# NEWSLETTER
## The Best Accessory for your PC !

Proud member of **www.apcug2.org**:
**Association of PC User Groups**
*

**This website is gone: www.azacc.org**
**The Arizona Alliance of Computer Clubs**

## MAPS TO MEETINGS          on Page 18

**West Side…………....Tue, Jan 19, 2016**
College America, 9801 North Metro Pkwy E, Phoenix

**East Side…………....Wed, Jan 20, 2016**
University of Advancing Technology, 2625 W Baseline Road, Tempe  (one block west of Fry's Electronics)

**Fountain Hills….……Thur, Jan 21, 2016**
Fountain Hills Library, 12901 N La Montana Drive, Fountain Hills, Arizona

**Presentation this month: Computer topics, Windows 10, Smart Phones, etc.**

**For date and time changes, check our website: www.phoenixpcug.org**

**USE STRONG PASSWORDS! Do updates: Java, Adobe Reader, Windows!**

# Phoenix PC Users Group
## Officers

| | |
|---|---|
| President: | David Yamamoto |
| Vice President: | Richard Elardo, PhD |
| Secretary: | Chuck Lewis |
| Treasurer: | Paul Jamtgaard |

## Staff Members

| | |
|---|---|
| Membership Coordinator: | Open Position |
| Webmaster: | Bill Aulepp |
| Fountain Hills Coordinator: | Nancy Ogden |
| East Side Coordinator: | Open Position |
| West Side Coordinator: | Bill Aulepp |
| Public Relations: | Open Position |
| Newsletter Publisher: | Bill Aulepp |
| Newsletter Editor: | David Yamamoto |

## Contact Information

| | |
|---|---|
| David Yamamoto: | President (AT)PhoenixPCUG.org |
| Richard Elardo | Vicepres(AT)PhoenixPCUG.org |
| Chuck Lewis: | Secretary(AT)PhoenixPCUG.org |
| Paul Jamtgaard: | Treasurer(AT)PhoenixPCUG.org |
| Board of Directors | BOD(AT)PhoenixPCUG.org |
| Bill Aulepp: | Publisher(AT)PhoenixPCUG.org |
| Open Position: | Editor(AT)PhoenixPCUG.org |
| Bill Aulepp: | Webmaster(AT)PhoenixPCUG.org |

## Steering Committee:
**Officers and Members who are present at the 6:00 P.M. West Side meeting**

NOTE: A special email will be coming to our PCUG members with many Windows 10 web links and possibly other useful info.  Very soon after this newsletter.  Hopefully!

...

**FROM YOUR PRESIDENT**
**I hope everyone has a nice New Years Day!**
**DUES ARE DUE, THANKS !**

Look for Windows 10 articles in this issue!
It is better than Windows 7, 8.1 mostly, but it's not mature yet. Wait for a Service Pack or its new name!

Ever study physics? Remember Einstein?
"A Century Ago, Einstein's Theory of Relativity Changed ...
http://www.nytimes.com/2015/11/24/science/a-century-ago-einsteins-theory-of-relativity-changed-everything.html?_r=0
"Nov 24, 2015 - PRINCETON, N.J. — By the fall of 1915, Albert Einstein was a bit grumpy. And why not? Cheered on, to his disgust, by most of his Berlin...  he set down the equation that rules the universe."  More info:
https://en.wikisource.org/wiki/Einstein_Expounds_His_New_Theory

**Needed:  Editor or Publisher!!  Contact me!!**
**Use Carbonite and Acronis True Image!**

Kim Komando & tips this month:  **1-888-825-5254**
http://www.komando.com/show-picks

Leo Laporte  http://www.techguylabs.com/
http://leoville.com/   http://twit.tv/people/leo-laporte
1-88-88-ASK-LEO  Listen, The Tech Guy - TuneIn
http://tinyurl.com/pu8rscc Check his Windows 10 news!

June 2014, I tried out Norton Safe Web
http://safeweb.norton.com   & Online Link Scan -
www.onlinelinkscan.com   One member emailed me about protecting his PC, both excellent ways to avoid malware, ransomware, etc.

**Eye on Windows:**  http://www.eyeonwindows.com/
http://www.eyeonwindows.com/category/satya-nadella/
**http://www.windows10update.com/**  We have all the Windows 10 news, tips and updates you need… (a pop-up will happen, sign up - DY)  Hardware, Software Reviews & Windows Resources. Last web link is great!

**Windows 10 Plain & Simple 1st Edition >>>>>**
**Very Good Book for Windows 10, Microsoft Books**

**The Kim Komando Show - stations and times - TuneIn, just Google "komando tunein all stations"  Listen free on weekends.**
www.komando.com/downloads/2321/6-essential-types-of-security-software-you-must-have/all

**Komando On Demand Podcasts and News**
http://www.komando.com/listen/komando-on-demand?utm_medium=nl&utm_source=notd&utm_content=2015-11-28-a-a

https://news.komando.com/?utm_medium=nl&utm_source=notd&utm_content=2015-11-28-article_4-title

**Tim Greer, Microsupport says Acronis True Image and Carbonite**, each has pluses.
**602-404-4245, 480-232-1101**, microsupport.com

**Gene Barlow sells Acronis True Image for Windows 10, 8.1, 8, 7, Vista, XP, Apple Macs.**
**www.ugr.com**. Ask for latest email on Windows 10 and user group discounts!

**SPSI Computer Specialists - Phoenix**
**www.spsi-az.com/ , contact Troy, 602-997-7335**
"Site Is Under Construction" - keep checking

**IMPORTANT:  DON'T MOVE TOO FAST TO WINDOWS 10, WAIT A FEW MONTHS!!!**

**Windows 10 Update 325 MB 64 bit or 160 MB 32 bit**
http://www.computerworld.com/article/2957258/microsoft-windows/microsoft-issues-first-hefty-windows-10-update.html

**We appreciate support by:**
**\* College America collegeamerica.com/phoenix**
**\* University of Advancing Technology uat.edu**
**\* Maricopa County Library, Fountain Hills**
  **mcldaz.org/custom/branches/fountainhills.aspx**
**Also, Google all their Facebook pages**

**BRING A FRIEND!!   WE NEED MEMBERS!!**
**YOU CAN ASK QUESTIONS AT MEETINGS!**
*David Yamamoto*

**http://www.amazon.com/Windows-Plain-Simple-Nancy-Boysen/dp/0735697949**

## *2016 GENERAL MEETINGS CALENDAR*

For date and time changes, check:  www.phoenixpcug.org

# *PRESENTATIONS THIS MONTH & ELECTIONS!!*
## Computer topics, more Windows 10, etc.

### WEST SIDE: CollegeAmerica (see map page 20)
**- Tuesday, January 19, 2016**
- 6:00 PM - Steering Committee and (Election of Officers - Nov & Dec)
- 6:30 PM - Questions and Answers, Viewing websites, etc.

### EAST SIDE: University of Advancing Technology (see map page 20)
**- Wednesday, January 20, 2016**
- 6:30 PM - Questions and Answers, Viewing websites, etc.

### FOUNTAIN HILLS: Fountain Hills Library (see map page 20)
**- Thursday, January 21, 2016 - at Denny's on Shea Blvd !!**
- 6:30 PM - Questions and Answers, Viewing websites, etc.

### Meetings For Year 2016:   Reserve UAT Jan to May- 2016

| | | | | | |
|---|---|---|---|---|---|
| Jan 19,20,21 | Feb 16,17,18 | Mar 15,16,17 | Apr 19,20,21 | May 17,18,19 | Jun 14,15,16 |
| Jul 19,20,21 | Aug16,17,18 | Sep 20,21,22 | Oct 18,19,20 | Nov 15,16,17 | Dec 20,21,22 |

```
         January                 February                  March
  S  M  T  W  T  F  S      S  M  T  W  T  F  S      S  M  T  W  T  F  S
                 1  2         1  2  3  4  5  6                1  2  3  4  5
  3  4  5  6  7  8  9      7  8  9 10 11 12 13      6  7  8  9 10 11 12
 10 11 12 13 14 15 16     14 15 16 17 18 19 20     13 14 15 16 17 18 19
 17 18 19 20 21 22 23     21 22 23 24 25 26 27     20 21 22 23 24 25 26
 24 25 26 27 28 29 30     28 29                    27 28 29 30 31
 31
```

**All meetings based on the 3rd Wednesday of each month**

**REMEMBER*:  PAY YOUR DUES!  Thanks, only $36 / year or $3 / month.**

**Introducing Windows® 10   http://Microsoft.com/Windows10**
Transform the Way You Work & Play. The Future Starts Now. Learn More.

| | |
|---|---|
| **See FAQs** | **Watch The Video** |
| **Upgrade To Windows 10** | **Top Windows 10 Features** |

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**http://www.techrepublic.com/article/upgrade-from-windows-7-to-windows-10-on-the-same-hardware/**

## Spring Cleaning: Internet Speeds, Defrag Hard Drives, Windows 10, Gardens, Protect Your Assets, APCUG, Judy Taylour, Yahoo and many other topics!

David Yamamoto, President of Phoenix PC Users Group, www.phoenixpcug.org

I hope all our readers have a very Good New Year! Spring may come early to Phoenix compared to many areas of the United States - so here are some Spring Cleaning tips for computer users.

Does your Internet or computer seem slower these days?  Maybe it is your wireless Internet connection or your service provider, like Cox Cable or DSL provider.
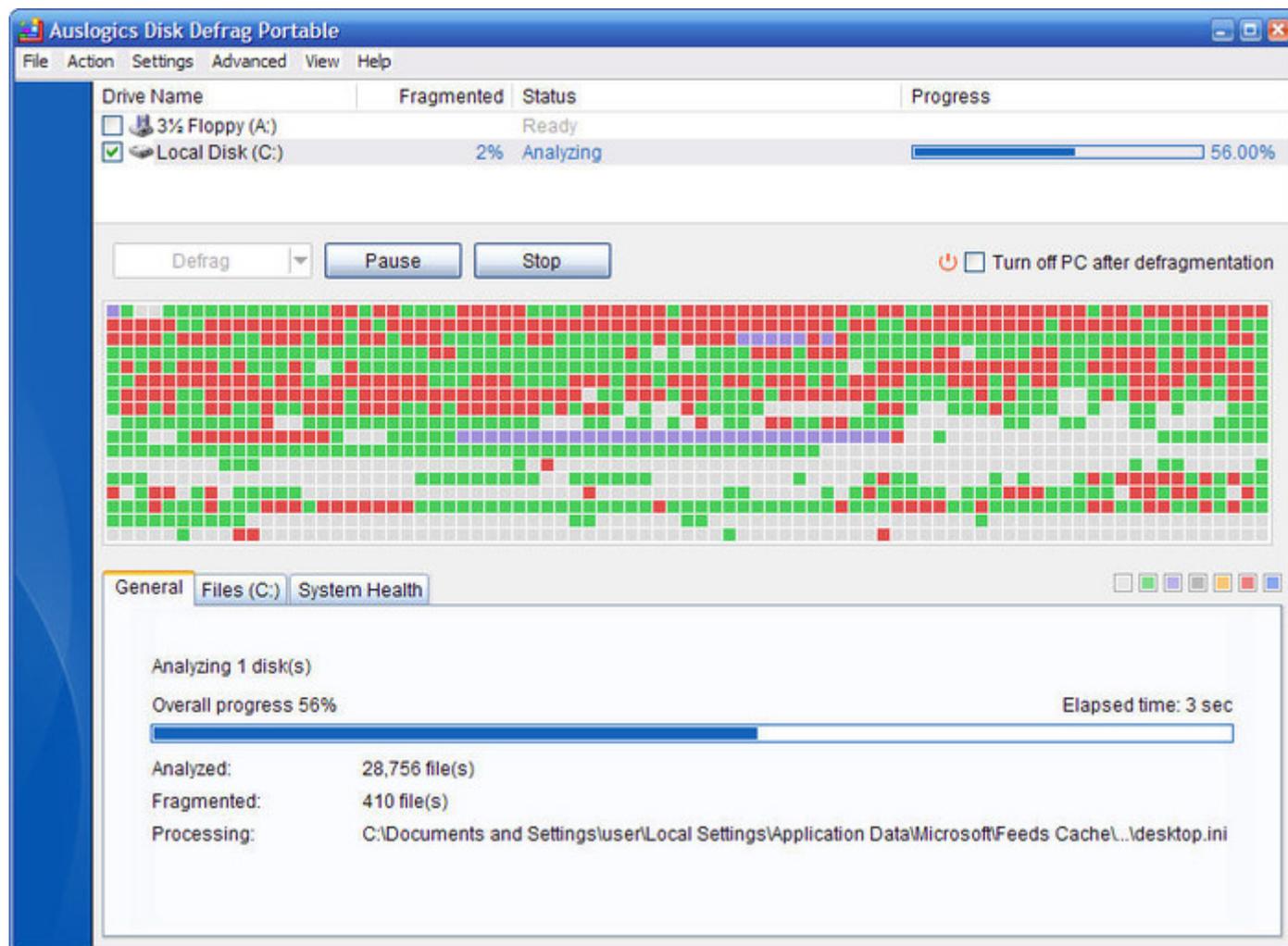
Check your wireless speed with Speakeasy's website https://www.speakeasy.net/speedtest/

If it seems too slow versus your subscribed speed, call above's support number, if needed, after you reboot your wireless router and modem. Allow 30 seconds to 1 minute for each, then power on modem, then router.

Disk Defrag - Best Free Defrag Software For Your Hard Drive

www.auslogics.com/en/software/disk-defrag/

"Disk Defrag is the best free disk defragmenter software that will speed up your hard drive and computer's overall performance by optimizing file system. (When red squares become green the hard drive is defragmenter - DY)."

Using Windows 10? Missing familiar Windows 7 things? Try: <u>Classic Shell</u> - Start menu and other Windows enhancements <u>www.classicshell.net/</u> A collection of usability enhancements for Microsoft Windows. The main features are a highly customizable Start menu with multiple styles and skins, a toolbar …(<u>DY - then see this</u>: )

Classic Shell™ is free software that improves your productivity, enhances the usability of Windows and empowers you to use the computer the way you like it. The main features are:

    Highly customizable start menu with multiple styles and skins
    Quick access to recent, frequently-used, or pinned programs
    Find programs, settings, files and documents
    Start button for Windows 7, Windows 8, Windows 8.1 and Windows 10
    Toolbar and status bar for Windows Explorer
    Caption and status bar for Internet Explorer

Classic Shell has been in active development for 6 years and has tens of millions of downloads.

## Windows 10 Info
http://www.networkworld.com/article/2953188/windows/user-guide-to-windows-10.html
http://news.softpedia.com/news/Download-the-Windows-10-Preview-User-Guide-461076.shtml
http://news.microsoft.com/download/presskits/windows/docs/windowstechnicalpreviewgg.pdf

Complete Guide to Windows 10- <span style="color:red"><u>25 pages of info</u></span>, wow! Very useful. By Paul Thurrott
https://www.thurrott.com/windows/windows-10/5213/complete-guide-to-windows-10
"The free Windows 10 upgrade is now successfully installed on tens of millions of PCs worldwide, but it's still hard to find exactly the information you need. This is that guide, an organized collection of the how-to and informational articles I have written—and will continue to write—about Microsoft's greatest-ever OS release.  More soon! I will keep this guide updated as I write more Windows 10 content."

Free Vegetable Garden Design Software and More - get exercise, get healthy, grow food, save $$$
www.vegetable-gardening-online.com/vegetable-garden-design.html
"Free vegetable garden design software, worksheets, planting guide, zone chart ... A vegetable garden plan can be created to suit almost any sunny gardening …  Use our <u>free vegetable garden design software</u>, <u>worksheets</u>, <u>planting guide</u>, <u>zone chart</u> and <u>diary</u> to help design your home vegetable garden!  Planning a vegetable garden this year? You've come to the right place for lots of great tips and ideas." (<u>DY - Try Growing Bamboo For Food</u>: http://www.asian-bamboo.com/bamboo-culture/bamboo-the-species/the-nutritional-benefits-of-eating-bamboo-shoots/ ) Very Nutritious: http://www.gardeningknowhow.com/ornamental/foliage/bamboo/bamboo-shoots-for-eating.htm
Later, try growing your favorite melons or strawberries!- just Google!

Computerize Your Assets (free version) download for PC
http://download.cnet.com/Computerize-Your-Assets/3000-2131_4-10407241.html
"From CYA Software: Imagine the Unthinkable. You're sitting on a beach and you get a phone call from your neighbor. Your house just burned down. Will you be able to: (1.) Remember every item in your home? (2.) Remember what you paid for each of these items? (3.) Be able to locate documents & prove ownership? (4.) Receive full compensation for your loss? The answer is no.

<u>Computerize Your Assets (CYA) home inventory software</u> is the only tool you need to completely manage and catalog your household items and personal assets. Instantly produce a list of your insurance companies, insurance agents, their phone numbers, and phone numbers for emergency agencies. Generate a variety of reports including your entire list of personal assets, (attach unlimited pictures to each asset item), original costs, current value (in the case of special items) or your insurance policies. Review unlimited scanned images of all your receipts. Everything needed to deal

with your casualty loss and your insurance company. <u>CYA generates reports in several formats</u>. These can be stored off site in a safe deposit box or any other safe place. These reports can also be saved in a PDF format and carried with you wherever you go. (What a concept)

Our internal backup feature is second to none. CYA backs up all program files, data and images to a USB flash drive or other external storage device. Instantly install your CYA backup onto any Windows computer to view or print the reports in the event your computer is damaged or missing. ( Also great for moving CYA to your new computer ) CYA includes a robust, built in suite of image editing tools. Touch up your photos without the need of any other software. "

OpenOffice vs. LibreOffice: What's the Difference and Which ...
http://www.howtogeek.com/187663/openoffice-vs.-libreoffice-whats-the-difference-and-which-should-you-use/ Apr 26, 2014 - "OpenOffice.org was once the open-source office suite of choice, but it fractured into two separate projects... Most Linux distributions, including Ubuntu, switched their bundled office suite from OpenOffice.org to LibreOffice. LibreOffice can incorporate OpenOffice's code, but OpenOffice can't incorporate LibreOffice's code. This is the result of the different licenses the projects chose."

Association of Personal Computer User Groups  www.apcug2.org/
APCUG is an international organization helping groups devoted to technology by facilitating communication between member groups & industry vendors.

Group [...]

## Elections

### APCUG Election 2015

CONGRATULATIONS TO THE RE-ELECTED DIRECTORS & ADVISORS Thank you to all of the member groups that voted in the recent election. DIRECTORS The following Directors were [...]

## Find a Speaker

## Find a Speaker

### Speakers Bureau

If your group is a member of APCUG and you are looking for new speakers with fresh ideas, the Speakers Bureau features well over 100 Webinar presentations in 24 categories. [...]

### Featured Benefit – Solutions to Your Problems

The people who keep APCUG functioning are one of the greatest assets that

user groups viable. Volunteers come in all shapes, sizes, and personalities plus they all [...]

## 2015 Contests

### 2015 Newsletter, Photo and Website Contest Winners

The purpose of these APCUG contests is to encourage groups to maintain a newsletter and a website that communicate with their members and other groups. The photo and a website that communicate with their members and other groups. The photo contest [...]

### APCUG November 2015 VTC

Virtual Technology Conference
Saturday, 11/07/15
@ 1 PM ET

Conference Description & Registration Links go to

apcug2.org/category/virtual-tech-conference

### APCUG 2015 Fall Virtual Technology Conference (VTC18)

Saturday, November 7 We hope you enjoyed the Fall Virtual Technology Conference. Zoom is the new webinar app that APCUG is using to bring the [...]

## Sponsor News

### Barlow's December Newsletter – Beyond Doing Basic Backups

Dear Friends, This is the season to greet family and [...]

**Sticky Password Becomes National Cyber Security Awareness Month 2015 Champion**

**Techboomers Creates YouTube Tutorial**

**Techboomers Creates YouTube Tutorial**

## Welcome to New Clubs

### Technology Clubs That Joined APCUG In 2015

Welcome to the following: Sun City Shadow Hills Computer Club (SCSH) Indio, California http://scshcomputerclub.com/ SCSH offers hands-on classes, demo/presentation classes, lectures, workshops, and monthly meetings. All of their classes are taught by residents who volunteer their time to [...]

**"The people who keep APCUG functioning are one of the greatest assets that member groups have going for them. These people have been there and done that! President, Vice President, Program Chair, you name it, they have probably done it. This means that, in all likelihood, whatever problem(s) you are having, they have had and have dealt with it! Every group has an assigned regional Advisor; if they are unable to help they will send your request to all the Board of Directors and Board of Advisor. You are sure to receive some solutions."**

# Sitemap

## Recent Articles

Barlow's December Newsletter – Beyond Doing Basic Backups

APCUG 2015 Fall Virtual Technology Conference (VTC18)

APCUG Election 2015

Sticky Password Becomes National Cyber Security Awareness Month 2015 Champion

APCUG 2015 Security Beta Virtual Technology Conference (VTC17)

October is National Cyber Security Awareness Month

Techboomers Creates YouTube Tutorial

$120 Registration Fee for the APCUG 2015 Las Vegas Conference

APCUG 2015 Summer Virtual Technology Conference (VTC16)

Steve Black

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May 2014 (1)

February 2014 (1)

November 2013 (1)

August 2013 (1)

May 2013 (1)

February 2013 (1)

November 2012 (1)

August 2012 (1)

May 2012 (1)

February 2012 (1)

## Categories

2014 / 2015 Contests Results (RSS)
- Early Bird (RSS)
- Newsletter Contest (RSS)
- Photo Contest (RSS)
- Website Contest (RSS)

Conferences (RSS)

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Sponsor Updates (RSS)

Uncategorized (RSS)

Virtual Tech Conference (RSS)

Volunteer of The Year Award Winner (RSS)

VTC Presenters/Speakers (RSS)

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**A "commercial" break:**

**Are you investing? Here are two items of possible interest:**

**A Holiday Message and Special Gift From Tom Gardner**
**http://www.fool.com/investor-alert/the_motley_fool/your-gift-from-tom-gardner/**

**The Motley Fool Investing for Beginners**
**http://g.foolcdn.com/img/editorial/external_m/book/motleyfool-investingforbeginners.pdf**

**The Motley Fool  www.fool.com/**
**The Motley Fool provides leading insight and analysis about stocks, helping investors stay informed.**

**Now, back to our main topics:**

# Sitemap

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Barlow's December Newsletter – Beyond Doing Basic Backups

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Virtual Tech Conference (RSS)

Volunteer of The Year Award Winner (RSS)

VTC Presenters/Speakers (RSS)

APCUG_Reports_2015_Q4.pdf - 35 pages
REGION 9 - AZ, CO, NM, NV, MT, WY, UT
Judy Taylour, Acting Advisor, jtaylour (at) apcug.org   **Judy Taylour**

**APCUG_Reports_2015_Q4.pdf - http://apcug2.org/reports/ for all recent reports**

**Shareholder names former Yahoo executives among potential Mayer replacements**
**http://www.cnbc.com/2015/12/15/shareholder-names-former-yahoo-executives-among-potential-mayer-replacements.html Ross Levinsohn and Jacqueline Reses as potential replacements**

**The Last Days Of Marissa Mayer? - Forbes**
**http://www.forbes.com/sites/miguelhelft/2015/11/19/the-last-days-of-marissa-mayer/**

**Why All Investors Should Worry About Drop In Yahoo Stock - Forbes**
**http://www.forbes.com/sites/janetnovack/2015/12/18/why-all-investors-should-worry-about-drop-in-yahoo-stock/**

**http://playback.fm/birthday-song something fun or interesting**

Check out APCUG's Speakers Bureau http://apcug2.org/ Member Benefits tab. You will find almost 100 presentations listed under the below topics. Just fill in the Request for a Speaker form and the presenter will contact you.

| Back-up | Internet | Refurbishing |
| --- | --- | --- |
| Cloud Computing | Linux / Open Source | Security |
| Digital Photography | Mac | Social Media |
| Ergonomics | Music / Video | Software |
| Free Software | Operating Systems | User Groups |
| General | Preventative Maintenance | Virtual Machines |
| Hardware | Printers / Printing | Website |

**PUSH Newsletter Articles  http://apcug2.org/push-newsletter-articles/**
**APCUG-member group Newsletters Online  http://apcug2.org/member-online-newsletters/**
**Speakers Bureau  http://apcug2.org/speakers-bureau/**

**Discounts & Special Offers For User Groups**
**http://apcug2.org/discounts-special-offers-for-user-groups/**
**Virtual Tech Conference - http://apcug2.org/category/virtual-tech-conference/ (DY - lots of them!)**

**Evernote & Feedly: How I save hours per day -**
**Hewie Poplock, APCUG Vice-President & Director, hpoplock (at) apcug.org**
**http://apcug2.org/wp-content/uploads/2015/10/How_I_Save_Hrs_per_Day_Keeping_Up_With_Tech_HewiePoplock_VTC11-7-15.pdf**

**"RSS: In the 'old days' of the web, to keep track of updates on a website you had to 'bookmark' websites in your browser and manually return to them on a regular basis to see what had been added. The problems with bookmarking**
  **•You as the web surfer had to do all the work**
  **•It can get complicated when you are trying to track many websites at once**
  **•You miss information when you forget to check your bookmarks**
  **•You end up seeing the same information over and over again on sites that don't**
   **update very often "  (DY - above is a sample)**

**https://www.youtube.com/user/APCUGVideos - for example:**
  **Customizing Windows 10 & Edge Privacy & Security Options - Bill James - APCUG**
  **https://www.youtube.com/watch?v=Xd9fcJGoHDc**

**Virtual Technology Conferences - All on Saturdays**
**The 2016 VTCs will be held on: February 20, May 7, August 20, and November 5. If you are comfortable giving presentations to your group and/or other groups, why don't you volunteer to give one via an VTC?**

**We are using Zoom and all you need to do is share your screen and give your presentation. Q&A is handled by the moderator/host at the end of the presentation and it will be uploaded to YouTube for other groups to use. How much time does it take? You already have given the presentation (PowerPoint, Impress, Keynote, Slides, etc.) so it is ready-to-go. Want to do some hands-on demo during your presentation or show a video – easy to do with Zoom.**
**There is a short training session on how to use Zoom and then an hour of your time of on a Saturday**

to give the presentation – all in the comfort on your own home. Please get in touch with Judy Taylour (jtaylour (at) apcug.org) if you would like to take the next step in sharing your tech knowledge with others. We'd all like to learn about your favorite program(s), tech subject, etc. Next is AWESOME!
Protect Yourself, Yourself from ID Theft - Judy Taylour - APCUG - EXCELLENT!!
https://www.youtube.com/watch?v=FTEw307D2uo


Zoom Video Conferencing - www.zoom.us/ (877) 970-7612  Unparalleled Video Conferencing For A Superior Price. Sign Up Free! Easy To Use · Mobile Screen Sharing · Unbeatable Price · Video Collaboration. https://www.youtube.com/watch?v=Y2W8KLi6R6o 13 minutes training


TeamViewer - Free Remote Control, Remote Access ...https://www.teamviewer.com/
PC remote control/remote access software, free for personal use.


## New and Handy Tools in Word 2013
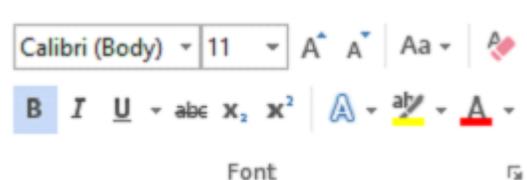Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL
January 2015 issue, Sarasota Technology Monitor www.thestug.org ndemarte (at) verizon.net


Each time Microsoft issues a new version of its Office suite, bugs are fixed and upgrades done. Office 2013 (called Office 365 for those with a subscription) is no exception. These tools have either appeared for the first time in the 2013 version or have been repositioned on the command Ribbon, which was introduced in Office 2007. For those unfamiliar with the ribbon, here is a review of how it is set up:

Tabs appear along the top of the ribbon: Home, Insert, Design, etc. When you click a tab name, a new set of tool icons appears across the screen.

Groups appear along the bottom: Font, Paragraph, etc. Each group on a tab is a cluster of related tool buttons. The Font group is pictured here.
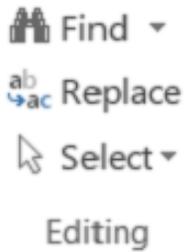
Here are a few of the new tools in Word 2013 that I have found especially useful, organized by their location on the ribbon:

Clear all Formatting (Home tab – Font Group) Located in the top right corner of the Font group, this tool is a quick way to take your formatted text back to its basic state. "Formatting" text means adding color or effects. To remove all formatting, select the text you want and click the button. If the selected text is already unformatted, the icon will be grayed out and therefore unusable.

Text Effects (Home tab – Font Group)
The glowing A in the bottom row of the Font group lets you add special formatting to selected text, including outline, shadow, reflection, and glow. Select the text you want to apply an effect to, then click the right arrow next to an effect category to refine the effect or make your choice from the sample characters in the gallery. To remove the effect, click the Undo button or the Clear all Formatting icon.
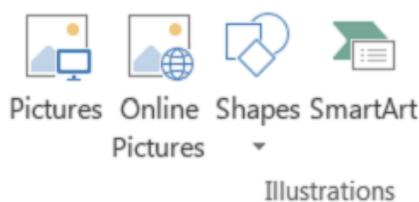
**<u>Select</u>** (Home tab – Editing Group)

The easily overlooked Select command is a speedy way to 1 - select an entire document with two clicks (Select, then Select All), 2 - select only the objects, such as shapes, photos, and text boxes (Select - Select Objects), or 3 - select all text with similar formatting, such as all colored or highlighted text, using a selection pane. This tool saves a user from awkward actions like having to drag the mouse over a multipage document to select it.

**<u>Online Pictures</u>** (Insert tab – Illustrations Group)

Gone are the days when just a few pieces of clip art were installed with Word for use in documents. The new Online Pictures tool opens to Internet places where you can get graphics of all kinds. You can search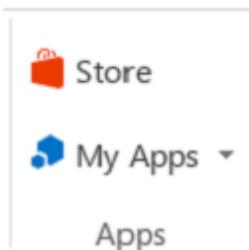 the huge collection of free royalty clip art and photos at Office.com, use the Bing search engine to look through the web for graphics, browse your personal collection on OneDrive, or insert a picture from Facebook or Flickr. The Pictures command, next to Online Pictures, gives you access to photos in your Pictures folder or other folders on your computer.

**<u>Online video</u>** (Insert tab – Media Group)

Clicking this icon will set you up for a Bing search of web videos or the well-known YouTube video collection. You can insert the video link directly into a document and, if you are connected to the Internet, play the video without leaving Word. This is new to Office 2013.
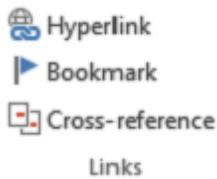
**<u>Apps group</u>** (Insert tab – Apps group)

This whole group is exclusive to Office 2013/365 because this is the first version of Office to offer access to the Office store. From within any document, you can download apps from the Office Store and store them in My Apps. New apps are being added to the store all the time; most are free.

**Recently I downloaded a new free app called Font Finder, which I can use to organize my fonts by category; e.g., Classic, Handwriting, Fancy, Retro, and others. This certainly beats scrolling through the large alphabetical list of fonts. To use it, I select some text, click My Apps – Font Finder – Insert, which opens the app to the right of my document. After reading the instructions, I click Continue, which displays the font categories or lets me search all fonts. I click a category like Fancy, and click a font name to apply it to my selected text. If I like this font, I can click the star next to it to put it in my Favorites list. If not, clicking Undo will return it to its original font.**

Hyperlink
Bookmark
Cross-reference
Links

**Bookmark** (Insert tab – Links group)
This tool has been around through a few previous versions of Word. A useful tool for those who deal with long documents, the Bookmark command lets you put a bookmark in any spot of your document and link it to text in another part

and had a page of charts in the appendix, you could bookmark each one and set up a hyperlinked word or phrase anywhere in the document text which, when clicked, would take you directly to its chart.

**NOTES** about tools on the Office ribbon:
-- The definition of each of the tools on ribbons in Office programs can be viewed by moving your mouse arrow (without clicking) over the tool's icon. Many tools also give specific details about how to use them if you click "**Tell me more"** below the definition.
-- These are only a few of the new and useful tools on the ribbon in Office programs. Others will be reviewed in future articles.

## Playlists – Tips on how to build one, or many

**Phil Sorrentino, Member of The Computer Club, Florida**
**September 2014 http://scccomputerclub.org Philsorr.wordpress.com philsorr (at) yahoo.com**

**Playlists are pretty basic. They are just a group of the tunes that you would like to listen to, in a sequenced list. (Yes, I know you can check "shuffle" and get them played in a random sequence.) And, the mechanics of creating the playlist are pretty straightforward because the music player guides you through the process; and after all, it is just a list of tune titles. The real difficulty, in my experience, has been to decide what to include in a particular playlist. Here is where a well-organized music collection really helps. But how many of us have a really well organized music collection?  Well, maybe there are more of you than I thought; but there is still the problem of remembering titles, and in my case, remembering the artist. It is not much of a problem for the very well-known titles and/or artists like the Beatles, Simon & Garfunkle, Frank Sinatra, Chicago, or Neil Diamond, but how about the tune "Always something there to remind me", by… Do you remember the group?  It was "Naked Eyes". Well, I guess you have a better memory than I thought. But for those of you who sometimes have a lapse of memory, here are a few things to do to help the memory situation.**

**The first tool you need a memory jogger. I have found that music playing on the radio is a good memory jogger, so you have to know of a station that plays the type of music you enjoy. (Alternately, a friend might be a good memory jogger, but then, they may also share your problem.)  It would be nice to have your memory jogged while you are sitting right in front of your computer where you could immediately research the tune, but it seems that most of the time, when you hear a song you want to put on a playlist, you are in the car. So for this situation, you need the ability to record the title and/or artist if (by some stroke of luck) you remember them while hearing the tune. But since you may not remember the title or artist, the next best thing is the station you were listening to, and the time you heard the tune. The time will be used with the second tool.**

**The second tool is the radio station's website. Many stations will refer to their website in between commercials, and it is usually their call letters, dot com. The page on the website that you will want will typically be called something like "Last Song Played", or "Recent Tracks". This page will usually give a listing of the songs that were played at a particular time on a particular day. Some may only have a simple music list indexed by time, but some have fairly elaborate lists with navigation capabilities, and**

even a minimal archive, like what was played yesterday. So now with the memory jogger and the ability to get the tune's name and artist, all you need is the MP3 file for that tune. If it is in your music collection, you are ready to go to the player and put the tune into the playlist. If you don't own the tune, you can typically purchase it from iTunes ("iTunes songs are available at one of three price points. In the U.S. the pricing is 0.69 USD, 0.99 USD, or 1.29 USD each. Other countries have similar song price points."), or you can still buy a CD with the tune on it, and about fifteen or so other tunes (some you might like and some, not so much). Most music players will accept MP3 music files. iTunes can provide the tune in MP3 format; however, if you buy the CD, you will have to "rip" the tune from the CD. Ripping tunes from CDs that you own is legal, and can be done with Windows Media Player. Ripping a CD typically produces MP3 files for each of the tunes on the CD.

(Music on a CD is typically not used in a music player, because it is formatted as a WAV music file. WAV files are typically 10 times the size of MP3 files. WAV files are perfect replications of the original music, whereas MP3 files are slightly limited. The MP3 files are typically termed "CD quality" but I suspect a very educated ear might be able to hear a difference. However, I know I cannot hear the difference. I spent 10 years riding the New York City subways.)

So now that you have a tune that you want to include in a playlist, which playlist is appropriate? Creating appropriate playlists is even more difficult than deciding on a useful picture folder organization. At least with pictures you can quickly decide on "chronological" or "event" folders. But with music it seems less obvious. Should you put tunes in a list based on artist, genre, time period, or emotion type (love, happy, sad, lonesome, or uplifting). The emotion playlists can be very effective. Actually, many if not all of these groupings seem good to me and I have used many of them. I have playlists for each artist I enjoy, one for happy times, one for Rock & Roll, one for Pre-Rock & Roll, one for Country, one for Folksongs, one for Fun songs, one for Love songs, one for The Big Band Era, many for Specific Holidays, one for Upbeat songs, and many for Special times. I don't feel you have to limit the number of playlists, and I find that many songs end up in multiple playlists.

Just as an example of this "name that tune" technique, for those of you in the Tampa, FL area, try the radio station WDUV (it says it plays lite favorites), 105.5 on the FM dial. It may or may not play music to your liking, but it will illustrate the technique. Their website is at www.wduv.com and the recently played tunes list is called "Last Songs Played". By the way, you can also stream audio from the website, but that will have to be the subject of a future article.

To SSD or Not to SSD? – That is the question.  (DY - SSD, solid state drive)
https://philsorr.wordpress.com/

Going to Florida some time?  Try to visit these folks: http://scccomputerclub.org/
"Welcome to The Computer Club in Sun City Center, Florida!
   With 20,000 residents in Sun City Center,  it's no wonder our membership boasts an amazing array of computer skills and interests. These skills are put to work in our fully equipped Computer Classroom and Lab,  and a wide range of classes. Members are also kept up-to-date with The Journal,  our award-winning monthly newsletter. Each issue is filled with industry news, tips,  tricks and upcoming events. In addition,  we convene Monthly Program meetings, and support an Open Lab resource center. Members are also kept up-to-date with The Journal,  our award-winning monthly newsletter.  Each issue is filled with industry news,  tips,  tricks and upcoming events.   In addition,  we convene Monthly Program meetings,  and support an Open Lab resource center.

Lab / Resource Center
   The SCC Computer Club maintains a fully equipped Computer Lab and Resource Center in the

Atrium Building on the North SCC Campus. The lab has 14 state of the art computer systems equipped with the latest hardware and software. It is open every afternoon, except Sunday, from 12:30 to 5:00pm. It has a full staff of volunteer computer monitors in yellow shirts to assist you with computer problems on a hands-on, one on one basis. Free Wi-Fi connections are available.

   The Computer Lab is where you go to join the club or to sign-up for classes. The club has compiled a list of computer repair options in the Sun City area which is available in the lab. Any Sun City Center Community Association Member or any Kings Point resident may use the Computer Lab to for checking email, scanning and emailing documents, research, airline reservations or check-in, to get on the Internet, play games or to ask computer questions about hardware or software. Any club member can also ask the monitors help them with specific computer problems on their own computer systems. You may also make copies or print documents for a fee. A Windows 10 Preview system is operational in the lab. Come see how Windows is changing.


   **EDUCATION  http://scccomputerclub.org/education.html**
As we begin the 2015-16 season, The Computer Club is busy setting up new and exciting classes for you. The lab has been updated with Windows 10 on all our computers. We began in October with several Windows 10 classes for you. Classes will also be offered on topics such as Computer Backup, the popular Tune-Up Your PC, File Explorer, Excel, Photo Enhancement, Introduction to Computers, and many more. If you have a suggestion for a class, send it to Diane Hall, Director of Education at diane (at) scccomputerclub.org"


*Big Question: How can we do something like them? DY's New Year's Wish!*

## Predictions, Perceptions and Protestations
**Greg Skalka, President, Under the Computer Hood User Group, CA**
**January 2015 issue, Drive Light www.uchug.org   president (at) uchug.org**


We have completed another revolution around the sun from an arbitrary starting point, and so begins a new year. Growing up in the 1960s and 1970s, the year 2015 seemed like a far-off and futuristic time. I imagined back then that in 2015 people would live in space (true for the ISS astronauts) and other planets (not true for humans, but at least we can drive our RC cars on Mars). Power would be clean (at least we are improving), abundant (true) and cheap (at least gas prices are way down right now). It seemed when I was young that nuclear power would be the solution to our future energy problems, but it unfortunately had problems of its own. I had imagined that by now we would be living a wonderful, Jetsons-like life with no strife and endless possibilities. Oh well; at least we've got smart phones and selfies.

Now 15 years into the new millennium, we don't seem as technologically advanced as I'd hoped we'd be. We do have all-electric cars, but we can't, due to speed limits and traffic, get to our destinations any faster. Air travel is safer (so long as you stay off Malaysia Airlines), more reliable and less expensive (relative to typical wages), but you can't fly any faster. In fact, commercial air travel in the previous millennium was faster due to the Concorde. A lot of people do have robots at home, but they are mostly like the timid floor-cleaning Roomba my mother has, not C-3PO, R2-D2 or the robot in "Lost in Space". Our medical technology has improved greatly, with CT scans, MRI and DNA sequencing, but we still get colds and the flu. We don't yet have a "tricorder" handheld medical scanner like in Star Trek, but with the Qualcomm Tricorder X Prize as incentive, we might not be waiting too much longer. We don't have Star Trek phasors, but the U.S. Navy is preparing to field ship-based laser weapons. We don't have Star Trek holodecks, but we do have Oculus VR headsets and some basic telepresence devices. We don't have Star Trek replicators, but we do have 3D printers.

We don't yet have my favorite Star Trek technology, transporters, but we do have their communicators, in the form of cell phones. Our smart phones are actually more capable than any handheld device Captain Kirk had. The Internet and our computers provide an informational resource that was unimaginable when I was a child. The same information that Warren Buffet or Al Gore can get off the Internet is also available to a relatively poor call center worker in Bangalore and to a political dissident in China. Unfortunately, while we have so far managed to avoid nuclear war, we are presently fighting on the cyber battlefield with North Korea and other foreign governments, as well as criminals.

Where will technology take us in 2015? I didn't make any predictions last year in my column, so I have no crystal ball errors to answer for now. I might as well make a few technology predictions for 2015.

1) Computer sales will be up in 2015, while tablet sales will be flat or down compared to 2014. I'm still using Windows XP at work, so there are probably a lot of companies out there like mine that will be looking to upgrade and possibly buy new computers when Windows 10 is released mid-year. On the flip side, I think almost everyone that wants a tablet has one now, and upgrades are not that compelling.

2) The paperless society is still a long way off. While we are doing a lot to reduce the amount of printed material we use, it won't be going away in 2015. While I see more coupons, offers and deals being redeemed on smart phone screens by shoppers, I still have to buy new printer ink cartridges a couple of times a year. I've been offered email receipts from some hotels and other merchants, but some merchants are going the opposite direction with their receipts. I recently received an Albertsons grocery receipt for a single item that was 11 inches long (5.5 inches of useful receipt and the rest useless advertising and customer survey solicitations). A recent CVS receipt for one item was 26 inches long (5 inches of receipt and 21 inches of coupons). It seemed like a lot of wasted paper.

3) Streaming video will be up but views on small screens will be down. People still don't want to watch movies on tiny screens. Fortunately devices like Google's Chromecast and Amazon's Fire TV enable streaming if your TV can't. Watching video on a smart phone or tablet might be good if you fly, ride in a car (not drive) or take public transit a lot, but I'd rather watch at home on a big screen if possible.

I'm dreaming of an iChristmas.

My wife traded in her Nokia Windows phone for an iPhone in 2014. It is difficult to understand her relationship with the iPhone. It seems to always be in her hand, except when she is asking me if I know where she left it. She reads a lot of her emails on it and is on Facebook a lot. I'll admit it is handy to be able to get instant information from the Internet wherever you are (especially since all I have is a dumb phone). This Christmas all she asked for were i-things for her iPhone. I got her several, though none were actual Apple items.

While we were on vacation a few months ago, my wife was constantly concerned about her phones charge level. My poor dumb phone can go for days on a single charge, but her iPhone needed to be charged at least every day. One gift I picked out for her was a Patriot Fuel+ 1500 mAh mobile rechargeable battery (www.patriotmemory.com). It works like other portable batteries, but this one has a Lightning connector for easier connection and mobile use (and higher price due to the Apple-licensed connector).

My wife used to charge her Windows phone in the kitchen, but she now charges her iPhone in our bathroom where she can be closer to it at night. This puts her phone in my way in the morning when I'm getting ready for work. Her Christmas list included an iHome Docking clock radio

(www.ihomeaudio.com), which solved that problem. It replaced her bedside clock radio and provides a Lightning connector for charging her iPhone and playing music through the clock's speakers.

We have a radio mounted under one of our kitchen cabinets, but it is kind of old. My wife wanted a new one that could also play music from her iPhone. I got her the iLive Bluetooth Under Cabinet Music System (www.iliveelectronics.com) to replace our old kitchen radio. It mounts under cabinets and can stream from most Bluetooth-capable devices.

The item she was most excited about was a selfie stick. I bought her a Noot Extendable Self-Portrait Handheld Stick Monopod from Amazon. It is an extendable pole with a phone mount. It comes with a Bluetooth remote that can be paired with your phone to actuate the camera shutter.

**What Do I Want in 2015?**

I'm not much for making New Year's resolutions, though there are a few things I'd like to accomplish or improve on in 2015 related to technology. I tend to buy a lot of tech items and accessories to experiment with. These are mostly inexpensive items like adapters or cables, but sometimes they are more significant. I have a new Windows 7 desktop PC that I bought a while ago but have yet to set up to use. I bought it to replace my XP desktop computer, but for a number of reasons have not found the time to make the trade. I'd like to get my new PC running in 2015 and shut down my last XP desktop computer for good.

With my desktop PC so old, I primarily use my Windows 7 laptop. I'd like to improve the laptop's performance by putting in a larger hard drive and more RAM. I'd like to do the same for my wife's laptop.

I have a box full of VHS video tapes that I'd like to digitize. These are home videos of my kids growing up. I have a device for converting them - I just need to set it up again and do it. I also have boxes of photographic slides that I need to scan to JPEG files. Once again, I've got the scanner and have a process, but just need the time to finish the job.

I would like to get more use out of my iPad in 2015. I won an iPad Mini over a year ago in a drawing but don't use it that much. I use it as a web browsing device but not much more. I actually find it is not that easy to understand and use; this is probably because I have used Windows computers for so long. I even bought myself an "iPad for Dummies"-type book but have not had time to sit down with it.

Hopefully I can get a lot done in 2015. Right now the New Year holds a lot of promise and potential. Of course I once felt that way about 2014. (_DY - Maybe we'll find out soon?_)

http://woas.zacks.com/adv/7stock_report.pdf **11 pages**
**Potentially good stocks?   Callaway Golf (ELY) 3   Campbell Soup (CPB) 4   Citrix Systems (CTXS) 5 Dycom Industries (DY) 6   Ocean Rig (ORIG) 7   Shake Shack Inc. (SHAK) 8   Vera Bradley (VRA) 9**
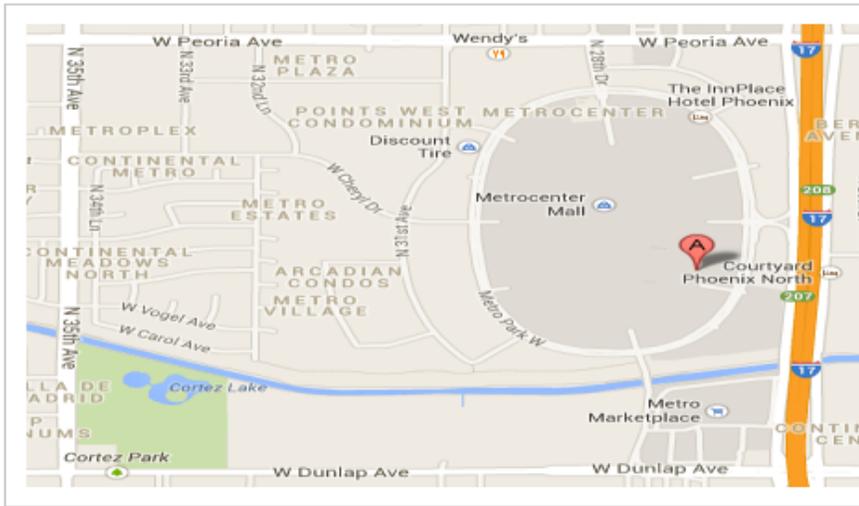
**Top 5 Momentum Stocks for 2016**
http://www.zacks.com/commentary/65602/top-5-momentum-stocks-for-2016

**Upgrade to Windows 10 for free for Windows 7, 8, 8.1**
**http://www.microsoft.com/en-us/windows/windows-10-upgrade**
_Short Circuits….zzzt!_   **Should Return Feb 2016?**

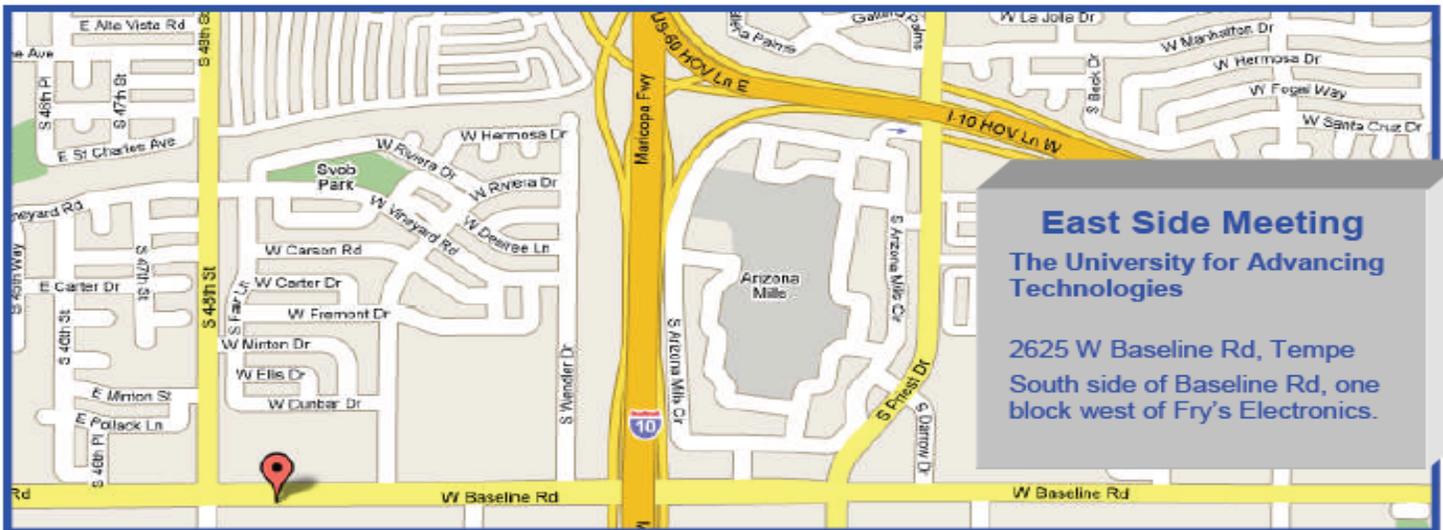# HOW TO GET THERE - MAPS TO MEETINGS



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**West·Side·Meeting**¶
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Cheryl·Drive,·CollegeAmerica·is·the·white·
building·on·your·right·(north).··North·of¶
Castles·&·Coasters·amusement·park.¶



**East Side Meeting**
**The University for Advancing Technologies**

2625 W Baseline Rd, Tempe
South side of Baseline Rd, one block west of Fry's Electronics.



**Fountain Hills Meeting**
**Fountain Hills Library**
12901 N La Montana Dr, Fountain Hills

Just west of the fountain.

Co-located with the Fountain Hills Library and Museum.

# MEMBERSHIP DUES

**The Official Policy of the Phoenix PC Users Group is that we do not condone software piracy in any form.**

## *2016 DUES $36, prorated*
## *Example - $9 for 3 months*

Phoenix PC Users Group Membership Application

First: (Print Legibly) _____Initial: _____ Last:_____

Address: _____

City, State: _____ Zip Code:_____

Home or Cell Phone: _____ Work Phone: _____ Ext: _____

**Please note**: We **DO-NOT** share phone numbers outside the club, and will generally only use your phone information, if we cannot contact you in a timely fashion, via email, or the club website.

Receive Electronic PDF newsletter in place of a printed one:      Yes _____   No _____

E-mail address: _____
(Print Legibly)

Signature _____Date_____/_____/_____

Release my address to vendors ?    Yes _____   No _____   Note:  Phone numbers **will not** be listed.

May the club share your e-mail address  with other members only?         Yes _____   No _____

With club approved vendors?                                               Yes _____   No _____

Mail this completed form with payment to:

**Phoenix PC Users Group**
**PO Box 45451**
**Phoenix, AZ 85064-5451**

**APCUG2.ORG and AZACC.com member.**
Our Web address:  www.phoenixpcug.org also see www.phoenixpcug.org/newsletters

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**"Users helping users to understand computers".**

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*PLEASE NOTE - OUR NEW ADDRESS*