Bearly Bytes Newsletter

President's Message - Yomar Cleary

Hello Everyone,

Don't forget to check out all our workshops for this year. Every 3rd Monday we have a workshop from 1:00 pm to 3:00 pm at the Senior Center with the exception of June. The June workshop will be held at the Big Bear Chamber of Commerce on Saturday, June 16th from 10:00 am to 12:00 noon. See the Saturday workshop description on page 2. Check out the workshops by going to our website: **www.bigbearcc.org** click on "Workshops" and you can sign up to any of the workshops you would like to attend on the website.
Our June meeting presentation will be a video on Virtual Private Network or VPN. You don't want to be tracked, monitored and identified without your knowledge and VPN will make your internet safer. You don't want to miss the June 5th meeting. Bring a friend.

There will be no July general club meeting because of the 4th of July weekend. There will be a workshop on July 16th.

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NEXT CLUB MEETING

**June 5, 2018
1:30 - 3:00 pm**

Virtual Private Networks

Our June meeting presentation will be a video on Virtual Private Network or VPN. You don't want to be tracked, monitored and identified without your knowledge and VPN will make your internet safer. You don't want to miss this meeting. Bring a friend.

**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.

Computer Club has scheduled 2-hour workshops from 1 pm to 3:00 pm on the 3rd Monday May — October at the Big Bear Senior Center. The fee for each workshop is $20.00. To follow are the workshops scheduled for this year:

Registration contact: Rosemary (909)547-7257

Digital Asset Management (DAM) – June 16th — to be held at Big Bear Chamber of Commerce

How do I store and retrieve all the stuff on my computer and other connected devices. There are several elements to consider Home, office computer, phone, and tablet; any device where your stuff resides. How are all these devices connected, how they synchronize, and where do the originals live? Where are my backups? How can I prevent multiple copies, and eliminate the confusion? What about my devices? All Windows/Android? Some iOS? A little of both? DAM is not platform specific. You need a workflow plan and procedure to keep everything safe and organized. There are many ways to clear the clutter, with no absolute right and wrong, but in this workshop, we will propose a simple logic based protocol with some default rules to protect your data. A simple plan that once established, you could modify to fit your style.

Settings on Your Mobile Devices Workshop ---July 16th

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 the WiFi.

Microsoft Excel 2016– August 20th

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, There will be hands on training after each section. Sections will cover: auto fit column, row Heights, wrap text merge & center, font size, percentage format, expense summary, group worksheets, page layout, print titles, and much more

Library Internet Services - September 17th

The San Bernardino Library System now offers internet access, allowing you to search for books, music, films, and other materials among the 34 libraries in the system. Requested materials are delivered to your local library for your pickup. You also have the added ability to do research via E-books, Ancestry.com, and periodicals on various provided sites. Additionally, free computer stations are now available at the Big Bear Library. Hands on training will be provided for the various devices such as computers and readers. You can even apply for a library card on-line.

Troubleshooting your PC – October 15th

We will look at basic do-it-yourself techniques to help diagnose and fix common computer issues. The presentation will address General Troubleshooting: how to check connections put a printer online, fix sound and more. Windows 10 has a built in troubleshooting app that can be very useful. We will learn what to do if you cannot log in to your computer; or if you cannot connect to the Internet. It is important to protect your system from malware. Learn how to prevent problems by maintaining your machine. What is the importance of backing up your data? How do I do it? Where do I go to ask for help with computer issues?

The Big Bear Computer Club Workshop

"How do I store and retrieve all the data on my computer and other connected devices?"
Digital Asset Management (DAM)

Home, office, computer, phone, and tablet; any device Mac or PC where your data resides!

➢ **How are all these devices connected?**
➢ **How they synchronize, where do the originals live?**
➢ **Where are my backups?**
➢ **How can I prevent multiple copies?**
➢ **What about safety and security?**
➢ **No need to be a BBCC member**

When: Saturday, June 16

Time: 10:00am- 12:00

Where: Big Bear Chamber of Commerce, 630 Bartlett Road

Cost: $20   **Instructor:** Tom Brandau

Contact Tom at bigbearcc.org@gmail.com with your name, email and

phone number   Registration is limited.

Brought you by Big Bear Computer Club & Production Recording

Remote Access to all your Data—One Drive

By Phil Sorrentino, Technical Thoughts, Sarasota Technology Users Group, Florida — March 2018 issue, STUGMonitor— **thestug.org**
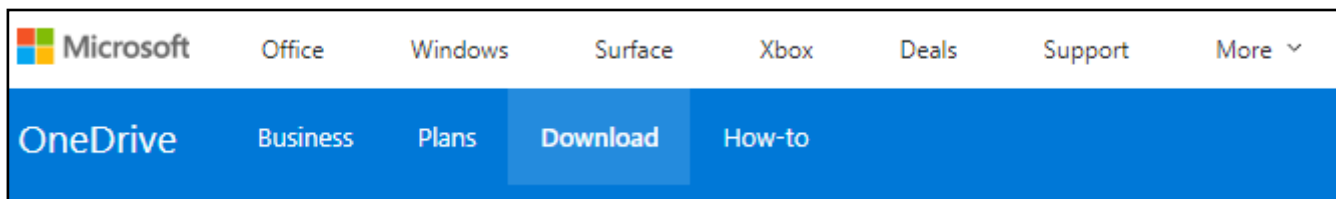
By now, most of us know about the "Cloud Storage" services like Dropbox, Google Drive, OneDrive, SugarSync, Evernote, Box, etc. All these services will give you a limited amount of free cloud storage, so that you can have access to whatever you put into the cloud, once you are on the internet with any device. This is great for accessing large files and sharing many files (think pictures or videos) with others. But with all the services, the free storage is limited, so you could probably never put all your pictures, or all your videos, or all your music, in the cloud. (Right now, my picture collection is over 110GB, and my video collection takes up more space than that.) These cloud services

of what files are in which service – it would be a real nightmare.

So, what if you could get remote access to all the data on your computer using only a free popular App; would you try it? I know there are some applications available that can provide this capability. GotoMyPC can do this, but it has a monthly cost. LogMeIn is another costly application. Remote Desktop Connection, which is part of the Windows OS, also provides this capability. With Remote Desktop, you can connect to a computer running Windows from another computer running Windows. Remote Desktop is only for Windows to Windows; it will not allow access by a Mac or other device. TeamViewer is free and will work with non-Windows computers, so this is good alternative; but I've written about TeamViewer in the past, just a few years ago in the January 2014 edition of the Journal. The app under consideration here is free, and works with non-Windows computers, and is none other than (Drum roll please) …OneDrive.

use as "fetchable". In other words, all the data on a computer that has been designated as "fetchable" can be accessed by any of your other computers (Macs included). The computer that is to be "fectchable" must be running Windows 7, or 8, or 10. You cannot fetch data on a computer running Windows 8.1 or XP, or Vista. (Although a machine running one of these Operating Systems could access the data on a "fetchable" computer using a browser.)

The computer that you want to be Remotely Accessed (fetchable) needs to have the OneDrive App running on it. (For Windows 7 download the OneDrive App: **https://onedrive.live.com/about/enus/download**. The App is included in Windows 10.) Additionally, in the settings for the OneDrive App, you must check the box "Let me use OneDrive to fetch any of my files on this PC". (While you are checking that, it is good to also check "Start OneDrive automatically when I sign in to Windows". This will guarantee that

provide anywhere from 1 or 2 GB, on up to 10 or 15 GB. Earlier, OneDrive was giving 15GB, but now OneDrive will give you only 5GB; however, Google will still give you 15GB (with no limitation on pictures and videos). I guess if you added all the limits from six or seven services, you might get up to 50GB or so, but you would probably go crazy trying to keep track

OneDrive gives you 5GB of space for your data, and access to that data can be accomplished by any device that can get onto the internet with a browser, such as Internet Explorer, Edge, Firefox, Chrome, Safari, etc. Additionally, OneDrive lets you designate any of the computers you

the OneDrive App is always running.) You get to the OneDrive Settings by right clicking the OneDrive Icon in the Notification area (the right side of the Taskbar). On a Windows 10 machine you might have to look for the OneDrive icon by clicking on the Up

Continued Page… 5

Continued...One Drive

Arrow to expose the additional notification icons. After you right click the OneDrive icon, select Settings (behind the three vertical dots), and then in the window presented, click the Settings tab on the top. These actions will give you the opportunity to check both boxes.

Once the OneDrive App is set up and running on the computer, the data on that computer will be fetchable from another computer. (Don't forget to leave the computer powered on if you leave your home, and you want to access the computer from another location.) To Remotely Access the data on the OneDrive, fetchable computer, just start a browser on another computer and log into your OneDrive Account. In addition to seeing all your Files (and Folders) on your OneDrive page, you will see the name of any computer that you have set up as fetchable. The names of these computers will be in a list on the left side of the OneDrive page under the heading PCs. Select the fetchable computer and you will see all the top-level folders on that PC. For Security reasons, when you select a fetchable computer, you will be asked to sign in with a security code. One drive will send a security code to your email address (a six-digit number). Use this code in the sign in process. If you will do this on this machine frequently, you can check a box that makes the sign in process automatic, and you will not have to go through the security code process every time. Selecting these folders will let you drill down to a desired file. All files and folders are represented as big squares, not nearly as neat as the graphics used in

Windows File Explorer, but they get the job done. (Keep in mind that the access is via the internet and the internet speed at both locations comes into play, so if you have a slow connection at either end it might be a slow process.)
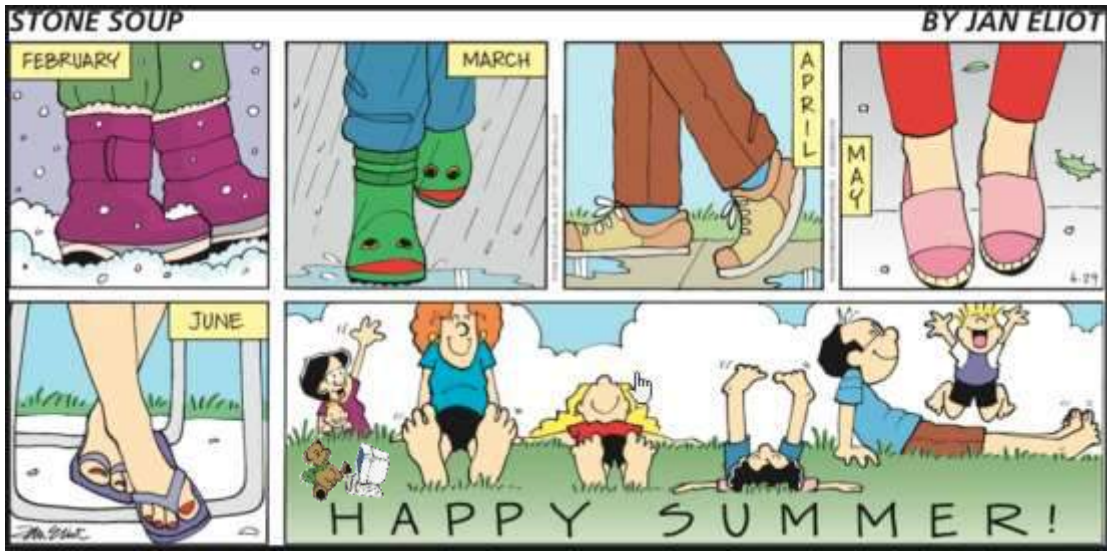
I have set this up on a few machines and it seems to work fairly well, although I have had some problems at various times. It seems like I had more consistent results with machines running Windows 10. Occasionally, I was not being able to get to a fetchable computer, although all the settings seemed to be correct. It is possible that I was not signed into my OneDrive account, when I thought I was. Restarting the fetchable computer usually corrected the situation. (Again, it may be obvious, but the fetchable computer has to be running before the fetching computer signs in to the OneDrive account.) Not only can you use this arrangement for Remote Access, but you can also use it in a location where you have multiple computers and you haven't set them up in a network. Further information from Microsoft can be found at: **https://support.office.com/en-us/article/Fetch-files-on-your-**

PC-70761550-519c4d45-b780-5a613b2f8822.

Post Script - I eventually found a fix to the problem of not being able to see the fetchable PC. It involved making a small change to the Registry. On the computer that is supposed to be fetchable, exit the OneDrive App. Then use Regedit to remove the "Claims" folder in HKEY_CURRENT_USER\SOFTWARE\Microsoft\OneDrive\. Next, start OneDrive on the fetchable computer, and then on the fetching computer, go to the OneDrive website and the fetchable computer should show up in the list of PCs and it should be fetchable. If you Google something like "Fetch files on OneDrive not available" it should lead you to the exact instructions. Remember, one should only venture into the Registry if one's system is backed up. Also, make sure to back up the Registry before you make any changes.

Post Script II - I recently tried to fetch one of my computers and for some reason was not able to do it. It makes me wonder if something in one of my computers has changed, the server software has changed, or this very neat feature is not quite ready for prime time.

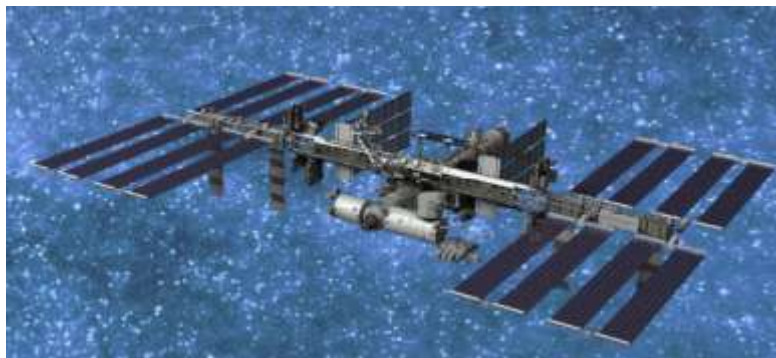## You do not need a login account to view the N2YO website.

http://www.n2yo.com/

This sit can be slow completely loading the home page, but once loaded has a wealth of information about the satellites orbiting our little plant Earth. Lot's of debris. Think you saw a falling asteroid burning up in our atmosphere? Well, it might have been a satellite losing its orbit and crashing into the earth's atmosphere.

****

https://en.wikipedia.org/wiki/List_of_satellite_pass_predictors

N2YO provides real time tracking and pass predictions with orbital paths and footprints overlaid on Google Maps.[6] It features an alerting system that automatically notifies users via SMS and/or email before International Space Station crosses the local sky. The N2YO.com system powers ESA's, Space.com's and many other's satellite tracking web pages.

https://www.facebook.com/n2yodotcom/?rc=p

You do not need to log into Facebook to read the current N2YO stories. This is a much faster way to view and read stories – minus the real time information that N2YO.COM offers.

By Jim Cerny, Instructor Sarasota Technology Users Group, Florida — November 2017 ssue, STUGMonitor— **thestug.org**

The iPad by Apple is becoming more and more popular. It is really a full computer that is easily portable and so helpful for many every-day tasks, communication, entertainment, etc. Having taught many iPad classes, here is a list of the BASIC skills every iPad user should know. If you would like more information on any of these, please ask Google! By the way, these tips are helpful for the iPhone as well:

1. You should know and have written down your Apple ID Account and password (so you can purchase and download apps, even free ones). Also, if you use a "passcode" to access your device, write that down too!

2. Verify that your iPad is on Wi-Fi or not. Touch Settings and see that Wi-Fi should display the network name or ID if you are connected or "not connected" if you are not.

3. Check for any software (apps) updates. See if there are any numbers on your "App Store" icon. If so, touch icon and download the updates.

4. Organize your apps icons on your screens. Touch and HOLD on any icon until they all vibrate. Now you can DRAG any icon to any place on any screen. Drag icon to left or right edge of screen to place on another screen. (Note the small white and gray dots

toward the bottom of your screen shows the number of screens you have.) Let up finger to place icon. Hit HOME button to exit the "vibrating" mode and get back to normal.

5. Getting a new app: Open the "App Store" icon and enter a search word or two in the "Search" bar at the top of the screen. Try it! (golf game, maps, movies, puzzles, news, etc. are all samples of search words, try your words).

6. Before downloading or trying a new app: In the App Store, touch any app to learn more about it.

7. To DELETE an app you no longer want, touch and HOLD the app icon until it vibrates. Touch the small "X" that appears in the upper left of the icon and your app will be deleted from your device. If there is no "X" you cannot delete the app. Sorry, you do not get your money back if you purchased the app.

8. Close previously used apps from memory. Double-click the home button and your previously opened app pages will appear on the left side. Drag UP each app to remove it from memory.

9. Turn your iPad completely off periodically by HOLDING down the off/on button until "Slide to power off" appears. Then do it. HOLD the off/on button down until a white apple appears to turn on your iPad after a power-down.

10. Know some basic symbols such as for Wi-Fi, Bluetooth, battery, airplane mode, and the "busy" rotating symbols.
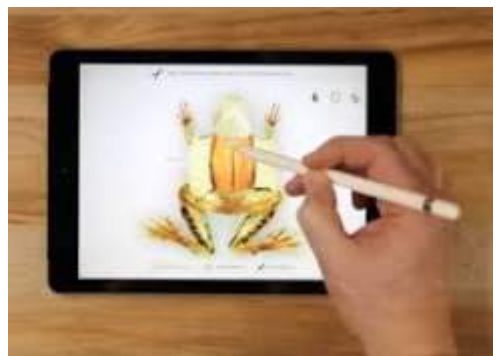
11. Backup your important apps on

iCloud. In Settings, touch your name/account, then touch "iCloud" (it has your account name under it), in the list that appears, turn "ON" the iCloud for each app, such as Contacts, Calendars, Notes, etc. These will be backed up for you on iCloud.

12. Adjust brightness. In Settings, touch "Display and Brightness". I like using "AutoBrightness" so I have that turned on.

Learn something NEW about your iPad often. Talk to friends, take a class, and, most important, use the Safari app that comes with your iPad or ASK GOOGLE (you can download the Google app for free).

Here are some sample questions to ask: How do I stop my iPad screen from rotating? How do I change the text size on my iPad? What is Bluetooth on my iPad? How do I use Google Earth on my iPad? I hope this will help you enjoy your iPad even more! Good luck!

Should You Leave Your Computer On 24 HOURS A DAY?

By **Joe Isaac** Central Kentucky Computer Society

CKCS newsletter, March 2018

www.ckcs.org

NO! I shut my computer down every night. If I'm going to be gone several days, I not only shut it down, I unplug the computer from the wall and unplug the phone line from the wall.

You are wearing your fan motor out and pulling dust thru your computer. Your hard drive may be running more. If you get a big surge of electricity that jumps your surge protector, it may save your computer by having it off.

Your surge protector is passive and works whether it is turned off or on. When it is off, the surge must jump the switch and the surge protector to get to your computer.

The only good thing about leaving your computer on is that you can get rid of the dust bunnies, the fan will pull them into your computer, and your utility company will love you!

With the increased use of always-on, DSL and Cable Internet, and with the growing threat of hackers and worms, it makes even more sense to shut your computer down when not in use.

A computer not running and not connected cannot be hacked. ANOTHER GREAT REASON TO CUT YOUR COMPUTER OFF AT NIGHT

It's not unusual to get low on system resources after you use Windows for a long stretch, especially if you open and close programs frequently. Adding a bunch of RAM doesn't help. System resources are stored in fixed memory blocks that reside in your System RAM.

Programs store certain routines inside your system resources. Some programs don't reallocate or release the memory, so after a while, your machine gets full. You must restart Windows to free up memory again.

That's why Windows feels more reliable if you start it up fresh every day.

Editor Comment: For an array of pro and con answers as to whether or not to run your computer 24/7, check out this CNET link

"I'd like you to work more than just 24/7."

The World's Smallest House Scientists Built

Even a mite wouldn't fit inside this itty-bitty structure

By **Brigit Katz**
SMITHSONIAN.COM
MAY 23, 2018

Tiny houses are **all the rage** these days, but scientists have shrunk the trend to proportions far too small for humans—or mites, for that matter.

As Becky Ferreira reports for *Motherboard*, nanorobotics researchers at the **Femto-ST Institute** in Besançon, France have built a house that measures just 20 micrometers long, making it the smallest house in the world. The Itsy-bitsy dwelling would "not even able to accommodate a mite," the team writes in a paper published in the *Journal of Vacuum Science & Technology A*.

The house was made from a layer of **silica** set on the tip of an optical fiber that measures less than the width of a human hair, according to Devin Coldewey of *Tech Crunch*. Researchers used a device called the **µRobotex** platform, which combines three existing technologies: a dual scanning electron microscope/focused ion beam, a gas injection system and a tiny maneuverable robot.
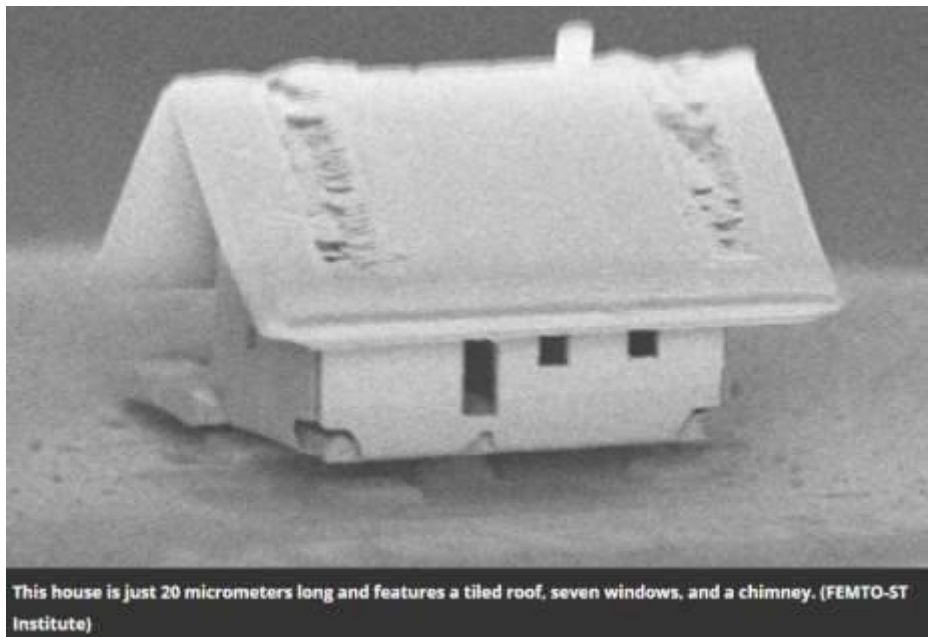
The little house was built inside of the scanning electron microscope's vacuum chamber, and the assembly process was somewhat similar to the art of origami.

"The focused ion beam is used like scissors to cut or score the silica

membrane 'paper' of the house," the American Institute of Physics, which publishes the aforementioned journal, explains in a **statement**. "Once the walls fold into position, a lower power setting is selected on the ion gun, and the gas injection system sticks the edges of the structure into place. The low-power ion beam and gas injection then gently sputters a tiled pattern on

This house is just 20 micrometers long and features a tiled roof, seven windows, and a chimney. (FEMTO-ST Institute)

the roof, a detail that emphasizes the accuracy and flexibility of the system."

In addition to the tiled roof, the completed mini dwelling has four walls, seven windows and a teeny chimney, because "it snows in winter [in Besançon] and it is cold," the researchers write in their report. But of course.

Why, exactly, did scientists undertake this feat of tiny construction? The project was a fun way to demonstrate that the µRobotex can operate with an accuracy of less than two nanometers. And that, study co-

author Jean-Yves Rauch says in the statement, is "a very important result for the robotics and optical community."

In the future, the team hopes to put its technology to more practical uses by affixing microstructures that can detect specific molecules onto optical fibers. The fibers would then be inserted into hard-to-access locations like blood vessels, where they would detect viral molecules. And scientists want to push their experiments even further by "constructing smaller structures and fixing these onto carbon nanotubes, only 20 nanometers to 100 nanometers in diameter," according to the statement.

And while the µRobotex house might not do much for humans at this point, there are plenty of other options available. **Tiny house in the Hamptons,** anyone?

Four tips to protect your data from being shared on Facebook

Resource: **Avast Blog**
By: **Jas Dhaliwal**, 21 March 2018

Everyone's favorite social media site is currently the subject of hot debate, and we're here to keep you grounded amidst the madness. First, let's talk about what happened. Back in 2014, a quiz made the rounds on Facebook. 270,000 users took the quiz, which harvested data not just about them, but also their friends. As a result, the quiz aggregated the private info of 50 million Facebook users. All that data was then allegedly sold to the Trump presidential campaign.

Was that illegal? Possibly. Was your own data compromised? Possibly. Do you need to join the panicking mob and **#deletefacebook** from your life? That's probably more of a personal question, but answering from a sheer security perspective, no, you do not.

Facebook has come to define a new age of communication and staying in touch. **You should feel free to continue using it, but take a moment to safeguard your privacy.** The tools are there. Because many may not take the time to tinker under the hood of their account, we'll point out some of the bigger privacy controls at your disposal.

1. Remove old Facebook apps

Odds are, you've accumulated a load of apps over the years, many of which you've probably forgotten about. Lose the dead weight. Get rid of all the apps you don't use anymore and especially those you don't recognize. Here's how:

- Log into your Facebook account
- From the dropdown menu in the upper right corner, select **Settings**

Convenience vs. privacy: the Facebook situation

- From the left margin, select **Apps** Hover over every app you want to delete, and tap the **X**

2. Turn the platform off

Yes, it can be convenient to use your Facebook login credentials across multiple websites, but this is a great security risk. (Remember, you want to use different usernames and <u>passwords</u> for every account you have.) Using one account across so many sites gives anyone who hacks into that account a full detailed profile of who you are. If you choose to go this route, remember you will no longer be able to login using your Facebook credentials anymore for other sites. To turn off the Facebook platform, go to the **Apps** page described above, and follow these steps:

- Under **Apps, Websites and Plugins**, tap **Edit**
- Tap **Disable Platform**

3. Control what others can access of yours

If your info is visible to others on Facebook, they can share that info in other apps, games, and websites. There are over a dozen categories of your personal info that can be shared (bio, birthday, location, interests, etc.), but you have the ability to keep that data from being spread. Once again on the **Apps** page, follow this direction:

- Under **Apps Others Use**, tap **Edit**
- Uncheck all the categories you do not want shared with other apps and sites (If you are reading this, you probably want to deselect all...but it's completely up to you.)

4. Beware of surveys and quizzes

Remember, when you complete a survey or quiz from your Facebook account, you're opening a doorway between the company who created it and all the data in your profile. While you're taking that survey, the company has temporary access to all your information. Sure, it can be fun to learn which Hogwarts house would be yours, but at the cost of privacy, it's probably best to avoid the clickbait.

Big Bear Computer Club News

Photo by Jerry Land

**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 Board News

On Page 2, in this newsletter, is the list of group workshops that are being offered by the computer club this year.

You can have your own underline private 2 hour workshop by scheduling an appointment on any topic. The cost for the private workshop $25.

Please direct your inquiry to Marc. Marc is the club's Vice President. His contact information is listed on the second to last page in this newsletter.

The Computer Club can recycle you old printer cartridges and cell phones.

Bring them to a club meeting and we will take them off your hands!

A simple way for the club to raise some funds.

- Brother Lasers
- Dell Inkjets
- HP Lasers
- Samsung Laser
- Canon Inkjets
- Dell Lasers
- Lexmark Inkjets
- Canon Lasers
- HP Inkjets
- Lexmark Lasers
- Cell Phones

Your Computer Club donation is tax deductible.

Donations are accepted though Paypal.

Donate

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

Big Bear Computer Club Live Website Links

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

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

Del Johnson FOUND THE BEAR in the May 2018 newsletter.

Bits & Bytes

May 2018 Club Meeting
Library Internet Services

Big Bear's Librarian, Ina Feeney, provided information on how the library internet service can help you us access free music, free access to ancestry.com, read digital magazines which include sports, travel, beauty, cooking and business world.

Attendees

The Opportunity Drawing Winners

left to right ...

Russell Teeter .... 3-ring binder
Elizabeth Fellows……. Box of notes
Judy Rogers……..…….. White board
Jerrie Buckner……….. Mouse pad (not in picture)

JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
✳	18	19	20	☀	22	23
24	25	26	27	28	29	30

5	Club Meeting
28	Board Meeting

JULY 2018

S	M	T	W	T	F	S
1	2	3	✳	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	31				

3	No Club Meeting
16	Workshop: Digital Device Settings
26	Board Meeting

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

O'REILLY®

2015 Website Contest
apcug
Second Place

bigbearcc.org

PEACHPIT
USER GROUP
PROGRAM MEMBER

RemoteCourse

Group Newsletter Sites

apcug

An International
Association of Technology
& Computer User Groups

webucator
customized INSTRUCTOR-LED training services

PEARSON Education   OFFICIAL MEMBER OF PEARSON EDUCATION
User Group Program

USE THE UNIVERSAL SEARCH BAR TO FIND FEATURES

Applies To: Word 2016

Word has way too many features to remember the location of them all...and you don't have to. There is a search bar located by the View tab that says "Tell me what you want to do."

Just type in the name of the feature you're looking for. The search bar also has a dropdown menu with suggestions you can click on.

Hit **Enter** on your keyboard when you're done typing or click on an option from the dropdown menu. Word will find the feature and present it to you.

https://www.cnet.com/how-to/ microsoft-word-tips-to-make-you-a-power-user/

OPEN MULTIPLE WORKBOOKS AT ONCE

Excel provides a complete file management system. One of the features of this system is that you can quickly load multiple workbooks in one easy step. To do this, follow these steps:

1)   Choose Open from the File menu. Excel displays the Open dialog box.

2)   Instead of double-clicking on a file name, start to create a "selection set." If you are selecting sequential files, click on the first file in the sequence, then hold the **Shift** key as you click on the last. You can add additional files to those selected by holding down the **Ctrl** key while clicking with the mouse.

3)   To remove files from the selection set, hold down the **Ctrl** key while clicking on a file name you previously added to the set.

4)   When you are satisfied with the list, click on Open.

This tip applies to Microsoft Excel 97, 2000, 2002, and 2003.

5 OF THE BEST eBOOK READER APPS FOR iOS

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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

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.

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*THE BEAR WANTS YOU
TO SHARE A TIP*
*Send tips to
treadwell@bigbearcc.org*

Officers and Key Leaders

President .... Yomar Cleary
909.214.6990   ycleary@charter.net

Vice President…. ……………......... Marc Busch
949.609.9266…….…....bigbearjedi@charter.net

Treasurer .... Tom Brandau
213.446.1315   tombran44@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 ……...…….......... Del Johnson
909.584.9017……....deljohnson_ls@yahoo.com

Director at Large …………......... Bill Treadwell
909.730.4625   treadwell@bigbearcc.org

Webmaster .... Rosemary Lloyd
909.547.7257   Rosemary@bigbearcc.org

Assistant Webmaster ………..…….Bill Flanagan
909.866.9379   bill@bigbearcc.org

Newsletter Editor .... Bill Treadwell
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Publicity ....Yomar Cleary
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Equipment Chair .... Marc Busch
949.609.9266…….…....bigbearjedi@charter.net

Technical Advisor … .... Jim Lloyd
909.584.9358   inquiries@sugarloafpc.com

Refreshments Chair ……..…… Sharon Teeter
909.585.2026   sharonteeter1@verizon.net

Historian ....Sandi Ybarra
909.585.8318   sandiscabin@gmail.com

Sunshine Chair .... Angie Pezina
909.866.2314   apezina@gmail.com

Hospitality Chair……...……….Linda Sharman
310.384.8858   lsharman49@gmail.com

BIG BEAR COMPUTER CLUB, INC.
P. O. BOX 645 – BIG BEAR CITY, CA 92314

Membership Application—$25.00 – Associate $5

You can pay your dues at the monthly meeting, by mail -- make checks to Big Bear Computer Club, or by Pay Pal (Go into our website www.bigbearcc.org and go to "Donate.")

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!!

Mailing Address:
Big Bear Computer Club
PO Box 645
Big Bear City, CA 92314

☐New   ☐ Renewal   ☐ Update my 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.

I agree that Big Bear Computer Club may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, newsletter, advertising and web content.

☐ Yes ☐ No Your initials: _____

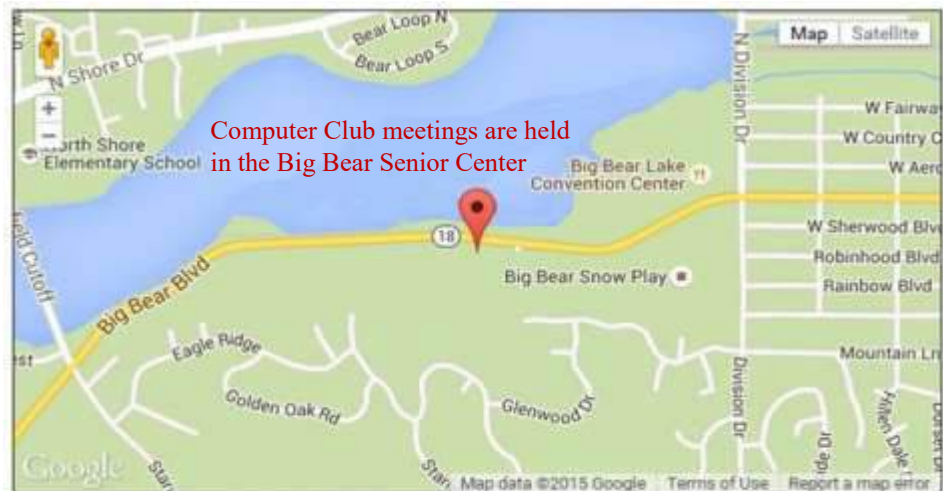Mail your application and check for dues to:
        BCC Treasurer
        PO Box 645
        Big Bear City, CA 92314
Or bring your application and dues to a monthly general meeting

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Computer Club meetings are held in the Big Bear Senior Center

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