



February 2019

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Ken Johnson, Newsletter Editor



CALENDAR

SIG = Special Interest Group



This Weeks Schedule

February 16 - Saturday - 1:00-3:00 PM

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

Location: Prescott Public Library; Founders Suite A & B

First Hour: Bob Gostischa of Avast will discuss "Protecting Your Digital Life"

Our security and privacy are constantly in danger of being attacked from many sources. Staying secure and guarding as much of our privacy as possible is a constant challenge. This presentation will cover how we can protect our computers (Windows and Mac), tablets, smartphones, and other smart devices. More info: <https://goo.gl/kh3cqR>

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 free drawing for 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 in the container provided.
- 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

February 19 - Tuesday - 10:00-11:00 AM

Technology Help Hour - Leader: PCS Staff

Location: Prescott Public Library Training Lab; Third Floor

Ask a technology question and get help from members of the Prescott Computer Society. Bring your own laptop or mo-

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February 23 - Saturday - 1:00-3:00 PM

[Special Topics SIG](#) - Leader: Murray Smolens

Location: Prescott Public Library; Founders Suite A & B

Murray Smolens will discuss interesting topics related to smartphones.

February 26 - Tuesday - 10:00-11:00 AM

Technology Help Hour - Leader: PCS Staff

Location: Prescott Public Library Training Lab; Third Floor

Ask a technology question and get help from members of the Prescott Computer Society. Bring your own laptop or mobile device or use a library laptop. This is a weekly drop-in service and registration is not re-

Note that these dates are correct at time of publication but are subject to change.

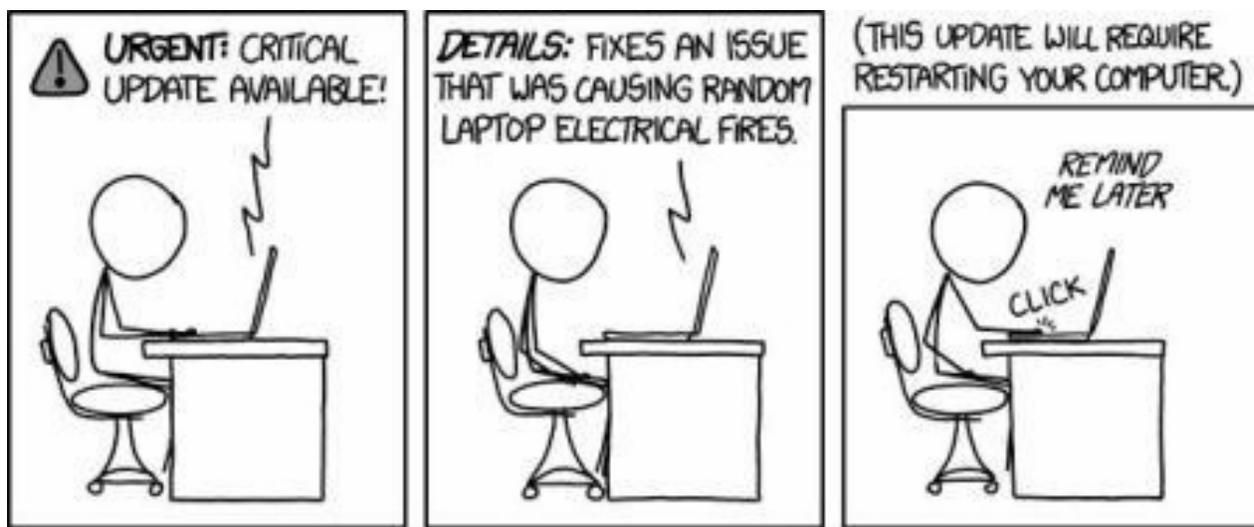
**Prescott Computer Society
Current Officers & Board of Directors**

Officers:

- President Ray Carlson
- Vice Pres Phil Ball
- Secretary JB Burke
- Treasurer Edi Taylor-Richards

General Directors:

- Joan Baum Murray Smolens
- Dick Mason Ken Johnson
- John Carter



Tech Talk

Cure desktop clutter

By Joe Isaac, Tech Talk, Central Kentucky Computer Society

September 2018 issue, CKCS Newsletter

If you have more than four rows of icons on your desktop, you probably have too many for efficient use. Desktop icons should only be something used often. The icon idea is to put a program or project up front, so you don't have to spend a lot of time looking for it. Quick access is the key! If you have several dozen icons there, the ability to find something quickly is much less likely. We usually start with just a few, but they tend to grow in number as we install a new program. Every program writer thinks his/her program is the absolute most important one, so they hang another icon on your desktop.

So here is what I recommend you do. Look over the icons on your desktop and identify the ones you haven't clicked on in weeks or maybe months. Right click somewhere on your Desktop. Select NEW, then click on FOLDER, name the new folder Misc. or Stuff. Then hit Enter.

Now, left click and drag your least used icons into this one folder. Leave only the frequently used icons in view. Those rarely used icons are still available to you should you need one of them.

Get to work! You will be glad you did!Ω

Meet the New Gmail

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

October 2018 issue, STUG Monitor

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Gmail is a popular email service for good reason. Located in the cloud, it can be accessed from any computer, smartphone, or tablet. Once you get familiar with the interface, it is simple to use. A few

months ago, I began to notice little changes to my Gmail screen. Some things were moved; others were new. After a brief search, I found that Gmail is involved in a big makeover which began in the spring of 2018. Gmail users are getting

features as they become available, although everyone is not getting them at the same time. Here are a few of the changes that are included:



Moves and Changes

- 1..The Contacts list has been moved from Gmail to the center of the Google app grid. Click the grid (top right of Gmail screen) to open it. This change has frustrated users looking to add or edit a contact. When composing an email, though, Gmail still lists relevant Contacts when you begin to add a name.
2. The Google calendar icon has been added to the right side of the Gmail screen. Now you can add events or reminders to it without leaving Gmail.
3. When composing a message, you will now find four options for text size: Small, Normal, Large, and Huge. To set your personal font, size, and text color, go to Settings (Gear icon > Settings) and find the "Default Text Style" heading. Click the "Remove Formatting" icon (right end of toolbar), then set your preferences using the down arrows. To save changes in Settings, scroll to the bottom of the page and click "Save Changes."
4. If you want to forward or reply to all recipients in the new Gmail, skip the reverse arrow in the top right corner of the message. That sets up a Reply only to the sender. Instead, click the three vertical dots icon next to the arrow and make your choice.

New Gmail Main Menu (left side of screen)

Most of these commands are familiar to anyone who has used Gmail. To save space, however, only the icons are visible until you move your mouse over them. Then the list opens to include the icon names. You can make it stay open by clicking the 3-lined icon in the top left corner of the screen, as shown.

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New Gmail Icons & Features (right side of screen)

Google uses a lot of icons. The tiniest of them can have the biggest functions. To see what an icon means, hover your mouse pointer over it without clicking, and its name will appear, sometimes with more information. To use one of the features below, click it, and it opens as a right sidebar.

Google Calendar lets you view or edit your calendar without leaving Gmail.

Keep lets you make notes and share them with others.

Use **Tasks** to create a To Do list and check off items as they get done.

Get Add-ons takes you to the G Suite Marketplace which has add-on features and apps you might like.

Ten New or Updated Gmail Features – Available Now or Coming Soon

1. **Smart Replies:** These are canned, informal replies which appear at the bottom of some emails. When in a hurry, click one and send it as your reply.
2. **Snooze:** Snooze lets you remove an email from the Inbox and return it after a time you set, such as 'tomorrow'. It is useful for emails that you want to answer at a later time.
3. **Nudge:** When enabled, this function will suggest emails that you should reply to or sent mails to follow up on. Go to Settings to enable or disable it.
4. **Confidential Mode:** These functions are designed to increase security. You can set a message to self-destruct at a specific time, or you can send an email that requires the recipient to enter a code before opening it.
5. **Importance Markers:** Google determines which messages are "important" by putting a gold arrow next to them. In this sample from my Inbox, I clicked the star to show that I also considered it important.

6. **Smart Compose:** This feature is similar to the tablet or smartphone "auto-complete" function. As you type a message, and a few grayed out words complete the thought. If you like these words, just keep typing over them. If not, type something else. You must enable this feature in Settings.
7. **Labels:** Labels (much like folders) are found in classic Gmail but now have new icons. You can create labels (travel, personal, etc.) and put emails into them. Just open an email to reveal the icon group shown. Click the 'Label' icon to view the labels list or create a new label. To move an email into a label, click the Label icon, check the box next to a label, and click Apply. Click the 'Move To' icon to get extra labels, like Spam or Trash.
8. **Offline Support:** We know we can't send or receive email without the internet. But Gmail computer users can now compose, open or read Gmail when not on the internet. The Mobile Gmail version already has this capability.
9. **Assisted Unsubscribe:** This feature targets people who have online subscriptions to newsletters and other regular columns which come via email. If you don't open one of your newsletters often, Gmail will bring up a notice that lets you unsubscribe.
10. **Improved Spam Warnings:** Gmail has always popped up a notice when you try to open an email known to be unsafe. The new Gmail has larger warnings with colors based on the level of danger. Gray means Suspicious; Red indicates Dangerous:



Many of the new features can help you keep your mail organized or save time, but I found a few of them annoying. For example, I'm not sure I want to be "nudged" every time I wait too long to open an email. Fortunately, most features can be enabled, disabled or hidden in Settings. A tip: Don't ignore the little icons which can be crucial to make Gmail function the way you want it to.

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To find out if you already have the new Gmail, open Gmail and click the Settings icon. If the top line says, "Go back to classic Gmail," you have the new version. You can click that line and return to the old Gmail. Since you can do this at any time, consider trying out the new version for a while before you decide whether to keep it. [Ω](#)

Use Your Computer to Write a Memoir
By Keith Connes, Member, The Computer Club, FL
September 2018 issue, The Journal of The Computer Club, Inc.
www.scccomputerclub.org/
diane (at) scccomputerclub.org

Here's a way to use your computer to create a legacy: Write a memoir. It doesn't matter whether you are a beginning writer or a seasoned pro – or even if you don't consider yourself to be a writer at all. Write a memoir to present the gift of your inner self to your family, friends, and perhaps a wider audience. You might find that you've acquired a new hobby!

A memoir can give your loved ones a greater insight into who you are and how you got to become the person you are – your thoughts, your feelings, your adventures through life, and the things you learned along the way.

Let me be clear as to what I mean by "memoir." Some people may think of that word "memoir" as meaning an autobiography. Well, yes, an autobiography is a very extensive memoir, taking in the entire life of the subject, but a memoir can also be just a small nugget of that person's existence – a series of reminiscences, or even a single recollection. So, it's not that daunting a task.

Even so, would your memoir really be that valuable to others? Well, think of somebody who is important to you, be it a spouse, relative, or friend – and even though you've known that person for years, you sense that there are aspects of her or his life that you don't know about and wish you did. Not necessarily skeletons in the closet, but – well, wouldn't it be fun to know that Mom always wanted to be a

trapeze artist, but somehow never got around to it?

My best friend since high school was, for most of his adult life, a sales executive whose high-powered drive enabled him to start up and run several insurance companies. I thought I knew him pretty well, but I was astonished when he sent me a book of sensitive and lovely poetry that he had written! I saw an aspect of Frank I had never suspected, and my respect and admiration for him became even greater.

Well, you may not be a secret poet, or even a wannabe trapeze artist, but aren't there some unrevealed parts of you that you wouldn't mind sharing, but you haven't gotten around to it, or maybe you're just a little shy about it?

Write it down. Write your memoir. One of the easiest ways to get it done is to use speech recognition software (some of it is free) and possibly a compatible recorder. The software automatically converts your spoken words into a text file, such as Microsoft Word or Google Docs.

Here are a few basics about getting comfortable with the dictation process: Just start talking and don't worry about grammar or punctuation – you can fix it later. If it would help get the thoughts flowing, sit down with someone you feel relaxed with and record the conversation as you chat about a topic for your memoir.

Regardless of where your memoir begins, it can take on a life of its own – because it is, after all, the life of your own.

Write your memoir. Do it for the ones you love, for yourself, and maybe for some great-great-grandchildren you will never know. But through your memoir, they will get to know you.

Note from Judy: Meeting idea – Keith is giving a presentation to his group on "Why Type it When You Can Say it?" [Ω](#)



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Help, I'm Stuck! What do I do Now?

By Dorothy Fitch, Editor, GVR Computer Club,
AZ

October 2018 issue, Green Bytes

www.ccgvaz.org

Have you ever forgotten how to do something you have done before in a software program or operating system? Or perhaps you know you should be able to do something you need to accomplish, but don't have a clue how to do it? Wandering through menus and settings can be laborious and often, not very productive. So, how can you get "unstuck" in your task?

There are lots of resources you can try. If you aren't in a hurry, you can check out your local library.

If you need immediate help, your first instinct might be to use the program's Help system. However, I sometimes think that people who write Help information aren't really using the program in a "real-world" setting and don't cover everything you might encounter. They tell you what they expect you want to know, not what you really do need to know.

The best way I have found to get "unstuck" is to search the Internet instead. In your favorite search engine, type name of the program and exactly what you are trying to do. I am relearning InDesign, an Adobe product for graphic design, and it is very complex. The version I have is older and pressing F1 for Help doesn't work, as the product is no longer supported. All I wanted to do was to put a box around some text, and so I googled this: indesign put box around text.

I immediately got lots of answers, some with video tutorials (which you aren't going to find in the application's Help system). Not only did I find many ways to put a box around text, but I also learned how to remove a box, which might come in handy someday. And how was I to know to look for the Glyphs menu to insert a special character? The Web to the rescue yet again.

Sometimes, a Help system doesn't mention what you are looking for because the product can't do it. I had to search the Web to learn that Paint.net, my favorite (free) graphics editing software, supports RGB color format, but not CMYK, which was what I needed. Their Help information didn't even mention CMYK.

And what do you do if you get an error message you don't understand? Just google the text of the message! I encountered this cryptic error message in InDesign when creating a PDF and couldn't figure out how to resolve it.

"The document's transparency blend space doesn't match the destination color space specified in the Export Adobe PDF settings. To avoid color appearance changes in the PDF, click cancel and change either the document's transparency blend space, or the destination color space."

When I searched for indesign the document's transparency blend space doesn't match, I got several suggestions of what to do, and eventually figured out how to fix the problem.

The bottom line is that people who answer questions in a User Forum or blog, those who take the time to create tutorials and videos, and authors of Tips and Tricks columns are more likely to get you "unstuck" than any product's Help system. All you have to do is ask the Web for help.Ω

Prescott Computer Society



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