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SAUK COMPUTER USER GROUP

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Club Information

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MARCH 11, 2017 MINUTES: SCUG CLUB MEETING

President Bendick welcomed everyone to the March meeting. Question and answer session was next, with a question on how to buy a computer. Several members answered with excellent advice.

The business meeting was called to order at 2:00 PM. The minutes published in the newsletter were approved as written. The treasurers report was given and approved. President asked guests to please stand and introduce themselves, Dave Zimmerman from Coleta and Wanda Winstead from Dixon who joined club.

The new screen was installed March 4th by members with everyone complementing Cheryl and Neal who did most of the work with Terry, Joe and Art doing an excellent job of supervising. Cheryl donated the power cord to complete the installation.

The senior center has requested the club to increase the amount paid for the rent of room from $30/

month to $50/month. After some discussion, the motion passed. We will also need to set up the tables and chairs for the meetings.

We have space for eleven people to go on the Chicago shopping trip, so be sure to sign up at April meeting. The trip is May 6th, we will have lunch at a restaurant that those going will decide.

The board meeting will be Wednesday March 15th at 6:00PM at Wendy's in Sterling. Meeting was adjourned.

Program began with John Miller on local sites to obtain information on property records and taxes etc. A very interesting program. John's website is: https://johnem3.wixsite.com/scug. The website for setting up no more robo calls is: https://www.nomorobo.com/

The drawing was held next with many great prizes won.

Respectfully submitted by, Darla Stigall club secretary

BOARD MEETING MINUTES FOR MARCH 15, 2017

The March 15,2017 board meeting was held at Wendy's in Sterling at 6:00 PM. Officers present were President Art Bendick, Vice President Neal Shipley, Treasurer Joe Fornero and Secretary Darla Stigall. Board members present were Cheryl Johnson, Gloria Schneider, Terry McLennan, and Joe Schmitt. The treasurers report was given and approved.

Piper the dog we sponsor from CGH Love on a Leash will be at our April meeting. The April program will be on file management, how to create shortcuts and changing icons by Terry McLennan. May program will be by Cheryl Johnson on craigslist. Glenda McLennan and Joe Fornero will do the June program on travel sites and planning a vacation. July is the club cookout with Chef Joe cooking and members bringing a dish to share

The club Chicago trip will be to Fry's Computer Store only. Members may still sign up at the April meeting. The trip is scheduled on May 6, 2017.

Meeting was adjourned.

Respectively submitted by Darla Stigall, Secretary.

Drawing for April

The large prizes for April will be a **$25 gift certificate from Applebee's, $25 gift certificate from Buffalo Wild Wings and an Amazon Fire Tablet.in black or blue.**
There will still be a number of smaller items including a flash drive. We are hoping you will invite friends to the meeting and thereby increase our membership. Remember you can only win a large prize once every 3 months.

Humor from the Net

Fishing
The rain was pouring and there was a big puddle in front of the bar just outside the American Legion Post. A ragged old Army ground-pounder was standing near the edge with a fishing line in the dark murky puddle with bobber in sight.
A curious young Marine fighter pilot came over to him and asked what he was doing.
"Fishing," the old sergeant simply said.
"Poor old fool," the Marine officer thought to himself, and he invited the old Army soldier into the bar for a drink.
As he felt he should start some conversation while they were
sipping their whiskey, the haughty fighter pilot asked, "And
how many have you caught today?"
"You're number ten," the old Army Sergeant answered. "Two
Air Force, three Navy, five Marines."

Back to Basics: Using Windows (File) Explorer -- Using Different "Views" To See Files and Folders

BY JIM CERNY

This is the second of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). In the previous article we looked at the two "panes" in this app window – the "Folder List" in the left pane, and the contents of a folder displayed in the right pane. Clicking on any folder on the left will show the contents of that folder on the right. The Folder List in the left pane shows ONLY folders, not files. Clicking on the right-pointing arrow next to a folder in this list will open (immediately below and slightly indented) the folders IN that folder. The arrow will now be pointing down. Click on the down-pointing arrow to remove or "hide" the list of folders in that folder and the arrow will then be pointing to the right again. Please practice this. This is how you can get to and open the folder you want to see.

Is this getting to be too confusing for you? But is it really that difficult to understand that a folder can itself be IN another folder? If you take some time to explore folders in this app it should become clear quickly.

Exploring does NOT change anything, you are just looking around. We will get to actually changing some things in future articles.

This time we want to explore the different VIEWS or ways of displaying FILES and FOLDERS using this app. As stated previously, clicking on any folder in the folder list column on the left will open and display the contents of that folder on the right. There are different ways of displaying this information using the "view" options. In Windows 10 click on the "View" tab (menu bar) near the top of the window. On other versions of Windows Explorer you may see a small tool icon which, when clicked, will display the list of viewing options. Although several different "views" are available, we will look at only the two views that I use, but feel free to try the other views as well to see if you like them.

Try the "Large Icon" view option. This is my favorite view when I am working with PHOTOS on my computer. All files that are photos will be displayed as a "thumbnail" of the photo itself with the file name below it. This is great for seeing what photos you have so you can delete photos you no longer want, or move or copy them to another folder, etc. If a file is NOT a photo, such as a document or a spreadsheet, then you will see a simple ICON representing that file "type". Folders are icons too (which actually look like a real folder) and in later versions of Windows, the folder icon will be displayed actually open a bit so you can "peek" and see hints of the photos in that folder. Double-click on any folder in the right pane to display the contents of that folder. Note that you can select ANY view for ANY folder – just open that folder first and select the view option you want. What is nice about this is that the folder will "remember" your view option the next time you open that folder! So you don't have to select your view each time, only when you want to change

it. Remember, changing "views" does NOT change any file or anything, it just changes how things are displayed in the window. Note that if you "hover" your mouse on any file or folder ("hovering" your mouse means that you place your mouse arrow ON something but do NOT click the mouse) it will open a small box with more information about that file or folder.

Try the "Details" or "Detailed list" view. This is my favorite view for ALL OTHER files. Each file name is listed on its own line with some very helpful information next to it. Note that the folders are probably listed first, alphabetically, then the files below them. The contents of a folder are sorted (by default) alphabetically, with the folders together at the top. If you click on the "Name" column header it will REVERSE the sort. Note that the small arrowhead indicates which column is sorted and how (from A to Z or Z to A). Click on the "Size" column header and your list will be sorted by SIZE, largest to smallest

(note arrow is pointing downward). Click again on the "Size" column heading and it will REVERSE the sort (arrow pointing upward). Please practice clicking on different column headers to sort your contents different ways. Sorting by "Type" for example will group all your files in that folder by the "type" of file – a Word document, a jpeg photo, etc. You can do all of this and nothing is changed – you are just looking around and viewing things in different ways. Can you see how using File Explorer can be so important? It can be used to FIND and VIEW anything on your computer. You can use the "sort" options in other "views" as well, just look for them by using the toolbar or "tabs".

Here is an important tip to help you. Double-clicking on a FOLDER in the right pane will OPEN that folder in that pane so you can see its contents. Double-clicking on a FILE in the right pane will OPEN THAT FILE using the DEFAULT app or program for that file type. If you wish to use a different app to open a file (that is, other than your "default" app) you should open that app FIRST and then use that app to find and open the file you

want.

Finally, although there is so much that File Explorer can do, it can NOT create a new file. It can COPY files and MOVE them around your computer and RENAME them, but it cannot create a brand new file. You must use an app to do that – and you can understand that to create a new document you must use MS Word, or WordPad, or some other word-processing app. To create a new picture, you must use a camera, a photo app, or the paint app, etc. You use apps to create a new file, give the file a name, and save it to a folder. After that, File Explorer does everything else to work with ALL your files and folders – not only on your "C" drive, but on any memory device that is connected to your computer, such as your smart phone, thumb drive, or memory card.

By Jim Cerny, Chair, Forums Committee, Sarasota TUG, FL August 2016 issue, Sarasota Technology Monitor www.thestug.org jimcerny123 (at) gmail.com

Techspert Talk: Tablet Checklist: What can it do?
By Melanie Birnbom

Tablet Checklist: What can it do?

Q. A frequent question I get from users is: "What can a tablet actually do? Is it just for playing games?

That is why I've put this checklist together using the three main operating systems for tablets: Android, iOS (found on iPads), and windows (this does not include the now discontinued Windows RT operating system.)

Read and Write E-mail

Android: Yes
iPad: Yes
Windows Tables: Yes

Surf the Internet
Android: Yes
iPad: Yes
Windows tablet: Yes

Use Sites that Require Flash player:
Android: No
iPad: No
Windows Tablet: Yes

Play Games
Android: Yes (With apps downloaded from Google Play store)
iPad: Yes (With apps downloaded from Apple App store)
Windows Tablet: Yes (With apps downloaded from Windows store. If tablet model has enough computing power you can also download PC games. Windows 10 tablets will allow you to stream games

from an Xbox One.

Use Office Programs
Android: Yes (several office suites available including MS Office apps)
iPad: Yes (multiple office suites available as well as MS Office apps)
Windows Tablet: Yes (multiple office suites available and Microsoft Office apps. Users can also run the full desktop version of Office.)

Print
All three tablets will allow you to print from selected apps with compatible wireless printers.

Listen to Music
Android: You can stream from services like Pandora, Spotify, and Amazon as well keep digital copies of music on your tablet.
iPad: Designed to work especially well with iTunes; you can also stream using apps for services like Pandora and Spotify.
Windows Tablet: Works with streaming services and Groove Music.

Stream Movies
All three operating systems will allow you to watch services like Netflix or Hulu, as well as view videos on websites. (If the videos require Flash Player, only a Windows table will work.)

eBooks
All three tablets will allow you to download apps for reading

eBooks including Kindle and Nook books.

Use Facebook and other Social Media
All three tablets will allow you to use a Facebook app.

Make Video Calls
All three tablets allow you to use Skype and other services for video calls and programs like Messenger for video or audio chats in addition to text chatting. Almost every tablet has a built-in front-facing camera.

Use a Keyboard
Nearly any tablet will allow you to connect with a keyboard (usually via Bluetooth). There are keyboard cases available for carrying convenience. Make sure you get the compatible keyboard for your tablet. If it is a case, make sure it is the right size.

Use a Mouse
Only Windows tablets are compatible with using a mouse and it is a fairly simple process to pair a Bluetooth mouse.

Use Desktop Versions of Programs
Only Windows tablets can run full desktop versions of programs.

Access Cloud Storage
All three tablets will allow you access could storage.

Privacy Begins with Operating System
By Leo Notenboom

With the release of Windows 10, Microsoft took a lot of heat for particularly permissive default privacy settings, as well as being unclear about exactly what information is sent back to Microsoft, and under what conditions.

While they've addressed some of those issues in the months since, it all serves to highlight an important concept that many people all too readily overlook: the operating system on your machine has a tremendous capability to protect – or violate – your privacy.

Do you trust it?

The OS sees all and knows all

The operating system on your computer is the interface between all of your software and hardware and the rest of the world.

When an application wants to read from the disk, it does so via the operating system. If an application wants to communicate on the network or internet, it uses the operating system. Even when an application just wants to display something to ask you a question, it's the operating system that displays the message and collects your response.

This puts the operating system in a unique position to see everything you do, because it's instrumental in making anything you do happen at all.

It's something we rarely think about, at least until things like the furor over Windows 10. Then things change, a little or a lot; but in the long run, the issue blows over, because we need to get on with our work. The fundamental power of the operating system, and that it's in such a unique position to examine what we do, is something that fades to the background again.

It's not just Windows

I use the Windows 10 release as an example, because it made a lot of news at the time, and because so many people use Microsoft Windows. But before you start pointing fingers, it's critical to realize that *every operating* system has this level of access to what you're doing. Be it Mac OS, iOS, Linux, Android, or something else completely, by the nature of what they do, all operating systems are in position to examine, record, and report back anything they care to.

It's not that they do; it's that they *can*. It's not something malicious or even surprising. A fundamental side effect of giving an OS the power to do its job also gives it the power to examine what's going on.

How do you know it's not sharing that information with others? Well, as an average computer user, you really can't.

It all boils down to trust.

If you don't trust it, why are you using it?

One of the more frustrating aspects of my job is hearing people rail against some large entity like Microsoft, Apple, or Google, all the while using the software and/or services provided by – you guessed it – Microsoft, Apple, or Google.

It might sound a little brutal, but the bottom line is simple: if you really don't trust Microsoft Windows[1], for example, then don't use it. That could be as extreme as never, ever using it, or it could be more strategic, choosing to avoid it for certain types of activities you consider particularly sensitive. Either way, "fixing" the operating system is not an option, so the only true options you have are:

- Live with it
- Avoid it for specific areas of concern

Avoid it completely

And again, while Microsoft Windows is my example, these statements apply equally to *any* software vendor whose products you choose to use.

Alternatives to consider

Whenever we talk about alternatives to operating systems, we're really asking the question, "Who do you trust?" As I've said repeatedly, using *any* operating system means placing some degree of trust in a product.

When it comes to desktop and laptop PCs, this typically means either:

- Windows: you're trusting Microsoft
- Mac: you're trusting Apple

Linux: you're trusting an army of independent developers (as well as the sponsor of the particular distribution you're using)

When it comes to tablets and mobile devices, the choices are:

- Android and Chrome OS: you're trusting Google, and to some degree Linux

iOS: you're trusting Apple

Oh, and in almost all cases, if your device come pre-loaded with the operating system, as many do these days, you're also trusting the vendor of the device, since they can and do add things. As I said, the question really does boil down to: of those alternatives, who do you trust?

Or, perhaps, who do you distrust the least?

The pragmatic reality

Operating systems and the privacy implications they bring are truly much too complex for the average consumer to completely understand. We shouldn't *have* to get that deep an understanding, or we'd never have time to actually move on to whatever it is we're trying to accomplish!

In many ways, some privacy exposure is part of the cost of using today's complex systems. For any system you use, information is likely being shared "upstream" for a variety of reasons, ranging from beneficial and benign (such as information used to make the software better) to malicious and invasive (such as truly tracking what you as an individual are doing).[2]

Unfortunately, we might also find ourselves faced with constraints – software we rely on that only runs on an OS we don't trust, or cross-platform compatibility issues with people we work with on a regular basis, for example – that might force us to rely on an OS we'd prefer to avoid.

In situations like this, it's important to understand what's possible, and take whatever steps you feel are appropriate.

As for me, I run almost all the operating systems I've mentioned here (except iOS, for no reason other than time) and honestly have few concerns. I trust that any information these operating systems transmit "home" is either inconsequential, appropriately anonymized, or appropriately protected, and serves to make the software and my experience using it better.

I also know not everyone agrees with my approach.

There will be a Question & Answer Session starting at 1 PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:

Art Bendick & Neal Shipley

The next meeting of the Sauk Computer User Group will be

April 8, 2017

No Beginner's Class

Question & Answer : 1 PM

Business Meeting : 2 PM

Presentation: 2:30 PM

Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

OUR MARCH PRESENTATION WILL BE ON "FILES, SHORTCUTS AND ICONS, OH MY" BY TERRY MACLENNAN .