



Bearly Bytes Newsletter

Hello Friends,

President's Message - Rosemary Lloyd

Here is a new update on the workshops sponsored by the Computer Club:

August 15 - Windows 10 Part 2 - Start Menu revisit, Apps, Settings, Customizing, Back Up, Troubleshooting, Windows Updates and Privacy Settings

September 19 - Microsoft Excel - Do the math, charts, graphs and more

October 17 - Settings on your mobile device - Set up and customize your Android phone or tablet, iPhone or iPad, or Windows phone or tablet

Please contact Rosemary Lloyd to register or ask questions. Email at Rosemary@BigBearCC.org or call 909.547.7257.

We look forward to seeing you at workshops!

Windows 10 users: by the time you read this, Microsoft will have released the Windows 10 Anniversary Update.

Microsoft Insiders have been testing it since late 2015. After its release on Aug. 2, the Anniversary Update downloads through Windows Update. You can look for it.

Take care.



Husband Jim (Left) and Rosemary Lloyd (Right)



NEXT CLUB MEETING August 9, 2016

Converting Media to different Formats

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



The presenter at this event will be **Thomas Brandau**, CEO and owner of Production Recording Media Company. His company specializes in the archiving and multi-format transfer of your family memories to current digital standards. Do you still have VHS family movies of Christmas and find you can no longer watch them? Convert them to a convenient digital format. He will answer your questions after his presentation.

consider bringing a snack to share during break-time

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Microsoft's Windows 10 New Updating Methods

Resource: <http://www.makeuseof.com/tag/turn-off-automatic-app-updates-windows-10/>

Throughout the entire Technical Preview a whole new scheme for updating Windows 10 was used. It involved fast and slow rings, which controlled how frequently updates were installed on the participant's devices depending on which ring they belonged to. Now that Windows 10 is being sent out into the wild, update branches (described below) will be used to decide who gets updates at what time once they are available.

The most flexibility is with the Enterprise edition on the Long Term Servicing Branch (LTSB). This is only available for customers with a Volume Licensing Agreement (VLA) or Software Assurance (SA) and it allows any update to be postponed indefinitely.

In the middle, we have the Professional, Enterprise, and Education editions with the Current Branch

for Business (CBB). It allows users to defer updates for an unspecified amount of time before they are forced onto the machines. This allows companies to test the security patches, fixes, and new features before rolling them out via Windows Server Update Services (WSUS) or other compatible patch management systems such as System Center Configuration Manager, thus allowing more company control while still making sure all updates eventually get rolled out.

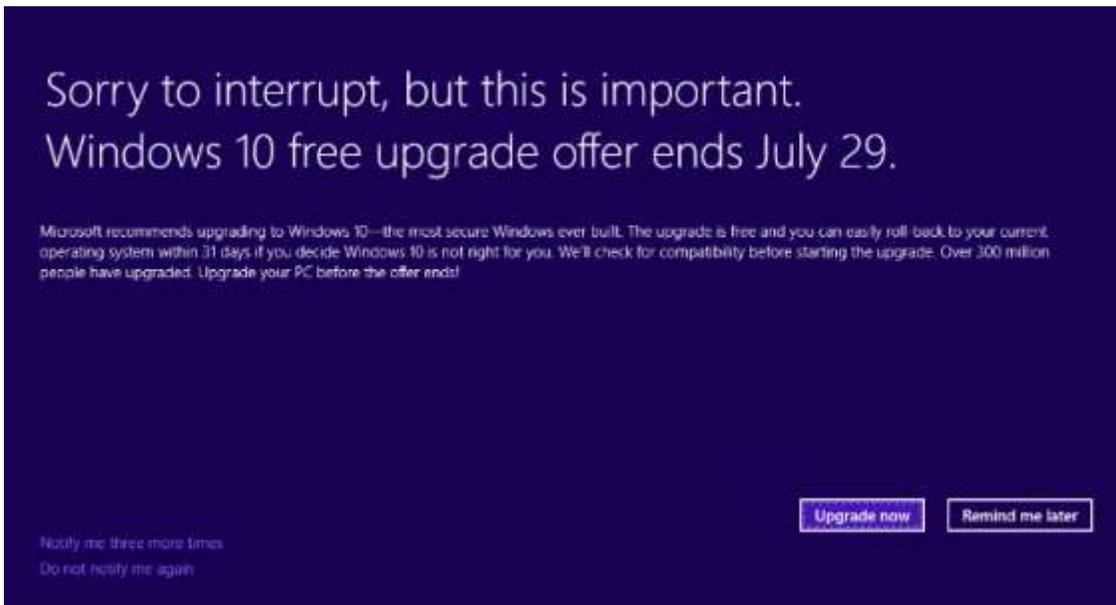
And at the bottom of our list we have Windows 10 Home which uses the Current Branch (CB). It allows very little control over updates. The other issue that arises with the Home edition is that Microsoft has decided to apply the same behavior to all apps installed from the Store. A user can initiate an update check and install cycle, but you cannot select what updates will be applied. You simply get them all.

Editor : HOWEVER... read the next article in this newsletter (How to Change Windows Update Settings When Managed or Disabled by System Administrator) to reset how Windows updates are managed.

NOTICE: from Marc Busch one of our Computer Club's expert computer people.

Marc has been a Microsoft Windows 10 previewer/debugger. He has heard the Microsoft is planning a "massive" upgrade to Windows 10 with the tentative starting date of August 2, 2016. Updates will be done in waves and not all people will be updated at the same time.

He expressed some concern about the update and is advising folks to back up their system before the Microsoft update occurs...just to be safe.



2016 APCUG International Technology Conference

October 21, 22 & 23, 2016
Palace Station Hotel & Casino, Las Vegas

BE EDUCATED, ENTHUSED AND ENTERTAINED!

The conference is where you can learn



more about technology from the excellent speakers, make contacts, share your thoughts and go home with information for your tech club. And, don't forget the food – it's great.

Join us for our 2016 Tech Conference and learn about the ever-changing world of technology. Whether you are using a Windows-based or Linux computer, a Chromebook, Android or Apple device, this is the conference for you.

You will have the opportunity to attend presentations on a smorgasbord of social media sites, iDevices, Android devices, Windows 10, Linux is like cars, the Internet of Things.....

Your \$85 Early Bird registration fee covers:

- Conference kick-off presentations
- Welcome swag bag with sponsor items, various discounts and special pricing order forms
- Lunch and dinner on Saturday
- Lunch on Sunday
- Your choice of 20+ presentations
- Door Prizes
- Networking with other tech club officers and members
- Up close-and-personal time with sponsors at the Saturday night Expo
- Find out what is happening with

APCUG at the annual meeting on Sunday

- 2016 digital photo, newsletter & website competition certificates and prizes awarded on Sunday

fee ends October 4

- \$100 registration fee October 5 – October 20
- \$125 on-site registration
- Palace Hotel Conference rate ends October 4, 2016

REGISTER FOR CONFERENCE AT

2016APCUGConf.eventbrite.com

IMPORTANT DATES

- \$85 Early Bird registration

HOTEL INFORMATION

Palace Station Hotel & Casino, 2411 W. Sahara Ave, Las Vegas, NV 89102



- Conference rate code: **PCIAPCG**
- All rooms are equipped with high-speed Internet access.
- Please let them know if you need an ADA-accessible room
- Courtyard Rooms: 10/18–10/20 \$29.99; 10/21-22 \$54.99; 10/23 & 10/24 \$29.99
- Tower Rooms: 10/18-10/20 \$49.99; 10/21-22 \$89.99; 10/23 & 10/24 \$49.99
- A Hotel Service Fee of \$9.99 per night will be applied to each guest room which includes daily newspaper, admission to the exercise facility, and shuttle service to and from the Strip and McCarran International Airport on a set schedule.

Call 800 634 3101 to make your hotel reservation

How to Change Windows Update Settings When Managed or Disabled by System Administrator

Resource: <http://www.askvg.com/how-to-change-windows-update-settings-when-managed-or-disabled-by-system-administrator/>

NOTE 1: I'm writing this tutorial specially for Windows 10 but this tutorial will also work in all previous Windows versions.

NOTE 2: This tutorial was written for Windows 10 preview builds but it also works in final RTM version of Windows 10.

Imagine a situation when your system administrator or a 3rd party software or a malware disabled/restricted Windows Update settings page. In such situations, you won't be able to change Windows Update settings because all available options would be grayed out.

Same thing happened in Windows 10. Microsoft has disabled customization of Windows Update settings because they want Windows to automatically download and install all preview updates. Microsoft don't want testers to modify those settings to prevent them from disabling Automatic Updates.

If you open Windows Update settings page in Windows 10, you get following screen (Figure 1).

You can see the message "**Some settings are managed by your system administrator**" at top and you can't change settings of automatically download and install Windows updates in the drop-down box.

Now the problem is that Windows will automatically download and install new updates without your knowledge and you'll have no idea when and which updates Windows installed. If you are on a limited bandwidth or slow Internet connection, you may want to change the

settings to notify you before downloading and installing the updates so that you can select which updates do you want to install and when.

If you are using Windows 10 or any previous Windows version and want to be able to change Windows

Update settings, this guide will help you.

Today in this article, we are going to tell you methods to remove this restriction and to be able to modify Windows Update settings as shown in Figure 2 screenshot.

Continued... Page 5

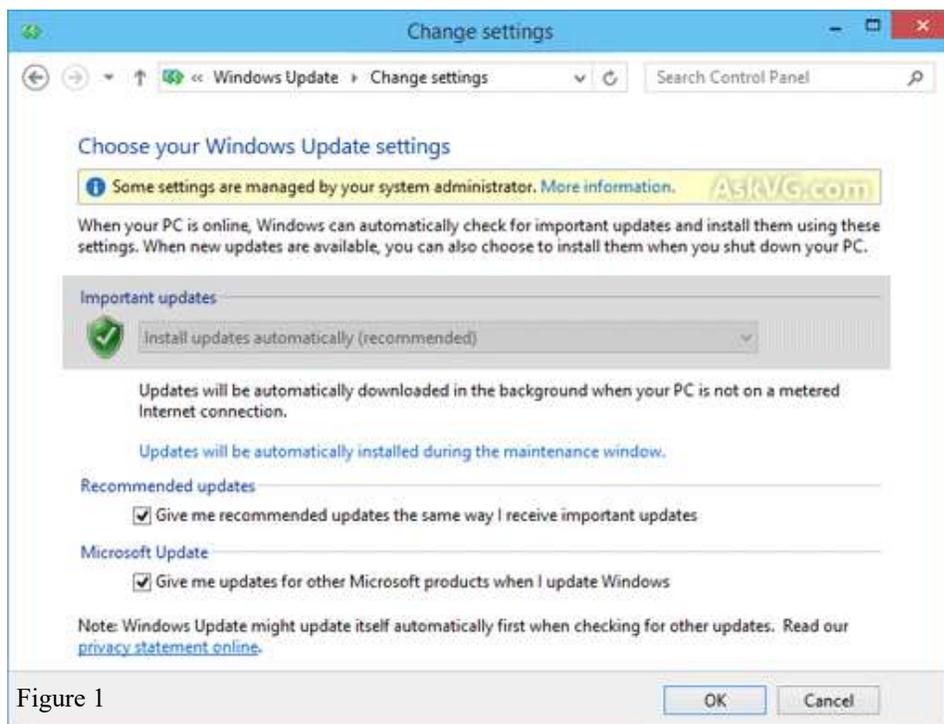


Figure 1

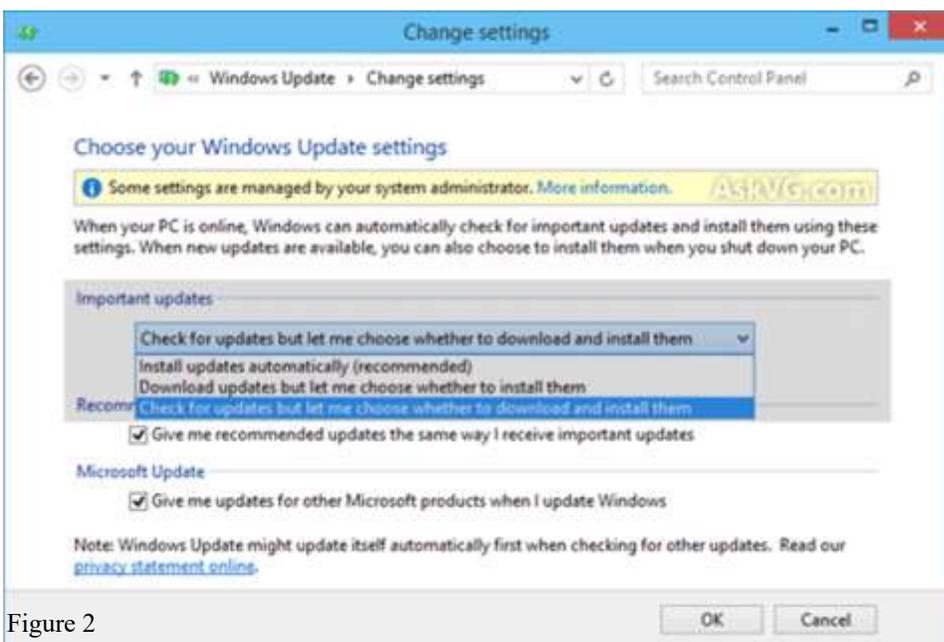


Figure 2

Continued... Change Update

We can remove system Administrator restriction from Windows Update settings using following 2 methods:

METHOD 1: Using Group Policy Editor (gpedit.msc)

METHOD 2: Using Registry Editor (regedit.exe)

METHOD 1: Using Group Policy Editor (gpedit.msc)

NOTE: Windows 10 Home edition doesn't contain Group Policy Editor. If you are using Home edition, check out METHOD 2. Other edition users can follow METHOD 1.

1. Type **gpedit.msc** in RUN or Start search box and press Enter. It'll open **Group Policy Editor**.

2. Now go to:

Computer Configuration -> Administrative Templates -> Windows Components -> Windows Update

3. In right-side pane, look for "**Configure Automatic Updates**" option. We can remove system Administrator restriction from Windows Update settings using following 2 methods:

METHOD 1: Using Group Policy Editor (gpedit.msc)

METHOD 2: Using Registry Editor (regedit.exe)

So without wasting time lets start the tutorial:

METHOD 1: Using Group Policy Editor (gpedit.msc)

NOTE: Windows 10 Home edition doesn't contain Group Policy Editor. If you are using Home edition, check out METHOD 2. Other

edition users can follow METHOD 1.

1. Type **gpedit.msc** in RUN or Start search box and press Enter. It'll open **Group Policy Editor**.

2. Now go to:

Computer Configuration -> Administrative Templates -> Windows Components -> Windows Update

3. In right-side pane, look for "**Configure Automatic Updates**" option (see Figure 3).

4. The option would be set to **Not Configured**. Double-click on it and set it to **Enabled**.

Now select any of the given options according to your requirements:

- 2 - Notify for download and notify for install
- 3 - Auto download and notify for install
- 4 - Auto download and schedule the install
- 5 - Allow local admin to choose setting

See Figure 4.

Continued... Page 6

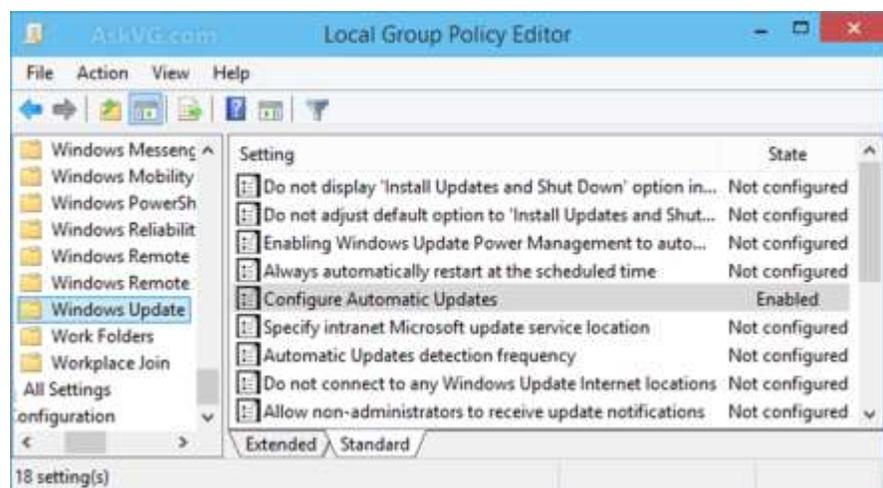


Figure 3

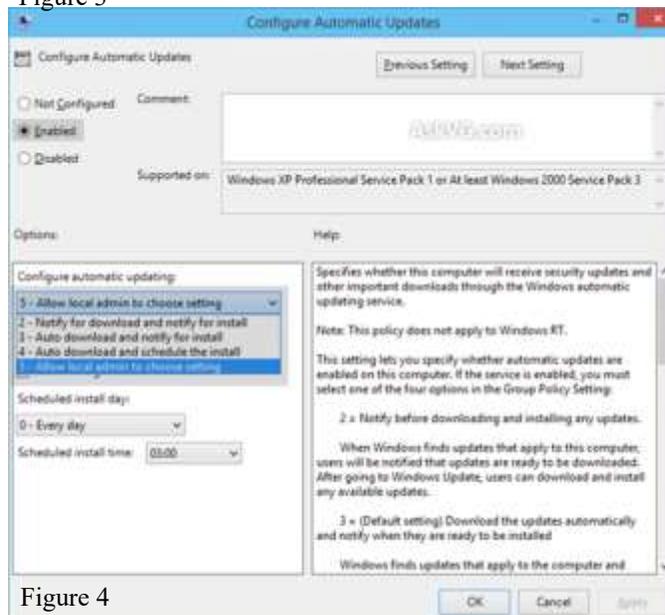


Figure 4

Continued... Change Update

PS: Select the last option "5 - Allow local admin to choose setting" to be able to choose options in drop-down box on Windows Update settings page.

That's it. Apply changes and open Windows Update settings page. Now you'll be able to change desired settings.

NOTE for Windows 10 Users:

After applying changes in Group Policy Editor, open Windows Update page in Settings app. Now click on "Check for updates" button to force Windows 10 to apply your changes. After that open Windows Update advanced options and you'll see the new settings have been applied successfully.

Further Read: **Fixing Windows 10 Automatic Updates Install Problem.**

METHOD 2: Using Registry Editor (regedit.exe)

If you can't use or don't want to use Group Policy Editor, you can take

help of Registry Editor for the same task. Just follow these simple steps:

1. Type **regedit** in RUN or Start search box and press Enter. It'll open **Registry Editor**.

2. Now go to following key:

HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows

3. Create a new key under **Windows** key and set its name as **WindowsUpdate**

4. Create another new key under **WindowsUpdate** key and set its name as **AU**

So the final key path would be:

HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows\WindowsUpdate\AU

5. Now select **AU** key and in right-side pane create a new **DWORD AUOptions** and set its value to any of following according to your requirements:

- 2 (To notify for download and notify for install)
- 3 (To auto download and notify for install)

- 4 (To auto download and schedule the install)

- 5 (To allow local admin to choose setting)

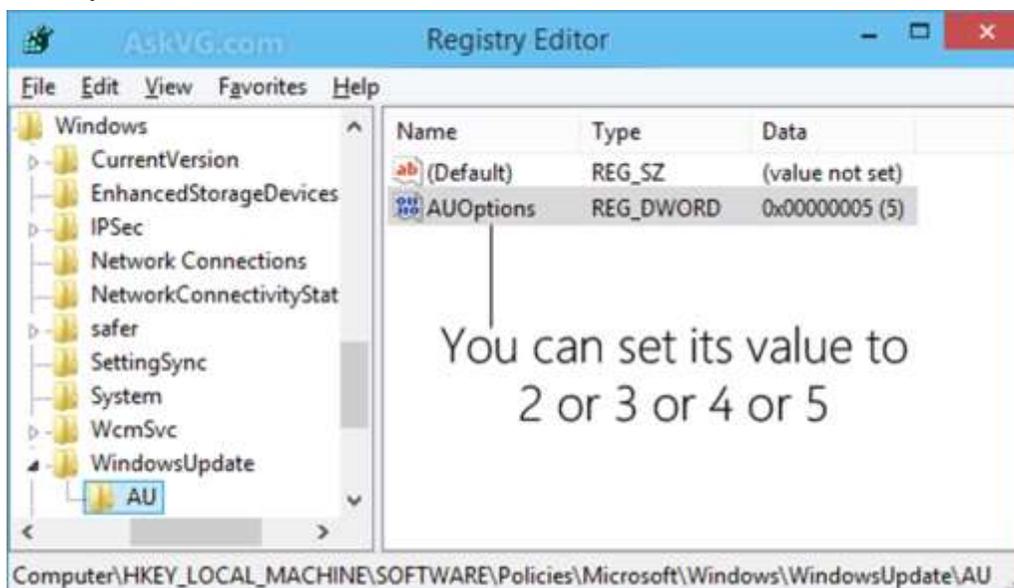
PS: Set the value of **AUOptions** to **5** to be able to choose options in drop-down box on Windows Update settings page.

NOTE: If you are using **64-bit** edition of Windows, you'll also need to follow steps 3-5 for following Registry key:

HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Policies\Microsoft\Windows

6. Close Registry Editor and open Windows Update settings page. Now you'll be able to change desired settings.

PS: If you are not familiar with Registry editing tasks, we are also providing **ready-made Registry script** to do the task automatically. Download following ZIP file, extract it and run .REG file. It'll ask for confirmation, accept it. Restart your computer and Windows will always notify you before downloading new updates:



Windows 7 is far from being Dead

Resource: Keeping Windows 7 running for the long haul

FIELD NOTES: Tracey Capen

Back in 2010, we wrote about preparing Windows XP for the long haul. At that time, Windows 7 was coming online, and many XP users were reluctant to upgrade. Some things never change.

Fast forward just six years and Windows 7 is now the "classic" operating system. Fortunately for everyone who's not jumping on Windows 10, Win7 will be around for a while — here's how to keep it that way.

Windows 7 is far from a dead operating system

There are many perfectly good and legitimate reasons to pass on Windows 10 and stick with the tried and true Windows 7. Some users worry about potential privacy issues with Microsoft's newest OS; others have older hardware and software that can't make the transition. And many Win7 users simply see no need to have the hot new thing.

In truth, for most PC users there's no Windows 10 enhancement, new feature, or looming security threat that makes upgrading a must-do proposition. Microsoft won't give Win7 new features, going forward, but the now venerable OS will get security fixes until **Jan. 14, 2020** (assuming you're on Service Pack 1).

Given the millions of systems currently running Win7, third-party support shouldn't be an issue anytime soon. New software should run on the OS and peripherals such as printers should continue to come with Win7 drivers. And if you're a



hard-core Windows Media Center user, Windows 10 is not an option.

Until recently, Win10's automatic updating was another reason to avoid upgrading — mostly for those who prefer to manage that task themselves. But Microsoft seems intent on moving Win7 updating toward a single, monthly, cumulative-patch model. That change could make updating more convenient but also more difficult to skip specific and possibly troublesome patches.

There are really only a couple of possible problems with sticking to Win7. First, if you buy new hardware with the latest chip sets, you might not be able to wipe the factory-installed version of Win10 and migrate your Win7 setup to the new machine.

This past January, there were numerous articles stating that Intel's new Skylake processor would only work with Windows 10. Microsoft had no plans to update either Win7 or Win8.1 to support the new processors.

That generated sufficient blow-back that, a couple of months later, Microsoft [posted a list](#) of Skylake-based systems that *would* support Win7 and Win8.1 — but only until July, 17, 2018. (It's highly unlikely that these machines will suddenly stop working on that date, but there could be compatibility issues that arise over time.)

The other concern: There's more to PC security than simply adding patches. Some features are built into the operating system and can't be back-ported to an older OS. (This was and still is a huge issue with Windows XP.) So, over time, Win7 will fall further and further behind Win10 in its ability to ward off cyber attacks.

With that said, here's our guide to keeping Windows 7 running for the next few years, based on some of our most popular articles. Use this as a quick reference for key Windows 7 topics.

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Big Bear Computer Club News



**You Can Help
Out the Big Bear
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The next time you online shop at Amazon, just go up to the address bar and enter smile.amazon.com from the web browser on your computer or mobile device. For each AmazonSmile purchase you make, Amazon will donate 0.5% of your purchase price to the Big Bear Computer Club. For the computer club to receive the donations, you need to select the Big Bear Computer Club as the non-profit organization of choice to receive your purchase donations.

If you have not signed up for Amazon Smile. Click on the Get Started button above.

Big Bear Computer Club Board Notification

The Computer Club Board is looking a new board member.

The “new” Board of Directors Position -- which is a position that has been filled in the past but within the last couple of years the position became vacated and not re-occupied. This board position is for a person that can make resurrection efforts to recruit website and newsletter business advertisers.

Board News

Computer Club Bylaws and Rules and Regulations are now available to be read on our Computer Club website. Soon our Board Minutes along with the club’s finance report will be posted.

2016 Big Bear Computer Club Workshops

All workshops are 1:00-3:30pm and being held at the Senior Center. Each workshop costs \$15.

August 15, 2016 – Windows 10 Part 2

September 19, 2016 - Microsoft Excel

October 17, 2016 – Settings on your mobile device

To Register Contact:

Rosemary Lloyd 909.547.7257
rosemary@sugarloafpc.com

Microsoft Word Formatting



Tips to Compare Edited Word Files

Use Compare to automatically compare changes between/among edited files.

1. With original file open, Review Tab > Compare
2. Browse to locate and open edited file.
3. Review Pane displays.
4. Changes will appear in balloons.
5. Click check box to accept.

Tips to use the Ruler to Set or Change Tabs

1. View > Ruler.
2. Click in text (or select text) where you want tab set.
3. Show tab in the tab box on the ruler.
4. Click the mouse on the lower half of the ruler where you want the tab set.
5. See Page Layout Tab > Paragraph command group > Launcher button > Tab button for full dialog tab commands. You can also double-click on a tab. The default setting can be changed at this location.

Deleting a Tab

1. Select text.
2. Drag the tab marker icon off the ruler, and drop it.

Moving a Tab

1. Select text.
2. Drag the tab marker to the new position on the ruler. Clear All Tabs.
3. Select text.
4. Double-click on a tab to view the Tab dialog.
5. Click the Clear or Clear All button.

Creating Tab Leaders

1. Select text.
2. Format > Tabs.
3. Click on tab set on ruler you want the leaders to lead up to.
4. Click on the type of leader.
5. Click on OK



GPS Device left in the Sun

This is true according to “Truth or Fiction.” There is very little spacing between the anode and the cathode in a lithium battery and the liquid in between is highly volatile and flammable. You should not leave cell phones, computers, etc in a hot car or store any of these items together wrapped up in a blanket and left in direct sunlight. Do not destroy one of these batteries with a hammer. The anode will touch the cathode causing a short. . BOOM!

You think this may be the reason why the US Postal Service will no longer ship electronic devices that contain lithium batteries?



GPS was placed in its bracket on the windshield and left in the sun.
The battery overheated and exploded !

iPhone, iPad and Mac sales are down, but Apple only cares about services now

Resource:

<https://techcrunch.com/2016/07/26/iphone-ipad-and-mac-sales-are-down-but-apple-only-cares-about-services-now/>

by [Romain Dillet \(@romaindillet\)](#)

Apple just reported its Q3 2016 earnings, and investors are sending its stock through the roof. While the company managed to beat analysts' expectations, Apple is selling fewer iPhones, iPads and Macs than last year during the same period. The long period of endless growth on all product lines is definitely over. In particular, Apple reported 40.4 million iPhone sales compared to 47.5 million last year — that's down 15 percent. Mac sales are also down from 4.8 million units to 4.3 million (-10.5 percent). And even iPad sales, despite a huge iPad Pro update, are still going down — 10 million vs. 10.9 million last year (-8.3 percent).



Surprisingly, margins are all over the place. The company's overall gross margin is down quite a lot from 39.7 percent to 38 percent. That's most likely due to the release of the iPhone SE. Selling a cheaper phone with the components of the iPhone 6s could only hurt the company's margins.

The iPad is an exception as Apple is now generating more money



from this device while selling less units. Both the 9.7-inch and 12.9-inch iPad Pro models are more expensive than last year's iPad Air 2.

And yet, the company wants you to look the other way. As you can see in the earnings release, the company can't stop raving about its services. Apple Music, the App Store, Apple Pay and iCloud are starting to generate quite a lot of money.

"Our Services business grew 19 percent year-over-year and App Store revenue was the highest ever, as our installed base continued to grow and transacting customers hit an all-time record," Apple's CFO Luca Maestri wrote in the release.

Even on the earnings call Tim Cook mentioned services saying that "we expect it to be the size of a Fortune 100 company next year."

This quarter alone, Apple reported \$6 billion in services revenue — up 19 percent year-over-year. Apple has been branding itself as a service company for a few months. But services at Apple is nothing new — .Mac, MobileMe, iCloud... iTunes, Apple Music, App Store, Maps...

Apple is already a service company. But there's nothing remarkable right now about Apple's services. But it looks like the company is investing a lot on services as we can see with the Apple Music redesign happening just a year after the launch, or the App Store changes.



Apple is also spending a lot of money on research & development. But as the name suggests, it's harder to tell what the company is currently building. So services is not only a good diversion from sales numbers, but also a diversion from these jumping research & development costs.

Apple TV for more TV Viewing Options

By Jim Cerny, Columnist, Sarasota TUG, FL

April 2016 issue, Sarasota Technology Monitor

www.thestug.org / jimcerny123 (at) gmail.com

The Apple TV is a neat little box device you plug into a power outlet and into the back of your TV for a whole lot of fun TV viewing options. The latest version of Apple TV is



called the “Fourth Generation” which, of course, has more possibilities and options than the previous versions. If you are an Apple user of other devices, such as an iPad and/or an iPhone, the Apple TV could be a really fun addition to your Apple family. It is in the price range of \$150 to \$200 depending upon the memory size.

What does it do? When you connect your Apple TV to your television set or computer monitor (you will need an HDMI cable to connect it which does not come with it) you will be prompted to connect it to your other Apple device(s) and your WIFI home network. When this happens, the following options or abilities would be available to you:

Download Apps (you know, programs and things) such as Netflix, Hulu, and YouTube (which are free) and you can

search for movies, TV shows, or any other videos available through the internet. If you are looking for a particular movie, the Apple TV will find it and show you which of your apps has that movie available to you or, of course, you may also watch it through iTunes, probably for a charge. You can even download some relaxing videos such as a fireplace or aquarium just for atmosphere.

Music apps, such as the free Pandora, Spotify and others, will open up a whole world of music options for your listening enjoyment. You can “like” or “not like” whatever music you are listening to and Pandora, for example, will bring you more music you like based upon your choices. You can also make up playlists of your favorites by genre (classical, jazz, country, etc.) and pick your playlist to match your mood.

Games are an option too. There are many apps that will allow you to play games on your TV through the Apple TV box and more games are on the way. Apple is looking to compete with the big gamers by providing some game controllers for the Apple TV in the near future.

Photographs are fun and are even easier to share and show on your TV. You can set your iPhone or iPad to save your photos to the cloud and this makes your photos available to view using your Apple TV. Remember the “cloud” is a way of saving your stuff on the internet so that it can be available to your other devices which can also access the internet. Being an Apple product, naturally it works the best and easiest with your other Apple

devices using your iTunes or Apple ID account.

Another fun ability of the Apple TV is to duplicate your display screen of your iPad and iPhone on your big screen TV. This comes in very handy for teaching my iPad class.

The set-up of the Apple TV out of the box is not difficult and will step you through the process. It comes with a nice remote control which you “swipe” and “click” with your finger to navigate through the settings and options. Please be prepared to “Ask Google” if you have any questions about the set-up. As I mentioned earlier, you will need to purchase an HDMI cable to connect it to your TV. You may not want to consider purchasing an Apple TV unless you also have at least one other Apple device, such as an iPhone or an iPad.

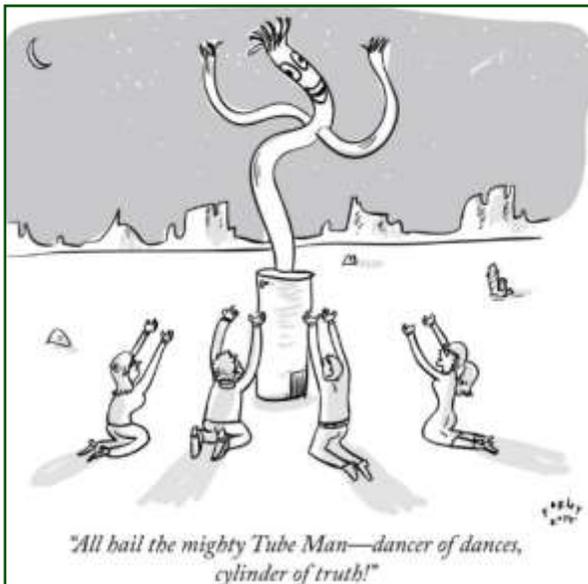
The Apple TV also comes with “Siri” – the voice recognition capability. This eliminates having to use the controller to key-in one letter at a time to do a search – just hold down the microphone button on the controller and ask it anything. Of course the Apple TV is capable of more uses than these (and more are coming) but they do give you a good idea to help you decide if an Apple TV would be good for you.

Overall, I think it is a very nice device with many possibilities. But I also caution that it is not for everyone. If you are interested, ask your friends or someone at your computer users group who has one, and “Ask Google” too, you will learn more of the possibilities. Like many devices, different people use it for different reasons. Maybe it would be something you would enjoy. It certainly is a big step closer to “cutting the cable” to your video provider and saving a bunch of money every month!

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.

Send to Yomar Cleary –
ycastleary@charter.net



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**



Must attend the following meeting to receive the prize

July 2016 Club Meeting

The Club meeting celebrated Christmas in July with turkey, ham, and all of the trimmings. Everyone received one or more gifts. No business and no presentations were provided. Just party. We were surprised by the low turnout! The first time in all of the years of doing Christmas in July.

Attendees



Monthly Calendar

I want to
REFRESH my mind
DELETE all my problems
UNDO all my mistakes
 and
SAVE the happy moments

Your Computer Club donation is tax deductible.
 Donations are accepted through Paypal.

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SEPTEMBER 2016						
S	M	T	W	T	F	S
				1	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	

6	Board Meeting
13	Club Meeting
19	Workshop: MS Excel



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User Group Program



Group Newsletter Sites



An International Association of Technology & Computer User Groups



Choose a Template in Word 2013

It's often easier to create a new document using a template instead of starting with a blank page. Word templates are ready to use with themes and styles. All you need to do is add your content. Each time you start Word 2013, you can choose a template from the gallery, click a category to see the templates it contains, or search for more templates online. (If you'd rather not use a template, just click the Blank document.)

<https://support.office.com/en-us/article/Basic-tasks-in-Word-2013-87b3243c-b0bf-4a29-82aa-09a681999fdc>



Printing Multiple Selections

1. Create a new worksheet to be used for consolidation/printing.
 2. Select the range on the worksheet that you wish to print.
 3. Press **Ctrl+C** to copy the selection.
 4. Go to the new sheet and select the cell where you want the information to appear.
 5. Display the Home tab of the ribbon.
 6. Click the drop-down arrow under the Paste tool (left side of the ribbon) and then choose Paste Special. Excel displays the Paste Special dialog box
 7. Click on Paste Link. The dialog box disappears and the linked information appears in the worksheet.
 8. Repeat steps 2 through 7 for any other ranges you want included on the printout.
- Print the worksheet with the consolidated information.

The one big drawback to this approach is that if the worksheets from which you are copying have radically different formatting, you may not be able to merge them into a consolidated worksheet satisfactorily. (You will need to adjust the formatting in the consolidation sheet after pasting the different ranges.) In this case you may need to adjust formatting to get exactly the effect you desire. *ExcelTips* is your source for cost-effective Microsoft Excel training. This tip (12204) applies to Microsoft Excel 2007, 2010, 2013, and 2016. You can find a version of this tip for the older menu interface of Excel here: [Printing Multiple Selections](#).



Four iPhone Tips

1. There is an iPhone undo function that allows you to go back if you make a mistake writing a text message, email, or editing a photo. Simply shake



your phone and this option will pop up.



2. Double-tapping the spacebar will automatically end the sentence with a period and start a new one for you.
3. You can teach Siri how to properly pronounce words by saying, "That's not how you pronounce _____," and she will then give alternatives for you to choose the correct one.
4. You can see the timestamps of your text messages by sliding your texts over to the left.



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
909.547.7257 Rosemary@bigbearcc.org

MS Outlook Rosemary Lloyd
909.547.7257 Rosemary@bigbearcc.org

MS Excel Yomar Cleary
909.878.5622 ycleary@charter.net

MS Publisher Yomar Cleary
909.214.6990 ycleary@charter.net

Digital Photos Barbara Moore
909.585.7981 barbmoorebbl@gmail.com

CD Burning Rosemary Lloyd
909.547.7257 rosemary@bigbearcc.org

Computer Upgrades..... Marc Busch
949.609.9266 bigbearjedi@charter.net

The Computer Club provides training at the monthly meetings when there is no presenter.

Persons with all levels of computer knowledge are welcome to attend the club's open meetings.

**Your First 2 visits are free!
Bring a friend.**

Annual Membership is \$25 and spouse \$5.
All recurring membership dues are due in January.

**THE BEAR WANTS YOU
TO SHARE A TIP**

Send tips to Yomar Cleary –
yclenary@charter.net



Officers and Key Leaders

President Rosemary Lloyd
909.547.7257 rosemary@sugarloafpc.com

Vice President Yomar Cleary
909.214.6990 ycleary@charter.net

Treasurer Barbara Moore
909.585.7981 barbmoorebbl@gmail.com

Secretary Sandi Ybarra
909.585.8318 sandiscabin@gmail.com

Director at Large Jerry Merino
909.585.8714 gmerino@charter.net

Director at Large Marc Busch
949.609.9266 bigbearjedi@charter.net

Director at Large Bill Bryant
808.903.7918 graphiclements@icloud.com

Webmaster Bill Flanagan
909.866.9379 bill@bigbearcc.org

Newsletter Editor Bill Treadwell
909.730.4625 treadwell@bigbearcc.org

Publicity Yomar Cleary
909.214.6990 ycleary@charter.net

Equipment Chair Don Odekirk
909.585.6728 BigBearOdie@yahoo.com

Technical Advisor Jim Lloyd
909.584.9358 inquiries@sugarloafpc.com

Refreshments Chair Sharon Teeter
909.585.2026 sharonteeter1@verizon.net

Membership Chair Barbara Moore
909.585.7981 barbmoorebbl@gmail.com

Historian Sandi Ybarra
909.585.8318 sandiscabin@gmail.com

Sunshine Chair Angie Pezina
909.866.2314 apezina@gmail.com

Name Tags/Hospitality Dorothy Sirk
909.585.3449 dorothisirk@hotmail.com

General Information and Membership



BIG BEAR COMPUTER CLUB A Non-profit 501(c)(3) corporation **Membership Application**

Membership Benefits

- Monthly Meeting presentation and demonstration of popular hardware and software
- RAM (Q&A) sessions
- Tech News and Virus Alerts
- Door prize drawings
- Bearly Bytes, our award-winning monthly newsletter emailed
- Website: bigbearcc.org
- Free Software Review
- Member Help Line
- Member E-mail Notifications
- Member-only Discounts
- Training workshops

All this for only
\$25 per year!!

New Renewal Update Information

Full Name _____

Mailing Address _____

City, State, Zip _____

Home Phone (____) _____ Cell Phone (____) _____

E-mail address _____

Adding Associates

For each Family Member (s) add \$5/year towards your dues.

Name _____ E-mail _____

1. Mail your application and a \$25 check for dues to:
BBCC Treasurer
PO Box 645
Big Bear City, CA 92314
OR
2. Bring your application and dues to a meeting
OR
3. PayPal [click here](#)



Big Bear Senior Center, 42651 Big Bear Blvd., Big Bear Lake, CA

For additional information
You can contact
Rosemary Lloyd, President
909.547.7257

Bearly Bytes Newsletter
Big Bear Computer Club
PO Box 645
Big Bear City, CA 92314