



# Bearly Bytes Newsletter

Big Bear Computer Club

May 2016 Volume 16 Issue 4

## President's Message - Rosemary Lloyd

Hello My Friends,

Happy May. Spring is here (despite recent weather conditions).

As some of you know, I have been your club President since 2009. They have been enjoyable years.

I appreciate each time that you have voted for me to continue in this position. At the end of the year, my current term ends. At that time, I will be stepping down.

After 7 years as the Big Bear Computer Club President, I would like to branch out to other volunteer opportunities. I plan to spend time working on a few web sites. This will be a more technical challenge. It will be fun as well. A different kind of fun.

During the next 2 year term (2017-2018), I will participate on the Board as Immediate Past President. So, I will be around, but it will be in a different capacity.

The next club elections will be held during the November 8, 2016 meeting.



Husband Jim (Left) and Rosemary Lloyd (Right)

### NEXT CLUB MEETING

**May 10, 2016**

At Big Bear Senior Center,  
42651 Big Bear Blvd  
Big Bear Lake

## ALL ABOUT EMAIL

Everyone is welcome

consider bringing a snack to share during break-time

The Presenter at this meeting will be Elliott Stern from Maestro Computing Services. His presentation will be all



about Email which will include Email Etiquette and Email Security, Avoid email Phishing Scams that can steal your identity and will discuss how you can be an "Email Angel."

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# FREE 2016 Spring Virtual Technology Conference



## FREE 2016 Spring Virtual Technology Conference (VTC)

Saturday, May 7

1:00 pm – 5:00 pm Eastern time

Attend the FREE conference from the convenience of your own home! All you need is your computer, tablet, etc. and Internet access. The sessions are 50 minutes in length and offer attendees the opportunity to ask questions via Q&A; the questions are answered by the presenter at the end of the presentation or via e-mail if there isn't enough time after the presentation.

APCUG uses ZOOM for the VTC webinar presentations ([www.zoom.us](http://www.zoom.us)). If you have not participated in a VTC, go to <https://zoom.us/download> to download the app for the device you will be using to 'attend' the conference.

- To register for this VTC, please click on this link: <http://bit.ly/apcug-2016-spring-vtc>

Spread the word by forwarding this e-mail to your members. VTCs are a great way for them to expand their technology experience and be introduced to new skills. Below are the sessions that are currently scheduled.

## SCHEDULE

### TRACK 1

1. **TECHNOLOGY FROM A DIFFERENT PERSPECTIVE** Bob Gostischa, Avast Evangelist
2. **SETUP & CONFIGURE A HOME NETWORK** Ken Rogers, IT Business Analyst for PNC Bank
3. **IOS 9.3 FOR IPADS AND IPHONES** Jere Minich, Program Chair, Lake Sumter Computer Society;  
APCUG Advisor, Region 5; Member of APCUG's Speakers Bureau

### TRACK 2

1. **UPGRADING YOUR LAPTOP, PART 2** Greg Skalka, President, Under the Computer Hood User Group
2. **WHY I RECOMMEND A CHROMEBOOK** Stew Bottorf, Teacher & SIG Leader, Tampa Bay Computer Society
3. **USING THE "TASK MANAGER" IN A "WINDOWS" COMPUTER** Francis Chao, Member, APCUG OLS (Online Services) committee; WINNERS "WINDows usERS" and Greater South Bay PCUG; and the Tucson Computer Society

Videos from earlier conferences can be found on APCUG's YouTube channel [www.youtube.com/apcugvideos](http://www.youtube.com/apcugvideos).

## The DoD Wants You to Hack the Pentagon

By: [Dave Parrack](#)

Resource: <http://www.makeuseof.com/tag/pentagon-hackers-windows-10-windows-8-tech-news-digest/>

The Department of Defense (DoD) is looking for hackers to “Hack the Pentagon,” as part of the first ever federal government bug bounty program. As [announced on Facebook](#) by the United States Secretary of Defense, Ash Carter, this is a pilot program designed to “identify vulnerabilities on the Department’s public web pages”.

Before you all scuttle off to try and break into the DoD’s website, potential participants first need to apply and then undergo a background check before they’re given free rein to Hack the Pentagon. Anyone else doing so should expect a visit from some men in black, and they likely won’t come bearing gifts.

Bug bounties are pretty much [standard practice amongst big tech companies](#), as they help improve security for a fraction of the cost of hiring a dedicated team of hackers. And with the DoD openly admitting it has to “fight off sophisticated cyber attacks everyday,” this is a good way to ensure the DoD remains safe and secure.

The effort will be led by the Defense Digital Service (DDS), a small team overseeing the U.S. Government’s “technological agility”. More details of the rules of application and possible monetary rewards for finding bugs will follow in the coming weeks, with the program officially set to commence in April.

## Use the Windows Magnifier Tool to Zoom in

By [Ed Bott](#)

You don't have to be myopic to occasionally need a closer look at something on your Windows

screen. Maybe you want to see more details in a picture. Maybe the font on the web page is too small to read comfortably.

Whatever the reason, help is a keystroke away. Hold down the Windows key and tap the plus sign (on the top row or on the numeric keypad; it doesn't matter). That instantly zooms the display to 200% of normal. Keep tapping the plus sign to zoom in further. Moving the mouse to the edges of the screen will pan to areas that aren't visible.

To zoom back out, hold down the Windows key as you tap the minus sign.

MY GIRLFRIEND WANTED TO HAVE A CONVERSATION ABOUT ME BEING TOO CHILDISH, BUT SHE DIDN'T KNOW THE PASSWORD TO GET IN



# Email Hacked? 7 Things You Need to do NOW

## Ask LEO!

It seems like not a day goes by where I don't get a question from someone that boils down to their email account having been hacked.

Someone somewhere has gained access to their account and is using it to send spam. Sometimes passwords are changed, sometimes not. Sometimes traces are left, sometimes not. Sometimes everything in the account is erased – both contacts and saved email – and sometimes not.

But the one thing all of these events share is that suddenly, people (usually those on your contact list) start getting email from “you” that you didn't send at all.

Your email account has been hacked. Here's what you need to do next.

### **1. Recover your account**

Log in to your email account via your provider's website.

If you can log in successfully, consider yourself *extremely* lucky, and proceed to step 2 right away.

If you can't log in, even though you *know* you're using the right password, then the hacker has probably changed your password. *The password you know is no longer the correct password.*

You must then use the “I forgot my password” or other account recovery

options offered by the service.

This usually means the service will send password-reset instructions to an alternate email address that you do have access to, or send a text message to a mobile phone number that you set up previously.

If the recovery methods don't work – because the hacker changed everything, or because you no longer have access to the old alternate email or phone – then you may be out of luck.

If recovery options don't work for whatever reason, your only recourse is to use the customer service phone numbers or email addresses provided by that email service. For free email accounts, there usually is *no* customer service. Your options are generally limited to self-service recovery forms, knowledge base articles, and official discussion forums where service representatives may (or may not) participate. For paid accounts, there are typically additional customer service options that are more likely to be able to help.

**Important:** If you cannot recover access to your account, *it is now someone else's account.* I can't stress this enough. It is now the hacker's account. Unless you've backed up, everything in it is gone forever, and you can skip the next two items. You'll need to set up a new account from scratch and start over.

### **2. Change your password**

Once you regain access to your ac-

count (or if you never lost it), *immediately* change your password.

As always, make sure that it's a **good password**: easy to remember, difficult to guess, and long. In fact, the **longer the better**, but make sure your new password is at least 10 characters or more – ideally 12 or more, if the service supports it.

But don't stop here.

*Changing your password is not enough.*

### **3. Change your recovery information**

While a hacker has access to your account, they might leave your password alone so that you won't notice the hack for a while longer.

But whether they change your password or not, they may change *all of the recovery information.*

The reason is simple: when you finally do change your password, the hacker can follow the “I forgot my password” steps and *reset the password out from underneath you*, using the recovery information they set.

Thus, you need to check all of it and change much of it ... right away.

- **Change the answers** to your secret questions. They don't have to match the questions (you might say your mother's maiden name is “Microsoft”);

*Continued page 5*

## Continued...Email Hacked

all that matters is that the answers you give during a future account recovery match the answers you set here today.

- **Check the alternate email address(es)** associated with your account and remove any you don't recognize or are no longer accessible to you. The hacker could have added his own. Make sure all alternate email addresses are accounts that belong to you, and you can access them.
- **Check any phone numbers** associated with the account. The hacker could have set their own. Remove any you don't recognize, and make sure that if a phone number is provided, it's yours and no one else's, and that you have access to it.

These are the major items, but some email services have additional information they use for account recovery. Take the time *now* to research what that information might be. If it's something a hacker could have altered, change it to something else appropriate for you.

Overlooking information used for account recovery allows the hacker to easily hack back in; make sure you take the time to carefully check and reset all as appropriate.

### 4. Check related accounts

This is perhaps the scariest and most time consuming aspect of ac-

count recovery.

Fortunately, it's not common, but the risks are high, so understanding this is important.

While the hacker has access to your account, they have access to your email, including what is in your account now as well as what arrives in the future.

Let's say the hacker sees you have a notification email from your Facebook account. The hacker now knows you have a Facebook account, and what email address you use for it. The hacker can go to Facebook, enter your email address, and request a password reset.

A password reset sent to your email account ... which the hacker has access to.

As a result, the hacker can now hack your Facebook account by virtue of having hacked your email account.

In fact, the hacker can now gain access to *any* account associated with the hacked email account. Like your bank. Or Paypal.

Let me say that again: because the hacker has access to your email account, he can request a password reset be sent to it from *any other account* for which you use this email address. In doing so, the hacker can hack and gain access to those accounts.

What you need to do: check your

other accounts for password resets you did not initiate, and any other suspicious activity.

If there's *any* doubt, consider proactively changing the passwords on those accounts as well. (There's a strong argument for checking or changing the recovery information for these accounts, just as you checked for your email account, for all the same reasons.)

### 5. Let your contacts know

Some disagree with me, but I recommend letting your contacts know that your account was hacked, either from the account once you've recovered it, or from your new email account.

Inform all the contacts in the online account's address book; that's the address book the hacker had access to.

I believe it's important to notify your contacts so they know not to pay attention to email sent while the account was hacked. Occasionally, hackers try to impersonate you to extort money from your contacts. The sooner you let them know the account was hacked, the sooner they'll know that any such request – or even the more traditional spam that might have come from your account – is bogus.

### 6. Start backing up

A common reaction to my recommendation that you let your contacts know is: "But my contacts are

*Continued Page 10*



Photo by Jerry Land

## Big Bear Computer Club Board Notification

The Computer Club Board is looking for two new board members.

One board position is for a Director at Large. This position does not have an mandatory assignment; but rather take on occasionally supporting the Computer Club in an area of personal choice.

The second board position is "new" -- that is the position was 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.

## 2016 Big Bear Computer Club Workshops

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

**July 18, 2016** – Digital Cameras, Smart Phones, Computers and Tablets

**August 15, 2016** – Windows 10 Part 2

**September 19, 2016** - Settings on your mobile device

**October 17, 2016** – Adobe PDF Reader and Writer

To Register Contact:

Rosemary Lloyd 909.547.7257  
rosemary@sugarloafpc.com



**You Can Help  
Out the Big Bear  
Computer Club  
and at NO COST TO  
YOU**

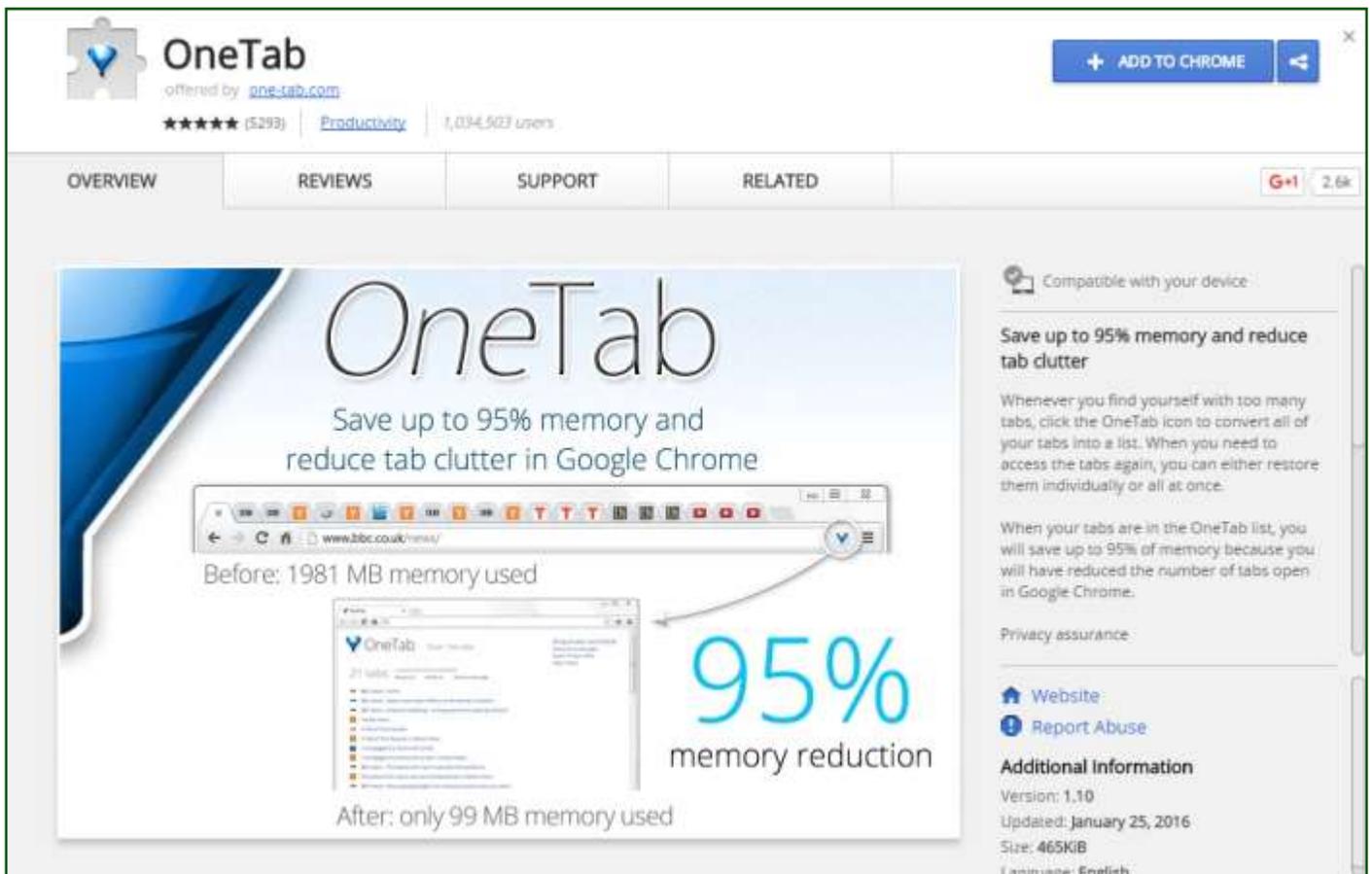
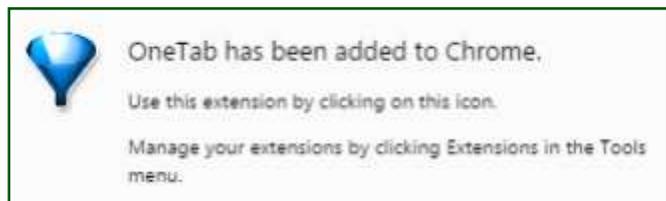
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If you have not signed up for Amazon Smile. Click on the Get Started button above.

# Simplify Chrome Tabs

[OneTab](#) is the extension for anyone who keeps too many tabs open at one time. When this happens, those tabs can become so small, you have no idea which tab is associated with what page. OneTab provides a single tab that lists all your currently open pages. This will also help save memory on your PC (as all of those tabs have been reduced to a single instance). When you need access to a tab, you can either restore them individually or all at once.



The screenshot shows the OneTab extension page in the Chrome Web Store. At the top, the extension name "OneTab" is displayed, offered by "one-tab.com", with a 5-star rating from 5,293 reviews and 1,034,503 users. A blue "ADD TO CHROME" button is visible. Below the header, there are tabs for "OVERVIEW", "REVIEWS", "SUPPORT", and "RELATED". The main content area features a large graphic with the OneTab logo and the text "Save up to 95% memory and reduce tab clutter in Google Chrome". The graphic illustrates a browser window with many small tabs, labeled "Before: 1981 MB memory used", and a smaller window with a single OneTab icon, labeled "After: only 99 MB memory used". A large "95% memory reduction" is shown next to the after window. To the right of the graphic, there is a "Compatible with your device" badge and a section titled "Save up to 95% memory and reduce tab clutter" with a detailed description of the extension's functionality. Below this, there is a "Privacy assurance" section and a "Website" link. At the bottom right, there is an "Additional Information" section with details: Version: 1.10, Updated: January 25, 2016, Size: 465KIB, and Language: English.

# Transhumanism

Zoltan Istvan and Professor Richard Jones debate the merits and faults of transhumanism.

## Resource:

### ZOLTAN ISTVAN

Transhumanism—the international movement that aims to use science and technology to improve the human being and the human experience—has been growing quickly in the last few years. Everywhere one looks, there seems to be more and more people embracing radical technology that is already dramatically changing lives. For example, exoskeleton technology allows the paralyzed to walk, cochlear implants allow the deaf to hear and driverless cars will mean the end of tens of thousands of fatal drunk driving accidents.

However, Transhumanism is just getting started in how it will positively affect people everywhere. Soon, robots, software, and artificial intelligence will dramatically make people's lives easier, doing tasks of every type. Free time—something many people have very little of in the modern world—will become commonplace.

Most importantly, in just a few decades, transhumanism technology will likely halt biological aging and even death through a myriad of ways, including genetic editing, 3D printing of organs, and robotic replacement of body parts. Over 100,000 people die every day around the world, causing devastating loss to loved ones and communities.

Transhumanism wants to change that. Transhumanism wants to use science and technology to overcome hardship and suffering. If one loves life and wants to preserve it, transhumanism is an amazing philosophy and social movement to participate in and embrace. I believe the world needs transhumanism to achieve the most it can out of our precious existence here on Earth.



### PROFESSOR RICHARD

### JONES

Who could be opposed to technological progress? Certainly not me: I'm a physicist who has devoted his career to understanding the nanoscale world. I'm all too aware of how much better the lives of people like me, prosperous inhabitants of the developed world, are than those of our grandparents, as a result of technological progress.

But this technological progress isn't inevitable, nor is the direction it takes pre-ordained. Transhumanism as a movement appropriates the achievements that technology has made already, and uses these to give credibility to a series of future aspirations that aren't so much ex-

trapolations of current trends, but the fulfillments of ancient human desires. People have longed for a transcendent world of material plenty and everlasting life for millennia, and these wishes don't become any more likely to be fulfilled by being dressed up in a new language of science.

I'd love to see cures for the cruel diseases of old age, like Alzheimers. But these cures aren't going to come from "signing up to a philosophy and social movement". They will come from sustained effort of many biomedical scientists – and a lot of money. The recent history of the pharmaceutical industry in general – and the search for anti-dementia drugs in particular – suggests that this is getting harder, not easier. Transhumanism's claims that we're in sight of abolishing ageing and death are hollow.

And robots, software and artificial intelligence could make many people's life easier – or they could make a few people very much richer, leaving everyone else in a situation of growing economic precariousness. The outcome we end up with will be the result of the political choices we make. Transhumanism's technological determinism obscures these political choices; the result is to lend support to the existing holders of political and economic power.

To summarise, many of the claims of transhumanism are technically wrong, the ideological roots of the movement are dubious, and the wide circulation of transhumanist views is damaging to the way we talk about technology..

# 60 Minutes Shows How Network Flaw Makes Any Smartphone

By David Jones [Resource](#)

An international team of cybersecurity experts hacked into an iPhone loaned to a U.S. congressman who sits on a key technology committee, in a *60 Minutes* demonstration of how easy it is for a criminal to spy on callers by exploiting an international mobile phone network vulnerability. The segment aired Sunday.

The hackers were able to listen in on a call by Rep. Ted Lieu, D-Calif., who sits on the House Oversight and Reform Subcommittee, just by getting the actual phone number he was using, according to the program.

The team, led by German security researcher Karsten Nohl, easily penetrated the Signalling System No. 7 network, which it then could use for everything from listening in on calls to tracking the caller's

movements and intercepting text messages.

Lieu, who volunteered to participate in the hacking demonstration, characterized the ease with which the researchers were able to access the phone data as "creepy," and said demonstration left him feeling angry.

## Call for Investigation

"The congressman is exploring policy fixes for the SS7 flaw," said Jack d'Annibale, senior advisor to Lieu.

In fact, he has called for an investigation by the House Committee on Oversight and Government Reform, he told TechNewsWorld.

"The applications for this vulnerability are seemingly limitless, from criminals monitoring individual targets to foreign entities conducting economic espionage on American

companies to nation states monitoring U.S. government officials,"

Lieu wrote in a letter sent Monday to Rep. Jason Chaffetz, R-Utah, chairman of the OGR committee.

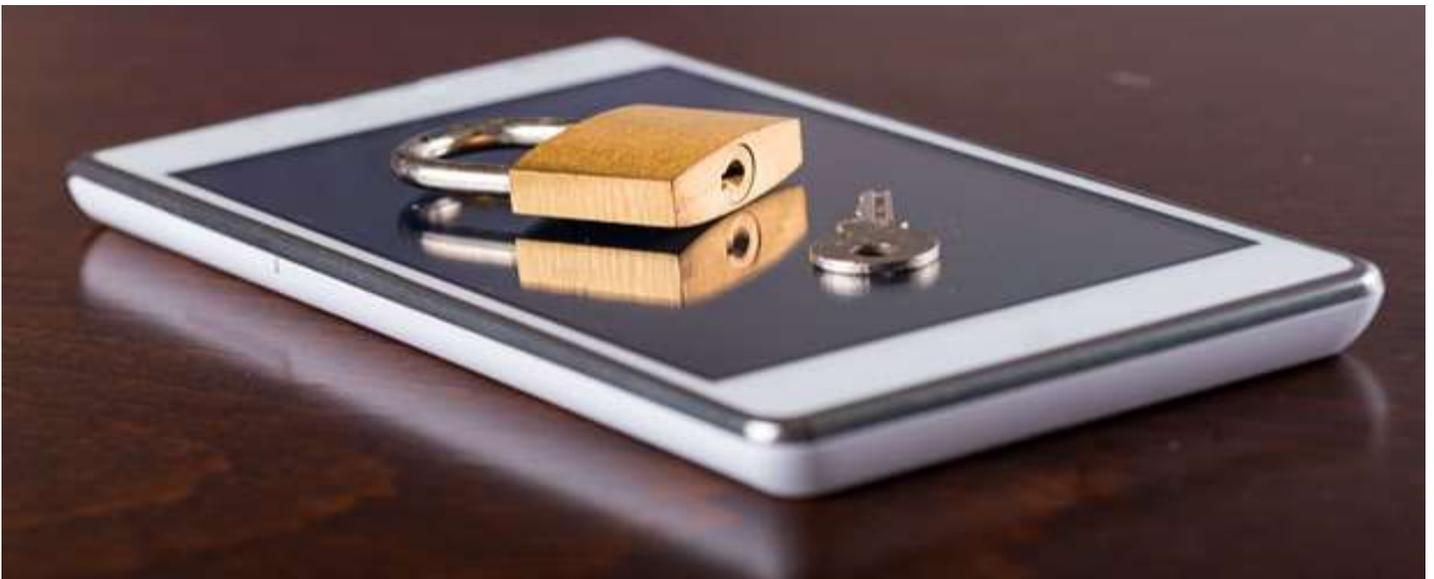
"The vulnerability has serious ramifications not only for individual privacy, but also for American innovation, competitiveness and national security," Lieu wrote. "Many innovations in digital security -- such as multifactor authentication using text messages -- may be rendered useless."

## Network Still Vulnerable

The computer security team that carried out the *60 Minutes* demo first uncovered the SS7 vulnerability at a German hacking conference in 2014.

"These vulnerabilities are quite

*Continued Page 11*



## Continued... Email Hacked

gone! The hacker erased them all, and all of my email as well!”

Yep. That happens.

It’s often part of a hacker not wanting to leave a trail – they delete everything they’ve done, along with everything you have. Or had.

If you’re like most people, you’ve not been backing up your online email. All I can suggest at this point is to see if your email service will restore it for you. *In general, they will not.* Because the deletion was not their doing, but rather the doing of someone logged into the account, they may simply claim it’s your responsibility.

Hard as it is to hear, they’re absolutely right.

Start backing up your email now.  
Start backing up your contacts now.

For email, that can be anything from setting up a PC to periodically download the email, to setting up an automatic forward of all incoming email to a different account, if your provider supports that. For contacts, it could be setting up a remote contact utility (relatively rare, I’m afraid) to mirror your contacts on your PC, or periodically exporting your contacts and downloading them, which is what I do.

### 7. Learn from the experience

Aside from “you should have been backing up,” one of the most im-



portant lessons to learn from this experience is to consider all of the ways your account could have been hacked, and then take appropriate steps to protect yourself from a repeat occurrence in the future.

- Use strong passwords that can’t be guessed, and don’t share them with *anyone*.
- Don’t fall for email phishing attempts. If they *ask for your password, they are bogus*. Don’t share your password with anyone.
- Don’t click on links in email that you are not *100%* certain of. Many phishing attempts lead you to bogus sites that ask you to log in and then steal your password when you try.
- If you’re using WiFi hotspots, *learn to use them safely*.
- Keep the operating system and other software on your machine up-to-date, and run *up-to-date anti-malware tools*.
- Learn to *use the internet safely*.
- Consider *multi-factor authentication* (in which simply knowing the password is not enough to gain access). More and more services are starting

to support this, and for those that do (Gmail, for example), it’s worth considering.

If you are fortunate enough to be able to identify exactly how your password was compromised (it’s not common), then absolutely take measures so that it never happens again.

### 8. If you’re not sure, get help

If the steps above seem too daunting or confusing, then definitely get help. Find someone who can help you get out of the situation by working through the steps above.

While you’re at it, find someone who can help you set up a more secure system for your email, and advise you on the steps you need to take to prevent this from happening again.

*And then follow those steps.*

The reality is that you and I are ultimately responsible for our own security. That means taking the time to learn, and setting things up securely.

Yes, additional security can be seen as an inconvenience. In my opinion, dealing with a hacked email account is *significantly more* inconvenient, and occasionally downright dangerous. It’s worth the trouble to do things right.

If that’s still too much ... well ... expect your account to get hacked again.

## Continued ... 60 Minutes Report

serious, and they certainly warrant immediate action by nearly every phone company which is part of the SS7 system," said Cooper Quentin, staff technologist at the [Electronic Frontier Foundation](#).

"It is a near certainty that criminals and spies are exploiting this vulnerability for nefarious purposes," he told TechNewsWorld.

The U.S. government cannot solve the problem on its own, Quentin added, because the vulnerability is shared by phone companies around the globe, who must work together to fix the problem.

### Network vs. Device

Discussions about phone security generally center on one of two issues, noted

Christopher Budd, global threat communications manager at [Trend Micro](#). Those issues boil down to either the security of the device or the security of the network.

Some of the issues raised by the *60 Minutes* piece relate to the network as opposed to the device.

"By and large, while these are inter-

esting and even scary sometimes, they're not something that most people should worry about," Budd told TechNewsWorld.

Carrying out an attack requires a degree of focused resources against a target, he pointed out, and most regular phone customers are not targets.

Carriers have security teams that typically focus 24x7x365 on the security of their networks, Budd noted. The thing that most people



can control is the security of their individual device, which requires running mature security software to keep it up to date.

"That last in particular is important," he said, "because so many Android devices have been abandoned for updates by the carriers

and manufacturers that it's impossible to keep them up to date."

It's also advisable to keep multiple layers of security on a phone.

"As a security company, we see an increasingly large number of requests for details about how we protect sensitive customer data from third-party access," said [GreatHorn](#) Vice President Chris Fraser.

"Encryption is part of that narrative," he told TechNewsWorld.

Cybercriminals can find subtle and creative ways to bypass security controls that are put into place, Fraser pointed out, and the best way to prevent against such an exploit is never

to rely on one method of cyber-protection as the failsafe.

"Relying on encryption, or any single security approach or tool -- whether it's a passcode on a mobile device or an antivirus tool -- is a flawed and seemingly failure bound strategy," he said. "What you need is defense in depth."

**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.

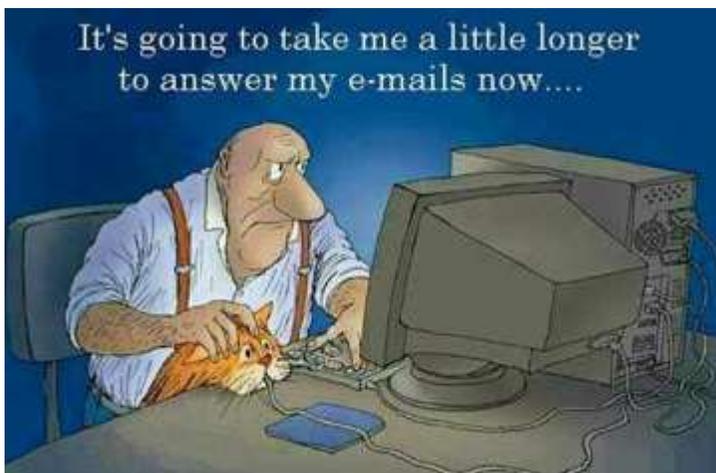


**Send to Yomar Cleary –**  
[yccleary@charter.net](mailto:yccleary@charter.net)

**NOTE:** Annual 2016 Membership Dues are now due... see page 16.

The March 8th meeting had a last minute change when Bob Gostischa, the presenter for the meeting, was turned around by CHP because he did not have chains with his car. Luckily his presentation was available on the internet for viewing and discussion.

April 2016 Club Meeting



*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*

The Opportunity Drawing Winners



**left to right ...**

- Dorothy Sirk.....Mechanical pencil
- Sharon Teeter.....Tablet & pen
- Michael Holman.....USB with 4 plugs
- Marc Busch.....Ear piece

# Monthly Calendar and Account Balance

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 though Paypal.

**Donate**



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

JUNE 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		
<b>7</b> Board Meeting <b>14</b> Club Meeting						



April 2016 Cash Flow	
<b>Beginning Bank</b>	<b>\$1,742.81</b>
Membership Dues	160.00
Bank Discount Earned	-1.81
Other	135.00
<b>Total Income</b>	<b>\$2,036.00</b>
Dues & Fees	\$ 0.00
Equipment	0.00
Supplies	45.14
Advertising	359.53
<b>Total Expenses</b>	<b>\$ 404.67</b>
<b>Ending Balance</b>	<b>\$1,631.33</b>



Group Newsletter Sites



An International Association of Technology & Computer User Groups



## How to Recover Documents in Word 2013

You've been pounding away at your keyboard for hours, having nearly finished a lengthy report for school or work, when Microsoft Word closes unexpectedly. Your pulse quickens when you suddenly realize that you haven't saved your file. Panic rises in your throat. Sound familiar?

No need to fear -- Word 2013 saves a temporary copy of your unsaved work that you can recover in a matter of seconds. Just follow these simple steps to pick up right where you left off.

1. Click "File" at the top left of the screen
2. Click "Info" at the top of the left-hand menu
3. Click the "Manage Versions" button in the Info pane
4. Select "Recover Unsaved Documents" from the drop-down menu
5. Click "Open" when you've selected the document you want to recover
6. Click "Save As" at the top of the screen

By David Eitebach, Laptopmag.com Contributor

[http://www.laptopmag.com/articles/how-to-recover-documents-in-word-2013?\\_ga=1.142047606.575449325.14565278](http://www.laptopmag.com/articles/how-to-recover-documents-in-word-2013?_ga=1.142047606.575449325.14565278)

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## Losing Formatting

If you have intermittent problems with losing formatting. The formatting includes fonts, colors, shading, borders, number formats, and so on. They save and close the workbook; the next time they open it, the formatting is gone. They can't find a pattern, and were wondering if this is a known problem.

Apparently it is a problem shared by many people. As far as we can tell, the problem could be due to two different potential causes.

First, you should make sure that your workbook is being saved in native Excel 2007/2010 format. If you are saving it in the older Excel 97-2003 format, then it is possible that the losses you are seeing are due to the formatting not being supported in the older format. This is particularly true with colors and conditional formatting.

The other possible cause is that the workbook file is corrupted in some manner. The solution is to transfer your data from the current workbook to a new workbook and then see if the problem occurs in the new one.



## Mac Tips: 25 OS X Tricks Every User Should Know

We spend far too much time tinkering with OS X, and over the years we've picked up countless quick tips that make spending 12 or 14 hours a day in Apple's OS a bit more bearable.

Have a look through our favorite tricks for the latest Mac OS X release, version 10.6 (aka "Snow Leopard"). From handy keyboard shortcuts to under-the-radar features, all of these tricks are accessible without downloading any additional software.

Go to the Huffington Post Website and view the video of OS X tricks:

[http://www.huffingtonpost.com/2011/05/03/mac-os-x-tips-tricks\\_n\\_855102.html](http://www.huffingtonpost.com/2011/05/03/mac-os-x-tips-tricks_n_855102.html)



## 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. SIG groups are also available.**

**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

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909.547.7257                      rosemary@sugarloafpc.com

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# 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](http://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

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PO Box 645  
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