

August 2015

Published by the Plateau PC Users Group, Inc. P.O. Box 3787, Crossville TN 38557-3787 www.PPCUGinc.com August 2015

“JOIN US FOR FUN AND LEARNING AT CROSSVILLE’S COMPUTER CLUB”

Volume 21, Issue 8

This Month’s Meetings

Photo Editing Workshop
Thursday, August 13 at 1:00 P.M.
At FFG Library Bldg.

General Meeting
Monday, August 17 at 6:00 P.M.
At 127 S. Senior Center

Plateau Photography Club
Thursday, August 20 at 1:00 P.M.
At FFG Library Bldg.



August Program Topic

"What/Why/How" of Microsoft Power Point

Member, Alan Baker, will provide the "What/Why/How" of Microsoft Power Point, the 4th topic in that series.

In this presentation, he will expand on each of these topics, utilizing a Power Point presentation and a "live" demonstration of the user interface. He will also share several Power Point projects that he has created and also demonstrate a few non-traditional uses for Power Point. If you don't have this software, there are similar programs available for "free".

By understanding what Power Point software is and what it can do, you can make the decision to explore it further or just "pass" on it.

Plan on joining us this month for this interesting presentation.

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“FREE” Table

We have set up a table at our member meetings to share our “extra” goodies with other club members.

If you have something to give away, bring it in and put it on the FREE table. It’s first come, first served. If you see something you want, help yourself.

Guest fees

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged \$3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group, and the guest fee will be applied towards your membership dues. A significant portion of our dues goes toward a college scholarship for local high school seniors. Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st of each year. Annual dues are \$24 per single person / \$30 per family starting July 1, 2014 .with partial years dues as follows:

Join Date	July1,2015	Oct 1, 2015	Jan 1, 2016	Apr 1, 2016
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

Student memberships (21 and under) are \$10 annually. Corporate memberships are \$30 a year for the first two memberships and \$10 a year for each additional membership from the same company. Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

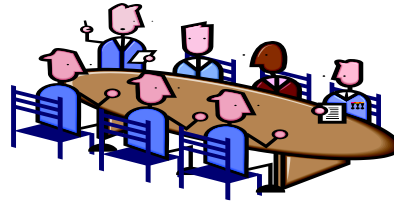
All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The GAZETTE is the monthly newsletter of the Plateau PC Users Group. Material in the GAZETTE may be freely used in other user group newsletters if credit is given the author and the PPCUG GAZETTE.

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Plateau Photography Club	Jim Mansfield	(931) 484-6920

Up Coming September 2015 Meeting

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on September 21 at **6:00 P.M.**
at 127 S. Senior Center

Classes

Please send ideas for new classes to Alan Baker
(ambaker@citlink.net)

Cool Tips & Sites

Search Control Panel

Navigating the Control Panel has never been the easiest of processes, however Windows 7 has tried to improve the situation by equipping the Control Panel window with its own search box. And, just as you might think, if you enter part of an applet name - "Display", say - then matching applets will be listed right away.

You don't have to be quite so specific about what you type, though, because Search generally does a very good job of figuring out what's relevant. Entering "hacker" displays the Firewall applet, for instance, while typing "virus" provides a link to Windows Defender. It's all very helpful, but keep in mind that you don't have to launch Control Panel to get these results: simply type your key words into the Start Menu search box and the same links will appear.

PPCUG ISP

We wish to thank the following for providing
ISP connections:

Frontier for DSL at the :
127 Senior Center, Crossville, TN

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Clubs

A photo editing workshop is held at 1:00 PM at the Fairfield Glade Library Bldg. on the second Thursday of each month. Members meet to discuss & demonstrate various editing software programs available to enhance their photographs. The SIG leader is Ed Thornblade.

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

The Photo Club/SIG website

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the
Webmaster, Alan Baker
Webmaster@ppcuginc.com (931) 788-2201

General Meeting Minutes July 20, 2015

Microsoft Excel Program, Presenter John Krueger

The Question and Answer portion of this meeting was called to order by Alan Baker at 1805 with Alan and Carl Nordeen fielding questions from members and guests.

The first questioner asked about a message she saw during or after startup saying it was time to do a backup (or something to that affect). Why was she seeing this message? No definite answer was evident with the information supplied but it could be that the Windows backup scheduling function had been asked to provide a prompt if a scheduled backup was programmed to a device that was not available to the computer at that time.

A second question asked about popups on taskbar from IOLO saying there was a problem. IOLO is a Tune-up PC software program which when Googled show widely differing customer reviews, some good some not so much. Carl's recommendation was to use the RevoUninstaller program (free download) to uninstall IOLO.

Programs such as RevoUninstaller, AdwCleaner, JRT Junkware Removal Tool, SUPERAntiSpyware, Malwarebytes Anti-Malware and CCleaner, are all programs recommended by Carl and Alan to keep your computer protected from as one of them is prone to say, "nasties". These programs all have free versions available for home users easily downloaded from sites such as Filehippo.com, bleepingcomputer.com, MajorGeeks.Com or Piriform.com. The normal cautions should be observed during downloads from all sites to stay alert for questions or items checked or in some cases not checked which give permission to include add-ons which are undesirable such as "Ask.com toolbar and search engine". Many experts consider "Ask" to be malware.

Another recommended free program is Web of Trust (MyWot.com) which provides user feedback derived ratings for the trustworthiness of web sites.

One question had to do with not being able to "see" folders that should be on a drive. The answer is that some files are normally hidden but can be made visible by going to the control panel, folder option, and insuring that the box is checked appropriately to either show or hide hidden folders

One person complained that their display screen was not bright enough. A visit to control panel, display options will provide an ability to make changes to the display settings. Alan also pointed out that the problem may be as simple as changing the angle of viewing the screen since the apparent brightness is significantly affected by viewing angle.

Why do I have an "address window" on my taskbar? How do I get rid of it? Answer: Right click on the taskbar and deselect the "address" toolbar.

After a short break, President Steve Rosenstein opened the business and program portion of the meeting with a reminder that as of July 1st, the Plateau PC Users Group has begun a new fiscal year and therefore annual membership dues are due to be paid. Current membership was stated as 83. Members are urged to submit payments at this meeting or by mail ASAP. Details can be found on the club website www.PPCUGinc.com

Microsoft Excel presented by John Krueger, club treasurer, was described as a very versatile spreadsheet program primarily unchanged from previous versions in concept and with some exceptions in appearance and use. John then proceeded to build a spreadsheet workbook demonstration document called "Dog

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bread.xls”. The title itself illustrates one of the problems to watch for when depending on spell check to catch your mistakes. The fictitious dog breeder in question is constructing the spreadsheet to track his business inventory, costs, sales and profits. Through the use of tables, charts, formulas, formatting, sorting and numerous other features of the Excel program, John demonstrated some of the capabilities but certainly not all of this wonderful program.

To get the most out of this presentation John has provided the demonstration file used in his presentation for inclusion on the club website. It is very informative and allows those interested in learning more to download the file to your computer and use the file as a tutorial to experiment, modify or just have some fun with the challenge. I would recommend saving a copy of the original and then playing with a copy for your own usage. This will allow trial and error without losing the ability to go back and try again.

The file contains a number of pages beginning with lists of items to cover followed by several pages as the document is compiled the longer you spend with it the more it will inform.

I myself struggled with excel in my professional life since I was forced to use it by corporate necessity to do budgeting for my department. Since I was at a remote site, tech support consisted of repair and replacement but not operational training. My job would have been far simpler had I known the shortcuts and proper use of this tool. I made it work through ignorance not knowledge. If only I had known how great it was.

Submitted by;

Dick Del Frate
Secretary

Tips in Microsoft Office 2007

View Documents as Drafts

One thing that annoys us about Word 2007 is that it doesn't automatically let you open a document in Draft view (which was the Normal view in earlier versions of Word). To enable this, click the Office button > Word Options > Advanced > General. Then click the box next to "Allow opening a document in Draft View."

Display Formatting Marks

Some people can live without Word's marks for spaces and paragraphs, but for those Word 2007 users who can't, go to the Office button > Word Options > Display. Then, under "Always show these formatting marks on the screen," check the box for spaces, paragraph marks, and more.

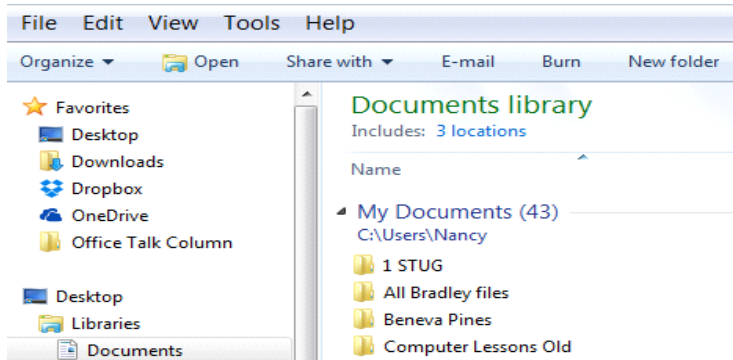
Check Your Style

First, Word could check your spelling, and then your grammar; now it can even critique your writing style. If you're concerned about things like wordiness and improper use of the passive voice, have Word 2007 check for them. Click the Office button > Word Options > Proofing. Under Writing Style, select Grammar & Style from the dropdown. If there are particular areas you don't Word to scrutinize, click the adjacent Settings button and then uncheck the appropriate boxes.

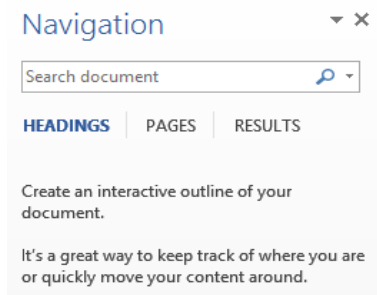
Get Around Quickly in Word Documents

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL
March 2015 issue, Sarasota Technology Monitor
www.thestug.org
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Do you write multipage documents or ones based on an outline? Do you save them from other sources? If so, you should get familiar with a helpful feature that was introduced with Office 2010 and refined in Office 2013 - the Navigation Pane. This tool helps you move quickly from one part of a document to another, reorganize sections without cutting and pasting, and find nearly anything in the document.



This sort of navigation is not new. Windows Vista, 7, and 8 users are familiar with the Navigation pane that sits on the left edge of the Explorer window (shown), giving easy access to anywhere on the computer with one click – Favorites, Desktop, Libraries, etc. This concept is now part of many Office applications. In Word 2013, it offers all kinds of assistance with multipage documents.



To view this feature in Word 2010, either click the View tab on the ribbon and check Navigation Pane or press Ctrl + F on the keyboard. In Word 2013, you can also click the page count on the left end of the status bar along the bottom of the window. The Navigation Pane appears in the area left of the document window, displaying a Search box above three tabs.

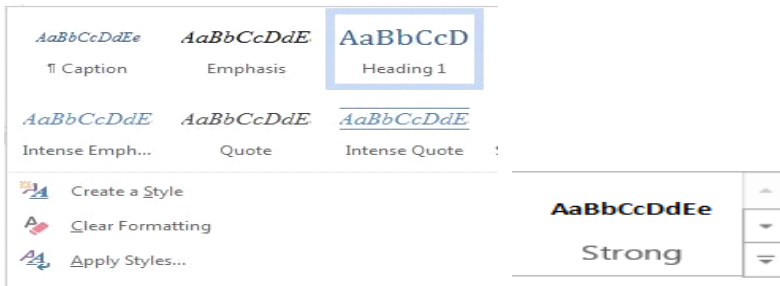
Let's explore the tabs:

The **Headings** tab (Figure 2) lets you move around quickly in a document which contains headings. To use the time-saving Headings feature, you must have applied one of the Word Heading styles to the headings in the document. The Styles Gallery is found on Word's Home tab. To apply a style, an easy way is to use Format Painter (Home tab – Clipboard group). Select the first heading in the document and click the Heading

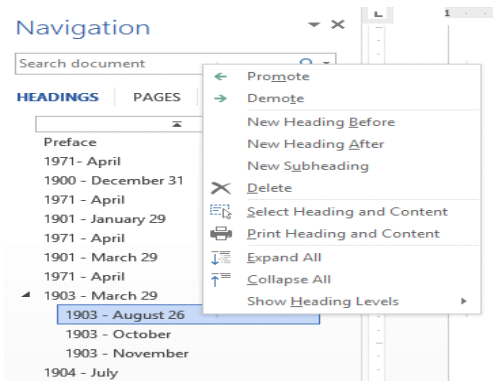
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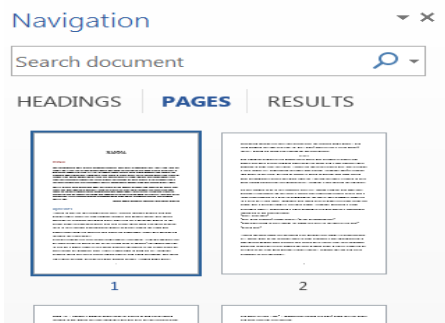
1 style. Then select that heading again, double click Format Painter, and click each succeeding heading. They will become the Heading 1 style.



If you wish, you can also create a new style for headings and save it to the gallery. To do so, click the down arrow with a line over it in the bottom right corner of the Styles gallery and choose “Create a Style.” In the dialog box, name your style and choose a font, size, color, or other options. Click Save and your new heading style will appear in the Styles gallery.



Clicking the **Headings** tab displays a list of only the document’s headings, as in Figure 4, giving you an outline of the document’s structure. Clicking a heading opens that section in the document window. You can reorganize sections by dragging a heading to a new spot; all its related text moves with it. Other actions become available if you right click a heading, as shown. You can add a section in the middle of the document, for example, by choosing “New Heading Before (or After)” or turn a heading into a sub-heading by clicking “Demote.” “Promote” reverses the move. The “Collapse all” command is used to hide sub-headings so you can work only with the main headings in the document. “Expand all” returns them to the list. Clicking the small up arrow in the center above the first heading (shown) jumps you back to the beginning of the document. Think how useful this could be for editing a 50+ page document.

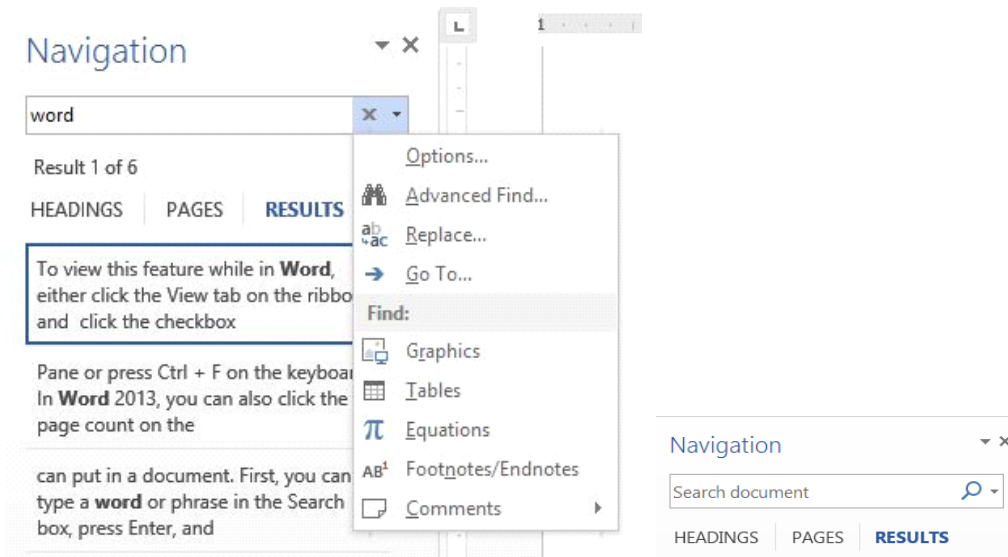


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The **Pages** tab displays numbered thumbnails of all the pages in the document, a handy way to move around a document or check page layout in a document with graphics. Selecting one of the thumbnails opens it in the document window. Scrolling through the thumbnails to find a page near the end of a long document is much quicker than scrolling through each page. But if you do scroll through the document, the Pages tab will highlight the thumbnail of the page you are viewing.

This aspect of the Navigation Pane has been part of the PowerPoint program through several versions. In Office 2013, it is found not only in Word and PowerPoint, but also in Publisher and Outlook.



The **Results** tab serves several important functions. The Search box at the top lets you find almost anything you can put in a document. When you type a word or phrase in the Search box, all instances of the word will be listed with their surrounding text, as shown in Figure 6, and also will be highlighted in the document.

To search for photos, drawings, tables, objects, equations, and footnotes, click the magnifying glass inside the Search box (Figure 7) and make your choice. To move through the search results, use the up and down arrows to the right of the Results number (hidden behind the menu in Figure 6).

The Find and Replace feature, found on the Home tab in many versions of Word, has also been conveniently included among the Navigation Pane options. To use it, click the small down arrow next to the magnifying glass in the Search box (Figure 7). Click Options to refine your word search; click Advanced Find to open the Find and Replace dialog box. As you use the Word Navigation pane, you will find it houses a wealth of helpful tools.

The Times they are A-Chargin'

By Greg Skalka, President, Under the Computer Hood User Group, CA
February 2015 issue, Drive Light
www.uchug.org
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I just want to say one word to you. Batteries.

In the 1967 movie "The Graduate", Dustin Hoffman's character was advised that plastics would be the future hot field. Today, I think the hot field to go into may be batteries. Modern technology is dominated by mobile and cordless electronics, which need batteries to supply their power. Cameras, smart phones, tablets, laptops, quadcopters, cordless tools and electric cars all depend on batteries for their primary power source. We probably don't realize, until the batteries go dead, how many of the products we use every day depend on batteries to run. That television on your wall (try using it for any length of time without a remote control), noise-canceling headphones on your head, wireless mouse in your hand, electronic safe in your closet, electronic safety light on your bike and Fitbit on your wrist all need batteries to run. So many other products, like your alarm clock, electronic thermostat and sprinkler timer, require batteries for backing up settings and timekeeping. We are awash in battery-powered products. Keeping all these batteries charged or changed presents a big challenge. And like plastics, they have the potential for harming our environment if not handled and disposed of properly.

Before we mastered electricity, our devices had to be human, animal, water or combustion-powered. Batteries actually predate the electrical grid; Alessandro Volta invented the first true battery in 1800. Early electrical innovations like the telegraph and electric lights were initially powered by batteries. It wasn't until the early 1900's that widespread commercial electrical power generation and distribution displaced batteries in most uses for electricity. Now with our thirst for mobile electronic devices and need for better energy storage, batteries are making a big comeback.

Battery technology has changed and improved over the years. Volta's zinc-copper voltaic pile has spawned zinc-carbon and alkaline single-use battery technologies, as well as many rechargeable battery types. New materials have increased the energy density and battery lifetimes for rechargeable. Nickel-cadmium (NiCd), nickel-metal hydride (NiMH), lithium, lithium ion (Li-ion) and lithium ion polymer batteries have allowed our portable devices to shrink in size and increase in capabilities. Batteries now come in many shapes and sizes, from tiny watch batteries to huge electric car battery packs. The standard AAA, AA, C, D and 9V cells have been supplemented with a multitude of custom sizes to suit new product applications, from large, high-capacity removable laptop batteries to super-thin, non-removable smart phone batteries.

Battery charging has become an important part of the life of every technology user. How long it takes dictates the time you and your cell phone must remain tethered to a wall outlet and determines when you may continue your electric car road trip. Higher capacity and the ability to swap batteries can help users, but eventually everyone must recharge. The most popular place in the airport terminal has become the seating next to the wall outlets. Unfortunately, every new electronic device adds another charging cable to your collection. The 5V USB socket has become the new charging standard for many devices.

New upscale homes come with USB charging sockets built into the kitchen outlets; plug-in versions, like the Vivitar Home Charging Station, are also available.

No battery lasts forever. After many charge and discharge cycles, every rechargeable battery begins to lose its ability to hold a charge. Eventually it can hold so little energy that it is useless and must be replaced. For

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many products, battery replacement is very easy. Laptops and digital cameras have batteries that are easy to remove, and replacements are usually easy to find on the Internet. For other devices like tablets, smart phones and

electric razors, changing the battery is much more difficult. Opening the device to get to the battery may be difficult and require special tools, and the battery is sometimes soldered in. Special knowledge is usually required to open the device without damaging it. Sometimes the product can continue to be operated by using it with power cord (like my electric razor), or with an external battery (like my wife's iPhone with a Patriot Memory Fuel+ portable charger). Eventually it may get to the point where either the battery or the device must be replaced.

Fortunately, the Internet comes to the rescue again, not only to help locate a replacement battery, but also to provide the knowledge required to make the change. Lots of step by step instructions and how-to videos are available on YouTube and other sites to help disassemble almost any battery-powered device. Replacing the battery saves the consumer money, avoiding the purchase of a new product, while continued use of the device keeps it out of our landfills.

I recently had the batteries in two of my electronic devices go bad, requiring a change to continue using them. By doing some research on the web and spending around \$20 total on replacement batteries, I gave new life to these items while postponing having to spend the approximately \$120 in total to replace them.

An uninterruptible power supply, or UPS, is an almost essential accessory for a desktop computer. While a laptop's data is protected by a charged battery should line power fail while running with the ac adapter, you can lose data and risk hard drive corruption if a blackout occurs when using a desktop computer. A UPS contains a battery which is charged off the wall output and allows the computer and anything else plugged into it to run for a time if the ac is interrupted. The UPS typically monitors the battery's health and emits a loud tone when the battery is failing.

My desktop computer's UPS recently sounded its battery's death-call, so I shut it down and plugged the computer into a power so I could still run it while working on the UPS. I'd changed the battery before, and planned ahead by placing a label with the battery part number on the outside of the case. I found a replacement battery on Amazon for \$12; a new UPS of this capacity would cost \$40 to \$50. Once I'd received the new battery, I removed a couple screws on the back to release the cover and reveal the battery. The battery is connectorized, so changing it is easy, as long as you observe the polarity of the battery connections. Once it was reassembled, it worked as good as new.

My second battery change was a bit more difficult. My Braun Oral-B electric toothbrush had been having charging difficulties for quite some time. The internal battery had developed a memory from going through repeated short charge-discharge cycles, and no longer held much of a charge. Fully discharging it and recharging helped for a time, but it was finally getting to the point where it was essentially unusable. Since it charges inductively from its wall unit, there was no way to use it in a "corded" manner.

I searched the web and found www.fixit1stop.com had a repair video for my toothbrush. It showed how to disassemble the toothbrush and change the battery. This was considerably more involved than the UPS. The case had to be opened to expose the plastic frame containing the motor, circuit board, battery and inductive charging coil. The NiCd battery was soldered to the internal circuit board. Fortunately, I am an electrical engineer and have the skills and tools to perform the transplant. For those that don't, this web site not only sells replacement batteries (\$10 for my model's) but also provides a repair service (\$25 for mine). I couldn't find the correct battery anywhere else, so ordered it from this site. When it arrived, I performed the replacement per their web instructions and, after a night of charging, the toothbrush worked great.

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Batteries contain hazardous materials and must be recycled or disposed of properly. In many places it may be illegal to send old batteries to the landfill. Once again the Internet can provide information on battery recycling in your area. It turns out rechargeable batteries are accepted for recycling for free at many Best Buy stores, including the ones near me. They have a bin just inside the entrance, where I was able to deposit my two old batteries. There were a lot of recycling options for rechargeable batteries in San Diego, but I didn't find any place that accepted single-use batteries without a fee.

Batteries will continue to be an important part of our technology. To save money and the environment, consider changing the batteries in your electronic devices when they fail, rather than toss out the whole thing, and be sure to dispose of the old batteries properly.

The Best Virus Protection...ever

By Phil Sorrentino, Member of The Computer Club, Florida
<http://scccomputerclub.org>
Philsorr.wordpress.com
[philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)

Virus Protection isn't really a very popular topic, until you've concluded that your computer has just been infected by one of those nasty viruses. You know the symptoms: strange pop ups, abnormal operations, and/or very slow responses. It seems like computer viruses have been around for a very long time. As it turns out, computer viruses have been around longer than personal computers. Here is just a little computer virus history. The first experimental self-replicating program, called "Creeper", was written in 1971, and was intended to infect Digital Equipment Corp. (DEC) PDP-10 computers running the TENET Operating System. How's that for a bit of history trivia? Fast forward to the personal computer era, when in 1981 a virus called "Elk Cloner" was written for the then very popular Apple II personal computer. Followed, in 1983, by a very early Trojan Horse designed for the IBM PC. This virus deleted all of the files on the computer's diskette (remember 5 1/4" floppy diskettes?), cleared the screen and typed ARF – ARF. (ARF was a reference to the common "Abort, Retry, Fail" message you would get when a PC could not boot properly.) Also, in 1983, the term "virus" was coined, to describe self-replicating computer programs. And in 1984 the operation of these viruses, that of including a copy of itself, was termed "infection". And so computer viruses have been with us, infecting our computers ever since.

The term "Malware, which is short for malicious software, is currently used as an umbrella to describe any software that is used to disrupt computer operation, gather sensitive information, or gain access to private computer systems. (Malware usually does not include software that causes unintentional harm due to some design deficiency; that's just bad design.) Malware does not usually include all those programs that come along for the ride when you are downloading something of interest. These are typically termed Potentially Unwanted Programs, or PUPs. And, just for completeness, the term "spyware" refers to malware that aids in gathering information about a person or organization without their knowledge and that may send such information to another entity without the owner's consent.

So, even though we all use virus and spyware protection, most of us, maybe all of us, have been the victim of some type of infection. So, what's a person to do when all of a sudden the computer seems to be operating strangely or unusually slow? Well, as most of you know there are a few very useful tools that you can try. Tools like MalwareBytes, SuperAntiSpyware, and Panda. Sometimes they may do the job, by eliminating or

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quarantining the virus, and sometimes they just may not help at all. What happens when they don't help? I know there are some very capable computer experts out there who have toolboxes full of very capable software tools that could probably fix any type of virus infection, but those experts may not always be available when you need them. And, virus removal by an expert may be a very costly undertaking.

So, we need to have a fall back plan for this eventuality if, or rather when, our computer becomes infected and there seems to be either no easy out, or the cost is too dear. This kind of plan would truly be the best virus protection. One plan of approach is to have a recent Image of the computer System, so that it can be restored to the computer. Yes, I know this will take time, and you will have to reload anything that isn't included in the recent Image, but this will always work, no matter what type of virus is present (as long as the virus hasn't been included in the previously saved Image). Note too, this is also a good solution for a crashed disk drive, a hardware problem. This is a good solution only if you have backed up all of your valuable data, but I'm sure you regularly do this.

There are a few ways to get a System Image. The first possibility is that you may have an original Image of your system. It may be a D: partition that may be called a Rescue or Restore partition or something similar, or it may only be labeled with the manufacturer's name. Restoring this Image will bring your computer operation back to the way it was when you bought it. Unless you've had an unusual early disk drive failure or just bad luck to have become infected with a nasty virus, this Image is probably not very "recent". If the computer has been around for a while, the update process that needs to follow the restored image will probably take a good amount of time. I've restored some computers that needed 12 to 14 hours of updates to get back to current operation. So, though this operation will always work, it may be very time consuming, and take a lot of patience.

The second way of getting a System Image is to use a commercial System Imaging application to create a system image whenever your software system changes (or at least every 6 months). Most of these have a one-time cost, usually between \$40 and \$50, but it will probably be less than an hour or two of an expert's time needed to try to remove a virus. Some of these applications are Acronis True Image, Paragon Hard Disk Manager, O&O Disk Image, Active@ Disk Image, and Macrium Reflect. If you create an Image every 6 months, your latest Image will always be less than 6 months old and the time to update the restored software system should be reasonable. Always keep the last 2, 3 or 4 images, just in case something unexpected happens to one of them.

The third way of getting a System Image is to use Microsoft's "Backup and Restore" software included in Windows 7 and 8.

-In Windows 7 you can find "Create a system image" on the Backup and Restore Applet, in Control Panel. Click this and you can select a hard drive or set of DVDs as the destination for the Image. An external hard drive is the best destination, but sometimes it feels good to have a copy on DVDs also. Once the destination is selected, select the C: drive as the Image, and finally click "Start backup". Make sure you get back to the Backup and Restore screen to "Create a system repair disk", which is what you will use to boot up the system in order to restore the Image.

-In Windows 8, you will find "Create a recovery drive" on the Recovery Applet, in Control Panel. Click this and click "Yes" at the "User Account Control" window, then uncheck "Copy the recovery partition from the PC to the recovery drive", click Next, and then choose the destination drive, and finally click "create".

Creating the Image in either OS is relatively straightforward. Restoring the Image is a little more complicated, but with perseverance and maybe some advice and direction from someone who has previously done it, it will be easy enough to do, and it will become routine. Now, with an Image on an external drive, bring on the viruses.

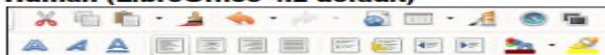
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LibreOffice 4.4

By Cal Esneault, Former President of CCCC; leader of many Open Source Workshops & SIGs
April 2015 issue, CCCC Computer News
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www.clickers.org

After Oracle acquired the rights to *OpenOffice.org*, open-source developers forked it to *LibreOffice* in 2011. Although many code improvements were made, the user interface remained fairly constant. In the recent release of the ninth major version, *LibreOffice* 4.4, however, the toolbars for the user interface were significantly rearranged and a variety of new icon themes were included. Below I compare the default "Human" theme from version 4.2 to a few of the new themes from version 4.4 (these are partial views of the Standard and Formatting toolbars from the *LibreOffice Writer* word processor). Note: themes for 4.4 included and available from the *Options* menu under *View*).

Human (LibreOffice 4.2 default)



Tango (LibreOffice 4.4 default):



Galaxy (LibreOffice 4.4 option):



Sifer (LibreOffice 4.4 option):



Oxygen (LibreOffice 4.4 option):



While *LibreOffice* has always had the capability to read/write *Microsoft Office* file formats, the cross-compatibility is not exact and usually requires some manual readjustment. One key factor is that *Microsoft* fonts are proprietary and can't be used unless you are using the Windows operating system. To minimize issues, *LibreOffice* used defaults of Liberation and Liberation Sans, fonts which corresponded well to the overall size of the MS fonts Times New Roman and Arial (default fonts for *MS Office* 1997 - 2003). Starting with *MS Office* 2007, *MS Office* switched defaults to new fonts -- Cambria and Calibri. To address its own interpretation issues, Google sponsored development of new fonts, Caladea and Carlito, that matched the footprints of the new *MS Office* fonts. Below are examples of the newer fonts for *MS Office* and *LibreOffice*.

Caladea font from LibreOffice 4.4

Cambria font from MS Office

Carlito font from LibreOffice 4.4

Calibri from MS Office

If you are running a *Linux OS*, you can make *LibreOffice* automatically replace the *MS Fonts* with the new open-source fonts (under *Options*, go to *Fonts*, and define substitution rules -- for example, Calibri → Carlito). This works well for reading the document, but have an original copy with the Microsoft font designations if you edit it and have to send it back to *MS Office* software.

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The above are just two examples of what is a very polished release of *LibreOffice*. If you need the new version and are a user of long-term support releases of an *Ubuntu* flavor or a distro based on the *Ubuntu* code base (such as *Linux Mint*), you will have to use your search engine to find the appropriate PPA archive and add it your source list for repositories. If you run *LibreOffice* under a *Windows OS*, I suggest you remove the current version of *LibreOffice*, download the new *Windows* compatible files from the *LibreOffice* site, and then do a fresh install of the suite to avoid conflicts.

Keep a computer on a surge protector or UPS

If you plug your desktop computer, laptop, tablet, or smartphone into a wall outlet consider using a surge protector instead. A surge protector can help keep your computer protected during an electrical storm and make sure that nothing is damaged if a surge travels over your power lines.

APC BE325RW Battery Backup



<http://www.computerhope.com>

Also, if you are using a desktop computer we highly recommend also using a UPS on your computer. Although these can be more expensive, a UPS protects your computer from a surge, brown out, and keeps the computer running if the power goes out for a minute or two.

Clicking Next or Ok without reading

Everyone has become more impatient thanks to the instant gratification we all enjoy every day on the Internet. However, because of this impatience it is not uncommon for new users to click OK or Next without reading what they are agreeing to and not making sure there are no check boxes still checked. Make sure you read every prompt before agreeing, or you may be agreeing to install new browser toolbars, a program you didn't intend to install, or other crapware.



Plateau PC Users Group, Inc. Application for Membership

_____ New Member _____ Renewing Member

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer, P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable no later than July 1 of each year. Annual dues are \$24.00 per single person / \$30.00 per family starting July 1, 2014. with partial dues as follows.

Join Date	July 1, 2015	Oct 1, 2015	Jan 1, 2016	Apr 1, 2016
Single:	\$24	\$18	\$12	\$6
Families:	\$30	\$22	\$15	\$7

_____ Date

_____ Last Name First Name Family Members (if family Membership)

_____ Address:

_____ City State Zip Code Phone Number

_____ E-Mail address

I have used PCs since (year): _____ I have belonged to a Computer Club before. Yes ___ No ___

I have knowledge in the following areas that I would be willing to share with club members:

I would like more information about the following areas:

12/10/2014



September 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 LABOR DAY 	8	9	10 1:00 P.M. Photo Editing Workshop Mtg.	11	12
13	14	15	16	17 1:00 P.M. Plateau Photog- raphy Club Mtg.	18	19
20	21 6:00 P.M. Q & A Session Followed by General Mtg.	22	23	24	25	26
27	28	29	30			

Note: Please see page #15 for the Plateau PC Users Group, Inc. Application for Membership form.