

Lake County Area Computer Enthusiast News Journal

May 2016

Members Helping Members

Volume 33-01

2016 - 2018 Board of Directors



Linda Rohlfing, Bobby Jacombs, Linda Busch, Linda Koudelka, Phil Bock
(Not shown) Judy Duham, J.J. Johnson

Two Ways to Keep Track of your Word Files

By Nancy DeMarte, 1st Vice President, Sarasota
Technology User Group, FL
January 2016 issue, Sarasota Technology Moni-
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I often hear people say that they have so many documents saved in their computer in so many different folders, that it's hard to locate a specific document. They can't remember where they saved it. If you have found yourself in this situation, these tips might help.

To find a Word document on your computer, you need to know some information about it. Newer Windows systems have better searching capabilities than in the past, but you still need to know the document title or a few key words. Alternatively, you might just open File Explorer and start looking through folders for a logical location. Besides being time-consuming, often this approach does not locate the file you want.

Every computer file has a "file path," or the specific address where the file is located. An example of a path is
C:\Users\Nancy\Documents\Recipes\Carrot
Cake, which can be read this way: the Car-
rot Cake recipe is stored in a folder called
Recipes, which is stored in my Documents

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(since 1983)

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News Journal

The LCACE News Journal is published eleven times annually. Members are encouraged to submit contributions which will be acknowledged in this newsletter.

Send articles to editor@lcace.org
Permission is granted to reproduce any or all parts of this newsletter in other User Group publications, provided that credit is given to LCACE and the individual author(s).

Logo designed on an Atari Stacy Laptop in 1989 by Dwight Johnson Jr.

Lake County Area Computer Enthusiasts

**LCACE
c/o Group Ambassador**

["J.J." Johnson](#)

Membership

LCACE membership is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at <http://www.lcace.org>.

Meetings

LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

Newsletter Submissions

Club members are welcome to submit classified ads, reviews, tips and other articles for publication, to our newsletter editor in Microsoft Word format (.doc). **Publication deadline is the 20th of the month for all ads and articles.** Please do not use tabs or special formatting.

Newsletter Advertising

Ad rates per issue: Full page - \$25, Half page - \$15, Quarter page - \$10, Business Card - \$5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 15th of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are **FREE** to all paid members.

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Phil's Ramblings



It is already May, and we are getting closer and closer to the July 29th deadline for a free upgrade to Windows 10. (I have not seen any indication that this deadline will be extended; if not, you will then be left with two avenues to acquire Windows 10 after July 29th. One is to buy a

new computer with Windows 10 preinstalled; the other is to pay \$119 for Windows 10 software.)

According to a May 5th blog post on the Microsoft website, Windows 10 is now running on 300 million active devices around the world. Given that estimates from other websites suggest that 1.5 billion computers worldwide are running some version of Windows, this represents about a 20% adoption rate.

Meanwhile, the Microsoft folks continue to tweak Windows 10 – addressing issues identified by users, incorporating new features and modifying existing features. For example, they are making it easier for developers to bring new apps to Store, and continuing to work with Windows Insiders to test updates to the operating system. A “Windows 10 Anniversary Update” is planned for this summer, for free to all Windows 10 customers. To keep up with the latest developments, check out Microsoft’s Windows 10 blog at <https://blogs.windows.com/blog/tag/windows-10/>.

As you ponder how to proceed (if you have not already upgraded to Win 10), here are some thoughts gleaned from various computer magazines, newsletters and websites:

- There is no pressing need to upgrade from Windows 7 or Windows 8.1. While Windows 7 is no longer covered by Microsoft’s Mainstream Support, and will therefore no longer see changes in product design and features, users will continue to receive security updates and

have access to product-specific information on the Microsoft website under Microsoft’s Extended Support policy until January 14, 2020. Windows 8.1 will be covered by Mainstream Support until January 9, 2018 and Extended Support until January 10, 2023.

- Per Windows Secrets, “Each new version of Windows comes with better resistance to malware, and Win10 is no exception – especially when combined with new PC hardware.” So, if security is a concern there are potential benefits to upgrading (and purchasing a new computer)
- How tied are you to older application software (business, games, personal) that will only run on previous versions of Windows?
- How comfortable are you with the look and feel of Windows 10, compared to your present OS? (If you would like to try it out before deciding, visit your local computer store and ask for a demo. Or, check to see if you could use a Win 10 computer at your library, or one belonging to a friend or family member.)
- You could also try both worlds. Continue using your current computer with its existing OS and purchase a new computer running Windows 10. This will allow you to ease into the transition. Here are two options:
 - ◊ If you are pretty sure you will stick with your older OS for a while, you could purchase an inexpensive Windows 10 computer as a secondary device. Since Windows 10 is a very efficient OS, it runs well for basic tasks on a laptop with a Celeron processor and as little as 2 GB of RAM (like the blue HP Stream laptop I have demonstrated at LCACE meetings). However, while my Stream has an 11.6” screen, well-rated laptops with similar specs

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and larger screens can be had for around \$200. All of these PCs come with 5 GB of free storage on Microsoft's OneDrive cloud storage, and some of them come with a free year of Office 365 (which includes up to 1 TB of free OneDrive storage).

- ◇ If you plan to convert to Win 10 as your primary OS, then you could purchase a more fully-featured Win 10 computer now and switch your primary computing tasks to it as you become comfortable with the new OS. In this scenario, your current computer would eventually become secondary – used when older application software was called for.

One cautionary tale about Win 10 migration..... Per the Windows Secrets forum, a reader attempted to transfer files from his existing Win 7 PC to a newly-purchased Win 10 PC. However, because he wished to keep his Win 7 PC intact, he initiated the files transfer from his back-up external hard drive. While the files transfer went OK, when he then double-checked the original files on the external hard drive, they had been corrupted to such an extent that he could no longer open the scrambled files, could not delete them and could not rename them with valid names and dates so that he could then delete them. So, he ended up with valid files on his Win 7 PC (which had not been involved in the transfer process), valid files on his new Win 10 PC and a mess on his external hard drive. (I won't bore you with the recommendations to clean up his external hard drive, but the underlying hypothesis was that running the hard drive continuously to transfer 320 GB of files had overheated it to the point that the drive hardware had drifted out of spec, causing the head alignment to suffer due to expansion of the drive's metal parts and thus corrupting file attributes and preventing them from being read once the drive cooled down.) The moral of the story? If you have a large amount of files to transfer to your new PC, do the transfer in sections.

TED

IDEAS WORTH SPREADING

Polaroid Cube

A review by George Harding, Treasurer, Tucson Computer Society, AZ
January 2016 issue, TCS eJournal
www.aztcs.org
[georgehardingsbd \(at\) earthlink.net](mailto:georgehardingsbd@earthlink.net)

The name pretty much describes what you see for this product. It's a photo cube with things on four of the six sides.



On top is the multifunction button. It controls On/Off and, when On, whether you are taking a still or a movie. The front has the camera and a small aperture for the microphone. The company says the lens captures 124° of field, although my tests show somewhat less. Still, that's a pretty wide angle. The bottom has an embedded magnet for stable attachment to any metal object. This is an easy, but not very useful, way to step away from the camera for motion pictures or stills. On the back inside a compartment sealed with a slotted disk are: a slot for a microSD card of up to 32 GB; a switch to shift from 720mp to 1080mp; a micro USB slot for the included cable used to attach your laptop or computer.

The laptop or computer connection allows charging the Cube while displaying the stills and movies contained on the microSD

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Please remember to use the Amazon.com link on our website for your purchases:

Please click here ► [amazon.com](https://www.amazon.com) ◀ to help support our club with your on-line purchases

L.C.A.C.E. Club Historian

Membership

History Report, 4/16/16 Meetings

By Les Larkin

LesLarkin@AIM.com

Our April meeting was conducted by Phil Bock. And what a meeting! Besides the annual election of the Board of Directors, we celebrated our 33rd year as a club. And the door prize was a Chromebook computer!

Our 2016/17 Board of Directors is: J.J. Johnson, Phil Bock, Judy Dunham, Linda Busch, Linda Koudelka, Bobby Jacobs, and Linda Rohlfing. The President is Phil Bock. Thanks to all those who stepped up for this important responsibility.

Our door prize, an Acer Chromebook computer, was won by George Becht.

Bob Pokela won the 50/50 raffle, the club and Bob each receiving \$14.00. Congratulations to all winners!

Thanks to Linda Busch for tending to the coffee, and to Liz & Fred Barnett, DeBorah Sirilla, and LCACE who provided such munchables as cake, brownies, veggies, and fruit.

This month's program was "Chromebook computer" by Phil Bock. Another great presentation by Phil.

The club picnic is scheduled for either the 16th or the 23rd, according to our website. It will be at the Vernon Hills Park Dist. facility at Warrington Rd., east side of Deerpath Dr. Please sign up to bring an appetizer, salad/side dish, or dessert at either the May or June meeting.

Another great meeting, and I hope to see you at our May 14 meeting.

Membership Report

April 16, 2016

Members: 59

Meeting Attendee: 21 = 39%

THANKS FOR JOINING

None

THANKS FOR RENEWING

Liz & Fred Barnett

Robert & Linda Koudelka

Mike McEnery

Donna Kalinoski

Lester Larkin

Linda & Roger Busch

Phil Bock

Fritz & Mary Krause

Eric & Judy Rehberger

Robert & Wanda Poketa

Richard Eisenman

George Becht

Jean Moran

Linda Rohlfing

David & Diane Carlson



Marta Guzman

Linda Koudelka

Donald Martin

Judy Dunhan

MEMBER IN THE SPOTLIGHT



Serving the Community

Pet vaccination clinic

In March, LCACE member and veterinarian Lewis Seidenberg took part in a vaccination clinic at the Lake County Fair Ground and Event Center. This is part of a low-cost event sponsored by Lake County's Animal Care and Control. During the event, Lewis helps vaccinate around 300 pets with the help from about a dozen volunteers from the 4-H chapter in Grayslake. Vaccination included: one-year rabies, distemper as well as inserting microchips and nail trimming.

MAY WINNERS



Special Door Prize
George Bech
Won an Acer Chromebook



Robert Pokela
Won the 50/50

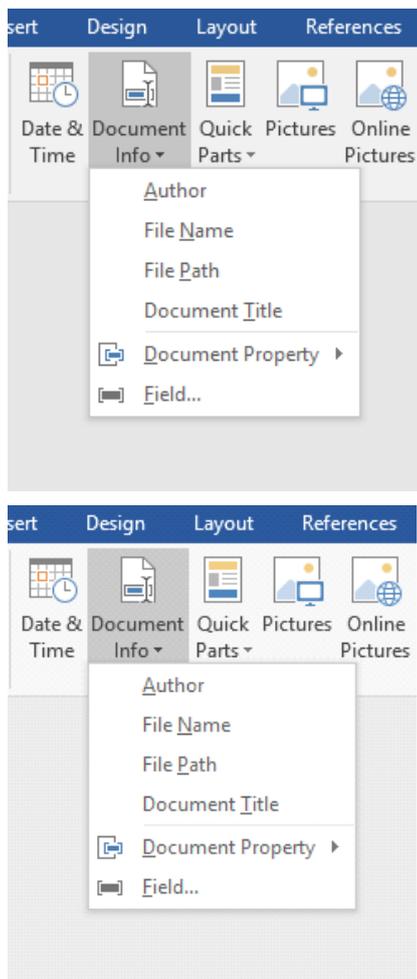


Linda Busch
Trivia Question

(Continued from page 1)

folder in the Nancy folder, in the Users section of my hard drive or C.

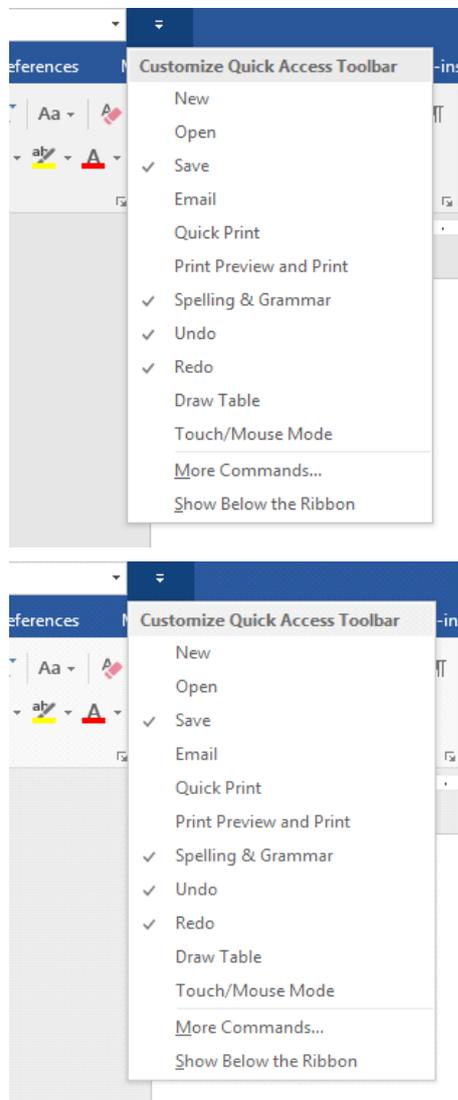
Ideally, each of our documents should contain file path information to help us locate it. I find the footer as the most convenient place to put a file path. It is out of the main document area and is always visible when the document is open. And it's easy to add a File Path to a footer.



Open an already saved document which does not have a footer. Double click in the footer area at the very bottom of the document, which opens the Header & Footer Tools Design tab. Click that tab, and, in the Insert group, click **Document Info**. The menu shows the kind of information you can include in the footer. (see Fig. 1) Choosing File Name might be sufficient if you only have a few documents, but if you have a large number, choose File Path, which will put the entire path of the document's location in the footer. Then, if you keep a printed copy of the document, you'll always be able to find it again.

But what if later you change the location of a document? The path will not change automatically when you save it in another place until you click Print, which acts as Print Preview in later versions of Office. If you don't want to print the document at this time, click Save and return to the document. You'll find the path has been updated.

If you don't want the long file path at the bottom of a document, but still want to see its exact location when it is open, try putting the File Path on the **Quick Access toolbar** above the command ribbon. This handy area for favorite commands is often under-used. You can put nearly every command that exists for an Office Program here, although most people choose only a few of their favorites. By default, the Quick Access bar contains Save, Undo, and few other common tools.

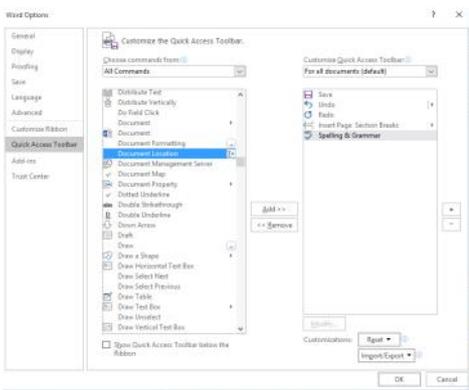
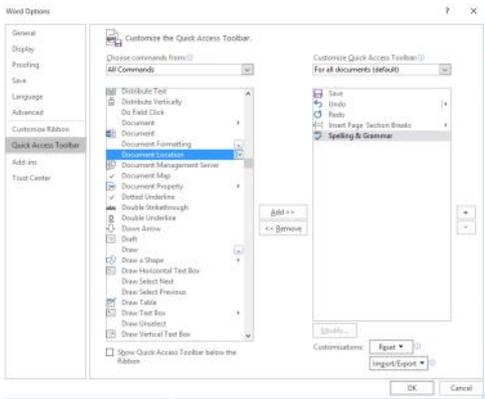


To add a file path to Quick Access, click the tiny down arrow with a line over it at the right end of the Quick Access bar, which shows a

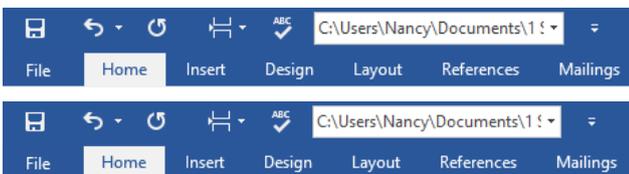
(Continued on page 9)

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list of the most common tools, with check marks indicating which tools are already on the toolbar. Click More Commands to open the Quick Access Customizing window.



On the left side, click the arrow next to Popular Commands (1) and choose All Commands. Scroll down the alphabetical list and click **Document Location** (2). Then click Add (3) in the center of the window which moves Document Location to the Quick Access bar side, and finish by clicking OK (4). Now every time you open a document, its path will be displayed in a box at the right end of the Quick Access bar. If it isn't completely visible, click inside the left end of this box and drag to the right to see the rest of the path.



This view shows a Quick Access bar which includes the Document Location (file path) box.

Once you add Document Location to the Quick Access toolbar, the path for any document will display there automatically when the document is active. The advantage is

you don't need to put the path into the document at all. The disadvantage is that you will not have the file path to refer to when the document is printed. You can decide what method works best for you.

The two methods, by the way, are updates from an earlier method of adding a File Path. Putting a file path in a footer could only be done by adding a *field* from the Quick Parts menu (Insert tab – Quick Parts -- Field), clicking Filename from the list, and checking a box to add the path. The path would then appear in all documents where you put the field, most often in the footer. That method is still available in all recent versions of Word, even version 2016. The process of customizing the Quick Access bar has not changed in Windows 8 or 10, either.

I add file paths to footers of important documents that I don't need to open often. I print one copy of these so I know exactly where to find them by checking the footer. If I want to print one of these documents for distribution, I delete the footer, knowing how easy it is to add it back later.



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card. You can access the data through your laptop, but there is also an app available that allows a few other controls.

Light Frequency switches from 60 Hz to 50 Hz to eliminate flickering that may be present when taking movies in artificial light.

Timestamp whether or not to be included in stills and movies and to be displayed when viewing same.

Cycle Recording records over existing movie files to save storage.

Date & Time to set the date and time to whatever you want.

Sync with Computer so the time and date are whatever your laptop or computer has at the time the still or movie is taken.

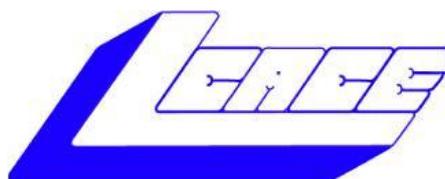
(Continued on page 11)

Be the first to bring the correct answer to the next LCACE club meeting and win a prize.



What is the official Mothers Day flower?

- Carnation
- Rose
- Tulip
- Orchid



Lake County Area Computer Enthusiasts

Do you have computer questions
or need help with your computer?



Visit Lake County Area Computer Enthusiasts'
help desk for one on one help

Open to all

11:15 a.m.-12:15 p.m.
Grayslake Area Public Library
Rooms A-C

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Camera Buzzer Volume Multifunction button presses generate one or more beeps; this control makes them more or less audible.

The User Guide includes basic information, but is rather short on details.

The device is pretty simple when you understand how to do it. There are a number of accessories available for use with the Cube. The tripod mount may be one of the most useful. Pointing the camera at the target you want is not easy and the mount would make it much easier.

It would be helpful if there were a way to access the camera's function with an app for your smartphone. Since Cube is not Wi-Fi capable, the app would not work for it. Their successor product the Cube+ is Wi-Fi equipped and available at a higher price.

About: Polaroid Cube
Vendor: Polaroid
www.polaroid.com
Price: \$99



A good head and a good heart are always a formidable combination.

NELSON MANDELA

Powercell 10000+

A review by George Harding, Treasurer, Tucson Computer Society, AZ
January 2016 issue, TCS eJournal
www.aztcs.org
[georgehardingsbd \(at\) earthlink.net](mailto:georgehardingsbd@earthlink.net)

Here's an external battery charger that can charge up to three devices at once. Usually only one needs to be charged, but you can never tell what you may need.

Powercell 10000+ is about 3 inches by 5 ½ inches and is a bit hefty. It's probably not something you would put in your shirt pocket, but would fit nicely into a purse.

It has two attached cables, one with the Apple lightning connector, and the other with a micro USB connector. This arrangement is handy because you don't have to carry around extra cables in order to charge your device.

Although you probably won't use it, there is a USB port for charging a device by a separate cable, thus the ability to charge 3 devices at once. The charger has an internal battery of lithium polymer and is rated at a capacity of 10000 mAh. It can be charged through the use of retractable prongs that fit in a standard wall socket. So, again, no cables to carry around, either to charge a device or to replenish the internal battery.

The case has a smooth finish that's easy to grip. The top face has an ON/Off button and an LED display of remaining battery capacity.

If you plug into a wall socket and attach a cable to charge a device, the unit gives preference to charging the device instead of the internal battery.

Powercell 10000+ has a lifetime warranty through the company. Replacement requires purchase documents.

This is a really nice external charger. It has adequate outlets for charging and required cables are integrated into the case.

About: Powercell 10000+
Vendor: Tessco Technologies Incorporated [US]
www.ventev.com
Price: \$100



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