Bearly Bytes Newsletter

President's Message - Yomar Cleary

Hello Everyone,

The Big Bear Computer Club board has been busy working on scheduling programming for the year; as well as lining up which six training workshops will be scheduled and in what months. The trainers are all board members but they need assistants to help if you are interested in being an assistant and attend the workshop at no cost while helping the students, please let me know.

The Computer Club now has a new treasurer!! The Board wishes to welcome **Tom Brandau** for stepping up to the plate. Welcome Tom!   We will miss our current treasurer, Barbara Moore, who is moving to Canada to be with family. Barbara has been our treasurer since 2005 and has done a great job keeping the Club's financials.

The board recently attended a dinner with their spouses at Old Country Inn as a thank you for their volunteer time to make the Big Bear Computer Club a viable training club. We had a wonderful time socializing. We are still in need of a Hospitality Chair—it's an easy position of welcoming members and guests at the general meeting while giving out name tags.

CONTENTS

NEXT CLUB MEETING
April 11, 2017
1:30 - 3:00 pm
Looking into a Virtual Future

Bruce Aronson will do an amazing presentation on how your future is going to be where long lines melt away and you move faster than ever! The future of waiting in line is to wait virtually. Virtual will be the future.

**To be held at the
Big Bear Senior Center,
42651 Big Bear Blvd
Big Bear Lake**

.

Consider bringing a snack to share during break-time.

2017 Big Bear Computer Club Workshops Survey

The Computer Club will schedule 2.5 hour workshops from 1 pm to 3:30 pm on the 3rd Monday starting May thru October at the Senior Center. We need to know what the community/members would be interested in attending. The fee for the workshops is $15.00. Here are the workshops we can provide this year:

1. Digital Camera, Computers, Tablets (iPad, Android and Windows 10) and Smart Phones (iPhone or Androids) Workshop

Download photos to a computer. Upload to the cloud. Organizing, editing, resizing and emailing. Photo backup methods. Demonstration of GIMP, a comprehensive photo editing app. Demonstration of Google Photos, their online storage and editing app. Prerequisite: Know how to take photos with your device.

2. Backup your desktop, laptops and tablets ---

Learn how to back up your important files - pictures, music, video, documents, tax information, receipts and more. Go off site with online companies - some free and manual, others low cost and automatic. Keep your own physical back ups as well. Discuss external hard drives, flash drives, memory cards, a computer used as a file server. Discuss how to keep your computer malware-free. Do not allow nefarious apps to compromise your files.

3. Settings on Your Mobile Devices Workshop ---

Devices covered include Smart Phones (iPhone and Android), Tablets (Android and Windows 10) and laptops (Windows 10 and macOS). Discuss what these different categories of devices mean. Learn how to turn the device on. Set it up out of the box. Basic device usage. Connect to Wi-Fi.

4. Security

(This is a new standalone workshop topic) - Devices include smart phones, tablets, and computers. Keep your device clean of malware. Learn how to use best practices to avoid infections. Prevention is the key. Use anti-malware as a secondary line of defense. Download apps from known good sites. Back up your files so you can restore them if your device becomes compromised. Discuss security settings on your device. (There is probably more.)

5. Windows 10 Settings ---

How to find the Settings in Windows 10. Look at and set privacy settings. Learn how to change them. Look at Update & Security settings. Learn how to set Windows Update. Discuss Backup and Recovery settings, including files, system image and system repair disc. Learn how to back up on a schedule.

6. Microsoft Word 2016

Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this Workshop, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

7. Microsoft Publisher 2013

This Workshop "Publisher" is especially helpful for folks that do newsletters. It completely creates a template, including headings, titles, small text boxes for sidebars, ads, etc. Learn what options it presents when working on computer projects that require more manipulating than Word or Excel offers, again it is really applicable to Newsletters, Ads, Professional stationery set-ups, side bar ads for existing documents.

8. Microsoft Excel 2013

The purpose of this course is to provide students with the knowledge and hands-on experience required to perform basic tasks in the Windows environment using Microsoft Excel. Students will grow in their ability to identify the fundamental functions of Excel. Design and input basic spreadsheets in Excel, using formulas and functions.

Email or call Yomar Cleary at ycleary@charter.net or 909.214.6990 which Workshops you are interested in attending. We will be doing six Workshops this year once we know which Workshops people want to attend.

Resource: techrepublic.com

Google recently noted that it had seen a 32% rise in hacked website. Here are the most common tactics it found.

In 2016, the number of hacked websites rose by 32%, according to a recent blog post from Google. And, unfortunately, the search giant said it believes that number will continue to rise as hackers become more sophisticated.

While 84% of webmasters who "apply for reconsideration" were able to clean up their sites, the post said, 61% were never alerted by Google that they had been hacked. The primary reason for this disconnect for more than half of hacked webmasters is that their sites weren't verified in Google's Search Console, which the company uses to communicate information about websites.

In the post, Google outlined some of the common hacks that are affecting websites today, such as the Gibberish Hack, the Japanese Keywords Hack, and the Cloaked Keywords Hack. Citing the old adage "a chain is only as strong as its weakest link," Google said that prevention is key in keeping these hacks at bay.

To improve prevention, it is important to know how these attacks are being carried out. In a separate post, Google outlined the following six ways that websites get hacked by spammers:

1.   Compromised passwords

Whether an attacker is using guessing techniques to obtain a password, or simply trying out common variations of passwords, compromised account credentials are a serious issue. It's important to create a strong password, not use the same password across multiple web properties, and use additional security tools like two-factor authentication, the post said.

2. Missing security updates

Old software that hasn't been updated may be missing an essential patch to account for a serious vulnerability, the post said. Make sure your web server software, CMS, plugins, and other essential software are all set to update automatically. If that isn't an option, set up a cadence by which you'll manually check for updates.

3. Insecure themes and plugins

In addition to making sure your plugins and themes are patched, be sure to "remove themes or plugins that are no longer maintained by their developers," the post said. Also, be careful when using free plugins, or ones that may only be available through an unfamiliar website.

"It's a common tactic for attackers to add malicious code to free versions of paid plugins or themes," the post said. "When removing a plugin, make sure to remove all its

files from your server rather than simply disabling it."

4. Social engineering

Social engineering attacks, like phishing, try to trick the user into thinking they are providing needed information to an actual webmaster or account manager, for example. Check to make sure the email address matches perfectly to a person you know, and never give out personal information to someone you aren't familiar with.

5. Security policy holes

Bad security policies, such as allowing users to create weak passwords, giving admin access too freely, and not enabling HTTPS on your site can have negative consequences, the post said. To better protect your site, Google recommends making sure you have the highest security controls configured, that user access and privileges are properly managed, that logs are checked, and that encryption is used.

6. Data leaks

When data is mishandled, or improperly uploaded, it can become available as part of a leak. One method, "dorking," can utilize common search engines to find the compromised data. Make sure only trusted employees have access to the data they need, and use URL removal tools to make sure that sensitive URLs don't display in Google search results.

Don't Become a Victim: Watch Out for Tax Season Tricks

Phishing scams: Cybercriminals will try to get you to do something, like click on a link or respond to an email, so they can steal your personal information. Watch out for unsolicited emails, texts, social media posts or fake websites that may lure you in and prompt you to share valuable personal and financial information. Armed with this infor-mation, online thieves can pilfer funds and/or commit identity theft. And opening malicious links or attach-ments can cause malware — viruses, spyware and other unwanted software that gets installed on your computer or mobile device without your consent — to infect your computer files.

Imposters claiming to be Internal Revenue Service (IRS) agents

The IRS will never email or call you demanding immediate payment without having first mailed a bill — nor will they ask for a credit or debit card number via email or phone.

Tax preparer fraud

The overwhelming majority of tax preparers provide honest services, but some unscrupulous individuals may target unsuspecting taxpayers and the result can be refund fraud and/or identity theft. The IRS re-minds anyone filing a tax return, that the preparer must sign it with their preparer tax identification number.

Online con artists will tempt you to take action in a variety of ways. Beware of the following:

"Cybercriminals can't wait for tax season. The flood of personal and financial data that's available online during this time of the year is a

"Do you have my taxes figured out yet?"

tremendous target. Everyone is filing their taxes, deadlines are looming and the bad guys are doing everything they can to take full advantage of the opportunity," said Michael Kaiser, NCSA's executive director. "Hackers are masters of social engineering. So during timeframes when there is increased potential to have your most personal data exposed, it's critically important to take steps to use the Internet safely and more securely. Remember that Personal Information Is Like Money. Value It. Protect It. Practicing good cybersecurity — when preparing your tax returns and all year-round — empowers Internet users to reap the benefits of connectivity with greater confidence."

Stay Cyber Safe – Follow These Tax Season Tips

The National Cyber Security Alliance (NCSA) has some easy-to-use STOP. THINK. CONNECT. tips that will help protect you against fraudster tricks.

Keep all machines clean

Having updated software on all devices that connect to the Internet is critical. This includes security software, web browsers and operating systems for PCs and your mobile devices. Having current software is a strong defense against viruses and malware that can steal login credentials or potentially use your computer to generate spam.

Get two steps ahead

Turn on two-step authentication — also known as two-step verification or multi-factor authentication — on accounts. Many popular email services and financial institutions offer this key security step for free, but you must opt in to turn it on.

Make better passwords

If your passwords are too short or easy to guess, it's like giving a cyber thief your banking PIN. Longer passwords and those that combine capital and lowercase letters with numbers and symbols provide better protection.

Continued... Tax time safety

Get savvy about Wi- Fi hot spots

Public wireless networks are not secure. Cybercriminals can potentially intercept Internet connections while you are filing highly personal information on public Wi-Fi.

When in doubt, throw it out

Links in email are often the way bad guys get access to your personal information. If it looks weird, even if you know the source, it's best to delete.

Resources to Help You Stay Safe this Tax Season

Here's a comprehensive listing of how to install two-step authentication on a variety of popular platforms: lockdownyourlogin.com/

• Better Business Bureau shares 6 Tips for Trusting Your Tax Preparer, visit bbb.org/tax-us to learn more.

• Consumer.ftc.gov/articles/0008-tax-related-identity-theft for consumer focused information about tax related identity theft.

•IdentityTheft.gov can help you report and recover from identity theft.

• If you are a victim of identity theft, the Identity Theft Resource Center (idtheftcenter.org) can offer advice tailored to your specific issue, a step-by-step plan and the necessary documents and letters you will need to implement your plan.

• The Internal Revenue Service offers fool-proof tips for filing taxes online; visit irs.gov/filing to learn more.

• Tax time is open season for ID thieves and IRS impersonators. Learn more at http://raud.org/component/content/article/2-uncategorised/66-tax-scams

Folding @ Home

by Marc Busch, Vice-President, Big Bear Computer Club, Big Bear Lake, CA

Researchers at Stanford University asked the Question, "What if… even while you sleep, you could help find a cure?" A cure for what, you are probably thinking? The answer is Cancer, Alzheimer's, Huntington's, Parkinson's, and HIV/AIDS.

How does it work? By installing a simple piece of virus-free software, at no cost to you, on your personal computer you help in the cause to aid Scientists in finding a cure many of these debilitating and deadly modern diseases. It only takes 5 minutes to get started Folding!

The problems the Scientists are trying to solve require so many calculations, the Project asks people (home computer users) to donate their unused computer power to crunch some of the numbers needed that require highly complex calculations normally only done on the largest Supercomputers.

Time on these Supercomputers is prohibitively expensive (thousands or even millions of dollars for only a very few hours of Supercomputer time). This often hinders the efforts of Research Scientists to get answers to their questions which could be provided in hours on Supercomputers versus weeks, months, years, or even decades on regular computers such as PCs or Macs.

By combining all the small time-slices of computer calculations on each home user's computer into a "virtual-supercomputer", this model can approximate the vast number-crunching capabilities of the afore-mentioned large Supercomputers used by the largest Universities such as UCSD, Stanford University, Caltech, MIT, etc. Thus, achieving a very low-cost simulation alternative to the real thing for a fraction of the cost needed for computing time on a real Supercomputer facility at any of the largest Universities such as those mentioned.

This process is referred to in the Computer field as "Distributed Computing" and is used today in modern computer networks used by many large corporations, our Government, and the Military.

Protein folding is a method that proteins use in your body to break down food into energy, regulate your moods, and fight disease. The proteins are "nanomachines" that live in your body and assemble themselves or fold into larger conglomerate substances that achieve these much-needed goals in your body.

When proteins do not fold correctly (misfolding), there can be serious health consequences, including many well-known diseases, such as Alzheimer's, Mad Cow (BSE), CJD, ALS, AIDS, Huntington's, Parkinson's, and many cancers.

If Scientists can better understand protein misfolding they can design drugs and therapies with which to better combat these illnesses.

More about the Project: Folding @home (FAH or F@h) is a distributed computing project for disease research that simulates protein folding, computational drug design, and other types of molecular dynamics. As of today, the Project is using the idle resources of over 106,000 personal computers owned by volunteers from all over the world and computers owned by this author as well.

Thousands of people contribute to the success of this Project.

The Pande Lab is the founding scientific group of Folding @home. Directed by Professor Vijay Pande, Ph.D., the lab is part of the Department of Chemistry and Structural Biology, Stanford University and Stanford University Medical Center, and works on theory and simulations of how proteins, RNA, and nanoscale syn-thetic polymers fold.

Dr. Pande founded the Project and developed methods for using distributed computing to study long timescale dynamics, pushed its application to protein folding, and wrote the client software and server code for the Folding @home Project. The members of the group involved with Folding @home are listed on their web page at www.pande.stanford.edu/people.

The Folding @home Consortium (FAHC). The Project has come a long way since the early days in

Continued… Page 7

2000 where it was mainly Professor Pande and 2-3 other people. Right now, there are about 20 people in the Pande lab who are involved in one way or another. But, even that isn't enough to make progress in other key areas. To help, Pande lab has started collaborating with other labs to form a consortium of labs involved with running, improving, and applying Folding @home to do even greater research than they've done before. Other labs participating in the consortium (FAHC) include Chodera Lab at Memorial Sloan-Kettering Cancer Center; Izaguirre Lab at University of Notre Dame; Kasson Lab at University of Virginia; Lindahl Lab at Stockholm University, Snow Lab at Colorado State University; Sorin Lab at CSULB (California State University Long Beach-my alma mater), and Zagrovic Lab, Mediterranean Institute for Life Sciences in Croatia.

Additionally, commercial computer companies including Intel, Google, Sony, ATI, and NVIDIA are commercial partners with the Pande Lab contributing advanced technology to the Project as well as fielding Teams of employee-volunteers to help with the actual folding process on their work or home computers.

Pande labs keeps detailed records of points and work units contributed by each person or Folding Team. Individuals who wish to volunteer computer time on their personal computers or even mobile devices (such as Smartphones or Tablet computers) can contribute their resources anonymously, individually, or join a

Folding Team from their favorite Club, Organization, Workplace, University or College, or other Non-Profit groups such as a Senior Citizens club or a High-School or College Alumni club.

I have been folding personally for 4 years and have accumulated over 1 million points towards the effort. The FAH website has detailed stats which anyone can view about donation achievements (points and work units) and can see how they stack up against other Folding Users/Teams donation progress. It's great fun and serves a great and much needed cause. Achievement

Certificates can be printed out right from the FAH website on any PC suitable for framing for your own wall at your office, dorm room, or home study to show off your contribution to the worldwide effort.

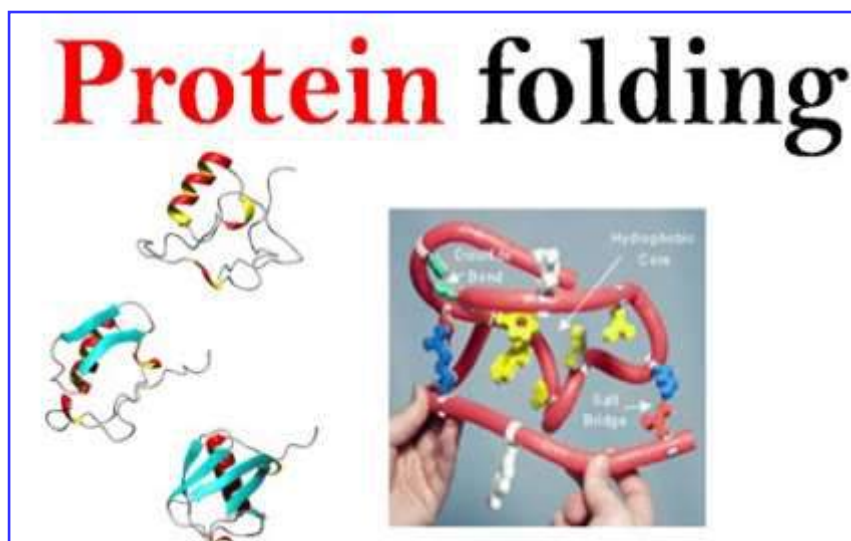Our computer club, Big Bear Computer Club, is putting together a Pilot Project to form our own Folding Team during this year (2017). Any Club member or Guest is welcomed to join the fun.

Downloading the Folding software is easy and free (no cost to you), you just need a personal computer and the willingness to help. The software is a "set-it-and-forget-it" type of installation. Once it's installed, it's always running in the background but, can be disabled if you wish at any time.

E-mail Marc Busch at bigbearjedi@charter.net if you are interested in learning how to Fold at home or if you'd like to join our Folding Team.

P.S. We are also looking for suggestions for our Team Name.

Big Bear Computer Club News

Photo by Jerry Land

Big Bear Computer Club Board News

We have started a Facebook page (thank you Bill Flanagan) for the computer club. Are any of you readers interested in doing the club's Facebook page?

Also, we have an opening for Name Tags/Hospitality chairperson for our monthly club meetings. You would meet and greet folks coming to the club's monthly meetings.
    Please contact Yomar Cleary

Your Computer Club donation is tax deductible.

Donations are accepted though Paypal.

You do not need a Paypal account to donate through Paypal.

Big Bear Computer Club Forum

The Big Bear Computer Club has a Discussion Computer Forum on a local Big Bear internet information site. Here's a link to the directly take you into the forum:

www.socalmountains.com

Once you're in the forum, Under General Topics click on "Computer Forum."

You can, optionally, bookmark the URL for an easy return for later reading.

You can read the forum without registering, but you need to register if you want to submit (post) a question or answer to someone else's post.

We hope to keep this as current as possible with the latest computer information.

You Can Support the Big Bear Computer Club at NO COST TO YOU

By using AmazonSmile!

For each Amazon purchase you, complete, Amazon will donate 0.5% of the purchase price to the Big Bear Computer Club.

Below is the link from Amazon Smile that will take you directly to the Big Bear Computer Club Amazon support page: https://smile.amazon.com/ch/74-3131147

You can consider sharing this link with your family and friends so they too can support the Big Bear Computer Club.

Big Bear Computer Club Website Links

- Club Bylaws
- Standing Rules & Policies
- Board Meeting Minutes
- BBC Cash Flow Statements

Apple reinventing the App Store for a new Generation

If you want your Apple iPhone to do something new, you usually just head to the App Store and find a pre-made tool get it done. When smartphones came out, that was all you needed — an app for that.

Today you might view a photo attached to a text on your Apple Watch, drag and drop individual files between iCloud folders on your phone, download them to PhotoShop on your Mac to manipulate and recombine them, and re-upload the final versions to the cloud. Life today, in short, is more complicated.

What if you want one app to do something to another app? Say, call an Uber every time you order Seamless for pick-up? Or what if you want one device to do something to another one — like having photos from certain iPhone camera roll folders automatically download to your Mac?

That gets messy. There are few ready-made solutions that meet the Steve Jobs criteria of "three clicks or less."

Now, Apple is getting back to those roots, said John Feland of consumer experience analytics firm Argus Insights.

The App Store took a novel interface — mobile — and simplified the portal connecting phones to the internet. Apple's newest acquisition, Workflow, has the potential to do the same thing on a higher level for the smart home, particularly for voice, by simplifying the way we connect our devices to each other, Feland said.

Workflow is an app that allows you to automate certain actions. (Here's a guide to how it works). TechCrunch first reported Apple's takeover of the app, which Apple said had "outstanding use of iOS accessibility features, in particular an outstanding implementation for VoiceOver with clearly labeled items, thoughtful hints, and drag/

drop announcements, making the app usable and quickly accessible to those who are blind or low-vision."

Apple is tight-lipped, so it's hard to know exactly what the engineers in Cupertino will come up with — Workflow could easily fade into the background of other products. But Forrester analyst Frank Gillett said it's unusual for Apple to acknowledge an acquisition and keep an app on the market, suggesting Workflow might stick around.

The software menu for your life

Workflow is somewhat of a visual programming tool that's easier than writing an app but probably too wonkish for the average consumer. Gillett said Apple might get under the hood, making it easier for every iPhone user to make DIY programs.

But another theory is that a new generation of developers, or "prosumers," could create "workflows" that act as micro or mini apps, Feland said. The Workflow app would then become a menu or "store" where consumers could go and select sets of commands that were premade by others.

For instance, a Workflow "developer" could create a "Gone Fishing" workflow that automatically locks the doors, turns

Continued... Apple Apps

down the thermostat, and shuts off the lights for the weekend. You open the Workflow app, search for the one you need, and when it's time to head out, all you have to do is tell Siri, "I'm going fishing."

"Rather than asking Siri to do 12 things in a row, you can give it one task"

That's important, Feland said, as Siri has "languished" behind competitors like Amazon's Alexa and Google Home, who have a more open platform ripe for integration across devices and apps.

Apple has already opened the gate to these kinds of integrations. Siri opened to developers last year, and users can now do things like buy an iTunes movie on one device and continue watching it on another.

Workflow is also important as Apple tries to extend computing experiences beyond your phone, which is increasingly become the "digital hub" that Steve Jobs once envisioned when he dropped "Computer" from the company's name.

"Some of this is Apple shifting velocity," Feland said. "Apple is trying to almost make iOS the core operating system that people are using. They are shifting to much more of a model that's not performance, but it's about connectivity."

So just like creating playlists was a heavy burden for the small screen of the iPod in the early 2000s, complex tasks can be overwhelming on a pair of AirPods, a Watch or the augmented reality glasses Apple is rumored to be making.

The solution for the iPod was iTunes on a personal computer -- a spread-out interface with plenty of room to create playlists.

Apple 'Trying to Do Some Things' to Combat the Spread of Fake News

Resource: macrumors.com

Apple is actively working on ways to ensure its content delivery services are robust enough to stand up to the challenge of "fake news", according to Apple's senior vice president of software and services, Eddy Cue.

Cue made the comments during a wide-ranging interview at the Code Media conference on Monday evening. Echoing comments recently made by CEO Tim Cook, Cue said that technology companies have a special responsibili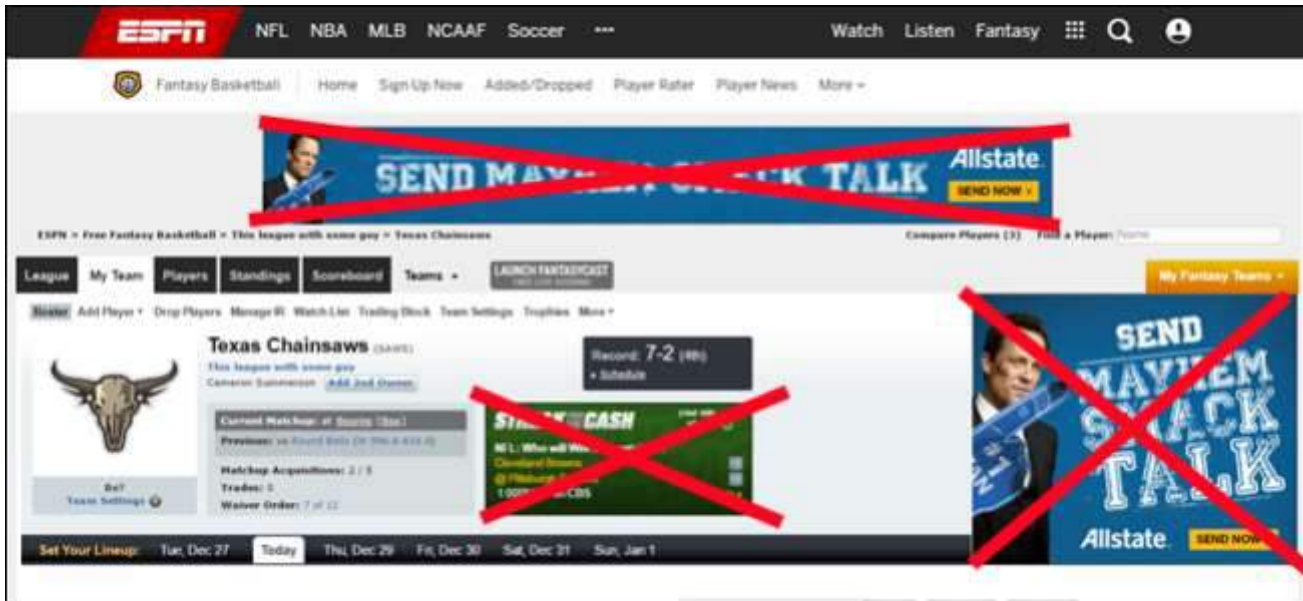ty to members of the public, most of whom now depend upon personal devices to receive their news. With that in mind, Cue said that while there was no simple way to counter the spread of fake news, the company is working on methods to reduce its dissemination.

"We want Apple News to be available to everyone, but we want to vet and make sure that the news providers are legitimate. We're very concerned about all of the news items and the clickbait from that standpoint, and that's driving a lot of the news coverage. We're trying to do some things in Apple News, we're learning from that and we need to share that together as an industry and improve it."

Last week, Tim Cook admitted that fake news is "one of today's chief problems" and that "we have to give the consumer tools" to deal with the challenge. Companies like Apple should "filter part of it" before it reaches the public, he said, but in a way that avoids "losing the great openness of the internet".

How to Opt Out of Personalized Ads from Google

Resource: howtogeek.com

Ads are an unfortunate necessity on the internet—they're how sites like this one are able to operate. But if you find personalized ads a little too creepy, you can tell Google (one of the internet's biggest ad networks) to stop showing you personalized ads.

If you're an Android user, there are actually two steps to opting out: one in your Google account (which is the main opt-out method), and one on your Android device, which instructs apps not to personalize your ad experience. If you're not an Android user, one step is all it takes.

We will start with the former. Both methods are covered in detail on this website page:

https://www.howtogeek.com/285835/how-to-opt-out-of-personalized-ads-from-google/

The Howtogeek article uses pictures detailing how to opt out of personalized ads.

> RELATED ARTICLE
> 13 Things You Can Do With the Google Settings App on Any Android Device

That way, instead of getting ads for things that you've recently searched for (or similar items), you could see completely unrelated, unpersonalized ads that aren't based on your search and browser history. This way, you can still support the sites you love without feeling like Google's stalking your every move.

How to Send and Receive Faxes Online Without a Fax Machine or Phone Line

Resource: howtogeek.com

Some slow-moving businesses and government agencies may not accept documents over email, forcing you to fax them in. If you are forced to send a fax, you can do it from your computer for free.

How Fax Machines Work (and Why They're So Inconvenient)

This isn't as easy as it should be. Fax machines are all connected to the plain old telephone lines. When you use a standard fax machine, that fax machine places a phone call to the number you specify. The fax machine at the destination number answers and the document is transmitted over a telephone call.

This process was invented before the Internet and seems laughably archaic at this point. To perform a fax, a person may type up a document, print it out, and scan it into the fax machine which sends it over the phone line. The person receiving the fax may then scan the faxed document and turn it back into a digital file. They've come full circle — the document was sent from one computer to another computer with much additional work and lost image quality.

Send Faxes Online, Free

There are so many online fax services out there that it's hard to make an informed decision about which one to choose. The first thing to consider is what kind of a user you are, how often you'll be faxing, and what features you need.

Power User: RingCentral Fax

If you are going to be sending sensitive faxes all the time, or you work for a company and you're trying to choose a service, RingCentral Fax, which is partially owned by Cisco and AT&T, is probably the best choice for your needs, especially since they have a lot of great security features and support for multiple users with separate fax lines.

It has all the features you can imagine, including integrations with Outlook, Google Drive, Dropbox, Box, and you can even get a toll-free number. It also has a lot of security features that would be useful for businesses or people that are transmitting secure information.

Of course, if you just want to send a few faxes, you can sign up for one of their cheap plans that start under $7 per month... and then just cancel after a month or two.

Occasional User
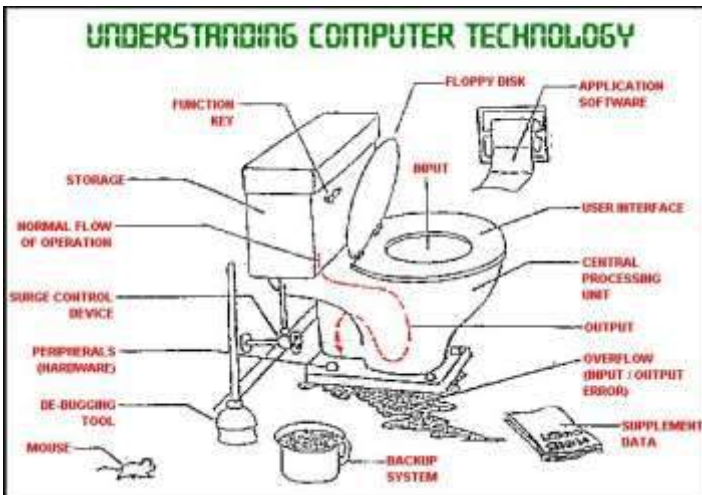
If you do need to send the occasional fax, we recommend MyFax, which lets you send up to 10 free pages without having to pay. This doesn't sound like much, but it's more pages per month than most people have to fax per year. If you do need to send more pages each month, you can upgrade to a regular plan.

About Bearly Bytes

Bearly Bytes Newsletter, past winner of SWUGC & APCUG Newsletter contests, is the official publication of the Big Bear Computer Club. Views expressed in Bearly Bytes are those of the authors and do not necessarily reflect the opinions of Big Bear Computer Club. Other computer user groups are welcome to reprint our articles as long as they give credit to the author and Bearly Bytes, Big Bear Computer Club.

Submissions: All BBCC members are encouraged to send letters, articles, questions, and comments to Bearly Bytes for inclusion in future issues. Submit as plain text in the body of an email and attach any graphics as JPEG or GIF format and send to: treadwell@bigbearcc.org

Enter "Find the Bear" contest to win a cool prize

1. **Locate this "BEAR"**
2. **Click on it**
3. **Fill in the form**
4. **and then Send**

At the next general meeting following this newsletter, a drawing will be held for all who found the bear. The selected winner will receive a surprise gift.

You will need to attend the meeting in order to receive the prize

The March Newsletter Winner was Del Johnson!

Bits & Bytes

March 2017 Club Meeting

We had an interesting meeting covering Google photos in the cloud presented Geeks on Tour, Jim and Chris Guld using Android or IPhones.

Attendees

The Opportunity Drawing Winners

left to right ...

Del Johnson.........Water bottle
Sharon Teeter......Storage box
Paul Palmquist.....Thinkable Inkables rubber stamp
Russ Teeter ....Picture frame

APRIL 2017

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4	Board Meeting
11	Club Meeting

bigbearcc.org

Group Newsletter Sites

The Word Start Screen

Applies To: Word 2013

Word 2013 shows a Start screen when you launch it. It's simple and straight forward to use. The left-hand side of the screen is given over to a list of the most recent documents you've worked on. Click any to open them. To open a different document, click "Open Other Documents" down at the bottom left of the screen.

The main part of the screen, on the right, is taken up by more than two dozen templates for creating new documents -- everything from simple, straightforward, single-spaced basic documents to flyers, party invitations, brochures and business cards. Click any and you'll come to a screen with a basic description of the template, along with its average user rating. Click Create to use the template.

Not happy with the templates you see? Microsoft has a sizable template repository with plenty more. Up at the top of the screen, type in what you're looking for -- "letters," "resume" and so on. You'll come to a list of templates that match your search. Click one and you'll see the same kind of screen that you do when you use a template from the Start screen. As with those templates, click Create to use it.

Note that the templates -- both those listed on the Start screen and those you search for -- aren't on your local machine. They're on a Microsoft template repository. So when you choose one, you'll first download the template before you use it. The download size is listed on the template's description screen. Incidentally, if you hate the Start screen, you can easily get rid of it. Just choose File --> Options, and in the "Start up options" section of the default General screen, un-check the box marked "Show the start screen when this application starts."

http://www.computerworld.com/article/2938195/desktop-apps/word-2013-cheat-sheet.html

Auto Filling Numbers with a Trailing Period

Stick to numbers (which AutoFill can work with) and apply a custom format to the cells in order to add the period. Follow these steps:

1. Use AutoFill to create your sequence of 150 cells, numbered 1 through 150.
2. Select the cells.
3. Select the Home tab of the ribbon.
4. Click the small icon at the bottom-right of the Number group. Excel displays the Format Cells dialog box.
5. If the Number tab is not displayed, select it.
6. In the Category list, choose Custom. The dialog box changes so you can enter a custom format.
7. In the Type box enter the following: **0.** (the digit 0 followed by a period).
8. Click OK.

Your numbers should now all appear just fine with a trailing period. And, best of all, they are still numbers so you could do math with them, if necessary.
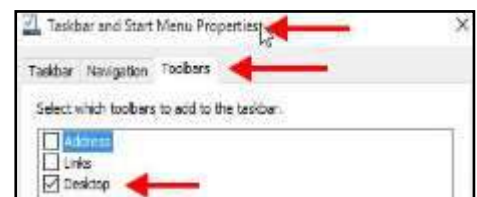
Use Windows 10's Secret Taskbar to Navigate Like a Pro

Finding files and folders on Windows 10 can be a nuisance, so here's a quick way to find them without any navigational headaches

To access files, folders, and settings on Windows, you usually have to go digging through many locations. Save yourself that trouble by using the instantly-find-anything Desktop toolbar.

Here is how to do it:

1. Right-click on an empty space on the taskbar.
2. Click on **Properties** in the context menu.
3. In the **Taskbar and Start Menu Properties** dialog that pops up, switch to the **Toolbars** tab
4. Check the box for **Desktop.**
5. Click on **Apply** and exit the dialog.

Helpline

The following members have generously offered to help you with your PC problems by phone or by email:

Windows Beginners ....Yomar Cleary
909.214.6990   ycleary@charter.net

Microsoft Windows .... Rosemary Lloyd
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Computer Upgrades................... Marc Busch
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The Computer Club provides training at the monthly meetings when there is no presenter.

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   OR
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Mailing Address:

Big Bear Computer Club
PO Box 645
Big Bear City, CA 92314