

MOTHERBOARD

A Publication of the Computer  Users Group Of Redding, CA

Volume 2016, Number 07

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

July 2016

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YOUR C.U.G.R. PRESENTS

3rd Tuesday, July 19, 2016, 4 - 6 PM

Note! Change Of Date This Month!



Annual Ice Cream Social!

Bring your family and friends to relax and sit back, eat some treats, and enjoy good conversation!

You are welcome to bring a goodie to share, however it is not expected, just be aware that it will probably be gobbled up with appreciation by all who are present!

The club provides the ice cream and toppings and sodas that Lyle Van Norman and Jeanie Richardson are so kind to shop and bring to the Social for us every year.



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

So come with your lucky hat on, because you just might be one of the two fortunate winners! Although, you do not need to be present to win!

See Page 6 for all the details.

3 pm Library Tour

The Library tour begins at the front desk, for all who are interested.

4 pm Ice Cream Social

Be sure to cool off with all of us and that special ice cream treat!

Then after our Ice Cream Social please stay and help reset the tables to the Library's original arrangement.



CUGR Calendar

Meeting July 19, at Redding Library in the Community Meeting Room.

BEYOND BASICS

No Meeting Until September, Jane Quinn SIG Leader

Windows 7 and 10. Multi-Media prgs., Photo Editing, eMail, Cloud software, and 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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Club Information

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Members Volunteering To Help Members!

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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.....
Internet, Cloud Software, Google Apps. **Judi Ball, 275-4632, jebed@charter.net**
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.

New Dates for the General meeting:

September 20, 3pm – 5pm

October 25, 3pm - 5pm

November 22, 3pm - 5pm

Things are going great this summer. I have immersed myself in Google Photos and making photo books. My new Android phone has gotten a lot of use. I have to remind myself to turn on my laptop and desktop just to keep them updated. Have you been working on a summer project that might be of interest to the group? Perhaps you are using a genealogy program or writing a book? Have you discovered any new Apps or programs? I do recall being asked questions on Cloud storage and retrieving files stored in the Cloud. If you have an interest in any one particular subject, please let me know. Or make any board member aware of your interests.

We recently lost a long time member, John Hamman. John and Debby joined the group years ago when we were in Palo Cedro. Our prayers and wishes go out to the Hamman family and to Debby. John will be greatly missed.

I know it is a hardship and often a struggle for some of you to attend our meetings. I just want to tell you that I appreciate everyone who comes. And I appreciate the interest you show in the club.

Although we are quiet for the summer, we still are a computer group. We can still reach out to each other. Ask me or any board member listed in our newsletter for help with computer/device related problems. I will answer your eMail, or phone call. And I will follow-up on a solution if I don't have the answer. During these past few weeks I have answered questions about Windows 10, some on Android phones, and Google photos.

You can also reach me using Skype, Facetime, or even Zoom. Zoom is the latest conferencing tool I have learned to use. This product let's us connect and share our screens.

I have found that sometimes just having a conversation will stimulate an answer. As an example, this week I was talking to a friend explaining how I

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June Meeting

Tom Ramont and Becky Buell gave a wonderful presentation about the E-Video, E-Books, E-Audio and much more than any of us knew about the Library doing these days! It was a great meeting and so many are interested in the Library features that are free! And at 3 pm before our Annual Social the Library is giving folks a tour of what all they offer.

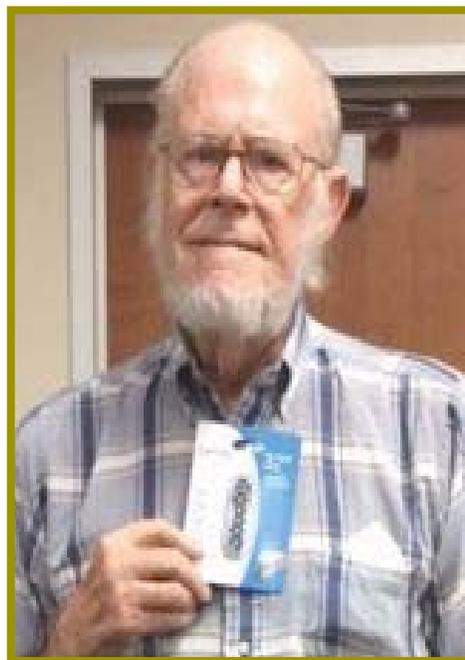


Congratulations To Our Winners!

Marge Stewart won the 1T Seagate Slim External Drive!

Gerry Huddleston won the USB Jump/Flash Drive!!

Georgeann won the \$15 Cash prize!



PRESIDENT'S MESSAGE

Continued from Page 2

cannot get the Bluetooth connection to work on my latest device. He just mentioned perhaps there was an App for my device. Yes. That was the answer.

My mind still doesn't think like that. I'm old school. I think in terms of an application from Microsoft or some program I currently use, I rarely think of the free Apps that are in the store for me to download. Perhaps this year my mind will steer in that direction. It presents another challenge.

See you back in September on the 20th. It is the **3rd Week in September for our general meeting**, and it will have an early start at 3pm to 5pm. These are earlier hours for us, so we will not be driving in the dark this winter.

Thanks for listening, and have a great summer. Take Pictures and share them with us. I would love to see them.

Jane Quinn

Life In The PC Fast Lane



Ever Been There?
Done That?

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. It does not have to be associated with computers.

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.

In Memory Of John Hamman

November 15, 1937- June 19, 2015

John Hamman, 79, died unexpectedly of heart failure and long time suffering with back pain and neuropthia. He is survived by Debby, his wife of 61 years, and daughter Terry Allen, son John Jr., grandson John T, and nephew John Martin all of the Redding area.

John was in the Navy for four years, then transferred to the Coast Guard for the next 18 years. Through these years he was stationed at various ports in Oklahoma, Tennessee, Texas, Hawaii, N Carolina, and San Francisco, and Debby and children always with him. John was an Aviation Prop Specialist and worked on helicopters. He was very fond of the movie "Coast Guard" with Keven Costner, because it was much like his duty. John finished his career as a Chief Petty Officer.

He and Debby moved to Redding in the 70s and bought a home off Lake Blvd. They had a houseboat and belonged to the Houseboat Association on Shasta Lake until about four years ago. They also have a nice residence in Yuma, AZ and were snowbirds from Nov to May every year.

John was a lifetime member of the VFW, the Moose, and the Fleet Reserve. He and Debby never missed the yearly, national Coast Guard reunion in Reno during the month of May.

He and Debby have friends all over the states and have stayed close to some they knew while he was in the service.

His shi tzu and two small poodles were his delight. He also loved to surprise folks with his jokes and banter.

John was a close friend, and a good friend and he loved his family and all of his friends.

He could not attend very many CUGR meetings since being ill the past few years, but he liked the people in our club and always supported us. As Jane Quinn said in her President's Message, John will be very missed in all of his friends' lives.

Judi Ball



CROWN CAMERA

— TAKE YOUR BEST SHOT —
EST. 1957



Now that it's warm, sunny summer, shed those extra layers of clothes, get outside and create memories worth capturing on camera.

Make the most of these ideal conditions when you:

- Go with the glow. The sunlight about 60 minutes after dawn and before sunset is practically perfect. This light is less harsh and more flattering than what you'll find throughout the rest of the day.

- Use a polarizing filter. This helps pull out the sky's blue color, cut back on glare and keep reflections at bay.

- Pop the palette. Seek out bright colors on hot air balloons, in gardens and at pool parties to enhance photos. Warm colors fuel seasonal heat while cool hues offer a sense of relief.

Once you've snapped those special summer photos, keep them nearby all year long with a personalized memory book, hanging canvas or framed print.

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IrfanView

Joe Nuvolini, APCUG Rep/Webmaster, Pikes Peak Computer Application Association (P*PCompAS), CO, Feb. 2016 issue, Bits of Bytes, <http://ppcompas.apcug.org>, [glenihan \(at\) comcast.net](mailto:glenihan@comcast.net)

One of my favorite programs, IrfanView, is 20 years old this year. I can't remember when I discovered this exceptional program but it couldn't have been too long after its release. I use it for all my imaging needs. I have used it to manage all the photos on my Web page and have so for years. I have found the batch resize/rename feature extremely useful in this area. I registered it early on when the fee was \$10. Now that is up to \$12, which is about an increase of one euro.

I have always urged those who use it to register, as at that price it is an exceptional value. When you register it you get your name and a code you can paste into the registration area and your name will be displayed as the owner (see image). Payment options can be found on Irfan's Web site under Support IrfanView (www.irfanview.com). Both versions can also be downloaded at this site. The latest 4.41 version comes in both a 32-bit and 64-bit version. The program has some 58 plug-ins that are contained in a separate download. Information on what these do can also be found at his Web page under Plugins. There is a wealth of other information on the program there including an FAQ and forum section.

Irfan has received over 65,000 messages of congratulations and well wishes on the program. I have e-mailed him on several occasions when I have run into an issue. He has almost always responded within 24 hours. I'm not sure whether support is available to non-registered users, but if not, all the more reason to register your copy. If this sounds like a commercial for the program, perhaps it is. When I find a program which has served me so well all these many years, I like to promote it. I have written about the features in the past but the best way to check them out is to download the product and try it. You will find it can do many of the things that more expensive imaging

Backups Are Needed For All Devices

Bart Koslow, Review Chair, Channel Islands PC Users Group, CA

October 2015 issue, The Outer Edge, www.cipcug.org, [review \(at\) cipcug.org](mailto:review@cipcug.org)

The most important single maintenance action you can take to protect your computer is to make regular, at least weekly, image backups to an external hard drive. If you have the usual store-bought computer, you most likely do not have a Windows installation disk. In the event you cannot boot your computer, you must have a Windows installation disk to boot your computer to restore your Windows Backup image. If you do not have it, your Windows Backup image will be useless. That is why I recommend a good backup program like Acronis True Image so you will not have this problem.

If you have the usual store-bought computer, it probably came with two partitions (volumes), one of which is a reserve partition for the system. This means you have only one large partition with your operating system, your programs and your data.

When you restore a partition image from an earlier date, you will lose any programs or data that were added or changed on that partition after the restored image date. That is why you should always have at least one more partition where you can store your data and most of your programs. When I have had problems where I had to restore an image backup, I always found that restoring my operating

system partition solved my problem. My other partitions never had to be touched, so make sure you have a separate partition for your data that does not have your operating system on it.

Many advanced users have at least three partitions, one for the operating system, one for all their data and one for their programs. I usually divide my hard drive into three partitions. I always do "custom" installation of programs, which permits me to keep them off my operating system partition. If you do not know how to divide your one large partition into a few partitions, go to someone who does. You will be glad you did it some- day when you have to do an image restore of your operating system partition.

Talking about backing up, when is the last time you backed up your tablet or smart phone? I can think of two instances where I had to use a backup of this type. You may back up your iPad to your computer using iTunes or to iCloud. I occasionally backed up my wife's iPad using iTunes. On one of the IOS updates her iPad began to malfunction, and I had to reset it. I then was able to use the latest backup to restore everything that had been lost.

Unfortunately, I was not so smart when it came to our smartphones. My wife's Moto G would not boot, and I could not reset it from the Settings menu. I called Motorola, and they walked me through a reset using the external buttons on the phone.

After restarting from scratch, most of the icons and the contact list reappeared. However, the home pages were blank. I laboriously had to set up all the home pages again.

Again, I learned the hard way. I went to the Android Google Play Store and installed a free app, Easy Backup, which gives me a choice of backing up to any of five cloud services — Drop Box, Google Drive, One Drive, Box, and GMail— and to my SD card. I selected Google Drive and GMail. The actual backup took about 10 seconds. Well, I guess it is never too late to learn to do backups on ALL your devices, not just desktops and laptops.



programs can do and I'm pretty sure it will do some things they can't. Give it a try, and if you like it, cough up the registration fee. It is one of the best bargains on the market!

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.*

No Multi-Media SIG in July or August.

USERS OF WINDOWS LIVE 2012 APPLICATION

Recently a member passed useful information for those of you who are sticking with Windows 7 and use Windows Live. You must now use Outlook.com. You can continue to access your mail by logging onto Outlook.com from any web browser, and still have access to all your data. Also, you can take advantage of a free one year subscription of Office 365 Personal, and use Outlook 2016 to connect your account. This Office 365 subscription also includes other applications such as Works, Power-Point, and Excel. It works with Windows 7, Windows 8.1, and Windows 10. I can help you adjust to this change. Thanks to member Ann Dale for this information.

Here is a good resource site from Microsoft's website on Outlook.com, <https://support.office.com/en-us/outlook>

FLAWS WITH WINDOWS 10 UPDATE

You may have read an article in the Record Searchlight about the problems with automatic updates to Windows 10 for supposedly eligible PCs. Some users found that their Windows 7 or 8.1 PCs were not ready for upgrading. One of the examples cited was a laptop that would display the Windows logo, then the screen would go black. Their explanation was the upgrade had caused the screen to transfer the display to an

external screen. Several solutions were offered and the Microsoft Windows website does address these problems, <http://windows.microsoft.com/en-us/windows-10/troubleshoot-black-screen-problems>.

Then too there is this thought: you can also download and install "Never10". That website is <https://www.grc.com/never10.htm>. I will post the longer, detailed explanation on the club's blog: Reddingcomputerclub.blogspot.com, with new resources for learning as well as our class schedules.

In September I will feature a two part class on "Getting To Know Your Android". I have used my new LG5 phone like a miniaturized version of a computer. What will be taught is battery life, accessibility, better pictures, connecting to the Internet, Android and Ipad layout, and making text bigger. I will also introduce the Apps I have found useful in my everyday life's activities. As an example of what you might learn in class is using keyboard tricks to keep caps on, such as simply holding down the shift key for a few seconds to sustain the capitalizing text. Similarly, hold down any number key to continue using numbers only. We will have exercises during class time using Windows 10. In the meantime, I'll be available to answer your questions via eMail or by phone, 365-0825.

See you at the Ice Cream Social!

Back To Basics

Your Internet Connection

Jim Cerny, Chairman, Forums Committee, Sarasota Technology UG, FL, Feb. 2016 issue, Sarasota Technology Monitor, www.thestug.org [jimcerny123\(at\)gmail.com](mailto:jimcerny123(at)gmail.com)

Today most people have and use more than one computer device that can connect to the internet. Smart phones (such as the iPhone), tablets, laptops, and desktops all LOVE the internet. In fact, most of these devices try to connect to the internet automatically. In this article we will look at how you can easily determine the answer to that all important question: Am I connected to the internet?

In the old days of ancient history, people connected their computers to a network (which could have been a private network) with a wire connection (telephone or private lines) perhaps using a telephone modem. Do you remember those telephone modems with the two rubber cups to hold the handset? Ah, those were the days when carrier pigeons were faster! But enough of days gone by.

Today the access to the internet is mostly wireless and devices can be connected to it in different ways. One easy way to see if you have internet access regardless of the device you are using is to try to go to a web page. If you can, the web page will display and you know you have access. If not, you should see a message on your screen that tells you there was a problem.

If you are using a smart phone or a tablet device, you may have a model that can use the cellular phone network to access the internet. This may work just fine, but be aware that you will be using your "minutes" or "bits" which will be billed to your cellular phone bill. I recommend that you only use the cellular network to access the internet when no other means are available.

There are two icons that seem to be universal for indicating that you are connected to the internet – a small bar graph or an "eyebrow" icon. In either case, the more "bars" you have on the bar graph or the more "eyebrows" you have, the stronger the internet signal. You should know where to find these small icons on the screen of your device, usually in a

Continued on Page 9

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

This is The Next CUGR Drawing in July

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.

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

There are no free tickets or door prizes during the Ice Cream Social.

Tickets may be bought during all meetings up to time of drawing in July 2016, 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 July.

The next drawing will be at the Ice Cream Social in July, 2016.

jqquinn7427@gmail.com

phone: 365-0825

Good Luck to all!

PDF File Type – What And Why

Phil Sorrentino, Contributing Writer, The Computer Club, FL, <http://sccccomputerclub.org> / Philsorr.wordpress.com, [philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)

The Portable Document File (.pdf) file type has been around since 1993 when Adobe Systems made the specification available to all, free of charge. However, PDF was initially a proprietary format, controlled by Adobe, until it was officially released as an Open Standard in 2008. Since then it has been controlled by a committee of volunteer experts who are part of the International Organization for Standardization. The .pdf file type was developed as a way to share documents that would include text, formatting, and inline images, among computer users of different types of computers from different companies. (PCs, Apple, IBM, Sun, anyone remember DEC?). The PDF standard endeavors to present documents in a consistent manner that is independent of application software, hardware and operating system. The .pdf file type, by its very nature, and name - Portable, was intended to be a file that could be a complex of text, graphics and so on, and be easily shared by people that didn't have the same hardware or software. So, the real benefit was that the file would look exactly the same when displayed on all different types of computer systems.

Each .pdf file encapsulates a complete description of a document, including text, fonts, graphics, forms, annotations, outlines, and other information needed to display the file. .pdf files can also contain links, buttons, audio, video, and business logic; and where security is important, they can be password protected. So a .pdf file can end up as a pretty big file. (When I was almost finished with this article I saved it as a .doc and a .pdf. The .doc was 36KB, and the .pdf was 106KB. I also looked at a PowerPoint presentation, 127 slides with lots of graphics; it was 11.5MB saved as .ppt, and 32.4MB saved as .pdf. Finally, I saved a fairly large Excel spreadsheet (125 rows, with columns that went out to column AT, with quite a few calculations within the spreadsheet), which was 157K saved as .xls and 475 KB as .pdf. So from that limited testing it looks like the .pdf will be about 3 times the native applications size.)

.pdf files can easily be viewed on your computer using a free PDF Reader from Adobe called "Acrobat Reader DC". A mobile "Acrobat Reader DC" App is also available, free, for your Smartphone or Tablet. And for Windows 10 users, who are also Microsoft Office owners, PDFs can now be created from the Office Apps, Word, Excel, and PowerPoint. (By the way, you may have seen a reference to an .xps file type along with .pdf. The .xps file type is Microsoft's alternative to .pdf. It was introduced with Windows Vista but never attracted much of a following. Of the two, the .pdf format is the preferred choice.)

At this point in computer evolution, .pdf files can be opened by just about every major operating system (Windows 7, 10, OS X, iOS, Android) and can be used by many different applications. In addition, the majority of modern web browsers (Chrome, Edge, and Firefox) allow .pdf files to be read without the use of an external application, making them easy to use in web applications. (Though the literature doesn't give these internal PDF readers much of a good review; and advice on how to replace the internal PDF reader is easily found.) Also, Mobile Operating Systems (Android, iOS) are including PDF readers, making the PDF format almost universally useable. (This can't be said of any other file type; even though we all may be familiar with Microsoft's Word format (.doc), this format can only be used by a limited number of applications.)

Those of you who have been to our File Explorer class know that there are hundreds of file types on a typical computer, and that you can inspect and change the association between a file type and the program that uses that file type, using the Control Panel. (Remember, "Default Programs", followed by "associate a file type or protocol with a program"?) So, you have to have a program on your computer that knows how to use the .pdf file type. If you are having trouble opening a .pdf document, you probably don't have a program that knows how to use the .pdf file type, on your machine. If this is your situation, consider getting the free Adobe Reader, from the Adobe website, <http://www.adobe.com>.

Normally, .pdf files cannot be modified by the user, making these files perfect for use by an "end user", i.e., someone who needs the content of the file without being able to modify the file contents. In other words the file was not intended to be changed, once it was created or "published". So, originally there was no way to change a .pdf file without using the very expensive PDF Creator software from Adobe (or lesser expensive PDF creation software from Foxit). However, there are situations where it makes sense to change the contents of a received .pdf file, like "if you need to fill in some information on a PDF form".

"PDF to Word" conversion websites like "PDF Converter", "PDF to Word" or "PDF Online" are websites that advertise that will do the conversion for free. (Google "free pdf to word" and you'll see many possibilities.) Also, you could try "free document converter" found at www.hellopdf.com. I haven't any experience with these, but the literature claims they work as indicated. And, for those of you who need to do a lot of these conversions, Adobe offers "Adobe Acrobat DC" for about \$15/month or you could buy it for around \$200. There must be a large enough number of people who need to convert .pdf files to .doc files because when I Googled "pdf to word", I was pointed to many websites that could supposedly help me in my quest. There even was a YouTube video that indicated that you could upload a .pdf file to Google drive, (yes, you'll probably need a Google Drive account), and then download it as a word (.doc) document. When I tried it on a pretty simple PDF, the conversion didn't seem to preserve a lot of the formatting, so it didn't look like it would be acceptable, at all, on a more complex document. I haven't had the occasion to need to convert a document, but if the situation ever arises I'm sure I'll be able to get it done, though I just might have to go to the lab and get some help from one of the very able and helpful Monitors. So, when all is said and done, the PDF standard is deeply ingrained in modern computing because it allows a single file to provide a display that looks the same on all different types of computers.

Onenote Is A Perfect Computer Junk Drawer

John Weigle, Editor, Channel Islands PC Users Group, CA, March 2016 issue, *The Outer Edge*, www.cipcug.org, jweigle@vcnet.com

Microsoft's OneNote is a fantastic tool to save and recover information, Toby Scott said as he introduced a program on the software. Simply put, he said, it's "a retrieval system for a pile of garbage that you didn't know whether you needed it or not, but you're a collector of garbage, and you threw it up there, and it's there."

The free Microsoft program, formerly part of the Microsoft Office suite, doesn't immediately show its value because it's fairly easy to remember something for a few days, he said. But the longer someone uses the program, the more it shows its value. Remembering something from a year ago or longer — Scott has been using the program since 2008 — is much harder, but OneNote's search program makes it easy to find such information.

People have to understand what OneNote is — and is not — to use it effectively, he said. It is not a backup program or an organizer. It is a place to put free form data in all kinds of formats, it's a note taker, and it's a note clipper. He also described it as a junk drawer that's easy to find things in.

OneNote works somewhat like a file cabinet that contains notebooks, tabbed subject files and pages, all of which can be easily searched. Scott has notebooks for CIPCUG, Lions Club, and Ventura County Computers, among others, but he tends to put things he's saving in whatever folder is open because the program's search function makes it so easy to find documents, he said. That means he doesn't have to spend lots of time moving files around.

Every time he goes to the doctor and gets any papers, such as blood test results, he said, he stores them in OneNote. He can use his phone as a scanner, take a picture of the document and send it to OneNote, which can read text in graphics formats. OneNote's tabs and pages can be password-protected, but notebooks can't be. At least with OneNote 2013, you cannot password protect entire files — only tabs. "It's not perfect encryption, but it's pretty good encryption," he said.

To demonstrate how OneNote saves things, Scott took a picture of the audience with his Windows phone before the presentation started and sent it to OneNote, where it was easy to find. He also photo-

graphed a Sudoku puzzle from a newspaper page and did the same thing.

"The only advantage to OneNote is if you use it," he emphasized. After a few years of regular use, your whole life is on it. All his passwords are in an encrypted OneNote file, for example.

Another advantage of OneNote, he said, is that if a user downloads material from a website, OneNote includes the URL so it's easy to find the site again. That feature was useful when the family was planning a trip to Utah. Scott copied lots of Web pages to OneNote, but if he didn't copy enough of the page — like whether a hotel or motel had a swimming pool — finding the answer by going back to the site was simple.

OneNote is similar to Evernote (<https://evernote.com/>), Scott said. Evernote has better organizational skills, but OneNote has better capturing tools. Users can embed all kinds of things. It can handle PowerPoint presentations, but Scott prefers to save those separately, with just a link in OneNote if he's going to make a presentation.

Outlook users can save email conversations and threads in OneNote, he added, making it easier to find the messages than searching through hundreds of emails.

Scott said that, although he was aware of OneNote, he didn't grasp its value until he attended a technical conference with 200 others to learn about the newest Intel chip. The speaker was asked about some aspect of the chip and said he didn't remember the answer but could find out quickly. He used OneNote to find the information and realized that everyone in the audience was amazed by the program. He switched his discussion to OneNote, saying, "It's way more important to your lives than the latest Intel chip."

Apps for OneNote are available for tablets and smartphones, and the full program is available for desktop and laptop computers. OneNote stores files on the user's computer and in the cloud. Smartphones and tablets with more limited storage space will get pointers to all files but can download only the ones they want to use at the moment, he said.

Files can be moved to OneNote by dragging and dropping, copying and

pastings and "throwing" them with some other tools. Scott uses Office Lens, an app that turns a smartphone into a scanner and can send photos to OneNote. More information about it is available at <https://blogs.office.com/2014/03/17/office-lens-a-onenote-scanner-for-your-pocket>.

A member of the audience asked if business cards placed in OneNote could easily be transferred to Outlook, and Scott said OCR (optical character recognition) software would be needed to do that. Users can, however, tell OneNote to pull the text from a picture when they put it in OneNote, but that doesn't always work.

OneNote adds two icons to the taskbar, but one of them shouldn't be placed there, Scott said in answer to a question. The icon is for a program that sends things to OneNote, but there's no user interface for it, so there's no reason to put it on the taskbar. Well-behaved programs don't automatically put their icons on the taskbar or start menu, but it's easy to add them manually. Users can add OneNote to the "send to" menu.

OneNote's search function looks at titles and pages and can handle AND/OR Boolean searches. Using the Windows search engine to find such material is "an exercise in growing old fast" in comparison, Scott said. OneNote can't handle wild cards.

Some text-manipulation tools and other add-ins are available to use in OneNote, and Scott now generally writes things in OneNote and copies and pastes them into Word documents to send them to someone. If the recipient asks him much later about what he wrote, he can find it easily in OneNote.

OneNote does not work on XP machines (the version included in Office 2003 will work) but does on every version of Windows after that.

Asked about OneNote use on smartphones, Scott said that most people run out of random access memory, not storage space, unless they have lots of music, videos and pictures. Lots of apps running in the background can complicate the use of OneNote. He suggested downloading an app that closes all running apps for whatever phone you use to solve that problem. People using a phone or tablet don't have to show everything, he said.

ON THE WEB:

- Download OneNote at <http://www.onenote.com/Download>
- For Dummies guide to OneNote: <http://www.dummies.com/how-to/computers-software/ms-office/OneNote-2013.html>
- OneNote 2013 Quick Start Guide: <https://support.office.com/en-us/article/OneNote-2013-Quick-Start-Guide-AB75BE1A-06-E2-4B0F-BE5D-8652F1FAC102>
- OneNote tutorials: <http://www.lynda.com/OneNote-training-tutorials/266-0.html>
- OneNote books: http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=microsoft+onenote+books
- OneNote apps: Go to any of the app stores and search for OneNote

SIDEBAR

Toby's OneNote notes

First Impressions:

- What isn't OneNote? It isn't an organizer or backup program.
- What is OneNote? It's a place to store random bits of data so you can find it at a later date. It doesn't seem too useful. It isn't useful until you have been using it for months. You can remember data from yesterday, but need a program to find data from last year.
- Where can I get my data to insert into OneNote?
 - Type it in
 - Import files (Word, Excel, PowerPoint, websites, pictures, etc.). PowerPoint isn't all that great in OneNote. I just put a link in OneNote and leave the PDF outside. Alternatively, you can open the PDF, select all, copy the contents of the file and then paste into OneNote. Basically, any way you enter data into Word, Excel, email, etc. you can use to enter data into OneNote.
 - Send from phone camera or email directly to OneNote. Office Lens will take pictures from your smart phone and paste them into a page on OneNote. This way you can use your phone as a mobile document scanner. Also, you can send one or more email messages to OneNote for documentation and retrieval.
 - How do I find my data?
 - Organized like tabbed notebooks. The file is the book, the tabs across the top are the section dividers and the lists along the side are individual pages.

· Search tool. Search in the upper-right will find any word or combination of words. "cipcug AND program" will find any page that has both the word cipcug (upper, lower or mixed case) and the word program. The AND has to be in capitals so search knows it is an operator and not one of the words to search for.

· Data is available everywhere you want.

· Sync to desktop, notebook, tablet, phone: I like to use my desktop computers to do any serious data creation, but it is nice to be able to bring up OneNote on my phone to make minor changes to a page while visiting customers. When I get back to the office, my changes are on my computer.

· Recover data from Recycle Bin (in OneNote)

SECOND SIDEBAR

OneNote and OneDrive

· Microsoft's continued use of similar names for different products continues with these two products.

· OneDrive was formerly called SkyDrive, but the name was changed because of a lawsuit in England.

· OneNote is the program into which you store data. OneDrive (or Google Drive, Dropbox or other) is a cloud storage program. Things that you create (like OneNote files) and that are stored in our local computer's OneDrive folder are automatically synchronized with the version of the file in the cloud. This way, you can create documents on your desktop and then access them with your smartphone while on the road — and even make minor changes, which will be there when you get back home. OneDrive is the glue that allows you to work on the same document from multiple computers, tablets and phones. A 2014 blog post puts it this way:

· "SkyDrive recently announced a name change to OneDrive. We're excited that OneNote and OneDrive now share a similar name since we also share a similar promise. OneDrive is the one place for all your most important stuff, including photos, videos, and documents, and OneNote is the one place for all your notes. Together, OneNote and OneDrive enable you to access your notes on all your devices." (<https://blogs.office.com/2014/02/21/onenote-and-onedrive-one-happy-family/>)

Your Internet Connection

Continued from Page 6



corner. You should know how to get to the "settings" option on your device and there will probably be a setting option that deals with the internet and will show you if you are connected.

Many portable devices (laptops, tablets, smart-phones) are constantly searching for a wireless internet connection. Say you went to a restaurant and wanted to get on the internet. You would look at your device's icon and see that you had no internet signal or a "not connected" message. So you would ask an employee of the restaurant for instructions on how to get connected. They would reply with the NAME of their Wi-Fi network and a PASSWORD (if required). Go to the "settings" option on your device and select the wireless network option. You will probably see a list of all the Wi-Fi networks within range of your device. Although you could try to connect using any of the networks found, you probably want to use the network name given to you by the employee.

Naturally that network should have the strongest signal and be at the top of your list. Select that network and you will be prompted for the password (if needed). Entering the password should get your connection. The nice thing about this is that the next time you return to that restaurant your device may connect automatically without you having to do anything. That is unless, of course, they changed their password.

If you have a problem understanding this for your device, go to Google (on the internet, of course) and ask Google "How do I connect my iPhone to a Wi-Fi network", or "How do I know I am connected to the internet on my Toshiba laptop?" etc. Try to be as specific with your device name as possible. It's nice to know if you are connected and what to do if you are not.

Internet Browser Tools

Jim Cerny, Columnist, Sarasota TUG, FL, August 2015 issue, Sarasota Technology Monitor, [www.thestug.org / jimcerny123 \(at\) gmail.com](http://www.thestug.org/jimcerny123(at)gmail.com)

The Internet is a tremendous resource for everything. It is probably the number one reason for having a computer – to get to the internet. In addition for paying for access to the internet, you need a free program called an internet “browser” that allows you to view the internet web pages. One of the more popular browser programs is Internet Explorer (by Microsoft) which comes free on all Windows computers. Other free browser programs are Safari, Google Chrome, and Firefox which can be downloaded from the Internet for free. Using any of these browser programs is easy but, as usual, there are many options and tools available to you. This article will introduce you to the purpose and use of “tabs” (on Internet Explorer).

Along the top of your internet browser program window will be a row that will contain one or more “tabs” (please see the illustration).

Just to the right of the web page address box you can see that I have three tabs, “Golf driv...”, “Gmail”, and “HERSH...”. If I move my mouse over any of these tabs (hover your mouse, do not click it) I will see the full title of that web page and its address. If I click on any of these tabs, I will see that web page right away. So, you could say that tabs are an easy and quick way to go to a specific web page without having to open a new browser window or using “favorites”.

Perhaps you have never created a tab (that you know of, anyway) and

you are wondering how you get them. Web pages are designed to have the ability to send you to another web page with the click of your mouse. Certain items you see on a web page, such as colored text, underlined text, photos, or headlines, etc. are called “hot links”. Clicking on any such link will display a new web page – the web page to which that link directs you. The new web page address will appear in the “address bar” at the top of the window. In the old days, clicking on a hotlink would always open that new web page in a new window OR display that web page in your existing window. Today many hotlinks will add a new “tab” while taking you to that page. This way, if you visit other web pages, you can go back to a web page by clicking on its tab -- you do not have to “hunt” for it by clicking on the “previous web page” arrow multiple times or open your history list. Basically, it is a shortcut to a web page. You do not have to use “tabs” if you do not want to, using them is optional. When you click on a hot link, you do not know in advance how that new web page will appear – it may be in a new window, a new tab, or in your existing window. It is not unusual to use the internet, exploring and clicking away, and ending up with several or many new tabs.

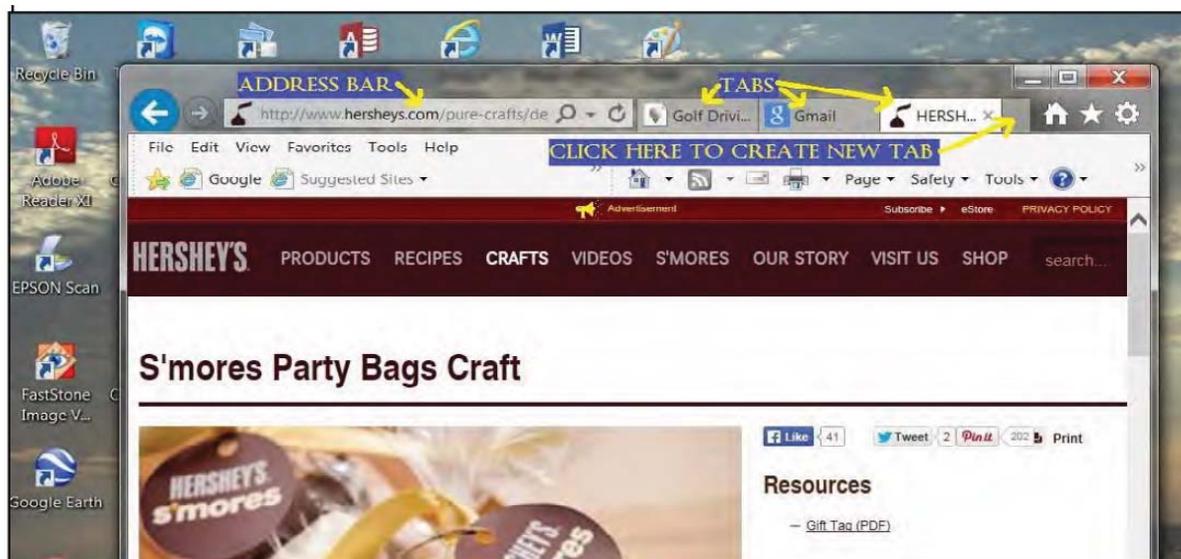
You can create a new tab yourself if you wish just by clicking on the “New tab” (a blank tab) as shown in the illustration. After you click to create the new tab you

will have to go to the web page you want for that tab, such as by entering the address in the address bar. To remove or “close” any tab, move your mouse to that tab and click on the small “X” that appears on the right side of that tab. You should not have more than a few tabs at any one time. As new tabs are created (either by you or by clicking on links) they become more squeezed together and are harder to read. Of course you can hover your mouse on any tab to see what it is if you wish. When you exit your web browser, most likely the tabs that have been created during your previous session will be gone. If you want to make some tabs permanent, so they appear every time you open Internet Explorer, you can do that by going to Tools – Internet Options – General – then add the web pages you want as tabs in the “Home page” box. I don’t use tabs that much, I still like and use “favorites” to go to my favorite web pages. But I did create a permanent tab for my Gmail web page which I use every time I do email.

I do recommend that you close all program windows when you are through using that program (such as your internet browser program) and shutting down your computer at the end of the day. This prevents programs staying open over long periods of time and building up multiple things like tabs, links, history, etc., until there are just too many clogging up your screen. If you do leave your computer on for long periods of time, you may want to check to see how many tabs are in your window and

delete the ones you do not want.

If you are interested in using tabs in your browser program and want to learn more about them, please use Google and ask specifically “How do I use tabs in Internet Explorer on Windows X”, or for whatever browser you are using. Tabs can be helpful but at least they are optional (so far, anyway).





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

Google Drive

Jane Quinn, President CUGR of Redding, CA, jqquinn7427@gmail.com

In the past our SIG group has studied Cloud Software. Ironically, it's the same time period Microsoft launched Office (\$99 yearly fee) for the iPad that has a similar feature as the Google Drive we've learned. Google Drive is FREE. You can create documents, spreadsheets, presentations, etc, for no cost.

There are some areas where MS Office for the iPad and Tablet have fallen behind Google Drive, such as collaborating. I have used this feature to collaborate with

colleagues and I find it so effective. During class we successfully started uploading documents and learning which features are best to use in the Cloud. For example, I have learned to upload a PDF file as is and not allow Google Drive to alter them to Google type documents, because it does some strange things, such as duplicating embedded pictures, that I don't need duplicated because I am certain my pictures are safely in the Cloud and I can access them when I want.



I want to sing some praises about our club member Fred Skill. I'm so grateful he's a member of our club. Recently I was handed a Large Project that requires me to use a Spreadsheet.

In this instance, I needed more than summaries, I needed it to behave similar to a database program. I needed data from one sheet to flow to another just by reference. It's been YEARS since I've needed to use a spreadsheet with complicated formulas and reporting. So asking a few questions, member Fred Skill promptly responded with a model for me to start with. He saved me so much time!

Just wanted to add a note about one of the benefits of belonging to such a special group as ours: we have many folks who gladly give their time and knowledge to help out. I just love being a part of this club!

General CUGR 2016

Meeting Schedule

Note new Time change of 3 to 5 PM from September on!

Cut out and save.

3rd Tuesday, July 19, 4-6pm

No Meeting In August!

3rd Tuesday, Sept. 20, 3-5pm

4th Tuesday, Oct. 25, 3-5pm

4th Tuesday, Nov. 22, 3-5pm

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 Meeting Until September.

At Jane Quinn's Home, for information contact:
Jane Quinn, 365-0825, qjquinn7427@gmail.com

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

This SIG expands 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.

