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**CADDO-BOSSIER
 WINDOWS
 USER GROUP**

Shreveport – Bossier City
 Louisiana

Volume 19 No 8

Caddo-Bossier Windows User Group Newsletter

August, 2017

July Meeting



July meeting

August Program

The Caddo-Bossier Windows User Group meeting for August will be on Thursday August 10 at Podnuh's Bar-B-Q. And as we mentioned last month, Bernie Conradi will conduct the meeting. He does a lot of research to provide a program that he hopes will be informative and helpful to those who attend the meeting, and makes sure to inform everyone of the latest updates. There will be a question and answer session and

time set aside before the program is presented to try to help anyone who might be having computer problems. He will have tip sheets that will be passed out to everyone at the meeting. All members present, whose dues are current, are eligible to enter the drawing for a door prize. Everyone is welcome, please bring or invite a friend. Visitors are always welcome. Hope to see you there.

MEETINGS

Thursday Aug. 10, 2017

Thursday Sept 14, 2017

Podnuh's Bar-B-Q

1146 Shreveport-Barksdale Hwy
 Shreveport, Louisiana

Meetings 2nd Thursday of each month

7 p.m.



Bernie Conradi

Thank you to Bernie Conradi for conducting the meetings, presenting a program and answering questions.

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THE WINDOW

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The Caddo-Bossier Windows User Group a tax exempt, 501c4 non-profit club established February 13, 1997

Membership Dues.
 Full: \$12.00 a year (Prorated monthly)
 Spouse: \$6.00 a year
 Student: \$6.00 a year.

Annual Board Meetings in November
 Elections in December
 Membership Renewals Due in January

C-B WUG's Web Address
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Club Officers

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 Bob Franklin (fxef@comcast.net)

~Thank You~

We want to express our gratitude to:

Podnuh's Bar-B-Q 1146 Shreveport-Barksdale Hwy for letting our group hold our monthly meetings in a private dining room in their restaurant.

BancorpSouth for providing us with a checking account at no charge.

~A QUICK TIP~

What Is A Thread? By Cyn Mackley, Tech Whisperer & Mystery

When you're talking about messages of any kind, whether they are text messages, emails, posts to a forum, or comments on an article – thread just means that particular message or subject.

If someone asked a question about how to make type larger in Windows 7 and there were several suggestions – the

original question and all the replies to it would be part of that message thread.

If there are a series of comments on a Facebook posting, all of the comments would be part of that comment thread.

It's considered good etiquette to stick to the subject of the post.

President's Page



Caddo-Bossier Windows Users Group July Meeting

This meeting we had two members from the past rejoin the group this evening; they were Henrietta Corley and Bob Salts. Welcome back to these people. We also had one new member join. Welcome Don Bush, glad to have you as member of the group. The meeting had the usual announcements of antivirus updates and Windows updates. This included the Windows updates for June and July and the end of support for Office 2007 on October 10, 2017. This Office program will still work; it will just not be supported with security updates and any kind of technical support, either paid or free. Bob Salts told us about a couple of free Bible programs of interest to him. (Arul's Utilities and Dictionary Bible of Proper Names by Jackson) Carole White told us about the free program called "Movavi" that can be used to view videos and edit them. I told about the free add on for Windows Office called "Dictator", this is a download that can be added to Office 2007 and above. There were questions about Malwarebytes, with the differences between the free version and the paid version. The program consisted of presentations, 11 Most Intriguing Fall Creators Update features; How to enable Windows Ink Workspace; How to customize touchpad finger functions; and How to remove malware from your Windows PC.

The door prize winners for this month were Carole White selecting a ream of Xerox paper and Don Bush selecting the 32gig Thumb drive. Congratulations to our winners.

The next meeting will be August 10, 2017. Look forward to seeing you there.

I would like to ask you if anyone has something you would like to hear about just send me an email and I will try to research the item so I can present it at a later meeting. I am open to suggestions about what to present at future Windows meetings.

Bernie Conradi, President Caddo-Bossier Windows Users Group.

New Tools in Microsoft Office

By Nancy DeMarte, 2nd Vice President, Sarasota Technology User's Group, FL March 2017 issue, Sarasota Monitor
www.thestug.org ndemarte (at) Verizon.net

One of Microsoft's strengths is the constant adding and refining of its Office tools. Recently, a few new tools have caught my attention. Here are short descriptions of three of them.



SCREENSHOT

This tool can capture (take a picture of) any Window or a portion of it and immediately display it in a Word document, Excel worksheet, PowerPoint slide, or Outlook email. It is located on the Insert tab in the Illustrations group in Word, Excel, and Outlook, and in the Images group in PowerPoint.

To use it in Word, first open the Windows you want to take screenshots from. Although you can only take one screenshot at a time, you can have several Windows open, minimized, and waiting for their turn to be captured and placed into a destination document. These can be other Word documents, web pages, or any other Windows. Then open a destination document, existing or blank, click anywhere in it, and then click the Screenshot icon. The Available Windows gallery appears, showing a thumbnail of each open Window. Click the Window you want to capture and the entire Window will immediately appear in your document.

To capture just a portion of a Window, like an image or group of text, click Screen Clipping at the bottom of the gallery, which opens the first Window in the gallery. Wait until the screen turns translucent, then drag your mouse to select the clip you want and watch it appear immediately in your document. You can resize or move a screenshot as you would any object.

Taking screenshot clips of parts of Windows with Screenshot is a bit unwieldy in that you have to be sure the Window from which you are taking a clip is the first one in the gallery. You do this by opening and minimizing the Window you want just before you make the clip, which will move it to the first position. But Screenshot also has its appeal. It is handy because it is located inside your application, and quick in that it eliminates the Save, Copy and Paste steps.

Screenshot does have one limitation that the old standby, Snipping Tool, handles skillfully – the ability to capture images from hidden menus. If you click a dropdown menu from the ribbon and then click Screenshot - Screen Clipping, the menu disappears. Snipping Tool, an Office app which is included in recent Office versions or can be downloaded from the Office store, handles this task clev-

erly with its Delay feature, which lets you add a few seconds to re-open sub-menus and dialogue boxes before capturing the image.

ICONS



This gallery appeared recently on the Insert tab - Illustrations group in Word, Excel, and PowerPoint 365. It includes hundreds of small, black and white icons of everyday items in 26 categories. These can be inserted into documents, worksheets, and slides. Here are some examples from the Arts category:



Here are three from Technology and Electronics.



Other interesting categories include Sports, Faces, People, Vehicles, Medical, and Home. I can see multiple uses for these in all sorts of documents, worksheets, and slide shows. The images can be moved and resized just like any graphic image. If you want to use them along with text, be sure to click the Layout button near the inserted icon and choose the Tight or Square option so the text will wrap around the icon.

ONLINE VIDEO



Online Pictures has been on the Insert tab – Illustration group on the Word ribbon since 2007. Fairly new to the Insert tab, in its own group called Media, is Online Video. Open it to get a choice of Bing Video Search box, YouTube search, or a place to access videos by code. PowerPoint has had online video for several versions. You'll find it on the Insert tab – Media group. Here you have a choice of Online video or Video from your PC.

NOTE: You may not find these tools yet in your Office applications. Microsoft has two main purchase options for home users of Office: the boxed/download version called Office 2016 Home & Student and the subscription version called Office 365 Home or Personal. What you may not know is that while both versions of Office receive automatic security and performance updates periodically, only Office 365 gets new program features and tools as soon as they become available. The boxed version owner will get the new features when they purchase the next version of Office, which is released every three or four years. In future articles, expect more summaries of new features in the Office suite. Meanwhile, if you have Office 365, check the ribbon every now and then. You may see a few new tools.

The Laptop That Couldn't Keep Its Colors Straight

By Sandy Shapiro, Member, Under the Computer Hood UG, CA
 April 2017 issue, Drive Light www.uchug.org leditor101 (at) uchug.org

I have an Acer Chromebook – a nice little laptop. It's a little over one year old, which means it is out of warranty.

The other day when I logged into my Google account, the screen colors reversed putting white letters on a black screen instead of the normal black on white. Something has gotten corrupted, I thought, but how to trouble shoot this?

First step is to look into the settings adjustments. There I found things for screen saver, Bluetooth and other unhelpful settings. Time for a Google search. No joy there, either, but I did find out how to do some diagnostics (hold down the ESC and refresh keys and press the power button).

Error message: "Chrome OS is missing or damaged!" filled the screen. Aha, I thought, this must be the problem. After more searching, I found a web site where I could download a recovery operating system to a thumb drive, insert the thumb drive in my laptop, and restore the OS. That didn't take long, and at least the error message went away, but as soon as I logged into my account, screwy colors again.

One Google guru opined that the laptop

had a bad screen, but I didn't know how much I wanted to invest in repairing such an inexpensive computer. Time for another opinion. I called "Laptops4Every1," a laptop repair service in Pacific Beach.

David, the "laptop fixer," turned the computer on, went into the settings dialog, and clicked on something called "Accessibility." That brought up another dialog box where he clicked on "High Contrast."

Lo and behold, the colors were back to normal. David charged me \$20 for his service.

I don't know why my laptop suddenly turned on High Contrast, nor do I know how many other Acer machines will suddenly decide to take colors into their own hands, but I'm glad I found a quick fix, and I'm sorry I didn't push my exploratory curiosity a bit further and check out that setting. Of course, now that I know what to look for, Google, I found, has a lot of information on using High Contrast. Well, I learn something new every day, and while some lessons can be expensive, this one turned out to be not too bad.

~Web Sites~

Note: Caddo-Bossier Windows User Group does not indorse any Web sites listed in this column, or elsewhere in this newsletter.

Is Leaving Your Laptop Always Plugged in a Good Idea?

<http://www.guidingtech.com/66018/keep-laptop-plugged-in/>

(This is a question which has been debated for long without any definitive answer.

While there are a number of things you can do to improve your battery life, it's unclear whether you should be using your laptop while it's plugged in or on battery power.)

Top 10 Ways To Secure Your Mobile Phone

<https://blog.malwarebytes.com/101/2016/top10-ways-to-secure-your-mobile-phone/>
(Seems like everywhere you turn, there's news of another mobile security breach.

Just last month, vulnerabilities in iOS 9.3.5 were being exploited by the notorious NSO Group, maker of surveillance software, to read text messages and emails, record sounds, collect passwords, and even track the calls and whereabouts of users. Apple released a security patch on August 25 in response.)

What Is Email Spoofing & How To Protect Yourself & Stay Safe

<http://www.thewindowsclub.com/email-spoofing>

(This post explains how an email can look like it comes from a trusted place, but is actually from somewhere quite different. It also tells you how to identify this and what to do to stay safe.)

July Door Prize Winners



Carole White & Don Bush

In July Carole White won a ream of paper & new member Don Bush won a Lexar Thumb Drive. Caddo-Bossier Windows User Group club members, in attendance and current with their dues, are eligible to win door prizes at the monthly meetings.

DID YOU KNOW?

The old screenshot standard still exists in Windows 10. Press the *PrtScn* button and your entire screen (or screens, in a multi-monitor set-up) is copied to the clipboard. From there you can paste it into any photo program that allows you to paste in an image. If all you need is a screenshot of the current program you're using—tap *Alt + PrtScn* to copy an image of the window currently in focus to the system clipboard. you can then paste the image into a photo editing or other image-friendly program.