The Gigabyte Gazette

The Monthly Newsletter

of the

Sun City Summerlin Computer Club

August 2014

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President's Message



by Howard Verne

Dear Computer Club and friends

August is always a tough month for club activities in Sun City. Many folks are out of town seeking cooler temperatures. Even the ones who stay in town tend to avoid going out, except maybe to the local casino buffets. One notable thing about computers and the Internet is that you can go so many places and see and do so many things while staying in the safe, air-conditioned comfort of your own home.

Enjoy the rest of summer with your families and friends. However keep an eye on the Gigabyte Gazette newsletter and the club calendar. We still will have many seminars, classes and SIGs this month.

Reminder: our monthly general meeting will be *DARK* in August. Our next general meeting will be at 7 PM on Thursday, September 4th, featuring a talk by Creech Air Force Base.

Your computer club board is arranging our November appreciation dinner for all of our great volunteers. To earn an invitation, you only need to volunteer 15 hours of your time to help make our club a success. Call any board member and we will find the right spot for your volunteer service

And don't forget to check the club website (<u>www.scs-cc.com</u>) to stay abreast of the current week's and the entire month's activities.

Howard Verne, President (702) 527-4056 <u>pres.scscc@gmail.com</u>

Issue Contributors

| Irene Burt | | Tom Burt |
|------------|-------------|-----------------|
| | Kathy Kirby | David Kretchmar |
| Pat Lemay | | Howard Verne |

Submissions Welcome

We are always looking for new information to share with our club members. If you have computer or technical information you would like to share with members of the club, send your articles to Tom Burt at tomburt89134@cox.net. Thank you to everyone for your contributions.

Editor's Note ... The iPad and Photography columns are "dark" for the summer.

SCSCC Board of Directors Actions

There was no Computer Club Board of Directors meeting in July, 2014

General Membership Meeting

There will be *no General Meeting* in August 2014. Seminars and classes will continue to be held as announced. For Club information go to <u>www.scs-cc.com</u>, contact Howard Verne, President at 702-527-4056 or email him at <u>pres.scscc@gmail.com</u>.

Welcome New Members

The following new members joined the Computer Club between June 26th and July 23rd.

Judy Bloomfield Suzanne Bobbitt William Bobbitt Diana Brown Esther Esbin Jan Fischer Linda Fischer Dale Heidel Lois Heidel Sharon Johnson James King Cheryl Kovalik Gary Morgan Michael Orth James Perz Michael Sanders Evie Scayan Charlotte Sloot Dorothy Stockton Betty Teh Burt Teh Moses Villafuerte

August 2014 Calendars

To view the August classroom and lab calendars, click the following hyperlink: http://www.scs-cc.com/Calendars/scscc_calendar_2014-08aug.pdf

Special Interest Groups

Special Interest Groups (SIGs) provide a forum for general discussion on a specific computer related subject. Admission to all SIGs is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom <W> or <M> or <H> indicate whether a SIG would be of interest to a Windows, Macintosh or Hand-held Device (i-thing or Android) user.

Genealogy <W> Dark May - Aug

2nd Thursday, 10:00 a.m. Karen Ristic (749-6489) Genealogy is one of America's most popular and rewarding hobbies. Come; let us help you find your ancestors on the Internet. We will explore helpful, free, sites and assist you in building your family tree.

GMail and Other Google Programs <W/M>

1st Thursday, 10:00 a.m. Pat Lemay (254-1499) This SIG covers Gmail as well as other Google applications. All members are welcome. This is your place to learn about all things Google.

Hardware / Software Repair Lab <W >

Every Tuesday, 1:00 p.m. to 4:00 p.m. Chuck Wolff (233-6634) and

George Lobue (256-0822) The Repair Lab provides **CLUB MEMBERS ONLY** with no cost assistance for those having upgrades and / or hardware and software problems with their computers. Bring in only your PC tower and your problems. Our TECH team will give you our best effort. *Be sure to mark your cables so you can re-connect when you get home*.

Internet Investing <W/M>

3rd Thursday, 9:00 a.m. in even months Tom Burt (341-7095) The Internet Investing SIG provides a forum for members interested in using Internet resources for researching and managing investments to meet, discuss, and learn more about the topic. The SIG's target audience is members with intermediate

computer skills and investment experience, but all members are welcome.

iPad SIG <iPod, iPhone, iPad>

4th Thursday, 10 a.m. Dark July & August Zane Clark (562-3684)

This SIG will be your forum for learning about and discussing the Apple iPhone, iPod and iPad tablet devices. It's for Apple hand-held device owners of all experience levels.

Macintosh Users' Group <M/H> Dark May 27 through September 23

2nd and 4th Tuesday, 6:30 p.m. Ed Barkin (243-6597) and Rose Mary D'Aloisio (255-2813) This SIG is for Macintosh users of all experience levels. We will have Q&A, so bring your questions and/or problems.

Photoshop <W>

2nd and 4th Wednesdays, 6:00 p.m. Un-moderated discussion group This SIG covers many of the basic elements found in both Adobe Photoshop and Adobe Photoshop Elements, two excellent tools to get professionalquality results. If you wish to enhance your photographs, this SIG will be most helpful and of great value. This SIG's target audience is intermediate to advanced digital imaging users, but all members are welcome.

Picasa <W> Dark June - August

3rd Mondays, 1:00 p.m. Stu Gershon (255-3309) Stu will be conducting this SIG as a monthly workshop, using Picasa 3 as the tool for organizing and editing digital photos. This SIG's target audience is beginner to intermediate digital photography users, but all members are welcome.

Kaffee Klatches

Kaffee Klatches provide a forum for general discussion on all computer-related subjects. Admission to all Kaffee Klatches is on a first-come, first-seated basis and is subject to the maximum allowed by fire code regulations. All of the following meetings are held in the Classroom.

Beginners Kaffee Klatch <W/M>

First and Third Saturdays, 9:00 a.m. Bill Wilkinson (233-4977)

If you are a novice or near-beginner computer user, or if you just want some refresher information together with a refreshing cup of coffee, then jump-start or recharge your computing knowledge by attending the BKK sessions. At each session, attendees will explore from one to four topics of particular interest to beginners and near-beginners. The topics are always announced a couple of days in advance via e-mail to SCSCC members who have subscribed to the club's message board. Each topic is presented in a step-by-step manner and is supported by "how to" notes that can be easily and conveniently downloaded from the BKK web page. Following each "up front" presentation of one or more topics (approximately 60 minutes in duration), an informal open-ended Question and Answer period takes place for those who wish to participate, listen, reflect, or inquire.

Kaffee Klatch <W/M/H>

Every Tuesday, 8:30 a.m. Sandy Mintz (838-2525)

This KK is for all users from beginning to advanced. The KK discussions are not restricted to any one subject, computer platform or computer-knowledge level but should be computer or technology related. We will try to answer your questions, help you keep your systems updated and provide some useful "tips and tricks." If you have a tip or information you would like to share, we encourage you to bring it in and share since the SCSCC is built on "neighbor helping neighbor." The fellowship is great, the coffee is good, and the education received from the KK attendees is priceless. Stop by on Tuesday morning and have a cup of coffee with us.

Windows 8 Tutorial <W>

First and Third Saturdays at 10:30 am Tutor: Bill Wilkinson

Each session will be devoted to assisting new Windows 8 owners in becoming familiar and comfortable with Microsoft's newest operating system for desktop and laptop computers. Assistance will be given individually or in small groups as circumstances warrant. Bill's notes are available by clicking <u>HERE</u>.

August 2014 Classes

Because there are a limited number of computer stations available for handson participation, pre-registration is necessary for all classes. See individual class descriptions for details on how to register.



BOOT CAMP CLASS For Windows Users

No class in August Lead instructor: Bill Wilkinson

If you know of friends in the Sun City Summerlin community who may be interested in taking this class would you let them know that this program is available?

COURSE DESCRIPTION:

Boot Camp is an introductory course designed for residents who are new to computing and/or the Microsoft Windows operating system. It also serves as an excellent review for intermediate users who want to fill some gaps in their computer knowledge.

This hands-on class has a **limited enrollment of 12** with each participant working at an individual computer station in the Computer Lab. A team of lead instructor and four coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance.

These strategies will be covered:

- Secrets for using the mouse and the keyboard effectively
- Basic vocabulary needed for an understanding of Windows (Vista, Win 7, and Win 8)
- Managing and organizing your personal data files (documents, pictures, videos, and music)
- Protecting your computer from viruses and other malware
- Safely downloading and installing an application from the Internet
- Efficient and safe use of an Internet browser and search engine.
- Manage, compose, send and receive email messages.

Course Fee: \$10 for current club members. Non-members can join the club for the half-year rate of \$5. Make check payable to "SCSCC".

Materials include: a step-by-step user's manual and a USB flash memory drive.

REGISTRATION DETAILS:

To seek additional information or to register for the next class, please telephone: **Bill Wilkinson at 233-4977.**



WINDOWS 8/8.1 CLASS

Conquering the Basics and Beyond MAKING AN EASY TRANSITION FROM EARLIER EDITIONS OF WINDOWS

No class in August

This course includes over 150 "how-to" activities contained within a 100-page participant's manual that has been designed specifically for club members who have already moved to the Windows 8 operating system **or** who anticipate moving up from Windows XP or Vista in the near future.

The 9-hour **hands-on** class will be held over three days with each registered participant using one of the twelve Windows 8 computers in the lab.

Prerequisites: Some previous experience in using one of Microsoft's earlier operating systems, current 2014 Membership in the Computer Club (or \$10 for a 2014 membership through December 31, 2014).

Program fee: \$10 (which includes a participant's notebook). Make check payable to "SCSCC".

Lead Instructor: Bill Wilkinson, supported by 4-6 coaches

To register or obtain further details about the next class, contact:

Bill Wilkinson at 233-4977

August 2014 Seminars

For Computer Club seminars, there is no requirement for advanced registration unless explicitly stated. Seating is first-come, first-seated.

LastPass Password Manager

Wednesday Aug 13th at 1 pm Presenter: Howard Verne Location: SCSCC Classroom

This seminar will discuss using LastPass to generate, store and fill in password and other information.

Are you having trouble keeping all your passwords straight?

Do you use the same password on many sites (a VERY bad idea)?

Would you like to have this information available from any device?

Would you like to be able to generate secure passwords without having to memorize some meaningless gibberish?

Then come to the seminar and learn about LastPass. I will touch on other password managers but will not demonstrate them.

Handout can be found at: <u>http://www.scs-cc.com/smnr/Password_Managers.pdf</u>



The New Google Drive

Thursday, August 21st at 1 PM Presenter: Pat Lemay Location: SCSCC Classroom

Google Drive (Google's cloud storage) has been updated and improved. The new Google Drive is the same Google Drive you know and love. But it's faster and works more like you're used to on your computer. Other than a completely different view, you can:

- Create, add or upload a file with a single button.
- Find and add files shared with you more easily.
- Single-click a file to select it and double click a file to open it.
- Drag-and-drop files and folders just like you do on your desktop.



Adobe Photoshop Elements 10 Sampler

Monday, August 25th at 1 PM Presenter: Mary Miles Location: SCSCC Classroom

Join Mary in exploring the many features of the Adobe Photoshop Elements 10 photo editing program.



Upgrading Your PC or Laptop with a Solid State Drive

Wednesday, August 27th, 9 am to 11:00 am Location: SCSCC Classroom Presenter: Tom Burt

Prices of Solid State Drives have come down a lot while capacities and speeds have gone steadily up. Solid state drives are now about 5 times faster than regular hard disk drives. As an upgrade to an existing system, a SSD is likely to be a much better investment than a new CPU.

This seminar will discuss available SSD technology and vendors and will review the advantages and a few issues with SSDs. We'll then outline the step by step process to upgrade a desktop PC and a laptop PC with a SSD. This will include migrating your existing bootable OS to the SSD, required BIOS settings, enabling TRIM support. We'll also have plenty of time for your questions.

The presentation handout will be in the <u>www.scs-cc.com/smnr</u> area about August 18th.

Tom's Tech-Notes



Mozilla Thunderbird A Powerful Free E-mail Client Tom Burt, SCSCC Vice-President

Thunderbird is an open source free e-mail client available from the Mozilla foundation. There are versions available for Windows, MacOS and Linux. If you're a Windows XP orphan or Windows Vista near-orphan and concerned about continuing to run out-of-date, insecure e-mail clients, or if you're just weary of paying over and over again for the same old features in MS Office Outlook, Thunderbird might be right for you.

You can find the download for your PC at: <u>https://www.mozilla.org/en-US/thunderbird</u>. The website will automatically detect your configuration and offer the appropriate download hyperlink.

Once you have downloaded and installed Thunderbird, you can launch it and set it up to connect to your various POP/SMTP e-mail providers such as cox.net, centurylink.net as well as IMAP e-mail providers such as gmail.com and outlook.com. Thunderbird now has a setup wizard that eliminates the need to know the details of your e-mail service's server and port settings. Just put in the e-mail address and Thudnerbird will automatically configure those settings for you.

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| Local Folders | #16.06 Two handy procedures for your VBA code library | Access Watch | 7/28/2014 11:32 AM |
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| Outbox | Open for an important announcement | Representative Joe Heck | 7/31/2014 9:33 PM |
| Finance | Open for an important announcement | Representative Joe Heck | 7/31/2014 9:38 PM |
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The screen shot above shows Thunderbird's main window. Thunderbird's user interface is similar to that of Windows Live Mail or Microsoft Outlook. In addition to the standard folders (Inbox, Outbox, Sent, Trash, Junk), you can create a hierarchy of other folders and subfolders for filing e-mails. Thunderbird also has rich search features for searching your collection of e-mails as well as the full Internet. You can configure a variety of highlighting options and rules to help manage your incoming e-mails. A key enhancement is tabbed e-mail viewing, which allows you to have several e-mail messages open at the same time and to easily flip between them.

Thunderbird also provides a "Quick Filter" toolbar that after only a few keystrokes narrows the list of displalyed e-mails to just those matching what has been typed. This makes it very easy to find e-mails from a particular person/e-mail address or pertainingt o a particular subject.

Thunderbird has a very comprehensive address book / contacts feature, including a handy one-click "Add to Address book" function in the e-mail viewer.

Thunderbird includes a powerful junk / SPAM e-mail filter that also learns as you indicate which specific e-mails are or are not Junk.

Thunderbird also can be set up to integrate with online cloud storage services so that it can automatically upload large file attachments to your preferred cloud service and send a hyperlink instead.

Thunderbird also offers an interactive chat service so that you can have an Internet audio / video chat with people in your address book.

Thunderbird also has a built-in password manager that includes a master password feature.

The Thunderbird community has developed an extensive set of Add-ons to enrich the base Thunderbird functionality. You can now browse this Add-on collection and easily install specific Add-ons directly from within Thunderbird.

In this article, we've barely touched on the highlights of Thunderbird. There's much, much more to be found. It's definitely worth a look!



Kretchmar's Korner

By David Kretchmar, Computer Hardware Technician

Welcome to Cloud Computing

(This article first appeared in June 2012 and has been updated slightly by the editor.)

The Cloud is virtually everything you access via your computer, tablet, or smartphone that does not reside on your own storage devices. We are all increasing our utilization of cloud computing, whether we realize it or not.

Many of our club members are confused by terms relating to the Cloud, so for those who need it, I'm defining three concepts basic to understanding Cloud computing.

Internet Service Providers (ISP)

We access the cloud from our home computers using an Internet Service Provider i.e. Cox Communications or CenturyLink. This is the one aspect of connecting to the cloud that is directly paid for by the consumer. Much of the balance of our cloud experience is supported by advertising or the provider of services, such as your bank or online resellers such as Amazon.

Browsers

We are able to navigate to the cloud and travel about the cloud (surf the Internet) utilizing a browser such as Internet Explorer, Mozilla Firefox, Google Chrome, or Apple's Safari.

The World Wide Web

Essentially the content available using the Internet is the World Wide Web. The Web consists of millions of computers around the world connected via the Internet. The Web is represented by the www that starts most Internet addresses. You might have noticed that Internet browsers have become smart enough to automatically provide the www part of each sites address. In other words you only have to type yahoo.com in our browser's address bar to connect to <u>www.yahoo.com</u>.

Storing Your Data in the Cloud

A relatively new and rapidly evolving aspect of Cloud computing is the data storage and editing that is becoming available. If your files; documents, pictures, whatever, are stored in the Cloud you can access them from any computer in the world, as long as you have an Internet connection.

The two leading providers of free online storage are computing giants Microsoft as OneDrive and Google as Google Drive. Microsoft and Google Cloud storage share many of the same features.

Microsoft OneDrive (formerly called SkyDrive)

OneDrive is a key element of Microsoft's Windows Live and Office 365 service. It also is linked to Hotmail.com and Outlook.com e-mail accounts. OneDrive provides a whopping 25 GB of online storage for FREE, for Windows Live accounts created before April 23, 2012. New accounts receive 7 GB of free storage. OneDrive is available for Windows, MacOS, Android and IOS users.

A feature of the Cloud is sharing folders and files; documents, pictures, videos, music, whatever, with one or more other individuals. You can edit documents online using Microsoft Office Word, Excel, and PowerPoint, which also reside in the Cloud. You can give other people permission to edit files, and others only viewing privileges. You can collaborate with anyone you choose on the same document.

OneDrive is integrated into Windows 8.1 and there are free clients for other operating systems. The client will back up or sync files you move to a profile folder appropriately named OneDrive that is created on your hard drive. Sync-ing is bidirectional between the OneDrive cloud storage and any device that connects to that Windows Live account and has the OneDrive client installed.

Google Drive

Google now offers 15 GB of free storage space and an option to upgrade to 25 GB or storage for \$2.50 a month.

Google Drive offers most of the same features as OneDrive and is also available for Chrome OS and Android users. Google has announced they will also soon provide service for iPhone and iPad users.

Unlike OneDrive, Google does not let you allow some users to edit a specific file and other only view that file. The workaround for this is to copy a file to a separate folder and establish different editing privileges for that folder.

Google offers an option to convert files to its own productivity software format for online document editing. Files in Google's format do not count toward the 15 GB space limitation. As you might expect, Google has a much more powerful search feature, and can even find words within scanned documents!

Is the Cloud Safe for Data Storage?

The files you store in the cloud are safer from destruction than the files you store on your computer. Enterprise servers storing your files utilize heavy duty hard drives and redundant copies and backups of data. I have not heard of any data stored in the Cloud being compromised, but I am paranoid enough to encrypt my most sensitive files stored in the Cloud, and keep copies of files on my own computer.

August Lab Monitor Schedule

| Marcy Ishum | Saturday |
|-------------------|-----------------|
| Jeff Southwell | August 2, 2014 |
| Millie Taylor | Monday |
| Vern Taylor | August 4, 2014 |
| Susie Scott | Wednesday |
| Kathy Kirby | August 6, 2014 |
| Fred Cohen | Saturday |
| Jim Enlow | August 9, 2014 |
| Donna Bailey | Monday |
| Blanche York | August 11, 2014 |
| Tom Brennan | Wednesday |
| Jan Edwards | August 13, 2014 |
| Mary Hedin | Saturday |
| John Zuzich | August 16, 2014 |
| Marilyn Halvorson | Monday |
| Marti Hamilton | August 18, 2014 |
| Opal Smith | Wednesday |
| Susie Scott | August 20, 2014 |
| Jim Enlow | Saturday |
| Kathy Kirby | August 23, 2014 |
| Lowana Mannlein | Monday |
| Sharon Cline | August 25, 2014 |
| Joyce Davison | Wednesday |
| Tammy Collins | August 27, 2014 |
| Marilyn Gramms | Saturday |
| John Zuzich | August 30, 2014 |