



# Bearly Bytes Newsletter

## President's Message - Yomar Cleary

Hello Everyone,

Recently the Big Bear Computer Club board nominated Rosemary Lloyd for the International Association of Technology & Computer User Groups Volunteer of the Year. Rosemary's nomination was because of her very active participation and involvement with the Big Bear Computer Club. She was president of the Big Bear Computer Club from 2009 thru 2016. Rosemary initiated many programs and has been teaching workshops every year on various computer subjects. However, she did not get the honor of Volunteer of the Year, but the International Association of Technology & Computer User Groups provided her with a Certificate of Appreciation.



CONGRATULATIONS ROSEMARY!! Page 10 has a picture of Rosemary receiving the Certificate of Appreciation.

Don't forget to sign up for one of our Workshops being held on the 3<sup>rd</sup> Monday of the month from 1:15 to 3:15. See page 2 for workshop summaries, and page 3 has more details about the first workshop to be held on Monday May 15, 2017.

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**NEXT CLUB MEETING**  
**May 9, 2017**  
**1:30 - 3:00 pm**  
**Troubleshooting Hardware and Software**

Marc Busch & Rosemary Lloyd will be presenting information on Troubleshooting Hardware and Software. You will have opportunities to ask questions about issues you are experiencing too.

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

Consider bringing a snack to share during break-time.

# 2017 Big Bear Computer Workshops

## 2017 BIG BEAR COMPUTER CLUB WORKSHOPS

Computer Club workshops are two hours from 1:15 pm to 3:15 pm on the 3<sup>rd</sup> Monday at the Senior Center. The workshop fee is \$15.00. Here are the workshops scheduled for this year:

### **May 15th—Digital Camera, Computers, Tablets (iPad, Android and Windows 10) and Smart Phones (iPhone or Androids) Workshop**

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

### **June 19th-Microsoft Excel 2013**

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

### **July 17th— Windows 10 Settings**

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



### **August 21st—Security**

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

### **September 18---Settings on Your Mobile Devices Workshop**

Devices covered include Smart Phones (iPhone and Android),

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

### **October 30— Microsoft Publisher 2013**

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

### **Registration**

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

# Digital Cameras, Phones, Tablets & Computer Workshop



## DIGITAL CAMERAS, PHONES, TABLETS & COMPUTER WORKSHOP

**Big Bear Lake, CA.** The Big Bear Computer Club is offering a Digital Photo Workshop on Monday, May 15, 2017 from 1:15 pm until 3:15 pm. The Workshop will be held at the Bear Valley Senior Citizen Center located at 42651 Big Bear Blvd, Big Bear Lake, CA. All workshops are open to the general public.

Rosemary Lloyd will be teaching working with Digital Cameras, Computers, Tablets (iPad, Android and Windows 10) and smart phones (iPhone and Androids) Workshop. The pre-requisite for the class is that you know how to take pictures with your device.

The instructor will include briefly on how to take pictures. The next step is how to download photos to a computer and how to upload to the cloud. Rosemary Lloyd will discuss how to organize, edit, resize and send photos by email. She will demonstrate how to backup using various programs and how to photo edit using GIMP, a comprehensive photo editing app. She will demonstrate how to upload to Google Photos storage on-line. Finally if there is time, the class will break up into small groups so those in attendance can have hands-on training. Those attending this workshop are asked to bring their camera, cables to connect the camera to their laptop with a power cord.

Registration is required for the Digital Camera Workshop, contact Rosemary Lloyd at (909) 547-7257 or email her at [rosemary@bigbearcc.org](mailto:rosemary@bigbearcc.org). The cost is \$15.00 for the Workshop.

### Dry Bones LIFE IN THE FUTURE



# Microsoft 2016 - Office 365 Home & Personal

Source: Newsletter editor's opinion

Notice the pricing for Office 365 Home. It is \$99.99 per year. In two years you will have spent \$199.98. That two year cost is more than a one time purchase of Office Home & Student for \$149.99. Now if you were you use Office 2016 more than two years then the annual cost of Office 365 Home will escalate tremendously: in 3 years the cost will be \$297.97 and 4 years would be \$399.96.

I would think that keeping Office 2016 for four years is a practical approach and upgrade to Office 2020 — whatever that will be.

I have Office 2013 and still satisfied with it capacity to do what I need. Maybe I will just wait a few more years and see what Microsoft Office 2020 has to offer. I'll bet it is just, again, incremental types of changes.

The basics in word processing and spreadsheets have been established for many years in previous editions of Office.





Mostly of what I am aware of is the same functionality always exists in each "new" release and everything is reorganized as to where you find out how to do what you used to do. So each new release requires me to undo old habits and create new

habits of how to use what I use to know. If new releases only have nominal improvement (meaning something really new is being offered), then why always jump for an so called upgrade.

Meanwhile I have begun to play with "free" open source programs that may become my new way of doing word processing and spreadsheets. I like "free." Don't you?

The next two newsletter articles explore alternatives to Microsoft Office 365. They are OpenOffice and LibreOffice.

## For home

For up to 5 PCs or Macs	For 1 PC or Mac	For 1 PC only	For 1 Mac only
 <p><b>Office 365 Home</b></p> <ul style="list-style-type: none"> <li>• For 5 PCs or Macs plus 5 tablets, including iPad, Android, or Windows</li> <li>• 1TB online storage per user for up to 5 users</li> <li>• 60 minutes monthly Skype calls per user<sup>2</sup></li> <li>• Ongoing access to updates</li> </ul> <p><b>\$99.99 per year</b> <b>\$9.99 per month</b></p> <p>★★★★☆ 3.9 (2091)</p> <p>Suite includes: <sup>1</sup></p> <ul style="list-style-type: none"> <li>Word</li> <li>Excel</li> <li>PowerPoint</li> <li>OneNote</li> <li>Outlook</li> <li>Publisher</li> <li>Access</li> <li>OneDrive</li> <li>Skype</li> </ul>	 <p><b>Office 365 Personal</b></p> <ul style="list-style-type: none"> <li>• For 1 PC or Mac plus 1 tablet, including iPad, Android, or Windows</li> <li>• 1TB online storage for 1 user</li> <li>• 60 minutes monthly Skype calls per user<sup>2</sup></li> <li>• Ongoing access to updates</li> </ul> <p><b>\$69.99 per year</b> <b>\$6.99 per month</b></p> <p>★★★★☆ 3.9 (3409)</p> <p>Suite includes: <sup>1</sup></p> <ul style="list-style-type: none"> <li>Word</li> <li>Excel</li> <li>PowerPoint</li> <li>OneNote</li> <li>Outlook</li> <li>Publisher</li> <li>Access</li> <li>OneDrive</li> <li>Skype</li> </ul>	 <p><b>Office Home &amp; Student 2016 for PC</b></p> <ul style="list-style-type: none"> <li>• For 1 PC</li> <li>• Store files in the cloud with OneDrive</li> <li>• View, share or edit your documents online</li> <li>• Great new Word and Excel templates</li> </ul> <p><b>\$149.99</b></p> <p>★★★★☆ 3.6 (577)</p> <p>Suite includes: <sup>1</sup></p> <ul style="list-style-type: none"> <li>Word</li> <li>Excel</li> <li>PowerPoint</li> <li>OneNote</li> </ul>	 <p><b>Office Home &amp; Student 2016 for Mac</b></p> <ul style="list-style-type: none"> <li>• For 1 Mac (Mac OS X 10.10)</li> <li>• Fully installed versions of Word, Excel, PowerPoint, and OneNote</li> <li>• Store files in the cloud with OneDrive</li> <li>• Great new Word and Excel templates</li> </ul> <p><b>\$149.99</b></p> <p>★★★☆☆ 2.7 (181)</p> <p>Suite includes: <sup>1</sup></p> <ul style="list-style-type: none"> <li>Word</li> <li>Excel</li> <li>PowerPoint</li> <li>OneNote</li> </ul>



# Apache® OpenOffice™ v4.1.3

Forest Hill, MD —12 October 2016—

Apache OpenOffice, the leading Open Source office document productivity suite, announced today Apache® OpenOffice™ v4.1.3, now available in 41 languages on Windows, Linux, and OS X.

Boasting more than 200 million downloads, OpenOffice includes a word processor ("Writer"), a spreadsheet ("Calc"), a presentation editor ("Impress"), a vector graphics editor ("Draw"), a mathematical formula editor ("Math"), and a database management program ("Base").

"As an Open Source project led by an all volunteer community,

occasional lulls in momentum are not uncommon," said Marcus Lange, Vice President of Apache OpenOffice. "Such was the case with OpenOffice until recently. We wanted to change this, starting with a new bugfix release."

## Under The Hood

Apache OpenOffice 4.1.3 features include:

- Key security vulnerability fixes;
- Support for new language dictionaries;
- Numerous bug fixes, including installer and database support on Mac OS X; and
- Enhancements to the build tools (for developers)

"This release symbolizes a resurgence in the project," said Patricia Shanahan, Release Manager for Apache OpenOffice 4.1.3. "We are proud to

continue development of one of the most visible and widely used Apache projects."

The complete list of features and enhancements are available in the release notes at <https://cwiki.apache.org/confluence/display/OOOUSERS/AOO+4.1.3+Release+Notes>

Apache OpenOffice is used by millions of organizations, institutions, and individuals around the world. In addition, OpenOffice plays an integral role in many governments, in response to their mandates to use files in the ISO/IEC standard Open Document

Format (ODF).

OpenOffice supports localized versions in more than 120 languages; those that are 100% translated and maintained are officially released.

As with all Apache projects, Apache OpenOffice is available to all users free of charge, and, as Open Source software, its C++ source code is readily available for anyone who wishes to enhance the applications.

"This is not all, as more can be expected from the project," added Lange. "We invite those wishing to help support us to strive forward with development or in the many other areas to participate."

## Availability and Oversight

Apache OpenOffice software is released under the Apache License v2.0 and is overseen by a self-selected team of active contributors to the project. A Project Management Committee (PMC) guides the Project's day-to-day operations, including community development and product releases. For downloads, documentation, and more information on Apache OpenOffice, visit <http://openoffice.apache.org/>

## Get Involved!

Apache OpenOffice welcomes contribution and community

participation through mailing lists as well as attending face-to-face MeetUps,

developer trainings, and user events. Those wishing to get involved in the project can find out more at <http://openoffice.apache.org/get-involved.html>.

## About Apache OpenOffice

Originally created as "StarOffice" by StarDivision and after further development as an Open Source product under the name "OpenOffice.org" at Sun Microsystems. The project continued development after Oracle Corporation acquired Sun Microsystems in 2010. OpenOffice entered the Apache Incubator in 2011 and graduated as an Apache Top-level Project in October 2012. 8 releases have been made under the auspices of the ASF, with more than 200 million



Continued ... Page 6

## Continued ... Open Office

downloads recorded to date. Visit <http://openoffice.apache.org/> and <https://twitter.com/ApacheOO> for more information.

### About The Apache Software Foundation (ASF)

Established in 1999, the all-volunteer Foundation oversees more than 350 leading Open Source projects, including Apache HTTP Server --the world's most popular Web server software. Through the ASF's meritocratic process known as "The Apache Way," more than 550 individual Members and 5,300 Committers successfully collaborate to develop freely available enterprise-grade software, benefiting millions of users worldwide: thousands of software solutions are distributed under the Apache License; and the community actively participates in ASF mailing lists, mentoring initiatives, and ApacheCon, the Foundation's official user conference, trainings, and expo. The ASF is a US 501(c)(3) charitable organization, funded by individual donations and corporate sponsors including Alibaba Cloud Computing, ARM, Bloomberg, Budget Direct, Capital One, Cerner, Cloudera, Comcast, Confluent, Facebook, Google, Hortonworks, HP, Huawei, IBM, InMotion Hosting, iSigma, LeaseWeb, Microsoft, OPDi, PhoenixNAP, Pivotal, Private Internet Access, Produban, Red Hat, Serenata Flowers, WANdisco, and Yahoo. For more information, visit <http://www.apache.org/> and <https://twitter.com/TheASF>



Resource: <https://www.openoffice.org/>  
Over 200 million downloads of Apache OpenOffice



### I want to download Apache OpenOffice (Most recent release: 4.1.3)

Download Apache OpenOffice for free (really!) | [Click here to get more information.](#)



### I want to do more with my OpenOffice

Extend Apache OpenOffice with additional functionality, templates and clipart.



### I need help with my OpenOffice

Help is at hand whenever you need it.

# LibreOffice



LibreOffice is free and open source software, originally based on OpenOffice.org

Resource: [LibreOffice](#)

Who are we?

LibreOffice is community-driven and developed software, and is a project of the not-for-profit organization, [The Document Foundation](#). LibreOffice is free and open source software, originally based

on [OpenOffice.org](#) (commonly known as OpenOffice), and is the most actively developed OpenOffice.org successor project.

LibreOffice is developed by users who, just like you, believe in the principles of Free Software and in sharing their work with the world in non-restrictive ways. At the core of these principles are the [four essential freedoms](#) and the tenets of The Document Foundation's [Next Decade Manifesto](#) [PDF].

We believe that users should have the freedom to run, copy, distribute, study, change and

tion of mother tongues, and avoid proprietary software and format lock-in. We work to attain our goals by



The latest "fresh" version of LibreOffice, recommended for technology enthusiasts.



improve the software that we distribute. While we do offer no-cost downloads of the LibreOffice suite of programs, Free Software is first and foremost a matter of liberty, not price. We campaign for these freedoms because we believe that everyone deserves them.

We seek to eliminate the digital divide and empower all as full citizens, support the preserva-

- providing unfettered access to our office productivity tools at no cost
- encouraging the translation, documentation, and support of our software in one's own language
- promoting and actively participat-

ing in the creation and development of open standards and Free Software via open and transparent peer-review processes

Though the members of our community hail from many different backgrounds, we all value personal choice and transparency, which translates practically into wider compatibility, more utility, and no end-user lock-in to a single product. We believe that Free Software can provide

# RECALLS



In the May 2017 issue of Consumer Reports :

## LAPTOP/NOTEBOOK BATTERIES

HP and Toshiba are expanding recalls of lithium-ion computer battery packs that can overheat, posing burn and fire hazards. HP is recalling HP and Compaq packs sold from March 2013 through October 2016. Toshiba is recalling Panasonic packs sold from June 2011 through November 2016.

**What to Do.** For Toshiba, call [866-224-1346](tel:866-224-1346) or goto [go.toshiba.com/battery](http://go.toshiba.com/battery) for replacement Information; for HP, call [888-202-4320](tel:888-202-4320) or go to [hp.com/go/batteryprogram2016](http://hp.com/go/batteryprogram2016). If your battery is affected by the recall, remove it and power the computer only by plugging in into an outlet until you receive the replacement.



ture date 201610.

## Barnes & Noble Nook Tablet 7 Power Adapter Recall

Company: Barnes & Noble

Recall Date: [Feb. 1, 2017](#)

**Affected Tablets:** Nook Tablet (7-inch) with model number BNTV450.

The adapter bears model number TPA-95A050100UU and manufac-

**The details:** The casing of the power adapter sold with the Nook Tablet (7-inch) can break, posing an electric shock hazard.

**Sold between:** November 2016 to January 2017

**How to recall:** Register [here](#) for a free replacement adapter. You'll get a prepaid UPS label to return the recalled adapters to Barnes & Noble, and a replacement will be shipped to you.





# Big Bear Computer Club News



Photo by Jerry Land

## Big Bear Computer Club Board News

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



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

Please contact Yomar Cleary

## Your Computer Club donation is tax deductible.

Donations are accepted though Paypal.



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

## Big Bear Computer Club Forum

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

[www.socalmountains.com](http://www.socalmountains.com)

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

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

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

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



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

By using AmazonSmile!

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

Below is the link from Amazon Smile that will take you directly to the Big Bear Computer Club Amazon support page:

<https://smile.amazon.com/ch/74-3131147>

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

## Big Bear Computer Club Website Links

- [Club Bylaws](#)
- [Standing Rules & Policies](#)
- [Board Meeting Minutes](#)
- [BBC Cash Flow Statements](#)

# Computer Club Recognitions



Barbara after many, many years of being the computer club treasurer has resigned her position because she is moving to

Yomar presenting APCUG Volunteer certificate to Rosemary, and was Rosemary's birthday too!



The computer club board members and committee directors meet for their annual dinner gathering. They also celebrated Barbara Moore moving from Big Bear to Canada

# APCUG 2017 Spring Virtual Technology Conference



An International Association of Technology and Computer User Groups

Register at: <https://apcug-spring-2017-vtc.eventbrite.com>

Spring VTC Bios at: <https://apcug2.org/>

**Saturday May 6, 2017 10:00 AM to 1:00 PM - This Conference is Free**

## **TRACK 1**

**1:00 pm ET**

*Picking the Best Backup Approach (Includes info on New Generation)*

### **Gene Barlow, User Group Relations**

Backing up your hard drive on a regular basis is the most important process that all end-users must do on a regular basis to protect their computer from a crash or virus attack. Anti-virus utilities are not always completely reliable for this protection. Only a good backup can protect you 100% from a total loss of your computer system. Unfortunately, there are many different backup approaches that are promoted as being all you need to do. Most of these approaches provide only a partial protection of your system. However, there is one backup approach that is the best and the one you should be using.

This presentation will describe the four most popular backup approaches used today and tell you the strengths and weakness of each approach. After attending this presentation, you will be able to determine what is the best backup approach you should be using. We will then describe this approach in detail, so that you understand the best way to use this best backup approach. We represent Acronis and their True Image backup utility to the user group community. This product will provide you all of the popular backup approaches, but their incremental backup image approach is the best way to go. Again, how to setup and use this best approach will be covered in this presentation.

To help you get started doing excellent backups, we offer those that attend this webinar this Acronis True Image product at half the normal retail price. We also provide our customers with our exclusive True Image Starter Guide, which makes installing and setting up this product easy to do the best backups possible. In addition, we will help you with question or problems as you use this product for months to come. You do not want to miss this excellent presentation on Picking the Best Backup Approach.

**2:00 pm ET**

*Home Automation*

### **Bill James, APCUG Advisor, Region 8; Vice President, Computer Club of Oklahoma City**

This presentation will show how Home Automation technology allows us to control your connected devices and appliances from a central hub using our Smartphone or Tablet. The presentation will explain how we can setup a system using widely available Google Home, Amazon Alexa and Samsung Smarthings Hubs.

**3:00 pm ET**

*Tune up Your Windows PC*

### **Jere Minich, APCUG Advisor, Region 5; Program Chair, Lake-Sumter Computer Society**

Clean off the junk files & improve your Windows PC performance. How to perform maintenance tasks, updating apps and security tools, disable program that slow down your operating system.

Continued ... Page 12



## Continued... APCUG Conference

### TRACK 2

1:00 pm ET

*Photo Editing with The Gimp*

**Dennis Rex, Member, PR Committee, SoCal Linux Expo**

Like taking digital photos? Looking for a cost-effective way to restore, enhance or fix images? The GNU Image Manipulation Program might be an option. Cross-platform and Open Source, this powerful application contains features that both beginners and advanced users will appreciate.

SoCal Linux Expo's Dennis Rex will offer tips on using the GIMP to tame your most stubborn image challenges. Topics include file conversion, RAW editing, filters and plug-ins as well as basic photo manipulation. All are welcome, whether looking for a new tool or hoping to compare notes with others.

2:00 pm ET

*Crypto-Viruses*

**Toby Scott, Tech Guru, Channel Islands PCUG**

Crypto-viruses, usually categorized as Ransomware, are proliferating across the Internet at a rapid rate. If hackers can find an insecure computer or trick you into opening an attachment, they will crypto-lock all your data files they can find, including docs, pictures, financial, database and, yes, all your backup files they can reach. This means that many of the tried-and-true backup strategies don't work. Toby will show you what encrypted files look like, what messages you get when they are finished encrypting everything, what data is vulnerable and how to protect yourself."

3:00 pm ET

*Alternative to Closing Your Computer Club*

**Ray Baxter, APCUG Treasurer; Payson Area Computer Society**

Is your club facing the prospect of closing down? Do you have members that, for a variety of reasons, are not willing to participate in any of the club activities other than attending and letting someone else do all the work? Is this burning out your existing club officers?

Consider changing your club structure to one where there are no officers, no assigned duties, no dues to collect. Instead, members agree on a meeting time and place and just show up. Ray Baxter, Payson Area Computer Association in Arizona, will explain how, in a small community, this would work and the benefits of what today are being called Meet-Ups. Ray will bring us up-to-date how Payson is doing with its new format.





# Apple COREner

By Gary Roerig, Front Range PC Users Group (FRPCUG), Fort Collins, CO, <http://www.frpcug.org>

**Did you know** . . .Your calendar App can consume a lot of data on your iPhone/iPad, depending on your settings. Normally keeping only six-months worth of information is sufficient for most of us but your setting may be for All Events so if you have been using a calendar app for 4-5 years that can be an unnecessary data hog. Go to Settings, and scroll down to Mail, Contacts, Calendars. Tap on it and then scroll down near the bottom and look for Sync. Tap on Sync and change to one of the following: Events 2 Weeks Back, Events 1 Month Back, Events 3 Months Back, Events 6 Months Back (my preference) or All Events.

## Calls on your iPhone using Wi-Fi

Some of us live in areas where our Cellular Carrier's signal is not very strong. If that is the case, and you have a Wi-Fi Router AND your carrier offers it, you can set your phone to use Wi-Fi for calling. Go to Settings, Phone, and tap on Wi-Fi Calling and then tap Wi-Fi Calling on This Phone to ON (Green).

I have had great success with this setting but there is a caveat. Not all businesses or carriers accept a Wi-Fi call. If that happens simply go into Settings as above and reverse the setting, make your call, and reset it again. It is rare but it does happen. Also note that you can use this over free Wi-Fi such as in hotels or such places in case you have a poor signal.

## In Need of a Quick Level?

There are times you may want to quickly use a level to see if a picture frame or other such item is level. Simply get your iPhone, tap on the



Compass App, then swipe to the left and a level appears. You can use in Portrait (not real helpful) or Landscape mode. Place on top of your picture frame and straighten the frame until the level shows 0 Deg and Green. Swipe right to return to Compass mode and close as you would any App.

## Need to make a quick note of things but do not have a pen or paper handy?

Your iPhone has a built in App (often hidden in a folder called Extras) called Voice Memos. You simply tap on the App, Tap on the red Record button and speak, and tap on the red square to stop recording (remember to do so or it will keep recording in your pocket). If you want to you can Tap on Done and give your recording a quick name. You can then play the recording at a later date.

Another App to take notes is Notes. You can tap on the symbol for New in the lower right corner, then Tap the Microphone in the keyboard and speak. Remember to speak the punctuation, e.g. Period at the end of your sentence. It will return to a new line for your next sentence. When you are finished be sure to Tap on Done at the bottom of the screen. Now you can read your notes at your leisure when you get home.

# About Bearly Bytes

# Bits & 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](mailto:treadwell@bigbearcc.org)



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

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



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

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

*The March Newsletter Winner was Del Johnson!*

## April 2017 Club Meeting

Bruce Aronson's presentation explored our future is going to be where long lines melt away and you move faster than ever!

### Attendees



### The Opportunity Drawing Winners



left to right ...

- Nel Albert.....Magnetic Board
- Martin Krause.....Thinkable Inkables
- Norm Mtichell.....Post-it Stickies
- Russ Teeter .....Mechanical Pencils

# Upcoming Calendar Events

MAY 2017						
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	31			

- 2 Board Meeting
- 9 Club Meeting
- 15 **Workshop** Working with digital photos.

JUNE 2017						
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** Excel 2013.



OFFICIAL MEMBER OF PEARSON EDUCATION  
**User Group Program**



Group Newsletter Sites



An International Association of Technology & Computer User Groups





### Save Time With a Copy

Applies To: Word 2013

Don't go hunting for the document to copy.

The shortcut for creating a copy of an Office document is not very apparent but it is a huge time saver if you want to work on a copy while keeping the original intact. Click on File – Open – Recent Documents. If the document was opened recently, the filename will be displayed. Right-click on the filename and select Open a copy. Any changes that you make are saved to the copy. You can then save it at any location.

This tiny step is a time saver because you are spared from browsing to its location and manually creating a copy to work on.

<http://www.makeuseof.com/tag/10-simple-office-2013-tips-will-make-productive/>



### Can't Enter Years in a Cell

When you formatted the column using the "yyyy" custom format, you informed Excel that you wanted whatever was in the column to be considered a date. Yet, you didn't enter a date into the cells— you entered a simple numeric value of 2014. A date would be something such as 1/1/2014 or 1/1/14; these would display the year just fine because they are dates, as Excel expects.

So why does entering just 2014 cause 1905 to be displayed? Because Excel, in trying to make sense of the entry as a date, assumes you are entering a number of days. Internally, dates are stored as a serial number that indicates the number of days since 1/1/1900, with 1 representing 1/1/1900, 2 representing 1/2/1900, 3 representing 1/3/1900, and so on.

It just so happens that the number 2014 represents the date 7/6/1905 (July 6, 1905), which your formatting says should be displayed as simply 1905—the year portion of that valid date. In fact, you can see that date if you select the cell again after trying to enter 2014. Up in the formula bar you'll see how Excel converted your entry into a valid date.

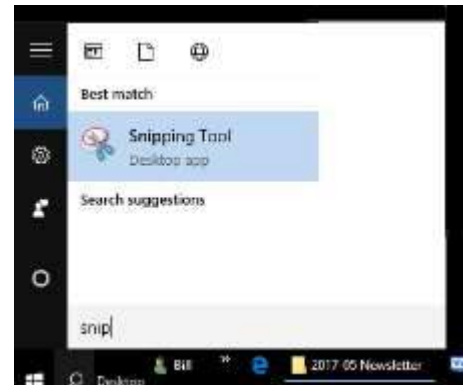
The solution depends on what you want to do with the information in the column. If you simply want to enter a bunch of years, don't format the column as dates. The General format or some other numeric format will work just fine. If, instead, you want actual dates, then you'll need to enter them as such: 1/1/2014, etc.



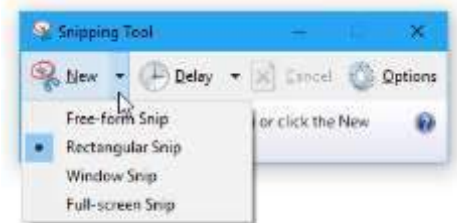
### Snip

Windows 10's has a built-in Snipping Tool called **Snip**. This program allows you to grab a part of a window screen and take a screen shot and save it to a file.

You can launch the Snipping Tool by clicking the Start button and typing *Snip* in the search box. The Snipping Tool will appear in the results panel



And here's what the tool looks like. Select the "New" framing



you want to snip and then snip. A window will pop-up displaying what you moved your cursor over (snipped). At this point you have an option to save the clipping as a picture file or cancel.





## 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  
treadwell@bigbearcc.org



## Officers and Key Leaders

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

**Membership Chair** ..... vacant

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

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

**Hospitality Chair**.....vacant

# General Information and Membership

## 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!!



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

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 \_\_\_\_\_

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 meeting



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

Mailing Address:

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