



January 2015

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Ken Johnson, Newsletter Editor

CALENDAR

SIG = Special Interest Group

This Week's Schedule

January 10 - Saturday - 1:00-3:00 PM

[General Meeting](#) - Leader: Ray Carlson

Location: Prescott Public Library

First Hour: Windows 10

Microsoft has continued to leak new information about the upcoming Windows 10. During this session, we will summarize some of that information, encourage discussion and have an open time for Q and A on any computer topic.

Second Hour: Phil Ball will continue his regular Tips and Tricks presentation of practical computer insights and suggestions.

- 1) We hold an informal Flea Market in which you are encouraged to bring in your excess computer equipment or software and make them available for others to enjoy at no charge. Please deposit give-away items on the table in the back marked "Free Stuff." Any items left here at the end of the meeting are subject to disposal.
- 2) If you have items that are just too good to give away, you may set up a separate table and hold your own sale.
- 3) We conduct a raffle of gift cards at the end of the meeting, so make sure to get a pair of tickets from whoever is in charge and place one on the item you'd like to win.
- 4) We will also accept your used ink and toner cartridges for recycling. They are turned in to Think4Inc for credits which PCS uses to purchase office supplies from them.

Future Meetings

January 17 - Saturday

There will be no PCS meeting today.

January 24 - Saturday - 1:00-3:00 PM

[SmartPhone SIG](#) - Leader: Murray Smolens

Location: Prescott Public Library

During this week's session, we'll look a little more in-depth at some of the apps we talked about in previous discussions, how to organize them, and provide some tips and tricks to make your phone easier and

Future Meetings, Continued:
more fun to use!

January 29 - Thursday - 6:00-8:30 PM

[Board of Directors](#) meeting - Prescott Public Library; Elsea Room

All PCS members are welcome to attend but you are asked to first [contact Ray Carlson](#) in order to ensure that there will be room available for you.

January 31 - Saturday

There will be no PCS meeting today.

February 7 - Saturday - 1:15-3:15 PM

[Digital Photo SIG](#) - Leader: Phil Ball

Location: Prescott Public Library

Many aspects of digital photography will be discussed, including use of digital cameras and using Photo-shop Elements to make your photos look their best.

Please note the later starting time for this meeting.

*Note that these dates are correct at time of publication but are subject to change.
Up to date information can be found on our website, www.pcs4me.com*

*Unless otherwise noted, our meetings are usually held in the
Founder's Suite at the Prescott Public Library.*

Prescott Computer Society
Officers & Board of Directors
2013-2014

Officers:

President Ray Carlson
Vice Pres Phil Ball
Secretary JB Burke

General Directors:

Joan Baum Murray Smolens
John Carter Dick Mason
Ken Johnson

Prescott Computer Society



It's time to renew your dues
if you haven't already done so.

The good news: **again this year, dues are only \$24.** Please make checks payable to "PCS" and present them to any Board member (gold nametag) or mail your check to:

Treasurer
Prescott Computer Society
PO Box 11954
Prescott, AZ 86304

3 Word Tools That Provide Quick Help

Nancy DeMarte, 1st VP, Sarasota Technology Users Group, Florida
May 2014 Issue, PC Monitor
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It doesn't matter how much experience you have with Microsoft Word, at times you run into little problems that need solving immediately. Here are three tools in Word that have helped me get out of some frustrating situations.

1. Show/Hide:

Located in the Paragraph group on the Home tab in Word, the Show/Hide tool looks like a paragraph symbol. Its primary purpose is to assist you in proof-reading a document, but it has other uses, too. When turned on by clicking, it displays a variety of otherwise hidden formatting marks which are only visible on the screen, not in the printed document. These marks give you basic formatting information, such as a dot for each space, a paragraph sign to show a new paragraph, and a right-pointing arrow where words are aligned to tabs on the ruler. Reading through a document with the tool enabled will help you find spots where you accidentally double-spaced between words or pressed Enter unnecessarily, adding extra space between lines. In longer documents, being able to see the dotted section break line can make it easier to position both a full page heading and a two column article on the same page.

With all these marks visible on the screen, the document looks cluttered. For this reason, the Show/Hide tool has a bad reputation with some Word users. On the other hand, some users want certain marks to be visible all the time, not just when the Show/Hide tool is enabled. This can be set up in Word Options (File – Word Options or Options – Display – “Always show these formatting marks on the screen”) by checking the marks you want to see all the time. I choose not to do this, but the list is a good place to view what the formatting marks mean.

The Show/Hide tool can be handy in several ways besides proofing. Let's say you have completed a one page document, but find when you print it, a blank page comes out of the printer along with the document. If you turn on the Show/Hide tool, scroll down to the blank page, and delete any formatting marks that appear

there, the blank page will disappear. Another special use of Show/Hide is controlling the spaces between paragraphs by changing the size of the paragraph marks between them. If you want to decrease the space, select the Paragraph mark between the paragraphs and click a smaller font size.

2. Margins:

All documents have margins around the outside of the page. Each new version of Word seems to have different default margin sizes. In Word 2003, top and bottom margins are 1”; the two sides are 1.25”. In Word 2010/13, the default margins are 1” on all four sides. Recent Word versions also have a Margins gallery. On the Page Layout tab in the Page Setup group, click Margins to see the choices. If none of these dimensions fits your needs, you can create your own custom margins using the command at the bottom of the gallery.

One kind of problem this tool solves is similar to one addressed by Show/Hide. Assume you've typed a document that is a bit longer than one page. Your choices are to revise the text, use a smaller font size, or reduce the size of the page margins. I often click the Narrow margins choice (.5” on all sides) to eliminate spillover text. That's about the smallest margin setting possible to ensure all the text will print.

Another problem which margin changes can solve is the need to put a document into a ring notebook or bind it in book form. In this case you want the inside margin wider than the outside. Here's where the Mirrored option comes in handy, as shown.

3. Format Painter:

I wrote about this tool a couple of years ago, but it's so useful, it needs another mention. For those who are new to it, Format Painter copies text formats, like fonts, font effects (bold, italics), and font colors; and paragraph formats, like indents, line spacing, and bulleting from one place to another within a document.

Here's how it works. You are in the middle of a document and find you want to copy a paragraph into this one from another document saved on your computer. You open the second document, highlight the paragraph, and click Copy or press Ctrl+C. Click in the first document where the copied selection will go, and click Paste or press Ctrl+V. Now you notice that the new paragraph is in a different font

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and font size from the rest of the text. Instead of manually making these format changes, click anywhere in the original section of the document, and then click the Format Painter icon (Home tab – Clipboard group). Select the new paragraph (You can select a whole paragraph with a triple click.) and it will change to match the rest of the document. This works especially well to match the indenting pattern when using bullets or automatic numbering.

Sometimes you need to copy a format to more than one place in a document. Format Painter makes it easy. Pretend you have created a document with six sub-heads scattered throughout. After you finish, you decide to emphasize the sub-heads by changing the font, adding boldface, and making the text blue. You select the first sub-head and manually make these changes to it. Then you click inside this newly-formatted heading, and double click the Format Painter icon. Double clicking keeps Format Painter active until you click its icon to close it. Drag over each of the other sub-heads one by one, and each will take on the format of the first one. Then click Format Painter again to turn it off. You'll be surprised how often Format Painter can help you fix mismatched formats in an instant. That's why I put it on my Quick Access toolbar. Little tools can cure big head-

10 Tips for Online Shopping Safety

By Sandy Berger, CompuKISS

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aches.

Amazingly, in today's topsy-turvy world, because of vulnerabilities in the processing of credit and debit cards used at retail stores and the hackers who are focusing on those vulnerabilities, right now shopping online can actually be safer than swiping your card at a local store. For safety sake, however, there are a few online shopping rules that you should follow.

1. The first of these is to always have a good antivirus program installed on your computer and to update your antivirus program and other software like the operating system whenever an update is available. When in doubt, don't click on links. This is especially true of

should also be careful when you are surfing the Web or visiting social media websites.

2. Shop at trusted, established websites. Don't use any sites that you've never heard of. If you want to try a new website, check to see if any friends or acquaintances have used it successfully.

3. Pay only through secure sites. Typically the address in your browser will change from "http:" to "https:" during a secure connection.

4. Never email your credit card number, social security number, or personal information to anyone. No reputable seller will request it by email since email is not secure.

5. Do your banking and shopping from home where you are on your own secure network. Wi-Fi hot-spots at local coffee shops and other establishments usually do not offer enough protection unless the user takes some added precautions, which can be cumbersome for the average user.

6. Create strong passwords consisting of numbers, letters, and symbols. Do not use words or names. Make the password for each banking and shopping site unique. Keep your passwords private.

7. Credit cards are generally the safest option for shopping online. When using a credit card, you have limited liability and the ability to have the credit card company intervene if something goes awry. Debit cards can also be a good choice as long as you have investigated their liability limits, which may be higher than those of credit cards.

8. Keep a paper trail. Let's face it, none of us have perfect memories. Print and save records of your online transactions, including the name of the seller, product description, price, and date of purchase. Most reputable merchants allow you to print a receipt after the transaction is complete. You can use these printed receipts to compare to your bank and credit card statements.

9. Monitor your bank accounts and credit card purchases regularly. Report any discrepancies or unusual charges to your financial institution immediately.

10. Your social security number is the key to your identity. Be miserly about sharing it with anyone, especially online. No reputable merchant will ever ask for your social security number to make a purchase.

Credit card theft is pretty easy to get through. Usually

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you notify your financial institution and they issue you a new card. Identity theft is much more difficult to handle because a thief can open lines of credit in your name, buy a car, and obtain new credit cards. In order to steal your identity, the thief needs personal information like social security number, address, phone number and financial information. So be careful when giving out any such information.

Many financial experts say that having your bills sent to you electronically and paying them electronically is safer than sending and receiving them by mail. They also recommend shredding paper documents with personal information. So whether you use a credit card at a physical store, you shop and pay bills online, or you pay bills by mail, the key word is "caution." Our mothers taught us to watch our wallets and keep the doors closed. Now we have a lot more convenience, and also a lot more to watch out for.

How Safe Are Wi-Fi Hotspots?

By Larry McJunkin

The Retired Geek Technical Tips for the Non-Technical "Over 50" Crowd

<http://retiredgeek.net/contact-me/>

Many of us travel a lot, whether in business or just to visit our families and friends. We use our computers, smartphones and tablets in hotels, restaurants, and other places, but are these Wi-Fi "Hot Spots safe?

We all assume it's safe to connect to the Wi-Fi network at our local Starbucks, airport, waiting area where we have our cars serviced, hospital, or even at a relative's home. But it is a really bad idea...a very bad idea! There are many reasons you wouldn't want to do this. Let's look at the various types of Wi-Fi network.

Ad-hoc Networks & Access Point Networks:

Basically, there are two types of Wi-Fi networks accessible by your computer: ad-hoc networks and traditional access point networks. Ad-hoc networks are getting a little outdated, but they still exist. They connect devices directly to each other, while access point networks connect devices to a central router. For example, you could connect two laptops or your laptop and your phone together without the need for a router or any other networking hardware. This

would create an ad-hoc network. This is different from a traditional access point network where each device connects to a router, like you most likely have in your house.

Unsecured Network

A network is deemed unsecured just by virtue of the fact there is no password required to access it. If you're able to click on a network in your smartphone or tablet and connect to it without a password, you are connecting to an unsecured network, and that makes the device you're using susceptible to hacking...plain and simple.

So, that "free public Wi-Fi" network you encounter at the airport is nothing more than an ad-hoc network that was probably started long ago as a service to travelers, but still persists to this day. Basically, when you connect to this type of network, you are most likely connecting to another computer. And when you connect to that other computer, your computer "could" also be set up to broadcast the "free public Wi-Fi" network to other devices around you, essentially allowing access to all your private data to anyone within range. This is not good!

Why You Shouldn't Connect to Unsecured Networks:

Let's say you're sitting in a coffee shop and decide you want to check your email to kill some time. You scan the available networks and find one that's open and doesn't require a password. You connect and start surfing. Coffee and free Wi-Fi, how good does it get...right? Wrong! A hacker who is also fond of coffee shops and could be located within range of the router you connected to. He's waiting for someone just like you to connect to the network so he can start a middleman attack. Within a few minutes, he could easily gain access to all your passwords, including bank accounts, email, and anything else he wants. You may not think this is possible...but with today's software and technology, it is!

How to Stop Wi-Fi Crime:

So how can you help prevent all this from happen-

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ing? For starters, you can use *only* a secured network that encrypts all of your data. This will ensure your data is safe and scrambled as it travels between you and its destination". Now, if a hacker were to intercept your message, they would see nothing but a bunch of scrambled garbage. Of course, no security measure is 100% safe, but at least good encryption will help a lot.

Tips for connecting to unfamiliar wireless networks...if you must do so:

1. Save the really important tasks, such as online banking and other finances, for home.
2. Try not to connect to any "public" or "unsecured" networks. If you absolutely need access to the internet, pay a few bucks for the secure option...
3. When on a Wi-Fi network, look for websites that begin with "https" in the address bar, then try to use only these secure sites.
4. If you really want maximum security, use a VPN.

Lastly, tell all your friends and family to follow these Wi-Fi safety tips. You just may save someone from a major financial or identity theft disaster.

Interesting Internet Finds

Steve Costello, Boca Raton Computer Society
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<http://ctublog.sefcug.com/>

In the course of going through the more than 300 RSS feeds, I often run across things that I think might be of interest to other user group members.

The following are some items I found interesting during the month of June 2014.

How can I manage a lot of scanned documents?

<http://askleo.com/how-can-i-manage-a-lot-of-scanned-documents/>

How to Record Screencast Videos on Android

<http://www.labnol.org/software/record-android-screencast/4929/>

How to Make a YouTube Video Easily

<http://www.aha-now.com/how-to-make-a-youtube-video/>

Is Your PC Updating Correctly? Are You Sure?

<http://www.techsupportalert.com/content/your-pc-updating-correctly-are-you-sure.htm>

Going Paperless Quick Tip: Clipping Email with the Evernote Web Clipper

<http://www.jamierubin.net/2014/06/17/going-paperless-quick-tip-clipping-email-with-the-evernote-web-clipper/>

6 Tips to Help You Go Paperless On Android

<http://www.makeuseof.com/tag/6-tips-go-paperless-android/>

**Welcome to
 NEW
 MEMBERS**

Wade Dawson- Paul Anza-
 Robin & Bill Walter