



## September 2016

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Ken Johnson, Newsletter Editor



# CALENDAR

SIG = Special Interest Group



### This Week's Schedule

**September 10 - Saturday - 1:10-2:50 PM**

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

Location: Prescott Public Library; Founders Suite A & B

### First Hour: Computer Trouble Shooting Guides

When using any complex operating system like Windows 10, it is common to have something go wrong. As a result, a number of free trouble shooting guides have been developed. During the first hour, Ray Carlson will demonstrate a couple of these guides that seek to identify the problem and possible solutions.

In addition, people who are in a hotel or live in a facility like Las Fuentes that supplies Wi-Fi have to decide whether it is safe to use that Wi-Fi for personal emails, financial transactions and the like. Special programs called Virtual Private Networks have been developed for that situation. Ray will demonstrate one example and encourage discussion of its safety.

**Second Hour:** Phil Ball will present Tips and Tricks with insights into various topics that assist with regular computer activity.

**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:

**September 17 - Saturday** - There will be no PCS meeting today

**Future Meetings, continued:**

**September 24 - Saturday - 1:10-2:50 PM**

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

Location: Prescott Public Library; Founders Suite A & B

This week, SIGmund von Smartphone, AKA Murray Smolens, will discuss the latest must-have (or at least may-have) Android apps, provide a few tips and tricks, and for the brand-new, Emmy-winning Show-and-Tell segment, show (and tell about) some smartphone accessories that are all the rage with the in-crowd. Or maybe the out crowd. Either way, you're sure to find something of interest that is guaranteed to keep you awake for minutes at a time.

If you have any of your own phone accessories that you'd like to brag about, bring 'em on! We'd all like to learn how to (for example) connect our smartphones to our cars so we never have to drive ourselves again, just like Elon Musk.



**September 29 - Thursday - 6:00-7:45 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.

*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](http://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**  
**2015-2016**

<b>Officers:</b>	President    Ray Carlson Vice Pres    Phil Ball Secretary    JB Burke Treasurer    Edi Taylor-Richards	<b>General Directors:</b>	Joan Baum    Murray Smolens John Carter    Dick Mason Ken Johnson
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**Need Help With Computers?**

Did you know that the Prescott Public Library has a program of Computer mentoring on a one-on-one basis? They have several experienced volunteers who will work with you using one of the Library computers.

All you need to do is make an appointment with either the "Ask a Librarian" personnel or go to: <http://www.prescottlibrary.info/>.

## Achieving your Potential as a Photographer

By Harold Davis, Focal Press

Review by Mark Mattson, Editor, Computer Users of Erie, PA

January 2016 issue, HORIZONS

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Photography has been around for over 175 years now. Like most art forms, it had its fits and starts over the years, with many different techniques coming and going in those years. Each phase evolved into another, many enjoying years long popularity, while others came and went in a shorter period of time. As the equipment evolved and processes became more mature as time went on, it became much easier for many people to enjoy creating photographs, not only for their enjoyment, but for others as well.

With the art form maturing, it was inevitable that, like other art forms, masters would emerge, creating images that would define photography as a true art. Early Masters such as Ansel Adams and Henri Cartier-Bresson would give us gifts that have endured over the years, all the way through to contemporary artists such as Annie Leibovitz, Sam Abell and Steve McCurry who, along with their contemporaries, are creating new iconic images all the time.

Even though it appears to be a simple medium to work in, photography is actually quite complex. It can take many years of hard work to develop one's style of work, and to excel in that style. True, with the advent of digital imaging, it is now much easier than before, but it still requires a lot of work to break through as one of the masters of the art.

Photographer and author Harold Davis has had much success in his career as a photographer. Besides his numerous books on how to create images that stand out from the crowd, he has also conducted many workshops and photo tours to teach the craft and art of photography to many aspiring people.

In Harold's latest book, *Achieving Your Potential as a Photographer*, he takes his readers on a journey of exploration on how to define their own unique vision and style of photography.

This is not really a 'how-to' book, where the author shows you step by step how to create images similar to his;

rather, it's a journey taken together to help you uncover your inner creative style, and express it through the images you capture, and how you present them to the world. In addition, this is something of a unique volume, in that it not only has the usual text and photos pages as a normal book does, it also contains a pull-out workbook at the end of it.

The book is a modest 206 pages in length, not counting the 48 page workbook bound into the back of the volume. You can use the workbook either as a pull-out or, as I am intending to do, leave it in the book and work with it that way. I won't lose any of the pages, and I will have my journey along the path Harold sends me down at hand, for future review and consultation.

As with his other books, Harold includes a great array of his photos to illustrate concepts, or just to give you something to think about, to make you want to achieve similar results in your own work.

There are six main divisions to the text: Start Here, In the Beginning, Unleash your Imagination, Becoming a more Creative Photographer, Technique Matters, From Photo to World, and the Workbook. There are also pages devoted to Resources, a Glossary and an Index. While the main section of the volume is presented in a formal layout design and style, the workbook has been designed with a whimsical touch behind it, to make it a fun and interesting portion to work through, rather than a stiff, stuffy set of assignments from your least-favorite school teacher.

The workbook contains 46 individual tasks to work through, to help you grow as a photographer. When you start to work through the exercises, be sure to note Harold's words about how to use the workbook: It's meant to be used in conjunction with the main text, to help you move through the exercises. You can either read the book first, then do the exercises, or work through the exercises and refer to the book pages as needed to progress onward. Either way works, just pick the one that works best for you. But above all, HAVE FUN!

You can examine a PDF file of the workbook from the Focal Press web page for the book. Go here: <https://www.routledge.com/products/9781138826366> click the eResources tab, and then download the workbook. This will give you a look at what is in store for you when it comes to helping improve your photography. Of course you'll need the rest of the book to fully under-

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stand and complete the tasks presented, so you'll then need to click the 'Buy Now' button. But Harold was gracious in allowing a peek at these pages, to help you decide if this volume fits your needs. I think you'll find it does, in many ways.

In reading and reviewing Harold's books over the years, you find that he likes to include some gems in his volumes, parts of the book that make you sit back and think 'Wow, how simple that is... and why didn't it occur to me before'? Sometimes it's just a quote, or a phrase in a paragraph, or sometimes an entire section of the text, but he manages to work something in that makes one stop and realize there's more than one way to do things.

In the case of this book, the gem that hit me is found on page 174, and is titled 'Photography is Play'.

Three words. Photography is play. Not an earth-shaking phrase or thought, until you sit and think about it for a while. Yes, photography can be difficult, and a hard art to work in. It can be dangerous as well, depending on your subject material and where you decide to travel to shoot your images. But that doesn't mean it ALL has to be that way. If it is, if you find yourself struggling with every shoot, every image, perhaps you need to stop and rethink how you're going about your craft.

Perhaps you need to go and have some fun. To play while you photograph.

When I was younger, I was photographer for the school yearbooks for quite a number of years. I'd grab the camera and some rolls of film in the morning, and roam the halls all day long, looking for my 'victims'. Most of the time I'd set the focus and exposure and leave it, and just shoot from the hip (we had a Yashica-G TLR 120 roll film camera). Sure, I'd get the random flubbed image, but most of the time I caught a lot of good ones, ones that were popular with everyone when they were published.

THAT was fun times. Just grabbing the camera and going out and getting what I could. I had fun doing that, and was sad when it had to end (graduation and all that, you know). But just sitting here thinking about it as I write this makes me smile, and makes me wish for those days again.

It also makes me realize I don't have that much fun when shooting now.

Exercises 16 and 42 in the workbook give you some ideas

to work with, to bring the fun and play back into your photography. You can start with them, and add others of your own as you progress along the path Harold has set out for you.

Yes, the technical aspects of photography are a big part of making good images. But it's also important to have the fun part - the human part - as part of them as well. It can only help to make your images come alive, not only for you, but for your viewers as well.

Don't let the technology get in the way of creating good images. Make it work FOR you, as the tools they are. But also let the play come through as well...and you'll find yourself becoming better in your art.

Pricing and Availability

*Achieving Your Potential as a Photographer* is available direct from the publisher, Focal Press. The list price is \$34.95 plus shipping. If your group is a member of the Focal Press User Group program, you are eligible for a discount on the purchase price.

It can also be found online at Amazon.com, where it lists for \$25.93 plus shipping. You can find it at other booksellers as well, such as Barnes & Noble.com; Amazon also offers it in a Kindle version for slightly less.

From Judy: You might want to check out Harold's *Achieving Your Potential as a Photographer* video at <https://www.youtube.com/watch?v=W2dOHw5JCyl> (Use for a presentation at your meeting? Digital photo SIG?)

Photography can be a very satisfying and rewarding career...or hobby. But sometimes you find you need some help and inspiration to continue your journey along the path you choose to follow. What Harold Davis has done with this book is to guide you down that path, in directions only you can choose to go... and to be there with you as you explore and grow.Ω

**November Nibblers** Compiled by Jeannine Sloan, Ambassador for Friendship Village, Twin Cities PCUG

November 2015 issue, The Digital Viking

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## TIPS FOR USING WINDOWS 10 WITHOUT A TOUCH SCREEN

### Cannot Find Something in Window 10

If your version of Windows 10 has been installed and now you cannot find something you depend on, i.e. the recycle bin, simply search for it. There are several methods available to search, of course, but I like the one where you simply tap the Logo key and start typing, even though there may or may not be a search field visible. When I searched for "Recycle Bin" on my version one of the results is "show or hide common icons on the desktop. Clicking on it takes me immediately to the settings I need.

Alternatively you can use the keyboard shortcut Alt + f = Find.

### Other Keyboard Shortcuts

These are some keyboard shortcuts I find indispensable:

Logo + d = display desktop

Alt + F4 = close active window. Continue using it till all active windows are closed, then it will shut down the system.

Ctrl + x = Cut selected, Ctrl + c = copy selected; Ctrl + v = paste contents of the clipboard here. These work between and within documents as well as apps. I'll bet you knew these two, right?

Logo + e = open File Explorer.

### Right Click on Everything

The results may surprise you. Clicking the RIGHT mouse button on a Task Bar Icon may bring up what is called a "Jump List" which is a quick way to access an often-used action. Right click on Start Menu tiles will provide options to resize, remove, or deactivate live tiles; among other things.

### Default Apps

Default apps are the ones that open when you double click on a document or picture file. Windows 10 has set their default apps for pictures to be the new one called "Photos". If you want to use another one then Right click on the picture and then left click on "Open with" in the context menu. The app that Windows 8 used by default is still there. It is called "Windows Photo Viewer". Click that if it's what you are used to.

A Link to More Information

There is a great article for further reading here:

<http://www.theguardian.com/technology/2015/sep/11/windows-10-tips-tricks>

### Broadband Opportunity Council (BOC)

A new report from the White House and the Broadband Opportunity Council (BOC) states that broadband internet in the US is no longer an "optional amenity" but a core utility that is now "taking its place alongside water, sewer, and electricity as essential infrastructure for communities."

What is High-Speed Internet? high-speed internet — now defined as 25Mbps — as of 2012.

### Alternative Browser

Maxthon boasts powerful security features that allow you to surf the web securely and, if you choose, privately. You can delete all traces of your browsing manually, or set it up to delete them automatically when you close the browser. The browser also blocks pop-ups, spyware and viruses.

<http://internet-browser-review.toptenreviews.com/maxthon-review.html>

### Center for Strategic and International Studies (CSIS)

A group of UN member states are actively pursuing the "Creation of a global culture of cybersecurity and the protection of critical information infrastructure". Read their report published by the UN:

<http://www.csistech.org/blog/2015/8/27/un-publishes-latest-report-of-the-group-of-government-experts>

### Saving Web Pages on Windows

Just open up your browser, navigate to the page, and go to File > Save Page As. Save it with file type "Web Page, Complete" in your documents. You'll get an HTML file and a folder full of images and other data contained within—don't delete this. When you want to see the web page, just double click on the HTML file and you should be able to see it just as it was when you saved it, whether you have a connection or not.

### Copy Text From Web Pages

Some web pages don't allow you to copy text from them. If you want to save a quote or recipe a workaround is to use the Snipping Tool in Windows or another screen print method.

### Welcome to the Drone Age

Miniature, pilotless aircraft are on the verge of

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becoming commonplace. The FAA had, by August, approved more than 1,000 commercial drone operations. These involved areas as diverse as agriculture (farmers use drones to monitor crop growth, insect infestations and areas in need of watering at a fraction of the cost of manned aerial surveys); etc. Like a drone in a gust of wind, the future of this market will have many twists and turns—but all the signs suggest that the air will soon be abuzz with machines. Interesting article:

<http://www.economist.com/news/science-andtechnology/21666118>

### Advanced Tips For Searching In Windows

Searching in Windows can be as simple as typing a few letters in the search box, but there are also advanced searching techniques that you can use. You don't have to know these techniques to search for your files, but they can be helpful depending on where you're searching and what you're searching for.

- One way to refine a search is to use the operators AND, OR, and NOT. When you use these operators, you need to type them in all capital letters.
- Search filters are a feature introduced in Windows 7 that make searching for files by their properties (such as by author or by file size) much easier. Other example search terms include: System.FileName:~<"notes" , System.FileName:="quarterly report" , System.FileName:~="pro" ,

System.Kind:<>picture , System.DateModified:05/25/2010 , System.Author:~!"herb" ,

System.Keywords:"sunset" , System.Size:<1mb , System.Size:>1mb

Read this article: <http://windows.microsoft.com/en-gb/windows7/advanced-tips-for-searching-in-windows> 

### Adobe Document Cloud

Eric Moore, President, Greely Computer User Group, CO

May 2016 newsletter, Random Access

[www.cugg.org](http://www.cugg.org)

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In Adobe's words, Adobe Document Cloud is "a set of inte-

grated services that use a consistent online profile and personal document hub." The goal behind Document Cloud (DC for short) is to provide a means for users to create, review, sign, and track Adobe PDF documents. Documents may be stored on a desktop or mobile device, or uploaded to a cloud service provided by Adobe. The cloud service enables the user to access PDF documents from any device with an Internet connection and the Adobe Acrobat DC software. The cloud service is available for a 30-day trial, after which the user must pay for a subscription or a one-time fee.

The Adobe Acrobat DC program functions as Acrobat Reader in terms of opening and printing PDF documents and is free to use without the DC service, but it also includes support for DC services. Documents may be uploaded to the cloud for easy access from any other device with the Acrobat DC. An eSign service is provided with every subscription to Adobe DC. Users may electronically send and sign documents from any device. A feature called Fill & Sign makes signing anything fast and easy and includes autofill across devices. The autofill feature allows you to pre-enter commonly entered information such as your name, address, and phone number, so you can quickly enter the information into a form without typing. You may also synchronize your electronic signature across the web.

The Mobile Link feature allows the user to move between desktop and mobile device, picking up where something was left off.

A mobile app allows for creating, editing, commenting, and signing documents directly from a mobile device. It can also scan documents captured with camera and convert them to digital, editable forms that may be signed.

Lastly, a document management and control service allows the user to manage, track, and control documents. Visibility is provided as to where critical documents are along their process, including who has opened them and when. Lastly, sensitive information may be protected inside and outside the firewall for business or personal use. 

**Prescott Computer Society**

Where you share what you know, and learn what you don't.

