

June 2016

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

Volume 22, Issue 6

This Month’s Meetings

Photo Editing Workshop
Thursday, June 9 at 1:00 P.M.
At FFG Library Bldg.

Plateau Photography Club
Thursday June 16 at 1:00 P.M.
At FFG Library Bldg.,

General Meeting
Monday, June 20 at **6:00 P.M.**
At Christ Lutheran Church FFG
Note Summer Hours

The June Program at FFG Christ Lutheran Church

“Tablets/Phones/Phablets” by Alan Baker

The Plateau PC Users group will feature a presentation entitled “Tablets/Phones/Phablets” by Alan Baker. He will discuss the current state of hardware including Phablets and Combo Tablets and their operating systems.

He will also review some of the most common functions that are used with these portable computers, and an introduction to some of the popular “apps” used to support those functions.

Time will be available to ask questions and a handout with several useful links will be provided.



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Summer Hours starts at 6:00 P.M. (April though September)
New location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

“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 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. 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	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1, 2016	Jan. 1, 2017
Single:	\$6	\$24	\$18	\$12
Families:	\$7	\$30	\$22	\$15

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.

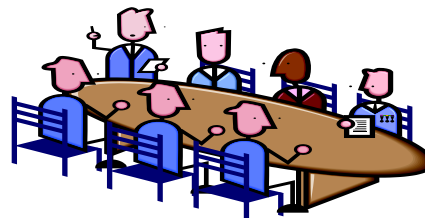
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2015-

2016
June



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

Up Coming Meeting July 2016

Note: Summer Hours & New Location

The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on July 18 at **6:00 P.M.**
at **Christ Lutheran Church**
481 Snead Drive FFG
(corner of Snead & Lake View)

Classes

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

Cool Tips & Sites

Don't Cut and Paste Anymore



There's this quicker way that uses lesser key presses.
Using Cut-Paste (Ctrl-x Ctrl-v) to move text from one
place on the page to another within a Word document is
fine. But try this.

Select any block of text. Press F2. You will notice that
the status bar (at the bottom of your screen) says Move
to where. Place the cursor at the location where you wish
to move the block of text. Press Enter and the selection
will be moved.



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.

New PPCUG Website

Visit our new 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

PPCUG General Meeting Minutes May 16, 2016

Backing Up presented by: Carl Nordeen

Alan Baker began this meeting with a brief intro of the facility, the Plateau PC Users Group, the topic for tonight's presentation and the presenter, Carl Nordeen.

Carl began with the basic outline of his program. Why backup? What to backup? Types of backup. How to backup. Free and paid backup software. Before I go further, please note that the slide presentation of this program can be found on the PPCUG web page at www.ppcuginc.com. A second link, also contained in the handout listing gives other resources for backup software as well as backup reference material.

Why backup? The simple answer to this question is to allow for recalling your valuable data in cases where the original information is lost, damaged or no longer accessible to you. This could occur as the result of a theft of equipment, fire, flood, electrical surge (ex. lightning), equipment failure or the effects of malware.

What to backup? Again the simple answer is anything that you consider important enough to protect. Ask yourself, "what would I do if this data was lost to me?"

Types of backup: A full backup is just what you would imagine. This would be a complete copy of everything, done each time a full backup is performed.

An incremental backup will backup only the information which has changed since the last backup. If the next backup performed is another incremental backup it would only backup that which has been changed since the last incremental backup and so on.

A differential backup will backup the changes made since the last full backup. Another option is to "image" backup which would create a complete copy of the entire hard drive. In the case of a lost, stolen, fire damaged or other disaster, this would allow recreation of your computer operation on a new machine.

How to backup: Most computers have a backup program as part of the Operating System (OS). It will allow backing up whatever you designate to some type of memory device. The choice of where to send this data is yours to make according to your needs and resources. Many simply backup their data from one section of their hard drive to another. This has obvious shortcomings. Protection in this case is very limited to only a few types of failure or problem. Other storage devices could be CD's/DVD's, flash drives, an external hard drive or the "cloud". CD's/DVD's and flash drives may not provide enough storage capacity to hold all the data you want to protect, especially if photos or movie clips are kept. External hard drives are now available with multiple terabyte capacity at reasonable cost. The "Cloud" is also an option with several companies giving limited storage free with additional fee based storage available. Commercial services such as Carbonite can for a fee be set up to automatically do backups remotely and continuously.

Before doing a backup and in order to minimize time to backup and space needed, it is good practice to first consider cleaning out unnecessary files and data. This can be done with disc cleanup and even defrag to eliminate them. Searching for disc cleanup will bring you to tutorials or information to explain how to do this. Refer back to the previously mentioned link to backup software file on our Club website for more information on "Free Backup Software", for additional help.

Some of the questions and audience comments made during and after the presentation were very informative as is usually the case. Even though this meeting focused on backups, one commenter brought up the subject of smart phones on airplanes. He was asked to turn his phone off by an aircraft crew person who stated that

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“airplane mode” was not adequate to prevent data transfer. Whether this is accurate or not is debatable but Carl’s comment was “off is off so that is what he would do.”

Alan stated that in an effort to minimize smart phone data charges for mobile updates away from home, it is important to toggle “off” mobile data.

A question arose when a member noticed in her update history a number of files which showed multiple versions of the same file such as “net framework” with differing numbers. Can I delete the early ones? The answer is no. Even though there are more current versions downloaded, some software or program or app may depend on an earlier version for operation. Not all programs are backward compatible. Related to the history list, Carl remarked that occasionally a problem might be discovered with a recent update in windows. When this is found, you might see a warning suggesting the removal of that update, kb...number. By selecting that kb... number update and removing.

One person was concerned that it appeared as though some of his google email was being deleted without his input. He wondered if there was a time limit for email. One answer posed by Carl was that possibly it wasn’t so much the time limit but possibly it was triggered by volume limit. The most likely cause of that would be an accumulation of old messages in the delete or trash folder. Normally deleting a message or sending it to the trash folder does not delete it from your email unless you have set up an automatic purging of those folders or manually empty them periodically. That could account for exceeding limits much like a message, “mailbox is full”. There may also be an age process that would eliminate mail after an extended period.

Alan suggested that the Club create another blog on its’ web page using some of the questions or issues that he and Carl get from our members between our meetings as material for the blog. Carl suggested that many questions can be answered by using a google search as a resource to find answers to most problems first. One benefit of this is that you can take as much time as necessary and it may also lead you to learn much more than the answer to the original question.

Submitted by:

Dick Del Frate
Secretary

Vote for PPCUG Officers Election in June 2016

(For the period July 2016 though June 2017)

Candidates slated for PPCUG Board include:

President:	Steve Rosenstein
Vice President & Compliance:	Jim Buxton
Treasurer:	John Krueger
Secretary:	<i>(Open Position)</i> <u>Volunteer Needed</u>
Past President:	Carl Nordeen

Directors at Large

Alan Baker
Gordon Botting
Dolores Crabtree
Barbara Duncan
Bob Willis
Linda Yates



Visit the New PPCUG Website

You may have noticed a new look to the main PPCUG website. This is a result of our webmaster, Alan Baker, using different website editing software that now basically forces the user to use CSS (Cascading Style Sheets). When he imported our “old” website into this software, every thing went major-wacky. This technology has been around for several years, but as a self-taught web designer, Alan had been avoiding learning about it by trial and error. Well, now he was forced to try and error and try again. What you see now at ww.ppcuginc.com is the result of his learning and more that a few hours of tinkering.

The new website uses a template format that was designed by others (free) that we had to modify to meet our needs, and then add content and links. One major change is that the meeting handouts now have their own page with a link to them from all of the web pages. We intend to next add a section on the home page to better highlight the upcoming monthly meeting. The two blogs (Tablets/Smart Phones and Windows 10) will continue and there are links to them on each of the new web pages.

Please check it out and if you find an error or something broken, or have a suggestion for improvement, please send that information to Alan via email at ambaker@citlink.net. And...please send him info that you think would be helpful for either of the blogs.

Up coming Annual Club Dues

Just a gentle reminder that the Annual Plateau PC Users Group, Inc. Club Membership are coming due for the 2016 –2017 season this coming July

Annual dues are \$24 per single person and \$30 per family couple. This enables you to attend the Monthly Monday meetings plus utilizing the two Plateau Photography Clubs PPCUG SIG meetings each month.

Dues can be paid to our the club Treasurer during our meeting or mail to:

PPCUG Treasurer,
P.O. Box 3787,
Crossville, TN 38557

From PDF to editable Word documents

One of the best features of PDFs are that they are not editable as a default. It’s also an irksome feature if you want to take information out of it. A whole industry of tools exist that help you be more productive with PDF files. Don’t disregard the new **PDF Reflow** feature in MS Word 2013. Making it uncomplicated – open a PDF with Word 2013 and it will behave like a normal Word document. You can reuse the content without too much effort. Now, all that rich data locked in PDF files is ripe for picking.

Word creates a copy and opens it as a normal document as you would any other from *File – Open*. Make any changes - the original PDF is left intact. The conversions are not always perfect, but this is a very handy feature.

PDF File Type – What and Why?

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida
<http://sccccomputerclub.org> / Philsorr.wordpress.com
philsorr (at) yahoo.com

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

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

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

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

Those of you who have been to our File Explorer class know that there are hundreds of file types on a typical computer, and that you can inspect and change the association between a file type and the program that uses that file type, using the Control Panel. (Remember, "Default Programs", followed by "associate a file type or protocol with a program"?) So, you have to have a program on your computer that knows how to use the .pdf file type. If you are having trouble opening a .pdf document, you probably don't have a program that knows how to

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use the .pdf file type, on your machine. If this is your situation, consider getting the free Adobe Reader, from the Adobe website, <http://www.adobe.com>.

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

“PDF to Word” conversion websites like “PDF Converter”, “PDF to Word” or “PDF Online” are websites that advertise that will do the conversion for free. (Google “free pdf to word” and you’ll see many possibilities.)

Also, you could try “free document converter” found at www.hellopdf.com. I haven’t any experience with these, but the literature claims they work as indicated. And, for those of you who need to do a lot of these conversions, Adobe offers “Adobe Acrobat DC” for about \$15/month or you could buy it for around \$200. There must be a large enough number of people who need to convert .pdf files to .doc files because when I Googled “pdf to word”, I was pointed to many websites that could supposedly help me in my quest. There even was a YouTube video that indicated that you could upload a .pdf file to Google drive, (yes, you’ll probably need a Google Drive account), and then download it as a word (.doc) document. When I tried it on a pretty simple PDF, the conversion didn’t seem to preserve a lot of the formatting, so it didn’t look like it would be acceptable, at all, on a more

complex document. I haven’t had the occasion to need to convert a document, but if the situation ever arises I’m sure I’ll be able to get it done, though I just might have to go to the lab and get some help from one of the very able and helpful Monitors. So, when all is said and done, the PDF standard is deeply ingrained in modern computing because it allows a single file to provide a display that looks the same on all different types of computers.

BACK TO BASICS

My Experience with Windows 10

By Jim Cerny, Columnist, Sarasota TUG, FL
January 2016 issue, Sarasota Technology Monitor
www.thestug.org / [jimcerny123 \(at\) gmail.com](mailto:jimcerny123@gmail.com)

You can spend a lot of time researching all about Windows 10 (Win10) on the internet and what I have found is really too much information, more information than I need or would use. There are countless videos on the internet about downloading Win10 (and installing it) and about the many changes from Windows 7 and 8. I hope my one story here relating my experience may be useful to many of you who are considering going to Win10.

In my case, my five-year-old Toshiba laptop needed to be replaced even though it was working just fine. My thought was that it is much easier to migrate to a new computer while your old computer is still working -- it is so much easier to transfer your files, etc. So, my path to Win10 was to get it on a new computer and not “upgrade” my old computer to it. Perhaps that would be something for you to consider as well. It would avoid any upgrade issues. It turns out that I bought another Toshiba laptop on sale for around \$350. It should have all the memory and processing speed I need.

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After using Win10 for several weeks, I have found that I can do what I used to do on Win7 easily. It has always been a sore spot with me that upgrades change too many things and you are faced with a whole new look and not a clue where to find things. This makes me frustrated that I cannot do today what I did yesterday using the previous version. Well, my “learning curve” to Win10 was the shortest and easiest I experienced in a long time. All my software programs were installed on my new computer and they all worked. This may not be true for everyone.

But I did have a few issues and here they are:

My worst issue was that my new computer could not stay connected to my Wi-Fi modem even though I was using it in the same place. After moving around my laptop I found that the Wi-Fi range was reduced to only about 20 to 25 feet. I called Verizon, my internet provider, and they sent me a new modem but I still had the same short-range. So I went and purchase a “range extender” which I placed halfway between my modem and my computer and, so far, it is working all right. I noticed that the Wi-Fi signal strength is not consistent – that is, the signal strength can still vary from strong to weak. After talking to Verizon and Toshiba, I still do not know if this is an issue with Win10 or my laptop.

The next issue for me was that I could not easily put icons on my desktop screen. It seems that Win10 is discouraging me from using icons on my desktop as my preferred way to start programs or apps. Using Google I learned that I still can put icons (shortcuts) on my desktop but to do so I have to search for the program and go to where the program actually is on my computer and then I can “drag” an icon of the program to my desktop. You cannot “drag” a program or app icon from the all apps list. Win10 seems to want you to search for the program or app you want to open or to use the Start Menu “all apps” option. Of course you can easily drag an app or a program from the all apps list to your “tile screen” or the taskbar.

As a minor issue, I noticed whenever I plugged in an external flash drive I saw TWO entries for that drive (same letter) in File Manager. The two entries are exactly the same and I do not know why Windows puts them in the device list twice. I Googled this and the consensus of the comments was that Microsoft should fix this in a future update.

You could spend your lifetime learning all there is to learn about Win10, but I wanted to end this article with something positive. In Win10, when you double-click on a photo file to open it, it opens in a new viewer app which, unlike the old Win7 photo viewer, allows you to edit the photo in many ways, including brightness, lighting, contrast, etc. Since I am not a professional photographer, I do not think I will need a separate program anymore to change or edit my photos. I like that.

So do not be scared of Win10, it does not have the uncomfortable changes that many experienced going from Win7 to Win8. By buying a new computer I skipped Win8 completely and so far I am glad I did.

Protect Yourself From Suspicious Text Messages

Text message phishing, or SMiShing, is a text message scam that can compromise your finances and your identity. Understand what it is and how you can protect yourself.

By: Navy Federal on April 25, 2016

The word might sound funny to say, but make no mistake, SMiShing is no joke. Known as the little sister of phishing, SMiShing is another cybercrime meant to dupe you into revealing your personal information, such as passwords or credit card numbers, which criminals then use to steal your money or your identity.

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SMiShing, short for "short message service" phishing, is on the FBI's Internet Crime Complaint Center list for cybercrimes to watch out for.

A relatively new form of cyberfraud, SMiShing usually appears as a text message from your financial institution or credit card provider alerting you that your account has been compromised and encouraging you to take immediate action. For example, you might receive a text message that requests you to click on a link to receive an important message from your financial institution regarding unauthorized charges to your account. The message might also ask you to call a phone number to discuss a problem with your account. Whatever the request, the result will be the same. Cybercriminals will use the information to commit fraud, either by getting you to type in your account information or by installing malware or keyloggers that will extract your personal information without your knowledge.

"Many Americans are aware of the scams that target emails or websites," says Becky Loggins, Manager of Fraud Communication Strategy. "However, there's often a false sense of security when it comes to text messages, simply because people aren't used to hearing about text message fraud and tend to trust that a message originates from a legitimate source."

You can protect yourself against SMiShing by being wary of any unsolicited text messages you receive and taking the following precautions.

- **Avoid clicking on links in text messages.** Links are often used to install malware or keyloggers—software that tracks your keystrokes.
- **Never respond to a suspicious text message.** If you receive a text message related to finances that isn't from your financial institution, don't respond. Like website links, text responses can be used to verify your phone number and gain access to your personal information. Some financial institutions, like Navy Federal, will use text messages* to verify suspicious purchases, but those texts will never request personal information. Check with your financial institution to see if it offers SMS text banking or mobile alerts so you know how to tell the difference between a legitimate message and a fake.
- **Always be on alert for any text that looks suspicious.** Contact your cellphone service provider to report the incident and block future texts from that number. Navy Federal will never reach out to members asking for personal information via a text message. You can rest assured, if you do fall victim to credit card fraud or identity theft, Navy Federal has the resources to help you recover.



OneNote is a perfect computer junk drawer

By John Weigle, Editor, Channel Islands PC Users Group, CA

March 2016 issue, The Outer Edge

www.cipcug.org

jweigle@vcnet.com

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

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

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

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

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

To demonstrate how OneNote saves things, Scott took a picture of the audience with his Windows phone before the presentation started and sent it to OneNote, where it was easy to find. He also photographed a Sudoku puzzle from a newspaper page and did the same thing.

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

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

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

Outlook users can save email conversations and threads in OneNote, he added, making it easier to find the

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messages than searching through hundreds of emails.

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

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

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

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

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

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

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

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

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

On the Web:

- Download OneNote at <http://www.onenote.com/Download>
- For Dummies guide to OneNote: <http://www.dummies.com/how-to/computers-software/ms-office/OneNote-2013.html>
- OneNote 2013 Quick Start Guide: <https://support.office.com/en-us/article/OneNote-2013-Quick-Start-Guide-AB75BE1A-06E2-4B0F-BE5D-8652F1FAC102>
- OneNote tutorials: <http://www.lynda.com/OneNote-training-tutorials/266-0.html>

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- OneNote books: http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=microsoft+onenote+books
- OneNote apps: Go to any of the app stores and search for OneNote

SIDEBAR

Toby's OneNote notes

First Impressions:

- What isn't OneNote? It isn't an organizer or backup program.
- What is OneNote? It's a place to store random bits of data so you can find it at a later date. It doesn't seem too useful. It isn't useful until you have been using it for months. You can remember data from yesterday, but need a program to find data from last year.
- Where can I get my data to insert into OneNote?
- Type it in
- Import files (Word, Excel, PowerPoint, websites, pictures, etc.). PowerPoint isn't all that great in OneNote. I just put a link in OneNote and leave the PDF outside. Alternatively, you can open the PDF, select all, copy the contents of the file and then paste into OneNote. Basically, any way you enter data into Word, Excel, email, etc. you can use to enter data into OneNote.
- Send from phone camera or email directly to OneNote. Office Lens will take pictures from your smart phone and paste them into a page on OneNote. This way you can use your phone as a mobile document scanner. Also, you can send one or more email messages to OneNote for documentation and retrieval.
- How do I find my data?
- Organized like tabbed notebooks. The file is the book, the tabs across the top are the section dividers and the lists along the side are individual pages.
- Search tool. Search in the upper-right will find any word or combination of words. "cipcug AND program" will find any page that has both the word cipcug (upper, lower or mixed case) and the word program. The AND has to be in capitals so search knows it is an operator and not one of the words to search for.
- Data is available everywhere you want.
- Sync to desktop, notebook, tablet, phone: I like to use my desktop computers to do any serious data creation, but it is nice to be able to bring up OneNote on my phone to make minor changes to a page while visiting customers. When I get back to the office, my changes are on my computer.
- Recover data from Recycle Bin (in OneNote)

SECOND SIDEBAR

OneNote and OneDrive

- Microsoft's continued use of similar names for different products continues with these two products.
- OneDrive was formerly called SkyDrive, but the name was changed because of a lawsuit in England.
- OneNote is the program into which you store data. OneDrive (or Google Drive, Dropbox or other) is a cloud storage program. Things that you create (like OneNote files) and that are stored in our local computer's OneDrive folder are automatically synchronized with the version of the file in the cloud. This way, you can create documents on your desktop and then access them with your smartphone while on the road — and even make minor changes, which will be there when you get back home. OneDrive is the glue that allows you to work on the same document from multiple computers, tablets and phones A 2014 blog post puts it this way:
- "SkyDrive recently announced a name change to OneDrive. We're excited that OneNote and OneDrive now share a similar name since we also share a similar promise. OneDrive is the one place for all your most important stuff, including photos, videos, and documents, and OneNote is the one place for all your notes. Together, OneNote and OneDrive enable you to access your notes on all your devices." (<https://blogs.office.com/2014/02/21/onenote-and-onedrive-one-happy-family/>)

Step Up Your Security with Chip Cards



Credit cards with chip technology are making their way to the U.S., offering enhanced security for in-person transactions.

By: Navy Federal on May 7, 2015

Following huge data breaches at major retailers and hotel chains, interest in chip-enabled credit cards has surged. While these cards are new to most Americans, major credit card companies have been transitioning to the new technology for some time. That's because chip cards are a safer way to conduct financial transactions at retail locations, helping to reduce fraudulent charges

Coming to Your Wallet

First introduced in France in 1992, chip-enabled cards have been the standard in Europe and Canada for years. The United States has been slower to adopt the technology, reluctant to replace expensive payment terminals and ATMs that use magnetic stripe technology. But that's all about to change. Most major card issuers are now transitioning cards and card readers to smart chip technology.

How They Work

Chip cards, also called EMV cards (named for the original developers of the chip technology: Europay, MasterCard® and Visa®), are cards embedded with a microchip. This feature makes it more difficult to replicate payment information than others equipped with traditional magnetic stripe technology. Traditional magnetic stripe cards store static data, which can be easily replicated and used to create a counterfeit copy of the card. Chip-enabled cards are inserted into a card reader, rather than swiped. The embedded microchip creates dynamic data unique to each transaction. This data is then verified by the seller's chip-enabled card reader to ensure authenticity.

How to Use Them

At chip-enabled terminals, insert your card into the reader, follow the instructions and then remove the card when prompted.

If the merchant doesn't have a chip reader, or if it isn't yet enabled, simply swipe your card as usual.

What to Expect

Navy Federal and other financial institutions will be reissuing chip cards to replace their current credit and debit cards gradually over the next few years.

The new card will look just like a traditional card, with the noticeable addition of a small microchip embedded along with the standard magnetic stripe. That way, you can use the same card even if a merchant hasn't yet upgraded their payment technology.

If you want to receive the extra security benefits of your chip card, make sure you insert it into a chip-enabled card reader. Remember—if you have a choice, insert rather than swipe for maximum protection!

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	Apr. 1, 2016	July 1, 2016 Annual Dues	Oct. 1 2016s	Jan. 1, 2017
Single:	\$6	\$24	\$18	\$12
Families:	\$7	\$30	\$22	\$15

_____ 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:

4/1/2016

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

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