiredgeek.net/contact-me>

Many of us travel a lot, whether in business or just to visit our families and friends. We use our computers, smartphones and tablets in hotels, restaurants, and other places, but are these Wi-Fi "Hot Spots" safe?

We all assume it's safe to connect to the Wi-Fi network at our local Starbucks, airport, waiting area where we have our cars serviced, hospital, or even at a relative's home. But it is a really bad idea...a very bad idea! There are many reasons you wouldn't want to do this. Let's look at the various types of Wi-Fi network.

AD-HOC NETWORKS AND ACCESS POINT NETWORKS

Basically, there are two types of Wi-Fi networks accessible by your computer: ad-hoc networks and traditional access point networks. Ad-hoc networks are getting a little outdated, but they still exist. They connect devices directly to each other, while access point networks connect devices to a central router. For example, you could connect two laptops or your laptop and your phone together without the need for a router or any other networking hardware. This would create an ad-hoc network. This is different from a traditional access point network where each device connects to a router, like you most likely have in your house.

UNSECURED NETWORK

A network is deemed unsecured just by virtue of the fact there is no password

required to access it. If you're able to click on a network in your smartphone or tablet and connect to it without a password, you are connecting to an unsecured network, and that makes the device you're using susceptible to hacking...plain and simple.

So, that "free public Wi-Fi" network you encounter at the airport is nothing more than an ad-hoc network that was probably started long ago as a service to travelers, but still persists to this day. Basically, when you connect to this type of network, you are most likely connecting to another computer. And when you connect to that other computer, your computer "could" also be set up to broadcast the "free public Wi-Fi" network to other devices around you, essentially allowing access to all your private data to anyone within range. This is not good!

WHY YOU SHOULDN'T CONNECT TO UNSECURED NETWORKS

Let's say you're sitting in a coffee shop and decide you want to check your email to kill some time. You scan the available networks and find one that's open and doesn't require a password. You connect and start surfing. Coffee and free Wi-Fi, how good does it get...right? Wrong! A hacker who is also fond of coffee shops and could be located within range of the router you connected to. He's waiting for someone just like you to connect to the network so he can start a middleman attack. Within a few minutes, he could easily gain access

to all your passwords, including bank accounts, email, and anything else he wants. You may not think this is possible...but with today's software and technology, it is!

HOW TO STOP WI-FI CRIME

So how can you help prevent all this from happening? For starters, you can use *only* a secured network that encrypts all of your data. This will ensure your data is safe and scrambled as it travels between you and its destination". Now, if a hacker were to intercept your message, they would see nothing but a bunch of scrambled garbage. Of course, no security measure is 100% safe, but at least good encryption will help a lot.

Tips for connecting to unfamiliar wireless networks... if you must do so:

1. Save the really important tasks, such as online banking and other finances, for home.
2. Try not to connect to any "public" or "unsecured" networks. If you absolutely need access to the internet, pay a few bucks for the secure option...
3. When on a Wi-Fi network, look for websites that begin with "https" in the address bar, then try to use only these secure sites.
4. If you really want maximum security, use a VPN.

Lastly, tell all your friends and family to follow these Wi-Fi safety tips. You just may save someone from a major financial or identity theft disaster.

Google's New Spam-Fighting Tools

Bob Rankin, *Ask Bob Rankin*, July 23, 2015 Column, http://askbobrankin.com/googles_new_spamfighting_tools.html, bob (at) rankin.org, Reprinted with Permission

Google estimates that nearly 60 percent of all email it processes is spam. But like most Gmail users, I rarely see any spam in my inbox. Google claims that Gmail now blocks 99.9 percent of all spam. Read on to learn how you can get near-perfect spam filtering, even if you don't use Gmail.

Machine learning, an application of artificial intelligence, has been part of Gmail's spam filter program since Gmail's inception. On July 9, Google announced three new improvements to Gmail's spam filter.

Every time a user clicks the "Report Spam" or "Not Spam" button on a message, Gmail learns something

that helps it filter spam better. But now, Gmail is attempting to learn on its own, without the user's clicks.

The spam filter now uses the same artificial neural network that Google Now and Google Search use to detect and block the "especially sneaky" spam that sometimes slips past users' radar.

GMAIL SPAM FILTER

What's an "artificial neural network," you ask? The oversimplified answer is, a lot of computers connected to each other in an attempt to simulate the interconnections of human brain cells. It's expensive to build an artificial neural network; most are tiny, with 1 to 10 million connections.

Google has built an ANN with over one billion connections using the processors in its vast and far-flung empire of data centers. That sounds awesome, until you learn that the human brain contains several trillion connections! None the less, Google's ANN is capable of rudimentary human-like self-learning. That means you don't have to teach it what spam is.

In one experiment, Google's ANN was fed millions of still images of cats culled from YouTube videos. The images were not labeled as "cats" and programmers did not tell the ANN what a "cat" is. The ANN figured it out for itself, learning to recognize

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Is Windows 10 Spying On Us?

Sandy Berger, CompuKISS, www.compukiss.com, sandy (at) compukiss.com

Is Windows 10 spying on me? I have been asked this question over and over. My answer may surprise you!

There has been considerable publicity about Windows 10 being used as a spying tool for Microsoft. Blogs and even some fairly reputable websites have jumped on this bandwagon. Most of this publicity is aimed at making headlines to increase readership. As you well know, today's news is dominated by racy headlines, even if they are sometimes trumped up. Some of this bad Microsoft publicity is focused on increasing public paranoia to sell products.

One of my followers recently sent me a copy of an audio interview of Dr. Katherine Albrecht in which she trashed Windows 10 in an article entitled "Windows 10 is full blown electronic tyranny." Dr. Albrecht is a very intelligent, articulate, and well-educated lady. In this interview she says that Windows 10 keeps the microphone turned on all the time to bug homes and offices across the country. She says that Microsoft is making a copy of every file you create with Windows 10. However she also uses this interview to promote her Startmail product which is supposed to keep you safer.

Let's see if I can negate a few of her claims. First, Windows 10 uses your microphone to let you verbally communicate with Cortana, their new virtual assistant. Cortana is not listening all the time unless you change the settings and request that she does so. With the default settings, Cortana will only listen when you press the microphone button just like you would press the home button on an iPhone or iPad to ask Siri a question. Also, it is very easy to turn Cortana off or alternately to turn off your microphone completely.

Dr. Albrecht also says that Microsoft is sending the entire contents of all Windows 10 hard drives to their servers. Simply put, Microsoft is not copying all your files or documents. In the last month Windows 10 has been installed on 75 million devices. If Microsoft were to keep a copy of every one of those hard drives, we would be talking about thousands of Petabytes of data. To give you an idea of how much data that is, it is estimated that the entire written works of mankind from the beginning of recorded history in all languages would take up about 50 Petabytes. Simply copying that amount of data would take years plus an astronomical amount of storage space and electricity.

Another complaint is that Windows 10 can be set up to share Wi-Fi passwords. Again this is not turned on by default. You must choose to use it, and when you do, you must authorize it and the passwords are encrypted.

I can sum up the reality of this situation in one simple statement. With Windows 10, Microsoft is doing no more snooping, spying, or collecting data than other large companies like Apple, Google, and Amazon. I have read the Microsoft Services Agreement, the Windows license agreement, and the Microsoft Privacy Statement carefully. I have also looked at several privacy documents from Google and Apple. They all have similar clauses.

The bottom line is that if you use any cloud storage like Microsoft's One Drive or Apple's iCloud, if you use an online email system like Gmail, Outlook, etc., or if you use services to sync your documents between computers and/or mobile devices, there is a copy of your data out there in the Cloud. Your cell phone provider, your ISP, your cable provider, your smart TV,

and even your car knows a lot about you, as well. Facebook, Twitter, Instagram and other social media sites probably know more about you than you might ever expect. Most companies are using your data to learn more about you, whether to give you better service or to send you targeted ads. If they are subpoenaed, they will give your information to the lawful agencies, but then if you have drawn that kind of attention to yourself, those agents may be busting down your door and seizing your computers as well.

Right now Microsoft, Google, Apple, and Amazon are not spying on you or willfully giving the contents of your hard drive to anyone. Of course, an entire company could go bad, but currently you are at more of a risk from the bad guys and hackers than you are from the major companies. There are a lot of really good security people constantly monitoring the dealings of all the major companies.

So don't worry about Windows 10. It is no worse than Windows 7 or Mac OS X. If you want to be more secure, don't subscribe to any cloud services, don't use online email, and don't expect your data to sync between devices. If you want to be really secure don't access the Internet on your computer or tablet, don't use a cell phone, and don't buy a smart TV or any of the new Internet-connected devices, including a car.

Of course, if you do that you will be going back in time about 30 years. I know I wouldn't want to give up the knowledge, connectivity, productivity or entertainment that we have gotten from these devices.

If you want to keep using Windows 10, but want a little more security, here is how you can adjust the settings.

GOOGLE'S NEW SPAM-FIGHT-ING TOOLS

Continued from Page 5

cats in virtually any image. If it can do that, it can recognize spam with greater accuracy than most humans can.

You don't have to do anything to use Gmail's spam filtering - it's automatic. But you can add your own filters to funnel messages into folders, forward to another address, and other actions. See my article Tame Your Email With

Filters for help adding filters to Gmail, Yahoo, Outlook.com, iCloud Mail, or AOL webmail. http://askbobrankin.com/tame_your_email_with_filters.html

But the ANN is still not perfect. Just as humans see UFOs in pictures of streetlights, Google's ANN sometimes sees spam in legitimate messages and mistakenly consigns them to the spam folder. Google claims that only

about 0.01 percent (1 in 10,000) of legitimate emails are falsely labeled as spam these days. As the ANN learns more about email, that figure should fall even further.

Take a look in your Gmail spam folder, and see how it's working. If you do find certain messages are being incorrectly flagged as spam, you can

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GOOGLE'S NEW SPAM-FIGHTING TOOLS

Continued from Page 10

create a Gmail filter for them, with a "Never send to Spam" action, so they'll be delivered to your inbox.

How does Gmail's spam filter compare to other free Webmail services, such as Microsoft's Hotmail/Outlook.com and Yahoo? I haven't been able to find any independent, rigorous studies of this question. I'll just note that Microsoft seems to think it's acceptable if less than three percent of the messages that reach your inbox are spam.

Another new spam-fighting technique that Gmail is introducing doesn't really tackle spam, in my opinion. Gmail now attempts to learn individual users' reading preferences and filter out even legitimate mail that goes unread. The company gives the example of email newsletters. One user reads them assiduously while another just lets them pile up unread, or deletes them without reading. Why people don't just unsubscribe from newsletters is one of life's mysteries. Hopefully, Gmail can distin-

guish between legit opt-in email newsletters and the ones that just arrive without your consent. <https://www.microsoft.com/en-us/outlook-com/compare/>

Finally, Gmail is providing help for legitimate, large-volume email publishers whose communications are sometimes wrongly condemned as spam. The Gmail Postmaster Tools will help airlines, banks, credit card companies, and other well-known firms analyze the fate of their emails and improve their delivery and reading rates. <https://gmail.com/postmaster/>

Even if you don't use or like Gmail, you can still use it to filter spam. Here's one technique that some people use to "pre-filter" their incoming emails. Instead of providing your actual email address when asked, give out a Gmail address that you've created. Configure that Gmail account to simply forward everything to your actual address. Gmail does spam-filtering BEFORE forwarding, so the messages that do get forwarded are virtually spam-free.

General CUGR

2015/ 2016

Meeting Schedule

Cut out and save.

- ★ **3rd Tuesday, Dec. 15, 4-6pm**
- 4th Tuesday, Jan. 26, 4-6pm**
- 4th Tuesday, Feb. 23, 4-6pm**
- 4th Tuesday, March 22, 4-6pm**
- 4th Tuesday, April 26, 4-6pm**

Gmail's spam filter is so reliable and accurate that I hardly ever check my spam filter for false positives anymore. I get hundreds of emails daily, and in 2015, I estimate I've clicked on the "Report Spam" or "Not Spam" button less than a dozen times. The spam filter just works.

Do you use Gmail? How is the spam filtering working for you? Your thoughts on this topic are welcome. Post your comment or question below.

Editor's Note: There was no link below to post at with this article. However his addresses are in the article's heading.

**PCUsers Group
of Redding
P.O. Box 494778
Redding, CA
96049-4778**



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

No SIG Meeting In December
Saturday, 10 AM, January 23, 2016

At Jane Quinn's Home, for information contact:
Jane Quinn, 365-0825, gjquinn7427@gmail.com

Windows 7, and 10. Multi-Media prgs., Photo Editing, eMail, Cloud software, Google prgs. and more.

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 2081 Frontier Trail 365 3254 , join us in the classroom. It's a walk-in format. I remain in the room after class to help anyone with their project or answer questions.

