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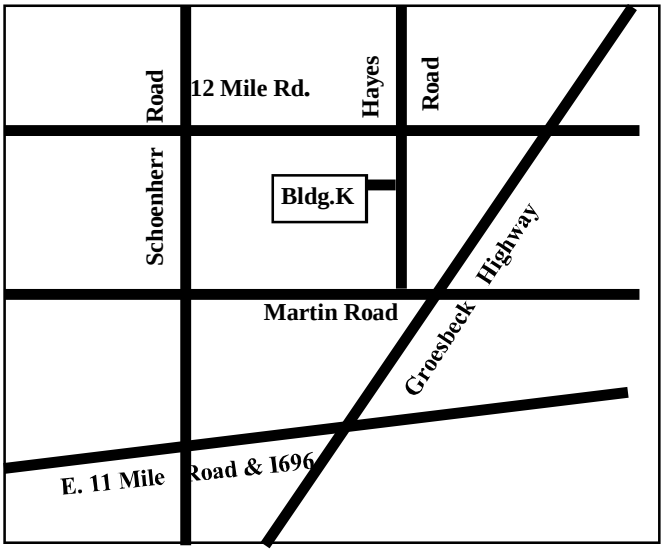
THE WYSIWYG

April 2018 Volume 30, Issue 4

STERLING HEIGHTS COMPUTER CLUB
PO Box 385
Sterling Heights, MI 48311-0385

MAIN MEETING: TUESDAY APRIL 3
6:30 PM

Macomb Community College South Campus
14500 E 12 Mile Road, Warren
John Lewis Community Center (Building K)
[Second floor - left from steps or elevator]



IN THIS ISSUE:

This Month's Main Meeting Topic:

"Open Office And Libre Office" presented by member Don VanSyckel

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	open
MS Publisher	Rick Kucejko
MS Word	Rick Schummer
Spreadsheets	Rick Schummer

2018 SHCC Officers

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

SHCC Coordinators:

Associate Editor	Rick Schummer
Associate Editor	Paul Baecker
Door prizes	Don VanSyckel
Greeter for visitors	Jim Waldrop
Newsletter publisher	Rick Kucejko
Program Coordinator	Mike Bader
Publicity	Patrick Little
Publicity	Phil Reynaud
Resource People	open
Welcome & check-in desk	Jim Waldrop
Web Site Admin	Don VanSyckel
Web Watch column	Paul Baecker

Four Month Meeting Schedule:

APRIL 2018
3 - SHCC "Open Office And Libre Office" by member Don VanSyckel
4 - COMP meeting
8 - SEMCO meeting

MAY 2018
1 - SHCC "Interesting Web Sites, Pinterest and Others" by member Jack Vander-Schrier
3 - COMP meeting
13- SEMCO meeting

JUNE 2018
5 - SHCC "Cutting The Cord (for TV)" by Tom Allen
6 - COMP meeting
10- SEMCO meeting

The club does not meet in July and August

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) (new location)
Time: 2nd Sunday at 1:15PM
Place:Bloomfield Township Library, 1099 Lone Pine Rd., Bloomfield Hills, MI 48302
Web page: http://www.semco.org
Reciprocating: Yes

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

Contact Information:

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Rick Schummer	586-254-2530	rick@rickschummer.com
Don VanSyckel	586-731-9232	don@vansyckel.net
Jack Vander-Schrier (**Call Jack after noon)**	586-739-5952	jvanders@comcast.net

Newsletter submissions are due 10 days before the club meeting, but the earlier the better. They should be sent to : newsletter@SterlingHeightsComputerClub.org

The President's Pen

by Don VanSyckel

It's now officially Spring even though it might not seem like it just yet. A few more weeks and we'll be enjoying the outside again.

As you surf the web, have you noticed some web sites switched their address from http: to https:? Do you know what this means? When the web started there were no spies, personal information wasn't being transferred, and no banking information was being used. The web used HTTP to transfer data. This stands for hypertext transfer protocol. The 'HT' in HTML is hypertext, the 'ML' is markup language. So HTTP moves or transfers HTML. This worked so good that over the years more and more items and processes have moved to the web.

Unfortunately there's always devious and dishonest people lurking about, and as the web became more popular the bad guys moved in. To keep things private, security was added to the transfer process making it HTTPS, where the 'S' stands for secure. Web sites requiring transfer of sensitive or private information started using the HTTPS protocol to protect their users from thief of information such as user IDs, passwords, account numbers, and other information of this type.

Your web browser, when using HTTPS, uses a certificate from the web site to encrypt the data being sent to the site, and decrypts data received from the site. This way no one can spy on you by 'watching' your web traffic and then use that information to drain your bank account or order products to be delivered to them.

The people at Google, the same people who spy on your web searches and gmail messages, got it into their heads that everybody should be using HTTPS for everything. They are currently pushing this and lobbying for web browsers to label any web site not using HTTPS as insecure. For instance, the SHCC web site information transferred isn't too secretive because anyone can go to the site and see everything themselves directly. So in this case adding security isn't going to do very much. This is the case with many web sites, but every site is being squeezed to deploy certificates and move to HTTPS.

I don't know if there are any open source (free) sources of a certificate, but I do know there are pay sites that will supply them. So at some point in the next year or so we'll have to switch our web site over to HTTPS. Oh, I forgot to mention, HTTPS sites will get higher priority in search engines. This means sites using HTTPS will be listed first. Sites not using HTTPS will be penalized and be listed last, or not listed at all.

Don't get me wrong, I'm not against using HTTPS, but I believe it's not needed for every site and it's being pushed in a rather heavy handed manner by a handful of companies that believe they know what's best for all of us. This leaves me with a much less than favorable opinion of the entire process.

See you on Tuesday. The weather will be a lot more favorable to trekking over to MCC for the meeting. See you then.

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

Door Prizes

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

Rich Monk won a power strip

Don Combs won a tablet case

Ron Linsley won a surge protector

Irene Kramer won a CD case

Richard Katnik won ear buds

Paul Baecker won a DVD pack

Ralph Osinski won a SATA power cable

Rick Kucejko won a tape measure

Last Month's Meeting

SHCC member Paul Baecker presented at last month's meeting. The topic "Why's And How's Of A Full System Backup" was informative and timely. If you weren't doing backups before I hope you got the message that you should be doing backups on a regular basis.

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.

How Long Does E-Mail Delivery Take?

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

Email is typically very fast, but there are several reasons it can be legitimately delayed for hours, or perhaps even days.

1. How long does e-mail delivery typically take? What are the most common ranges?

2. How long does it actually take (more or less) for the mailer-daemon at my e-mail host (or whoever) to find the addressee mailbox is full, the addressee is unknown or otherwise undeliverable? (such as address misspelled)

3. Where the addressee data seems valid, how long will the mailer-daemon at my e-mail host (or whoever) keep trying?

Answers to these questions might be of general interest to people frequently replying to pen pals.

I'm guessing it's really only the answer to #1 that most people will be interested in, but I'll hit the other two as well.

People have high expectations of email, and *most* of the time, those expectations are met.

However, what's considered "allowed behavior" may surprise you.

Email delivery speed
Computers are fast, and the Internet is fast, so it's no surprise that most of the time, email is fast. It's not uncommon for email to be delivered and ready to be read or downloaded in mere seconds of the sender hitting "Send".

A few minutes is probably more common.

A few hours is quite possible.

Here's the surprise, though: a few *days* is also possible, and quite acceptable behavior.

Your email could take seconds, or it could take days. *Most of the time,* delivery is closer to seconds than days, and we're typically happy with the time it takes for email to get from point A to point B.

Delays happen
So, what might tip the scales? What might cause an email to take hours or days to reach a recipient?

There are several possibilities.

SPAM (#1)
Some spam prevention mechanisms cause delays on purpose.

For example, the first time someone emails me directly, my mail server may say, in effect, "I'm too busy for you now; come back later". This technique — known as greylisting — prevents a fair amount of spam, as many spambots won't "come back later"; they move on to their next target.

Legitimate mailers, on the other hand, will wait "a while" and try again, at which point the email is accepted. The length of the delay varies quite a bit based on the sending server; I've seen it be a few minutes, and I've seen it be a few hours.

SPAM (#2)
Mail servers can sometimes be brought to their knees by an incoming flood of spam. The server can't keep up, and legitimate email can be delayed.

The spam problem is huge, and I believe this is fairly common. I see it from time to time with big email services and with mailing list providers. Email typically makes it through eventually, but with an added delay.

Failures
Hardware breaks. Machines fail. Networks fail. Servers crash.

Then they get repaired.

Mail servers are designed to note that some errors are temporary, so they keep trying until the error gets resolved.

In this case, the delay can be up to *five days*. You may have seen bounce messages that say, in effect, "I've tried for five days and couldn't get through — I'm giving up."

Load
Sometimes mail servers are overloaded with legitimate email. This happens from time to time, particularly with mailing list services.

User error or behavior
Email delays can also be our own fault, for several reasons.

- Occasionally, we compose a message and forget to hit Send. It's not until we notice and do so that the email gets sent.
- On occasion, someone might write their email while not connected to the Internet. The message isn't sent until after they make the connection.
- At the other end, if someone only checks their mail every three days, you might see what looks like a three-day delay.

It's usually quick, but
As you can see, there are many legitimate reasons email gets delayed. The good news is that if it can be delivered, it typically will be, *eventually*. The even better news is that "most of the time", it's pretty quick.

You just might not be able to count on it.

On mailer-daemons
A "mailer-daemon" is software that runs in the background on mail servers to deliver and otherwise process email.

Mailer-daemons typically process mail very quickly, so decisions on the validity of email, the state of a mailbox, or anything else that can be determined easily by looking is extremely fast — as in less than a couple of seconds, if even that.

How long a mail host will keep trying to deliver an otherwise legitimate email depends on the specific problem that is preventing delivery, the decisions made by the author of the server software, and configuration choices made by the mail server administrator.

Typically, failure will either be immediate (if it's clear that the problem is something permanent) or within several days (if it's something that might resolve itself over time).

It's important also to realize that failure — be it immediate or after a delay — may not generate a bounce or error message in return. In other words, it's frequently the case that errors happen, but you never know.

This article is republished, with permission, from the Ask Leo! Newsletter.

Looking Back To See Ahead

By Greg Skalka, Under the Computer Hood User Group, CA
www.uchug.org president@uchug.org

As we say good-bye to one year and start writing a new year on our checks (hey, wait a minute; who writes checks these days, anyway?), we are confronted by this arbitrary boundary in time once again.

It is obvious the year and its length are derived from our Earth's orbit around the sun. But why set the boundary for a year in the winter? Wouldn't all those people in Times Square have a much better New Year's Eve in the spring, summer or even autumn? Our January 1 is not even tied to any astronomical event, like an equinox or solstice.

Ancient civilizations celebrated the new year at different times with respect to the seasons. Mesopotamians had their new year's rockin' eve (no doubt with real stones) in the spring, around the vernal equinox. The autumnal equinox was when ancient Egyptians and Persians celebrated their new year. The ancient Greeks began their new year around December 20, the winter solstice.

So why do we believe the New Year starts on January 1st? It seems we can blame it on the Romans. Among the many things we still use that are carried over from the Roman Empire, including aqueducts, roads and a numerical system that we use to count our Super Bowls, is the Julian calendar. That calendar begins with the month of January, named for the Roman god of doorways and beginnings, Janus; his feast begins the new year.

Janus is depicted as having two faces, one looking back in time and one looking forward into the future. Around this time of year there are often predictions made for the new year. I've written columns in the past for this month, trying to prognosticate on what is to come in the tech world, mostly with little success. Bill Gates was probably right when he said, "We always overestimate the change that will occur in the next two years and underestimate the change that will occur in the next ten." I keep thinking something monumental will happen in tech in the next few years, but it rarely does, yet in 2007 few people could have seen imagined the impact the iPhone, Facebook, Twitter, Airbnb, IBM's Watson and fracking would have on our lives today. Perhaps by viewing the world like Janus, and first looking back on the past year, can be a better picture of what is to come in 2018.

We all look at the world through unique eyes, with our perceptions filtered by our own personalities and experiences. I'm heavily involved in technology on a daily basis, being an electrical engineer presently designing digital communications equipment. I read quite a bit about the latest innovations, yet I would not consider myself an "early adopter." Part of this may be due to my age; I'm part of the tail end of the baby boomer demographic. I may have a lot more money for technology, but I don't necessarily buy into it (or some of the societal changes that often go with it) as much as my millennial children. I also look more at anything I'm buying as a value proposition. Cutting-edge technology may be really nice, but it usually costs a lot more when it is the latest and greatest. I prefer to wait a bit until the costs are lower, the capabilities are more proven, and the pitfalls are uncovered. I also prefer the devices that emphasize capability over cachet; I don't need a fruit on my device solely for the sake of status.

For me, 2017 was a year of increased connectivity. I bought my first smartphone in June, after moving into the world of SMS text communication with a flip phone only the year before. I've accelerated my longtime interest in home automation, adding many more Smart Home tech items. I've taken advantage of faster Internet connections to stream more content, and have found a greater need to use

and improve my home Wi-Fi set-up. I find I'm more often using more Android and Chrome OS devices, and fewer Windows devices for my connections.

Getting a smartphone is no doubt the biggest tech change in my life in the last year, and it has been an enabler for additional tech. I was the last in my family of four to get one, in spite of being the one that paid for them all (or, perhaps because I was the one paying for them all). When I was finally able to be happy with the value I was getting, my new Samsung Galaxy J3 Prime Android phone (a new but lower cost model) joined the iPhones and Google Nexus phone on the family phone plan in June. It is great to be able to get information from the Internet (practically) wherever you are. I text a lot more than call, while purposely not using the phone much for email. I find I'm using my Magellan vehicle GPS a lot less now, and the Google maps app a lot more when driving. My phone's camera is pretty good but not fantastic; while most of the pictures on this year's family photo Christmas card were taken by phones (selfies), I'm not giving up on digital cameras. When my good digital camera broke this year, I found out how poor a substitute the phone was for all but basic photography, and so got a replacement camera. My 2017 eclipse photos with the digital camera were great, while the phone photos of the event were a bust.

Yet my adoption of the smartphone into my life is a cautious and measured change. Karl Marx may have felt that religion was the opiate of the masses, but he never got to see how people's behavior has changed as a result of constant connectedness and social media. I believe smartphones and Facebook are the new opiates of the masses, and I don't want to be among the addicted. Last night at Phil's BBQ, my wife again commented to me on how many people (and not just children) were paying more attention to their screens than their families at dinner. Driver's laps are not supposed to glow; far too many concentrate on their devices, rather than the road. I'll use my phone for navigation when driving, but will always pull over to read a text or answer a call.

I've fortunately never become obsessed with social media. While I can see how, when used in moderation, Facebook can be useful to keep in touch with family and friends, its overuse can be a problem. I don't have a Facebook account, but I've seen the excessive postings of others on my wife's account. They remind me of a favorite engineering "law." *The more time you spend reporting on what you are doing, the less time you have to do anything. Stability is achieved when you are spending all your time reporting on the nothing you are doing.* Just substitute posting for reporting, and you'll see where I'm going.

My wife does more watching on Facebook than posting, but still posts more that I think is necessary, especially when we are away on vacation. It is frustrating to return to work after a weekend trip with your wife, and not be able to tell anyone about your adventures, as your coworkers have already been told by their wives about the posts your wife made on Facebook while you were away (including photos).

We have also increased our Smart Home connectedness this year. We bought an Amazon Echo Dot voice-operated assistant device for our home in late 2016, and bought a second this spring for upstairs. We now have a few light controllers and a smart thermostat that are Alexa-compatible. I even bought a Google Home Mini during the Black Friday sale, so we could see what the competing device offers. The three networked, Wi-Fi security cameras I bought this year allowed us to watch over our home while away on vacation, and I've purchased a couple for outdoor security use as well. My new smartphone of course allows me to view the cameras, control the lights and adjust the heating while away (or just in the recliner).

One problem with all this connectedness is maintaining all the connections. I have always been suspicious of Wi-Fi as a secure means of networking, preferring wired Ethernet. With all these new IoT Wi-Fi devices, our poor little Wi-Fi access point has become inadequate. To get the range required to put these new cameras and other devices anywhere in the house I want, I've had to look at changing to a mesh Wi-Fi network. It seems that all this tech feeds on itself, creating more issues that require new technology for the solutions.

So, considering where I've been this last year, can I get any insight into where at least I'll be going with technology in the coming year? Probably more of the same, but at an increased level. I doubt self-driving cars will be available this year, but I won't be buying one if they are. They will be new and have insufficient value for their cost. Maybe in 5-10 years, though.

Will I buy a new iPhone? Not when I could have had six of the Samsung phones I bought for the cost of the replacement iPhone I bought for my wife this fall. Will I get rid of my Magellan car GPS? Maybe. Although it was useful on our eclipse trip to Nebraska (when Google Maps could not navigate due to the lack of a good cell connection in rural areas), it could probably be replaced by an app on my phone. Will I get rid of my digital camera? No, the phone camera is not good enough yet. Will I take more phone photos? Yes, it is way too convenient, and with me most of the time. Will I get Facebook or Twitter accounts? No, still not interested. Will I book an Uber or Lyft ride in 2018? Maybe, since I now have a smartphone. I've been part of a few group rides booked by others, and it seems convenient.

Since Windows 7 extended support ends in January 2019, I'll probably start worrying about what to do about our four Win7 computers later on this year. Perhaps Microsoft will extend security support. Perhaps I'll just take them off my network, like I've done with my XP machine. Perhaps I won't care, as I'm using Windows for fewer computer activities anyway. I'll be buying TurboTax to file my 2017 taxes, but my 2018 tax filing may be a lot simpler, though costlier.

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

How Should I Encrypt The Data On My Laptop?

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

Protecting data on your computer is key. I'll look at three common encryption methods.

My wife needs to encrypt patient files on her laptop.

She has been encrypting individual files, but I wonder if you recommend a program that will encrypt folders. e.g. her Documents folder?

Is there a way to encrypt a hard drive or partition?

Encrypting individual files is perhaps the least efficient way of protecting data. There's also a serious potential for data leakage, as you must securely delete the unencrypted files after encrypting them. Most people don't do that.

There are three basic approaches to securing data on a laptop. Which is most appropriate for you or your wife depends a little on how conscientious you are and a little on how geeky you are. Of course, all methods depend on how religious you are about backing up.

Whole-disk encryption

Once implemented, this is probably the easiest, most transparent approach to encryption. The good news is that it's typically built right into the operating system.

The way it works is simple: you instruct the OS to encrypt the drive. Some time later (usually hours), the job completes and the data stored on the hard drive is encrypted.

Logging in to your machine "unlocks" the encryption. Once you log in, you use your computer as usual. That the data is encrypted on disk is completely transparent to you.

The good news here is that absolutely everything on the disk is encrypted: your data files, programs, the operating system, temporary files — even the "empty" unused space between files, which can often contain remnants of files that existed previously. And, as I said, you don't need to change the way you use your machine. As long as you can log in, you can access your data.

If you can't log in — as in you're someone who's just stolen the computer — the data is inaccessible to you. Period.

The biggest risk is that everything is accessible *if you're logged in*. For true security, you never use sleep or hibernate modes, and always shut down your computer when walking away from it in a compromised area.

How Do I Encrypt a Disk? covers encrypting a disk using BitLocker in Windows.

Container encryption

There's no practical "folder" encryption in Windows. You can mark a folder to be encrypted, and it behaves much like the whole-disk encryption described above. If you can log in, you can access it, and if you can't log in, you can't. If you're considering this path, I'd probably go whole-disk anyway, since it avoids the whole issue of leaving traces via temporary and remnant files.

Otherwise, the more general approach is to create an encrypted "container" using a tool like VeraCrypt (the successor to TrueCrypt).

This technique creates a single (usually large) file that contains your data. Because the contents are encrypted, the file looks like random data. You access the data by "mounting" the file, at which point its contents appear as another drive. You access the files on that drive normally; they're transparently decrypted when read and encrypted when written to disk.

Mounting requires you to know the passphrase for the container. As long as the container is not mounted, the files don't appear and cannot be accessed. Once you mount it, supplying the correct passphrase, you can access its contents.

What's handy about containers is that they're portable. You can copy a container file (even without knowing its passphrase) to other machines, and open the container (as long as you *do* know the passphrase) there. It's a single file that contains everything of import, and once mounted, you access the contents just like any other file.

The downside is that the program you use to access the file — say your word processor — may make temporary files outside of the encrypted container. Depending on how sensitive your data is, you'll probably want to get into a habit of making sure those temporary files are deleted and the newly free space is wiped when you're done.

Transparent file-by-file encryption

This is a file-by-file variant on container encryption. It was developed

specifically for cloud storage providers such as Dropbox or OneDrive. You want to be able to encrypt files stored using those services, but you don't want to have to upload an entire encrypted container every time one small file therein changes. File-by-file encryption solves this.

Using tools like BoxCryptor or the free Cryptomator, instead of creating a separate container file, you simply designate an existing folder on your machine to be the container. Like a container, you then "mount" the folder using the encryption software, and it appears as a separate disk drive on your machine. Data written to that drive is encrypted and written to the folder. Data read from that drive is read from the folder and decrypted.

While unmounted, the folder you designate contains nothing but encrypted and inaccessible files. Once mounted — after specifying the correct passphrase, of course — the drive makes them all accessible in unencrypted form.

The same downsides apply as to encrypted containers: unencrypted temporary and other files can be left outside the container, depending on how your programs work.

But file-by-file encryption is ideal when protecting data that might be copied to cloud storage. I have a substantial portion of my OneDrive protected in this manner.

A word about backing up

Always back up the *unencrypted* data. Secure it some other way.

I say that because depending on the algorithms used, or the situation you find yourself in, you could find yourself with encrypted data that cannot be decrypted. Be it losing a log-in password, hard drive corruption, or something else, it's not uncommon to find yourself in a situation that's so secure you can't even access the files yourself.

Back up your data in its unencrypted form. Depending on exactly how you back up, you might secure it physically, by storing those backups in a secure location, or secure them by password-protecting the backups themselves, if the backup software supports it.

But I strongly recommend against blindly backing up encrypted files.

Which is right for you?

I can't say what's right for you.

Whole disk encryption is, perhaps, the most transparent and easiest-to-use method once implemented. Just remember that should you be unable to log in to your machine for any reason, all its content will be lost. I use whole-disk encryption for the laptop with which I travel.

Container encryption might make sense if you're looking at a single folder of data and you don't need to synchronize with cloud storage. I used to use this exclusively, in the form of TrueCrypt, as it was a great way for me to copy containers from machine to machine. I no longer use this method.

Transparent individual file encryption is perfect for cloud storage, and even for more general-purpose encryption needs that don't require the file synchronization aspects of tools like Dropbox or OneDrive. If the concept of mounting a drive to access your files, remembering to unmount it, and possibly running additional secure cleanup afterwards doesn't seem daunting to you, this may be an option. As I mentioned above, I use this technique (using Cryptomater) for the majority of my OneDrive files.

Finally, since you indicated that your wife is using this in a professional capacity, be sure to check the requirements for her profession. As I understand it, in the U.S., for example, HIPPA may mandate some requirements.

This article is republished, with permission, from the Ask Leo! Newsletter.

What Happened To Word's Overtype Mode?

by **Nancy DeMarte, Sarasota Technology Users Group, FL**
www.thestug.org

If you used versions of Word before 2007, you probably encountered an editing feature called Overtype mode. This feature was introduced to save time when you needed to change some text in a document. To turn on Overtype mode, you pressed the Insert key on the keyboard. With Overtype enabled, every character you typed replaced the one to its right. It eliminated the step of deleting a group of text and inserting new text in its place.

If you were an Overtype user, you might have wondered why it doesn't work anymore. Beginning with Word 2007, Overtype mode has been disabled. Why? One reason is that it was hard for the user to tell if Overdrive were enabled. With no light or indicator on the screen, you didn't know whether Overdrive was active or not until you began typing. Non-professional typists like me would occasionally press the Insert key by accident, engaging Overtype and find ourselves deleting text we wanted to keep. Note how close the insert key is to the common Backspace and Delete keys on your keyboard.

Although Overtype mode is disabled in recent versions, you can make it accessible using one these two methods. First, with a Word document open, click File, then Options. (In Word 2007, click the Office button, then Word Options.) Then click Advanced from the left menu, and

under Editing Options, click the checkbox which says, "Use Overtype mode" (see next page). If you want the Insert key to control whether Overtype is on or off, click the checkbox next to "Use the Insert key to control Overtype mode." Then click OK.

An easier way to enable Overtype and know whether it is on or off is to add it to the Status bar. This bar runs along the bottom of every Word Window above the Taskbar (That's the one with the Zoom slider on its right end.) Right click in an empty space on the Status bar. The list which appears shows you the tools you can add to this bar, one of which is Overtype. When you click it, the word Overtype appears near the left end of the status bar, showing that it is enabled. To disable it, click the word again and it becomes Insert. You don't need to change the checkboxes in Word Options, and you don't have to touch the Insert key. Just a glance at the status bar will tell you what editing mode you're using, Insert or Overtype.

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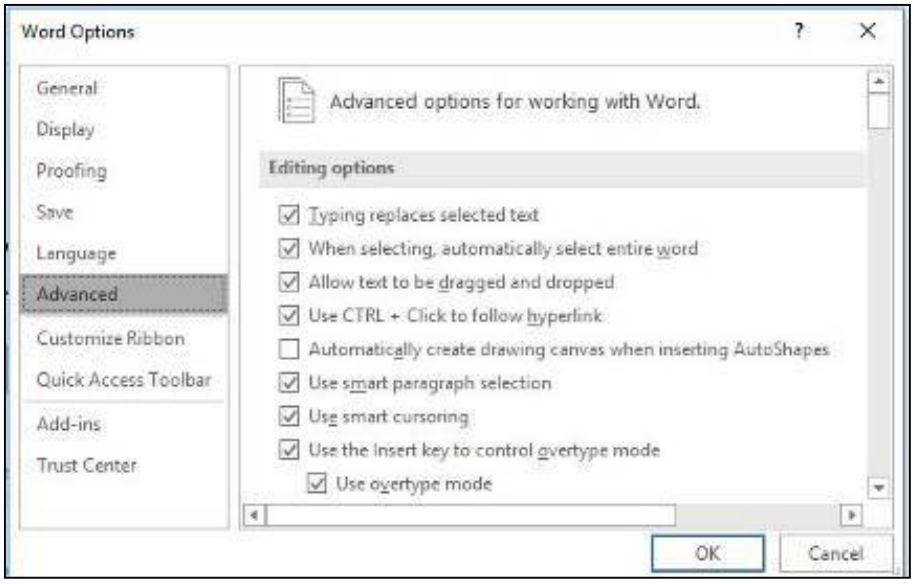

iPad and Smartphone - Together At Last

Meeting Review by George Cadmus, Northern Neck Computer Users Group (Va)
http://www.nncug.net Geocadjr@verizon.net

This is a review of a presentation by Gabe Goldberg, APCUG Advisor, Region 2

Gabe started the presentation by giving his experiences with a tablet and smartphone. It was about six years ago that he decided to purchase an iPad just for the experience of having one and to see what they were all about. He wasn't quite sure which iPad to purchase and decided on the middle of the road and purchased the 32 GB model.

Gabe advised over the course of his computing life he has obtained a bookcase full of manuals from purchasing other computer equipment. He was very surprised when he opened his new iPad box and found that it did not contain any documentation or instructions on how to operate it. Gabe advises if you are looking for help with your iPad, there are many sources. You check printed help books that are available at book stores and Amazon; you may even find some manuals at your local library. You can also obtain help by visiting online help sites. If you have a local Apple group (or store) in your area, you may also seek help from them.

About Apple Care, Gabe decided not to get a policy, as in his opinion it was not worthwhile. He opted to purchase the Wi-Fi only iPad instead of one with cellular connectivity. Setting up the Wi-Fi connection was simple. Once you set up your Wi-Fi connection, it will remember your network location. Gabe advised it was a good idea to check your privacy settings to stay safe. He also suggested you keep your apps updated.

After using his iPad for some time, it was now time to get a new upgraded iPad. To get the new iPad, he convinced his wife that it was time for her to get an iPad and he started showing her what she could do with the device. Gabe's wife agreed that she would like to have an iPad as it seemed very interesting. So, Gabe gave his wife his old iPad and he was now able to purchase a new one for himself.

Gabe said he used a flip phone for a long time before purchasing an iPhone. The flip phone did everything he wanted it to – it made and received telephone calls! Verizon even sent free digital phones to both him and his wife.

In 2016, he decided it was time to update his phone and purchased his first iPhone. He purchased an unlocked iPhone at an Apple store. The sales person was pleasant but the telephone was expensive.

The sales associate started out the conversation by asking Gabe what his needs for the phone were going to be. Once finding out what Gabe needed for his phone, the sales associate suggested several models. Gabe opted for the larger 6S Plus. An advantage of purchasing a phone at an Apple store is that they provide basic free classes on how to use the phone and provide some tips and techniques.

Registering for an Apple account was quick and easy. Gabe opted to use Consumer Cellular as his carrier. He gets 250 minutes and 1.5 GB of data to share with his wife each month. The cost for this plan is only $47 a month. Also with a Consumer Cellular account, if you go over your allotted 1.5 GB of data, Consumer Cellular ups your data plan to the next tier for only one month. After that, it goes back to the original data plan. Gabe exceeded his plan one time and was moved to the next tier which only cost him an additional $9. Prior to signing with Consumer Cellular, he was a long time Verizon wireless user. Consumer Cellular was easy to set up.

They have great customer service with flexible and economical call/ data plans. They also have a great referral bonus plan that rewards you $10 for every person you recommend to Consumer Cellular. Before you can use Consumer Cellular, they will send you a small circuit card that you must insert into your phone.

Gabe reported that there are many apps for your phone. There are way too many apps to just browse, and you should seek suggestions and recommendations of which apps you would like. Before downloading apps, you should check the ratings and reviews. If you see a lot of bad reviews, you probably shouldn't download that app. You should take note when the app was last updated. Also, be careful and make educated choices when choosing an app.

There are many free apps to download. There are also many you must pay for. Sometimes it is important to remember, "You get what you pay for." It is also important to support the app developers. They are providing you a service and for them to continue their work, a contribution to them should be considered.

With your iPhone, and if you are a customer of a cable company, you can watch their TV channels on your iPad and iPhone. You can also watch movies on your devices.

Some of Gabe's favorite apps include a navigation app called Waze. Waze will give you directions to a location and will also track traffic in real time. This can help you if you become bogged down in traffic. It will offer you an alternate route. This information is obtained by other drivers on the system. He also uses Keynote, Safari-Firefox-Chrome, Life 360 and has also tried virtual reality. To help other users who may be contemplating downloading an app, you should consider rating the app that you are using and share your experiences both good and bad.

Gabe gave some usage tips for the phone which include closing all apps that you are not using. Also delete any apps you no longer use. You should use an ISP Wi-Fi hotspot to save some of your bandwidth. With newer vehicles, you can connect your phone to the vehicles with the built-in technology.

You can connect via Bluetooth and also by using Apple Play. Other tips included using your charger when using a navigation app with your iPhone as your phone battery may die before reaching your destination. You should also consider a speaker and earbuds for your phone. You may also want to consider getting a hip case for your phone for comfort and accessibility. You should also add your contacts to your phone so you will always have the numbers handy. You may also want to explore the world of texting. One other tip to consider is setting up "find my phone" in case your phone is lost or stolen. Voice recognition is another thing to consider.

On the subject of purchasing an Apple watch, Gabe reported that he has no interest of ever purchasing an Apple watch as the screen is much too small for him. The iPhone is about the smallest screen he would ever consider.

Gabe ended his presentation by telling the group if they ever have any problems with their equipment or programs, they should consider using Twitter to complain. He advised he was having problems with is Verizon service and used his Twitter account to contact the CEO of the company. Gabe reported that he did receive a reply from Verizon and the problem he was having was solved. He said that companies have personnel that monitor social media and can help if you have any problems.

We thank Gabe for the wonderful and informative presentation.

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Windows 10 For Dummies

Book Reviewed by Choy Lai & Clemens Pratt, Melbourne PCUG, Australia
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This book, 'Windows 10 for Dummies,' from publishers John Wiley & Sons, is not just for dummies! The "for Dummies" tag merely indicates that its treatment of the subject is a simple step-by-step guide for navigating through both the old and new features of Windows 10; for non-beginners it is a comprehensive reference. It would be particularly valuable for anyone new to computing for whom Windows 10 is their first operating system.

Microsoft has designed Windows 10 to look and feel the same when implemented on PCs, tablet computers and smartphones, and author Andy Rathbone provides material for all three. He is an experienced writer whose use of headings, figures, lists, informative panels and marginal indicators makes it inviting to browse and easy to find useful information. Even experts in MelbPC will discover valuable features that they have previously been unaware of.

This book shows how to manage Windows tasks, troubleshoot problems and make quick fixes. It comprises 7 parts:

- Windows 10 Stuff Everybody Thinks You Already Know
- Working with Programs, Apps and Files
- Getting Things Done on the Internet
- Customizing and Upgrading Windows 10
- Music, Photos and Movies
- Help!
- The Part of Tens

Various icons in the margins highlight what's new in Windows 10:

- tips
- technical stuff
- warnings
- remember and
- touchscreen

It is worthwhile taking note of the icons, as they help the reader looking for an aspect.

The 'Start' button is back, with access to apps as well as settings, shutdown and restart options. Some features new to Windows 10 are:

- Action Centre serves as a hub for system notifications, such as when Windows wants to let you know updates have been installed, and quick access to some key settings. Action Centre is a sensible, useful addition to the interface.
- Windows Explorer in Win 7 is now renamed as File Explorer and enhanced with the addition of a Quick Access section. For folders that are regularly accessed, right click them and add them to Quick Access. They are then there in Explorer and just one click away.
- A new taskbar icon called Task View is very handy. Click it and all your apps are tiled on the desktop. AltTab is great at flipping between application windows. The Task View icon offers a two-click method of switching. The ability to swap between multiple desktops will prove to be indispensable. For instance, one desktop may have Word, a PDF document, and Excel to view. Alt-Tab switches between these windows. A second desktop may have reports to write. Seriously, this is a beneficial new feature.
- Another built-in application is Virtual Desktops. It runs several desktops on a single monitor. It does not take up precious system resources or space with the additional desktops because you are not creating a virtual machine. It provides more desktop space for separate tasks and also allows quick access to what you need.
- Internet Explorer has been replaced by a new browser, Edge.
- Universal Apps which make it simple for developers of Android and Apple iOS to convert their wares to Windows. These apps will run on Windows 10 phone, tablet, PC, laptop and X-box.

The last two parts of this book are great for problem solving. As with other books in the "for Dummies" series, it finishes with its so-called Part of Tens, in this case:

- Ten Things You'll Hate About Windows 10 (and How to Fix Them)
- Ten or So Tips for Tablet and Laptop Owners

These are worth perusing for making some DIY adjustments.

For both the novice with no prior knowledge of Windows and the expert, the book explains each step in its execution. It is simple and easy to follow. Being one of the early books on Windows 10, it provides a speedy way to become skilled in this latest Windows version.

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

A Bit Of This - A Byte Of That

by Greg Skalka, President, Under the Hood Computer User Group, CA
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Updates seem to be a constant pain for me. One important security tip to protect yourself from cyber threats is to make sure your OS and applications are kept updated. With programs, browsers and operating systems all needing occasional security updates, it is often difficult to keep up. Depending on update settings in the program or OS, it is also sometimes not easy to know when

new updates are available. Some software vendors make the update process easy, while for others it is a chore.

Another problem is that I have so many devices that require updates. I currently have two laptops (Win7), four desktop PCs (two Win7, one Win10 and one remaining XP, which is not connected to my home network, so it does not get updated any more), a Chromebook, a Chromebit, an iPad Mini and two Android tablets. My wife has an iPhone, but its maintenance is her problem. Additionally, I have a number of other tech devices that need periodic software/ firmware updates, including smart TVs and GPS receivers. In reality, almost any device that can connect to a computer or the Internet has the potential for an update. How does one keep up with it all?

I also probably make life a bit harder for myself by avoiding the automatic update settings in Windows. I don't fully trust Microsoft to hold my best interests above theirs, so I subscribe to Ronald Reagan's policy of "trust but verify." I allow Microsoft to inform me of critical updates, but I choose when (and if) they are installed. I do want to keep my OS and Office programs updated, but don't want to be held up while waiting for an update to complete. If I'm in a hurry to turn off my laptop (like I'm getting ready to board an airplane) and I get the message "Updates in progress, do not shut down your computer," I'd be very unhappy. I also may not want every update Microsoft wants to force on me (like Windows 10). I try to check for Microsoft updates once a week, when I perform weekly computer maintenance on my regularly-used computers.

I have noticed a problem with computers that don't get used often, like my wife's laptop. When there are a lot of accumulated updates to install (like more than a dozen), the process can take forever (like days). The best solution I've found so far is to select only a portion of the recommended updates (like 6-10) to install at a time; it seems to be able to choke down updates in smaller batches more easily.

Even though Microsoft's free Win10 update period has ended, apps on my computers are still checking to see if I've upgraded (that pesky GWX, or Get Windows 10, ConfigManager), and Win10 is still listed as an update for my wife's computer. I need to stop this waste of my computer resources, and get rid of these apps and the downloaded but not installed Win10 update on my wife's PC. I recently subscribed to the "Ask Leo!" computer newsletter (askleo.com); a recent issue described how to do this. If only I could find the time.

I have been happy with the update process for the Chrome OS. Google does not offer any options; when an update is available, it is automatically downloaded and installed the next time you boot. I have noticed the little up-arrow symbol (looks like a little house to me) in the system tray that indicates an update is ready for installation. I've never noticed any additional boot time for the update, nor seen my user experience change. I believe updates for the Chrome browser are handled in the same way.

This type of forced update does potentially put your system at risk, as there does not appear to be a way to roll back a malfunctioning update. At least Microsoft sets a restore point.
It is my understanding that Windows 10 also applies updates unconditionally, but I have not been running it long enough to have seen this. I have read horror stories of Win10 users having their computers reboot during critical work presentations due to this automatic update "feature." Not something I'd want to endure as a business computer user.

I guess the only way to avoid failed updates (other than not updating) is to have multiple computing devices with different operating systems (massive redundancy). I kind of have that, but then I must accept that performing the update process will be a long one.

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

Smart TV's

by Dan Douglas, Space Coast PCUG, Florida
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If you haven't shopped for a new TV in the last few years, you are in for an education. There are now as many acronyms that you come across when selecting a TV as there is in buying a PC. The last TV I bought was a 'SMART' High Definition TV (HDTV) with 3D in the middle of 2012. At that time, you had a choice of a HDTV set with or without the 3D option and the choice of many sets that weren't 'SMART' or many that were 'SMART'.

The 'SMART' that I'm referring to is the ability to stream content from sources such as Netflix, Amazon Video, Hulu, Vudu, etc. directly from the TV without the use of an external streaming device such as a Blu-Ray player, Amazon Fire, Apple TV, or Roku to name just a few of the most commonly found. 1080P was the best resolution available and sets bigger than 55" usually had a big price jump.

Now the easy part: when we jump ahead 5 years to 2017, we now find a mixture of both HDTV/2K 1920x1080 TVs and Ultra High Definition (UHD)/4K 3840x2160 TVs. There was a large price difference

between the two types until this summer when the number of UHD sets has taken over from the number of HDTVs. Almost every set made is a 'SMART' one featuring an extensive collection of a mixture of both traditional (Netflix, Hulu, etc.) sources and non-traditional channels' (specialty channels like those available through Roku). Many TVs can be priced a little cheaper by not including an antenna tuner, recognizing the fact that the typical user uses an external box(es) for watching the programs of choice. Those are referred to as 'Displays' rather than a 'TV' which implies a tuner with network channel selection capability. Watch out if you want to install an antenna later and find there is no place to plug it into.

When we dive down deeper to the specifications, we find the harder parts to understand: High Dynamic Range or HDR is really where UHD sets shine on those that offer this feature – delivering a picture that is much closer to real life than was ever possible with a HDTV. HDR greatly increases the contrast range between white and black so that the image is more natural in its brightness and highlights. Coupled with HDR is a larger palette of colors that can be displayed – a HDTV can display about 17 million colors, whereas an UHD set, with an enhanced wide color gamut (WCG) can display over a billion! Most UHD sets will also up-convert 2K material to near 4K resolution.

As far as 4K material goes, there are many 4K sources now available. Netflix (for a small premium) offers a selection of many 4K shows/ movies, as well as all Netflix original shows are shot in 4K now. Amazon Video also has a large selection of movies to rent/buy in 4K as does Fandango. My personal favorite is Walmart-owned Vudu. Vudu offers a digital copy for life of almost every DVD or Blu-ray that you purchase. All new movies are also available to rent or purchase in 4K format, with older titles being added constantly.

Both satellite providers Direct TV and Dish offer a variety of 4K channels and rentals. Apple has just announced the new Apple TV box with 4K/HDR support with a large selection of material available on iTunes. YouTube also features many 4K/HDR videos and movie trailers. My personal favorite 4K source though, is a UHD Blu-ray player. Nothing outside of a movie theater can compare to the sight and sound of playing a 4K disc or streaming 4K content from Netflix or Vudu through a receiver with a Dolby Atmos 5.1.4 speaker setup in your own house. If anything in that last sentence is unknown to you, wait until next month when I'll discuss the sound aspects of UHD and the implications of HDCP 2.2 and HDMI 2.1!

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Wayne's Computer Tips

by Wayne Johnson, Golden Gate Computer Society, CA
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Test your internet speed
DSL is slower than cable but not as slow as satellite, but do you know if you are getting the speeds your internet service provider promised? Simply do an internet ("Google") search for "internet speed test." Immediately a handful of sources become available for the test. Try two or three. Each will upload and download to and from your computer. For example, my Comcast cable came in with a 69.4Mbps download and 7.04 upload.

If your speeds don't meet your promised speeds, now you have numbers to give them to effect a repair.

Can you answer this question?
"What is your OS (operating system)?" You don't have to be a mechanic to drive a car, but you need to know the year, make, and model—right? So, in just a few clicks, you will know the "year, make, and model" of your computer.

This info is important for any troubleshooting, but it also key for purchasing programs or apps and peripherals such as external drives.

For a Windows 7 PC, right-click on Computer under File Explorer and choose Properties. If you're running Windows 8.1, type "PC Settings" on your Start Screen or into your search box. Click the results.

For Windows 10, type "About Your PC" into your Start menu and click the result. You'll be looking the edition (e.g. Windows 10 Pro), version (e.g. 1511), OS Build (e.g. 10586.63), Product ID, Processor (e.g. Intel i5 CPU @ 1.70GHz), Installed RAM (e.g. 4.00GB), System type (e.g. 64-bit).

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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.

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. 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.

You can use MS Excel (or any spreadsheet program) to enter all sorts of data and perform financial, mathematical or statistical calculations --- even to create a home inventory or track a music collection. Here is an easy Excel tutorial source.
http://www.excel-easy.com/

Is Reel-to-Reel the new Vinyl? For pure audiophiles, a history of open reel tape machines.
https://www.youtube.com/watch?v=5KHSz9Gi-II

Print pages (to paper or to various file formats) off the web without all the ads. (For Firefox, Chrome, and Safari web browsers.)
http://www.formatdynamics.com/saving-paper-trees-ink-and-money/

New documents show that some employees of Best Buy's Geek Squad repair staff were paid by the FBI to find and report illegal content. Who do you trust your PC to for servicing?
https://www.techrepublic.com/article/are-there-paid-fbi-informants-in-your-it-department-like-geek-squad/

9 ways to open the Disk Management tool in Windows (all versions).
https://www.digitalcitizen.life/open-disk-management-windows

Not all VPNs are safe – How to tell if a VPN is secure.
https://www.maketecheasier.com/how-to-tell-if-vpn-is-secure/

What is SSD "TRIM", why it is useful for your SSD, and how to check whether it is turned on.
https://www.digitalcitizen.life/simple-questions-what-trim-ssds-why-it-useful

What are libraries in Windows, and how to use them for organizing your files?
https://www.digitalcitizen.life/libraries-great-feature-windows-7

How to Use Virtual Desktop on Windows 10.
https://www.maketecheasier.com/use-virtual-desktop-windows10/

When did OneDrive (MS cloud storage) last sync your files? How to force OneDrive to sync (all Windows versions).
https://www.digitalcitizen.life/learn-when-onedrive-last-synchronized-your-files-force-manual-sync-windows

5 things that will slow your Wi-Fi network.
https://www.itworld.com/article/3256026/lan-wan/5-things-that-will-slow-your-wi-fi-network.html

Just say NO to Facebook Messenger malware.
https://askbobrankin.com/just_say_no_to_facebook_messenger_malware.html

Introduce yourself to new music among the 115 full episodes of the popular PBS ***Backstage Pass*** program, a collection of diverse music from Michigan and the Midwest's most talented artists. Click the small "See All" option to see all selections. (30-min. to 60-min. videos)
https://video.wkar.org/show/backstage-pass/

Great minds DON'T think alike. Got so much stuff that you're getting buried in it? Let the Clutterbug help you organize it all. (Many 5- to 10-min. videos)
https://www.youtube.com/user/OrganizedClutterbug

NOTE: Many of the links in the digital newsletter connect to the Internet if clicked. For those that do not, copy and paste 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 site. They are arranged into various key word categories to help locate a specific site.