Keeping Your Computer Safe

by Vinny la bash, member and regular columnist,
sarasota personal computer users group, inc., fl

October 2010 issue, Sarasota PC Monitor

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Sadly, the Internet is filled with predators that are scheming to hurt you in one form or another. Some are out to destroy your system and its data. Others are out to destroy you financially. What can you do to protect yourself and your equipment from threats that appear to be growing daily? Most of us are not IT professionals, and the odds are excellent that one is not living with you. Happily, a high degree of expertise is not necessary to protect yourself from all the nastiness waiting for you in cyberspace. There are steps you can adopt to avoid being victimized when using email, browsing the web, and exchanging documents with others. Let's take a look at some of them.

Install Anti-Malware Programs and Keep Them Up-To-Date: Note: Rather than go through a list of recommendations, we suggest you start and end with your local PC User Group. They are ALWAYS the best resource for you to tap. Isn't that one of the reasons you joined? SPCUG maintains a Yahoo forum for the sole purpose of assisting our members. Go to www.spcug.org and click on the "Subscribe to the SPCUG Yahoo Group" link.

It's not enough to simply install a malware program. Unlike a Ron Popeil product, you can't set it and forget it. The publishers of these programs release signature and database updates often. If you allow these programs to get out of date, they quickly become useless.

If you make use of social media such as Facebook, MySpace or Twitter you need to be especially

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Visit Our web Site at www.scpcug.com
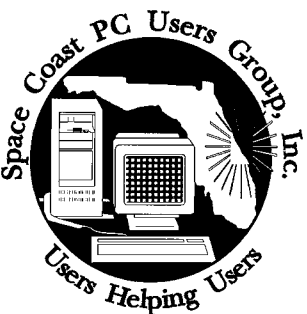
JOURNAL STAFF

Submitting Articles to the Journal

We encourage all of our members to submit original computer-related articles for publication in
    The Space Coast PC Journal.

Writing a Product Review

It is really not that difficult to write a good review for *The Space Coast PC Journal*. These guidelines will help you get started:

Product information
- List the product name, release level, and manufacturer.

Use
- What does this product do?
- How easy is it to learn and use? Is it for beginners or does it have advanced features?
- List and describe some of the features. If this is an upgrade, what is new to this version?
- What did you like or dislike about it?
- Did you have to call Customer Support? What for? Were they helpful?

Installation
- How much disk space did the product take?
- How long did it take to install?
- Was it difficult to install?
- Specify requirements such as: DOS level, Windows level, Windows type, etc.

Recommendations
- Would you recommend this product?

Remember these are guidelines. They are not meant to be all-inclusive, nor should they limit your creativity. But all of them should be included as part of your article. Then the review will practically write itself!

Preparing Your Articles

To assist us in incorporating articles into the *Journal*, it would be helpful if certain minimum standards were followed. Use this quick-step guide:

Format: The preferred format is ASCII text files.We can also work with other formats, but check with the editor before using them.

Text: Single-space the text—even between paragraphs. Don't indent paragraphs. Use hard returns only at the ends of paragraphs.
    Use only one space after periods, colons, and question marks. Follow standard capitalization rules.
    Use left justification only. Do not right justify or block your text. (Word processors add extra spaces between words to justify   the text and each of those extra spaces must then be removed.)

Graphics: The preferred format for graphics accompanying your text is TIFF—in separate files from the text. Embedded graphics are not useable. Most image editing programs have a "resize" option to alter the size of graphics. Please try to keep your graphic file sizes to around 1 meg in size. Call the editor if you have questions.

    Be sure to include your name and phone number so we may contact you if we have any questions. Anonymous articles will not be published.

    Submit your article by uploading the file to ringram728@earthlink.net or bring your disk and hardcopy to the Monday meeting or mail to:
    Editor, SCPCUG Journal
    Space Coast PC Users Group, Inc.

    1360 Mayflower Avenue

    Melbourne, Fl 32940-672

    3Articles must be received by the 28th of the month to appear in the next issue, and all are, of course, subject to editing.   □

From The Editor

I've mentioned in the past that it isn't easy to find material to reprint here. The AP-CUG website has a selection of Computer Group websites. If any of these include copies of their newsletters on the site, I check these for re-print material The fact is that most of these get their material from the same sources available to me.

This month I decided to look over some of our old issues with the idea that you might find it interesting to see what we were reading ten years ago. .I've selected articles from the January and February issues from 2011

I did not make note of the original publication dates. You may see clues in the articles themselves, but I have not indicated the dates.

I hope you enjoy the so-called"blast from the past".❏

Ron Ingraham, Editor

Those who have listed an e-mail address would prefer to be contacted by e-mail rather than by phone whenever possible.

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yjm1938@yahoo.com.

If there is a progam not listed that you feel comfortable with, let us list you as one of our helplines contact ringram28@cfl.rr.com

The SCPCUG Home Page is at:
http://www.scpcug.com
Check it out!!!!!

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meeting
Discussion, Q&A

Bring Some Friends

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vigilant. Last year AVG released figures showing that the number of malware programs is increasing at an alarming level. Most of these programs come and go quickly, but new ones are constantly popping up.

Exercise Caution with Embedded Email Links and Attachments:

If you let your guard down, the chance of infection increases substantially. Your email client should have the capability of scanning emails and attachments for viruses. If it doesn't you are taking a bigger risk than you might recognize.

Before clicking on embedded links, you should access Web sites by opening a browser and manually navigating to the sites in question. This is not as straightforward as clicking on the link, but it's much safer because you lessen your chances of being redirected to a fraudulent site and becoming infected. The method isn't entirely foolproof, but it does eliminate almost all danger from bogus links.

Disable AutoPlay: Connecting external drives, flash memory devices or a network drive can be a danger to your system. Some viruses work by latching on to a drive and automatically installing themselves on any other drives they detect on your computer. To disable AutoPlay go to Control Panel, open Hardware and Sound, open AutoPlay, select your device or devices, and choose the appropriate action.

Use a High Quality Anti-Virus Program: The free anti-virus program bundled with your ISP connection rarely has the capabilities required to safeguard your computer. Use a professional business grade program that offers automatic upgrades and features such as rootkit protection and customized scans.

Use Real-time Anti-Spyware: No single anti-virus

program with integrated spyware protection can do an adequate job of defending you. That is also true of most freeware programs because they are simply overwhelmed by the constant flood of new spyware threats. Contact your user group for the most effective programs.

Daily Scans: Since nothing offers complete protection, you should be proactive in defending your computer against attacks. The sheer number of new cyber menaces makes it virtually inevitable that one of them will eventually somehow bypass your security and infect your system. You may even have inadvertently allowed one of these programs to be installed on your system by clicking OK on a dialog box you didn't inspect closely enough.

If you're infected, you're infected. Once that happens the how of it doesn't matter. You need to clean your system as quickly as possible. Daily scans add an additional layer of protection. They are an invaluable tool of detecting and removing malware. Even if you can't immediately remove the threat you can quarantine it until you can.

Use Common Sense While Surfing the Web: There are useful plug-ins for your browser that provide automatic protection without interfering with normal operations. Some guard against phishing attacks, others warn you about Trojans, and still more alert you to possible scams or attempts to steal personal or financial information. Which ones are they? Contact your user group! You can't find a better source of up-to-date information.

Protecting yourself is mostly a matter of common sense. You wouldn't leave your house with all the doors and windows open and unlocked. Why leave yourself exposed when you enter cyberspace? ❏

From the Cashier's Cage

Financial Report for Month Ending January, 2021

CHECKING

Beginning Balance	429.87 \
New member - Mike Garo	25.00
New menber - Susan and Sheldon Sanger	25.00
-New member Frances Miller	25.00
Neew member -- Claude Seward	25.00
Flash drive sales	20.00
Fl Dept of State Annual report Filing	(61.25)
Ending balancee - includes $8.41 snack fund balance.	488.62

SAVINGS

Begiinning Balance	305..24
Interest	.01
Total Accounts Balance	**793.87**

Club Meeting Minutes
December 15, 2020

President Dan Douglas called the meeting to order at 2:05 p.m. There were 11 members and 2 guests in attendance. Board members present were President Dan Douglas, Treasurer Irene Nelson, Webmaster Curt Potsic, Secretary Barbara Mead and Journal/Learning Center Ron Ingraham. Absent were Vice President Larry Bennet and Membership Chairperson Linda Glassburn.

Attendance was 11 members and 2 guests for a total of 13 attendees.

Dan welcomed Francis Miller as a new member. She is a self employed digital artist whose first computer was a Commodore 64. She wants to learn how to use Blender a free download for visual artists that is really complicated. The Saturday learning center was mentioned as a good opportunity to investigate Blender.

Curt gave the webmaster report. He updated the special events page with Jere's Tech Tips from Jere Minich, APCUG Advisor and November's Fall APCUG Virtual Technology Conference. Other APCUG workshops and topics were also updated.

During the last meeting, Dan announced that SCPCUG had won 2nd place in the website contest but we did not know at that time what the prize would be. It turned out to be a 10,000 mAh Portable Battery Charger with 2 USB ports the size of a smartphone. It charges pretty well, too, Curt said.

Curt also told us about the most common passwords people use according to NordPass.

The top three were: 123456, 123456789, and picture1. He also gave us an update on the smart light bulb experiences of a smart home addict.

Irene gave the Financial Report for December 2020

Ron talked about the newsletter and reminded the club about the APCUG member benefits.

Dan gave the members a number of choices for Jere Minich of APCUG to speak about during the upcoming February 18 meeting. The top vote getters were, in order of preference:

tune up windows pc 9 votes

security/privacy 6 votes

windows storage 3 votes

saving money on ink 3 votes

password management 3 votes

Guest Claude Seward arrived a few minutes after the meeting started. He was referred to us by Frances Miller and he is also interested in learning Blender. He, too, joined the club today.

The meeting adjourned at 3:50 PM.

Respectfully submitted by Barbara Mead, Secretary. Stay safe and happy February!   Barb Mead

Dan's Desk

Based on a suggestion at a Saturday Learning Center meeting, this month I'll discuss the functions of Sleep vs Hibernate vs Shut Down.

When you are finished with using your computer for a period of time, you can leave it in one of four different states:

1) leave it on – power will remain constant, updates and other functions such as scanning for new mail items will occur as if you were still interacting with the PC. All files remain in their current open/closed condition so a sudden loss of power could lead to file corruption.

2) put it in Sleep mode – power will go to a lower state – power will still be used either through the power adapter/wall plug/battery depending on the type of PC. Hitting a key or moving the mouse will wake it up, restore full power and resume exactly where the screen was when put into sleep mode. All files remain open that were in use when Sleep was selected, so a sudden loss of power could lead to file corruption.

3) put the PC in Hibernate mode – the contents of the PC memory will be written to a hidden system disk file and then completely shut off. When the power button is started again, Windows will look for the hibernation file and if located, the file will be

copied into memory and you will be where you were when Hibernate was activated. All files will be closed after entering Hibernation, so any loss of power will not affect your files at all.

4) shut down the PC – power will be shut off and all files will be closed after any pending updates are applied.

When not using the PC for an extended time, I prefer to use Hibernate or perform a full shut down because I've seen a number of cases where Sleep mode did not resume correctly and this led to a forced shut off of the PC which could have corrupted files.

On notebook/laptop computers, you can adjust what happens when the lid is closed and when the power button is pressed when powered up. These choices can be selected under the advanced functions under the Power Options app located in Control Panel.

On Desktop PCs, the defaults for when to turn off the screen and enter Sleep mode are accessed through the same Control Panel Power app.

On Windows 10, the Hibernate option is disabled by default. You can enable this capability under the advanced functions under the Power Options app located in Control Panel.

If you have suggestions for topics that you would like to see explained, please let me know! ❑

Webmaster Wanderings

Face Masks Are Now A Mandatory Requirement to attend our meetings,

Jere's Tech Tips

Windows, Android, Linux tips from Jere Minich, APCUG Advisor, Region 5 (AL, FL, GA, SC).

New items include:
How to Quickly Resize Multiple Images on Windows 10
How to Set Default Apps on Windows 10
How to Create a strong Password You Can Remember
Windows 10's Speech to Text Feature
20 Free Ways to Download Any Video from the Internet
How Do I Completely Uninstall Software on Windows?
Microsoft begins Windows 10 Version 1903 to 1909 Automatic Update.
 https://apcug2.org/jerestips/

APCUG 2020 Fall OnlineWorkshops

These 4 workshops "**Home Automation for Seniors**" were on the 2nd Wednesday of the month (Sep-Dec). The Workshops explained why home automation is important to Seniors.
Sep 9 – Why do I need it? Products on the market, costs, security, & some real-world testimonials.

Automation Workshop #1
Video at: https://www.youtube.com/

watch?v=RoPLaU509Hl
Oct 14 – Where do I start? Plan a home automation project & best practices

Automation Workshop #2 Video at:
https://www.youtube.com/watch?v=JKAHw-S5Zx8
Nov 11 – Lights, doorbells, locks, and cameras
.

Automation Workshop #3
Video at: https://www.youtube.com/watch?v=uUUORtidwBU
Dec 9 – Doing it myself vs. Having it done.

Automation Workshop #4
Completed, No Video available yet.

2021 APCUG Virtual Technology Conference Dates

 Future VTC dates for next year are: Feb 13, May 1, Aug 21, and Nov 6.

1 New Link

How-To Geek - Articles cover: News, Features, Windows, Smart Home, Explore, etc. Also has a Free Daily eMail Newsletter.
https://www.howtogeek.com

How-To Geek is an online technology magazine & one of the top 500 websites in the US. It was created more than a decade ago & the site's 10,000+ in-depth articles have been read over 1 billion times. More than 15 million people read these articles every month. They say "We're not a website for geeks—we are the geeks. We're the people you turn to when your computer isn't working right, you need to do something technical, or you want to understand the latest gadgets. We explain it all in simple, approachable terms. When providing instructions, we use a copious

Webmaster Wanderings................from page 7

amount of screenshots that make technical processes easy to follow. How-To Geek is for everyone."

Misc Items

APCUG 2020 Contests
SCPCUG won 2nd Place in the Website Contest. For those wondering what my prize was, it is a 10,000 mAh Portable Battery with 2 USB ports and a slim design that is basically the size of a smartphone. I have tried it charging my LG Android Tracfone, Nexus 7" Android tablet, and my digital watch. It charges relatively fast and has capacity for several charges. See it at Best Buy & look for Model NS-MB10MK21 or go online to: https://www.bestbuy.com/site/insignia-18-w-10000-mah-portable-charger-for-most-usb-devices-black/6410808.p

Windows 10 Ver 20H2 Ends 2020 with 13.6% Share
AdDuplex reported that Win10 ver 20H2 (Fall Update) ended the year with a 13.6% usage share. That's a 5% increase from November. These figures are based on a survey of nearly 80,000 Windows 10 PCs. This 13.6% usage share means ver 20H2 is the third most-used Windows 10 version after ver 2004 (40.4% usage) & ver 1909 (33.2% usage). Ver 20H2 was released in October and had a 1.7% usage share which jumped to a 9% in November.

Top 200 Most Common Passwords for Year 2020
NordPass lists the worst 200 passwords of 2020. The list details how many times a password has been exposed, used, & how much time it would take to crack it. The list is based on a database that contained 275,699,516 passwords in total.

Here is a sample of the Top 3 most common Passwords

Position	Password	Number of users Time to crack it	Times exposed
1.	123456		2,543,285
Less than a second			23,597,311
2.	123456789		961,435
Less than a second			7,870,694
3.	picture1		371,612
3 Hours			11,190

Nordpass also breaks down the listing by categories such as Numbers, Swear Words, Names, Device, Password, Sports, Random Letters, etc.They tell you "How to create stronger passwords" and also offer to "Generate strong passwords" for free. For the complete list of the worst 200 passwords visit Nordpass at: https://nordpass.com/most-common-passwords-list/.

Smart Light Bulb Experiences of a Smart Home Addict
Being a Smart Home addict, Amazon had an offer during the Holidays I could not refuse. For $10 they were offering a combo of the Echo Flex plug-in mini smart speaker with Alexa (https://www.amazon.com/Echo-Flex/dp/B07MLY3JKV/) that normally sells for $24.99 with a Sengled Smart LED Light Bulb (https://www.amazon.com/Sengled-Bluetooth-Dimmable-Equivalent-Certified/dp/B08DJBDG5L/) that normally sells for $9.99. Sounded like a great deal as the the dimmable white bulb was advertised to be ultra simple to set up: just twist the bulb into a socket, power it on, and say "Alexa Discover my devices." However, the bulb arrived two days before the Echo Flex. No matter what I tried I could not get my Echo to recognize the bulb. Turns out that nowhere on Amazon's website description of the bulb did it mention the bulb only could be setup with the later versions of Echo devices. I have Echo and Echo Dot 1st generation devices which do not support BLE Mesh connections. I finally

discovered this info as a note in the box the bulb came in. So when the Echo Flex (which is compatible) arrived I could finally setup the bulb with no problem. However, there is still a limiting factor. The bulb can only be controlled from any of my devices if the Echo Flex is turned on. If I shut off the Echo Flex, my Echo or Echo Dots do not recognize the bulb. It is listed as "Device is unresponsive" in the Alexa app. Also this Sengled bulb only works with Alexa. The other smart bulbs I have work with both Alexa and Google Assistant. ❑

Are We There Yet?

Elizabeth B. Wright, a member of the Computer Club of Oklahoma City

September 2010 issue, CCOKC eMonitor

www.ccokc.org
wright599new(at)sbcglobal.net

If you are reading this in the CCOKC eMonitor, then you are already someplace. So the question is, if we start from here, where do we want to go? Like our children on long car trips, the eternal question is: "when will we get there." It has taken most of us "older" folks many years to get as far as the internet. But now that we are there, we aren't that much different from the children and young adults who have the future ahead of them. Oh yes, they have their mobile devices that let them text, twitter and tune in, but that is mainly because their thumbs still work and ours don't. As for using computers, unless they find their way into a profession which requires advanced computer skills, they will not really progress much further. And that may be a good thing. Probably the young people of today will tire of all the chatter and get on with something meaningful, but right behind them will be new generations demanding similar devices and indulgences.

So what can I offer that will lead you a step further in your computer skills? With all the help to be

found online, it is hard to come up with anything profound that will be of use to you. But I must try.

Much to my disappointment I found this past week that my children are no longer interested in prints of our photographs. They want only digital images. No hard copies to clutter up their space. I can understand the need to free themselves from the storage necessary for photo albums, etc. But it seems to me that images could be lost more easily by not keeping at least one printed picture of at least some of the more important images. Obviously we now take pictures by the hundreds. Not like the "olden days" when a 12, 24 or 36 exposure roll of film could last a whole vacation. I hope I can convince either my son or my daughter

to warehouse the old pictures I have, otherwise their heritage will be gone with the wind as they say. I'm busy scanning as many of them as I can find, but sincerely doubt if I will get all of them done.

One tip I can pass on to you is from JP Williams of the Computer Club of Oklahoma City. A long time ago he advised us to scan our pictures at the largest size we think we will ever need, something in the 8 x 10 range. And at 300 dpi at least. No matter what size the original print, let the computer do the math and interpolate (that's a fancy word for "figure it out") how to expand the image if it is smaller than 8 x 10. For those of you who still have not done much image scanning, it is never too late to learn. Your home scanner, if you have one that is less than five years old, should be adequate for most jobs. You need to learn about dpi and how it correlates to pixels, and also get the idea of resolution. There are professional services which can scan slides at 4000 dpi, but I don't understand how that helps. Computer screens don't utilize that many pixels and very few printers can print anything higher than a resolution of 300 dpi.

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I assume it is to have as much digital information as possible in the resulting image file.
But it's not mine to wonder why. Just be aware that there are such services if you ever choose to use them, but they don't come cheap.

Then of course you have to transfer those digitized images to some media in addition to the hard drive in your computer. I use CDs, DVDs and USB drives for such storage, often all three for the same set of images. Since no one yet knows how durable these storage devices are, it can't hurt to have more than one kind of backup system. Unless you make multiple backups and keep them in different locations (home, safety deposit box at the bank, a relative's house for example), then they are also subject to the same kind of loss as paper images. Fire, flood, theft, etc. I for one do not plan to store any of my images in the "cloud" computer storage offered by so many internet related entities. Not only do I fear the loss of the internet in our lifetime, but too much chance, in my opinion, of them being hijacked.

In the past, the professionals and serious amateurs used slide film, but I have many cherished pictures from negatives so small they are almost not there. My favorite picture of the Eiffel Tower was snapped on a rainy day from the window of a moving bus. Not my picture, but one my daughter took on a high school trip to Paris. The camera was one of those strange contraptions from the 1970's when the film industry was trying everything but the kitchen sink to find new ways to take pictures. I think it had a "daisy heel" type cartridge with the film embedded in tiny holes around the perimeter. Hopefully I will be able to recapture this image with my scanner, either the print or the negative, and hope it lasts as long as the old pictures I have of my grandparents. And I'm talking from the time of tintypes. ❑

NoMoRobo – At last: A way to block telemarketers and robo calls that really works!

BY ANNETTE VAN OMMEREN

Do any of these ring a bell?

- "Hello, I'm Rachel from Card Holder Services…" (Note 1)

- "Hello, I'm Kevin. … May my crew power wash your home? … How about sweeping your chimney? … God Bless!" (Note 2)

- Caller ID shows your name and phone number as the source of the incoming call. (Note 3)

- The phone rings, you answer, and there is no one on the line – just silence. (Note 4)

The "National Do Not Call Act" was set up in 2004 and has failed to make a dent in SPAM phone calls. In 10 years the FTC has imposed $117 M in fines but taken only 101 offenders to court – that's just a drop in the bucket. Part of the problem is that it is left to the consumer to file a complaint, using an awkward web site rather than an automated mechanism such as dialing, say, *99 during the call. It is estimated that less than 1% of consumers have filed a complaint.

If you saw the movie "The Imitation Game" about breaking the Enigma cipher during WW-II, you may remember that Alan Turing convinced Winston Churchill that it would take a machine to defeat a machine. The same holds true for defeating robo calls. Now there is such a mechanism, it has recently been adopted by many of the carriers and is easy to activate. Lastly, it is both free and effective.

In the 1960's the telephone systems converted to electronic switching using computers rather than electro-mechanical switching gear. Along with

Touch Tone there were additional services made available, such as Caller ID, Call Waiting, Call Return, Call Blocking etc. There is a little-known service "Simultaneous Ring" where you may associate additional telephone number(s) with a specific telephone number. For example you could associate a vacation home's number with your primary residence. A call to the primary residence number will also ring at the vacation home number. Accepting the call at either location terminates the ringing at the other.   The patent pending service developed by Telephone Science Corporation has been implemented by most of the carriers. You set up a simultaneous ring which points to the service. They know the identities of the robo caller and telemarketer accounts – the real 'switching' phone number, not the Caller ID number – which may be different as explained in note 3. If the call is recognized as a robocall or telemarketer the service instantly answers it and instantly hangs up. Your phone never rings.

In addition it is reliable in that it will NOT interfere with legitimate mechanized calls such as school closings, reverse 911 calls as used by the town's Emergency Operations Center during storms, notifications that your prescription drug order has been processed, medical appointment reminders etc.

To activate it, first you need to go to www.nomorobo.com. Once there

1. Select the type of service you have from a list, such as Land line/VoIP or Wireless. (Actually, only VoIP appears to be implemented at the time of this writing, analog wired and wireless are in the works but not yet available. DSL as from Frontier is NOT analog so it IS supported.)

2. Select your carrier such as Comcast/Xfiniity, Uverse, Frontier, MagicJack etc.

3. Enter your e-mail address. You do not create

an account; you do not have to provide a password.

4. Click the Sign Up button.

Note that at this time you do not specify your phone number. NoMoRobo.com doesn't need or want to know it.

You will get an e-mail telling you if your type of service is supported by your carrier, and if so it will include a link to instructions specific to your service. For example, for Comcast/Xfinity, you need to use your web browser to log into your Comcast account, find the Account link in the menu bar, then click Preferences, and within that page click on Advanced Features. This takes you to the same place that you set up Voice Mail, number of rings before Voice Mail kicks in, etc. One of the advanced features will be Simultaneous Ring. Select or enter the number to be protected (i.e. your home number) and the 10-digit number NoMoRobo.com provided for intercepting the call. Ignore the number of rings entry field, it isn't needed. Click SAVE and you are done. If for some reason you decide to discontinue the free service just go back and delete the Simultaneous Ring entry. Reminder: This is done at your service-provider's site, not at NoMoRobo. Having provided the type of service you have so they can send instructions, they no longer need to know about you.

I've been using the service for some time, as have my relatives, and it really works.

Notes

1)   Violations of the Do Not Call List can not be enforced if the call is not originated in the United States. So many of the robocalls comes from off-shore. A U.S. area code as the Caller ID does not mean that it is really originated in the

No-Mo-Robo........from page 11

U.S. Rachel is a robot/recording. [Robert, Bill, Tom, Susan – pick one] from [Microsoft Support, Microsoft Technical Services, Microsoft Security Services, Microsoft Research – pick one] maybe human but they aren't employed by Microsoft or a company contracted by Microsoft. They are most definitely off-shore, the accent gives them away. Microsoft doesn't call you to tell you that there is a problem with your Windows computer. If you are still running XP it is probably true.

2)   There are various exceptions to the National Do Not Call List – political vote or fund-raising campaigns – of course, charity and religious organizations, etc. Perhaps Kevin is a Pastafarian? He does say "God Bless" at the end if you stay on the line that long.

3)   Computer generated calls using a service hardware or software such as MagicJack. It can change the visible Caller ID phone number and display name on the fly. This hiding of the real value is legal; for example a corporation may have many fax machines, but only want to publish a single machine's number for inbound traffic. Thus the ability to change the Caller ID may be legitimate, but the spamming is not. I may talk to myself but I never call myself.

4)   The robocallers use a mechanism called "Predictive Dialer" (Do a Google search for details.) As an agent wraps up a call he/she presses a key and perhaps a dozen calls or more are made simultaneously. They all ring, he/she gets the first to answer, and the other numbers are just silent if answered. According to a Wikipedia entry, the U.K. has outlawed this practice but is having the same difficulty enforcing as we are with the National Do Not Call Act.❑

On Reading and Using GOODREADS–

By Steve COSTELLO

Retired, former user group oocer and newsletter editor, grandfather, blogger, creative writing prompt blog participant — and loves to read!

Computers, Technology, and User Groups Blog: http://ctublog.sefcug.com/ Creative Writing and Book Review Blog: http://sefccw.wordpress.com/ scostello (at) sefcug.com

A Little Background

I like to read and review books, as well as getting recommendations for new ones to read. The following will show you how I use a site called "Goodreads," and hopefully it can help you in these times of social distancing and isolation.

I have been using Goodreads since the beginning of 2012. As of this writing, I have read almost 1,500 books since I joined up.

Get Started

First, go to goodreads.com. You will come to a page where you can read about Goodreads, and sign up for your own account, which is free. Once you have signed up, set up your promle and account settings. In your promle the only required meld is your First Name. The rest of the melds are optional. Include as little or as much as you feel comfortable with, you can always go back and edit the promle later. In settings, you can set privacy preferences, which can view various items, send private messages, and more.

The HOME Page

When you sign in, Goodreads will open to the Home Page. The Home Page contains information about what you are currently reading, if anything, and ad, a link to News & Interviews, the current year's Reading Challenge progress, a list

or your current bookshelves, and more on the left-hand side. The right-hand side will show updates from your friends.

The MY BOOKS Page

The top section of the page has a search box where you can search for a book or author to add books to your shelves. On the left-hand side is a listing of your bookshelves with a count of the contents; reading activity links, add book links, and tools. The right-hand side contains columns of your recorded books, which can be sorted in many ways. The way I use these columns is to go to my want-to-read bookshelf or a specimc bookshelf, and sort by date added to mgure out my next read.

The BROWSE Page

On this page, you will mnd links to Recommendations, Choice Awards, Giveaways, New Releases, Lists, Explore, and News & Interviews. I use Recommendations when I am looking to mnd a new author to read. This is only occasionally, as I have over 2,000 on my want-to-read shelf. I check the Giveaways link daily to see if there is something I would like to get for review. This is also a way to mnd a new author. The giveaways can be either print or Kindle versions, and you will receive an e-mail if you win, telling you how and when it will be received. The other link I use from this page is the New Releases. I use this at the beginning of each month and then place a hold at my local library site for new releases from authors I like to read.

The COMMUNITY Page

This page has links to Groups, Discussions, Quotes, Ask the Author, Trivia, Quizzes, Creative Writing, People, and Events. I don't know much about these links, but some might be interested. Conclusion I hope that this gives you a good idea of what Goodreads is all about, and gets you to sign up and start recording what you are reading. If you want to get an idea of what I read check

out my Goodreads at https://www.goodreads.com/sefccw. If you have joined up, you can also follow me, add me as a friend, message me, and compare books at the same URL after signing in. Also, I like to go back and read early books in a series if I like the author. Just check the author's page to see if there is a listing of the books in a series, which will be in book number order, and then see if your library has a copy you can borrow, or mnd on Amazon, Google Play Books, thrift stores, yard sales, or anywhere else that might have them. Happy reading! …

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The Problem with MS Publisher
BY SEAN HENDERSON

Microsoft Office

The *Microsoft Office* suite (MSO) has some standout applications, e.g. *Excel*, which remains the best-in-class spreadsheet application. Yes, there are online free offerings that do spreadsheets. These online versions do not have the depth of features or stability of a locally installed version of *Excel*.

MS Excel comes with every version of *MSO*, including home and academic versions. All versions of *MSO* also include *MS Word* (word processing) and *MS PowerPoint* (slide presentations). However, certain titles, like *MS Publisher* (layout), only come with some versions of *MSO*. MS Publisher is similar to MS Word and MS PowerPoint, but is intended to be the preferred application of the MS Office suite for producing layout-driven projects, as opposed to presentation slides and text composition.

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And thus, that's the problem with *MS Publisher* – not everyone has it. To further complicate things, there's no stripped-down equivalent of *MS Publisher* in any of the freely available online office applications.

The Situation

My wife and I do a fair amount of volunteer work for our Church, the schools, the kids' sports teams, and tech groups in the area. I remember getting a brochure layout from the president of one of the tech groups I belong to (DACS.org), and thinking nothing of opening the *MS Publisher* file, which has a .pub filename extension. My machine has *MSO 2010 Professional* on it. Besides *Word*, *Excel*, *PowerPoint*, and *OneNote*, this version of *MSO* also has *Outlook* (email), *InfoPath* (forms), *MSO Tools*, and *Publisher*. My wife's computer only has *MSO Home and Student* – no *MS Publisher* in that version. She received a banquet program template to use for this year's swim team banquet as a .pub file. My wife was trying to open it directly from her *Yahoo! Mail* by clicking on it, to no avail.

There's a lot going on now with this workflow. One, I would never click on an attachment to open it from an email client. While it may be convenient, I just never trust any email client to handle the file the way I like, and I don't really like that it opens the file in a downloaded temp directory, and so on. There's just a lot wrong with that workflow, and a lot of trust in using a browser-based email system to somehow know how to handle files. I always download to a known location and, if not using the context menu (right mouse menu) to direct it specifically, I'll click it and have the default file association provided by the operating system, not the web browser or email client, do the handling.

More than One Way to Skin a Cat

After trying for a while, my wife came to me for help. Once we successfully downloaded the file, we tried on her machine to import it into both *Word* and *PowerPoint*. No go.   My wife is really good with *MS Word* and can use it to do some layout projects that for others would require *PowerPoint* or *Publisher*. I thought, well, there's a *PowerPoint* viewer, why not a *Publisher* viewer? Nope. Microsoft's solution for viewing a *Publisher* file is to download the trial version of *MS Office* and use *Publisher* to work with the file. After the trial period, *Publisher* will essentially turn into a viewer. Now, since my wife already had the *MSO Home & Student* version installed, I wasn't going to risk corrupting that by installing a trial version over it.

The next step was trying to open the .pub file on my machine and exporting it as something she could work on using her machine. I was busy doing my own work and projects and she prefers her machine over mine, so we tried exporting it as a .mht file. This is an HTML file that contains all the binary image information encoded within it. When she loaded this file into MS Word, it lacked another page of the original .pub file layout and was missing some text information.

At this point, my wife's frustration with this process was evident. I recommended a website I knew that a former DACS.org member, Rob Limbaugh, was fond of – Open Source Alternatives. It had two recommendations as alternatives for *MS Publisher* – *OpenOffice Draw*, and *Scribus*. She didn't want to install another office suite onto her computer, so that was a non-starter. She also never

heard of *Scribus*, so rejected that one as well. I had heard of *Scribus*. It is from a family of software known as DTP software, which besides *MS Publisher*, also includes *Adobe Illustrator, PageMaker*, *InDesign*, *QuarkXpress*, and others. I took a look, and it turned out that *Scribus* can directly import .pub files, using a newly refined library libmspub, initially developed during the *2012 Google Summer of Code*.

We installed *Scribus 1.5* on her system, which is the version that has this ability, and imported the .pub file, and she was able to use it to copy-and-paste the elements of the file into *MS Word* and continue on. She would have performed the edits in *Scribus*, but her deadline wouldn't allow her the time, nor was she really inclined, to learn the software adequately.

More about Scribus

I installed *Scribus* on my computer and started taking a look. *Scribus* has been around since 2003, though I suspect some version of it existed prior to that. It is multi-platform. That means it can be installed on a variety of operating systems, including *Windows*, *Mac OS*, and *Linux*. The default *Scribus* file is a .sla file, which is based on XML. *Scribus* is designed to produce professional typesetting and layout, such as brochures, newspapers, posters, newsletters, and even books. When I investigated whether it could export into various other formats, I found the export, or *Save As...*, options pretty limited with most formats being variants of PDF. However, the software isn't intended for format translation, so it's really not a valid complaint, however much desired.

Scribus is free software and more about it can be found at its website. I would recommend *Scribus* if someone finds themselves suddenly responsible for a DTP project and not wanting to upgrade their *MS Office* edition or shell out for a commercial DTP software package. DTP professionals would probably still want to stick with their commercial

DTP software-of-choice.

Updates

In the course of researching more for this article, I came across the information that LibreOffice can load .pub files, as well as Corel Draw X4.   ❑

☺ Tune and Optimize Your Hard Drive

By Bob Rankin, http://askbobrankin.com,
published through the APCUG

One of the best things you can do to improve the performance of your computer is to keep your hard drive in tip-top shape. When things go wrong, the source of the problem is often in the hard drive.

Here are some of the most common tasks that must be done with hard drives, plus some nifty (and free) software utilities that make getting them done a breeze…

Tune Up Your Hard Drive with Free Software

Clean-up of unnecessary files and folders helps to keep your Master File Table nice and lean; with fewer files and folders to index, it's easier for the system to find what it needs at any given moment.

File inventory reporting utilities such as JDiskReport can find duplicate files so one can be deleted, or sort files in order of size to help you figure out where all that disk space is going.

I use JDiskReport several times a year, and I always find gobs of files that can be deleted. Backups will also be faster if unnecessary files are eliminated.

Another similar disk analysis tool is WinDirStat, which has versions for Linux and Mac as well. Optionally, clean-up can include deleting traces

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of your computing and online activity to preserve your privacy. In Windows, "recent files" history lists are kept by default, and every Web browser maintains histories of the URLs you have visited. If your computer is shared or you're worried about spies, enabling this clean-up option will cover your tracks.

Privazer is my favorite utility for clean-up and privacy purposes; it leaves a computer running like it's fresh out of the box.

If you want to get rid of everything on a drive, in order to donate, sell, or safely dispose of it, try Eraser, a free utility for securely erasing data from a Windows hard drive. It works with all versions of Windows, from Windows 95 through Windows 10. Eraser has a simple name but it erases files completely in several complex ways. It's a good alternative to using a 16-lb steel sledge hammer, a drill, and angle grinder (all of which I have gleefully employed on occasion).

Defragmenting (defragging) and file optimization are related functions that keep data on your hard drive physically organized for the most efficient reading and writing. Generally, the less distance the drive's read/write head has to move, the faster data will be read and written. Optimization finds the pieces of fragmented files on your hard drive, re-assembles them, and places the most frequently used files in places where they can be more efficiently accessed. Windows Vista, 7, 8 and 10 include a defragger which runs automatically. But word on the street is that it's not exactly best of breed.

I recommend Defraggler from Piriform, which can defrag entire hard drives, individual files and folders, or the free space on your drive. Defraggler will report on the health of your hard drive, and is SSD-compatible.

It's been widely reported that SSDs (solid state drives) should not be defragged, because they do not have mechanical moving parts accessing files on a spinning magnetic platter. The concern was that SSDs may wear out due to the high level of write activity that defrag operations require. However, Windows 8 and 10 both perform defrags on SSDs, and my understanding is that modern SSDs are not prone to wearing out like some older models did.

Data Recovery and Other Utilities So-called "undelete" utilities can find and restore files even after the Recycle Bin has been emptied, or recover usable parts of files that have been partially over-written. Undeletion is a simple example of "data recovery," a term reserved for major catastrophes such as a hard drive that will not boot, or even one that has suffered physical damage.

Recuva is free and can find and undelete files on hard drives, SD cards, MP3 players, and other devices.

TestDisk is an open-source partition recovery tool intended for situations where a drive cannot be booted. Testdisk saved my bacon once when other tools reported zero files on my C: drive. It scanned the disk, found the partitions and file access table, and patched things back together. Catching minor read/write errors and "weak spots" on a hard drive before they turn into major disasters is the province of error-checking and testing software. Early warnings of such flaws include a hard drive the "takes forever" to open or close a file, and an unusually hard-working cooling fan that is trying to chill the drive motor.

HD Tune is a free utility that checks for errors, measures drive performance, securely erases data, and much more. There's also a paid Pro version that does more extensive testing. HD Tune has been updated for Windows 10.

For a quick look at your hard drive's S.M.A.R.T. (Self-Monitoring And Reporting Technology) status, try the free Speccy utility. In the Hard Drives

section of the Speccy results, you'll see some technical gibberish under the S.M.A.R.T heading. If it says "Status: Good" at the bottom, that's about all you need to know. The only other info there you might want to check out is the Reallocated Sectors Count. If that's greater than zero, you may have some defective sectors on your hard drive.

A good benchmark utility can tell you how well your drive performs compared to its factory specs, or even against drives of identical make and model in use on other computers worldwide. Running benchmarks before and after maintenance chores can show how well a maintenance tool does its job. Novabench has been the leading free benchmark package since 2007.

Dividing one physical drive into two or more logical drives (denoted by letters, i.e., C:, D:, etc.) is called drive partitioning. One use for partitions is to install all of your application software on one partition and use the other to hold ever-changing data. Some users swear by this approach, but I find it simpler to put everything in one large partition.

Of course, there's an exception. If you want to run two different operating systems on one computer, each will need its own drive partition. Paragon Partition Manager Free is a well-established, reliable partitioning tool.

Disk cloning is the process of making an exact, bit-by-bit copy of everything on a hard drive, including hidden system files, boot records, and all else. You should be able to swap a cloned drive for its original and never see any difference. Cloning is a straightforward backup strategy used by many home and business users. Macrium Reflect Free is a popular cloning utility. It also does disk imaging, which stores the entire or selected contents of a disk in a compressed file that cannot be booted, as a cloned drive can, but is easier to maintain for incremental backups. ❑

Are you Secure?

By Constance Brown, President, Canton/ Alliance/Massillon User Group, Ohio

January 2011 issue, The Memory Map

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Security is one of the most common concerns with today's computer based communications and transactions. How can I secure my personal computer? Should I do banking online or is it safer to write checks and mail them? Is it safe to purchase products online? How much can people learn about me through online access? These questions are some of the most common I hear expressed by my students. Let's look at some of these concerns.

First of all, we need to secure our personal computers. Most of us have high speed access in today's world. If you leave your computer turned on and internet access turned on 24 hours a day, 7 days a week, you are more vulnerable than someone who has dial-up access and has to get offline in order to place phone calls. Dial-up is so slow
that hackers don't usually want to fool with it and users with that type of service are usually online only short periods of time. Those with high speed connections through DSL or cable can shut off their modems or turn off their computers. I have high speed access and VOIP phone service. So shutting off my modem is not an option for me.

That is one reason I turn off my computer if I am not going to use it for several hours. I also prefer to place my documents on an external drive that I disconnect if I choose to leave the computer running while I go to town.

Your personal computer needs to be protected with

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anti-virus and anti-spyware programs. It should also be protected with a firewall. One is included with Windows. A router provides an additional level of protection. It plugs into the modem and your computer plugs into it. When some would-be hacker tries to get to your computer, it finds the address of the router instead. Most routers come with programs to protect you. It is often necessary to update the router software to keep the protections as up-to-date as possible.

If you are using a wireless router in order to send signal to other wireless devices, you will want to secure your wireless network with strong encryption and a strong password. When you choose passwords for your network or for your bank accounts and online stores, be sure to choose a strong password with meaning to you but not to others. A
word that is not in the dictionary is best.

You will want to mix upper and lower case letters, include numbers, and a special letter if the site allows it. Let's look at a couple of passwords. Here are examples of two commonly chosen passwords that are dreadfully insecure: 123456; abcdefg. Here is an example of a strong password: E4g$jwQy. Normally passwords should be 8 characters or more.

Is online banking secure? Many people pay their bills and monitor accounts regularly online. Banks require the use of a browser with specific standards of security. For example, if you are still using Internet Explorer 6, your bank most likely will not allow you to set up online banking. If anyone uses your computer other than yourself or your spouse, you will most likely NOT want to allow the site to remember your login information. Over the past two years, banks have added levels of security including a picture id of your selection from choices they provide in addition to the login name and password. The only time I would not be comfortable doing banking or providing credit card information for other types of transactions

would be in places providing free public Wi-Fi.

Is it safe to make purchases online? Buyer be informed! All major retail companies have online stores. These have securities in place. After all, these corporations have much to lose if their names were soiled by identity theft.

There are quality "Mom and Pop" stores online. And there are thieves, just as in the real world. If you have questions, check with someone more experienced than you before placing your credit card or bank card information with a company online. There are multiple, wonderful companies. There are some frauds.

Beware of emails that pretend to be from the FBI, PayPal, and Amazon, Chase bank or other well-known financial institutions claiming that there may have been fraudulent activity on your account and telling you to click on a link provided in the email to verify your account information. DO NOT DO THIS! If you have questions regarding your account, open a separate browser, type in the address yourself, and then login and
check on things. Be sure to forward the email to the fraud division of the company it claims to represent. That is the best way to track down these identity thieves.

How much can people learn about you online? More than you think! Public information has always been available. You used to look up addresses in telephone books. And you could go to the auditor's office to look up information about someone's property. You could look up addresses on maps. Now all that information is readily available through the online white pages and the auditor's web sites. Of course there are many map services. A GPS can guide you precisely to the locations you program into the system. Try "Googling" your name and the city in which you live. You will find references to your comments in the local paper, information about you that is included in online publications and anything else that is public.❑

Drop it in the Box: Dropbox, what it is, how it works

By Jo Grazide, Leader, Word Processing Workshop, Brookdale Computer Users Group, New Jersey

February 2011 Issue, Bug Bytes

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What is Dropbox?
Suppose you were able to save work without using a flash drive, a disk (CD or DVD-R or RW), or an external drive, or even email, and move files between your laptop and desktop? For many years, I, like so many of us, had developed methods and procedures to upload, download, and save documents, music and pictures to a storage

device, only to have to rely on memory to locate it afterwards. Another irritating problem for me, especially when I was working, was to identify the "latest" version, so that an older file would not overwrite my work during a "Save As."

Enter Dropbox, a useful application that eliminates lots of work and uncertainty.

Dropbox is a free download that offers protection and convenience and is easy to use. There is basically no learning involved. You should, however, be familiar with Drag & Drop and Move vs. Copy. Why not give Dropbox a try and see whether this is for you.

I first heard of Dropbox during a meeting of my camera club. Some members seemed happy with it; there were no negative comments, leading me to investigate. Having a way to store photography files without worrying about loss or corruption seemed an ideal solution to the problem of travel pictures. I got to test this, when I maxed out the Dropbox folder at around 2 GB during a vacation in Boston. There are two ways to increase your storage capacity – you can purchase the program

on a monthly or yearly basis, or you can have friends join the service and be rewarded a few more MB's up to a whopping 8 GB.

Get the App
To acquire Dropbox, you need to go to the website at www.dropbox.com. The download is quick and easy. Just run it, and follow the instructions. There are six initial steps:

1. Take the tour
2. Install Dropbox
3. Put files in your Dropbox folder
4. Install Dropbox on other computers
5. Share a folder with friends or colleagues
6. Invite friends to join

It is necessary to install the program on all

computers that you will be using. The setup is done on the website, and the instructions are easy.

In my case, this is my laptop and my desktop. As I move around with the laptop, to meetings or anywhere I use it, I'm able to save files as they are created, directly into the Dropbox folder, which sits in the system tray area. By clicking on its icon, Dropbox will provide easy and helpful commands.

In addition, I know that once I reach home, altered files will be available and updated on my desktop machine. They can be dragged into their proper locations on the storage drives. This has been extremely useful. Instead of dealing with two documents, a newer version and an older version, there is only one synchronized version.

Another nice aspect is that I don't have to worry about misplacing storage disks or flash drives, which does happen. I also would think that it lessens stress, as there is nothing to lose!

On the Website
There is plenty of information on the Dropbox

(Approx. 601 words)

website. There are videos and explanations of the synching process. Basically, anything that is put into the local folder is also recorded on the Internet. You can also access your files and upload them directly onto the Dropbox server.

It can be compared to using GoogleDocs or Windows Live Mesh. Collaboration, by the way, is possible. I haven't delved into this, because I simply need a way to move data between computers. If you want to learn more, you need to visit the Dropbox website and study this feature.

The Dropbox website has five tabs:
 ❑ "Get Started" walks you through several chores before you can earn some extra space. This is simple and easy to understand.
 ❑ "Files" is the online list of your current Dropbox inhabitants, their sizes and the dates they were modified. You can sort each column by clicking on its heading. There are buttons here that let you do even more. A basic knowledge of file management is all you need to comprehend this
  part of the application.
  ❑ "Events" is a listing of various edits, deletions, and other information about your files.
 ❑ "Sharing" allows you to create a new folder to share, or share an existing folder. By following the prompts, you can identify who you want to share the folder with. In my
case, I began typing my husband's email address, and it was prefilled for me. This would make it easier for multiple shares in a business or committee setting. Perhaps our next Board meeting minutes will appear in a Dropbox folder! I also found that once the shared folder appeared in my local Dropbox folder, I could rename it and manage it locally. A refresh caused the change to appear on the website immediately. I like this type of efficiency. There is no lag time, and information can be relayed quickly between
computers.
 ❑ Finally, "Help" is all the rest. It seems that the Dropbox website is complete; you can

spend much time learning about it. I would suggest that you jump in and try out the program; you can learn by doing as well.

There are a couple of things I would warn you about as a new user. If you simply drag and drop the file back and forth, it copies the file. You may want to right-drag and choose move to ensure you have the latest version of your work or photograph. Also, having a comfort level with storage online to some extent, and not adding things like your Social Security number or banking information, goes without saying. Aside from that, there are no problems I can see with using this reliably.

One Last Thing
I do have one favor to ask you if you do join Dropbox; please use the link! It will enable both of us to get some extra space, a great reward and well deserved!
The link to join on my behalf is http://db.tt/sHvgWQp. I promise I will not waste that space!!!!!!

System Requirements
Hardware: At least 512MB of RAM; free space on your computer equal to your Dropbox storage quota.

Software:
•   Windows: Windows 2003, Windows XP, Windows Vista, and Windows 7 (32 and 64-bit).
• Mac OS X: Tiger (10.4) or later.
• Linux: Ubuntu 7.10+ and Fedora Core 9+.
• Also iPhone iOS 3.1, Android 1.5 and Blackberry 4.5.

Pricing: Up to 2 gigabytes of free storage space; DropBox 50, up to 50GB storage for $9.99/month or $99/year; Dropbox 100, up to 100GB storage for 19.95/month or $199/year.

For more information: https://www.dropbox.com/plansproducts/desktop ❑

An App – What it is and What it does

By Sandy Berger, Compu-KISS

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An app can be found on the iPhone and the iPad as well as many other smart phones and tablet PCs. In fact, Apple's introduction of the idea of apps in 2008 is what made smart phones and tablet PCs so popular. Up until that time, we were all used to full-blown programs like those that run on a computer. Most of these programs contain millions of lines of code, have numerous functions, and have menus that open up to reveal a multitude of choices.

In contrast, an app is a little mini program that has one basic function. It is an expression in simplicity. A good app does only one thing and it does it very quickly and easily. There are no nested menus and there are very few choices to make. One similarity between a full-blown program and an app is that both can be started by an icon that you choose by using a mouse or by pressing your finger on the screen.

One of the best things about apps are that they are easy to use. The true beauty of the apps, however lies in their variety. There are hundreds of thousands of apps, but you don't have to use them all. You can choose only the ones you want. A computer program may be able to handle 100 different functions. Even if you only want to use one of those functions, you still have to install the entire program. Apps are different. You only install the ones you need.

However, like computer programs, apps are specific to an operating system. For example, a program that is created for the Mac will not run on a PC. An app that was created for the iPhone will not work on an Android phone. Each operating system has their own App Store or Marketplace where you can download apps. Many apps are free. Many are under $2.

Right now there is a large selection of apps for the Apple iPhone and iPad at the iTunes App Store. BlackBerry, Google (Android), Microsoft, Nokia, and Samsung all offer apps through their own app storefronts.

If you have never used a smart phone or a tablet PC that uses apps, you will be amazed by the sheer number and variety of apps. Apple has over 300,000 apps in their App Store. Google has more than 200,000 in their marketplace.

Because of the wide variety of apps, it is difficult to talk about them all, but let me give you a quick idea of what an app can do. Using an app, you can express your artist abilities, play the piano, or visit with your Facebook friends. You can turn your phone into a level to get that picture straight, or turn it into a light saber and become a savior of the universe. There are apps to let you play games, find recipes, read news, get stock quotes, follow sports, shop, and compare prices. There are apps that help you relax, time the seeping of your tea, identify any song, tune your guitar, and even match the color of any object to a paint color.

Yes, there is an app that will help you do almost anything. And people are using these apps in numbers that seem almost unimaginable. The Apple app store opened on July 10, 2008 and they have already had over 10,000,000,000 downloads. The wild popularity of apps will entrench that word in the technical dictionaries for many years to come. ❑

PDF woes; and a cleanup tool

kills two PCs!

By Fred Langa

One reader-submitted email asks for the fastest, easiest way to print or save-as-PDF only limited portions of AskWoody Plus — or any other email or web page!
The second details a reader's first-hand experience with the destructive power of a too heavy-duty PC maintenance tool.

Subscriber Deany Meinke is looking for an easy way to save just selected portions of each AskWoody newsletter. It's a question that crops up fairly frequently, especially as people migrate to new Windows versions and new apps with unfamiliar options.

▪

▪ "Fred: I find it difficult to copy individual AskWoody articles from within the newsletter. Is there a way to print or save-as-PDF only the topics I want to keep?"

Sure! The tool you need is probably right at hand but buried in the Print menus.

The exact details vary with your software, but the general idea is this: You click-drag to select only the text and graphics you want to print or save-as-PDF; then engage your browser's or email's "print or save only what I've just selected" function. It's often formally called Selection only and is usually found under a More settings or Advanced settings option in the print menus.

Here's how it works in current Chrome, Gmail, and Edge; almost all other major browsers and email clients have very similar functions and features that work in nearly identical manners.

In Chrome (and Gmail)

Open the email or webpage you want.

Select/highlight the item you want; e.g., click-drag the cursor through just the material you want to print — text, graphics, everything. Figure One shows a click-drag selection of just the text and foreground graphics of one article on an AskWoody webpage — note that the entire page has not been selected.
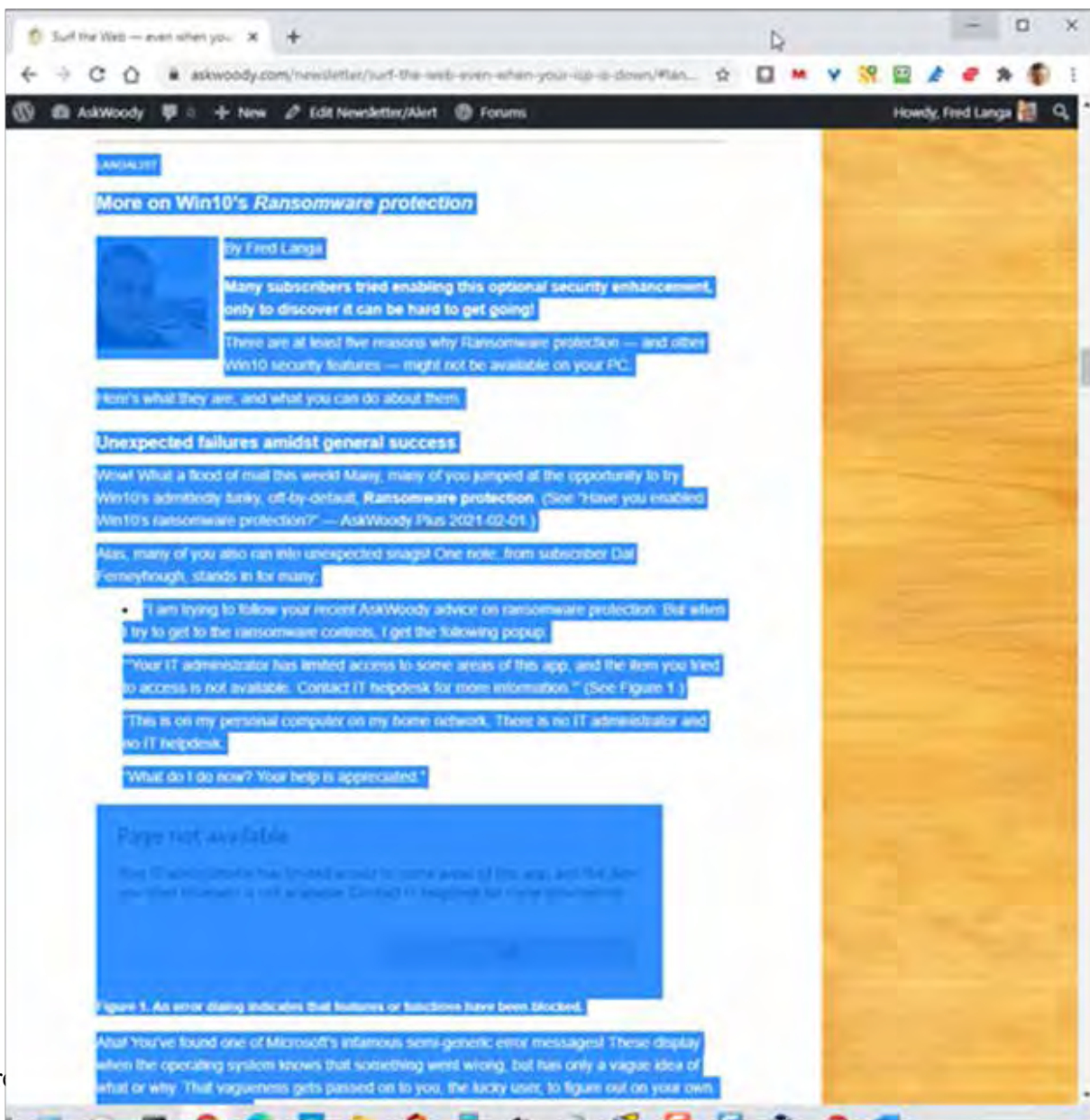
Figure

Now open the Print menu (accessed via the three-dot Settings icon in the upper-right corner) or by pressing Ctrl-P.

Chrome doesn't yet know that you want only selected text and graphics, so when the Print menu opens, it'll still assume that you want to print the entire page/email/document. The built-in print preview will probably show just that — with everything ready to print, rather than just the item you want. That's OK.

A few clicks will get Chrome focused on just your selection. Working down the Print menu, select Save as PDF, All pages, and — generally for emails and webpages — Portrait (vertical) orientation.

Here's the semi-hidden part: Click to open More settings to reveal several additional options, including

PDF Woes................from page 23

the ones you're after. (Figure 2)
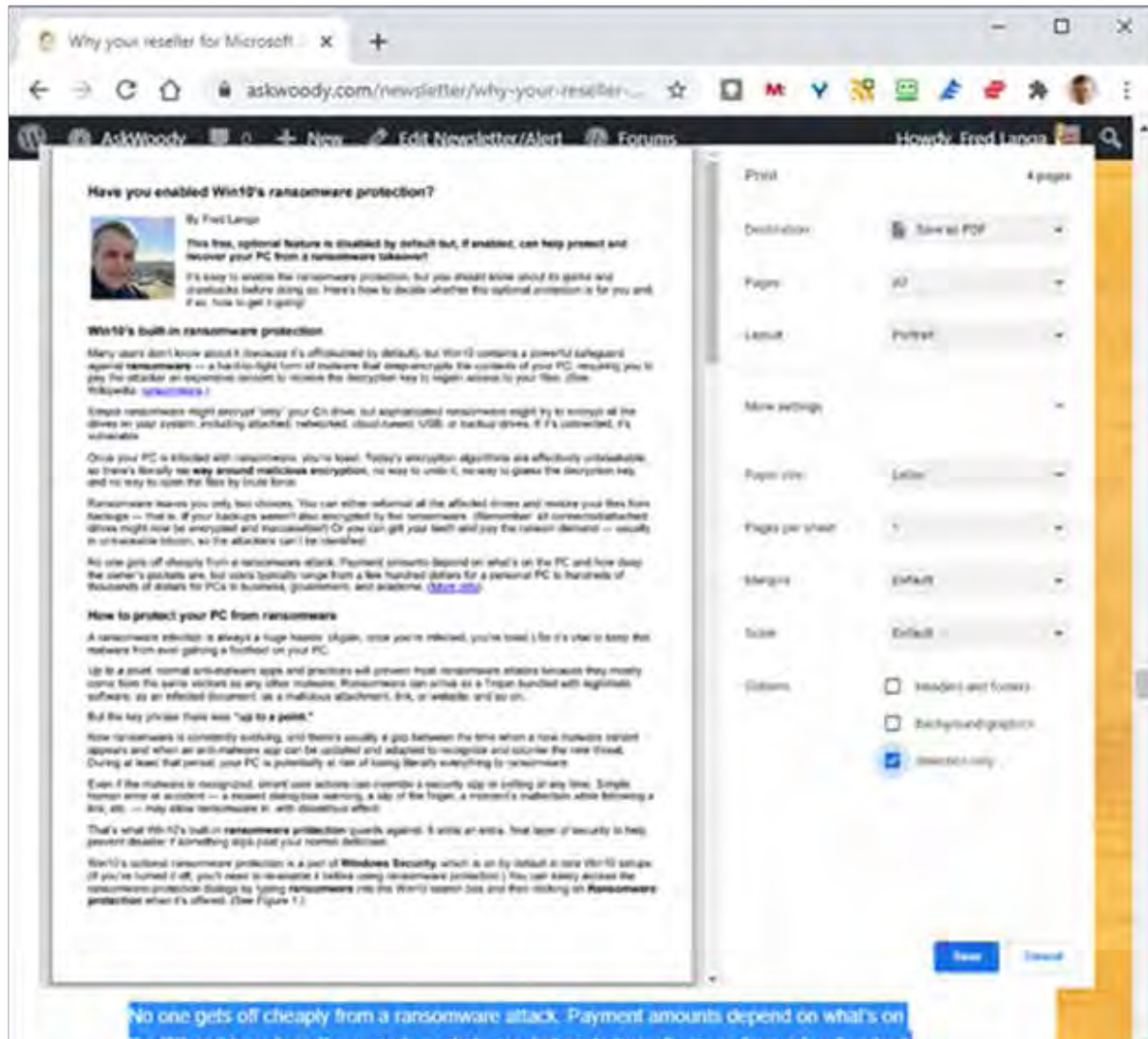
Figure 2. Chrome's Print / More settings contains the adjustments you need.
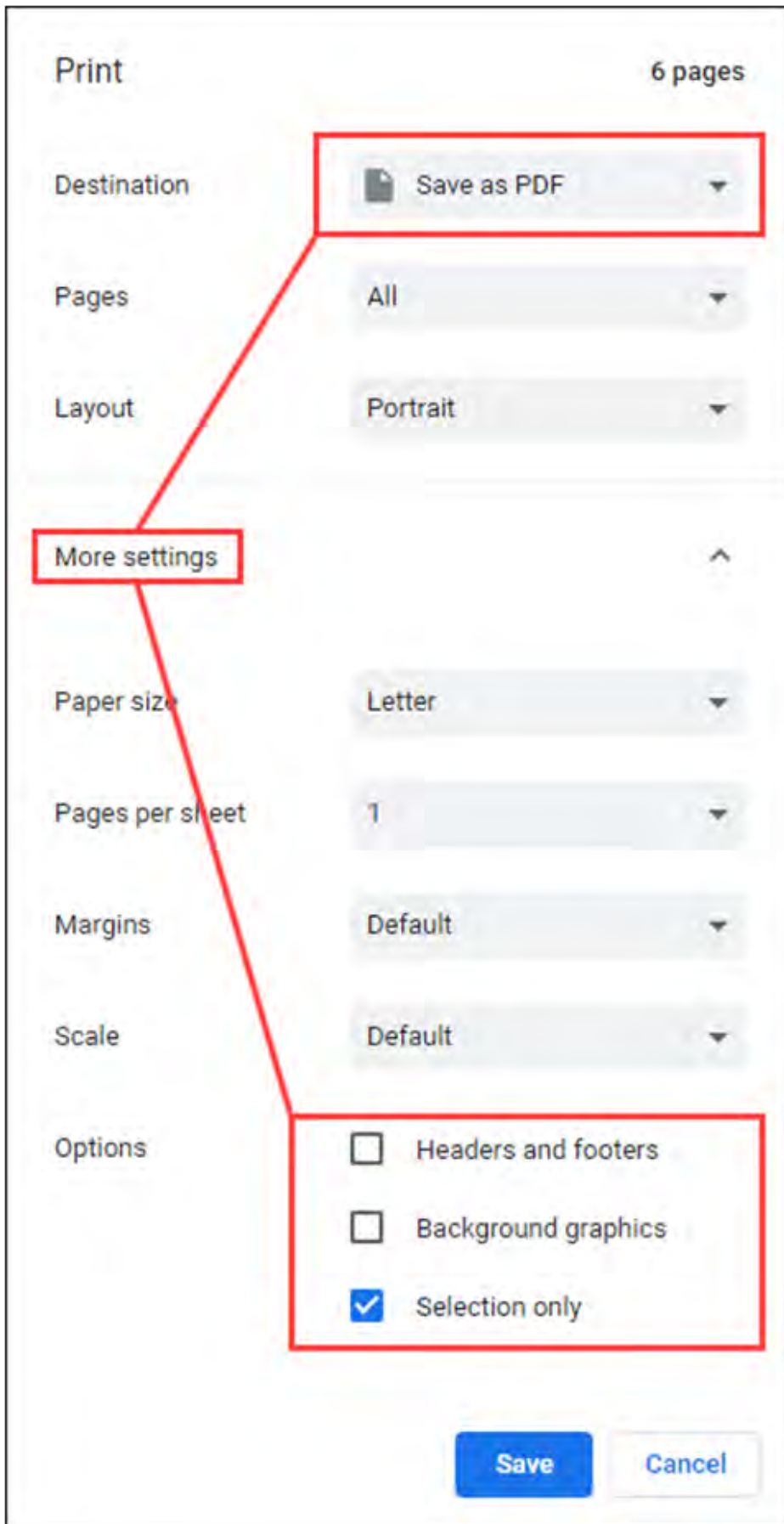
Figure 3

These Chrome Save as PDF settings let you save a clean, isolated

selection of just about any email or webpage.

Under More settings,

deselect

 (uncheck) Headers and footers to in-dicate that you don't want to automatically include any page number, indexing, URL, titling, or other such elements from the page.

Next, deselect (uncheck) Background graphics to tell the print function to similarly ignore any background colors/ images in the selection you're printing. (Note: This does not affect the inclusion of any foreground or in-line images you've specifically click-drag-selected. Only background graphics are affected.)

Finally, and most important, select (check) Selection only to indicate that you want to save-as-PDF only the items you specifically click-drag-selected and nothing else.

When you're ready, click Save. A new window will open, in which you can specify a name and destination for the PDF file you're about to create. Click Save again, and you're done — with a squeaky-clean, uncluttered PDF of just the items you selected!

In Microsoft Edge

Selective printing and PDF-saving is very, very similar in Edge (and in most other browsers and email clients). Start by opening the item or page you're looking for, then click-drag to select the text and graphics you wish to print or save-as-PDF.

Open the Print menu, accessed via the Settings menu in the upper-right corner or by pressing Ctrl-P. Edge offers more printing choices than Chrome, but the basics are the same. For the task at hand — printing just a selection from a webpage or email — select Microsoft Print to PDF as the Printer; then, under the More Settings link, deselect (uncheck) Headers and Footers and Background graphics; then select (check) Selection only. (Figure 4)
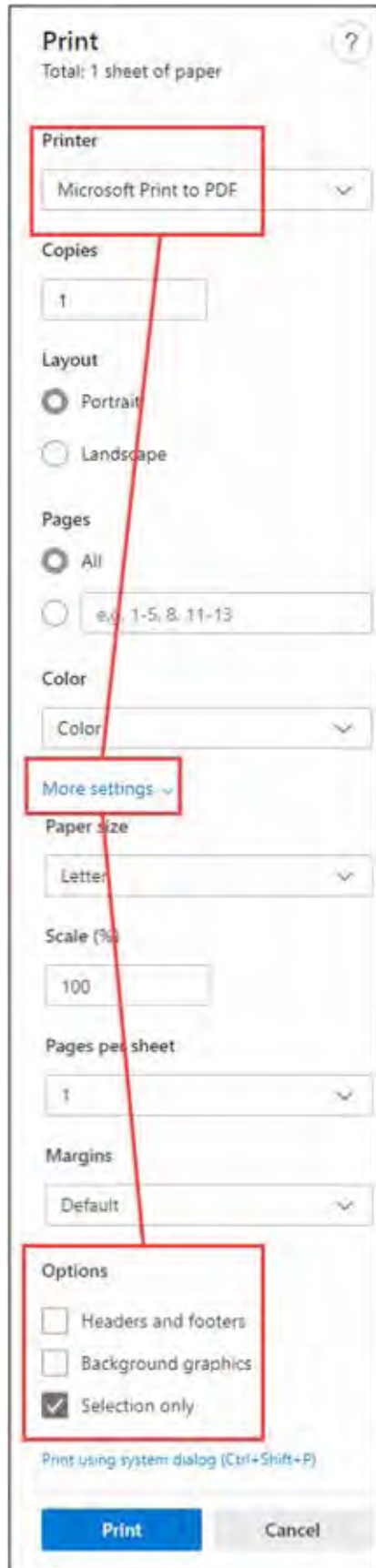
Figure 4. Edge's print settings are a little different from Chrome's, but the 'Selection only' concepts are exactly the same.

There are other, less direct ways of printing limited sections of files, documents, or images, too. For example, you can copy-and-paste into a good word processor and then use the word processor's print-to-PDF function to save the file where you want it. There are also many, many free and paid PDF apps that can help.

But those involve extra steps and software. Generally, all the major browsers and email clients let you print or save specific selections and portions of whatever they're displaying, with no extra tools or add-ons needed: Just remember to first make a click-drag selection of exactly what you want to print (or save-as-PDF); then choose Selection only (or words to that effect) from the print menus.

Heavy-duty PC cleanup tool trashes two PCs!

AskWoody member Gordon L. Insley tested a heavy-duty PC cleanup tool — with sadly predictable results!

☐   "Hi, Fred!

"First of all, congratulations on "Why does Windows still generate registry junk?" (AskWoody Plus 2020-11-16), a subject dear to a lot of fellow Loungers' hearts.

"I thought you might be interested in my very recent experience of Jv16 PowerTools 2020.

"You are on the button with your assessment that Jv16 PowerTools is an aggressive tool (overly so, I reckon).

"I believe this product recently has seen a complete rewrite. Having previously used the free version 'Jv16 PowerTools Light 2013'

some years back, I thought I would give the latest 2020 rendition a whirl (it was available for 30-day free trial as a fully functional system) before restricting its activities to analyze-only and pestering me to buy it.

"Having first done full-clone system backups to external HDDs (using the free version of MiniTool Partition Wizard v11.0), I tried the latest Jv16 on two of my Windows systems.

"And what a mistake that was: Jv16 borked them both.

"System 'A': Microsoft Outlook rendered inoperable, repetitive 'Outlook is not responding' message.

"System 'B': Following a low-grade cleanup of the system, the machine was incapable of rebooting on a system restart.

"Both incidents were non-recoverable — and thank goodness for the backups!

"Needless to say, Jv16 is now in the bin. Not to be recommended, at least not from my experience.

"Having used CCleaner satisfactorily since inception, like your good self I have confidence in its safe, non-destructive qualities.

"Thank you for your excellent contribution(s) to AskWoody."

Two systems borked? That's awful! (But good on you for having made full backups first. You're clearly an experienced PC user!)

Heavy-duty tools like Jv16 PowerTools may still have their place in limited kinds of focused, major, PC repair and recovery, but I truly believe they're overkill for routine PC housekeeping and junk removal.

Why use a nuke when you only need a flyswatter?

Thanks, Gordon. You took one for the team, so we don't have to! ❏

The technician set up my laptop, now what do I do?"

By Gregory West, Member of the Computer Operators of Marysville and Port Huron, MI, and Sarnia Computer User Group, Canada

http://gregorywest.wordpress.com/
prospector16 (at) gmail.com

Ah, the wonderment of getting a new computer. No more having to watch others show off their computer skills as they demonstrate their new digital slide show, or listen about how they talk

with relatives across three oceans for hours at no cost. With your new computer you are ready to join the online communities around the globe.

Three gigabytes of random access memory, 500 gigs of hard drive, a one year subscription to some antivirus / malware protection software utility and you are "good to go," says the clerk in the computer store.

"But does it come with a manual," you ask?

"The manual is in the OS software," the clerk says as he gets you to sign his copy of the credit card slip. "Have a nice day," he hollers as you lug the computer through the doors towards home.

"Ya right," you mutter under your breath

So many choices, too many decisions, but at least you finally got it home. Once you open the lid and go to turn on the new computer you realize that you have no idea what you are doing. In fact, you don't know a gigabyte from a Tyrannosaurus Rex, and you couldn't care less. All you want is to go on the Internet and check your email, surf some websites and maybe learn how to get those 265 photos from your digital camera.

"So now what," you say aloud to yourself? "Where do I begin," you ask your dog in desperation as she gives you that puzzled look.

There is an easy way to learn the various computer functions you need to catch up with your computer geek of a neighbour. First, you can take a formal course at your local college. These courses usually range from beginner to advanced. You can also take online courses (courses offered over the Internet), but this takes a special skill, as many people are not used to working alone and need to get out into a classroom set up with real humans. You can also join a local computer group. Here you will find people with similar interests who provide various seminars on tech-related issues.

I have been on a computer since 1972 where an IBM System/360 Operating System was the popular system in data processing centers. Over the years I have received computer training from all methods mentioned about. In fact, today I am taking two computer courses from books that came with DVD training programs

However, if you simply need to know one certain function on the computer, learn a software program, or how to troubleshoot a problem in your computer, I suggest Google's YouTube videos. Computer instructors, tech companies, libraries, schools and many knowledgable individuals upload training videos to YouTube. Here you not only get free training, but targeted training. For instance, if you need to know how to install a USB flash drive in Windows 7, you simply go to youtube.com on the Internet and there will be many videos to help you through this process.

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Brevard Users Group Secretary's Report

By Bill Middleton

One Senior Place Meeting - Monday, Feb. 1, 2021

The Covid is still raging - a month of over 200 cases a day in Brevard. Vaccine shortages. Frustrating websites to try for an appointment. New and interesting versions of Covid -19. Well, there›s still some space in the Hospital.... How about we make our monthly DD about a diversion from all that? Music? Music's good. Music on Computers - fantastic availability. But then there's the quality of all that availability... Remember "High Fidelity"? Let's Discuss and then we'll have a Q&A with Chuck. And Dave will explain Game$top and other matters Financial. Bring your mask to one of the safest meeting venues around and share...

\Technician...........from page 29

One tip for searching within YouTube for help, try using the term: "tutorials" with your search. Sometimes this will give you a full training course on the particular subject you are interested in learning. I use YouTube all the time when I need help with a particular computer program. But it doesn't stop there either. I wanted to learn how to winterize my RV and save the hundred dollar fee, so I searched for videos on YouTube and have winterized my own trailer ever since for only the cost of antifreeze

Gregory West is a Mac Instructor for Lambton College. He is also Webmaster at Central United Church, the home of Sarnia's new Community Computer Training Centre at: http://goo.gl/76H15. This is free and open to the public as a community service. Learn at your own speed.   ❑

Glue-Toting Crooks Launch ATM Scam

This week, we have a Snippets issue for you, covering a new type of ATM scam, a resurgence of bogus "robo calls" and a mortgage transfer con trick.

In the ATM scam, thieves use a cunning new trick based on old technology -- glue! -- to fool and rob their unsuspecting victims.

They stick down a number of keys, halting the transaction after users have inserted their cards and keyed in their PIN numbers.

Then, while the victim goes to report that the machine has jammed, the crook sneaks up and completes the transaction by using the ATM's touchscreen.

It works because the scammers glue down the "Enter," "Cancel"and "Clear" buttons, which aren't needed until after entering the PIN, and most people don't realize that the machine can be operated by touching the screen (though not all have this feature).

At the time of writing, this new ATM scam has

Bug Club Treasurers Report
By Loretta Mills , Treasurer

Checking Account	July 1, 2019
Beginning Balance	$ 1052.36
Ending Balance	$ 1052.36
Saving Account Balance	$ 1087 65
Combined Balances	$ 2140.00

happened only in California but it's probably just a matter of time before it pops up elsewhere.

And although the incidents are a first for the US, it's not the first time glue has been used for ATM theft.

In 2010, a man was arrested in New Delhi after allegedly gluing down ATM keys, then releasing them with a screwdriver when the victim went to report the problem.

So, be aware that not only machines with touch screens are vulnerable to this type of ATM theft.

Action: If keys appear to be jammed after you've inserted your card, check to see if the machine has the touch screen feature and use that to complete your transaction, and then report it.

Whether it has a touch screen or not, if you have a cell phone, call your bank while remaining by the machine.

If you don't have a phone, borrow someone else's. Alternatively, ask someone you trust or stop a random passerby don't necessarily trust the person behind you in line!) and ask them to go into the bank for help.

If you're not near the bank -- say in a convenience store --it's even more important you contact the bank to cancel your card and any transaction before you leave the machine.

Then, even if the crook does manage to get some money, your bank will likely cover you for the loss.❑

Calendar of Events

Club Meeting, 2 PM   February 18
Auditorium, Merritt Island Library

February 28, 2021 - Deadline for Journal Input

Going North for the summer
or coming back?
Don't miss a single issue of your

Space Coast PC Journal

If your email address will be different

Please give us the correct email

For your temporary location

Reminder
We need your e-mail addresses!
We'd like to keep in touch with you,
especially if there is a last minute
change in venue for the club meeting.
Please send e-mail addresses and changes to
Linda Glassburn glassburn@earthlink.net

Are you having problems with your
hardware or software?
Did you find the solution yourself?

How about sharing that information with your
fellow club members? Sit down for a few minutes
open up that word processor and put your ideas
to paper. Aside from the value to the members,
you'll get your name in print!

Don't worry about the details, we'll
edit it for the best appearance and
presentation.

Presentations Schedule

Bring Some Friends or Neighbors

**Beginners or Advanced
Bring Your Questions
Get Technical Help
Share Your Knowledge**

at Your SCPCUG

Learning Center

**Open 1st, 3rd, 5th Saturdays,
12 to 3:30 p.m.
Merritt Island Library
Conference Room**

Please restrict your visits to these times.

Bring your hardware or software problems,
We'll do all we can to help.

If you bring a desktop computer please bring the keyboard, mouse, and power cord

Call Ron Ingraham, 321-777-2578, for more information.

The
***Space Coast PC Users Group
Journal***

is produced using

Adobe InDesign CS3

All SCPCUG club members are entitled to receive the electronic version of the Journal in pdf format. You'll need Adobe's widely available Acrobat Reader X.X (free) to view the eJournal.

Contact Ron Ingraham
ringram28@cfl,rr,com to get on the eJournal mailing list

Space Coast PC Users Group is proud to be a Charter

The Space Coast PC Users Group's

Computer Doctors

Make   House Calls

Free **to**
SCPCUG Members!

Dan Douglas, **owner of**
DataDan Computer Services,
will accept phone requests
for computer assistance
(321) 301-1075
After a phone call, a house call may be
made within 5 miles of Merritt Island

Free Remote Support
For those using Windows 10
Quick Assist

The above member will help you with *a particular* computer glitch on your personal (not business) computer. In some cases, he may even make a house call. But, please do not expect him to install your computer nor teach you how to use it. If you have continuing problems or need additional help, please take a class, or check the ads in the *Journal* and hire a consultant, etc.

Computers 4 Kids

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Computers, Keyboards, Mice

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for

Building PC Systems

complete with software

for

Needy School Children

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Space Coast PC Users Group, Inc.
MEMBERSHIP APPLICATION

Membership Dues
$25.00 [ ] Check [ ] Cash

Check No. _____

NAME _____ [   ] New [ ] Renewal

ADDRESS _____ Date _____

CITY _____ STATE _____ ZIP _____

Home Phone _____ Work Phone (Optional) _____

E-mail _____

Would you like to attend: a class for BEGINNERS?   [ ]
                            an ADVANCED DOS class?   [ ]
                            a WINDOWS class?   [ ]
                            an ADVANCED WINDOWS class?   [ ]
What other topics would you like covered in a class? _____

Do you have expertise that you would like to share? Please describe.
_____ ☐

Would you be willing to be listed in the Helpline of the *Journal*?
If so, what subject? _____ Calling hours: _____
Phone _____ E-mail _____

Would you like to help the Club in the following areas?
 Resource Center Staff _____   Journal Staff _____
 Computer Doctor _____   Room Setup _____   Teach Class _____
 Other _____

What topics would you like to see for monthly programs?

What can the SCPCUG do to help you and others?

If you were told about the SCPCUG by a club member, write that
member's name here _____

Make check payable to: Space Coast PC Users Group
Mail to: SCPCUG , 801 Del Rio Way, #304, Merritt Island, Fl 32953

SPACE COAST PC USERS GROUP, INC.
801 Del Rio Way, #304,
Merritt Island, Fl , 32953

STATEMENT OF PURPOSE

The Space Coast PC Users Group is an independent, not for profit, computer group open to anyone interested in computers. It is not affiliated with any business. Our purpose is to serve as an educational, scientific, and literary organization designed to enhance computer literacy.

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Initial Membership $25 . Annual Dues have Been Suspended

BENEFITS: Members get the monthly *Journal*. In addition, <u>only</u> members can:
· copy from the Shareware library
· participate in meeting drawings
attend special seminars/workshops
talk to one of our computer 'doctors'
· use the Helplines

NEXT MEETING
February 18

Merritt Island Library Auditorium   1185 North Courtenay Parkway, Merritt Island, FL

To get to Auditorium after entering the front door, go to the seccond door on the left.

Guests are always welcome at the Space Coast PC Users Group meeting.