# MESSENGER

THE PRESCOTT COMPUTER SOCIETY'S NEWSLETTER - PRESCOTT, ARIZONA

# September 2019

# CALENDAR

SIG = Special Interest Group

**September 21 - Saturday - 1:00-3:00 PM**
General Meeting - Leader: Ray Carlson
Location: Prescott Public Library; Founders Suite A & B

**First Hour: New Useful Malwarebytes Extension for Chrome and Firefox**

During the first hour of the meeting, Ray will describe a new free extension developed by Malwarebytes to block malware, scams, ads, trackers and other unwanted programs as you surf the web with Chrome or Firefox. Surfing is supposed to be up to four times faster with this add-on. He will explain the installation of extensions while noting the risks recently identified with some add-ons. Finally, he will discuss the history of the Malwarebytes company and the recent success for their products in a malware protection competition.

**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
**September 24 - 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 required.
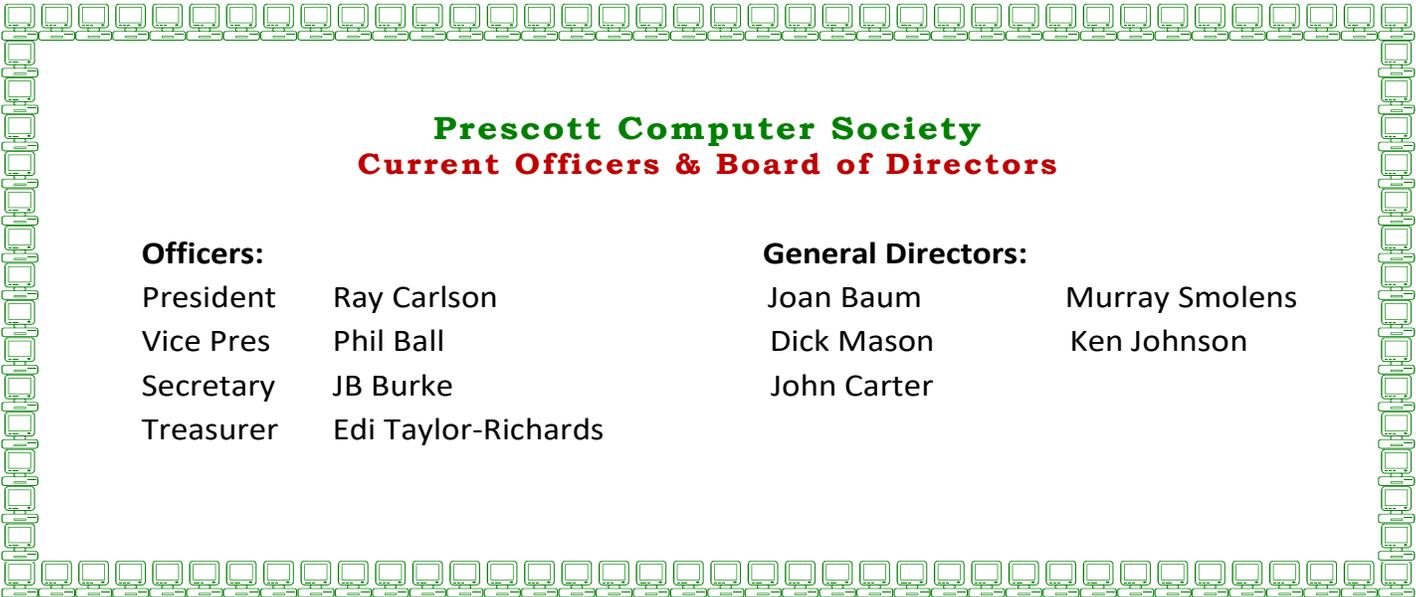
**September 28 - Saturday - 1:00-3:00 PM**
Special Topics SIG - Leader: JB Burke
Location: Prescott Public Library; Founders Suite A & B

JB will discuss interesting topics related to general computing.

*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*

## 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:**

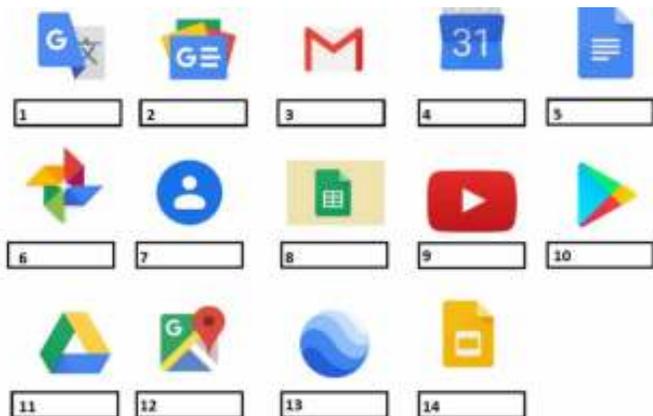| Joan Baum | Murray Smolens |
| --- | --- |
| Dick Mason | Ken Johnson |
| John Carter | |

## Back to the Basics

Do you know these Google Icons?

By Jim Cerny, Forum Leader, Sarasota Technology Users Group, FL

May 2019 issue, The STUG Monitor

The above icons represent some popular Google apps, do you recognize any of them? Write the name of the app in the box. All these apps are FREE with Google, all you need is a Google account. Still stuck on a few? Maybe you can match a description below to the icon above. Of course they are not in the same order, what would the fun be in that? (The answers are at the end of this article).

A— Google Earth -- Explore anyplace on the planet, zoom in or out, take tours, and enjoy the constantly improving 3D buildings and land formations. Absolutely dazzling!

B — Google DRIVE – Free software that works like Microsoft Office – you get Google Docs (word processing), Sheets (spreadsheets), Slides (presentations) and more. You can also put (upload) ANY of your files onto the drive to share with others and have them available anywhere. There is a small charge if you exceed the free 15 GB space amount.

C — YouTube – Now in the Google family. Search and find videos on ANY topic or any famous person. See videos from the past or from other countries. Great for entertainment! When you do a Google search on the internet you will most likely be presented with several videos. It is amazing the free videos you can find on YouTube!

D — Google MAPS – A great way to travel and get from place to place. Probably better than the map software used in your car. Plan your travels and compare alternate routes. E — Google Translate – Translate from one language to another, super easy and super fun!

F — GMAIL – A great email app to do your email on all your devices.

G — Google Play – Entertainment access to movies, TV shows, books, music, and much more. Download or use charges may be applied.

H — Google PHOTOS – Use the camera on your smart phone and your photos will be uploaded to Google Photos for you, freeing up space on your device. Now you can see and work with your photos on any device.

I — Google Calendar – Keep all your appointments here. Can be synced to your iPhone.

J — Google Sheets (part of Google Drive) – Free word processor similar to Microsoft Word.

K — Google Contacts – One place for all your contacts. Can be synced to your iPhone. L — Google News – A great source for news.

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M — Google Slides (part of Google Drive) – Free presentation app for creating great slides for your talk similar to Microsoft PowerPoint.

N — Google Docs (part of Google Drive) – A great free word processor similar to Microsoft Word.

Answers: 1-E 2-L 3-F 4-I 5-N 6-H 7K 8-J 9-C 10-G

## Office 2019 and Changes to Office 365

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

May 2019 issue, STUG Monitor

www.thestug.org / ndemarte (at) verizon.net

11-B 12-D 13-A 14-M Ω

Office 2019: Microsoft has been releasing new versions of Office every three years for a long time. The newest version, Office 2019, is now available in stores or online.

The Home and Student edition for Windows 10 came out in late September 2018. Office for MAC was released on March 3, 2019. The buyer pays one price, which includes updated Word, Excel, and PowerPoint for installation on a single computer. If Office 2019 repeats the support pattern of earlier editions, it also gets regular security updates for ten years, or until 2029. It is also touchscreen compatible.

Included in Office 2019 are a few of the new features which had been available only to Office 365 users. Here are a few of them:

Icons – These scalable vector graphics are organized in a gallery of about 500 small black icons in 30 categories. Icons are located on the Insert tab in Word, Excel, and PowerPoint. They can be enlarged without losing image quality, colored, and given special effects before being inserted into a document, spreadsheet, or presentation.



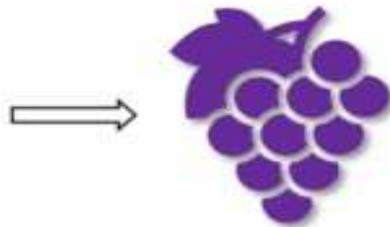*Figure 1 - A section of the Icons gallery*

*Figure 2 - An icon after adding color, size and shadow effect*

Morph – This clever feature lets you animate a group of objects in a PowerPoint slide. For information about how to set up Morph, click the Transitions tab in PowerPoint. Hover your mouse pointer over Morph, read the information, then click "Tell me More" for the full instructions. With a little practice, it is easy to set up and is a crowd-pleaser.
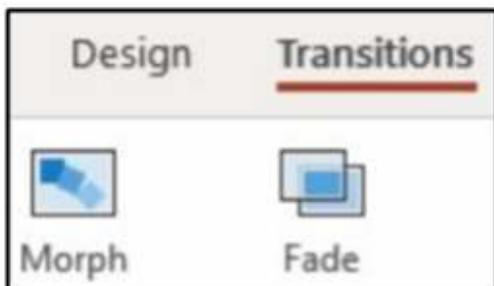


Translate – Located on the Review tab > Language group in Word, Excel and PowerPoint, this feature will translate a section of a document or the whole document to one of several languages. Click the down arrow below Translate to see the list of supported languages.
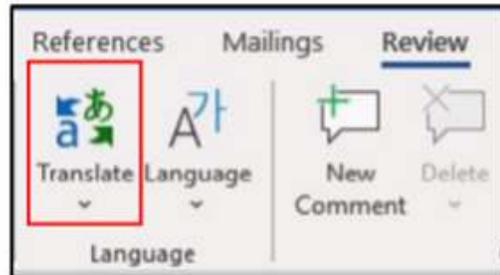


Changes to Office 365 Home: Office 365 is the subscription version of Office. The Home version costs $99.99 per year or $9.99 per month and has several bonuses. Office 365 Personal ($69.99 per year or $6.99 monthly) has all the same bonuses as Home, but for only one computer. Beware of the much lower prices you can find on the Internet. They are likely to give you a fake product.

Some changes in Office 365 took effect beginning in October 2018. It appears that Office 365 is becoming more Internet-based than it was in the past. Office 365 Home can now be installed on six computers (Windows or Mac) plus other devices, plus phones and tablets up to 10.1" screens. However, you can only sign into five devices at one time. If you try to sign into a sixth device, you will get a "limit reached" message and will have to sign out of a device.

Signing into your Microsoft account is the only way to activate Office 365. Once you sign in, Microsoft keeps you signed in until you sign out, with a recommendation that you stay signed in on the devices you use the most. If you sign out, you will lose some Office features. If you have no Internet connection, you will be able to use Office 365 for 30 days before being deactivated.

Each of the six installations still gets a terabyte (1000 gigabytes) of cloud storage in OneDrive, the Microsoft cloud storage area. You can access OneDrive from any computer at any location by signing into your Microsoft account. Office 365 also gets monthly security and feature updates.

For those who want to have access to Office without buying the boxed version (Office 2019) or subscribing to Office 365, Microsoft also offers free Office Online to anyone who has a Microsoft account. The online version runs in an Internet browser, but editing is limited, and you cannot save files created on the web to your computer. Another option is installing the MS mobile apps for iOS or Android phones and tablets, which currently are free for home use.

Microsoft Office is a popular office suite. With the several options available, depending on your need, you can probably find a way to get this feature-filled suite. **Ω**

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### President's Message Review - Grammarly

By Matt Batt, President, The Computer Club, Florida
April 2019 issue, The Journal of The Computer Club
www.scccomputerclub.org / mbatt453 (at) gmail.com

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Recently, I discovered a piece of software called Grammarly. It reviews your writing and finds typos, spelling errors and grammar mistakes. It's quite effective. It's like a proofreader on steroids. Some days, it's quite humbling.

Grammarly comes in a free or paid version. The free version contains most of the features of the paid version. The free version of Grammarly is more than sufficient for the kind of writing that most of us do with emails, letters, and articles. The paid version gives you an advanced grammar checker, a plagiarism detector and detailed information about each of your grammar mistakes.

There are several ways to install and use Grammarly:

I installed Grammarly as an extension to my Chrome browser. This is the easiest way to get started with it. It is available from www.grammarly.com. Once I installed it, Grammarly was available to check my emails that were composed using the Gmail website online. This chrome extension also works with other online email and document editors.

I installed the Grammarly desktop app (www.grammarly.come/native/windows). The way to use the desktop is to copy and paste what you have written into Grammarly to be checked. Another option is to click on Import and upload a Microsoft Word document directly into Grammarly.

I also installed the Microsoft Office add-in (www.grammarly.com/office-addin/windows) so that Grammarly was active for Microsoft Word and Outlook.

My usage is simple. I use the Word add-in to check documents that I write and the Chrome add-in to check my emails. I won't tell you how many errors have been caught, but I'm very happy that Grammarly is there for me.

I recently got to take a book that had been already published and proofread by professionals and run it through Grammarly software. Grammarly pointed out many errors of style and some serious grammar errors. Both the author and I were very impressed.

Grammarly extensions are available for the Chrome, Safari, Firefox and Edge browsers. It is also available for both the iPhone and Android platforms.

Try it, you'll like it.**Ω**

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### You may have a new speech recognition program

By Jerry Heaton, Editor, Central Kentucky Computer Society

May 2019 issue, CKCS Newsletter

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j.heaton (at) ckcs.org

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I have used several speech recognition programs over the years. I have tried

them all, and suddenly a new one showed up on my computer and it is the best

one yet!

To provide you an example, all the text below

I dictated using the new program.

After completing the dictation, I edited the text produced by my dictation following this pattern:

>In the paragraphs below, all the black words are the result of my dictation.
>If I find a word I did not say, or a word misunderstood by MS speech recognition I will change the black word to ~~RED~~ and draw a line through it.

>Any word I correct or added manually will be in **GREEN** which I typed.There were a couple of places improper grammar was substituted for what I said, i.e. I said <u>have</u> and it entered <u>had</u> another time I said <u>pay</u> and it used <u>paid,</u> etc.

All the black text below was dictated:

All of us using Windows 10 are very aware that periodically Microsoft updates the program and makes changes the way things are done. Maybe I should have said improvements and corrections instead of changes. Nonetheless, that happens. I am also a ~~sub graber~~ **subscriber** to Microsoft Office 365 for which I ~~paid~~ **pay** an annual fee and get periodic updates and corrections to it as well.

Today I wish to talk about a new feature that showed up unexpectedly on my Microsoft Word ribbon bar. Under the home tab they've added a section to the right labeled voice and it's a small microphone under which it says dictate.

Speech recognition is not new. The first demonstration I ever saw of it was in ~~1990 4~~ **1994** at a Compulex Show sponsored by CKCS in downtown Lexington at the Convention Center. That product worked well at the show but those that bought the program ~~Were~~ **were** greatly disappointed.

I have used speech recognition from time to time ~~an~~ **and** each time I've tried it, it's better than before but those still proved to be more trouble ~~then~~ **than** it was worth since it made multiple errors in understanding what I said and secondly the thought

since it made multiple errors in understanding what I said and secondly the thought process

I used of producing text is not always in the order you would normally write that text. In other words, I was not very skilled ~~add~~ **at** dictation.

This article is being dictated and I am not touching the keyboard for any part of it. For speech recognition one should use a headset microphone. I had one of those but have chosen to ~~used~~ **use my** microphone on my camera for this project. All I can say  is speech recognition program writers ~~had~~ **have** come a long long way since those early days. This is working remarkably well.

We are on paragraph 5 and all of this has been dictated without touching the keyboard.

I have noticed that this new microphone icon at the right of the ribbon bar is also on Microsoft's outlook program which I use for email, as well as PowerPoint.

It is obvious that if one is interested in getting a lot of text quickly onto a page, speech recognition is clearly the way to do that. The voice icon section was added by Microsoft Office 365,.

If you find the **voice** icon on the above programs, give it a try.**Ω**