



# THE WYSIWYG



\$3.00

FEBRUARY 2017

Volume 29, Issue 2

**STERLING HEIGHTS COMPUTER CLUB**

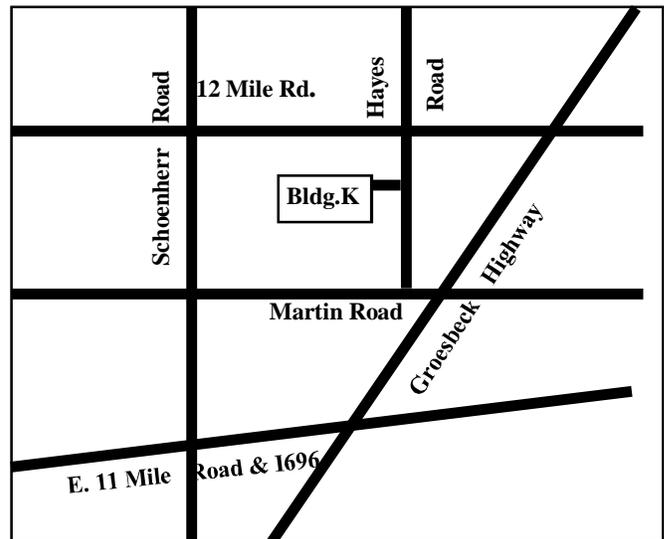
PO Box 385

Sterling Heights, MI 48311-0385

**MAIN MEETING: TUESDAY JAN 3**

**6:30 PM**

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



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**This Month's Main Meeting Topic:**

**“CD/DVD/USB, Dual Boot, Virtual Box And More” by member Mike Bader**

**No SIG meeting in February.  
SIG meetings are held every other month.  
The next SIG meeting will be in March.**

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

**SHCC Coordinators:**

Associate Editor	Rick Schummer
Door prizes	Don VanSyckel
Greeter for visitors	Jim Waldrop
Newsletter publisher	Rick Kucejko
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

**2016 SHCC Officers**

V. President: Mike Bader  
 Treasurer: Bernie DeFazio  
 President: Don VanSyckel  
 Secretary: Rick Kucejko

**Four Month Meeting Schedule:**

**FEBRUARY 2017**

- 7 - SHCC – “CD/DVD/USB, Dual Boot, Virtual Box And More” by member Mike Bader
- 8 - COMP meeting
- 12 - SEMCO meeting

**APRIL 2017**

- 4 - SHCC—Main Meeting
- 5 - COMP meeting
- 9 - SEMCO meeting

**MAY 2017**

- 2 - SHCC—Main Meeting
- 3 - COMP meeting
- 14- SEMCO meeting
- ? - PC SIG

**MARCH 2017**

- 1 - COMP meeting
- 7 - SHCC – "Quad-copter With Computer Control" by Sam Chapatwala of the Detroit Beagle-bone Community Meetup
- 12 - SEMCO meeting
- ? - PC SIG

**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

**Royal Oak Computer Club**

Time: Every Wednesday at 12:30  
 Place: Mahany/Meineger Senior Community Center 3500 Marais Ave. Royal Oak, MI 48073  
 248-246-3900  
 Reciprocating: No

**Contact Information:**

Paul Baecker	586-286-2314	webwatch@sterlingheightscomputerclub.org
Mike Bader	586-447-6683	mbbader@flash.net
Bernie DeFazio	586-864-6558	berniedel@wowway.com
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: newslet-

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## The President's Pen

by Don VanSyckel



It's been a long month, much longer than normal. As most of you know I wasn't at the January meeting because I broke my left leg a week before Christmas. So not only is it dreary winter but I'm even more confined, having been out of the house only three times in the last 52 days. Well, at this point no one can say I have a screw loose. I have an extra screw that's tightly holding things together which has to come out before I can venture out safely.

I'm making a list of things I want to do when I'm finally mobile again, which includes visiting the computer store and drooling over many of the new products we saw previewed in the November meeting by Mr. Tapaninen of Micro Center.

One of the things I've been doing is catching up on things, well, mostly paper work. This has involved hitting quite a few web sites for various reasons. I use Firefox browser and I have the add-on, NoScript, installed. NoScript monitors the Java, Java script, and other behind the scenes stuff that goes on when you view a web page. It's unbelievable how much stuff happens behind your back, or possibly I should say under your nose that you don't know about, but more importantly you wouldn't approve of. With NoScript, I don't approve of it.

Some of you would find NoScript very annoying. Others of you would feel a new peace of mind with NoScript. Let me explain. When you install and enable NoScript it begins challenging the behind the scenes stuff you never knew about. For each of these, your options are to enable a certain

site permanently, enable a certain site this time only, or enable all the sites on page this time only. Sites such as google-analytics, Facebook, ad-this, and ad-that never get enabled. Sites such as my-bank, my-on-line-store, my-doctor, my-broker, and my-other-stuff get enabled permanently. After hitting one of my sites once I'm not challenged the next time. I look at it as the roadside sign next to

construction says "A temporary inconvenience for a permanent improvement."

It nice not having all the annoying ads and being tracked. Nothing is perfect and some web sites use other means for ads and tracking but it's a whole lot less than before.

Firefox has literally hundreds of add-ons available. These add-ons are mostly freeware but there are some requesting payment. Some add-ons are general in nature and others are quite specific. If you're interested in add-ons, my advice is don't jump in and start loading them. Look through the add-ons and make a note or two. When you've gone through them look at how many are on your list. Remember, every add-on you load takes time, CPU time, to load and to run. Every add-on "believes" it doesn't effect any other add-on. If any add-on does interact with others, the more you have loaded the harder it is to find the offender.

Also I think there can be too many add-ons loaded. There are limits to everything. So my advice is pick the add-ons that are most important to you and load a few; and use them for a while. Then go back to your list and load the next round; use them for a while. Don't rush (load everything the first day) and don't get greedy (load every add-on in the collection).

February will have another timely presentation. SHCC member Mike Bader will present "CD/DVD/USB, Dual Boot, Virtual Box And More". This meeting could save you time, money, and aggravation.



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

## Last Month's Meeting

Last month SHCC member Paul Baecker presented "Inventory from Scratch in a Spreadsheet". This was an excellent introduction to a real life useful application of a spread sheet. This can be used for many items around the home from hobby items to DVDs owned to an inventory of your bucket list.



## Member Ads

Ads are available free to SHCC members, and are limited to computer related items for non-commercial purposes. Any ad shall be a maximum of twelve newsletter lines of text.



**If your dues are paid in the month they are due, as shown on the invoice the club sends, you automatically get an extra month of membership. This policy has been in effect for many years but newer members may not be aware of this "free month" policy.**

## Door Prizes

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

**Richard Katnik** won Photo Explosion software

**Phil Reynaud** won a Cat-5 cable

**Paul Cozort** won a Chromecast antenna (for watching free TV)

**Martee Held** won a power strip

**Don Hjelle** won ID Protection booklets



# Internet Safety: Seven Steps To Keeping Your Computer Safe On The Internet

From the Ask Leo Newsletter  
<https://askleo.com>

**I**nternet Safety is difficult, yet critical. Here are seven key steps to keep your computer safe on the internet.

Viruses and spyware and worms ... oh my!

The very concept of “internet safety” is almost an oxymoron these days.

It seems not a day goes by that we don't hear some new kind of threat aimed at wreaking havoc across machines connected to the internet.

Here are some things you can (and should) do to stay safe.

## 1. Use a Firewall

Firewall

A **firewall** is a barrier between something that is potentially dangerous and something you want to keep safe.

The term comes from the automotive industry. There is a wall of metal behind your car's dashboard designed to keep the passengers safe should the engine catch on fire. Hence, the term “fire wall”.

In computing, a firewall is typically a networking device – often a router – that is designed to understand network traffic to some degree. Its job is to block malicious or unauthorized network traffic from crossing the firewall into a protected network.

The most common examples of a firewall are most consumer and small-business routers. These devices not only allow multiple computers to be connected to a single internet connection, but they act as a type of firewall, protecting against malicious traffic from the internet. There are also dedicated hardware appliances that act only as firewalls, and there is software that can be installed on PCs to act as a firewall as well. Recent versions of Windows include a built-in software firewall.

A firewall is a piece of software or hardware that sits between your computer

and the internet and only allows certain types of data to cross. For example, a firewall may allow checking email and browsing the web, but disallow things like Windows file sharing.

If you're connected to the internet through a router, you already have a type of hardware firewall that prevents random networking-based external threats from reaching your computers. Most recent versions of Windows include a software firewall that is on by default.

## 2. Scan for malware

virus

**Malware** is short for *malicious software*.

Malware is a kind of catchall phrase that encompasses pretty much any kind of software that could cause harm to your data or your machine. It includes software such as viruses, spyware, adware, Trojans, worms, scareware, and more.

The term was probably developed by people (like me) who didn't want to keep writing out “viruses and spyware and adware and ...” when writing about current internet threats.

from the Ask Leo Glossary

Sometimes, most commonly via email attachments, malware is able to cross the firewall and end up on your computer anyway.

A malware scanner will locate and remove them from your hard disk. A *real-time* scanner will notice them as they arrive, even before they hit the disk, but at the cost of slowing down your machine a little, and occasionally even interfering with other operations.

**Important:** Because new malware is being created every day, it is *critical* to keep your anti-malware definitions up-to-date. Be sure to enable the scanning software's automatic-update feature and have it do so *every day*.

## 3. Stay up-to-date

vulnerability

A **vulnerability** is a bug or design flaw in software that allows that software to be used in some malicious and unintended way.

All software has bugs, which are nothing more than mistakes made in the design or implementation of the software. Bugs can take many forms, from simply displaying something improperly, to crashing the application or entire machine.

When a bug can be intentionally triggered and in turn exploited for malicious purposes, that bug is termed a vulnerability.

The results of exploiting a vulnerability may have nothing to do with the software's primary purpose. All that matters is that the vulnerability can somehow be used by malware – typically to infect the machine on which the software is running.

I'd wager that over half of all virus infections *don't have to happen*. Software vulnerabilities that malware exploits usually already have fixes available by the time the virus reaches a computer.

The problem? The user simply failed to install the latest updates that would have prevented the infection in the first place.

The solution is simple: enable automatic updates in both Windows and applications.

## 4. Educate yourself

phishing

**Phishing** is the attempt to represent one's self – typically via email – as someone or some organization that you are not, for the purposes of maliciously acquiring sensitive information.

The most common examples of phishing emails are carefully crafted to appear as if they had come from a banking institution, directing the recipient to a web site which itself looks very much like the bank's official website. The catch is that the email is not from the actual bank, and the web-

site is a forgery. By fooling the visitor into thinking that the site is legitimate, the phishers can obtain that person's log-in credentials when they attempt to log in to this fake site.

Some very poor yet surprisingly successful phishing attempts don't use web sites at all, but simply portray themselves as a major online service in email. The email requests that the recipient reply with account information, often including username and password, for some made-up yet important-sounding reason.

To be blunt, all of the protection in the world won't save you from yourself.

- Don't open attachments you aren't *positive* are OK; attachments are one of the most common ways that malware spreads.
- Don't fall for phishing scams. *Be skeptical*. Phishing is a common way that online accounts are hacked into and can lead to more serious issues like identity theft.
- Don't click on links in email you aren't *positive* are safe.
- Don't install "free" software without checking it out first. Many "free" packages are so because they come loaded with spyware, adware, and worse.

When visiting a website, did you get a pop-up asking if it's OK to install some software that you're *not sure of* because you've never heard of it? *Don't* say OK.

*Not sure* about some security warning you've been given? *Don't* ignore it. *Research it* before doing anything.

And of course, choose secure passwords and don't share them with *anyone*.

## 5. Secure your home network and your mobile connection

wifi - open

An **image backup** is a complete copy of a hard disk or other media being backed up. The copy is complete in that it can be restored to a *completely empty* hard drive – as in a replacement

hard drive after a failure – and the result is a hard drive that contains everything that the original did.

There are, of course, nuances to and even disagreement on the term's meaning.

An image of a hard disk *most commonly* refers to a copy of all files, folders, and overhead information stored on the disk, including the information required to boot.

Another definition used less frequently is that an image is a copy of every sector on the disk, *including those that are not used*, as well as their physical layout. This is more commonly referred to as a "clone".

An image by the first definition is all that is needed for backup purposes. When restored, the files are replaced on the hard disk, but not necessarily in the same physical locations as they were originally. (One positive side effect is that often a restored hard disk has no fragmentation.)

The second, when restored, places all files in exactly the same physical location as the original and restores all unused sectors as well, thus enabling deleted-file data recovery and potentially other forensic techniques.

Finally, the term image can be applied to either a partition, one portion of a hard disk, or to an entire hard disk. While making image backups of specific partitions can have value, only an image backup of an entire hard disk can be used to restore to a replacement hard disk.

from the Ask Leo Glossary

If you're traveling and using internet hotspots, free WiFi, hotel-provided internet, or internet cafes, you *must* take extra precautions.

Make sure your web email access – or, for that matter, *any sensitive website access* – is only via secure (https) connections, or that your regular mail program is configured to use only encrypted connections. Don't let people "shoulder surf" and steal your password by watching you type it in a public place.

Make sure your home WiFi has WPA2 -security enabled if anyone can walk within range, and you've changed your router's administrative password.

## 6. Don't forget the physical

encryption

Encryption is the process of mathematically processing data using an encryption "key" – such as a password or passphrase – in such a way that the result of the combination is ... continue reading »

from the Ask Leo Glossary

An old computer adage is that "if it's not *physically* secure, it's not secure."

All of the precautions I've listed above are pointless if other people can get at your computer. A thief can easily get at all the unencrypted data on your computer if they can physically get to it. Even log-in passwords can be easily bypassed if someone has access to your computer.

The most common scenario is a laptop being lost or stolen during travel, but I've also received many reports from people who've been burned because a family member, friend, significant other, or roommate accessed their computer without their knowledge.

## 7. Back up

image backup

An image backup is a complete copy of a hard disk or other media being backed up. The copy is complete in that it can be restored to a completely empty hard drive – as in a replacement hard drive after a failure – and the result is ... continue reading »

from the Ask Leo Glossary

I know that backing up doesn't feel like a "security" measure, but ultimately, it can be one of the most powerful ways to recover if you ever encounter a security-related issue.

The damage done by almost any kind of malware can be quickly reversed if you have a recent backup to restore to.

Having a back-up copy of your data (*all* your data) can help you recover after computer is lost or stolen (not to mention when a hard disk dies).

Backing up your email and contacts can be a critical way to restore your world should your online account ever be compromised.

Backups truly are the silver bullet of the computing world: a proper and recent backup can help save you from

just about any disaster, including security issues.

*This article is republished, with permission, from the [Ask Leo! Newsletter](#).*



## Open Source Software

by Geof Goodrum, Potomac Area Technology and Computer Society  
[www.patacs.org](http://www.patacs.org)    [linux@patacs.org](mailto:linux@patacs.org)

### Audacity – v2.1.2.

<http://www.audacityteam.org/>.

Free GNU General Public License source code and executables for Microsoft® Windows®, Apple® macOS™ and GNU/Linux® by James Crook, Martyn Shaw, Vaughan Johnson and Gale Andrews. Audacity® is free, open source, cross-platform audio software for multi-track recording and editing.

Features include:

- Record live audio
- Record computer playback on any Windows Vista or later machine
- Convert tapes and records into digital recordings or CDs
- Edit WAV, AIFF, FLAC, MP2, MP3 and Ogg Vorbis sound files AC3, M4A/M4R (AAC), WMA and other formats supported using optional libraries
- Cut, copy, splice or mix sounds together
- Numerous effects including change the speed or pitch of a recording

[Screenshots at:

<http://www.audacityteam.org/about/screenshots/>]

### Battle for Wesnoth – v1.12.6.

<http://www.wesnoth.org/>.

Free GNU General Public License source code and executables for Microsoft® Windows®, Apple® ma-

cOS™ and GNU/Linux® by David White et al. The Battle for Wesnoth is a turn-based tactical strategy game with a high fantasy theme, featuring both single player, and online/hotseat multiplayer combat. Fight a desperate battle to reclaim the throne of Wesnoth, or take hand in any number of other adventures.

Features include:

- ◆ Cross-platform: runs on Windows, Mac OS X, Linux, and others
- Single-player mode: campaigns and skirmish
- Multiplayer mode: networked and hotseat, cooperative and competitive
- Multilingual: over fifty available translations to choose from
- Extensible: user-made content from the add-ons server

[Screenshots at:

<https://wiki.wesnoth.org/Screenshots>]

### Clonezilla – v2.4.7-8.

<http://clonezilla.org/>.

Free GNU General Public License source code and bootable media image by Steven Shiau, K. L. Huang, Ceasar Sun, Jazz Wang, Thomas Tsai, Jean-Francois Nifenecker, Louie Chen, and Nagappan Alagappan. Clonezilla is a partition and disk imaging/cloning program similar to True Image® or Norton Ghost®. It helps you to do system deployment, bare metal backup and recovery. Two types of Clonezilla are available,

Clonezilla live and Clonezilla SE (server edition). Clonezilla live is suitable for single machine backup and restore. While Clonezilla SE is for massive deployment, it can clone many (40 plus!) computers simultaneously. Clonezilla saves and restores only used blocks in the hard disk. This increases the clone efficiency. With some high-end hardware in a 42-node cluster, a multicast restoring at rate 8 GB/min was reported.

Features include:

- Many File systems are supported: (1) ext2, ext3, ext4, reiserfs, reiser4, xfs, jfs, btrfs, f2fs and nilfs2 of GNU/Linux, (2) FAT12, FAT16, FAT32, NTFS of MS Windows, (3) HFS+ of Mac OS, (4) UFS of FreeBSD, NetBSD, and OpenBSD, (5) minix of Minix, and (6) VMFS3 and VMFS5 of VMWare ESX. Therefore you can clone GNU/Linux, MS windows, Intel-based Mac OS, FreeBSD, NetBSD, OpenBSD, Minix, VMWare ESX and Chrome OS/Chromium OS, no matter it's 32-bit (x86) or 64-bit (x86-64) OS. For these file systems, only used blocks in partition are saved and restored. For unsupported file system, sector-to-sector copy is done by dd in Clonezilla.
- LVM2 (LVM version 1 is not) under GNU/Linux is supported.
- Boot loader, including grub (version 1 and version 2) and syslinux, could be reinstalled.
- Both MBR and GPT partition formats of hard drive are supported. Clonezilla live also can be booted on a BIOS or uEFI machine.
- Unattended mode is supported. Almost all steps can be done via commands and options. You can also use a lot of boot parameters to customize your own imaging and cloning.
- One image restoring to multiple local devices is supported.
- Image could be encrypted. This is

done with ecryptfs, a POSIX-compliant enterprise cryptographic stacked filesystem.

- Multicast is supported in Clonezilla SE, which is suitable for massively clone. You can also remotely use it to save or restore a bunch of computers if PXE and Wake-on-LAN are supported in your clients.
- The image file can be on local disk, ssh server, samba server, NFS server or WebDAV server.
- AES-256 encryption could be used to secures data access, storage and transfer.
- Based on Partclone (default), Partimage (optional), ntfsclone (optional), or dd to image or clone a partition. However, Clonezilla, containing some other programs, can save and restore not only partitions, but also a whole disk.
- By using another free software drbl-winroll, which is also developed by us, the hostname, group, and SID of cloned MS Windows machine can be automatically changed.

Minimum System Requirements for Clonezilla live:

x86 or x86-64 processor  
196 MB of system memory (RAM)  
Boot device, e.g. CD/DVD Drive,  
USB port, PXE, or hard drive

Limitations:

- The destination partition must be equal or larger than the source one.
- Differential/incremental backup is not implemented yet.
- Online imaging/cloning is not implemented yet. The partition to be imaged or cloned has to be unmounted.
- Due to the image format limitation, the image can not be explored or mounted. You can NOT recover a single file from the image.
- Recovery Clonezilla live with multiple CDs or DVDs is not implemented yet. Now all the files have

to be in one CD or DVD if you choose to create the recovery ISO file.

[Screenshots at:

[http://clonezilla.org/screenshots/?in\\_path=/00\\_Clonezilla](http://clonezilla.org/screenshots/?in_path=/00_Clonezilla)]

**Kernel Source** – v4.7.2.  
<http://www.kernel.org/>.

Free GNU General Public License source code for all platforms by the Linux community.

**Wmail** – v1.3.1.  
<https://github.com/Thomas101/wmail>

Free redistributable source code and executables for Microsoft® Windows®, Apple® macOS™ and GNU/Linux® by Thomas Beverley. Wmail is the missing desktop client for Gmail & Google Inbox, bringing the Gmail & Google Inbox experience to your desktop in a neatly packaged app.

This is a small release with some bug-fixes and performance improvements. Nonetheless, you should totally upgrade. It still contains all the awesome from all the previous releases.

Features include:

- Windows Support
- You can now hide and show the sidebar thanks to @alexweber
- Added an option for accounts not add unread count to app unread
- Ability to set default download location
- Custom account images
- Open link in background appears in right click menu
- Toggle menu bar linux, thanks to @jamesbaughan
- Option to open links in background
- You can now change your account colour in the side menu

- Tray icon color picker
- The settings dialog has been tidied up a little
- Notifications & Unread counts
- The unread count is updated in a more responsive way
- Notifications now show subject and sender
- Option to disable notification sound
- Option to disable notifications completely
- Notifications no longer trigger on messages more that 2 days old stopping an onslaught the first time you launch the app
- Notifications no longer trigger when you press mark as unread in gmail
- Unread count in tray icon
- Menu and keyboard shortcuts for re-opening menus (cmd+n)
- Menu and keyboard shortcut for preferences
- Support for dark menu bar on OSX
- Keep the app open on linux after closing main window thanks to @russiancow
- Dragging the black sidebar now drags the window
- Updated a bunch of libraries and framework for better stability and latest security fixes, etc.

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



## Using Windows (File) Explorer – Working With Single Files

by Jim Cerny, Sarasota Technology UG, Florida  
www.thestug.org jimcerny123@gmail.com

[Please read this article with your computer! DO the steps and you will find it all much easier to understand. Otherwise you will forget. Trust me on this.]

**U**sing File Explorer in Windows 10.

Once you have learned how to explore your files and folders, how to FIND a file or folder you want, then you can WORK with that file or folder. Every file / folder has a NAME. You cannot have two files with the SAME name in the SAME folder. FILES take up computer space and contain data and information. FOLDERS are LOCATIONS in your computer or memory device.

Now open the Windows File Explorer app or program and find “Documents” (or “My Documents”) in the left pane and click on it once to open the contents of the Documents folder in the right pane. You should be saving all your documents and most files here. To SELECT a file for some action, left-click on it once in the right pane and the file name should be highlighted. (NOTE: If you double-click on a file name your computer will try to OPEN that file using your computer’s default program or app for that file type). When people say “click” using the mouse, they always mean a LEFT-click. A “right-click” of the mouse is specifically stated as a RIGHT-click.

### DELETE A FILE

Ok, let’s say you want to DELETE a file. As usual, there is more than one way to do the same thing. If you RIGHT-CLICK your mouse on the file name a menu of choices will appear for you to pick from. One of these choices will be “Delete” – and, if you CLICK your mouse on “Delete” it will delete the file! (Another way to delete a file after you have selected or highlighted it is to left-click on the MENU option(s) at the top of the window). A file deleted from your C-drive will be placed in your Recycle bin from which you can restore it if you change your mind. This “Right-clicking” the mouse thing is

really helpful in a great many places on your computer – whatever you right-click on, a menu of choices will appear. For example, if you right-click your mouse on your desktop screen you will get a menu of choices of things you can do with your desktop. If you right-click on an icon you will get a menu of choices of what you can do with that icon. To make this pop-up menu go away without making any choices, simply left-click OFF of the menu. So, to delete a single file, highlight the file by clicking on it (in the right pane of the window), then RIGHT-click on the file to get the menu of choices, then click on “Delete”.

You need to understand how to delete files from other memory devices, too. Suppose you have a small drive or a thumb-drive, camera or memory card plugged into your computer – how do you delete files from them? Well, the same way. All you have to do is FIND the files. And we discussed that in a previous article. Remember ALL FOLDERS are listed in the LEFT pane of the window – simply scroll down until you find the memory device listed and click on that device (the entire memory of the device is one big folder) and the contents will appear in the RIGHT pane of the window. Click on the folders to open them, etc., until you find the files you want to delete. Files deleted from other memory devices (that is, NOT your C-drive) will NOT go to your Recycle bin, they WILL BE DELETED. So be sure before you delete anything.

### MOVE or COPY A FILE TO ANOTHER FOLDER

To MOVE a file simply DRAG the file to another folder. Dragging means placing your mouse arrow pointer ON the file name you want to move, HOLD DOWN the LEFT mouse button and, while you are holding it down, MOVE the mouse until the pointer is EXACTLY pointing at the destination folder. Then let up the

mouse button. You can drag ANY file and drop it into ANY folder. But be careful! Only move and copy files to YOUR folders (Documents, Pictures, etc.). Yes, you can drag and drop a document file into a pictures folder, and it is up to YOU to keep your files where you want them; the computer does not restrict your moving files. The starting folder is called the “origination” folder and the receiving folder is called the “destination” folder. If you DRAG a file from one folder to another you are MOVING the file and it will no longer be in the origination folder. But if you DRAG a file from a folder on one memory device, such as your C-drive, and drop it in a folder on ANOTHER memory device, such as a thumb drive, then it makes a COPY and the original file will still be in the origination folder. The file will now be in TWO places.

To ALWAYS make a COPY of a file, drag it while holding down the “ctrl” key on your keyboard. Then it will ALWAYS make a COPY.

While you are DRAGGING the file, as you move the mouse you will see a small box which tells you if you are MOVING the file or making a COPY of the file and will indicate the destination folder. When you let up the left mouse button to complete the move, make sure the tip of the arrow is indeed ON the correct destination folder!

### CREATE A NEW FOLDER

This also is easy. You should be IN the folder in which you want to create the NEW folder. In other words, you should have clicked on the folder on the left pane into which you want to create a new folder. The contents of that folder will be displayed in the right pane. At the top of the window will be an icon that will create a new folder – look for it and click on it once. A NEW folder will appear in the right pane – the NAME of the folder will be highlighted, “New folder”, and ready for you to type in the NAME you want to give it. Every folder has a name, so give it a good one. Do not use odd characters in creating your names, use only letters, numbers, dashes, and spaces.

**TRY IT NOW**

Create a new folder and try MOVING files into it, one file at a time. Then move some of them back. You can drag a file to a folder in the LEFT or the RIGHT pane if you can see the folder. If you cannot see the folder you want, use the scrollbars so that you CAN see it. But remember a folder can be IN another folder, so

you may have to open a folder to see it. Give it a try. Try making COPIES of files, and then DELETE the copies. Deleting files you do not need keeps your computer cleaner and easier to find what you need.

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



## Are Human Relations Skills Important In Tech?

From the Ask Leo Newsletter  
<https://askleo.com>

**T**echnical aptitude and skills are important, of course. But perhaps as important is the ability to relate to and work with the people around you.

This is actually for a school assignment for a class called Human Relations in Organizations. I have to ask someone with a career in my technology these three questions:

- 1.) What skills do you use every day to deal with others at work (co-workers and clients)?
- 2.) How often do you use those skills (a specific number, like a percentage of a typical day, or week)
- 3.) Do you think a class about human relations should be required for an Associates degree in computer programming? Why or why not?

Normally, I don't answer homework questions. You'd be surprised at how many I get that are obviously someone trying to get me to do their homework for them.

This one, besides appearing to be an honest question as part of an honest assignment, speaks to something I feel strongly about. It's not something I would have guessed when I started my career in computer programming.

Dealing with people is *much* more difficult than dealing with computers

...

... and yet *way* more important.

### What skills do you use every day...?

There are many specific skills I use every day, but they all have a common thread: communication.

Whether I'm writing or editing an article, as I am right now, or discussing a problem with a client, or going over some task with an assistant, or even discussing business with my wife, it all boils down to effective communication.

I could certainly go on about technical skills and knowledge. They're important, and I do feel I'm fairly proficient technically.

But what most people fail to realize is that all those skills are virtually useless in isolation. What turns them into something meaningful is the ability to communicate ideas and concepts to others. Just as important is being able to understand and respond appropriately to the concerns, criticisms, and problems raised by others.

Communication is *the* skill I use every day. Every. Single. Day.

### How often do you use those skills...?

I know it's not a number, but my off-the-cuff answer is "all day long".

I work at home, usually alone. And even then, I'm in constant contact with my assistants, clients, and others. I write articles. I respond to questions. I interpret needs and turn those into solutions when I'm programming or working some other kind of problem.

Seriously, the communication is nearly constant.

If you forced me to give you a number, I'd say it's pretty close to 100%.

### Should a class about human relations be required...?

**ABSOLUTELY!** And, no, I'm not trying to suck up to your instructor by saying that.

To get more specific, I'd probably insist that a class in communication skills be required for all technical professions. That would include not only human relations and person-to-person interaction, but things like writing, critical thinking, persuasion, and more.

In one of my more important articles – "If I Had to Do It Over..." – I talked about what I would do differently, if I knew then what I know now.

The answer?

"I would have paid more attention in English class. Heck, I would have taken more English, grammar, and writing classes."

And really, that's just the tip of the iceberg.

Writing English well is just one component of communicating effectively, which in turn is just a component of relating to others well.

Nothing in my education really prepared me for what it meant to work in my profession. Yes, I could deal with computers very well. But people? That was a completely different matter. I did okay, but it wasn't due to any education or assistance I'd gotten in school. It was really trial by fire – learn as you go.

Looking back, something like a good Human Relations course could have helped tremendously. It certainly would have benefited many of the people I've worked with in the years since.

### The importance of human interaction

As you can tell, and as I warned you, I've developed some passion around communicating and interacting with others effectively. That's not to say I do it perfectly – far from it. But I do absolutely believe in its importance.

It's very easy, particularly in technological fields such as computer programming, to focus on the "skills of the trade" without realizing you'll

never work in isolation. Your ability to program is important, but your ability to work with the people around you is as or more important. You'll have to take direction, explain problems, pose solutions, listen to disagreements, argue, disagree, apologize, take criticism, and more. All of that will come from people you may or may not respect, but with whom you still have to work.

The better you can relate – in addition to your technical skills – the more successful you'll be. If you're like me, the more satisfied you'll be, too.

*This article is republished, with permission, from the [Ask Leo! Newsletter](#).*



## Seven Everyday Technology Skills Every Boomer (and up) Should Have

by Pam Holland, President and Instructor, TechMoxie  
www.tech-moxie.com pam@tech-moxie.com

**T**echnology is both magical and daunting. It gives us the ability to do so many wonderful things – apps that measure your heart rate, show the constellations in your night sky, and stream radio from anywhere in the world. But with that comes the challenge of keeping up with our devices, new features, apps and websites – not to mention when things go wrong. For those eager to move beyond the basics of email and Google, we believe these 7 tech skills are key to getting the most out of technology – both today and going forward.

### 1. Use Your Voice

Who would have thought that dictation would be a contemporary tech skill? Every device, from computer to smartphone now has the capability to turn your speech into text. Speech recognition, also known as voice-to-text, has improved dramatically, providing a wonderful alternative to the awkwardness of using an onscreen keyboard. Even commands can be spoken (“open email”...“send a text”).

At first, speaking text or commands into a smartphone or tablet takes a

bit of practice and may feel like patting your head and rubbing your stomach (think what you want to say...tap microphone icon...speak...tap 'done'...repeat). But with a little practice it quickly becomes natural.

Going Forward: More and more devices have voice features, including virtual personal assistants such as Apple's Siri, Windows' Cortana, and Google Now. These programs recognize natural speech patterns making it easy to get driving directions, find a restaurant or play music. The Amazon Echo, for example, is exclusively voice activated. Request it to play music or news, or current weather. It can be paired with devices to control your home environment. And importantly, voice commands are empowering for users with vision impairment or physical limitations such as a tremor.

### 2. Conduct a Search

Basic internet searching is pretty simple – just plugging in a few words will usually get you what you need. But having good search skills is like having a super power. Find an old email with a favorite recipe, locate a

'missing' App on your smartphone, or locate a specific phrase in a document or website.

Going Forward: Using search is more than the internet. Rather than trying to remember where Microsoft, Apple or Google hid a particular setting, use the search feature on your device (e.g., printer setup). Apple has even added a search feature on iPad and iPhone for settings alone – a nod to the frustration that many of us have experienced trying to locate a feature.

### 3. Send Text Messages

We are often asked about the advantage of texting versus email. The appeal of texting is in the immediacy – like a non-verbal phone call. There are far fewer steps to sending (and receiving) a text message, and much greater likelihood that the recipient will see the text right away (assuming, of course that their cell phone is at hand...). Texting is a great way to communicate on the fly.

Going Forward: You can use text messages to access and manage online accounts, send a photo, receive emergency alerts, schedule airport pickups, and more. If you're running late, need to send a phone number, or don't have time for email to load, texting lets you get in touch quickly. And you can also send a voice recording text – one more way to avoid typing on that small screen.

### 4. Get to Know Your Accessibility Settings

All devices have “accessibility features” that help you make your computer, tablet, or smartphone easier to touch, see, and hear. You can make icons bigger/bolder on smartphones, increase the font size on email, and increase the size of the mouse “pointer” on your computer screen (something TechMoxie recommends to all our clients).

Importance Going Forward: These features help us accommodate for what may be poor tech design, but also help as we age and need a little “extra” to see and hear better.

### 5. Order an Uber

Access to transportation is freedom. With Uber, reasonably priced transport-

tation is available with a few taps on the app. Your credit card information is stored when your account is set up and all payment is done through the app. And Uber's no tipping policy means that at the end of the ride, cash nor credit card need be presented. The Uber app shows available cars in your area, giving you immediate information on the wait time for a car (which even in suburban neighborhoods may be only a few minutes).

Importance Going Forward: Using Uber is increasingly essential to older adults who may not wish to drive at night, or may want to not keep a car at all. It is also a great emergency back up transportation mode in the event of a car breakdown or bad weather. Tip: try using an Uber when you don't need to, so you will be ready when you really need to get somewhere.

**6. Download an App**

Mobile devices come loaded with a great assortment of apps, but there the fun really begins when you find apps that leverage your interests. Downloading an app is not particularly difficult, but entails recalling the (correct) password and knowing how

to occasionally update credit card information.

Getting comfortable with apps is a key skill, particularly as entertainment, health and the latest innovations are available via apps on smartphones and tablets. Beyond pure fun, there are many practical apps such as for paying parking meters, making dinner reservations and ordering an Uber.

**7. Be Curious**

Curiosity...we think this is why technology comes so easily to children. They are naturally programmed to explore through touch, to ask questions, and to practice. If you want to stay up-to-date, let your curiosity loose. Try tapping unfamiliar icons and let yourself play (really...it won't break!). As you master the first six skills, you'll find that new innovations will be easier as they build on your existing skills.

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



tions can be found on Irfan's Web site under Support IrfanView (www.irfanview.com). Both versions can also be downloaded at this site. The latest 4.41 version comes in both a 32-bit and 64-bit version. The program has some 58 plug-ins that are contained in a separate download. Information on what these do can also be found at his web page under Plugins. There is a wealth of other information on the program there including an FAQ and forum section.

Irfan has received over 65,000 messages of congratulations and well wishes on the program. I have e-mailed him on several occasions when I have run into an issue. He has almost always responded within 24 hours. I'm not sure whether support is available to non-registered users, but if not, all the more reason to register your copy. If this sounds like a commercial for the program, perhaps it is. When I find a program which has served me so well all these many years, I like to promote it. I have written about the features in the past but the best way to check them out is to download the product and try it. You will find it can do many of the things that more expensive imaging programs can do and I'm pretty sure it will do some things they can't. Give it a try, and if you like it, cough up the registration fee. It is one of the best bargains on the market!

**IrfanView**

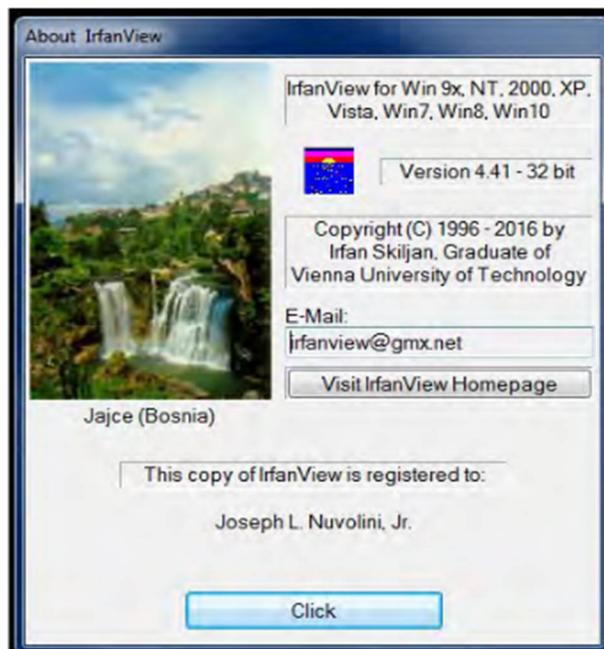
by Joe Nuvolini, APCUG Rep  
<http://ppcompas.apcug.org> [glenihan@comcast.net](mailto:glenihan@comcast.net)

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One of my favorite programs, IrfanView, is 20 years old this year. I can't remember when I discovered this exceptional program but it could not have been too long after its release. I use it for all my imaging needs. I have used it to manage all the photos on my Web page and have so far years. I have found the batch resize/rename feature extremely useful in this area. I registered it early on when the fee was \$10. Now that is up to \$12, which is about an increase of one euro.

I have always urged those who use it to register, as at that price it is an exceptional value. When you register it you get your name and a code you can paste into the registration area and your name will be displayed as the owner (see image). Payment op-



## Shareware And Freeware

by Kent Mulliner, Bristol Village Computer Club, OH  
[www.bvres.org](http://www.bvres.org) [webmaster@bvres.org](mailto:webmaster@bvres.org)

The two terms, shareware and freeware, are used interchangeably and refer to software that is available without a required payment (examples include Firefox, and the LibreOffice Suite). As an alert, we should be aware that these are usually developed / written by goodhearted individuals or groups, but the absence of a revenue source can be a constraint on maintaining and developing the refinements needed by software in a rapidly changing environment. Increasingly, we are seeing Shareware groups seeking donations to offset commercial revenue. Examples include LibreOffice and Thunderbird. This latter was developed by the Mozilla group but they have decided that it is not fair to Mozilla users to transfer revenue to maintain Thunderbird. Thus they are seeking voluntary donations from Thunderbird users to further develop and maintain the program.

Approached practically, encouraging freeware/shareware development through donations is self-serving. The donations enable more active development and maintenance programs to keep the software up to date. The absence of freely given revenue can threaten the continuance of such software.

A current example is OpenOffice which was the forerunner of LibreOffice. It was developed by Sun Computing (which was bought by Oracle). In the initial purchase, many staff working with OpenOffice opted to join together to independently develop the software further and hence the birth of LibreOffice. Others stayed with OpenOffice but they also left Oracle and opted for the umbrella of Apache software (a shareware server company).

A recent word from this group is that they have decided to retire OpenOffice. In 2015, OpenOffice had a single update in October while LibreOffice had 14 over the course of the year. While some updates may

correct minor bugs, more importantly is that they correct vulnerabilities [to malware] that have been discovered. Apache OpenOffice's vice president explained that it faced a severe shortage of staff to address vulnerabilities and that it was hard to adhere to the company's commitment to publicly announcing all vulnerabilities discovered without being able to correct (patch) those vulnerabilities.

The lesson is that while we can appreciate the availability of freeware/shareware, this is only possible if funding is available to support development of the software. It is like National Public Radio. It is only available as long as people are committed to and able to assure its continuance at a quality level that you should demand (and you can make such a demand only because you have paid to make maintenance of that quality possible.

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## 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 and on their web site. 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.



## You Will Need A Calculator For This

Take the number of the month you were born,

multiply by 4,

add 13,

multiply by 25,

subtract 200,

add the day of the month on which you were born,

multiply by 2,

subtract 40,

multiply by 50,

add the last two digits of the year in which you were born,

subtract 10,500.

Notice anything unique about your answer?

*Submitted by Paul Baecker*



## 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.



## WYSIWYG WEB WATCH (www)

by Paul Baecker [webwatch@sterlingheightscomputerclub.org](mailto:webwatch@sterlingheightscomputerclub.org)



This column attempts to locate sites containing valuable, amusing, and free content, with no overbearing pressure to purchase anything. Club members are encouraged to submit favorite sites (a description is optional) to the e-address noted above, for inclusion in a future WYSIWYG issue. Also check the SHCC web site ("Web Page Reviews") for previous gems.

Free tool allows you to easily install and use numerous games and apps designed to run with Microsoft Windows.  
<https://www.playonlinux.com>

Panoramic photos of locations in Norway.  
<http://virtualnorge.com/>

Currently 72 free unique channels of Internet TV. Click "Watch Now" to see what's on.  
<http://pluto.tv/>

Short film showcasing the beauty of the desert, forest, ocean, winter, summer, and more all from very unique perspectives. (6-min. video)  
<https://vimeo.com/166441527>

Tracking and sampling Billboard's Top 10 Hip Hop sounds each week from 1989 to 2015.  
<http://poly-graph.co/billboard/>

Dozens of 30-question quizzes in all sorts of categories.  
<http://people.howstuffworks.com/quizzes.htm>

Best VPN services (2016/2017 articles). Consider using a VPN service for additional Internet security on your computer and tablet. Good, cheap insurance (some as low as \$40/yr.; others free). Realize that VPN services are not created equal. Select carefully!  
<http://www.pcmag.com/article2/0,2817,2403388,00.asp>  
<https://www.vpnranks.com/best-vpn-reviews>  
<https://vpnreviewer.com>  
<http://vpntrends.com/best-vpn-services>

A permanent record of locations and histories of all known octagon houses (over 1000) built in the U.S. and Canada between 1848 and 1920.  
<http://bobanna.com/octagon/>

All about keyboards -- terms, function keys, special keys, shortcuts, troubleshooting errors, improving your typing skills, BIOS/CMOS, much more.  
<http://www.computerhope.com/help/keyboard.htm>

Extensive photo collection of American and foreign classic & vintage cars from the 30s, 40s, 50s & 60s.  
<http://classicarfeed.com>

Don't blink while viewing any of Zach King's videos, or you'll miss his unique magic. Select "Watch Vines" or "Youtube Vids".  
<http://www.zachkingvine.com>

Warning: Chrome, Opera and Safari's auto form fillers make it easy to steal personal data.  
<http://betanews.com/2017/01/10/autofill-data-theft/>

A resource for those who want to learn more about the fascinating English language -- its history as a language, the origins of its words, and its current modern characteristics.  
<http://www.ruf.rice.edu/~kemmer/Words04/index.html>

"The biggest collection of movie scripts available anywhere on the web. Our site lets you read or download movie scripts for free."  
<http://www.imsdb.com>

A 'Nature and Events' photographer's collection of images. The 'Flowers in 3D' and 'Stereoscopy' sections are particularly interesting.  
<http://www.pikespeakphoto.com/index.html>

Cyberthreat Real-Time Map. Click on the various threat category buttons beneath the map (see also "Data Sources" at upper left for definitions), or the layout buttons on the right. Zoom in/out, and rotate the globe, to view threatened locations in detail. Just mouse around.  
<https://cybermap.kaspersky.com>

A keyboardist demonstrates the "American Foto Player" for silent films, and describes its features.  
<https://www.youtube.com/watch?v=a1R8Rx2db9c>  
[https://www.youtube.com/watch?v=EaApFqN\\_IXs](https://www.youtube.com/watch?v=EaApFqN_IXs)

How does London's Big Ben keep accurate time? (3 min. video)  
[https://www.youtube.com/embed/Qad6Q\\_RbQQ0](https://www.youtube.com/embed/Qad6Q_RbQQ0)

**SystemRescueCd** is a Linux system rescue disk available as a bootable CD-ROM or USB stick for administrating or repairing your system and data after a crash. For both Linux and Windows computers.  
<http://www.system-rescue-cd.org>

Spend 60 seconds daily to learn something new. Peruse by webpage or select archive month.  
<http://oneminlist.com>

Free downloadable e-book: "The 150 essential chords -- Chords every guitarist should know".

<http://www.guitarhabits.com/guitarhabitsebook/The150EssentialChords.pdf>

BBC series of 37 short videos describing some of the deadliest creatures on earth.

<https://www.youtube.com/watch?v=7TyFLbNLt4k&list=PL50KW6aT4Ugz7zSA4E8l0aC4gBkevr97l>

"The Seven Types of Power Problems" -- Although rather technical and directed at industry, you will realize the importance of using a UPS device to protect your delicate digital equipment (computers, tablets, stereo equipment, TVs, etc.) from daily unstable power (otherwise known as "dirty power").

[http://www.apc.com/salestools/VAVR-5WKLPK/VAVR-5WKLPK\\_R1\\_EN.pdf](http://www.apc.com/salestools/VAVR-5WKLPK/VAVR-5WKLPK_R1_EN.pdf)

Ditch popular Google services with these awesome alternatives.

<https://www.maketecheasier.com/google-services-alternatives/>

"The Inevitability of Being Hacked." (In summary: Be sure to connect all wireless devices, including IoT, in your home network through a router.)

<http://www.theatlantic.com/technology/archive/2016/10/we-built-a-fake-web-toaster-and-it-was-hacked-in-an-hour/505571/>

30+ YouTube channels where you can learn programming. (Consider viewing the "Playlists" option on the various YouTube sites for consolidated video groupings.)

<http://www.etondigital.com/30-youtube-channels-to-learn-programming>

How to scan documents to PDF with your Android phone's camera.

<http://www.howtogeek.com/166610/who-needs-a-scanner-scan-a-document-to-pdf-with-your-android-phone/>

Watch a road-construction crew in action. (How do they keep so straight in reverse?)

<http://www.countryliving.com/life/news/a41308/road-being-paved-video/>

Western Digital Blue vs. Black vs. Green hard drive comparison – What's the difference? Know before you shop for a new hard drive!

<http://www.gamersnexus.net/guides/1741-wd-blue-vs-black-comparison-best-drive-for-gaming>

7 hidden Windows caches & how to clear them.

<http://www.makeuseof.com/tag/7-hidden-windows-caches-clear/>

Does it really matter if you pull a USB device out before it safely ejects?

[www.sciencealert.com/does-it-really-matter-if-you-pull-a-usb-out-without-waiting-for-it-to-safely-eject](http://www.sciencealert.com/does-it-really-matter-if-you-pull-a-usb-out-without-waiting-for-it-to-safely-eject)

A list of "best Raspberry Pi projects of 2016".

<http://www.trustedreviews.com/news/best-raspberry-pi-projects-easiest-to-do-at-home/2>

Five OSes you can run on your Raspberry Pi 2.

<http://www.techrepublic.com/pictures/photos-five-oses-you-can-run-on-your-raspberry-pi-2/>

Two well-known PC gurus "discuss important issues of personal computer security. Sometimes we'll discuss something that just happened. Sometimes we'll talk about long-standing problems, concerns, or solutions. Either way, every week we endeavor to produce something interesting and important for every personal computer user."

<https://www.grc.com/securitynow.htm>

Real time video of the moon rising over the Mount Victoria Lookout in Wellington, New Zealand. (4 min. video)

<https://vimeo.com/58385453>

View from above the Eiffel Tower.

<http://www.gillesvidal.com/blogpano/paris.htm>

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

## 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.

