



Midland Michigan

BITS AND BYTES

December 2014

<http://mcc.apcug.org/>

GENERAL CLUB MEETING

7:00 P.M.

Midland Community Center
2001 George St., Midland, MI

This month's date:

Wednesday - December 17, 2014

This month's topic:

Holiday Picnic - Club will provide pizza, pop and table service. Please bring dish to pass

January meeting - What's in your toolkit?

Program Coordinators

Howard Lewis lewis3ha@chartermi.net

Bill Tower tower.w@gmail.com

Please let Howard or Bill know of topics you would like covered at future meetings.

President Piper's Ponderings

December will be our traditional pizza party. As in the past, it will be the third Wednesday, Dec 17, 2014, at 7 pm. Bring a dish to pass that will feed 6-8 and the Club will provide pop, pizza and table service. Consider bringing your spouse.



We will not have a specific speaker in December, but the Board decided we should have members bring a 'silly' or 'fluff' website to show to the group. I think I have the sound problem solved, so YouTube videos would be in order. We will have plenty of time for questions.

I am fascinated by year-end lists of top stories of the year and famous obits. I will try to collect a few of these lists for our December meeting.

We also will be electing Officers for the coming year at our December meeting. It looks like we will not have a VP for 2015.

Meeting topics for 2015 so far are: What Is In Your Tool Bag for January. Please be thinking of ideas which you would like to hear discussed in 2015.

My Corporate background has me indoctrinated into writing goals for the coming year and listing my accomplishments for the past year. Some people do this in the form of a Christmas letter to friends. Some people call these resolutions. Consider making your own list if only to keep track if you are gaining or losing ground.

Finally, I would like to thank all of the officers and members of our Club for their work and support in 2014. We all should be congratulated for keeping our Club alive.

Have a happy, safe and healthy holiday.

(The above comments are the opinion of the author and do not necessarily reflect the views of the Midland Computer Club.)

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Al Adams aladams12@yahoo.com

Useful, useless and strange (in no particular order) Web Sites: (submitted by Howard Lewis)

<http://tinyurl.com/mopnpb8>

Although this site is billed as a resource on technology for teachers and educators, much of the information can be useful for the general population that is interested in the area of technology. So go browsing and learn something new today.

<http://tinyurl.com/levs6cs>

Over the years, Google has been known to modify their Search Page logo. These are called Doodles. This lists all of the Doodles that Google has used since 1998. Some of the more fun interactive ones were for the 30th anniversary of Pac-Man (5/21/2010) and the celebration of the Chinese New Year (2/10/2013), There are many other Doodles, some playable and others not. Another one, which isn't a Doodle, is Googles salute to Atari game Breakout. Simply go the Google Search Page and type in "Atari Breakout" and select the link g.co/doodle.

<http://www.opencongress.org/>

Check on how your lawmaker is doing and provide feedback, if desired, on the bills they will vote on.

<http://www.carcare.org/>

Find all sorts of do-it-yourself type videos on car repair. You can also ask a technician for help on how to do various car repairs.

<http://www.chesscademy.com/>

Chess is a great game for enhancing your thought processes. Learn how to play it for free.

Board Meeting

Next meeting will be Thursday, January 8th
 7:00 PM

Chapel Lane Presbyterian Church,
 5501 Jefferson Ave., Midland MI

Membership Enrollment Form

NAME _____ PHONE _____

ADDRESS _____

CITY _____ ZIP _____

EMAIL ADDRESS _____

Membership dues FAMILY (\$20) STUDENT (\$15) New Member _____ Renewal _____

Please fill out the above form and mail it along with payment of check or money order to :

MIDLAND COMPUTER CLUB
 1816 Bauss Ct
 Midland, MI 48642-4023

Attn: Membership Chairman

You may also pay for membership at a regular club meeting

Tips, Tricks, and Techniques (submitted by Larry Piper)**Never, never, never give up.” Winston Churchill**

It started like the 3-4 floods our neighborhood has experienced in the past 27 years—it rained steady for a few days. By mid-week, we had almost an inch of water in our basement. Most of our belongings were in plastic crates—we had learned from previous floods. We immediately cut the power to our computers and any UPS devices we had. Our three computers in the basement all were on the floor, but they were on a 2x6 which meant they were a half inch above the water. We also had 2 backup hard drives that sat on the floor. Unfortunately, I forgot about one of these backup hard drives. When I remembered it, the drive had set in about an inch of water for 72+ hours. I think it had been powered off all this time.

I did a thorough drying procedure on the HD. When I powered it up, I could see a blue light come on, but the computer never recognized it. It did not 'feel' like it was spinning. I repeated this test on a couple other computers with the same results. I did not know what was on this HD, but I did not fear it was something irreplaceable. The drive was a Western Digital, Elements, 640 G, with USB and 110v power connections.

I had given up ever recovering anything from this HD; I think I even put it in the trash can on a couple occasions. But I always rescued it, figuring I would find some miracle cure. I even put it in the freezer for 48 hours, but to no avail.

By now 18 months has passed. I decided to remove the plastic case enclosing the HD. After 20 minutes of prying, the case peeled off. I was left with a carrier that contained a circuit board. So I removed the carrier, pitched the circuit board, and I was left with a SATA drive. I connected a SATA power cord and plugged the USB connection into my desktop. I could feel no vibration, but after a full minute a message came up that a driver was being installed. Another minute went by and my PC recognized the flooded drive.



I wasn't sure how long the flood drive would keep running, so I immediately did a copy and paste. There was 538 G of data, and it took nearly 12 hours to copy to another external backup HD. I recovered over 200 G of programs which I had downloaded over the past 5 years, 30 movies and 40 self-study courses. I have to conclude that the water had damaged the electronic circuit board, but not the actual drive. My message is: Never give up on a hard drive recovery.

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Nancy DeMarte, 1st VP, Sarasota PCUG, Florida

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Accessing Charter Email When Traveling

By Howard Lewis, Midland Computer Club, Midland MI

When I travel, I usually take my Outlook database along with me to process my email. One problem that I've wrestled with for the last couple of years is that while I could receive email, I was unable to send email. I found a solution that worked for me and that was to simply use webmail. When on my last trip, I decided to investigate this problem in greater depth and found a solution which I am passing along in this tip.

Using Webmail

Using webmail is fairly simple, but does not provide some of the capabilities of a dedicated email reader. To access your email via webmail, simply go to the Charter website (www.charter.net) using your browser (**Figure 1**).

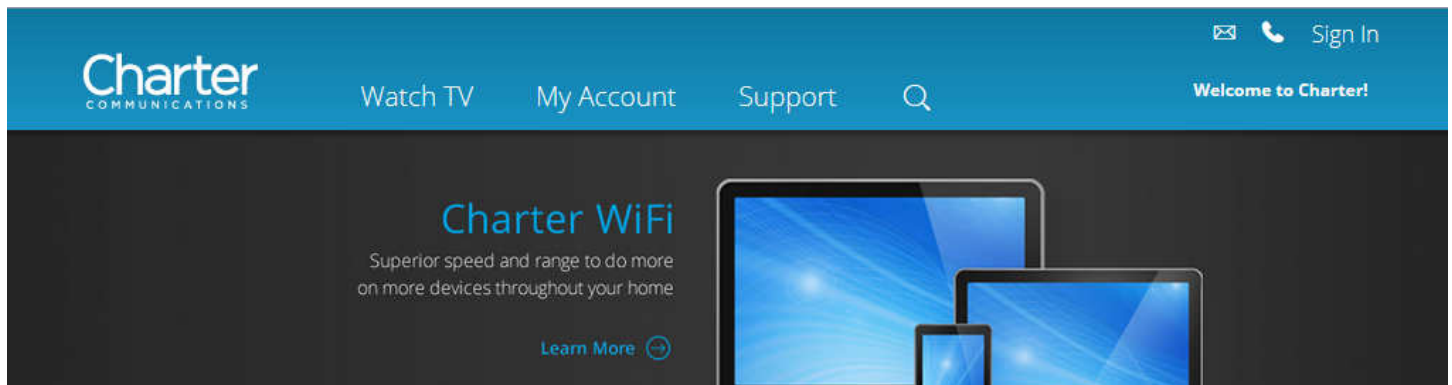


Figure 1. Charter.com Main Page

(One thing I noticed in preparing this tip was that Charter apparently is working on changing their website interface.)

Once into the Charter website, select *Sign In* using your email address and the password to your email account (**Figure 2**).

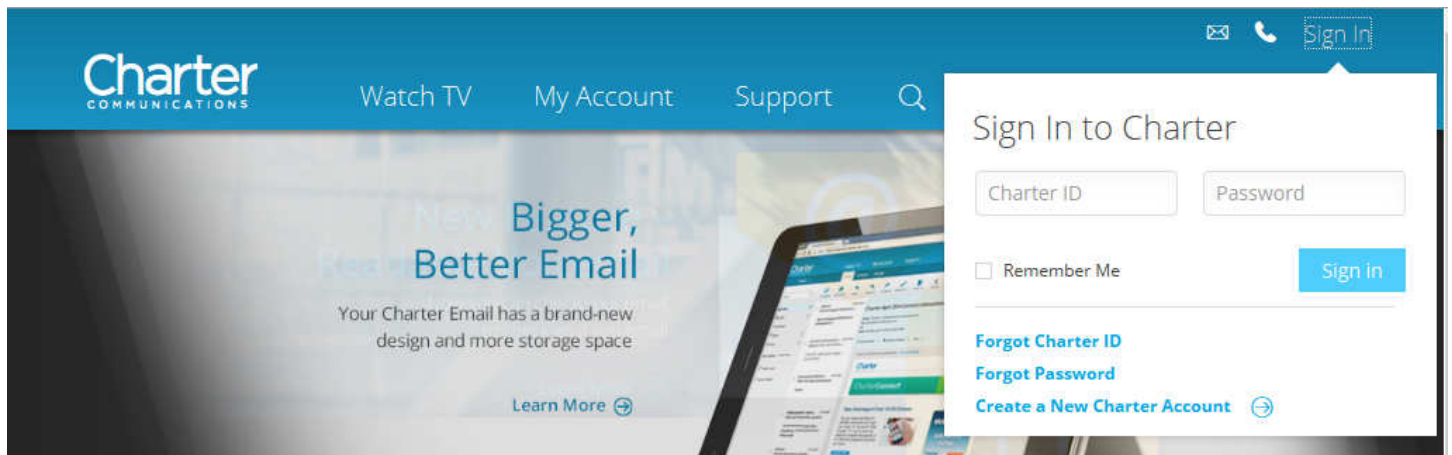
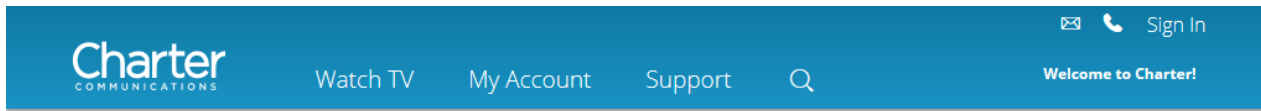


Figure 2 Charter Login

At this time, for some reason, you will need to login a second time (**Figure 3**), again using your email address and password, but this time you will need to add your home zip code (this login process may change by the time you read this).



Manage Your Account

Sign in with your Charter ID to manage your account, quickly pay your bill, set-up automatic payments, manage your charter.net email, download our security suite, and much more!

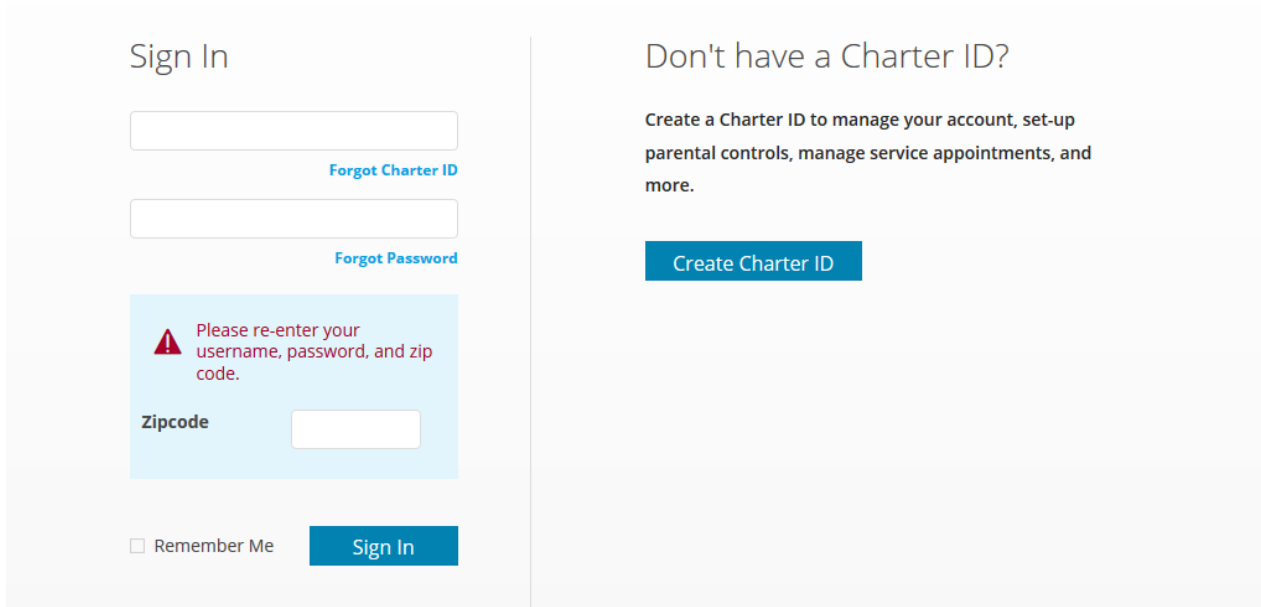


Figure 3 Charter Account Login

You will now be taken to the Charter main page (Figure 4).

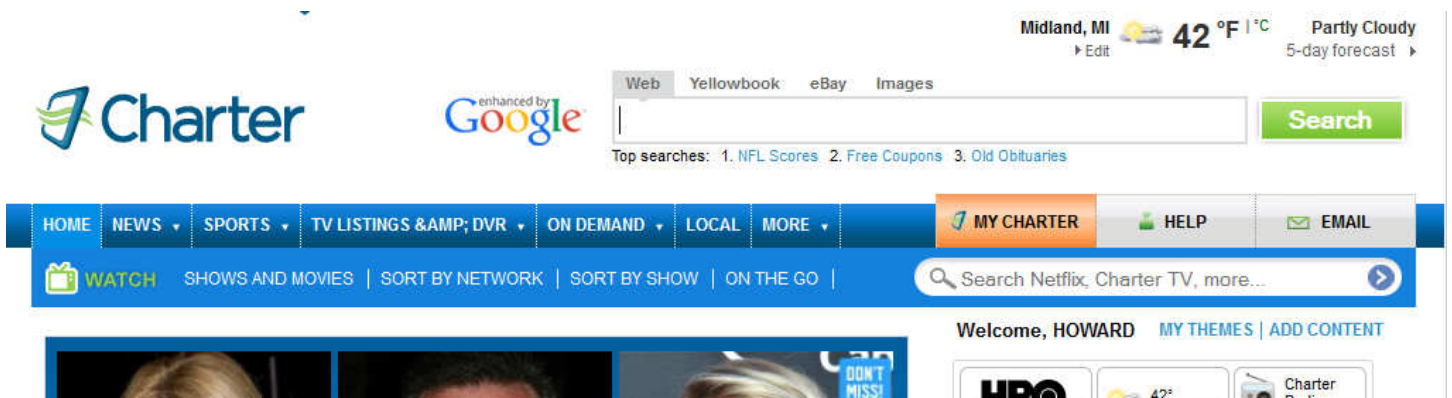


Figure 4 Charter Main Page

Next click on Email and you will be directed to your Charter Inbox (Figure 5).

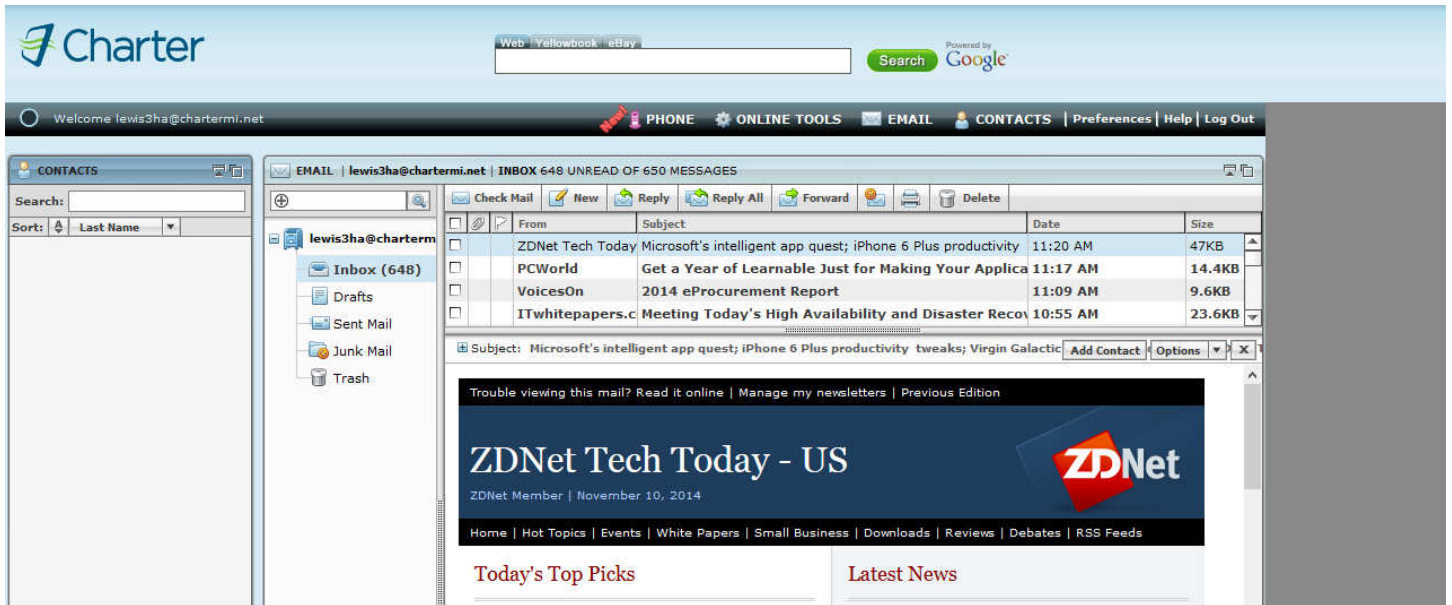


Figure 5. Charter Inbox

Next, by clicking on *New*, the New Message screen will appear (Figure 6).

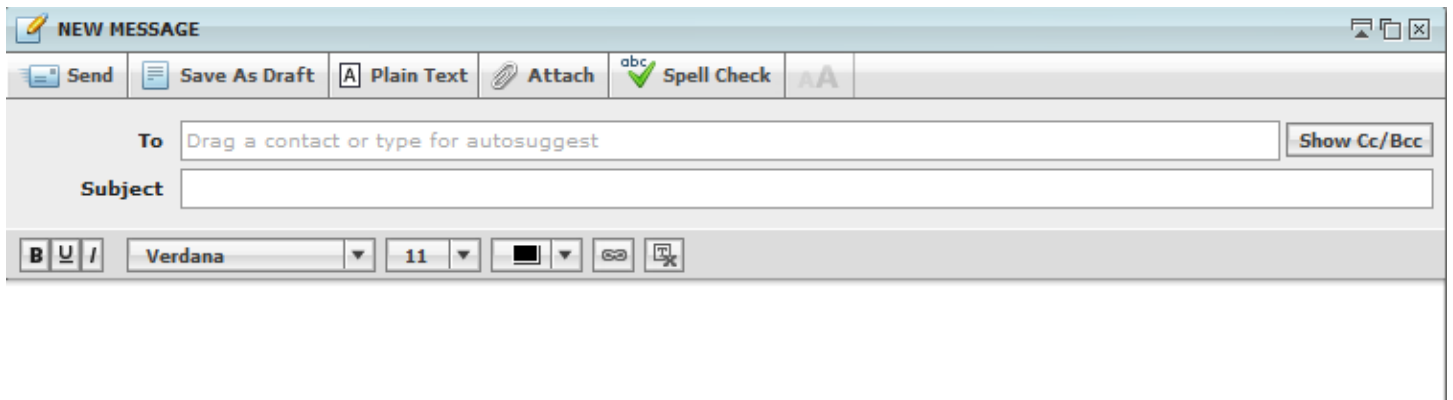


Figure 6. Create A New Message

After you have typed your message, click on *Send* and the message will be sent to whomever you have specified on the *To* line.

Using Your Mail Reader

The solution to my Outlook problem was to change the SMTP server.

When using a mail reader, two servers are utilized. One is the incoming mail server, which is usually POP3 or IMAP. The second server is the outgoing mail server. I have always used SMTP as my outgoing mail server in the past, but found out that by changing the SMTP server I could successfully send email while traveling.

To change your SMTP server, use the following procedure (I am using Microsoft Outlook 2013, but other mail readers should be similar).

First open *Control Panel* (Figure 7).

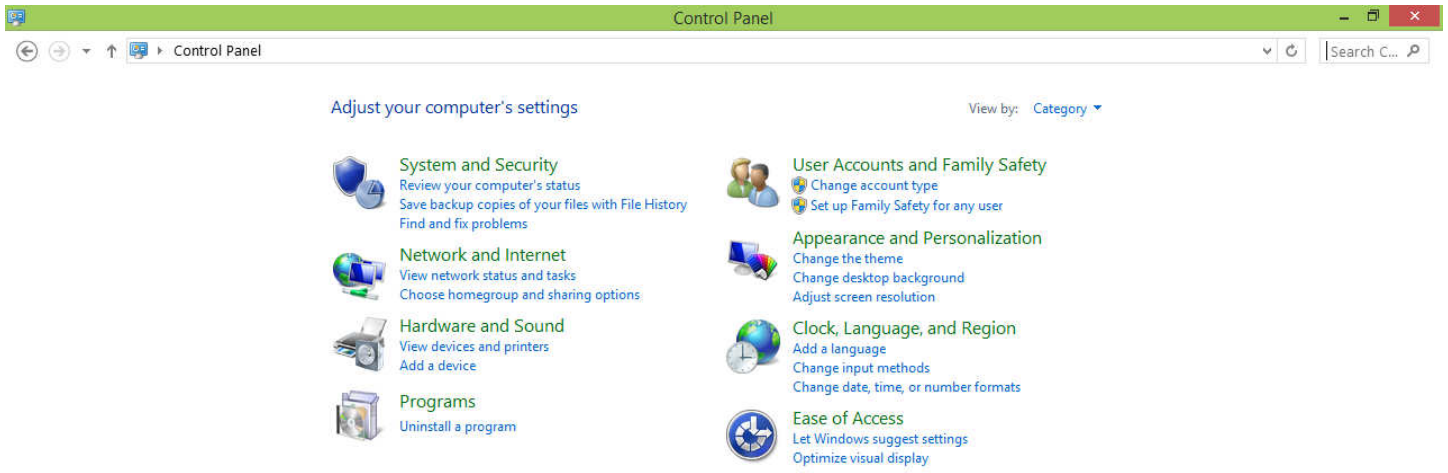


Figure 7. Control Panel

Next, select *User Accounts and Family Safety* (Figure 8).



Figure 8. User Accounts and Family Safety

Now, chose the *Mail* applet (Figure 9).

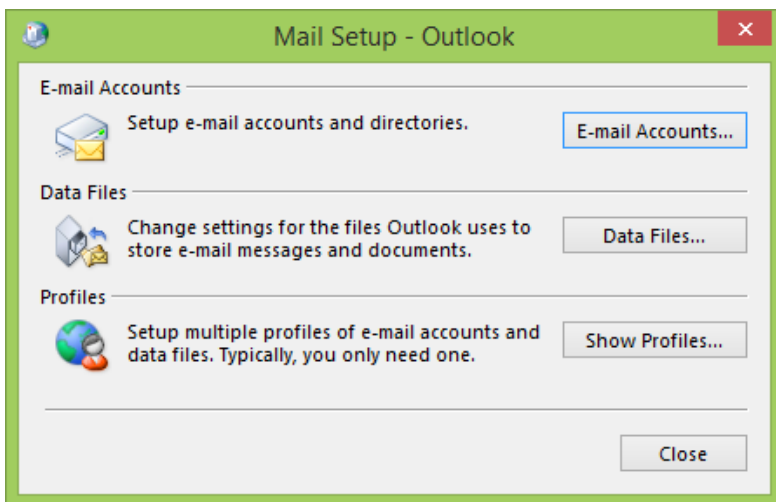


Figure 9. Mail Setup

Next, select *E-mail Accounts* (**Figure 10**). This opens up the mail reader's **Account Settings** dialog box.

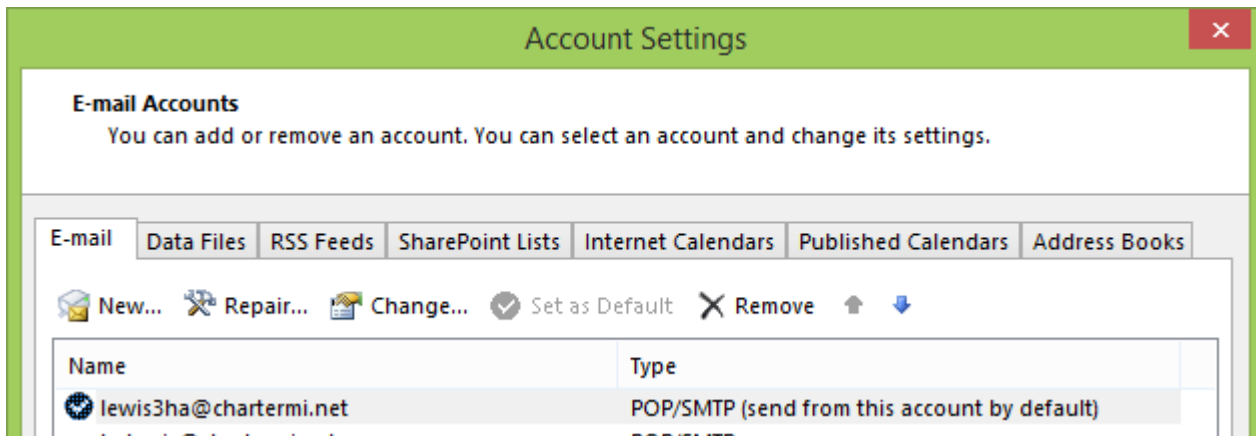


Figure 10. Account Settings Dialog Box

Now, chose your email account and click on *Change* (**Figure 11**).

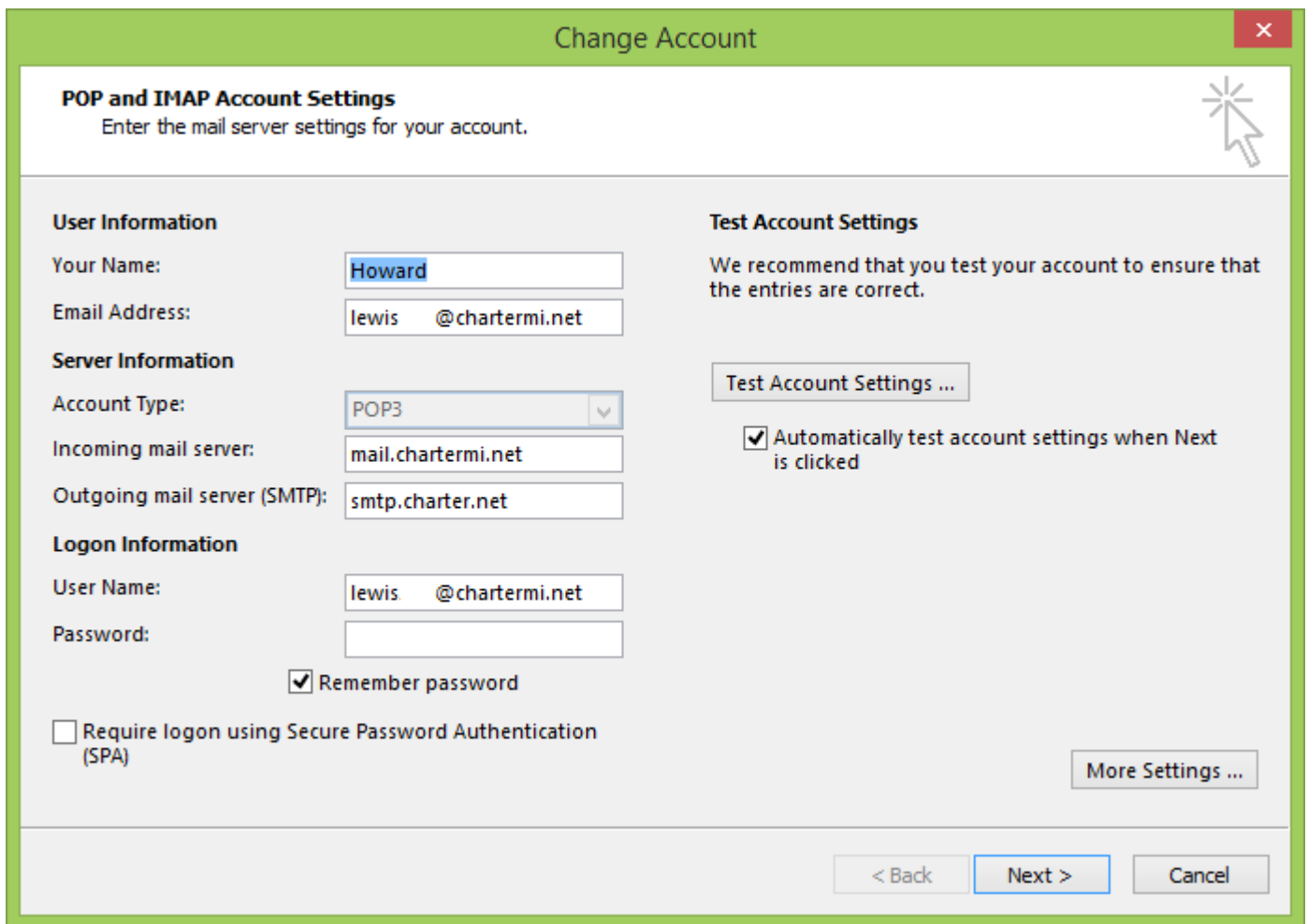


Figure 11. Change Account Dialog Box

Now change the **Outgoing mail server (SMTP)** from smtp.charter.net to *mobile.charter.net* and then click on *More Settings (Figure 12)*.

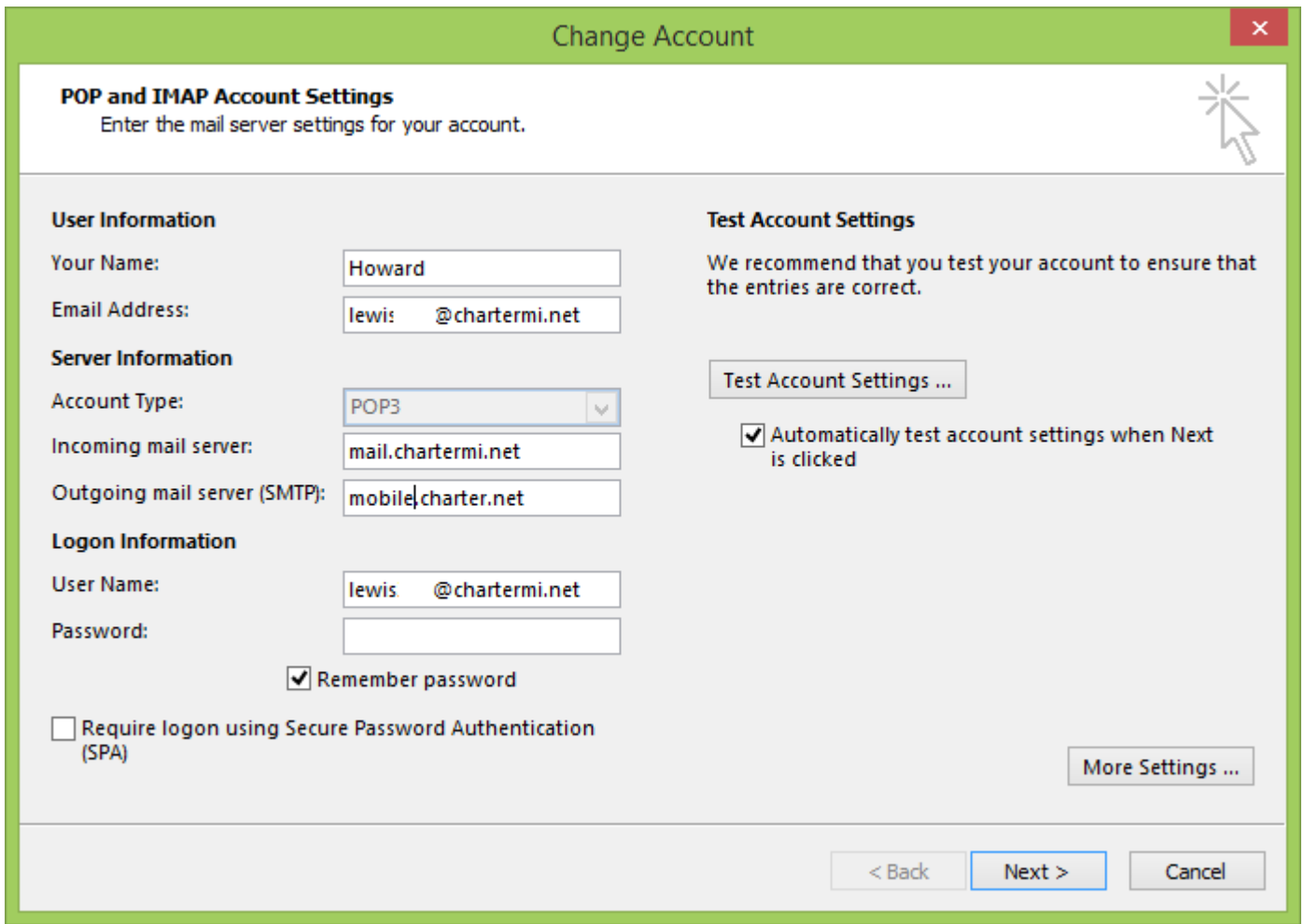


Figure 12. Changed SMTP Settings

The **Internet E-mail Settings** dialog box is now displayed (Figure 13).

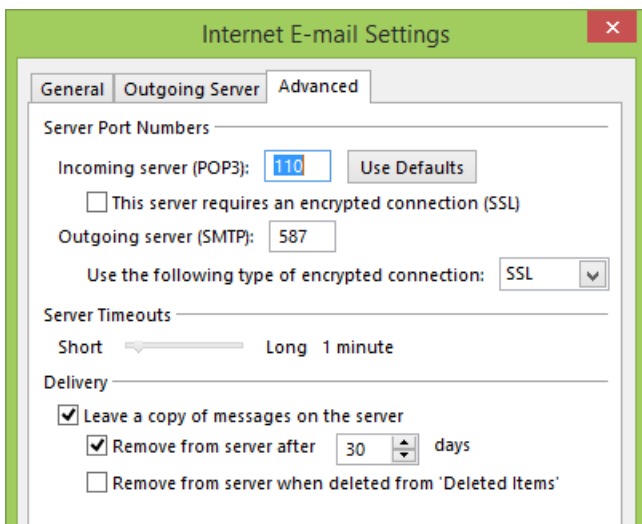


Figure 13. Internet E-mail Settings Dialog Box

Now switch to the *Advanced* tab. On this tab, the **Outgoing server (SMTP)** port normally defaults to 25. This needs to be changed to port 587. For the **Use the following type of encrypted connection** the default is None. This needs to be changed to *SSL*.

Now you can click *OK* and close all of the dialog boxes. You should now be able to send emails from your mail reader wherever you travel.

Since I have returned home, I've changed the SMTP server on my home system to the mobile settings and it appears to be working fine.

Google Voice

by Dick Orenstein, Member, Sarasota PCUG, FL
June 2014 issue, PC Monitor, www.spcug.org, [dicko \(at\) spcug.org](mailto:dicko@spcug.org)

Google Voice is a free telephone number that you can direct to forward calls to any other telephone number. In addition, you can block calls, receive transcribed messages, and do numerous other activities. Google Voice will also dial and connect calls for you; however, the call will be connected to another telephone number, i.e. your cell phone or your land line, as you direct.

For a visual introduction you can go to this YouTube link:
<http://www.youtube.com/watch?v=cOZU7BOeQ58>

If this link does not work here are two things you can do: first, copy the link to the URL window of your browser, not the search window, the window with the web page address in it. And second, you can search Google (or any other search engine) for "Google Voice" and find a long list of assistance.

You may be able to get a Google Voice number that is within your area code, but in today's world the area code of the number is not necessarily an indication of the location – witness mobile phones. Most of us have a mobile number from our home base, but if we move, most don't change the number. And in my case, I have a mobile number from there, but have a Google Voice number from this 941 area code, and calls get routed to my cell phone!

To get a Google Voice number, sign into Google Voice (you do have a Google Account don't you?) by going to the URL, www.google.com/voice. If you don't have a Google Account (some-name-you-choose.gmail.com), you can do it right there.

Once there, you can answer the questions and select your phone number from a list that will be presented.

Once you have your number, you'll now have to set up certain parameters so that the number works for you as you desire.

The first thing you'll want to do is to establish your **settings**. Click on the gear on the right side of the screen, and then click "Settings." The first tab is "Phones." Since you already chose a number, you will see that number and "Change/Port" and Delete and Transfer as available options. I do not recommend porting your mobile number as that will limit choices down the road. You will want a **NEW GOOGLE VOICE NUMBER**.

Then you will see a list of options for forwarding calls. I forward calls to my mobile number, but you can select other options which include forwarding calls to up to six (6) other numbers. You can "Add another phone" by clicking on that link.

The next tab, "Voicemail & Text" allows you to record a greeting, play your greeting, set up an email alert, forward texts, add a PIN and to turn on transcribing messages. The "Calls" tab allows you to turn on Call Screening, and a number of other pretty self-explanatory options.

"Groups and Circles" tab allows you to establish actions by grouping. In order to use this feature, your address book has to be part of Google Contacts. That feature is beyond the scope of this article at this time, but I'll make a follow up. For now, all incoming calls will be treated the same.

"Call Widgets" can be put on any web page, and allow people to call from that web page. When somebody clicks on the widget, we call them and connect them to you. Your number is always kept private. You can create multiple call widgets and have different settings for each of them. This, too, is beyond the scope of this article. "Billing" will allow you to set up Calling Credits. These can be used to make calls (outgoing) to other number, mostly in our case international numbers, at low rates. You can look up the rates for international calls.

And, "Account" is some simple setups, language, time zone passwords, etc.

On the left of the Google Voice page are two red boxes, "CALL" and "TEXT" that allow you to call another number using Google Voice. US numbers can be called for free and are connected to the phone you specify. For example, I can call someone from my Google Voice number and speak to them from my cell phone. I might do that because I do not want that person to see my real cell phone number. So, I click "CALL," enter the number I wish to call and specify to connect the call to my cell phone. You may do the same for text messages by clicking the "TEXT" box and entering the mobile number and the message.

So, let's summarize the advantages that Google Voice provides:

1. A new phone number with lots of control. The ability to allow or block callers, screen calls, forward calls to numbers by who made the call, and to transcribe and receive messages by email.
2. An ability to make calls from your Google Voice number and speak from any device that's handy to you at the time.
3. It's free.
4. Depending upon your use, you will find many more advantages as you use these features.

I am also referring you to a great article by Kim Komando at <http://www.komando.com/tips/248497/3-great-things-you-never-knew-you-could-do-with-a-free-internet-phone-number/all>

Again, if the link does not work, copy it into your browser's URL window.

OTG Cable/Adapter (On-the-Go)

By Frank Ramsey, Editor, Akron Canton PCUG, Ohio, www.acpcug.org,
aframsey (at) yahoo.com

How do you accomplish the transfer of files between a mobile device and your PC?

There are a number of methods, including connecting the device to a PC/MAC via a USB cable, use an application to connect over Wi-Fi and others.

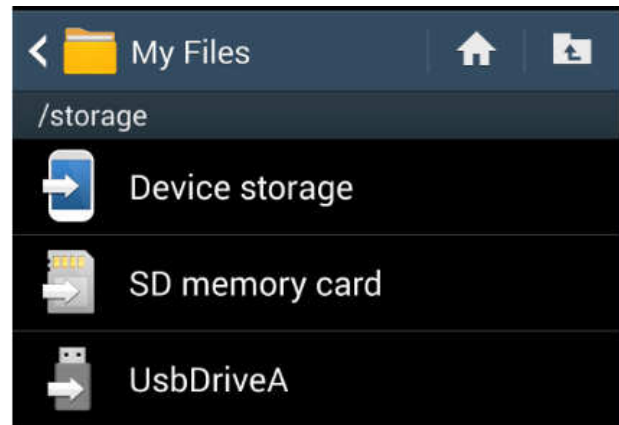
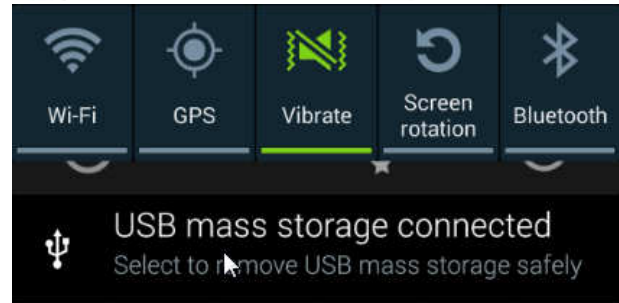
An additional method would be to transfer files to a USB Flash drive. Since few Android devices have a full-size USB Type A port, how do you connect a flash?

Enter the OTG Cable. A typical OTB cable is shown. One end is the USB Type A female, the other end typically USB micro male. These are available from a number of sources including eBay for prices ranging from under a \$1 to \$5 or more.

You plug the flash drive into the Type A female connection and plug the USB micro male into the Android device.

Typically the Android device will recognize the flash drive and eventually it will show up in File Manager. I say eventually because the flash drive must be scanned by the Android device. Depending on the size of the flash drive and the speed of the Android device, it may take a little time for the USB drive to show up. Be patient.

Now you can copy files to/from the flash drive.



Could You Save By Changing Fonts?

By Ilona Merritt, Editor, The Journal of The Computer Club of Sun City Center, FL
www.sccccomputerclub.org/ [ilonamerritt7201 \(at\) gmail.com](mailto:ilonamerritt7201@gmail.com)

The U. S. government uses Times New Roman or Century Gothic font in all of its documentation. It was recently discovered that if the feds switch to Garamond — which uses thinner strokes for its letters, which means less ink used per letter — they could save \$136 million per year. Maybe we should all change.

The above article was sent to me by Jack Fischer for the Journal. That \$136 million really peaked my curiosity and so it was off to Wikipedia for some lessons in fonts.

Personally I either like a font or I don't and I have more fonts in my computer than should be allowed. When I design flyers or invitations, etc. I frequently study my font file or will look for something new to fit a specific purpose. However, it is very important that an absolute minimal number of different fonts are used in one publication ... that is if you want anyone to read what you produced. Why? The more fonts are used the more the eye has to adjust and causes one's eyes to tire easily. Ergo ... the person stops reading and your work goes into the waste basket.

I researched Times New Roman, Century Gothic, Garamond and Minion. Each font described is written in that typeface and all are at 12 point.

TIMES NEW ROMAN gets its name from the Times of London, the British newspaper. In 1929, the Times hired typographer Stanley Morison of Monotype, a British font foundry, to create a new text font.

After Monotype completed Times New Roman, it had to license the design to then-rival Linotype, because the Times used Linotype's typesetting machines. (Think of Monotype and Linotype as the Depression-era Microsoft and Apple.) Since then, Monotype has sold the font as "Times New Roman" and Linotype has marketed its version as "Times Roman."

Typesetting technology has evolved, but due to its enduring popularity, Times New Roman has always been one of the first fonts available in each new format. Objectively, there's nothing wrong with Times New Roman. It was designed for a newspaper, so it's a bit narrower than most text fonts. Times New Roman is a workhorse font that's been successful for a reason.

CENTURY GOTHIC is a geometric sans-serif typeface designed for Monotype Imaging in 1991. It is a digital typeface that has never been made into actual foundry type.

The Century Gothic face is distinct for its single-story lowercase **a** and **g**. Century Gothic is more closely related to Avant Garde Gothic, designed by Herb Lubalin, and released by the International Typeface Corporation (ITC) in 1970. Century Gothic is similar to ITC Avant Garde in its pure geometry, and does not possess the subtle variation in stroke width found in either Futura or Twentieth Century.

GARAMOND is the name given to a group of old-style serif typefaces named after the punch-cutter Claude Garamont (also spelled as Garamond, Latinised as *garamondus*) (c. 1480–1561). Many of the Garamond faces are more closely related to the work of a later punch-cutter, Jean Jannon. A direct relationship between Garamond's letterforms and contemporary type can be found in the Roman versions of the typefaces Adobe Garamond, Granjon, Sabon, and Stempel Garamond.

Garamond is considered to be among the most legible and readable serif typefaces for use in print (offline) applications. It has also been noted as using much less ink than Times New Roman at similar size.

MINION (TYPEFACE) is a digital typeface designed by Robert Slimbach in 1990 for Adobe Systems. The name comes from the traditional naming system for type sizes, in which minion is between nonpareil and brevier. It is inspired by late Renaissance-era type.

Minion Pro — An Open Type update of the original family, released in 2000. The font was designed based on Minion MM, but with redesigns, which include slight changes to the selection of instances, and also alteration of font metrics.

Minion Pro is rapidly becoming THE FONT TO USE ... I have been using it for the Computer Club Journal for well over two years.

Now do you see what I mean about using too many fonts? I apologize!

(Editor's note - I don't have Minion Pro typeface on my computer so this is not a true representation of that font. Minion Pro may be included in some Adobe products and is available to purchase from Adobe for \$135.00/set)

The Hidden Tabs in Microsoft Office

By Nancy DeMarte, 1st VP, Sarasota PCUG, Florida
www.spcug.org, ndemarte (at) Verizon.net

Unless you are a frequent user of programs in Microsoft Office version 2007 or later, it's easy to become overwhelmed by all the commands on the Ribbon. Well, I have news for you. Those tabs along the top of the ribbon contain only the tools that were determined by studies to be used most often for everyday tasks. There is a whole other group of tabs in Office programs which appear only when needed. Called Contextual tabs, they are one of the most useful additions to the newer Office versions.

A contextual tab is a hidden tab that is displayed on the right end the tab row of the ribbon, but only when an object in the workspace is selected. Depending on what kind of object is selected, one or more tabs may appear. Above these tabs is their title, such as Table Tools or Drawing Tools, or, as shown in Figure 1, Picture Tools. Note that these titles are always colorful, perhaps to attract your attention that they are available. Tools on the Picture Tools Format tab can help you set a specific size for the photo, apply styles or special effects like shadow or glow, and do simple photo editing.

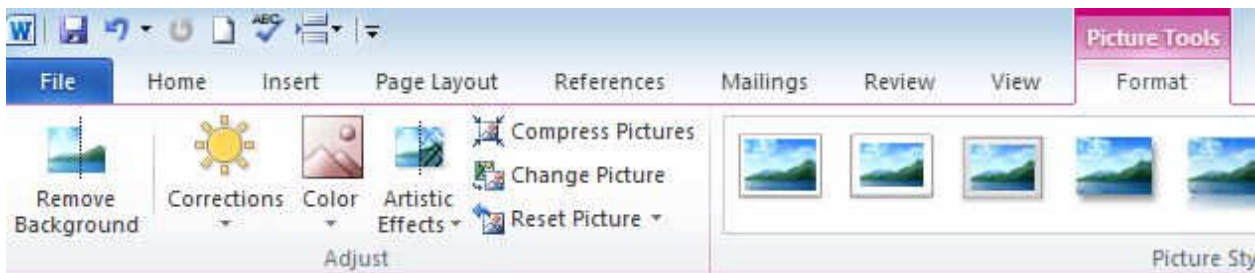


Figure 1: Partial View of the Picture Tools Format tab in Word 2010

Sometimes you have to click the actual tab to open it. Other times, as in Figure 1, it opens by itself. As soon as you move away from the object, the tab disappears. For example, if you insert a table into a Word document, Excel spreadsheet, or PowerPoint presentation, the title Table Tools and two new tabs show up at the right end of the ribbon: Design and Format. You must click one of the tabs beneath the title to reveal the applicable tools. Figure 2 shows part of the contextual Layout tab which is open in a Word document that contains the table you have selected.

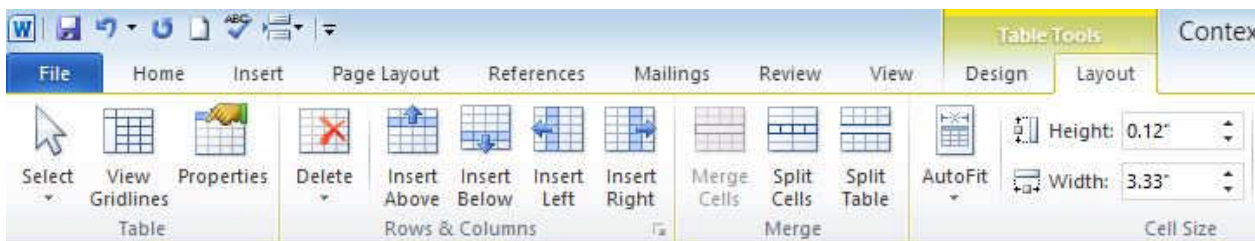


Figure 2 Partial Table Tools Layout tab in Word 2010

This Layout tab gives you a variety of options, including aligning text and objects within the table, “auto fitting” the table to its contents or the window, and splitting or merging cells. Clicking the Design tab presents a group of tools for formatting the table with borders, styles and shading. These two tabs contain almost every command you need to work with a table except basic font and paragraph options, which are on the Home tab.

This concept extends to any objects that are inserted into Office programs. For example, in Excel, if you insert a Pivot Chart, four contextual tabs appear, entitled PivotChart Tools.



Figure 3: PivotChart Tools with Design tab open in Excel 2010

Some contextual tabs are found in several Office programs, such as Picture, Drawing, and Table. Others are program-specific, such as Excel's PivotChart Tools. Excel has other exclusive tabs, too, such as Link Tools, Sparkline Tools, and Equation Tools. Even Microsoft Paint, part of the Windows operating system (not Office), has a Text tab under the title, Text Tools, which appears when you click the text icon (A) on the Home tab. Word and PowerPoint share many of the same contextual tabs, such as those described above, plus SmartArt Tools and Header and Footer Tools. PowerPoint, the slide presentation program, has a few unique tabs, such as Audio Tools, shown in Figure 4. Almost anything that can be inserted into an Office file has contextual tabs.

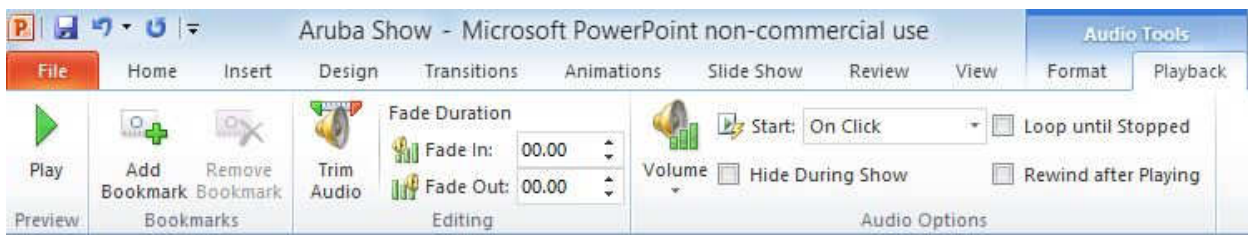


Figure 4: Audio Tools Playback tab in PowerPoint 2010

Here are three advantages to this system of contextual tabs that I have observed:

1. The critical tools for working with inserted objects are located on these tabs, so you don't have to search for them.
2. You don't have to do anything to make them visible. They pop up automatically when you select an object.
3. Because they hide when not needed, they don't clutter the screen.

The commands on these contextual tabs include some of the newest and best tools that have made Microsoft Office a leader in the Office suite world. I'm not sure I have even found all the contextual tabs yet, but I have used many of them and have appreciated their convenience. I think these hidden tabs were one of the most creative and helpful improvements in Office in a long time.
