PLATEAU PC USERS GROUP, INC GAZETTE

Member of APCUG — An International Association of Technology & Computer User Groups

May 2017

"JOIN US FOR FUN AND LEARNING AT CROSSVILLE'S COMPUTER CLUB"   Volume 23, Issue 5

This Month's Meetings

General Meeting
Monday, May 15 at 6:00 P.M.
At Christ Lutheran Church FFG
Note change to Summer Hours

Plateau Photography Club
Thursday May 18 at 1:00 P.M.
At FFG Library Bldg.,

The May Program at FFG Christ Lutheran Church

Regions at Work ® Seminar Series

Kimberly Harless, a Consumer Banking Officer at Regions Bank will be leading today's seminar.

Learn how banking technology can help make your life simpler. At Regions, we strive to provide you with the guidance you need to help you reach your financial goals.

At this seminar, you will learn practical, day-to-day financial fundamentals that are designed to help you gain more control over your money.
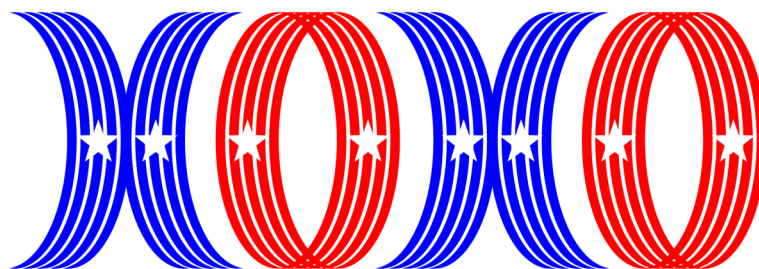
We will answer your questions and assist you with the important financial decisions that matter to you.

10 Ways To Simplify Your Life Using Banking Technology

You will learn about:
 Convenient ways of banking with your smart phone
 Banking without visiting a branch
 Tools for managing your finances online
 Tips for easily monitoring your accounts

Remembering on Memorial Day
Thank You, Veterans!

XOXO

Monday, May 29, 2017

Inside This Issue

Summer Hours start at **6:00 P.M.** (April through September)
Winter Hours start at **3:00 P.M.** (October though March)
Location: Christ Lutheran Church
481 Snead Drive, Fairfield Glade

Join the Club!

Anyone interested to attend the general meeting or any of the SIG meetings as a guest will be charged $3.00 per person for any or all meetings in that month. Afterwards, you are encouraged to become a member of the Plateau PC Users Group.

Our Club cannot exist without you, the members.

Membership Dues

Our annual dues are now payable July 1st of each year. Annual dues are $24 per single person / $30 per family starting July 1, 2014.with partial years dues as follows:

Due Date	Apr-Jun 2017	Jul-Sep 2017 Annual Dues	Oct-Dec 2017	Jan-Mar 2018
Single:	$6	$24	$18	$12
Families:	$7	$30	$22	$15

Student memberships (21 and under) are $10 annually. Corporate memberships are $30 a year for the first two memberships and $10 a year for each additional membership from the same company.

Contact the PPCUG Treasurer (931) 707-3677 for pro-rated dues of these types of memberships.

BOARD OF DIRECTORS DISCLAIMER

All members of the Plateau PC Users Group are willing to help one another in the area of advice and tutorial instruction over the phone. If you should require more involved services or instruction, we have a few members who are very knowledgeable in several areas. As a responsible consumer, it is up to you to discuss, before retaining a member, any and ALL charges for repair services and time consuming tutorial activities.

It is not the desire of this Board of Directors to set fees for individuals for services rendered, nor the responsibility to intervene between members who enter into a contract among themselves.

The GAZETTE is published using the following: Microsoft Word, Microsoft Publisher, and Microsoft Windows. The Gazette is the monthly newsletter of the Plateau PC Users Group, Inc.

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All images used in the newsletter, website, blogs, class materials or handouts ("media") are obtained from a "free use" source, preferably images that have been released as "CCO Public Domain".

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Plateau Photography Club	Jim Mansfield	(931) 484-6920

Up Coming Meeting for June 2017

<u>Note: Summer Hours & Location</u>

**The next General Meeting of the
PLATEAU PC USERS GROUP
Will be on June 19 at <u>6:00 P.M.</u>
at <u>Christ Lutheran Church</u>
<u>481 Snead Drive FFG</u>
<u>(corner of Snead & Lakeview Drive)</u>**

Classes

Please send ideas for new classes to Alan Baker.
(ambaker@citlink.net)

<u>Cool Tips & Sites</u>
<u>Computer mouse tips</u>

<u>Take full advantage of the scroll wheel</u>

Today, everyone is familiar with a **mouse wheels** ability to scroll up and down on a page.

However, this wheel can also do so much more, below are just a few examples.

- The mouse wheel is not just a wheel. It can also be used as a button. Pressing down on the wheel will acts like a third mouse button. The wheel button can be used to open a web page in a tab by clicking the wheel on any link and can also be used to close a tab by clicking the wheel on any open tab.

- Zoom in and Out on a web page, word document, excel spreadsheet, etc. by holding down the **Ctrl key** and scrolling up to zoom in and down to zoom out.

- Hold down the Shift key and scroll down in most Internet browsers to go back to the previous web page.

- Some mouse wheels can be pushed left or right to also move back and forward between web pages.

News of the Special Interest Groups

The PPCUG sponsors several Special Interest Groups (SIGs) tailored to meet the varied needs of our many members. Each SIG is a small group whose leader prepares material for presentation and encourages open discussion and questions. We urge you to attend the SIGs and hope you will find one or more of interest to you. Ideas for additional groups are welcome, as are volunteers to form and lead new SIGs.

Plateau Photography Club

The Photography Club, a PPCUG SIG, meets the Third Thursday of each month at the Fairfield Glade Library Bldg. at 1:00PM. Topics vary each month but we show and discuss member's photos each month. The SIG leader is Jim Mansfield.

<u>The Photo Club/SIG website</u>

The Photo Club/SIG website is now up. Access to it is through the PPCUG website, using the "Photo Club" navigation link at the top of each PPCUG page. I think that this is a big improvement, and could not have been done without the work of Dallas Richards.

PPCUG Website

Visit our website at www.PPCUGinc.com. The Learning Center class schedule and Gazette are all available on our web site.

Send your comments and suggestions to the Webmaster, Alan Baker Webmaster@ppcuginc.com (931) 788-2201

PPCUG General Meeting Minutes April 17. 2017
Customizing Window 10

Carl Noreen welcomed members and guests. Then Introduced the video presentation by Hewie Poplock, Hewie is a Windows SIG leader and APCUG Rep for the Central Florida Computing Society. The video shows highlights on:

Signing into Windows 10: (Using Password, Picture or Pin is your choice, however if traveling and using laptop he did not suggest using Pin as it is not as secure.)

Some Settings: (In System Settings turn off power and sleep when updating or backing up so it will not be interrupted.)

Start Menu: (Click on tiles to resize or unpin they can be dragged to any open space. Most used are at the top of menu than are alphabetical, left click on what you want. You can ask anything of Cortana.)

Microsoft Edge: (Windows 10 browser has a reading view feature that takes out ads and the snap feature, which allows multiple windows.) Check out Google News in Edge for more.

The Other Accessories: Right click to find list of features including, (Character Map, Internet Explorer, Math Input Panel, Note Pad, Paint, Sticky Notes, etc.)

Task View: As many as four windows can be opened on your desktop. Go to the task bar click on the second icon or using the window key plus arrows you can have ¼ or ½ screens.

Help with Windows 10: type in help to bring up built in manual
This program was filled with specific information, which may be reviewed by going to the You Tube video web site.

Questions and answers followed with Carl.

Submitted by:

Cindy West

Secretary

All that Glitters is not Chrome

by Greg Skalka, President, Under the Computer Hood UG, CA
January 2017 issue, Drive Light
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I love my Chromebook. It's a very handy thing to have when you want some information off the Internet quickly. I don't have a smart phone, so the Chromebook is what I go to when I want to know the locations, hours or phone number of a business, what traffic or weather conditions are like or the answer to any other search question. I keep my Acer Chromebook 11 on our kitchen table so it is available for instant use. It is small and light, yet has an 11.6" screen and a full keyboard, so I find it much more useful (and usable) than a tablet.

When I bought my Chromebook over a year ago, I thought I understood the limitations it had in needing to be connected to the Internet for most uses, and its limited storage and processing power. It has exceeded my initial expectations and I find I often use it nearly as much as my Windows 7 laptop. I love that it boots in about ten seconds, has a very long battery life and is very portable, so I find I'm taking it more and more in situations where I'd otherwise take my 14" laptop. In spite of its advantages, I do continue to find new annoying shortcomings in the Chrome OS, and difficulties figuring out how to perform a particular task or change a setting. Though I've come up with work-arounds for some of its limitations, my Chromebook still has enough tarnish spots in its capabilities that I doubt it will ever be a complete substitute for my laptop.

I own a lot of computing devices. I probably have more than most people, though I'm sure there are some out there that have more. I admit I am hanging on to some devices that have not been used in many years (that is another story), but there are in my household almost a dozen that I myself have used at least once in the last year. Most run Windows (two laptops, three desktops and a PDA). I don't feel I'm closed-minded, though, as I do have an Android tablet, an iPad mini (iOS) and two Chrome OS devices (Chromebook and Chromebit). I've nothing against Linux, but you don't normally find it in stores on new devices, and I've not yet found a compelling reason to install it on one of my existing devices.

From this, you would probably assume (correctly) that I use Windows most of the time. You could say I was "raised" on Windows, so I tend to judge, for good or bad, all other computing user interfaces with Windows as a reference. As an electrical engineer, I spend most of my workdays working on documents, spreadsheets and designs, using software running on Windows PCs, with the traditional keyboard and mouse user interface. I've grown accustomed to the features, capabilities and limitations of Windows on reasonably-powerful Intel-based computers, typically with lots of memory and storage. In spite of the (often unfortunate) changes to the Windows user interface over many years and versions, I usually find it easier to adapt to the next thing Microsoft throws at me than something coming from a seemingly completely different mindset, like iOS or Android.

I was able to figure out how to get around on the web pretty easily on the Chromebook. The OS is based heavily on the Chrome browser, which I use most of time at work. Though I could get a Bluetooth mouse to use with my Chromebook, the touchpad has unique features that allow me to do almost everything easily. I don't notice any real difference in the Chromebook's ability to serve web pages as compared to my i5-processor-equipped Win7 laptop with IE; processing power is not a big factor in traversing the web.

A main point of contention for me in all non-Windows devices I've used is the file manager. I'm so used to the Windows File Manager that everything else seems alien. The Files app in Chrome is fairly similar, but I only recently found the way to see how much space is available on a drive (it is under "Settings" when

looking at that drive). I still don't know if iOS even has a file manager, I have photos on my iPad that I have yet to figure out how to copy off.

My Chromebook uses at least half of its 16G of SSD memory for the OS and apps, and it says even the remaining memory is subject to use by the system. I bought a 128GB USB3 Flash drive to use with the Chromebook, which seems to work great. It would have been more useful if the Chromebook's SD memory slot were the type that keeps the memory card totally inside the body of the Chromebook; unfortunately, the SD card sticks out and is at risk for damage or breaking off.

In addition to saving and editing files in Google Docs on the Chromebook, Microsoft Office files can often be edited in "Office Compatibility Mode". This works even when working offline (no Internet connection), and allows me to take my Chromebook to meetings to take notes, or write newsletter articles on it while riding in the car. It appears to be compatible only with the most recent Microsoft Office file formats. I've had good luck with Word documents, and can edit PowerPoint slides, but I had issues the one time I tried editing an Excel spreadsheet. If I plan on taking notes or editing files offline somewhere, I always test opening the file I'm planning to edit before I leave home.

One unnerving feature of the office compatibility mode is its lack of a "save" feature in the menu. The first time I opened a Word file to edit, I made a few test changes and then closed the document. Fortunately, the changes were present when I opened it again, but I still didn't fully trust it. I finally noticed that it saves each keystroke of change back to the file as it goes; as I would press a key to add a letter, the access light on the external USB Flash drive would flash. While this saving method ensures you don't lose changes, it does wear out the Flash drive's solid-state memory faster in writing to the drive so many times.

Chrome OS is compatible with an extensive list of file types, including most office, media and image files. It can open .pdf files as well as handle compressed files like .zip and .rar. I did recently find out that Windows Media Video (.wmv) files cannot be opened by a Chrome OS device. I had created a photo slide show for my dad's 80th birthday, with the result being a .wmv video. While I did find one app that vaguely mentioned allowing .wmv files to be viewed, most of the search results for this problem suggested converting the video to a supported file type. In the end, I used my Win7 laptop to play the file.

Even files that are supported by Chrome can have problems if a lot of hardware horsepower is needed. I have an auto dashcam that records video in HD as .mp4 files. I can connect the dashcam through USB to my Win7 laptop, which can easily play the video files stored on its memory card. There might be a few slight glitches, but playback appears pretty smooth. If I connect the dashcam to my Chromebook, it can play the video files, but it takes a long time to process before they initially start playing, and the playback is very jerky.

The Chrome OS has its own web store, but since it does not have a large following, there are not that many offerings as compared to the Android app store. There are a couple of VPN apps, but the VPN service I subscribe to, Private Internet Access, does not appear to support the Chrome OS at this time. I was surprised to see that TeamViewer was available as a Chrome app. I've looked through the apps offered a number of times, but have yet to find one I wanted to install at the time.

Chrome OS is also not supported that well by third-party hardware vendors. The Patriot Aero external Wi-Fi hard drive I tried to demonstrate earlier this year has apps to support its use with Android and iOS devices, but they don't have one for the Chrome OS. I have some Western Digital My Passport USB3 external hard drives, which can be set up to use password protection and data encryption. My Chromebook can see and use the drives that are not protected, but cannot use a drive that has protection / encryption enabled, as the program on the drive that is used to enable and disable protection is not compatible with Chrome. The universal in Universal Serial Bus only applies if there is no additional software required.

Printing is another problem issue for Chromebooks, as printers would need drivers. I've not seen any printers that advertise supporting Chrome OS devices. Google claims printing can be done using Google Cloud Print. I've read some about it, but have not yet been able to figure it out. It is made more confusing by Google having a Chrome browser and a Chrome OS. So far, I've settled for taking my files to a Windows PC to print.

Chromebooks offer a lot of promise for speedy and simple computing, but they don't always fully deliver on everything a user might want to do. I love my Chromebook and will continue to use it, but it appears it can't do everything I need. I guess I won't be giving up my Windows computers anytime soon and will continue to use it, but it appears it can't do everything I need. I guess I won't be giving up my Windows computers anytime soon.

Inkjet Printers

By Dick Maybach, Member, Brookdale Computer Users' Group, NJ

December 2016 issue, BUG Bytes

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The inkjet is the most common type of printer used at home. These are inexpensive (although the ink is relatively costly), and they print color, including photos, with high enough quality for most users. The other common type for home use is the laser, which is more expensive (although the per-page costs is lower because toner is less expensive than inkjet ink) and require more power. For example, most UPSes won't power them.

Typically, inkjets use four inks, cyan, yellow, magenta, and black, with separate cartridges and print heads for each. The ink is ejected, one drop at a time, by either thermal or piezo-electric means. Thermal heads heat a tiny amount of ink and the resulting steam propels a single drop, while piezo-electric ones change shape slightly to propel an ink drop mechanically. The great majority of consumer printers are thermal, but they require compromises in the ink design, since it must endure high heat. See https://en.wikipedia.org/wiki/Inkjet_printing for a good introduction to the technology.
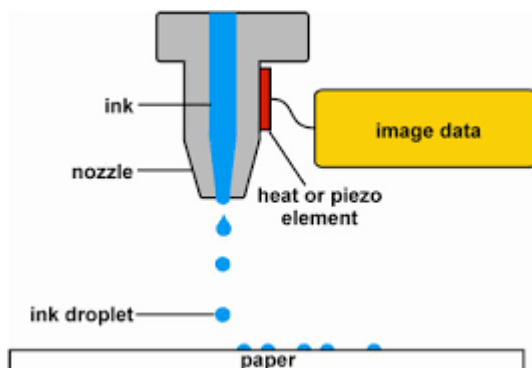
If you print only on letter paper, use Windows, and connect to a PC's USB port, almost any inkjet will give

satisfactory service. Linux and Mac users and those networking their printer or printing on other media have to be more careful.

Printers are remarkably inexpensive, but my experience is that they have short lives, and a printer is the PC component most likely to fail. Expensive models don't appear to last any longer than cheap ones, so unless you have special needs, buy something cheap. My inkjets always wait to fail until I've purchased a large supply of ink cartridges, which are never usable in the replacement, even a similar model from the same manufacturer. The defense strategy is obvious; keep only a small supply of cartridges on hand. Although a set of ink cartridges will often cost more than the printer, you should buy a replacement set soon after you get a new printer, as many printers are shipped with only partially filled cartridges.

The quality of off-brand cartridges varies, and some I've used tended to clog or fail in other ways. Refill kits seem to be disappearing, probably because printer manufacturers have devised schemes to discourage their use. You can buy refilled cartridges, but here too the quality varies. Considering the low cost of printers and the high cost of name-brand ink, you may wish to explore here. Using other than your printer manufacturer's cartridges usually voids the warranty, so it would be wise to wait until the printer warranty has expired to experiment; after that you have little to lose. I do relatively little printing, and the frustrations of dealing with cheap cartridges are not worth the savings for me.

Be careful when buying other than letter paper, such as business cards or labels, as many are printer specific. Using laser stock in an ink-jet guarantees smearing. Download the manual before you buy a printer and check that it will do what you need, especially if you will be using other than 8 ½ by 11 letter paper. Despite what the manual says, non-standard paper sizes may not feed properly. I recently tried to print name-tags that came in 4 ¼ by 11 inch sheets. Although envelopes of about the same size printed fine, the name tags sheets would not feed. I had to fashion a custom guide, and even then, the feeding was far from reliable. My printer also would not feed card stock when I first got it, but this improved after a few days. Apparently, the feed rollers needed to be roughed up to work properly. Some printers don't like mixed paper in the tray. I've had problems mixing card stock and letter paper, even though both were the same size, but the manual warned against this. Many printers include a duplexer that implements double-sided printing. However, these often work only with standard-weight letter paper.

The most common problems are clogs and paper jams. Clearing an ink clog generally requires no more than running the printer's cleaning routine. (Again, see the manual.) This can sometimes be started by the proper dance on the printer's buttons, but may require a maintenance utility that you can install from the CD supplied with the unit. Unfortunately, these may not be available for OS X and are never available for Linux. Many Mac and Linux users have Windows available on a virtual machine or can dual boot to it. If you don't, do your research before you buy?

If you do experience a paper jam, don't yank, as this will almost certainly break something, and printer repairs are seldom economical. Instead, get on the Internet and find how to clear it. Similarly, do some research if you begin to experience paper misfeeds; often, this can be cured by a proper cleaning of the feed mechanism.

Some years ago, Windows-only printers were common. These had non-standard interfaces and required proprietary drivers, which were available only for Windows. The switch to USB has eliminated most of these, except for Canon. My experience is that no new Canon printer is usable with Linux. After a while, Linux developers may manage to reverse-engineer the interface, so that many older Canons are usable, but each new model requires a repeat of the process. At the other extreme, HP has traditionally been Linux friendly. If your operating system is not Windows, you may not have support software to do such things as checking ink supplies and trouble-shooting. However, printers are now beginning to include status displays and control panels to make them more OS agnostic.

All-in-one models that combine a printer with a scanner and a fax are common. Fax is quickly going the way of the dial telephone, which makes it, at least for me, a useless feature. I also prefer a separate scanner as I use this much less than the printer, and I feel it adds enough mechanical complexity to make an already failure-prone device even more so. Again, scanners are a problem area for Linux, and finding a compatible printer-scanner is more difficult than finding just a printer.

With respect to the interface, USB is almost universal, but many models also include Ethernet and/or wireless ports. The last two allow more than one computer to share a printer; however, the configuration is sometimes not trivial. In particular, encrypted wi-fi can be troublesome (and you are foolish if you use non-encrypted wi-fi). WPS can make this easier, but be sure to disable it after you configure your printer, as it makes your network less secure. These networking ports are cheap to add and are unlikely to present a reliability problem, but unless you have some network configuring experience, you may find them unusable.

Again, read the manual, even if you print only on standard paper. For example, many printers must be shut down with their power switches. Turning off using the outlet strip into which they're plugged may lead to problems, such as ink clogs.

The promise of a paperless world has proven to be false, and few of us would be comfortable without a printer attached to our computers. However, their mechanisms are complex and subject to malfunction and failure, and they require more care than most other computer components. Spending a few minutes with the manual can extend the life of yours and will probably reveal new abilities.

Google Search Tricks

By Melanie Birnbaum, Teckspert Talk, Century Village Computer Club, Florida
http://www.cvcomputerclub.com/

You use Google Search every day, but still all you know is how to search. However, the search engine has plenty of tricks up its sleeve.

Here's an overview of some of the more useful Google search tricks:

· Use quotes to search for an exact phrase. Searching a phrase in quotes will yield only pages with the same words in the same order as what's in the quotes. It's especially useful if you're trying to find results containing a specific phrase.

· Use an asterisk within quotes to specify unknown or variable words. Here's a lesser-known trick: searching a phrase in quotes with an asterisk replacing a word will search all variations of that phrase. It's helpful if you're trying to determine a song from its lyrics, but you couldn't make out the entire phrase (e.g. "imagine all the * living for today"), or if you're trying to find all forms of an expression (e.g. "* is thicker than water").

· Use the minus sign to eliminate results containing certain words. You'll want to eliminate results with certain words if you're trying to search for a term that's generating a lot of results that aren't of interest to you. Figure out what terms you're not interested in (e.g. jaguar -car) and re-run the search.

· Search websites for keywords. Think of the "site:" function as a Google search that searches only a particular website. If you want to see every time TIME.com mentioned Google, use the search "Google site: TIME.com".

· Search news archives going back to the mid-1880s. Google News has an option to search over 100 years' worth of archived news from newspapers around the world. The address is https://news.google.com/newspapers?hl=en

· Compare foods using "vs". Can't decide between a burger or pizza for dinner? Type in "rice vs. quinoa," for example, and you'll receive side-by-side comparisons of the nutritional facts.

· Filter search results for recipes. If you search your favorite food, and then click "Search Tools" right under the search bar, you'll be able to filter recipes based on ingredients, cook time and calories. It's the perfect tool if you have certain dietary restrictions.

· Use "DEFINE:" to learn the meaning of words—slang included. Streamline the dictionary process by using, for example, "DEFINE: mortgage." For words that appear in the dictionary, you'll be able to see etymology and a graph of its use over time alongside the definition. Google will even sift the web to define slang words or acronyms. Try out "DEFINE: bae" or "DEFINE: SMH".

· Play Atari Breakout by searching it on Google Images. The legendary brick breaker game is available for easy access on Google. Just search "Atari Breakout" (without quotes) on Google Images and enjoy.

· Search images using images. Ever come across a photo that looks strangely familiar? Or if you want to know where it came from? If you save the image, and then search it on Google Images (with the camera button), you'll be able to see similar images on the web.

· Press the mic icon on Google's search bar, and say "flip a coin" Google will flip a coin for you when you don't have one on hand.

Copying Photos from Your iPhone to Your PC

Jim Cerny, Forum Leader, Sarasota Technology User's Group, FL
February 2017 issue, Sarasota Monitor
www.thestug.org
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Using your iPhone to take photos is easy, convenient, and fun. I always have my iPhone with me everywhere I go and it has become my only camera for taking pictures. After taking a few hundred photos, however, what do I do with them? For me, I simply COPY them to my Windows PC and then delete them from my iPhone so that I free up that memory. Perhaps this can be helpful to you if you use your iPhone as your camera.

Actually, connecting your iPhone to your computer is not much different than connecting a portable drive. Once successfully connected to your Windows computer, you just need to access the iPhone's memory that contains your photos. Fortunately, this is not difficult; here are the steps to follow:

1. Turn on your computer and go to the desktop screen. It is usually best not to have any windows open or programs running.

2. It is usually a great idea to DELETE photos you do not want from your iPhone before you copy them to your PC. Why copy photos you do not want to keep

3. Connect your iPhone to your computer using the cable from the phone to a USB port on your computer.

4. You may hear a "tone" (or several tones) as your phone turns itself on and establishes the connection. If your phone does not come on, turn it on. These "tones" are indicating that your iPhone has been detected by Windows and your iPhone may be "syncing" to your computer. For example, if you have iTunes for Windows installed on your computer, your iPhone will update and "sync" with that program. Just wait until this is completed and the tones stop.

5. You should see a text box on your phone that says: "Allow this device to access photos and videos?" Please select "ALLOW", otherwise it will not work.

6. If it is not yet open, OPEN Windows File Explorer (which is called Windows Explorer in older versions of Windows).

7. In the File Explorer window, on the left side, look for a NEW FOLDER listed called "Apple iPhone". Think of this folder as you would as if it was a portable drive you connected to your computer.

8. Click on the small arrowhead to the left of "Apple iPhone" to open the FOLDER that is in it. You should now see the folder "Internal Storage" listed.

9. In the "Internal Storage" folder is a folder called "DCIM" (Digital Camera Images). It seems that ALL image capable devices have a DCIM folder to hold photos. Open that folder and you will see a folder called "100APPLE".

10. Open the "100APPLE" folder to see your photos! Your iPhone has many memory areas and this is the folder (in the DCIM folder) that has your photos,

11. You can now copy or "drag" any photos you wish from there to any folder on your "C" drive or anyplace else. You can also DELETE photos from this folder and thus they will be deleted from your iPhone. This works no differently than if you were working with any files on any device using File Explorer!

12. When you are finished, simply unplug your phone from your PC. [NOTE that in most cases when you have connected another memory device to your computer, you should open the "Safely remove hardware and eject media" icon on the lower right corner of your desktop screen (near the clock and date) and then click on the device displayed to disconnect it. With my iPhone on Windows 10, this icon does not show the iPhone connected, so you can just unplug it.]

13. Check your iPhone to make sure it has the photos you want on it or deleted.

Once you have done this once or twice, it will be easy for you to control where your photos are stored and free up your iPhone for more photos!

Now you can go take as many pictures with your iPhone as you want and you will not have to worry about using up all your iPhone memory. If you take videos, remember they take up much more memory than photos.

Now get your iPhone and ask a friend to SMILE!

Note Keeping Software

By Lisa Leifels, DACS Member
Presented by Sean Henderson, Microsoft Certified Professional and DACS Member
www.dacs.org
dacseditor (at) dacs.org

Now that it's 2017, has the time finally come to join the digital revolution and begin using one of the many note-taking apps that are available? Pocket calendars, spiral notebooks and sticky notes have had their day, but living in a paperless world does sound appealing! After all, the back of a napkin isn't really the best place to be scribbling down that million-dollar idea of yours. Who better to explore this type of software than Sean Henderson, a busy father of four? Sean is a long-time DACS member and a past presenter, and at the March 7th DACS general meeting he showed us how he uses Evernote, OneNote and a few other services to stay organized.

Sean started with Evernote, which has been around since 2008 and will give you the ability to store formatted text, webpages, photographs, voice memos, and even handwritten notes. Evernote is an exceptional tool for keeping long-term information and it can also work as a possible camera replacement. The software provides a lot of precision and flexibility for clipping the data you need from web pages and saving them directly as notes. Sean uses Evernote to move photos and other content from his phone to his computer. He explained that one of the strengths of Evernote is that it works consistently and has excellent grouping and tagging capabilities. The tags give you the ability to traverse sideways instead of just up and down, as one does with file folders. Evernote is also one of the more robust note-taking products available, so with that comes a steeper learning curve. Sean recommended watching one of the many tutorials available, at https://help.evernote.com, as a way to become familiar with it.

Our speaker felt that Evernote wasn't the best tool to use when working with grids and tables. He also told us that one of the disadvantages to Evernote is that the pricing and features change over time. The basic version of Evernote is free, gives you the ability to store 60 MB of new uploads each month, and allows you to sync your data across two devices. Evernote Plus is $34.99 a year, lets you upload 1 GB of new data each month, and allows you to sync your data across all of your devices. Evernote Premium is $69.99 a year but provides you with the ability to upload 10 GB of new data each month and will also sync across all your devices.

Microsoft's digital notebook solution is OneNote, which was introduced as a part of the Microsoft Office 2003 suite. It works best on a Windows computer or device, but there are apps available for the Mac, iOS and Android devices. OneNote does offer more features in the Windows app along with integration with the other Microsoft Office products. Sean told us that there is an online version of OneNote with extensions available for all the popular browsers. You can start off by creating a note on your laptop and later updating that same note on your phone. You can type, write, and even draw your ideas with the feel of pen to paper. OneNote also makes it easy to collaborate on a project in real time with other people.

Sean pointed out that if you have Send to One Note running in your Task Bar, you can use this option to quickly save your notes in one-step. You used to need to buy the Microsoft Office suite to get the full version, but now

it's available completely free, provided you store your notebooks in the OneDrive cloud, which means you must have an internet connection. The paid-for version of OneNote gives you the ability to work offline.

If you need a simpler, more streamlined way to track some shorter-term information, then Google Keep might be the answer. Sean told us that he and his wife share their grocery lists in Google Keep. He did a quick demo for us by creating a short grocery list and then giving access to the list to someone in the audience, who updated the list and we saw the live changes show up on Sean's grocery list. You can also use Google Keep to snap a quick photo and save it as a note. It shouldn't surprise anyone that Google Keep's search capability is consistent and high quality, working well in both its desktop and mobile apps.

Sean told us about some other ideas for organizing information, such as using your computer's operating system, since this is suited for the task by design. You can also use your email program, which might make sense if it is the home of the bulk of the data you care about. Sean suggested using wikis as another way to quickly create and link pages since they are collaborative by nature, which makes them great for working with other people.

If you aren't using any of these apps already, it just might be time to put that old Moleskine notebook away and jump on the digital note taking bandwagon once and for all. Won't it feel good to be able to finally throw away all those business cards, receipts, and other scraps of paper cluttering up your house? Thanks to Sean for introducing us to so many different tools to help us tackle our next project, plan an exciting trip, and maybe even begin to write that book we've been thinking about.

Is Amazon "Prime" Worth It?

Jim Cerny, Forum Leader, Sarasota Technology User's Group, FL
December 2016 issue, Sarasota Monitor
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Gradually as technology progresses faster than our minds can catch up to it, on-line shopping is becoming more and more the trend. If you check the contents of Santa's sleigh this year you will find many items are in Amazon shipping boxes! Even Walmart and other stores are allowing ordering on-line and then picking up your completed order at their store – all for free. But Amazon is taking a big piece of the Walmart customer pie, and the big plus with Amazon "Prime" is FREE delivery anywhere!

Amazon has great prices too. And although the cost to become an Amazon "Prime" member is $100 a year, (ouch, you say!?) even if you purchase a modest number of products it can easily be worth the price.

Shopping for things to buy comes often in our house, not just at the Holidays, and we make note of prospective purchases at the stores. We write down (or make a note in our iPhone) the make, model, and price of the items we are interested in. Sometimes we take a quick photo of the item on the shelf with the price tag. Then we look up the same item on Amazon.com. Almost always, the price is the same or in many cases cheaper. Once we know what we want, we can save selected items in our "shopping cart" on-line and continue to compare multiple items before purchase. For our extended family, which is literally in all parts of the country, the benefit is definitely the "free shipping" – being able to send any Amazon purchase anywhere in the country with NO shipping costs. If it is a gift, they will even gift-wrap it for you and send a message for a small fee. So, if you do any shipping of gifts Amazon Prime could be a big help to you. Just your savings on gas for going to the stores and then to the post office or shipper could make up the $100 annual fee.

There are other benefits to Amazon Prime, which may be of interest to you. Amazon keeps adding enhancements and options to get your business, and many could be fun or helpful for you as well. Here are just a few of them:

- Movies on-line or downloaded to your device. Many are free with your "prime" membership.
- Music on-line with fun playlists of different styles or by artist or album.
- Free photo storage.
- Groceries and pet supplies delivered to your door for a flat $5 fee.

Please go to Amazon.com or use Google to search for "How to use Amazon.com" and watch a video to learn all the possibilities. Many of these added services may be available only within a limited area or zip code.

PLATEAU PC USERS GROUP, Inc.

APPLICATION FOR MEMBERSHIP

___ New Member   ____ Renewing Member

Return this application, with check for annual dues payable to "PLATEAU PC USERS GROUP." Return to the club Treasurer during our meeting or mail to PPCUG Treasurer. P.O. Box 3787, Crossville, TN 38557. Our annual dues are now payable on July 1st of each year. Annual dues are $24 per single person / $30 per family starting 7/1/2014 with partial years' dues as follows:

Due Date	Apr-Jun 2017	Jul-Sep 2017 **Annual Dues**	Oct-Dec 2017	Jan -Mar 2018
Single:	$6	$24	$18	$12
Families:	$7	$30	$22	$15

Date: _____   Amount Paid: $ _____ :.00, by Cash ___ , or   Check (#_____)

_____   _____   _____
Last Name   First Name   Family Members (if family membership)

_____
Address:

_____   _____   _____   _____
City   State   Zip Code   Phone Number

E-Mail address: ————————————————————————-

I have belonged to a Computer Club before. Yes _____   No _____ _

l have used PCs since (year): _____

I have knowledge in the following areas that I would be willing to share with club members:

_____

_____

_____

March 2017

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	**2**	**3**
4	**5**	**6**	**7**	**8**	**9**	**10**
11	**12**	**13**	**14**	**15** 1:00 P.M. Plateau Photography Club Mtg.	**16**	**17**
18	**19** 6:00 P.M. General Mtg. Presentation Followed by Q & A Session	**20**	**21**	**22**	**23**	**24**
25	**26**	**27**	**28**	**29**	**30**	

Note: Please see page #15 for the Plateau PC Users Group, Inc. **Application for Membership form.**