

February 2015

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February 2015

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

Volume 21, Issue 2

This Month’s Meetings

Photo Editing Workshop
Thursday, February 12 at 1:00 P.M.
At FFG Library Bldg.

General Meeting
Monday, February 16 at 3:00 P.M.
At 127 S. Senior Center

Plateau Photography Club
Thursday, February 19 at 1:00 P.M.
At FFG Library Bldg.



Monday, February 16, 2015

February Program Topic

Using the Computer to do Income Taxes

Bob Willis, our local tax expert, will present his traditional program on using your computer to file your income taxes on-line. He will also give us an overview of the tax law changes for 2014. and explain “E-Filing.” The program will include a live demonstration on how to prepare both Federal and Tennessee Hall tax returns.

This year is the first to require reporting on health insurance. If you don’t have government or employer provided health insurance, you may be eligible for tax credits, based on your household income, to help pay for your health insurance. There are also penalties for no health insurance, but there are some exceptions in the law that waives the penalties. Come learn about this requirement and if you are eligible for these new benefits.

Computer prepared income tax returns are much less likely to have errors and generate questions from the IRS. With “E-file” you get an acknowledgement within hours, which verifies that the IRS has received and accepted your tax return. If a refund is due, you can receive it within 10 days. If you need to pay, that too can be done by bank check or electronically and is not due until April 15. E-filing is secure and confidential; there is nothing to mail; it is all done on-line... and it could be FREE.

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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.

Join the Club!

Anyone interested in becoming a member of the Plateau PC Users Group is invited to attend the general meeting or any of the SIG meetings as a guest for one meeting. Afterwards, you are encouraged to become a member. A significant portion of our dues goes toward college scholarships 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 7/1/2014. with partial years dues as follows:

Join Date	1st Qtr. 2015	2nd Qtr. 2015	3rd Qtr. 2015	4th Qtr. 2015
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

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

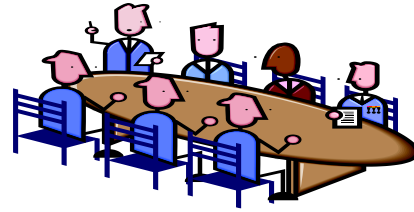
All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up 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

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	Director Emeritus Don Lewis	
	SIG Leaders	
Photo Editing Workshop	Ed Thornblade	(931) 456-6020
Plateau Photography Club	Jim Mansfield	(931) 484-6920

Up Coming March 2015 Meeting

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on March 16 at **3:00 P.M.**
at **127 S. Senior Center**

New Members

Daallas Richards

Richard Ziemba

Classes

Please send ideas for new classes to Alan Baker (am-
baker@citlink.net)

Cool Tips & Sites

Spell check

Spell check for Outlook.com is provided by your browser.

- With most newer browsers, spelling is checked continuously as you write. Words not found in the spell-check dictionary are underlined in red. To take action, right-click the word.
- With older browsers like Internet Explorer 7 or 8, you'll need to run spell check . Click Spell check in the Outlook.com menu bar. When spell check is complete, a message will appear at the bottom of the browser. In the message, words that need your attention are underlined in red. To take action, click the word.

Your choices during spell check

- If the correct spelling appears in the list of words, click it.
- To have spell check ignore a word it doesn't recognize in this and all future emails, click Add to dictionary.
- To have spell check disregard all instances of the word for this email only click Ignore or Ignore all.

If spell check isn't working, try updating your browser.

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

Note location and date changes :

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.



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 January 19, 2015

Movie Maker by Alan Baker

PPCUG general meetings always begin with a Q&A period for the benefit of anyone with problems or concerns.

This meeting began with a query as to what antivirus programs are recommended and the cost involved. Alan Baker asked the questioner if he would consider a freeware solution. Alan stated that he used AVG and Avast programs which are available as downloads and have both freeware versions as well as more comprehensive paid versions. These programs as with most anti-virus programs are being updated on an ongoing basis in response to whatever “threats” are detected. The use of more than one program improves the likelihood of catching more of those problems before they cause a problem. It is very important to note however, that only one may be active at a time. In addition to the two programs noted above, Carl mentioned using Windows Defender and at the same time reminded the audience that these are principally anti-virus programs not anti-malware programs. He went on to recommend Malwarebytes anti-malware and also SuperAntiSpyware for spyware protection. These also are available in both free and paid versions. Both Carl and Alan cautioned that during any search for download sources that care be taken to read carefully and proceed slowly to avoid accepting bundled software tacked on to the software that is the desirable portion of what is being offered. It is becoming more common that “crapware” (undesirable) material is being piggybacked onto free offerings. Look for little boxes in the windows asking for permissions for the next step during the download process. Sometimes these boxes are checked and sometimes they are unchecked. Reading the information associated will help know if that is what you actually want or not.

The next question asked, “What causes my screen to “freeze” when I’m working on my computer?” How do I avoid or get out of that? Carl’s answer was that in most cases the computer was still trying to answer a command of some kind and hadn’t yet fulfilled that command. It may be looking for some data, a file or whatever which may or may not be available any longer or may have been corrupted in some fashion. If this happens constantly you may need to see what is running on this unit besides what is necessary. Check add-ons and see what programs are running in the background. Starting Task Manager will show what is going on at the time and the applications tab will show what is running and allow an end task command to stop the offending program. Carl also reminded that alt+F4 will also shut the operation down.

One person asked why his computer was shutting down on its’ own after a time when he only shut his screen down but not the computer. He felt that turning off his screen (desktop setup) would allow the computer to just stay in “sleep” mode but not shutoff. The experts felt that the problem most likely would be found in the control panel power settings menu where these functions are determined.

Another member who had inadvertently acquired the “Ask.com” search engine and had attempted to remove it without success, asked how to remove it. Ask.com is generally considered malware because it quite often is bundled with other software and is installed more or less surreptitiously on an opt out rather than an opt in basis. Carl explained that it could be done by clicking on it and then selecting the remove option. Carl also recommended using the bleepingcomputer.com website to download Adwcleaner.com. This is a freeware program which is effective in removing malware and pup programs and browser hijackers. This program will remove things like conduit and yontoo adware and malware.

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A question asked; What is the best way to uninstall a program? Alan reiterated a previous recommendation to use Revouninstaller which first uses the uninstall feature of the original program and then goes further and does a more complete uninstall.

A questioner asked; What is Microsoft Silverlight? Carl's answer was that it is the Microsoft equivalent to Adobe Flash Player. An important difference is that Silverlight is needed to view some of the features on the Microsoft website.

Carl gave a demonstration of why you should be careful when downloading anything. Recently malware sites have been found to be masquerading as legitimate update sites for common programs such as Flash Player. The user is tricked into downloading malware under the guise of an update which looks very much like the expected process. Only subtle differences exist until it may be too late to avoid the unwanted download. In many cases the unwanted outcome will be changed default settings for browsers, search engines, tool bars and other settings. These changes in most cases are not easy to change and restoring your system is difficult and time consuming.

It is strongly recommended that whenever possible the actual author site be used to download updates even for common high volume programs such as Adobe Flash Player. Use the adobe site directly.

Carl also warned about being hasty when you are downloading from sites such as CNET.com, FileHippo.com, SourceForge.com or any other site used for downloading various programs. As stated earlier read carefully each separate step in the process. There are often several "download" signs visible in the same window and selecting the correct sign can be confusing.

After a brief intermission the business meeting portion of this meeting continued when John Krueger, club treasurer, announced as the result of the recent Board meeting, that beginning in March there will be a \$3/meeting attendance fee charged for non-member attendance. We are a nonprofit organization supported only by our membership fees which today, are not adequate to fund continuation of operations without additional income. Our mission is to provide education and assistance to all but we still must operate on a non-profit basis not on a deficit basis. All officers serve as volunteers and costs are kept to a bare minimum. We have made every effort to maintain a level of community service and continue to provide scholarship funding for local high school students planning to continue their education. We currently are running a deficit budget and obviously cannot continue in that circumstance. We ask for your cooperation and support and encourage guests to continue to attend and hopefully convert to full membership. This will also apply to the Camera Club and photo editing workshops Special Interest Group held in Fairfield Glade.

For more information and membership application forms see the Gazette Newsletter and/or the PPCUG-inc.com website.

Alan Baker began his presentation of today's program on MS Windows Movie Maker with a brief description of what it is, why you might want to use it and how to use it. Movie Maker is not a new program but is quite useful and relatively easy to get good results. The program comes as part of the Windows operating system in Windows XP service pack 2 and 3, and in later versions of the OS it can be downloaded from MS. A handout was provided during this presentation and that information is also available on the PPCUGinc.com website.

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Movie Maker results in a digital movie file playable on several movie players. It makes movies, allowing the combining of still images with movie clips from other sources, animation, music sound tracks and narration. You can share this via your own computer, larger screen with proper equipment, uploaded to the web such as YouTube or other means.

To use, start the program and add each element as desired to produce the final production. Alan provided many tools that are instructive in using the software in the handout mentioned above. The tools address the OS appropriate to the individual's equipment as well as Video Format conversions and an Audio File tool. Another use of Movie Maker would be to organize and distribute a self-running slide show.

This software will create a WMV extension file format. It can be changed to another type such as Mp4 which may be better for some uses. Several options are available in how to use audio in your production. Sounds tracks can be incorporated as well as voice overs, timed narration. The process is largely assembling various components via drag and drop. Title slides are as simple or as complex as you care to do. Video files can be split and trimmed to use only that portion desired. Many transition effects are also available.

Alan then showed a short movie which he produced illustrating a Pacific Coast sailing trip from Seattle to Cabo San Lucas at the southern end of the Baja Mexico peninsula. Alan's demo started at the San Diego to Cabo leg of the trip. This was done in Mp4 format with music.

Alan then showed the way in which this particular movie was made by opening Windows Movie Maker and starting with a blank slate and selecting the individual image files then adding layers of visual effects, timing, transitions, title slides and sound. To avoid making the size of the finished product file excessively large, Alan recommended keeping it somewhat simple. Consider limiting the number of different transitions used and being aware of effects for the sake of effects. Movie Maker is simple to use but it takes some trial and error to see how things are going. Use the volume control to set level at medium high during production since it will make understanding easier and adjusting volume level to suit during playback can be done by the viewer. When picking resolution of photos for viewing on computers 800 x 600 is fine. This will help keep file size manageable.

Alan highly recommends only working with copies of the files you are using in the production process in WMV. This will protect the originals and anything you do within WM maker will not change the original. He also states that the best way to proficiency with Windows Movie Maker is to play with it and get familiar with it's' features.

The door prize winner for this meeting was Dolores Crabtree.

Submitted by:

Dick Del Frate
Secretary



Google Chromecast – Inexpensive Competitor to Cable and Satellite Entertainment

by Ira Wilsker

WEBSITES:

<https://www.google.com/chrome/devices/chromecast/index.html>
<http://en.wikipedia.org/wiki/Chromecast>
https://www.google.com/intl/en_us/chrome/devices/chromecast/index.html
<http://www.google.com/intl/en/chrome/devices/chromecast/index-opt-a.html>
<http://finance.yahoo.com/news/streaming-chromecast-passes-apple-tv-150024539.html>
<http://www.cnet.com/products/google-chromecast/>
<http://www.pcmag.com/article2/0,2817,2422300,00.asp>
<https://www.google.com/chrome/devices/chromecast/apps.html>
<https://support.google.com/chromecast/?hl=en#topic=3447927>
<https://support.google.com/chromecast/answer/2998336>
<https://www.google.com/chromecast/backdrop/>

You may have seen the recent TV commercials for a new device from Amazon called Fire Stick, which is so new that it is just starting to be shipped. Another device which recently came on the market with great fanfare is the Roku Streaming Stick. Several other comparable devices are in development, or recently came on the market creating a crowded field of competitive products. One that has been on the market since the summer of 2013, is Google's Chromecast, which has become well established with "millions" sold, according to a July, 2014 statement from Google. One may wonder what all of the buzz is about, and why so many companies are developing or producing these items. How did Google manage to sell "millions" of Chromecast devices (their words) in the first 12 months that it was available? The answer is simple - these relatively inexpensive items have become an entertainment tool that for many users, can somewhat compete with satellite or cable TV at a fraction of the price.

One of my daughters recently "cut the cable", even though she was on a very good fiber optic system with hundreds of TV channels, dozens of movie channels, and other features, because in her eyes the monthly cost was becoming prohibitive. She also has a separate very high speed internet service which she believed could be better utilized for entertainment purposes, as well as providing a reliable connection for her chosen digital telephone service. She and her husband like streaming movies, sports, music, features, and other entertainment; living in the Dallas area, all of the local TV stations, both local and network, are available over the air for free, using an inexpensive digital antenna hooked up to the TVs around her house. By connecting her TVs to the internet, using some of the readily available and inexpensive devices, she has found that there is nothing that she is really missing from her former expensive cable service, other than a large monthly bill. By her calculations, she believes that she is saving about \$150 per month using these alternative devices to connect her TV to the internet in her home. Some of the newer "smart TVs" that recently came onto the market do not need external devices to connect to the internet, as they are already capable of receiving alternative internet based entertainment through an Ethernet or Wi-Fi connection. Since she does not (yet) have a new smart TV, one of the devices that she uses is the Chromecast device from Google.

A Chromecast device, which Google refers to as a digital media player, looks very similar to a common USB flash drive, and is about the same size and weight, but has an industry standard HDMI plug, rather than the USB

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plug found on a typical flash drive. Specifically a Chromecast device is 2.38" long, 1.38 inches wide, and 0.47 of an inch thick, and weighs 1.2 ounces. Inside, where the magic takes place, is a Nexus Q microprocessor (CPU), with 512 MB of fast DDR3L RAM, and 2 GB of storage. Power is supplied through a standard micro USB plug and power source (included), similar to the chargers and plugs used on most of today's smart phones. The standard HDMI plug on the end of the Chromecast plugs directly into an available HDMI port on the TV (most newer TVs have multiple HDMI inputs), and Chromecast receives the digital media through Wi-Fi utilizing the common 802.11 b/g/n protocols at 2.4GHZ. Obviously, the user needs to have a decent home Wi-Fi system in order to utilize the Chromecast. The device itself is readily available in the big box stores, discount stores, online retailers, and direct from Google, and carries a suggested retail price of \$35. Bargain shoppers can currently find the Chromecast on sale online for as little as \$22 including a bundle of digital media streaming services.

Installation of the Chromecast is a simple and fast three step process; Google says, "Plug in and Play" which consists of plugging the Chromecast into an available HDMI port on the TV and powering the device through the included micro USB plug, connecting the device to the home Wi-Fi, and then "Enjoy - Cast apps from your mobile device to the TV." Casting apps is the process of selecting entertainment channels using any compatible smart device attached to the home Wi-Fi, such as a phone or tablet, including Android tablets and smart phones, iPhones and iPads, Chrome for Windows, Chrome for Mac and Chromebooks. In effect, the hand held smart device becomes the remote control, and the apps are the selected streaming media sources.

The list of streaming media apps that are available for the Chromecast is extensive, and includes a large selection of both free and paid subscription services. Google has an updated app directory at google.com/chrome/devices/chromecast/apps.html and as to be expected from Google, is totally searchable, or content can be displayed by genre'. Among the category headings are Featured, New, TV & Movies, Music & Audio, Games, Sports, Photos & Video, and "More". Selecting a media source from these app directories connects directly to the appropriate download; if it is a paid or subscription app, such as Netflix, that information is clearly displayed prior to any purchase. Among the more popular casting apps are HBO GO, Netflix, Watch ESPN, Just Dance Now, Showtime Anytime, YouTube, and the large assortment of digital media available from Google Play.

The "Featured Apps" include the most popular apps, and includes in addition to the more popular apps listed above, Nickelodeon, Hulu Plus, Comedy Central, Sesame Street, Pandora, game shows, Disney, Starz, Encore, iHeart radio, Major League Baseball, Crackle, NPR, Vudu, and dozens of other apps. The "Music and Audio" lists hundreds of domestic and international streaming music sources, including some local and international radio stations. Personally I am not into digital games, but the "Games" section lists about 75 streaming games that can be played on the Chromecast.

I would expect that one of the major uses of Chromecast would be to watch sports, and the "Sports" selection may satisfy fans of most major sports. Included in the Sports apps are, WatchESPN, UFC.TV, MLB.TV Premium, MLS MatchDay, NFL Game Pass, MLS Live, Red Bull TV, a high school sports channel, and several foreign sports channels.

The "More" category includes dozens of casting apps including PBS for Kids, TED Chromecast, UDEMY (online classes), ABC News, Funny or Die, FM radio stations, a baby monitor, QVC, iFood TV and Recipes, religion channels, local and international TV news stations, and many other apps.

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Often, we may see something online or on our smart phones that we would like to view on the big TV screen; Chromecast can handle that. According to Google, "Whatever you're listening to or watching -- you can cast it straight from your Windows, Mac, or Chromebook directly to the TV. To cast from your laptop, just add the Google Cast extension to your Chrome browser." Owners of Android smart phones or tablets can broadcast directly from their screen to the TV using the appropriate app.

Chromecast devices are popular, with users receiving over 400 billion programs in the first year (source, Google). According to the news site Gigaom, in an article dated December 7, 2014, "Streaming on Chromecast passes Apple TV, Amazon Fire TV in US", the author Kevin C. Tofel explains, "What happens when you offer the combination of a simple user experience, a growing choice in streaming apps and a low cost? You sell a lot of that product and people use it. That's what happened in 2014 to the Chromecast according to Parks Associates, who say that Google's \$35 streaming stick now trails only Roku players in the U.S. when it comes to streaming content." While Roku released a competitive stick device during the summer of 2014, larger Roku streaming players have been on the market much longer than the Chromecast.

Amazon, who is no slouch when it comes to introducing and implementing new technologies, will be shipping by the time that you read this its new \$39 Fire TV Stick, as a direct competitor to Chromecast and similar devices, but offers improved Wi-Fi connectivity, more internal memory, a more powerful dual-core processor, and other technical enhancements. Basically, the Fire TV Stick offers much the same content as Chromecast, but adds the hundreds of thousands of movies and TV shows currently available at no additional cost to Amazon Prime subscribers (currently \$99 per year) which for many users is price and selection competitive to Netflix, plus offers a lot of benefits in addition to streaming media, such as free second day delivery of most items from Amazon. The Fire TV Stick also includes a separate remote control device, or the user can use a free smart device app as a remote control. In terms of disclosure, I pre-ordered an Amazon Fire TV Stick at a greatly discounted price, and will review it when it arrives. Since I already have an Amazon Prime account, I will be able to utilize Amazon's massive video and TV library when the Fire TV Stick arrives.

One suggestion that many readers might find helpful if considering using one of these Wi-Fi connected stick devices to provide digital content to a flat screen TV; if the TV is physically located in close proximity to the Wi-Fi router, such as in the same room, signal strength should be fine. An easy way to roughly figure Wi-Fi signal strength is to connect a smart device to the Wi-Fi, and note the signal strength (bars) precisely at the location where a stick device would be connected. In my house, our bedroom TV is a distance from the Wi-Fi router, with several walls in between, giving only a "3 bar" Wi-Fi strength where the Chromecast is currently connected to that TV. To improve the signal strength, I purchased a deeply discounted, factory refurbished, major name brand "Wireless-N Range Extender", and mounted it on the stand directly below the HDMI port on the bedroom TV; now my phone shows all 5 Wi-Fi signal strength bars, indicating a very strong signal, which has dramatically improved the performance of the stick device.

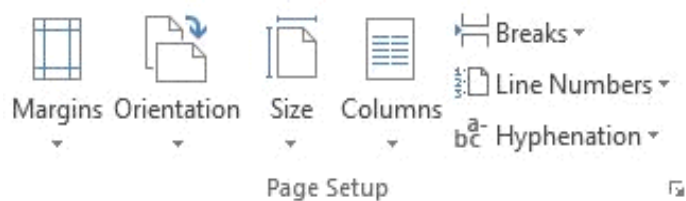
Either as a replacement for, or as a substitute to cable and satellite TV service, these stick devices may be a very cost effective way of "cutting the cable" as my daughter did. As inexpensive as these stick devices are, and with the entertainment capabilities that they provide, one of these new stick devices may be a worthwhile investment.

Control Layout in Word with Page Breaks

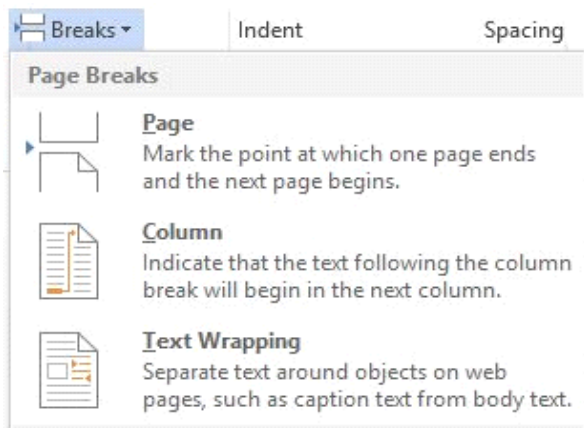
Nancy DeMarte, 1st Vice President, Sarasota Technical User Group, FL
September 2014 issue, Sarasota Technology Monitor
www.thestug.org
ndemarte (at) Verizon.net

Most of us don't write books or lengthy treatises. But now and then we use our computers to write multipage documents like newsletters, articles, and reports. Microsoft Word offers special tools to assist in keeping text where we want it to be in longer documents. Among my favorites are the various tools for controlling where one page or a section of a page ends and the next begins: the Breaks tools. This article explores the Page Break tools. Next month's article will deal with Section breaks.

There are times when you want the next part of a document to begin on a new page, such as the body of a report after an introductory section. Rather than pressing the Enter key several times to get to the next page, the Page Break tool lets you end the introduction wherever you want to on one page and begin the body of the document on the next. Because the Page break tool holds the break in place, you can return later and add text or a graphic to the introductory page without disturbing the text on the next page. Word has always had a Page break tool, but many home users don't bother with it. Learn about its functions and you'll see its value.



The Breaks tools are found on the Page Layout tab in the Page Setup group in Word 2013, which I am using as the example in this article. In older versions, the Page break tool is on the Insert menu.



Click the down arrow to the right of Breaks to see the three Page break options. To use the Page break tool, click at the end of the last word (plus punctuation) that you want to leave on the current page. Then click the Page break icon. This ends the page at that spot and moves the following text to the top of the next page. I use this tool so often that I have it in my Quick Access toolbar above the ribbon where it is always handy.

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Draft (View tab—Views group—Draft) or turn on the Show/Hide tool (Home tab—Paragraph group—Paragraph symbol). Being able to see where your breaks are is helpful to delete or change one. Page Break ¶

Sometimes page breaks can cause unexpected results. For example, editing a document after inserting a page break can result in a blank page in the middle of the document. Deleting the break will eliminate the blank page, but in normal view, the page break indicators are not visible. To make them visible, turn on the Show/Hide tool (Home tab – Paragraph group – Paragraph symbol). The Page break indicator is a horizontal dotted line with the phrase, Page Break, in the middle. To delete a page break, drag over the dotted line to highlight it, then press Backspace or Delete.

The Column break tool works the same way as Page break, but its purposes can be different. If you have formatted your document into two columns, for example, you can add a column break at any spot in the first column, which will move all the text after the break to the top of the next column. Often this is done to make columns more even in length. This tool is useful in a newsletter when you want an article with two equal length columns extending partway down the page, making room for a photo or second article below.

If you create documents on a regular basis, it is very easy to lose track of when they were written and where they are saved. Having a standard footer along the bottom of each page can help you remember when you created the document, which page it is of a long document, and even where it's located on your computer. In Word 2007 and later, you can easily create a custom footer which includes the information you want and save it in a handy spot called the Building Block gallery. Here is how it's done.

For illustration, I chose to create a footer which includes the date the document was created and the file name, including the path you would need to follow to locate it on your computer. First I opened a document I had saved, clicked the Insert tab, and then Footer. From the list I chose the footer labeled, "Blank (Three Column)" since I was adding three pieces of information. I then scrolled to the footer at the bottom of the page and made sure my cursor was flashing inside the footer area. First I highlighted the left placeholder and pressed Delete to remove it. Leaving my cursor in that spot, I clicked the

Insert tab in the ribbon, Quick Parts – Field. I scrolled down the list and clicked "FileName." I chose lower case for its format, and checked the box which said, "Add path to filename." When I clicked OK, the entire path appeared in the footer.

If you create documents on a regular basis, it is very easy to lose track of when they were written and where they are saved. Having a standard footer along the bottom of each page can help you remember when you created the document, which page it is of a long document, and even where it's located on your computer. In Word 2007 and later, you can easily create a custom footer which includes the information you want and save it in a handy spot called the Building Block gallery. Here is how it's done.

For illustration, I chose to create a footer which includes the date the document was created and the file name, including the path you would need to follow to locate it on your

computer. First I opened a document I had saved, clicked the Insert tab, and then Footer. From the list I chose the footer labeled, "Blank (Three Column)" since I was adding three pieces of information. I then scrolled to the footer at the bottom of the page and made sure my cursor was flashing inside the footer area. First I highlighted the left placeholder and pressed Delete to remove it. Leaving my cursor in that spot, I clicked the Insert tab in the ribbon, Quick Parts – Field. I scrolled down the list and clicked "FileName." I chose lower case for its format, and checked the box which said, "Add path to filename." When I clicked OK, the entire path appeared in the footer.

To add a column break, click at the beginning of the line you want to move to the top of the next column. Choosing the correct line sometimes takes a few tries to get the even column effect you want. The column break indicator looks like a page break indicator and is deleted the same way.

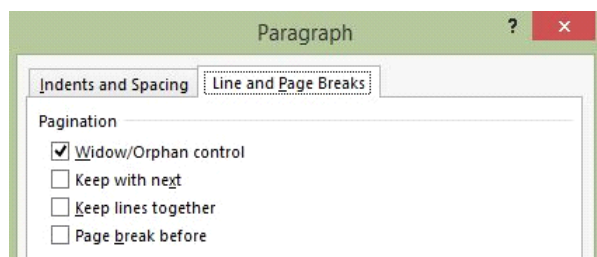
The third tool in the Page break group is the Text-wrapping break. Although intended for web pages, it can be helpful in Word documents. If you have added a photo, table or other object to a document, and would like to put some text, like a caption, around or below the object, this break option can hold it in place better than using the Enter key or

(Continued on page 12)

(Continued from page 11)



adding a text box. More information on text-wrapping will be found in a future article. Word has another set of options relating to page breaks: the Line and Page Breaks options found on the Home tab – Paragraph group in the dialog box. Click the diagonal arrow in the bottom right corner of the Paragraph group to see this box.



Next click the Line and Page Breaks tab to see the options, which have been part of Word through many editions. Understanding them can help you solve formatting problems. The first one, **Widow/Orphan Control**, selected by default, prevents a single line of a paragraph from being left alone at the bottom or top of a page. Word will automatically move the paragraph to the next page rather than leave even a one word line by itself. (Hence, the tool's name.) Since this action can sometimes leave more blank space at the bottom of the page than I want, I often shorten the paragraph to keep Widow/Orphan control from taking effect.

The next option, **Keep with next**, ties the current paragraph to the following one. Keep in mind that in Word, any time you press Enter, a new paragraph is created. Therefore, this option helps keep a heading with the paragraph it relates to, rather than leave the heading at the bottom of one page and its related paragraph on the next. **Keep lines together** simply keeps all lines of a paragraph together on the same page. You can see how that might add a lot of blank space in a document. The last option, **Page break before**, inserts page breaks so that each paragraph in a document will begin at the top of a page. Generally, these three options are only useful in special situations. To enable one, click its checkbox - OK. If you want any of them always to be in effect, also check "Set as Default" at the bottom of the dialog box.

Word offers ways to control many more aspects of a document than most of us realize. Getting to know what the options are can give us more tools to use when we need them.



Top 10 unknown Google tricks

Below is a list of our top ten Google tricks many people who use Google don't know about.

Definitions

Pull up the definition of the word by typing define followed by the word you want to define. For example, typing: **define bravura** would display the definition of that word.

Local search

Visit Google Local enter the area you want to search and the keyword of the place you want to find. For example, typing: **restaurant** at the above link would display local restaurants.

Phone number lookup

Enter a full phone number with area code to display the name and address associated with that phone number.

Find weather and movies

Type "weather" or "movies" followed by a zip code or city and state to display current weather conditions or movie theaters in your area. For example, typing **weather 84101** gives you the current weather conditions for Salt Lake City, UT. Typing **movies 84101** gives you a link for show times for movies in that area.

Track airline flight and packages

Enter the airline and flight number to display the status of an airline flight and it's arrival time. For example, type: **delta 123** to display this flight information if available.

Google can also give a direct link to package tracking information if you enter a UPS, FedEx or USPS tracking number.

Translate

Translate text, a full web page, or search by using the **Google Language Tools**.

Pages linked to you

See what other web pages are linking to your website or blog by typing link: followed by your URL. For example, typing **link:http://www.computerhope.com** displays all pages linking to Computer Hope.

Find PDF results only

Add fileType: to your search to display results that only match a certain file type. For example, if you wanted to display PDF results only type: **"dell xps" fileType:pdf** -- this is a great way to find online manuals.

Calculator

Use the Google Search engine as a calculator by typing a math problem in the search. For example, typing: **100 + 200** would display results as 300.

Stocks

Quickly get to a stock quote price, chart, and related links by typing the stock symbol in Google. For example, typing: **msft** displays the stock information for Microsoft.

Lexophilia

Lexophilia is a word used to describe those that have a love for words, such as **"you can tune a piano, but you can't tuna fish"**, or **"to write with a broken pencil is pointless."**

A competition to see who can come up with the best lexophiles is held every year in an undisclosed location.

This year's winning submission is posted at the very end.

- ◆ When fish are in schools, they sometimes take debate.
- ◆ A thief who stole a calendar got twelve months.
- ◆ When the smog lifts in Los Angeles U.C.L.A.
- ◆ The batteries were given out free of charge.
- ◆ A dentist and a manicurist married. They fought tooth and nail.
- ◆ A will is a dead giveaway.
- ◆ With her marriage, she got a new name and a dress.
- ◆ A boiled egg is hard to beat
- ◆ When you've seen one shopping center you've seen a mall.
- ◆ Police were summoned to a daycare centre where a three-year-old was resisting a rest.
- ◆ Did you hear about the fellow whose entire left side was cut off? He's all right now.
- ◆ A bicycle can't stand alone; it's just two tired.
- ◆ When a clock is hungry it goes back four seconds.
- ◆ The guy who fell onto an upholstery machine is now fully recovered.
- ◆ He had a photographic memory which was never developed.
- ◆ When she saw her first strands of grey hair she thought she'd dye.
- ◆ Acupuncture is a job well done. That's the point of it.

And the cream of the twisted crop:

- ◆ **'Those who get too big for their pants will be totally exposed in the end'.**

ALWAYS LAUGH WHEN YOU CAN...IT IS CHEAP MEDICINE.

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	1st.Qtr. 2015	2nd. Qtr. 2015	3rd. Qtr. 2015	4th. Qtr. 2015
Single:	\$12	\$6	\$24	\$18
Families:	\$15	\$7	\$30	\$22

_____ 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



March 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 2:00 P.M. Board Mtg.	12 1:00 P.M. Photo Editing Workshop Mtg.	13	14
15	16 3:00 P.M. Q & A Session Followed by General Mtg.	17	18	19 1:00 P.M. Plateau Pho- tography Club Mtg.	20	21
22	23	24	25	26	27	28
29	30	31				

St. Patrick's Day: Tuesday, March 17, 2015

Good Friday: Friday, March 27, 2015

Easter: Sunday, March 29, 2015

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