



THE WYSIWYG



\$3.00

June 2015

Volume 27, Issue 6

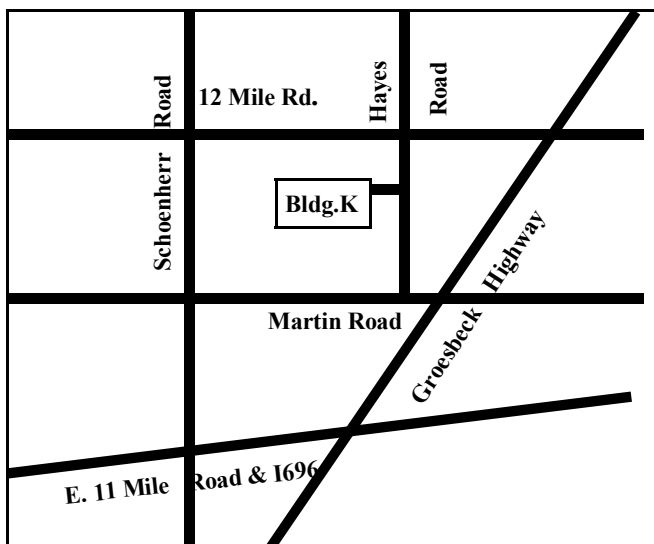
STERLING HEIGHTS COMPUTER CLUB

PO Box 385

Sterling Heights, MI 48311-0385

MAIN MEETING: TUESDAY JUNE 2 7:30PM

**Macomb Community College
South Campus
14500 E 12 Mile Road, Warren
John Lewis Community Center
(Building K)
(Enter from Hayes Road)**



The club does not meet
in July and August

IN THIS ISSUE:

About SHCC	2
The President's Pen	3
Door Prizes	3
Updates Of Features And Release Dates For Windows 10	4
Data Creators And Consumers In A Mobile Environment	6
Moving Beyond Windows XP And Office 2003? Try Office 365	7
Easy Basic Backups	8
WYSIWYG Web Watch	10

This Month's Main Meeting Topic:
"The Latest In Video Surveillance"
 by member Jack Vander-Shrier

Novice SIG Meeting:

**Wednesday, June 23
6:30 at the
Clinton-Macomb
Public Library**

(The SIG will plan to meet every other month, at this location, if people continue to attend.)

Sterling Heights Public Library

The Sterling Heights Public Library, at 40255 Dodge Park Road, is located just south of Utica Road. A large sign reading "City Center" marks the driveway to the library and parking. The Programming Center, where the meeting is held, is just inside the front door of the library.



Guests and visitors are welcome. People can attend any SHCC meetings during two consecutive months before deciding to become a member or not. Meetings include the main meeting and SIG. July and August don't count since there is no main meeting. Membership includes admission to all SHCC functions and the newsletter. Membership is open to anyone. It is not limited to the residents of Sterling Heights.

DUES: \$25/YEAR

CLUB ADDRESS: PO Box 385, Sterling Heights, MI 48311-0385
CLUB E-MAIL ADDRESS: Info@SterlingHeightsComputerClub.org
CLUB WEB PAGE: http://www.SterlingHeightsComputerClub.org

Resource People:

Family Tree	Rick Schummer
Firefox	Don VanSyckel
FoxPro	Rick Schummer
General Computer Questions	Jack Vander-Schrier
Hardware	John Rady
MS Publisher	Rick Kucejko
MS Word	Rick Schummer
Spreadsheets	Rick Schummer

2015 SHCC Officers

President: Don VanSyckel
 Secretary: Rick Kucejko
 V. President: Mike Bader
 Treasurer: Paul Baecker

Four Month Meeting Schedule:

JUNE 2015 - SHCC –	SEPTEMBER 2015
2 - “The Latest In Video Surveillance” by member Jack Vander-Shrier	1 - SHCC – Main Meeting
3 - COMP meeting	2 - COMP meeting
7 - SEMCO meeting	6 - SEMCO meeting
23 - PC SIG	? - PC SIG

The club does not meet in July and August.

SHCC Coordinators:

Associate Editor	Rick Schummer
Door prizes	Don VanSyckel
Greeter for visitors	Jim Waldrop
Newsletter publisher	Rick Kucejko
Novice SIG	Paul Baecker
Program Coordinator	Mike Bader
Publicity	Patrick Little
Resource People	open
PC SIG	Jack Vander-Shrier
Welcome & check-in desk.	Jim Waldrop
Web Site	Don VanSyckel
Web Watch column	Paul Baecker

Other Computer Clubs:

As a member of SHCC, you can attend meetings of other clubs where we have reciprocating membership agreements, at no charge.

Computer Club of Marysville and Port Huron (COMP)
 Time: 1st Wednesday, 7:00PM
 Place: Mackenzie Bldg, Room 201, St Clair Community College, Clara E McKenzie Library-Science Building, 323 Erie St. Port Huron, MI (810) 982-1187
 Web Page: http://www.bwcomp.org
 Reciprocating: Yes

South Eastern Michigan Computer Organization (SEMCO)
 Time: 2nd Sunday at 1:30PM
 Place: Altair, 1820 E Big Beaver Road, Troy, MI 48083
 (248) 840-2400
 Web page: http://www.semco.org
 Reciprocating: Yes

The OPC (Older Persons Commission) Computer Club
 Time: Every Tuesday at 10:00
 Place: OPC in Rochester 248-656-1403.
 Web page: www.opcseniorcenter.org. go to "Activities - Programs", then to "OPC Computer Club" for club information.
 No cost for residents to join or attend meetings. \$150 fee for non-residents, (full facility usage) or \$1 per meeting. Reciprocating: No

Contact Information:

Paul Baecker	586-286-2314	webwatch@sterlingheightscomputerclub.org
Mike Bader	586-447-6683	mdbader@flash.net
Rick Kucejko	248-879-6180	rick@kucejko.com
Patrick Little	586-264-1497	pblittle@wideopenwest.com
Rick Schummer	586-254-2530	rick@rickschummer.com
Don VanSyckel	586-731-9232	don@vansyckel.net
Jack Vander-Schrier	586-739-5952	jvanders@comcast.net

(Call Jack after noon)

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to :
 WYSIWYG Publisher
 5069 Fedora, Troy, MI 48098
 OR at the e-mail addresses: newsletter@SterlingHeightsComputerClub.

© Unless stated otherwise, all materials contained in this newsletter are copyrighted by the Sterling Heights Computer Club. License is hereby granted to other clubs (non-profit) to reprint with credit.

The President's Pen

by Don VanSyckel



The weather's turned nice and I'm more interested in being outside than at the PC. I guess that's a good thing so there hasn't been much happening on the PC front around me.

There has been interest in Linux. More specifically, how do I install Linux on my old PC to give Linux a test drive? The good news is there are quite a few Linux distributions (distro's) out there for you to choose from and most are free. The bad news is there are quite a few distro's out there and it can be confusing which one to choose. The basic operations to load Linux are:

- 1) Choose a distro
- 2) Download it to you PC
- 3) Burn it to CD or DVD as appropriate
- 4) Fire up the old PC with the Linux distro disk in the drive
- 5) Answer the questions
- 6) Enjoy your new Linux system

Sounds simple, doesn't it? Well like many other things, the devil's in the details, starting with which distro and then there's all those questions that might as well be in Greek for all the words mean to you. The SHCC officers have been discussing this and if there's enough interest from the club members we will hold a Linux Install Fest, probably in June, probably in someone's garage, probably from 10 to 2, and probably with hot dogs, chips, and pop. This would entail you bringing your old PC (well actually, you could bring your new PC if you wanted to) to the Install Fest and working with one of our Linux experts who will be there. The distro's that we will have will already be burned to CD and will be free to use. Probably

is this event will be free and open to all club members and their guests that they bring with them. No limit on the number of guests as long as you're there with them. Systems will be installed in a first come first installed basis. Hot dogs are also on a first come first served basis, so when the actual details are announced be sure to RSVP if you're coming and the number of people, so we can plan and not run out.

Of course, if you don't want to have Linux installed on a PC you can still come and hang out, just RSVP. I think there will be a super "how do you do this?" and "what will happen if I do that?" session going on. We'll discuss this briefly at the June meeting to determine if there is enough interest. Being in the garage, it'll be rain or shine, but sunny would be nice so we can spill to the outside. Please send comments to an officer if you have something to add to the discussion and won't be at the June meeting.

I want to know who went out and bought a drone or some type of multi-blade copter since the last meeting. One tip I've heard since the meeting is that if you're going to use the copter inside or near a building, get the style body that has a guard around the rotors so when you bang into things, the blades don't hit the wall or whatever. When it hits the wall the copter can be damaged, the blades can be damaged, or if the blades stop long enough the machine can crash. None of these sound good, so be aware of what you're doing. There are miniature quad-copters that are about the size of your hand. These might be good to annoy the cat with, you know paybacks are h... On the other hand a bat of the paw could really send a mini quad-copter flying, no pun intended.

This month's meeting promises to be another good one. Jack Vander-Schrier will present "The Latest in

Video Surveillance". Jack has surveillance set up in and around his home and is experienced with many of the challenges that doing it right can present to the user. You don't want to miss this one.

Remember no main meetings in July and August. The SIG schedule is being decided and will be announced.



Door Prizes

Door prize drawings are held at regular club meetings. The winner's circle for May included:

Don Hjelle won a flashlight

Warner Mack won a flashlight

Mike Galat won a power strip



More Door Prizes

Have software you no longer use? It could make a good door prize for a fellow member. It would also give that member another good reason for being glad to have been at the club meeting. Contact one of the officers, or just bring it.



Last Month's Meeting

Last month's meeting was exciting. Mr. Harry Arnold of Detroit Drones presented. Mr. Arnold and associate brought several drones, parts, and associates for a great hands on supplement to the presentation. Mr. Arnold shared many facts and observations about drones. No he did not have one flying around the room.



Update On Features And Release Dates For Windows 10

by Ira Wilsker

WEBSITES:

<http://news.microsoft.com/windows10story>

<http://www.pcmag.com/article2/0,2817,2483522,00.asp?kc=PCRSS03069TX1K0001121>

<http://dealnews.com/features/Heres-Everything-Youll-Get-With-That-Free-Windows-10-Upgrade/1340764.html>

<http://windows.microsoft.com/en-us/windows-10/about>

http://en.wikipedia.org/wiki/Windows_10

<http://www.cnet.com/products/microsoft-windows-10/>

<http://windows.microsoft.com/en-us/windows/preview-iso> **OFFICIAL DOWNLOAD LINK**

<http://www.zdnet.com/topic/windows-10/>

<http://www.techradar.com/news/software/operating-systems/windows-10-release-date-price-news-and-features-1029245>

<http://www.extremetech.com/tag/windows-10>

http://old.seattletimes.com/html/microsoft-software/2026216178_microsoftbuildday2.xml.html

<http://www.pcmag.com/article2/0,2817,2483522,00.asp>

<http://dealnews.com/features/Microsoft-Will-Offer-Free-Upgrades-to-Windows-10/1261432.html>

<http://www.pcmag.com/article2/0,2817,2483437,00.asp>

The much ballyhooed release of Windows 10 is nearing, as Microsoft polishes its features and adds devices to the list of compatible hardware that can run the new operating system. While Microsoft has not yet publicly announced an official release date for its newest operating system, several media sources, including the respected PC Magazine (<http://www.pcmag.com/article2/0,2817,2483522,00.asp>), are reporting that the initial release for personal computers will be this summer, with other versions of Windows 10 being released for other devices shortly after the original PC release.

Microsoft is intending that Windows 10 will not just be a new operating system for PCs, but that it will also run on countless other devices including smart phones, tablets, Xboxes, the "Internet of Things (IoT)", and other hardware devices. According to PC Magazine, "Redmond has pledged to put the OS on 1 billion devices by 2018 and all this week, the software giant is exhorting developers to help with that effort." Windows 10 is explicitly designed to run on multiple and diverse hardware platforms, allowing the user to easily and seamlessly go from one type of device to another. Windows 10 is also designed to utilize different input methods including voice controls (Microsoft's Cortana application), traditional keyboard and mouse, touch screen, and other forms of input.

Microsoft is still planning to offer the new Windows 10 operating system as a free upgrade for PCs running Windows 7 and Windows 8.1 for the first year after it is released; after the free offer expires, the upgrade to Windows will be commercially available for sale, but the price has not yet been announced. At the official Microsoft Windows 10 website at:

windows.microsoft.com/en-us/windows-10/about, Microsoft has reiterated its offer for a free upgrade to Windows 10 by posting, "Great news! We will offer a free upgrade to Windows 10 for qualified new or existing Windows 7, Windows 8.1 and Windows Phone 8.1 devices that upgrade in the first year! And even better: once a qualified Windows device is upgraded to Windows 10, we will continue to keep it up to date for the supported lifetime of the device, keeping it more secure, and introducing new features and functionality over time – for no additional charge. Sign up with your email today, and we will send you more information about Windows 10 and the upgrade offer in the coming months."

There have also been published stories that since Microsoft sees Windows 10 as much as a "service" as it does an operating system, Microsoft is rumored to also allow Windows 10 to be installed freely on computers running pirated versions of Windows 7 and 8.1, during its free upgrade period. Microsoft has announced that the free upgrade version of Windows 10 will be supported for the life of the operating system, and free updates and improved features will be provided during its functional lifetime, or the lifetime of the devices on which it is installed. The minimum system requirements for PCs in order for Windows 10 to run satisfactorily is quite low, only requiring a 1 GHz processor speed; 1 GB of RAM (memory) for 32 bit systems, 2 GB RAM for 64 bit systems; an 800x600 graphics display; and 16 GB (32 bit) to 20 GB (64 bit) of hard drive storage. While these minimum system requirements are quite low, with virtually all PCs currently running Windows 7 or 8.1 exceeding these minimum requirements, Microsoft does recommend greater system capabilities in order to have improved performance.

Among the many new features that will be incorporated into Windows 10 will be a totally new Internet browser replacing the classical Internet

Explorer; this new browser Microsoft is now calling "Microsoft Edge", will be compliant with all of the new web standards. This new Microsoft Edge browser is designed to give its users a more reliable and consistent level of web performance. With literally millions of apps (applications) currently available for Android and iOS (Apple) devices, Microsoft is courting those app developers, and providing them with SDKs (Software Development Kits) to encourage the developers to produce versions of their apps that will run on Windows 10 devices, thus making devices running Windows 10, especially smart phones, more attractive to users. This could be a boon to Windows 10 powered smart phones, as there are only about 300,000 Windows smart phone apps currently available, which is only a small fraction of the apps currently available for Android and iOS devices. Microsoft is also encouraging the app developers to modify and port their apps to desktop computers running Windows 10.

As had been previously announced by Microsoft, the "Cortana" voice operated feature will be available on devices running Windows 10. Cortana is a competitor to the newly released Google speech activated feature, and the heavily promoted Siri voice activated electronic assistant currently available on newer Apple iOS products. Cortana, and the competitive voice recognition apps from Google and Apple's Siri, all can be used to launch apps and other software, perform searches, add events to the calendar, and intelligently respond to voice initiated queries.

For those who may wish to try a "beta" or pre-release version of Windows 10, Microsoft has made the new operating system available as a free download directly from Microsoft at windows.microsoft.com/en-us/windows/preview-iso. Users of this "beta" version must be aware that as a pre-release version, there will likely be bugs in the new operating system, but Microsoft is also offering support

and frequent and periodic updates to the "beta" version, these updates also include new and updated features that are in need of widespread testing. According to Microsoft, "Windows Update will be set to automatically install important updates as they become available. You won't be able to turn off automatic updates in Windows 10 Insider Preview."

The free "beta" release of Windows 10 is downloaded as an ISO formatted file, which must be "burned" (not simply copied) to a DVD using ISO disc burning software to create the "image" file that can be installed. Microsoft warns that there is a risk in using this potentially buggy "beta" software on a critical or production computer, or even a primary home PC, so it does not recommend installation on those computers. Microsoft also implores users to perform a full image backup of the hard drive, which will allow a reinstall of the prior operating system, software, and data from the original software. Again, the three most important words in computing are "Backup, Backup, and Backup ! " This image backup will be necessary to restore the computer to the earlier operating system in the event the user desires to remove the Windows 10, and go back to what was previously running. Users should not rely on the "recovery partition" which is usually included, and sometimes hidden on factory built computers, as it is likely that the factory recovery partition will not be available after the installation of Windows 10.

Microsoft has also issued a privacy statement and warning to users who download and install the "beta" of Windows 10. Microsoft states, " Microsoft will collect data about your installation and use of Windows 10 Insider Preview to help us improve our products and services. See our privacy statement to learn more."

I have been a registered beta tester for Microsoft in the past, and have installed and tested several other pre-

release versions of Microsoft products. While a few have worked well, most of the others were quite buggy, especially my "beta" versions of the now defunct Windows Vista. While I like to be among the first to implement a new hardware or software product, I will probably not download and install the actual release version of Windows 10 on my primary desktop computer, I may put it on my secondary laptop computer running Windows 7-64. If you want to try Windows 10 prior to its official release, download it from the above Microsoft link, but be absolutely sure that you have a complete external backup of your existing operating system and files, preferably an image backup. Once the free upgrade of the release version is available, I would suggest waiting for a few months to allow any of the inevitable bugs to be worked out of the initial release, prior to the download and installation.

Windows 10 looks very interesting, especially with its cross platform compatibility. I actually look forward to the release of the "official" PC version this summer.

This article was reprinted with permission of the author, Ira Wilsker.

☺ ☺ ☺ ☺ ☺

Member Classified Ads

Send any classifieds to the WYSIWYG Publisher at the club's PO Box, or to his e-mail address posted on page 2 of the newsletter.

Ads are available to SHCC members and are limited to computer related items for non-commercial purposes. There is no charge for members classified ads.

☺ ☺ ☺ ☺ ☺

Data Creators And Consumers In A Mobile Environment

by Phil Sorrentino, The Computer Club, Inc., Sun City Center, FL
www.sccccomputerclub.org/ philsorr@yahoo.com

Some computer devices are good at creating data and some others are better at consuming data. This is only a consideration now that we have a selection of devices to choose from, and that the devices have become smaller, lighter and therefore, mobile. In the beginning, when all we had was a computer, it was both the data creator and the data consumer. We really didn't think about creating or consuming. When you wanted to work with, or look at, a document or picture, you went to the computer, which was usually in some area set out just for the computer. Nowadays we want to have the benefits of the computer wherever we are; we don't want to have to go to the special location, where the computer used to be. Now we have laptops, ultrabooks, netbooks (a few of us have these), tablets and smartphones that go wherever we go. All of which can be considered platforms for mobile computing. Now it's all about Mobility, or computing on the go.

Mobile computing is having access to, and being able to, view or create data whenever and wherever you want. Mobile computing requires mobile hardware, software, and communications networks. Mobile computing is "taking a computer, with access to all necessary files, out into the field" for use on the go. This type of computing, unlike computing at your computer workstation, is subject to a few considerations and maybe even limitations. Good wireless communications becomes a critical factor in mobile computing. The network type, the communication properties, protocols, and data formats become considerations for success. Most of these considerations are handled by our Internet Service Providers (ISP), through their routers; or Commercial cell phone providers through their cell phone towers. But mobile computer users

should be aware of some of the basics and some of the limitations of the communications networks that are providing the linkage.

Typically your mobile computer or tablet is at the end of a wireless network, either Wi-Fi, or the commercial cell phone network. Wireless communications networks are subject to certain limitations that are not present in a wired computer network. Range (distance) and Bandwidth (data transfer speed) are two limitations associated with wireless communications networks. For successful mobile computing, your computer has to be within range of either a Wi-Fi access point or a commercial cell phone tower (and, of course, you have to have the appropriate wireless radio functionality built into your hardware).

When using Wi-Fi, the Wi-Fi portion of the communications is typically not the limiting speed factor. Wi-Fi typically operates at greater than 50 Mbps. The limitation is typically the ISP upload speed, which may be only around 1 Mbps.

When using the commercial cell phone network, the network is a limiting speed factor in that a 3G network can only transfer data at approximately 2Mbps. (However, the newer 4G networks are less of a limitation because they transfer data somewhere around 10Mbps.)

Transmission Interference is another limitation associated with wireless communications networks. Cell phones use radio frequencies where weather, terrain, and objects (like mountains) can affect signal reception. Reception in some buildings, and in rural areas, can often times be limited.

Power consumption is a mobile hardware limitation. Mobile computers rely typically on battery power. Laptops may operate on battery for only 3 to 5 hours. Tablets, on the other hand, have operating times close to a day's work, maybe 8 to 10 hours.

Security is a mobile computing software consideration. Mobile computing on Wi-Fi public networks can be a security nightmare. VPN (Virtual Private Network) software is a must for all secure mobile computing.

Now that we are aware of some of the limitations of mobile computing due to the nature of the wireless network or the size and power constraints of the devices, we can look at which devices could be used for what tasks. Laptops and ultrabooks, (and desktops for those few of us who still have them), with their hardware keyboards, larger display screens, and in some cases more abundant USB ports, are probably the best candidates to be data creators. Data creators will typically have more sophisticated software installed that will let the user create lengthy document, spreadsheet, PowerPoint, graphical, and image files. Looking at the big picture, scanners and cameras are also data creators. Scanners are typically found connected to a Desktop or Laptop computer in a fixed location, but there are a few small portable scanners available. Cameras are, by their very nature, portable data creators.

Tablets and smartphones, on the other hand, with their lower battery usage, smaller size, and lower weight, are probably the best candidates to be mobile data consumers. Tablets are good for viewing data and maybe making small modifications or changes, like adding a sentence to a document or placing some data into a spreadsheet. But a tablet, with its virtual keyboard, is certainly not the device to use if you are writing your memoirs. Tablets are ideal for storing large numbers of documents, pictures, and videos, using their onboard memory and their mi-

croSD memory devices (if the tablet supports this). Tablets are also perfect for accessing large databases in the cloud or on a home computer. (Remember Teamviewer?) The tablet can be a way of bringing large amounts of data to be viewed or reviewed by people on the go. This convenience has found its place in many areas such as the medical profession, and in providing User or Diagnostic information to users or technicians.

These categories of Consumer and Creator are, by no means, hard and fast, but only help to provide a way to decide on what device to use in a particular situation.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.



Moving Beyond Windows XP And Office 2003? Try Office 365

by Nancy DeMarte, Sarasota Technical User Group, FL
www.thestug.org ndemarte@Verizon.net

With all the publicity recently about the dangers of staying with Windows XP since Microsoft has stopped updating and supporting it, you might have overlooked the fact that support has also been cut off for MS Office 2003. For those who have decided to upgrade to Windows 7 or 8, it should also be the time to consider upgrading Office. For a home user, Office 2013 makes the most sense. And for those who own multiple computers, Microsoft is offering a real deal if you purchase Office 2013 through a subscription, rather than a standalone package. The subscription version of Office 2013 is called Office 365 Home. Since its introduction in 2012, Office 365 Home has continually been enhanced with improvements to the programs, new benefits, and better pricing options. Here are nine of the current features:

1. Office 365 Home can be **installed on five PC's, Macs or tablets**. (The standalone Office 2013 Home and Student allows installation on only one PC.) Plus, you can uninstall the 365 suite and install it on another machine any time during the subscription period.
2. The Office 365 Home suite includes **automatic security and program updates** to its seven programs,

all of which load automatically in the background as they become available.

3. OneDrive (formerly called SkyDrive) is available to anyone with a Microsoft account. Office 365 subscribers get **1 TB of cloud storage**.
4. Windows 8.1 owners who also have Office 365 can keep the contents of their OneDrive folders in a special **desktop OneDrive app**. As changes to files are made either in OneDrive or in the desktop app, the two folders are automatically synchronized.
5. Office 365 Home owners also receive 60 minutes a month of **free phone calls on Skype**, which Microsoft purchased in 2011. This includes international calls to a large number of countries and does not require a Skype account.
6. Office 2013 and 365 both offer **Office on Demand**, which allows a person with either version to use Office on a Windows 7 or 8 PC even though it's not installed. If you are using a computer without MS Office, you can log into your MS account, go to OneDrive, open the file you want, and edit it in its application. This feature is not available yet for Mac computers.
7. For co-editing a document or spreadsheet with a person in another

location, Office 365 and 2013 both offer access to **Office Online**, basic Office programs which are available across devices – tablets, PCs, Macs.

8. In April 2014 Microsoft introduced **free Word, Excel, and PowerPoint apps for the iPad**. Everyone can use these to open and view documents, spreadsheets, and presentations. But only Office 365 owners can edit these files.

9. The programs which are part of the Office 365 suite are constantly being upgraded. Some are just simple tweaks like placing an icon in a more logical spot on the ribbon. Others are new features altogether, such as the **pivot tables in Excel and the ability to open a PDF file in Word**. The effect of the changes is subtle, but generally makes the applications easier to use.

So how does the cost of an Office 365 subscription compare with the boxed Office 2013? It depends on the version. Programs included in the Office 365 Home suite, Personal suite, and University suite include Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. These three suites are all subscription-based and non-commercial. The Home version costs \$99.99 per year or \$9.99 per month and can be installed on 5 PC's, Macs, or tablets, with transferrable licenses. The Personal version costs \$69.99 per year or \$6.99 per month and can be installed on 1 PC or Mac and 1 tablet. The University version is a four year subscription that costs \$79.99 and requires the owner be a full or part time student at an accredited college.

If you don't renew your subscription, the programs will remain on the device, but will not function. Files created with the programs, however, will be saved.

The standalone products have one time prices. Office Home and Student 2013, a standalone product, costs \$139.99 at the Windows Store and can

be installed on one PC or Mac. The suite contains four applications: Word, Excel, PowerPoint, and OneNote. Office 2013 Home and Business includes five programs (Word, Excel, PowerPoint, OneNote, and Outlook) and costs \$219.99. Office 2013 Professional includes the same seven applications as the home subscription suites, but costs \$399.99 for installation on one PC or Mac.

So how will you decide what version of Office 2013 to buy? It all depends on your situation. In our home we have four computers, so Office 365

Home is the perfect choice. If we had one PC, then Office 2013 Home and Student or Office 365 Personal would be versions to consider. Whatever you choose, you will find that the Office programs in the 2013/365 suites have some interesting new features that make the suite easier to use and more powerful than earlier versions.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups.



Easy Basic Backups

by Jim Cerny, Sarasota PCUG, FL
www.spcug.org jimcerny123@gmail.com

Unfortunately it is not a perfect world and, as you know, any mechanical device can fail. Because your computer and/or your hard drive can fail, everyone (this means you) needs to take the extra step on a regular basis to make sure that you have a good backup. I am always surprised at the number of people who just don't do backups at all – they will have a real problem if something goes wrong. There have been many “backup” articles written and I would encourage you to read some of them. But the purpose of this article is just to give you the basics first and then you can decide what further steps you need to take and what more information you may need. Here is the “basic backup” information:

1. Why do I need to do a backup? – In case your computer or hard drive fails.
2. What is a “backup” anyway? It is simply a copy on another memory device.
3. What should I back up? This is a good question. I do not backup my entire “C” drive, I only backup those files that are impor-

tant to me – those files I NEED to keep. I do not backup my software/programs. For example, I have many documents (files) which I created using the Word program. Well, I can use someone else's Word program and their computer in an emergency to open those files from my backup device. I can also use “Open Office” to open those files. I just need my files which I have backed up and a computer that has a word processing program or is connected to the internet. Get the picture? A backup is also great when you get a new computer and need to put all your files in it. I backup everything in the “My documents” and “My pictures” folders – that is, I backup all the files I have in “My documents” and all “My photos”. I do not backup “My music” or “My videos” because I don't have any of those that are important to me. You do NOT have to backup your email or anything that you have saved on the internet cloud (such as on Google Drive, or Dropbox for example). Certainly you may choose to use the internet cloud as your backup device. NOTE: Photos and videos take

up MUCH more space than other files –see below.

4. How often should I do a backup? As often as needed so that you do not lose anything important. I do a backup every three or four weeks.
5. How do you do a backup? I use either an external hard drive or a thumb drive that plugs into a USB port on my computer. (I don't recommend using CD or DVD disks for doing backups as you will probably run out of space on the disk and have to use too many of them.) I just connect my drive, create a new folder on the drive called “backup 7-31-2014” (the date). Then I just open the Windows Explorer and drag the entire “My Documents” folder to that backup folder, and then do the same for “My Pictures.” It takes about 20 or 30 minutes, but you can do other things on your computer in the meantime. While the files are being copied, you will see a green bar lengthen from left to right until the copy is complete. There is also a time estimate shown which is usually inaccurate.
6. How much space do I need on the device? To find out how much space you are using now on your “C” drive for any folder, open up the “Windows Explorer” program and, on the list of folders in the left column, find “My Documents”. RIGHT-click the mouse on that folder to get a pop-up menu, then left-click on “properties”. You will see how much space that folder is taking up and that is how much space you will need on your backup device to copy it. It will also tell you how many files are in that folder. My “My Documents” takes up about 300 megabytes. My “My Pictures” takes up well over 6 gigabytes. So I will count on needing about 7 gigabytes of

memory for EACH backup. If you get an external hard drive, pay the extra bucks and get a one-terabyte drive and you will have lots of space. Or you can get a 32 or a 64 gigabyte thumb/flash drive which, for me, can easily hold my last two backups.

7. How many backups should you keep? I only keep the most recent two backups. After I create a new backup, I delete the oldest from the device to save space. **(Ed.. Note: More than two backup would be better. Flash drives are not expensive.)**
8. Anything special about photos? Yes, they take up much more space. On my computer, my pictures take up almost twenty times the space of my documents or other files. So, I handle my pictures differently. I only keep the last two years of pictures on my computer. Every year I copy the oldest photos (from three years ago) to CDs and put them in my photo album. If you have really special photos, you should back them up with your other files and

not put them on a CD. I have heard stories that CDs may not last forever and can deteriorate.

Are there other choices or ways of doing backups? You bet. There are programs that you can buy or download from the internet that can automatically do the backups for you. Sometimes backup programs come with the memory device you purchase. There is “the cloud” option too, where you can put your files on the cloud and let that company keep them for you (i.e. such as using Google Drive or Dropbox). But their free space is limited and you may have to pay for more space. Perhaps one of these other ways will be more to your liking, but by all means do your backups. One of the worst-case scenarios is that your computer quits working, you decide to buy a new computer, but you cannot move any of your files to the new computer because you didn’t make any backups! Every once in a while, ask yourself: “What would I do if my computer quits working?”

This article has been obtained from APCUG with the author’s permission for publication by APCUG member

Presenters Wanted

The officers invite any member to make a presentation at the main meeting.

If there is some software you have been using and think others may be interested as well, or there is a computer topic you would like to present to other members, please call or e-mail Don VanSyckel. Making presentations is not that difficult. The hour goes by before you know it and there is always enough material to cover in a software package so that the hour is easy to fill.

If there is a topic you are interested in or something you would like demonstrated, please see any of the officers. They are always interested in what the members would like to see.



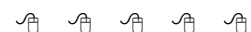
If your e-mail or mail address changes, please e-mail: secretary@SterlingHeightsComputerClub.org



“Look Smedley! It’s a bookworm. I thought they were extinct.”

SHCC Emergency Cancellation

Sterling Heights Computer Club meets at Macomb Community College (MCC). We will meet if MCC is open and will not if MCC is closed. MCC closure is announced with other school closings on many local TV and radio stations. All members of SHCC have an email address. One of the SHCC officers will send an email to the addresses SHCC has on file alerting members to the event cancellation. If your email is broken, call an officer; don’t leave a message, call another officer if you don’t talk to someone live. It is your responsibility to keep the email address you have listed with SHCC current.



WYSIWYG WEB WATCH (www)

by Paul Baecker webwatch@sterlingheightscomputerclub.org



This column attempts to locate sites containing valuable, amusing and free content, with no overbearing pressure to purchase anything. Send your favorite entertaining, helpful or just plain useless sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG.

A Wikipedia article about images, videos, and jokes that have gone viral.

http://en.wikipedia.org/wiki/List_of_Internet_phenomena

Product reviews and test videos of wired and wireless headphones and speakers.

<http://www.soundguys.com>

Bite-sized courses delivered to your inbox daily. Over 40 courses in 10 different categories.

<http://gohighbrow.com>

A Wikipedia article on the historically most influential Internet services.

https://en.wikipedia.org/wiki/Timeline_of_popular_Internet_services

Twelve tips to speed up Windows 7.

<http://www.pcmag.com/article2/0,2817,2364937,00.asp>

Intel tool that analyzes the system drivers on your computer. The utility reports if any new drivers are available, and provides the download files.

<https://downloadcenter.intel.com>

Thinking of buying a hard drive? Check these failure stats first. You may be surprised at the results. Applies to the hard drive in your computer as well. (And by the way....start backing up!!)

<https://www.backblaze.com/blog/what-hard-drive-should-i-buy/>

<https://www.backblaze.com/blog/hard-drive-reliability-update-september-2014/>

Search for info on people and businesses using name, address and reverse-phone look-ups ---- discover your neighbors!

<http://www.whitepages.com>

Virtual tour inside the Sistine Chapel in Vatican City.

http://www.vatican.va/various/cappelle/sistina_vr/

Sand cars - fastest vehicles on the dunes.

<https://www.youtube.com/user/DuneFreq>

Has 350,000 recipes and helps organize with pre-planned menus and sorted grocery-shopping lists. Also supplies food storage tips and nutrition info.

<http://www.bigoven.com/>

An interactive and ever-growing collection about the Internet and the World Wide Web.

<http://www.thebiginternetmuseum.com>

A calendar of upcoming Internet events.

<https://forekast.com/>

Portable data drive buying guide.

<https://www.choice.com.au/electronics-and-technology/computers/storage/buying-guides/portable-data-drives>

Tips and considerations when purchasing a new desktop or laptop computer.

<https://www.choice.com.au/electronics-and-technology/computers/desktop-and-laptop-computers>

Surge protectors and UPS buying tips.

<https://www.choice.com.au/electronics-and-technology/computers/computer-accessories/buying-guides/ups-and-surge-protectors>

Wireless Network Watcher -- great free tool to keep tabs on who or what might be connecting to your home network with or without your consent.

<http://www.techsupportalert.com/content/want-constant-readout-whos-connected-your-lan.htm>

NOTE: Many of the links in the digital newsletter connect to the Internet if clicked. For those that do not, copy the link into your browser, and reach the web site that way.

World Wide Web Column on the Club Web Site

Check out the WebPageReviews section on the club's web site. You can see past web sites reviewed in this column on our club web page. They are arranged into various key word categories to help locate a specific site.

