Next Meeting – Tuesday, September 13
Apps and Practices to Help Keep Your
Mobile Devices Secure
presented by Jerry Seward


Upcoming Presentation – October 11, via Skype
Protecting Yourself, Your Computer and, Your Identity
by Norbert (Bob) Gostischa, Avast Software Evangelist


## In This Issue

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## Internet Security

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


In my January 2016 article (available at http://www.bcug.com), I discussed Internet privacy, which is closely related to Internet security. Many of the topics fall into both categories and the choice of the article in which they appear was quite arbitrary.

A personal computer is secure until you connect it to the Internet, which is why the title of this article isn't "Computer Security;" however, without communications, a PC loses much of its value. Yours is almost certainly

connected, but you can take steps that greatly reduce the risks. First recognize that the greater risk is not to your computer but to the personal information it holds. We'll consider two types of defense, preventing attacks and recovering from any that do occur.

The most important step you can take is to keep your operating system and your applications up to date. This can be automatic for your operating system, although I prefer to have the vendor tell me when updates are available and decide for myself whether to install them. You will probably have to check each application separately, but this is surely worth the trouble. While you're in a housecleaning mindset, remove all those applications you no longer use, as each one represents a potential vulnerability. Until you've completed this, updating your anti-virus software is wasted effort.

In particular, if you're still using Windows XP, disconnect that PC from the Internet now, and never reconnect it while XP is running. If you must check your e-mail or your bank balance, use a secure operating system, such as Tails, http://tails.boum.org/, on a live DVD or (better) on a memory stick. Tails, which I discussed last month for a slightly different use, includes a nice suite of applications, including an Internet browser, an e-mail client, an office suite, graphics designer software, media players, a screen reader for the visually impaired, and a password manager. While using Tails you can't run any XP software, but you can read and write files on your XP disk. Tails is Linux, but as the screen-shot below shows, its user interface is similar to XP's, and you should feel comfortable using it. (In the shot, Tails has opened an image on the Windows 7 disk of the netbook on which it's running.) [Editors note: I removed image to save space]. Furthermore, since Tails resides on a live medium, you can safely use it from almost any PC, regardless of how insecure it might be. Tails is designed for high security, and it's worth considering for such tasks as Internet banking, even if your present operating system is up to date.

Once your software is updated, you should secure your Internet connection with an effective firewall, which monitors your communication stream and blocks malicious traffic. At the least, install a software firewall on your PC, which many anti-virus suites contain, but a hardware one is more effective. Most broadband modems that include routers also have firewalls, but often ISPs don't keep these updated, with the result that you may prefer to install an Ethernet router that contains a firewall with the latest firmware available from the vendor. Keeping your router and firewall software updated is as important as for your operating system and applications. If your router includes Wi-Fi, be sure you have enabled WPA encryption and changed both the Wi-Fi and the administrator passwords. Otherwise, passersby and your neighbors have free access to your computers and your Internet connection.

Next address the least secure component in your system, yourself. Establish a process to generate secure passwords and store them securely and use it everywhere, and never use the same password for different places. A good application for this is KeePassX, http://www.keepassx.org/, which both generates secure passwords and stores them in an encrypted file. You have no doubt heard that you should never use as a password anything that can be linked to you, such as your mother's maiden name, your college, or a pet's name. Yet your bank insists on recording your answers to "security questions" that have these very things as answers, so that they can be used in case you lose your password. If you follow this irresponsible advice, an intruder looking at your Facebook page can probably find the answers needed to compromise your account. The solution is to use secure "answers" to these silly questions. For example the name of your high school could be x9$Aw*_35{py. You'll of course have to store such obscure answers in your password program.

From my experience, most malware is installed on computers by users tricked by unscrupulous Internet sites. Be very careful when downloading software, as many sites include unwanted extras with the program you want. When making a search, I often find that the official source of an application is far down the list returned, and that the top choices often try to masquerade as the official source. Windows users have to be especially careful, both because Windows is vulnerable to malware and because being the most popular operating system makes it the most attractive target.

E-mail is another risk. The only safe way to deal with a message from someone you don't know is to delete it

immediately. Don't open any attachments and don't follow any links. This is good advice even if you think you know the sender, as e-mail addresses are easily forged. Unless you are expecting it, treat any e-mail with an attachment or a link as toxic. This is especially true of forwarded messages, since people in the habit of doing this seldom have the expertise to check them for hazards. Be especially careful of official looking e-mail claiming to be from your bank, the government, Microsoft, or similar entities and demanding immediate attention to avoid serious consequences. These folks seldom use e-mail to sound alarms. If you are concerned, contact them using the phone number or e-mail address you obtained directly from them, not the one in the e-mail.

A common risk is euphemistically known as "social engineering" or "phishing," but is just swindling using techniques that have been around for thousands of years. You can often recognize these because they are one of the following:

- an unexpected email with a link or an attachment,
- a request that you
  forward emails, attachments, or links to others,
- a promise too good to be true,
- an email that isn't addressed to you by name,
- a sender who isn't specified, isn't someone you know, or doesn't match the "from" address,
- one with spelling or grammar errors,
- one with a link that doesn't match where the email says the link will take you, or an attachment with an incorrect or suspicious filename or a suspicious file extension,
- one with a link or attachment to view an unexpected e-card or track an unknown package, or
- one that includes links to pictures or videos from people you don't know.

Other common techniques include e-mails or phone calls asking for sensitive information or asking that you perform some task, such as the following:

- a request for your name, account information, date of birth, Social Security number, address, and the like,
- a request that you click on a link or open a file to resolve a problem with your account or to repair a problem with your computer,
- a security alert in an email, pop-ups, or a Facebook notice warning that your computer is at risk of being infected, or
- someone (probably an acquaintance) in another country needing assistance
accessing a large sum of money, or stuck without any money,
an IRS agent claiming that you owe taxes and must pay immediately.

Anytime you are using the Internet, you should be as cautious as if you were on the street in a foreign country, because you are. It is easy to be lulled into a false sense of security because you are physically sitting in the familiarity of your own home.

You may be surprised that this far into the article, I haven't mentioned anti-virus programs. That's because prevention is far more effective than correction. Relying an anti-virus software as your only defense is like relying only on surgery and drugs to maintain your health; where a good diet, exercise, and sensible personal habits are more effective. However, as with your health, even with good preventive measures, your computer can be compromised, and a common cure for Windows malware is a good anti-virus program. Just keep in mind that these aren't cure-alls, because they can only detect, and often but not always remove, that malware they know about. They can't prevent problems resulting from unpatched software or careless users. The only sure cure is a good backup regimen, which will allow you to recover not only from malware infection, but also hardware and software failure, and user mistakes. There are many anti-malware programs from which to choose, ranging in cost from free upward, and an Internet search will show good reviews of these. Although they're not well rated, I use only the native Windows firewall and Microsoft Security

## **S**pecial **I**nterest **G**roup

Linux Sig

The workshop is the **third Saturday of each month**, at Interlock Rochester, 1115 East Main St. www.interlockroc.org Enter through door #7 on the end of building, near *Comics Etc* and Goodman St. Find 'Interlock' on the intercom directory to get buzzed in and go upstairs to suite #200. We have experts on hand to fix problems and answer questions about Linux and FOSS (**f**ree and **o**pen **s**ource **s**oftware). **Bring your system** in so we can help you get the most out of it. Hope to see you there.

The RCSI 'Monitor' newsletter can be found in most public libraries in Monroe County, and many college libraries. *Free* copies can also be found in the following computer stores; Microworx, TSC Electronics, Just Solutions, and Pod Computers.

Essentials. I feel that my preventive measures are effective, and I have frequent backups for recovery although I've seldom needed to resort to them. Although you should know that I usually do my Internet browsing from Linux, using Firefox with several protection add-ons enabled.

By making preparations and staying alert you can enjoy the Internet with minimal risk, and if you are attacked, you can recover with little or no loss.

From the February 2016 issue, BUG Bytes, www.bcug.com, n2nd@att.net.

## Ask Leo !

By Leo Notenboom, https://askleo.com/
Making Technology Work For Everyone

## Internet Safety: 7 Steps to Keeping Your Computer Safe on the Internet

Viruses and spyware and worms … oh my!

The very concept of "internet safety" is almost an oxymoron these days.

It seems not a day goes by that we don't hear some new kind of threat aimed at wreaking havoc across machines connected to the internet.

Here are some things you can (and should) do to stay safe.

**1. Use a firewall**

A firewall is a piece of software or hardware that sits between your computer and the internet and only allows certain types of data to cross. For example, a firewall may allow checking email and browsing the web, but disallow things like Windows file sharing. If you're connected to the internet through a router, you already have a type of hardware firewall that prevents random networking-based external threats from reaching your computers. Most recent versions of Windows include a software firewall that is on by default.

**2. Scan for malware**

Sometimes, most commonly via email attachments, malware is able to cross the firewall and end up on your computer anyway. A malware scanner will locate and remove them from your hard disk. A real-time scanner will notice them as they arrive, even before they hit the disk, but at the cost of slowing down your machine a little, and occasionally even interfering with other operations. Important: Because new malware is being created every day, it is critical to keep your anti-malware definitions up-to-date. Be sure to enable the scanning software's automatic-update feature and have it do so every day.

**3. Stay up-to-date**

I'd wager that over half of all virus infections don't have to happen. Software vulnerabilities that malware exploits usually already have fixes available by the time the virus reaches a computer. The problem? The user simply failed to install the latest updates that would have prevented the infection in the first place. The solution is simple: enable automatic updates in both Windows and applications.

**4. Educate yourself**

To be blunt, all of the protection in the world won't save you from yourself.

. Don't open attachments you aren't positive are OK; attachments are one of the most common ways that malware spreads.

. Don't fall for phishing scams. Be skeptical. Phishing is a common way that online accounts are hacked into and can lead to more serious issues like identity theft.

. Don't click on links in email you aren't positive are safe.

. Don't install "free" software without checking it out first. Many "free" packages are so because they come loaded with spyware, adware, and worse.

When visiting a website, did you get a pop-up asking if it's OK to install some software that you're not sure of because you've never heard of it? Don't say OK. Not sure about some security warning you've been given? Don't ignore it. Research it before doing anything. And of course, choose secure passwords and don't share them with anyone.

**5. Secure your home network and your mobile connection**

If you're traveling and using internet hotspots, free WiFi, hotel-provided internet, or internet cafes, you must take extra

precautions. Make sure your web email access – or, for that matter, any sensitive website access – is only via secure (https) connections, or that your regular mail program is configured to use only encrypted connections. Don't let people "shoulder surf" and steal your password by watching you type it in a public place. Make sure your home WiFi has WPA2-security enabled if anyone can walk within range, and you've changed your router's administrative password.

## 6. Don't forget the physical

An old computer adage is that "if it's not physically secure, it's not secure." All of the precautions I've listed above are pointless if other people can get at your computer. A thief can easily get at all the unencrypted data on your computer if they can physically get to it. Even log-in passwords can be easily bypassed if someone has access to your computer. The most common scenario is a laptop being lost or stolen during travel, but I've also received many reports from people who've been burned because a family member, friend, significant other, or roommate accessed their computer without their knowledge.

## 7. Back up

I know that backing up doesn't feel like a "security" measure, but ultimately, it can be one of the most powerful ways to recover if you ever encounter a security-related issue. The damage done by almost any kind of malware can be quickly reversed if you have a recent backup to restore to. Having a back-up copy of your data (all your data) can help you recover after computer is lost or stolen (not to mention when a hard disk dies). Backing up your email and contacts can be a critical way to restore your world should your online account ever be compromised. Backups truly are the silver bullet of the computing world: a proper and recent backup can help save you from just about any disaster, including security issues.

## Overwhelming? It might seem so, but…

This might all seem overwhelming, but please believe me when I say it's not nearly as overwhelming as an actual security problem if and when it happens to you. The good news is that the majority of the things you need to do to stay safe on the internet are things you set up once and let happen automatically thereafter, or new habits you form based on the important things that you learn about keeping things secure. While we might want it to be otherwise, the practical reality of the internet and computing today is that we each must take responsibility for our own security online.

* * * SOFTWARE & COMPUTER TIPS * * *

## Enliven Documents with Themes

By Nancy DeMarte
1st Vice President, Sarasota Technology User Group, FL



If you often find yourself creating documents in Word or spreadsheets in Excel, you probably use the same font and layouts most of the time. You would be surprised how lively and stylish these files could be if you applied a theme to them. Themes in Word and Excel are Style sets that coordinate the color scheme, fonts, line and paragraph spacing, and effects. The Themes gallery is located on the Design tab in Word and the Page Layout tab in Excel. I will use Word 2013 as an example of how you can apply and customize themes in your documents.

### Choose and Apply a Theme

The default theme in Word and other Office programs is appropriately named "Office," but you can apply a different theme to a document either during its creation or after. For example, I opened a blank document, clicked the Design tab, then Themes (left side of the ribbon), to open the Themes gallery. I chose the "Ion" theme, although I could have browsed for more online. A group of Styles that coordinate with this theme appeared in

the ribbon. I chose a colorful one called "Lines (Simple)" and began to create my document.

First, I typed the title and highlighted it to display the Font toolbox just below it. I clicked Styles (bottom right) and selected the Title style, which changed my title to a maroon color and 40-point text. The title seemed too large, so I reduced the font size to 24 points. All these font changes can also be made on the Home tab – Font group.

Next, I typed an introduction and my first heading, highlighted it, chose Styles from the font toolbox again, and picked Heading 1. It also was a maroon color, 18 points, and included a line below it. I changed the size to 14 points to be consistent with the new title size.
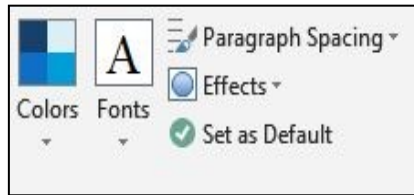
Then I typed the body of the document. After I had typed the first line of text, I clicked inside a word and learned that the theme's body text was Century Gothic, 10.5 point, Normal style.

Just for fun, I added a couple of Shapes) Sure enough; they too were a shapes from the Shapes gallery (Insert tab – Shapes) maroon color, keeping with the theme.
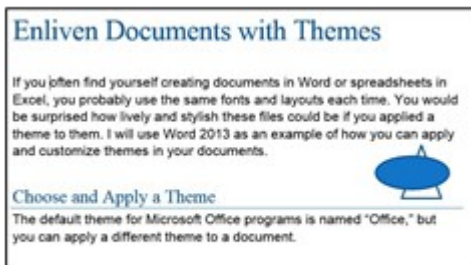
**Customize and Save a Theme**

Next, it was time to experiment theme. With my document open, I which revealed a menu of color coordinated colors. I clicked "Blue" colored features had turned a


Theme Customization Tools

with changing a few of the elements of the clicked the Design tab and then Colors, schemes, each which included several and immediately found that all my maroon-medium blue. Then I clicked Fonts and

chose "Times New Roman – Arial." The title and all the headings became the Times New Roman font, while the body text changed to Arial.

With my cursor still in the document, I clicked Paragraph Spacing, which displayed a list of preset distances between lines and paragraphs. Hovering my mouse over Default showed my theme's spacing. I hovered my mouse over each of the choices to preview how it would affect my document. I decided on the Open spacing set, which added a little more space between lines and paragraphs. Because I had only a few objects or shapes in this document, I did not change the Effects, but clicking that icon showed me what changes were possible. Now it was time to save this custom theme. I

clicked the Design tab, Themes button, and selected "Save Current Theme" at the bottom of the gallery. I typed a name, "My Ion," in the dialog box and clicked Save. This put my modified theme into the Custom area above the Theme gallery. The theme was also stored as MyIon.thmx in a special Document Themes folder.


Article with My Ion Theme

1. as
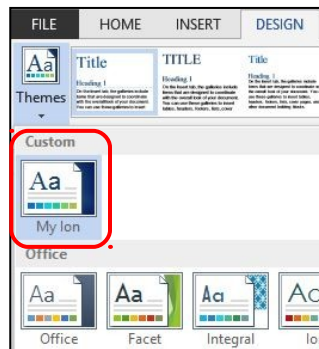
**Two Important Cautions**

Don't confuse saving a theme with setting it the default. If you <u>save</u> your custom themes, you have the choice of when to use them. If will affect all future documents and may give


My Custom Theme in Word

you set a custom theme as the <u>default</u>, it you some unexpected results.

2. The Office theme is different from the of the Office applications. If you make a the background from white to gray, and set your Microsoft account, including those on custom themes in Word or Excel can be a and avoid re-creating a favorite theme each

From the October 2015 issue, Sarasota ndemarte@Verizon.net.

rest in the theme gallery in that it affects all change to the Office theme, such as changing it as the default, it will affect all programs in other computers. However, saving your own handy way to give your documents some style time you need it.

Technology Monitor, www.thestug.org,

# Music Notation Software

Presentation by: Chris Aher
Review by Andy Woodruff
Director, Danbury Area Computer Society, CT
www.dacs.org, dacseditor@dacs.org

Music notation software is the software application for music composition. A composer can write musical notes in a music notation application and then print professional looking music scores.

Music notation applications can typically also play audio from the scores. The applications are fundamentally

designed to produce musical scores based on treble, bass, or other clefs that indicate musical pitches; these applications can also produce outputs based on tablature clefs that show fingering but not pitches.

Chris Aher began this meeting with a review of several music notation software applications, including both commercially-available and open-source options. Several audience members expressed appreciation for Chris's industry review, because it is hard to independently learn about the history of some products and companies.

The most widely-used systems are Finale and Sibelius. Chris personally uses Finale. Finale was developed by MakeMusic in Minnesota, and MakeMusic was purchased in 2013 by a private equity firm, LaunchEquity Acquisition Partners. The new owner moved the company to Colorado and replaced many people on the development team. Chris expressed concern that these changes may be to the detriment of product quality.

The other widely-used system is Sibelius. Its developers intended that it would be easier to use than Finale. The development company was purchased by Avid Technology, which laid off the original development team in 2012, transferred the development unit from London to the Ukraine, and hired a new team. Many users are concerned about the skill and effectiveness of the new software team. Chris pointed out that Sibelius is now only available on a lease basis, i.e. with a monthly subscription; Finale can still be purchased outright.

The makers of Finale and Sibelius also both offer low-cost versions with fewer options.

Chris described another music notation software application called Notion. This product is sold by Presonus, a Japanese company that makes high-end audio tools. Notion is an entry-level application. It is available as an iPad application.

Chris also mentioned an application called Overture but dismissed it as quite expensive.

There is a free open-source alternative, called MuseScore. An audience member spoke of good results with MuseScore, but Chris said its audio playback quality is not at the same level as that of Finale.

Chris also spoke about a new music notation software application under development by a German company called Steinberg, which is owned by the Japanese company Yamaha. Steinberg hired the entire original Sibelius team, after the Sibelius layoff. The team's new notation application is currently in alpha testing but does not yet have a public name.

Many composers and musicians are concerned about the future of the Finale and Sibelius products, and they are enthusiastic about the upcoming Steinberg offering. Chris suggested that potential purchasers might wait to see this product before deciding what to buy. "Things are changing so fast!"

All the well-known applications are available for both PC and Mac. MuseScore is the only well-known application that is also available for Linux.

Chris uses Finale, and he demonstrated it with an overhead projector. He described his use of this application for preparation of parts for a choir that he directs. He set up a new file in Finale; he used a mouse to enter musical notes on the page; he copied and pasted a section; he automatically transposed a section of existing notes to a different key, by use of a pull-down menu; and he used the application to play audio from notes that he had entered. The application appeared easy-to-use and stable. Chris compared a musician's use of a music notation application to a writer's use of a word processor.

One does not need to be a composer to have use for a music notation application. A musician can use the application to rewrite an existing printed part. Or the musician can enter a section of notes into the application in order to have the application play these notes, as an aid toward music practice. An audience member talked of practicing his singing in this manner. Another audience member said he uses a music notation application to transcribe notes that he hears on a recording, in order to create written music.

Chris mentioned that one can exchange music between applications with xml files. One can enter finger numbers and figured bass notation. Up to four layers can be used in Finale, in order to enter complex notes or rhythm patterns on top of one another.

These applications have some limitations. For instance, one can enter words for choral music, but the applications do not sing! Also, if a slur is added across notes and then a carriage return is added, the slur will typically need to be repaired.

Chris has a background in both music and software. He studied music composition; worked for Steinway as a piano technician; worked as a professional musician; and worked as a systems and network engineer. He now works as a digital music and video producer.
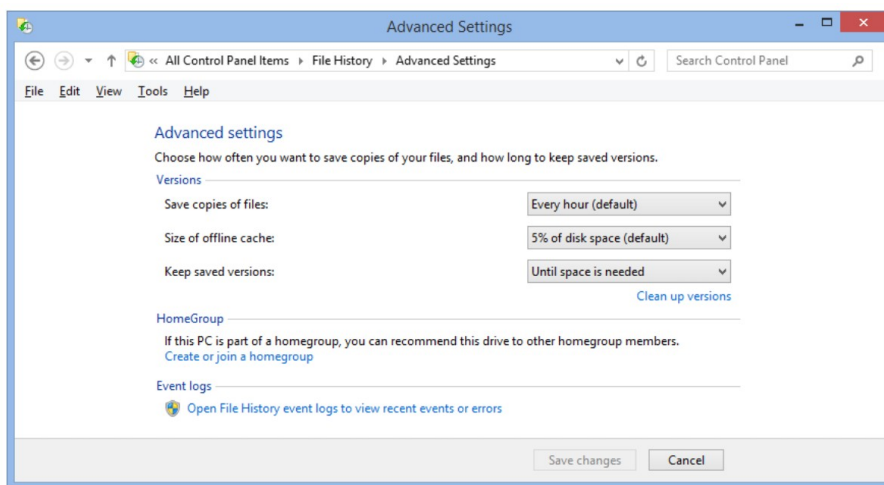
## Backing Up Using Windows File History

It can't be stressed enough that computer users need to back up their PC's data files regularly. Without backups, the inevitable failure of a PC's disk drive means that all that data becomes lost permanently. A backup regimen usually includes some kind of full clone or image process that makes a complete backup of everything on the hard drive. However, full backups are time-consuming and so are not convenient to perform every day or even every week. Also, in a full backup, probably 95% of the data being backed up has not changed since the last backup.

To complement the full backup process, it would be nice to have a facility that automatically backs up just those files that have changed within a designated set of folders. Enter Windows File History. File History appeared in Windows 8 and has been improved in Windows 10. Its ancestry goes back to Windows XP's little known or used Volume Shadow Copy feature. File History makes regular backup copies of files in a designated set of folders to a designated backup drive. Commonly, the backup drive is

an external hard drive, a USB flash drive or a folder on another PC on your network. Generally, you will want to leave this backup drive plugged in continually.

File History has to be turned on and a backup location has to be designated. To get started, go to the File History Settings via the Control Panel. The screen below is from Windows 8.1, but the screen from Windows 10 is similar. Plug in the desired external hard drive or flash drive, or create a Mapped drive to a network share on another PC. In my case, I am using a 64GB USB 3 flash drive as the backup drive.
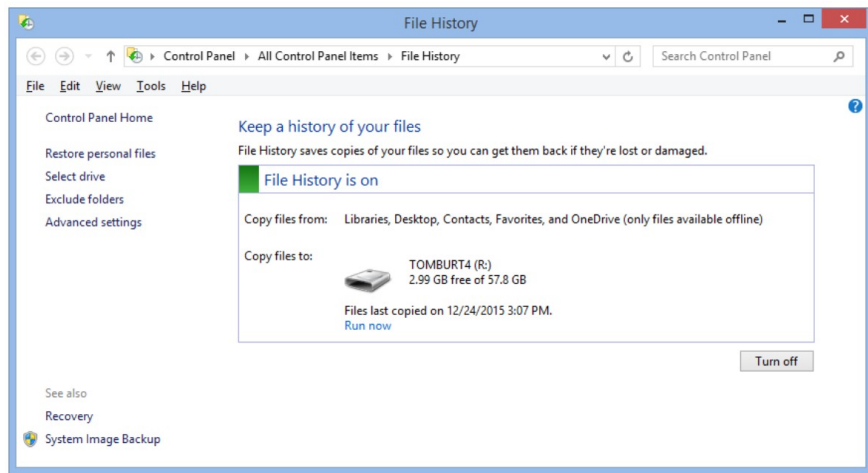


Click the "Turn On" button and specify the drive letter of your backup drive. Then click the "Advanced Settings" button and review the detailed settings for how often the backup runs, the size of the offline cache (space on the regular PC hard drive used to save copies if the backup drive is not plugged in) and conditions on how long to keep backup versions of files.



File History takes care of backing up files in my "profile folder" that change frequently, such as saved emails, Internet favorites, contents of "My Documents" and other libraries. In Windows 8.1, you can add other folders as libraries and they will then get backed up. In Windows 10, File History was improved to allow you to specify an open-ended list of folders to include in the backup.

Each time a file in one of my "profile folders" changes, File History will create a new backup version of that file, also keeping previous backup versions. I set File History to keep saved versions until the backup drive gets full. File History will then automatically delete the oldest versions to make room for new backups.

The File History backup drive is visible in the File Explorer, just like any other drive. Let's say you've accidentally deleted a file within one of the folders File History is backing up and then you also emptied the recycle bin. You can start File History and then click "Restore personal files" (see the first screen shot above) to find that file on the File History drive and copy it back to the original location. You might want to restore an earlier version of a file if the live version of the file gets damaged in some way (maybe you accidentally deleted a large paragraph in a Word document and saved it before you noticed).

This has been just a quick overview of File History. So far, I've been very happy with File History as an ongoing complement to my full system image backups. Once it's set up, it just quietly works in the background and I can be confident that ALL my data files are backed up to within the last hour.

From the January 2016 issue, Gigabyte Gazette, http://www.scscc.club/, tomburt89134@cox.net.

## OneNote is a perfect computer junk drawer

By John Weigle
Editor, Channel Islands PC Users Group, CA

Microsoft's OneNote is a fantastic tool to save and recover information, Toby Scott said as he introduced a program on the software. Simply put, he said, it's "a retrieval system for a pile of garbage that you didn't know whether you needed it or not, but you're a collector of garbage, and you threw it up there, and it's there."

The free Microsoft program, formerly part of the Microsoft Office suite, doesn't immediately show its value because it's fairly easy to remember something for a few days, he said. But the longer someone uses the program, the more it shows its value. Remembering something from a year ago or longer — Scott has been using the program since 2008 — is much harder, but OneNote's search program makes it easy to find such information.

People have to understand what OneNote is — and is not — to use it effectively, he said. It is not a backup program or an organizer. It is a place to put free form data in all kinds of formats, it's a note taker, and it's a note clipper. He also described it as a junk drawer that's easy to find things in.

OneNote works somewhat like a file cabinet that contains notebooks, tabbed subject files and pages, all of which can be easily searched. Scott has notebooks for CIPCUG, Lions Club, and Ventura County Computers, among others, but he tends to put things he's saving in whatever folder is open because the program's search function makes it so easy to find documents, he said. That means he doesn't have to spend lots of time moving files around.

Every time he goes to the doctor and gets any papers, such as blood test results, he said, he stores them in OneNote. He can use his phone as a scanner, take a picture of the document and send it to OneNote, which can read text in graphics formats. OneNote's tabs and pages can be password-protected, but notebooks can't be. At least with OneNote 2013, you cannot password protect entire files — only tabs. "It's not perfect encryption, but it's pretty good encryption," he said.

To demonstrate how OneNote saves things, Scott took a picture of the audience with his Windows phone before the presentation started and sent it to OneNote, where it was easy to find. He also photographed a Sudoku puzzle from a newspaper page and did the same thing.

"The only advantage to OneNote is if you use it," he emphasized. After a few years of regular use, your whole life is on it. All his passwords are in an encrypted OneNote file, for example.

Another advantage of OneNote, he said, is that if a user downloads material from a website, OneNote includes the URL so it's easy to find the site again. That feature was useful when the family was planning a trip to Utah. Scott copied lots of Web pages to OneNote, but if he didn't copy enough of the page — like whether a hotel or motel had a swimming pool — finding the answer by going back to the site was simple.

OneNote is similar to Evernote (https://evernote.com/), Scott said. Evernote has better organizational skills, but OneNote has better capturing tools. Users can embed all kinds of things. It can handle PowerPoint presentations, but Scott prefers to save those separately, with just a link in OneNote if he's going to make a presentation.

Outlook users can save email conversations and threads in OneNote, he added, making it easier to find the messages than searching through hundreds of emails.

Scott said that, although he was aware of OneNote, he didn't grasp its value until he attended a technical conference with 200 others to learn about the newest Intel chip. The speaker was asked about some aspect of the chip and said he didn't remember the answer but could find out quickly. He used OneNote to find the information and realized that

everyone in the audience was amazed by the program. He switched his discussion to OneNote, saying, "It's way more important to your lives than the latest Intel chip."

Apps for OneNote are available for tablets and smartphones, and the full program is available for desktop and laptop computers. OneNote stores files on the user's computer and in the cloud. Smartphones and tablets with more limited storage space will get pointers to all files but
can download only the ones they want to use at the moment, he said.

Files can be moved to OneNote by dragging and dropping, copying and pasting and "throwing" them with some other tools. Scott uses Office Lens, an app that turns a smartphone into a scanner and can send photos to OneNote. More information about it is available at [https://blogs.office.com/2014/03/17/office-lens-a-onenote-scanner-for-your-pocket](https://blogs.office.com/2014/03/17/office-lens-a-onenote-scanner-for-your-pocket).

A member of the audience asked if business cards placed in OneNote could easily be transferred to Outlook, and Scott said OCR (optical character recognition) software would be needed to do that. Users can, however, tell OneNote to pull the text from a picture when they put it in OneNote, but that doesn't always work.

OneNote adds two icons to the taskbar, but one of them shouldn't be placed there, Scott said in answer to a question. The icon is for a program that sends things to OneNote, but there's no user interface for it, so there's no reason to put it on the taskbar. Well-behaved programs don't automatically put their icons on the taskbar or start menu, but it's easy to add them manually. Users can add OneNote to the "send to" menu.

OneNote's search function looks at titles and pages and can handle AND/OR Boolean searches. Using the Windows search engine to find such material is "an exercise in growing old fast" in comparison, Scott said. OneNote can't handle wild cards.

Some text-manipulation tools and other add-ins are available to use in OneNote, and Scott now generally writes things in OneNote and copies and pastes them into Word documents to send them to someone. If the recipient asks him much later about what he wrote, he can find it easily in OneNote.

OneNote does not work on XP machines (the version included in Office 2003 will work) but does on every version of Windows after that.

Asked about OneNote use on smartphones, Scott said that most people run out of random access memory, not storage space, unless they have lots of music, videos and pictures. Lots of apps running in the background can complicate the use of OneNote. He suggested downloading an app that closes all running apps for whatever phone you use to solve that problem. People using a phone or tablet don't have to show everything, he said.

On the Web:
- Download OneNote at http://www.onenote.com/Download
- For Dummies guide to OneNote: http://www.dummies.com/how-to/computers-software/ms-office/OneNote-2013.html
- OneNote 2013 Quick Start Guide: https://support.office.com/en-us/article/OneNote-2013-Quick-Start-Guide-AB75BE1A-06E2-4B0F-BE5D-8652F1FAC102
- OneNote tutorials: http://www.lynda.com/OneNote-training-tutorials/266-0.html
- OneNote books: http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=microsoft+onenote+books
- OneNote apps: Go to any of the app stores and search for OneNote

SIDEBAR
Toby's OneNote notes
First Impressions:
1. What isn't OneNote? It isn't an organizer or backup program.
2. What is OneNote? It's a place to store random bits of data so you can find it at a later date. It doesn't seem too useful. It isn't useful until you have been using it for months. You can remember data from yesterday, but need a program to find data from last year.
3. Where can I get my data to insert into OneNote?
4. Type it in
5. Import files (Word, Excel, PowerPoint, websites, pictures, etc.). PowerPoint isn't all that great in OneNote. I just put a link in OneNote and leave the PDF outside. Alternatively, you can open the PDF, select all, copy the contents of the file and then paste into OneNote. Basically, any way you enter data into Word, Excel, email, etc. you can use to enter data into OneNote.
6. Send from phone camera or email directly to OneNote. Office Lens will take pictures from your smart phone and

paste them into a page on OneNote. This way you can use your phone as a mobile document scanner. Also, you can send one or more email messages to OneNote for documentation and retrieval.

7. How do I find my data?
8. Organized like tabbed notebooks. The file is the book, the tabs across the top are the section dividers and the lists along the side are individual pages.
9. Search tool. Search in the upper-right will find any word or combination of words.  "cipcug AND program" will find any page that has both the word cipcug (upper, lower or mixed case) and the word program. The AND has to be in capitals so search knows it is an operator and not one of the words to search for.
10. Data is available everywhere you want.
11. Sync to desktop, notebook, tablet, phone: I like to use my desktop computers to do any serious data creation, but it is nice to be able to bring up OneNote on my phone to make minor changes to a page while visiting customers. When I get back to the office, my changes are on my computer.
12. Recover data from Recycle Bin (in OneNote)

SECOND SIDEBAR
OneNote and OneDrive

- Microsoft's continued use of similar names for different products continues  with these two products.
- OneDrive was formerly called SkyDrive, but the name was changed because of a lawsuit in England.
- OneNote is the program into which you store data. OneDrive (or Google  Drive, Dropbox or other) is a cloud storage program. Things that you create (like OneNote files) and that are stored in our local computer's OneDrive folder are automatically synchronized with the version of the file in the cloud. This way, you can create documents on your desktop and then access them with your smartphone while on the road — and even make minor changes, which will be there when you get back home.  OneDrive is the glue that allows you to work on the same document from multiple computers, tablets and phones A 2014 blog post puts it this way:
- "SkyDrive recently announced a name change to OneDrive. We're excited that OneNote and OneDrive now share a similar name since we also share a similar promise. OneDrive is the one place for all your most important stuff, including photos, videos, and documents, and OneNote is the one place for all your notes. Together, OneNote and OneDrive enable you to access your notes on all your devices." (https://blogs.office.com/2014/02/21/onenote-and-onedrive-one-happy-family/)

From the March 2016 issue, The Outer Edge, www.cipcug.org, jweigle@vcnet.com.

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BACK TO BASICS
My Experience with Windows 10
By Jim Cerny, Columnist, Sarasota TUG, FL

You can spend a lot of time researching all about Windows 10 (Win10) on the internet and what I have found is really too much information, more information than I need or would use.  There are countless videos on the internet about downloading Win10 (and installing it) and about the many changes from Windows 7 and 8.  I hope my one story here relating my experience may be useful to many of you who are considering going to Win10.

In my case, my five-year-old Toshiba laptop needed to be replaced even though it was working just fine.  My thought was that it is much easier to migrate to a new computer while your old computer is still working -- it is so much easier to transfer your files, etc.  So, my path to Win10 was to get it on a new computer and not "upgrade" my old computer to it.  Perhaps that would be something for you to consider as well.  It would avoid any upgrade issues.  It turns out that I bought another Toshiba laptop on sale for around $350.  It should have all the memory and processing speed I need.

After using Win10 for several weeks, I have found that I can do what I used to do on Win7 easily.  It has always been a sore spot with me that upgrades change too many things and you are faced with a whole new look and not a clue where to find things.  This makes me frustrated that I cannot do today what I did yesterday using the previous version. Well, my "learning curve" to Win10 was the shortest and easiest I experienced in a long time.  All my software programs were installed on my new computer and they all worked.  This may not be true for everyone.

But I did have a few issues and here they are:

My worst issue was that my new computer could not stay connected to my Wi-Fi modem even though I was using it in the same place. After moving around my laptop I found that the Wi-Fi range was reduced to only about 20 to 25 feet. I called Verizon, my internet provider, and they sent me a new modem but I still had the same short-range. So I went and purchase a "range extender" which I placed halfway between my modem and my computer and, so far, it is working all right. I noticed that the Wi-Fi signal strength is not consistent – that is, the signal strength can still vary from strong to weak. After talking to Verizon and Toshiba, I still do not know if this is an issue with Win10 or my laptop.

The next issue for me was that I could not easily put icons on my desktop screen. It seems that Win10 is discouraging me from using icons on my desktop as my preferred way to start programs or apps. Using Google I learned that I still can put icons (shortcuts) on my desktop but to do so I have to search for the program and go to where the program actually is on my computer and then I can "drag" an icon of the program to my desktop. You cannot "drag" a program or app icon from the all apps list. Win10 seems to want you to search for the program or app you want to open or to use the Start Menu "all apps" option. Of course you can easily drag an app or a program from the all apps list to your "tile screen" or the taskbar.

As a minor issue, I noticed whenever I plugged in an external flash drive I saw TWO entries for that drive (same letter) in File Manager. The two entries are exactly the same and I do not know why Windows puts them in the device list twice. I Googled this and the consensus of the comments was that Microsoft should fix this in a future update.

You could spend your lifetime learning all there is to learn about Win10, but I wanted to end this article with something positive. In Win10, when you double-click on a photo file to open it, it opens in a new viewer app which, unlike the old Win7 photo viewer, allows you to edit the photo in many ways, including brightness, lighting, contrast, etc. Since I am not a professional photographer, I do not think I will need a separate program anymore to change or edit my photos. I like that.

So do not be scared of Win10, it does not have the uncomfortable changes that many experienced going from Win7 to Win8. By buying a new computer I skipped Win8 completely and so far I am glad I did.

From the January 2016 issue, Sarasota Technology Monitor, www.thestug.org /, jimcerny123@gmail.com.

<div align="right">

## Gizmo's Freeware

http://www.techsupportalert.com/

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<div align="center">

A *Community Site* for Reviewing and Rating the Best Free Software

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**W**eb of Trust (WOT) from WOT Services (http://www.mywot.com) is the Editors' Choice because it leads in many areas: compatibility and integration with seamless operation; flexible options; searching; warning and blocking; and user input. It only loses in areas that it doesn't compete in: meta-rating (combining the results from several raters as in Link Extend) and scanning.

WOT is the best implemented and the best documented rater - you can even view the source code. It is also the most heavily criticized. For these reasons I'm using it to discuss many of the features that can be found in raters.

**Rating scorecards**

The WOT scorecard shows ratings for two categories. [Don't confuse these with the user comment categories which do not affect the ratings. It's a shame that many critics of WOT do not realize this.]

1. Trustworthiness - WOT calculates this with information from trusted sources and user feedback.
2. Child Safety - Is the website safe for young children? Does it have material (e.g. pornography), games (e.g. age-restricted games), multimedia (e.g. music with explicit lyrics), or forums (e.g. political or religious viewpoints) that is better reserved for adults?

**Warning and blocking**

WOT is very good at warning and blocking. You decide how to handle each of the rating categories. Specify the level of danger you are prepared to accept - red, orange, or yellow - and then whether you want a warning or a block. You can also include unrated sites if you don't want them to slip through by default. WOT's block screen will redirect you to WOT or open in a new tab, but will not take you to a risky site unless you specifically chose to ignore the warning. It's up to you which step you take next:

- Ignore the WOT warning and go to the website;
- Rate the site if you disagree with WOT's rating;
- View rating details and comments about the website;
- Use your browser to take some other action: surf to a different website, close the tabbed window, go back, use a

bookmark, etc.

**Searching**

Like most raters, WOT has a safe search option. It's provided by [Surf Canyon based on Bing](#). WOT also has more search options to choose from. You can select the rating you want to see in the search results: the default "optimized" rating, the lowest rating, or the trustworthiness rating by itself. WOT ratings also appear for more search engines and other services than any other product:

- English search engines: AOL, Ask, Bing, Google, Yahoo!
- Non-english search engines: China - Baidu; Czech - Seznam, WebHledani; Korea - Naver; Russia - Rambler, Yandex;
- Metasearch engines and reference: Dogpile, Inquick, Search, Wikipedia
- Social networks and messaging: Facebook, Gmail, Mail Ru, Twitter, Windows Live Hotmail, Yahoo! Mail

**User ratings**

WOT has a comprehensive set of categories for user ratings and comments. When I collated these categories for all the programs I reviewed, I found that WOT covers most of them.

**Pros & Cons:**

Pro     Fast; highly compatible but works best in Firefox; works with the     most search engines and even     Google image search; multiple     categories of user comment; excellent warning and blocking;     child safety rating; excellent documentation.

Con     Less functionality in browsers other than Firefox; slow on image     search results.

Web of Trust (WOT) was reviewed by [Gizmos Freeware](#) on 6/17/2016, and reprinted here with permission, given on 8/3/2016 by Ian Richards.



New design cell phone for seniors

From Our Membership

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## Computer Recycling

Some Residential Drop off Locations: **Call first**, to find out what is accepted, especially for 'tube type' tvs or monitors.

**Brockport Computer** —-(Brockport), 585-637-6420

**J & N Computer Services** —-(Fairport), (855) 333-3482

**Computer Doctor of Rochester** ----(Henrietta), 585-272-9960

**Stereo Shop** ----(Henrietta), 585-424-1820

**TSC Computer & Electronics Repair**, accepts most electronic waste, including printers.  Does not accept crt type monitors or tvs.  They are located at 765 Elmgrove Road, Gates. 429-6880, www.tscelectronics.com

**Microworx** accepts most electronic waste (large monitors/crt's, 50 cents/pound), located at 20 Allens Creek Road. Brighton.  585-271-0050