



August 2015

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Ken Johnson, Newsletter Editor

CALENDAR

SIG = Special Interest Group

This Week's Schedule

August 22 - Saturday - 1:00-3:00 PM

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

Location: Prescott Public Library

All of this meeting's topics will be related to Windows 10.

Phil Ball, JB Burke and Ray Carlson will discuss the differences and similarities between Windows 7, 8 and 10. Ray will then explain how to install Windows 10 if you have reserved a copy but haven't received a go-ahead message from Microsoft. Time permitting, the presenters will demonstrate Firefox, Chrome and the new Edge browser. Audience participation regarding all of these issues and your experiences with the upgrade will be strongly encouraged.

In addition to the presentations, the following are typical events which take place at our General meetings:

- 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

August 29 - Saturday - 1:00-3:00 PM

[Special Topics SIG](#) - Leader: JB Burke

Location: Prescott Public Library

This month, the Special Topics SIG will feature a continuation of our previous discussion about Windows 10. Attendees will be encouraged to inform everyone about their experiences upgrading to Windows 10. Then Ray Carlson will talk about Cortana, Microsoft's "intelligent personal assistant" with followups by Phil Ball and JB Burke. John Carter will talk about Windows 10 installation options and creating backups using File History. Lastly, JB Burke will discuss various data backup options.

September 5 - Saturday - 1:00-3:00 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.

September 12 - Saturday - 1:00-3:00 PM[General Meeting](#) - Leader: Ray Carlson

Location: Prescott Public Library

Topics will include a continuation of the Windows 10 presentations if there are any suitable subjects or questions remaining.

September 19 - Saturday

There will be no PCS meeting today.

September 24 - 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.

September 26 - Saturday - 1:00-3:00 PM[Special Topics SIG](#) - Leader: JB Burke

Location: Prescott Public Library

This month, JB will delve into topics related to computer hardware, software, the Internet and the World Wide Web. You are sure to find something educational and/or entertaining and/or interesting in this fast-paced enjoyable session. As always, questions and comments will be welcome. After all, JB has to be learning something from these sessions too!

*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

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President Ray Carlson
Vice Pres Phil Ball
Secretary JB Burke
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Computer Experiments

By Dick Maybach, Member, Brookdale Computer Users' Group, NJ
March 2015 issue, BUG Bytes
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In the early days of PCs, we had no choice but to experiment with them. Back then, what today are simple changes required changing hardware and software configurations. Since a PC was more of a toy than an essential appliance and stored no important information, if a problem arose it affected nothing except the PC itself. Contrast this with today, where we rely on our PCs for essential communication, for filing our taxes, and for storing important information. All this makes us reluctant to experiment lest we lose an important asset. The result is that as we come to depend more and more on our PCs, we tend to know less and less about them.

The solution is to use a safe "sandbox" where we can experiment without risk, and we can implement one with either hardware or software. This isn't always necessary; for example writing computer gaming software usually doesn't endanger the PC on which it runs. In fact, all modern operating systems restrict what applications can do, in particular, they are usually prevented from making changes in the operating system or other applications. However, applications are allowed to modify user files. If this concerns you, create a separate account for your experiments.

There are several approaches you could use: boot from a live CD-ROM, dual boot two operating systems on one PC, or use a virtual machine, an old PC, a Raspberry Pi, or an Arduino. One or more of these probably suits your purposes.

In the live CD-ROM approach, you use a special operating system that runs from a read-only medium rather than a hard disk. Such media also include live DVDs and live memory sticks. You can use these on any PC that will boot from a CD-ROM or a USB device. (Booting a live media on a Mac can be problematic, with many people reporting problems. There is a utility that creates a live USB memory stick that boots on a Mac, <http://www.makeuseof.com/tag/how-to-boot-a-linux-live-usb-stick-on-your-mac/>, but I haven't tried it.) The advantages of this approach are that it doesn't require any changes to the host hardware or software and that when you power down and remove the live medium the host system is unchanged. However, there is a substantial performance penalty because of the low data-transfer rate of the live medium,

especially if it's a CD-ROM or DVD. Also it is generally not possible to update the live OS or to add applications to it. Almost all live CD-ROMs are Linux, and the main uses are to see if your hardware is Linux compatible and to run diagnostic or high-security software.

In the dual-boot approach, you either partition your hard disk or add a second disk, install a second operating system, and modify the disk boot record to allow you to choose which system to run at boot time. Because this requires making substantial changes to your software configuration, you must proceed carefully. The best time to do it is on a new PC that isn't storing any vital data. Thus, when you acquire a new PC, if you think you might be interested in trying dual boot at some later time, you might set it up for it immediately. This is also possible on a Mac, see <http://www.notebookreview.com/howto/in-progress-how-to-dual-boot-from-a-mac-into-windows/>, but again I have no experience with this. There is no performance penalty here, except for the disk space that the second operating system occupies, since whichever one is running has the full use of the PC. Only one operating system can be running at any time, and switching between them requires a re-boot. Files can usually be transferred between the operating systems by reading from and/or writing to the idle operating system disk area, but in some situations you may have to transfer using a USB memory stick or external disk.

If you have a fairly powerful computer, using a virtual machine is the most convenient way of experimenting. A virtual machine manager is an application program that runs on your main operating system (called a "host") and provides an environment for a second operating system (called a "guest"). As far as the guest knows it has its own hardware. This does not require modifying the host hardware or software, as the virtual machine manager is just another application. A popular VM program is the free VirtualBox, <http://www.virtualbox.org/>, with versions available for Linux, OS X, and Windows. The performance penalty is small provided the host CPU has virtual machine support features. The host computer also must have enough resources to run the host and guest OS simultaneously, in particular enough RAM (at least four and preferably eight Gbytes) and disk space (allow at least eight Gbytes for each guest). It's very easy to add and remove guests, and the guests can be updated and can accept the installation of new applications. Since both guest and host operate at the same time, you can simultaneously run tasks on both. If the host PC is networked, the guest appears

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as a separate PC on the network.

If you have an old PC, you can use this for your experiments. It probably isn't fast and may have limited RAM and disk capacity, and you probably can't run the latest operating system, but this may not affect your experimenting at all. If it is very slow, try to figure out why. Often, the problem is not enough RAM, and this is cheap to fix. Since you are probably reluctant to put much money into a relic, you should consider switching it to Linux, which reduces all your future software expenses to zero, and at the same time makes available hundreds of applications. Some Linux distributions are designed to run well on old, slow hardware.

Rather than reuse an old PC, you could purchase a Raspberry Pi, <http://www.raspberrypi.org/>, a complete PC available for less than \$100 if you can use an existing display. Although it's tiny, about the size of a credit card, it has similar performance to an old PC, and since it uses Linux, the software is free. Because it has an Ethernet port, it's suitable for building network servers (multi-media, file sharing, Web, etc.). And because it's completely separate from your home PC, it's safe for hardware experiments where it's connected to external devices. If you completely destroy the Raspberry Pi card, it can be replaced for about \$40. There is an active community interested in the Pi with the result that many books, magazine articles, and support Website are available.

Another hardware solution is the Arduino, <http://www.arduino.cc/>, which like the Pi is credit-card sized, but this is a programmable controller rather than a computer. It runs as a USB peripheral to a Linux, OS X, or Windows machine, and is programmed in a variant of C++ using free software. It has no operating system but typically runs only one program, which starts at power-on and runs until power-off. There is a free compiler to code applications for Linux, OS X, and Windows using essentially the same language as does the Arduino. Thus learning a single language allows you to process on a PC data that you input from an Arduino. While you would experiment with networks, servers, and operating systems with the Pi, you would use the Arduino to explore programming and electronics. This approach is especially attractive for controlling external devices, since unlike a PC, it has terminals that can input and output voltages. It too has an active community, with many books, magazine articles, and support Websites available.

As you can see, you have many ways to experiment without endangering your tax records or your collections of photos,

video, or music. You can choose the one that fits your purpose and your pocketbook. Remember that both Windows and OS X have restrictive licenses that limit where they can be used. Before you spend significant time or money, be sure your use conforms to the appropriate license. With Linux, you can ignore this issue.

Cybercrime and Phishing

By Kathy Frey, Member, Computer Club of
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Summer 2015 edition Green Bytes

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At one time or another we all will be a victim of some form of Cybercrime and Phishing. The use of any preventive product is of little help if you don't practice safe computing. Help protect yourself:

1. Watch out for "**phishy**" emails. The most common form of phishing is emails pretending to be from a legitimate retailer, bank, organization, or government agency. **Delete** them. Do not open them.
2. Don't click on **links** within emails that ask for your personal information.
3. Beware of "**pharming**." This was also known as **redirect**. In this version of online ID theft, a virus or malicious program is secretly planted in your computer and hijacks your Web browser. When you type in the address of a legitimate Web site, you're taken to a fake site without realizing it. Malicious programs can be either spyware, adware or malware. Run your spyware scanning programs. Malwarebytes is a recommended program.
4. **Never** enter your personal information in a pop-up screen.
5. **Only open** email attachments if you're expecting them and know what they contain.
6. Phishing also happens by **phone**. You may get a call from someone pretending to be from a company or government agency, making various kinds of false claims and asking for your personal information. Quite often it is about some problem with your computer. There is no way they can possibly know if you even own a computer. If you have caller ID, screen your calls, and do not answer calls from phone numbers you do not recognize.

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7. If someone contacts you and says you've been a victim of fraud, **verify** the person's identity before you provide any personal information. Get a phone number and call them back. Or call who they are supposed to represent and ask if that business is making those kinds of calls.

8. **Report phishing**, whether you're a victim or not. Tell the company or agency that the phisher was impersonating.

9. Don't be embarrassed, **take action** immediately if you've been hooked by a phisher. If you provided account numbers, PINS, or passwords to a phisher, notify the companies with whom you have the accounts right away. For information about how to put a "fraud alert" on your files at the credit reporting bureaus, contact the Federal Trade Commission's ID Theft Clearinghouse, www.consumer.gov/idtheft.

Most Recent Scam Alerts from the Federal Trade Commission:

[Stand up to fake debt collectors](#) - April 10, 2015

[Unlocking the code](#) - April 3, 2015

[The FTC didn't send that sweepstakes letter](#) - April 2, 2015

[Scammers play name game and get caught](#) - March 27, 2015

[An invoice today gets the doctor to pay](#) - March 26, 2015

[Reluctant to be rude?](#) - March 25, 2015

[Don't pay for a vacation to nowhere](#) - March 19, 2015

[It's the IRS calling...or is it?](#) - March 12, 2015

[Cleaning up without getting cleaned out](#) - March 6, 2015

10. When shopping online be careful and look for boxes that are pre-checked for you to receive offers from them or their partners. Be sure to **uncheck the boxes** and **opt-out** if you don't want to receive any communications. Even legitimate retailers count on you not unchecking the boxes to opt-out.

Sort a List of Names in Microsoft Word
 By Howard Lewis, Midland Computer Club, MI
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Lists of names are usually entered into Word, either in First Name Last Name (Tom Smith) or Last Name, First Name (Smith, Tom) order, with each name a separate paragraph (i.e. followed by pressing the Return key when entered).

If the names are entered First Name Last Name and then sorted within Word, the list will sort based on the First Name:

Before sorting:

- Tom Smith
- Mary Brubaker
- Joe Adams
- Kara Jones
- Walter Allen
- Mary Ann Baker

After sorting:

- Joe Adams
- Kara Jones
- Mary Brubaker
- Mary Ann Baker
- Tom Smith
- Walter Allen

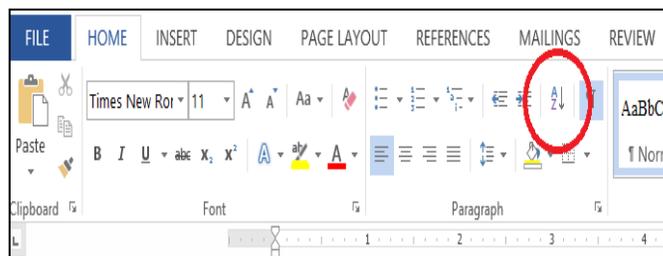
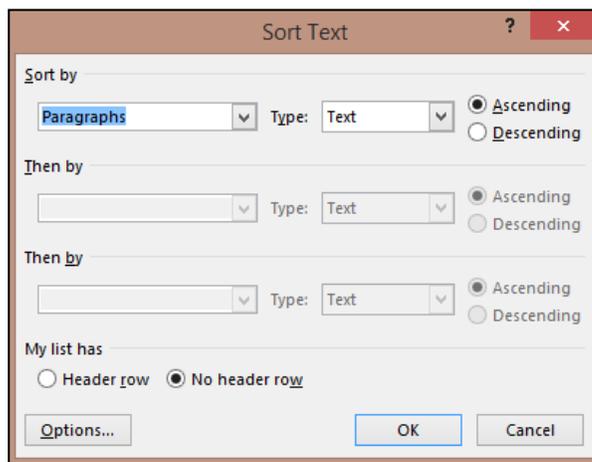


Figure 1. Sort icon in Ribbon and set Sort by to Paragraph, Type to Text, and order Ascending (Figure 2)



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Frequently though, we wish to sort the list based on the Last Name instead of First Name. In this case, the names can either be entered Last Name, First Name (so we would sort as above) or they can be entered as in the first case (First Name Last Name). If the names are entered First Name Last Name, we must handle the list somewhat differently. You still will *select* the list of names and click on the *Sort* icon on the Ribbon. Now you need to click on the *Options* button at the bottom of the dialog box (**Figure 3**).

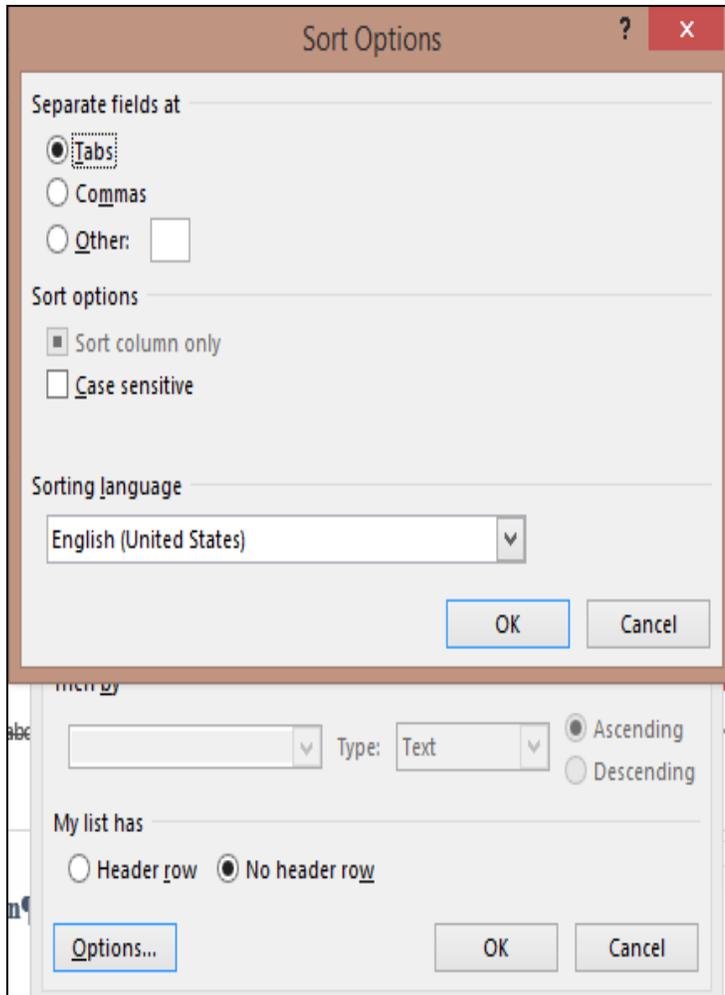


Figure 3. Sort Options Dialog Box

In the **Sort Options** box, you need to select *Other* and replace anything which may be in the following text box with a *Space* and then click *OK*. Now, in the **Sort Text** dialog box, click on the *drop-down arrow* under **Sort by** and select *Word 2*. (**Figure 4**) and click *OK*.

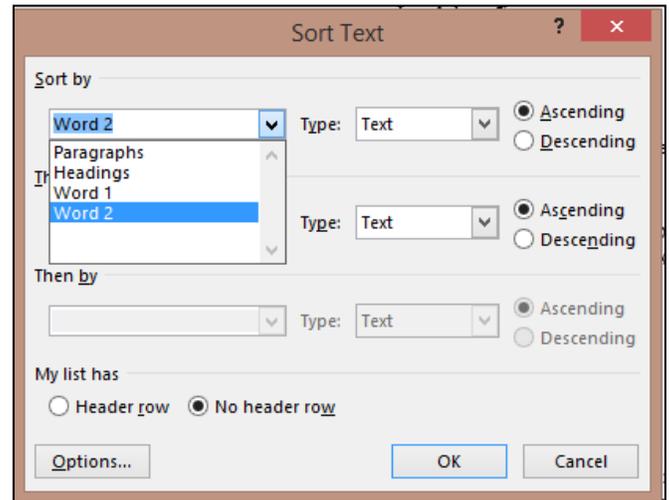


Figure 4. Sort Text Dialog Box

The following example shows the end results of sorting by Last Name. One more thing to note. We have a name that has more than two parts (Mary Ann Baker). Even though it looks like it is three words, a nonbreaking space (*Ctrl+Shift+Space*) has been inserted between Mary and Ann. This makes Mary Ann appear to be one word to Microsoft Word.

Now, starting with the above list:

Tom Smith
Mary Brubaker
Joe Adams
Kara Jones
Walter Allen
Mary Ann Baker

And sorting by the last name, we get:

Joe Adams
Walter Allen
Mary Ann Baker
Mary Brubaker
Kara Jones
Tom Smith

Welcome to

NEW MEMBERS!

Johnnie & Debbie Gamble