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The Digital

Viking



Twin Cities
PC USER GROUP

NEWSLETTER

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*TC/PC Exists to
Facilitate and Encourage
the Cooperative Exchange of
PC Knowledge and
Information Across
All Levels of Experience*

February 2015


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General Meeting

Tuesday, February 10, 2015
7:00 PM

Computers I Have Known (and many I have owned) With Jack Ungerleider

Summit Place
8505 Flying Cloud Drive
Eden Prairie, MN 55344

Jack Ungerleider, active TC/PC member and computer guru, will take us on a random walk through the history of PCs and other computing devices with the help of the Museum at old-computers.com and other web sites. Although the history of computing is a relatively short one, you will be amazed at all the different computers that have been part of that history. Jack has owned many of these same computers and devices so he has an intimate knowledge of their features and foibles. This should be a really interesting and informative presentation. 

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Application form inside back cover

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The Digital Viking

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Contact Sharon Walbran at: SQWalbran@yahoo.com

Deadline for ad placement is the 1st of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: **Twin Cities PC User Group**

TC/PC Member Benefits

**Product previews
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additional 5 mailed)**

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Meets once or twice per year. All members welcome to attend.

Visit www.tnpc.com for meeting details.

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Upcoming Meetings

Tuesday, March 10, 7PM—How To Fight City Hall with Today's Technology Tools. Jim Grotz has been "fighting City Hall" for over a year and has found some very effective tools to aid his efforts. He will show us how to use a tool called "Tube Chop" and other software. 🖥️

Microsoft To Release Windows 10 - FREE for Many Windows 7 and 8.1 Users

by Ira Wilsker, iwilsker(at)sbcglobal.net

WEBSITES:

<http://windows.microsoft.com/en-us/windows-10/about>

<http://www.theverge.com/2015/1/21/7866679/windows-10-will-be-a-free-upgrade-for-windows-7-and-8-1-users>

<http://www.theverge.com/2015/1/22/7871919/skype-for-windows-10-features>

<http://news.yahoo.com/windows-10-xbox-app-now-214800126.html>

<http://forwardthinking.pcmag.com/none/331430-windows-10-ambitious-but-realistic>

<http://betanews.com/2015/01/25/windows-10-technical-preview-build-9926-hands-on-making-good-on-earlier-promises/>

<http://techcrunch.com/2015/01/21/windows-10s-mobile-debut-reveals-cross-platform-features-and-skype-integration/>

https://en.wikipedia.org/wiki/Windows_10

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

<http://www.businessinsider.com/this-is-what-happened-to-windows-9-2014-10>

<http://www.theverge.com/2015/1/21/7865539/microsoft-windows-10-event-what-you-need-to-know>

There is no doubt that there are still countless users of the obsolescent Windows XP, which is no longer supported by Microsoft. The successor to windows XP was Windows Vista, which was enormously unpopular with its users. Windows 7, with its several iterations, had some successes in the market place, effectively displacing Vista, but not winning over many of the huge installed base of XP users, except when the users purchased newer computers. Windows 8, on the market for only a few years, never met with the sales success that Microsoft had hoped for, with relatively few Windows 7 users upgrading to Windows 8 as hoped for by Microsoft, and also with many purchasers of new computers explicitly requesting that Windows 7 be installed on the new machines instead of the Windows 8 heavily promoted by Microsoft. While many users of Windows 8 who have touch screen devices found the manipulation of the interactive "tiles" advantageous, many users of more conventional computers found the Windows 8 tile display somewhat confusing and inconvenient. In early 2014, Microsoft first publically displayed the next generation of its flagship operating system, developed under the code name "Threshold", now known as Windows 10.

Several of the online pundits have brought up theories about what happened to Windows 9, as the series numbering went from 7, to 8, to 10, bypassing an official release of Windows 9. Some pundits alleged that skipping a "9" series was to minimize any confusion with the old Windows 95 and 98, but that is not the official Microsoft line. In recent interviews, both Tony Prophet, head of marketing for Microsoft, and Microsoft CEO Satya Nadella, responded to the question, "So, what happened to Windows 9?". The official Microsoft response about Windows 9 was "It came and it went." Tony Prophet also wanted to separate any public associations between Windows 8 and 10. Microsoft is building a totally new operating system with Windows 10, rather than simply upgrading the somewhat disastrous Windows 8 operating system. Prophet stated, "Windows 10 is not going to be an incremental step from Window 8.1. Windows 10 is going to be a material step. We're trying to create one platform, one eco-system that unites as many of the devices from the small embedded Internet of Things, through tablets, through phones, through PCs and, ultimately, into the Xbox."

While the new Windows 10 operating system may be totally new, and not just a rewrite of earlier operating systems, the way in which it will be marketed to the general public will also be new to Microsoft; the current plan for the first year, is to offer Windows 10 as a free upgrade for most Windows 7 and Windows 8.1 computers. While Microsoft has not officially announced the hardware requirements for Windows 10, over a million copies of the "public beta" or pre-release builds of Windows have been downloaded and installed on Windows 7 and 8 computers for the purposes of widespread testing and the gathering of performance issues and information. The completed "gold" or production release of Windows 10 is expected to be available later this year (2015).

Windows 10 is expected to be a revolutionary new operating system, rather than an evolutionary operating system. In addition to the many new features and enhancements built into Windows 10, including frequent updates and upgrades, it is also intended to combine the features of many Microsoft products and services into the operating system as well as provide a single "interface" to different products running Windows 10, including desktop computer, laptops, tablets, phones, game consoles, and nontraditional devices encompassed in the "IoT" or "Internet of Things."

Windows 10 has recreated the desktop icons in a manner that will look the same regardless of the device being used. Many users of Windows 8 hated the integral startup menu, with many Windows 8 users installing third party software that recreated the Windows 7 (or XP) startup menu; Windows 10 new startup menu will open to a full screen displaying programs and apps with a more traditional appearance, the view of which can easily be customized by the user. Another new desktop feature that will be a first for Windows PCs and other devices running Windows 10 will be familiar to users of Android devices; Windows 10 will have an "Action Center" which when opened, quickly displays icons and settings for Wi-Fi, Bluetooth, and the other common settings for the devices. Currently in development and testing for Windows 10 is "Continuum", which will allow the user to quickly switch between available input methods, such as a keyboard and mouse to a touch screen method of input.

Microsoft has been promoting its "Cortana", which it describes as an intelligent personal assistant, which was originally on smart phones running Windows 8.1, as a competitor to Apple's "Siri". Recent builds of the beta versions of Windows 10 include Cortana, named after the artificial intelligence character made famous in Microsoft's Halo game series. Cortana, as an intelligent application, can set reminders, interpret natural voice commands, and respond to spoken inquiries by accessing Microsoft's Bing search engine. Cortana can instantly respond to verbal questions about the weather conditions anywhere in the world, sports scores, stock quotes, traffic conditions, and most other information which can be located by Bing. This information such as stock quotes and sports scores can be displayed by Cortana on a popup if desired by the user. Cortana also has a "Concert Watch" feature which will recommend music genre's, bands, and musicians, which it learns by monitoring previous Bing searches. Cortana will also be integrated with other Microsoft


apps which can track flights, or remember where a user parked his car by communicating with Microsoft's maps app; verbally saying, "Cortana, where did I park my car?" will display a local Bing map with the car location highlighted along with a route and directions to locate the car.

Old Microsoft utilities, such as Messenger and Internet Explorer will be replaced by newer, more efficient and powerful utilities providing enhanced functionality. Messenger, the popular instant messaging service, will be replaced by the much more capable Skype, which is already well established as a voice, telephone, remote presentation, and texting application, which can instantly be synched between devices. Internet Explorer will be replaced with a much more sophisticated and capable web browser currently code named "Spartan" along with a web rendering engine code named "Edge", which is backwardly compatible with older webpage designs and coding languages. The new "Spartan" web browser is also integrated with Cortana, and will display additional context sensitive information, such as airline flight information, or restaurant recommendations.

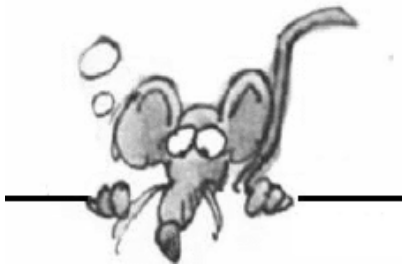
Gamers and multimedia enthusiasts will appreciate the Windows 10 integration with the Xbox entertainment system, with an integrated Xbox app. Gamers will be able to view their library of available games, including the PC and console versions, from within Windows 10. The Windows 10 Xbox One app will enable the PC user to engage in Xbox One activities including messages, friends lists, Xbox Live chat, and view some console content on the desktop. The Game DVR feature allows gamers to save the last 30 seconds of a game being played, which can readily be shared as desired. Xbox One games can be streamed over the local network in Windows 10. The implementation of DirectX12 will produce console game like performance on Windows 10, with reduced hardware, CPU, and graphics driver overhead. To support the advanced multimedia needs of modern computer aficionados, native graphics support (CODECS) will be added to a new Windows Media Player that supports Matroska, HEVC, and FLAC multimedia formats.

Since Windows 10 is intended to present a single interface on multiple device types, different builds of Windows 10 will be released for different devices, such as a build for smart devices with screen sizes of less than eight inches, which includes almost all of the smart phones. Major Microsoft apps, including Skype, will seamlessly integrate or "synch" between Windows 10 devices, such as a phone, desktop, and laptop. A new "unified" build of Microsoft Office, including Word, Excel, Outlook, and PowerPoint displays similar appearing screens and documents, regardless of the device used, with synchronization between the devices. The new Office also supports printing from a mobile device, while Microsoft's cloud based OneDrive storage service will automatically collect photos and images from all connected devices, remove duplicates, and organize them in albums that can be accessed by the authorized user from any compatible device.

Microsoft will be distributing and promoting Windows 10 more heavily than its predecessor operating systems. Microsoft has announced its intention to release automated frequent updates and upgrades to Windows 10, in order to keep all systems up to date with the latest features and security enhancements. Microsoft has also publically stated that with the current plan to keep Windows 10 updated to incorporate emerging technologies, there are no current plans for a Windows 11 or 12.

I decided to forgo Windows 8, and have Windows 7 on my primary desktop and laptop computers. While Windows 10 appears intriguing, I may wait a while before taking advantage of Microsoft's upcoming offer of a free upgrade to Windows 10, providing my hardware meets the new system requirements. Since the free Windows 10 offer is currently planned to be available for a year commencing the official release of 10, I will probably get a copy, but take a wait-and-see approach before giving up my proven Windows 7. 

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NIBBLERS

By Jeannine Sloan

DOS Games Free to Play

The Internet Archive launched a campaign to preserve classic console games a little over a year ago. In that short amount of time, the non-profit digital library has amassed quite a collection of titles which are playable right in your browser.

https://archive.org/details/softwarelibrary_msdos_games/v2

Shelf Life

Dive deep inside the American Museum of Natural History's collection to discover the past, present, and future of its approximately 33 million artifacts and specimens in this new series with original monthly videos. <http://www.amnh.org/shelf-life>

Learn Physics With Games

You might not realize it, but playing some popular games like Angry Birds can teach you about the laws of physics.

http://www.nytimes.com/2015/01/08/technology/personaltech/games-played-by-the-laws-of-physics.html?_r=0

How Google Got Its Name

Sean (Anderson) and Larry (Page) were in their office, using the whiteboard, trying to think up a good name - something that related to the indexing of an immense amount of data. Sean verbally suggested the word "googolplex," and Larry responded verbally with the shortened form, "googol" (both words refer to specific large numbers). Sean was seated at his computer terminal, so he executed a search of the Internet domain name registry database to see if the newly suggested name was still available for registration and use. Sean is not an infallible speller, and he made the mistake of searching for the name spelled as "google.com," which he found to be available. Larry liked the name, and within hours he took the step of registering the name "google.com" for himself and Sergey (Brin)

https://graphics.stanford.edu/~dk/google_name_origin.html

Password Locker

LastPass – While any modern browser can remember your website passwords, the LastPass Add-on makes that process a whole lot safer by encrypting your saved passwords in its servers, rather than in your password file. Just keep track of your LastPass master password, and it will automatically log you in to any other site or service on the web. Oh, and if you stink at coming up with secure, unique passwords when signing up for new websites, LastPass will generate them for you. <https://lastpass.com/>

Great Graphic

The top Web sites each December since 1996

<http://tinyurl.com/ncqydcf>

HCLib 3M Collection

If you cannot find the e-book or audio book title you want in the regular catalog try searching in the 3M collection: <https://ebook.3m.com/library/hclib/category/>

You will need a valid library card to use the 3M Cloud Library App and your library needs to have a subscription to the 3M Cloud Library service. And you will need the correct reading app for your device: <http://www.3m.com/us/library/eBook/index.html>

Windows Milestones

As noted in the "Windows lifecycle fact sheet," Jan. 13 marks the end of mainstream support for all versions of Windows 7 SP1. What does that mean for the millions of us doing our daily computing on Win7 systems? Very soon, our operating systems will be essentially frozen — we'll no longer receive any enhancements or nonessential fixes. We will, however, receive monthly security updates until Jan. 14, 2020, Win7's official "End of extended support" date (at which point, Microsoft will want us on Windows 10 — or whatever it's then called). From the Windows Secrets ezine

The Magic of Sugar

Here's a simple way to relieve the pain of a bee or wasp sting. Take a sugar cube, add a drop of water, and place it on the offending area. Through osmosis, the cube will draw out the toxin and the swelling will start to go down. Simple.

<http://www.fastcoexist.com/3040668/>

Nature Takes Over At Chernobyl Ghost Town - In Pictures

Almost 30 years after the nuclear power plant blew up at Chernobyl, the uninhabited surroundings prove a point: Scary mutations notwithstanding, nature can thrive without people around.

<http://tinyurl.com/pryfk4a>

Why Bill & Melinda Do What They Do

In 1993, Bill and Melinda Gates took a walk on the beach and made a big decision: to give their Microsoft wealth back to society. In conversation with Chris Anderson, the couple talks about their work at the Bill & Melinda Gates Foundation.

<http://tinyurl.com/jvtsuns>

Science Says Mom's Right

Yale University researchers are on your mom's side when it comes to fighting a cold: Put on a sweater. <http://www.startribune.com/lifestyle/health/287595491.html>

Jeffrey's Exif Viewer

EXIF data is data your camera saves about the picture. Date, focus, exposure, etc. A small portion of the data displayed by this app is shown below. Go to <http://regex.info/exif.cgi>

Camera:	Sony DSC-RX100M2
Lens:	10.4 mm (Max aperture f1.8)
Exposure:	Auto exposure, Shutter priority AE, ¹ /1,600 sec, f8, ISO 160, Compensation: -0.3
Flash:	Off, Did not fire
Focus:	AF-S AF Area Mode: Multi
Date:	January 18, 2015 11:38:04AM (timezone not specified) (38 minutes, 25 seconds ago, assuming image timezone of US Pacific)
File:	3,648 × 5,472 JPEG (20.0 megapixels) 4,736,544 bytes (4.5 megabytes)



The screenshot shows the Jeffrey's Exif Viewer interface. On the left is a table with EXIF data. On the right is a photo of a person on a sculpture against a blue sky. Above the photo, it says 'Extracted 1616 × 1080 325-kilobyte "Composite:PreviewImage" JPG' and 'Displayed here at 70% width (0% the area of the original)'. Below the photo, it says 'Click image to isolate, click this text to show histogram'.

Every Freeware Download Site is Serving Crapware (Here's the Proof)

“Well you should download from a trusted source.” The only problem is that there *isn't* a freeware download site that is free of crapware or adware. And here's the result of our investigation to prove it.

<http://www.howtogeek.com/207692/>

High Contrast Themes In Windows 8.1

High Contrast Themes in Windows are useful for those computer users who have an eye-sight disability, since they heighten the color contrast of text, windows borders and images on your screen, in order to make them more visible and easier to read and identify. If you wish to temporarily turn on high contrast themes, press Left Alt, Left Shift and PrtScr keyboard buttons. You will be asked – Do you want to turn on high contrast. Repeat to turn High-Contrast off.

<http://tinyurl.com/n2gn7wv>

Compostable Fabric

Now it's possible to turn your old clothing into backyard dirt. <http://www.freitag.ch/fabric> and <https://www.youtube.com/watch?v=0dTJQXcUUsk>

Do You Keep Your Password Secret?

<https://www.youtube.com/watch?v=opRMrEfAlil>

Windows 10 Will Be Supported On The Raspberry Pi 2 Model B

and Microsoft doesn't intend to charge a thing for the privilege. Read more:

<http://www.digitaltrends.com/computing/raspberry-serves-up-a-six-time-sweeter-slice-of-affordable-pi/#ixzz3QhFcXCuM>

SSL Warnings

Prior to Chrome 37, a mere 30% of Chrome users adhered to SSL warnings. Google's redesigned SSL warning has achieved dramatic results. The new SSL warning nearly doubled user

compliance. In any browser be cautious when presented with an SSL warning. This is one that is commonly ignored: To be safe: get out of that site! <http://tinyurl.com/mqeot4v>

Google Scholar

Try using Google Scholar instead of the regular interface for your searches. It is ad free and the results are surprising. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites.

http://scholar.google.com/schhp?hl=en&as_sdt=6,24

Online PDF-Converter

You can easily convert your OXPS files to PDF with this online tool only in a few seconds. Furthermore, the Online PDF Converter offers many more features.

<http://online2pdf.com/oxps-to-pdf>

The following file formats can be converted: Documents: pdf, xps, oxps, ps, rtf, txt Images: jpg, gif, png, bmp, tif MS Office: doc, xls, pps, ppt, pub, docx, xlsx, pptx, ppsx and more OpenDocument: odt, ods, odp, odg, odi, odm, odc, odf

SLR Mechanics Explained

This video answered a question for me. Why do my pictures look slanted sometimes?

<http://www.techspot.com/news/59580-watch-dslr-camera-shutter-activate-10000-fps.html>



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Special Interest Groups (SIGs)

w Work phone h Home phone c Cell phone
* Meets at an alternate location

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN

Confirm with a SIG group if they meet elsewhere.

For more info contact the SIG Leader(s) listed here.

Get SIG announcements!

Link from www.tpc.com

Board of Directors*

All members are welcome! Check www.tpc.com for location.

Selected Saturday mornings

Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system.

First Saturday @ 9 AM-Noon

Note: No Meetings June-August

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Picture Perfect

Explore how to use your digital camera and learn how to use a variety of software for editing, organizing, and sharing images and video.

Second Tuesday 6:00—7:00 PM

Every other month

Right before the general meeting

Sharon Walbran SQWalbran@yahoo.com

Microsoft Access

All levels. Presentations by expert developers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmeier 952/934-8492
steve@kuhlmeysystems.com

Microsoft Office

Addresses the use, integration, and nuances of the Microsoft Office applications.

Combined with Systems on Saturday

Third Saturday of the Month

Note: No Meetings June-August

Steve Kuhlmeier 952/934-8492
steve@kuhlmeysystems.com

Web Page Design

Discussion and demonstration of HTML, web publishing software and page design.

Second Tuesday @ 6:00-7:00 PM

Every other month

Right before the general meeting.

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Microsoft Word for PC & Mac

Any level user can be proficient and efficient in basics and advanced features of Word..

Combined with Systems on

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Tom Ostertag 612/951-5520 w
651/488-9979 h

Curt Trout 651/484-4569 h
ctrout@troutreach.com

Systems on Saturday

For all levels of computer challenges and any type of computer-related question. Incl. Q&A

Meets 3rd Saturdays 9:00 AM-Noon

Note: No Meetings June-August

Curt Trout 651/484-4569 h
ctrout@troutreach.com

Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

Directions to Edina Executive Plaza for Systems on Saturday, Access, Word and Picture Perfect SIGs: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200 . There is ample parking in the building's lot. Conference Room #102 is on 1st floor.

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at www.tpc.com

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. *Meets at Edina Executive Plaza.

February

SUN	MON	TUES	WED	THU	FRI	SAT
1	2	3	4	5	6	7 Linux and Open Source on Saturdays 9:00—Noon
8	9	10 Gen Mtg 7:00 PM Computers I Have Known Jack Ungerleider 6PM Pic Perf SIG	11	12	13	14
15	16	17	18	19	20	21 Windows & MS Office (including Access) 9:00-Noon
22	23	24	25	26	27	28
1	2	3	4	5	6	7 Linux and Open Source on Saturdays 9:00—Noon
8	9	10 Gen Mtg 7:00 PM Using PC to Fight City Hall—Jim Grotz 6PM Web SIG	11	12	13	14
15	16	17	18	19	20	21 Windows & MS Office (including Access) 9:00-Noon
22	23	24	25	26	27	28
29	30	31				

March

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The Hidden Tabs in Microsoft Office

By Nancy DeMarte, 1st VP, Sarasota PCUG, Florida, www.spcug.org, ndemarte (at) Verizon.net

Unless you are a frequent user of programs in Microsoft Office version 2007 or later, it's easy to become overwhelmed by all the commands on the Ribbon. Well, I have news for you. Those tabs along the top of the ribbon contain only the tools that were determined by studies to be used most often for everyday tasks. There is a whole other group of tabs in Office programs which appear only when needed. Called Contextual tabs, they are one of the most useful additions to the newer Office versions.

A contextual tab is a hidden tab that is displayed on the right end the tab row of the ribbon, but only when an object in the workspace is selected. Depending on what kind of object is selected, one or more tabs may appear. Above these tabs is their title, such as Table Tools or Drawing Tools, or, as shown in Figure 1, Picture Tools. Note that these titles are always colorful, perhaps to attract your attention that they are available. Tools on the Picture Tools Format tab can help you set a specific size for the photo, apply styles or special effects like shadow or glow, and do simple photo editing.

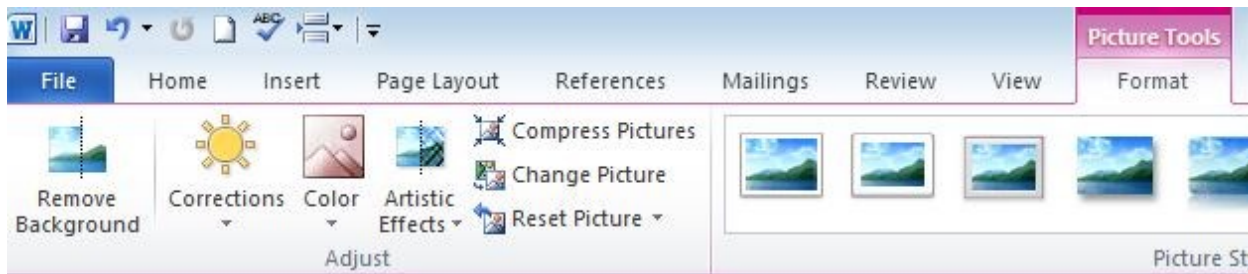


Figure 1: Partial View of the Picture Tools Format tab in Word 2010

Sometimes you have to click the actual tab to open it. Other times, as in Figure 1, it opens by itself. As soon as you move away from the object, the tab disappears. For example, if you insert a table into a Word document, Excel spreadsheet, or PowerPoint presentation, the title Table Tools and two new tabs show up at the right end of the ribbon: Design and Format. You must click one of the tabs beneath the title to reveal the applicable tools. Figure 2 shows part of the contextual Layout tab which is open in a Word document that contains the table you have selected.

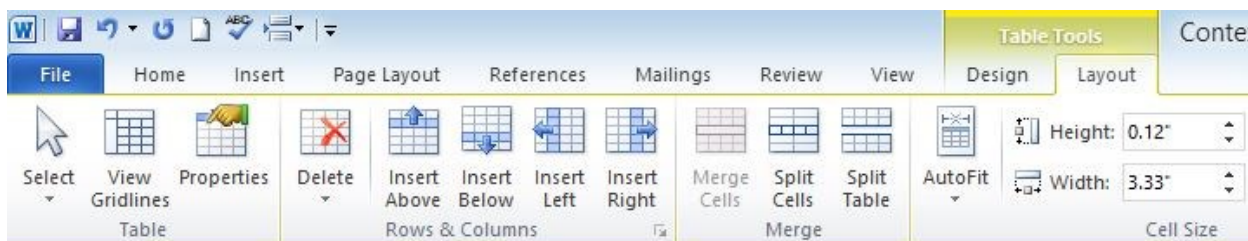


Figure 2 Partial Table Tools Layout tab in Word 2010

This Layout tab gives you a variety of options, including aligning text and objects within the table, “auto fitting” the table to its contents or the window, and splitting or merging cells. Clicking the Design tab presents a group of tools for formatting the table with borders, styles and shading.

These two tabs contain almost every command you need to work with a table except basic font and paragraph options, which are on the Home tab.

This concept extends to any objects that are inserted into Office programs. For example, in Excel, if you insert a Pivot Chart, four contextual tabs appear, entitled PivotChart Tools.

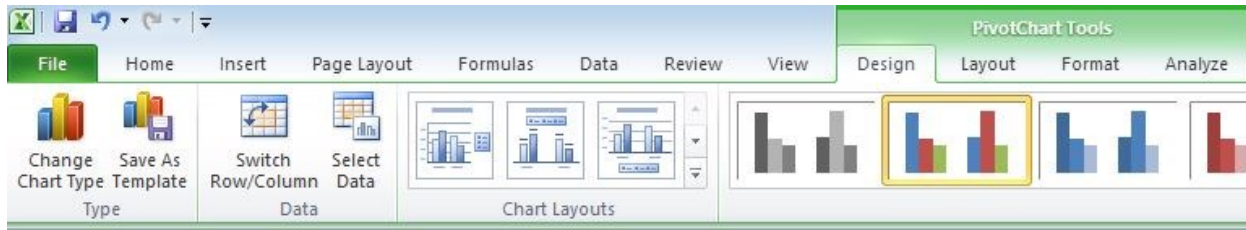


Figure 3: PivotChart Tools with Design tab open in Excel 2010

Some contextual tabs are found in several Office programs, such as Picture, Drawing, and Table. Others are program-specific, such as Excel's PivotChart Tools. Excel has other exclusive tabs, too, such as Link Tools, Sparkline Tools, and Equation Tools. Even Microsoft Paint, part of the Windows operating system (not Office), has a Text tab under the title, Text Tools, which appears when you click the text icon (A) on the Home tab. Word and PowerPoint share many of the same contextual tabs, such as those described above, plus SmartArt Tools and Header and Footer Tools. PowerPoint, the slide presentation program, has a few unique tabs, such as Audio Tools, shown in Figure 4. Almost anything that can be inserted into an Office file has contextual tabs.

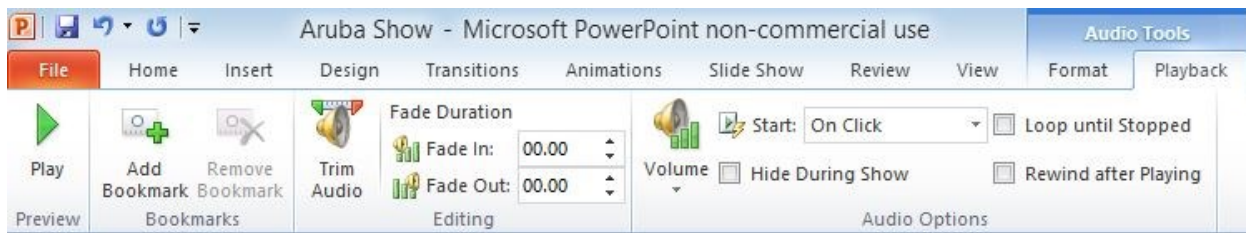


Figure 4: Audio Tools Playback tab in PowerPoint 2010

Here are three advantages to this system of contextual tabs that I have observed:

- The critical tools for working with inserted objects are located on these tabs, so you don't have to search for them.
- You don't have to do anything to make them visible. They pop up automatically when you select an object.
- Because they hide when not needed, they don't clutter the screen.

The commands on these contextual tabs include some of the newest and best tools that have made Microsoft Office a leader in the Office suite world. I'm not sure I have even found all the contextual tabs yet, but I have used many of them and have appreciated their convenience. I think these hidden tabs were one of the most creative and helpful improvements in Office in a long time. 🖥️

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Interesting Internet Finds—January 2014

By Steve Costello, Boca Bits User Group, editor(at)brcs.org

IS MOVING FROM WINDOWS TO LINUX THE RIGHT CHOICE FOR YOU?

<http://www.techsupportalert.com/content/moving-windows-linux-right-choice-you.htm>

If you are thinking of moving from Windows to Linux, or even trying Linux in a virtual machine, read this post first.

STOP GOOGLE PLUS IDENTIFYING YOU IN UPLOADED PHOTOS?

<http://www.askdavetaylor.com/stop-google-plus-identifying-uploaded-photos/>

Do you use Google+, and want to stop it from identifying you in uploaded photos? If so, check out this post from Dave Taylor to learn out how to shut this off.

FREE UPGRADE TO WINDOWS 10: GAINS AND LOSSES

<http://news.thewindowsclub.com/free-upgrade-windows-10-gains-losses-70897/>

This post from The Windows Club, provides some thoughts about the recently announced free upgrade to Windows 10.

8 COMMON BROWSER ERROR MESSAGES THAT YOU SHOULD KNOW

<http://www.maketecheasier.com/common-browser-error-messages/>

If you browse the internet long enough, you are sure to run across these error messages sooner or later. Check out this post and keep it handy, so you know what each of them means.

ARE YOU ENCRYPTING YOUR EMAIL?

http://askbobrankin.com/are_you_encrypting_your_email.html

Bob explores email encryption in this post, explaining what it is and what it does.

GOING PAPERLESS: HOW I USE EVERNOTE TO REMIND ME OF EVERYTHING

<http://www.jamierubin.net/2014/12/19/going-paperless-how-i-use-evernote-to-remind-me-of-everything/>

It has been a while since the last Going Paperless post from Jamie. This post has me thinking about setting up Evernote to remind me of everything also.

HOW TO TRANSFER FILES FROM ANDROID TO PC

<http://www.makeuseof.com/tag/transfer-files-android-pc/>

If you are new to the Android world, this post contains several ways to transfer files from your Android to your PC. You should be able to find at least two ways that will work for you in this post.

WHY WON'T MY BATTERY CHARGE FASTER?

<http://www.maketecheasier.com/can-battery-charge-faster/>

I had never thought about it, but now after reading this post I understand why the battery in my phone goes down real fast, but charges real slow.

HOW TO CHECK YOUR CHROMECAST APP FOR FREE OFFERS

<http://www.groovypost.com/howto/check-chromecast-app-free-offers/>

Have a Chromecast device, or expect to get one soon? If so, check out this post, to find out how to get some free offers.

HOW DO I DELETE MULTIPLE EMAILS WHEN I HAVE A LOT TO DELETE?

<https://askleo.com/delete-multiple-emails-lot-delete/>

If you get a lot of email Leo give some advice for deleting a lot at one time. You might think you know how, but there might be something Leo says that makes it easier for you. Read the post and give it a try. 📧

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You have just read an issue of The Digital Viking.

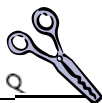
Would you like to receive this delivered directly to your email or business each month?

As a member of TC/PC, the Twin Cities Personal Computer Group, one of the benefits is reading this monthly publication at www.tpc.com.

As a member of TC/PC, you may attend any or all of the monthly Special Interest Group (SIG) meetings and be eligible for software drawings. The small membership fee also includes access to real-live people with answers via our helplines, discounts, and various other perks.

Does membership in this group sound like a good way to increase your computer knowledge?

It's easy to do! Simply fill in the form below and mail it to the address shown.
(If you use the form in this issue, you will receive an extra month for joining now.)



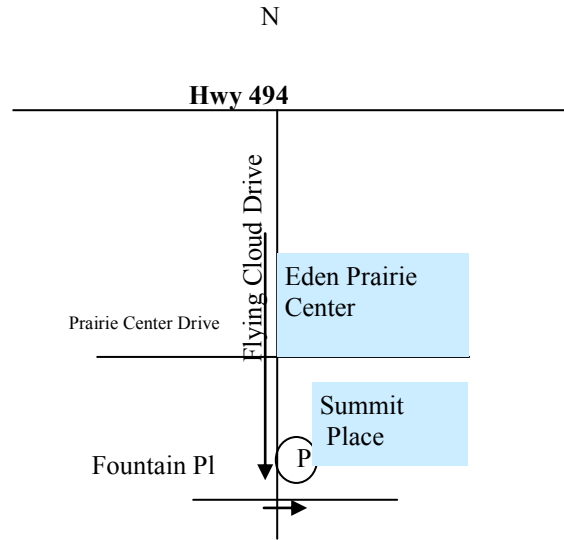
Here's the info for my TC/PC Membership:	I'm signing up for:	2/15
Full name _____	<input type="radio"/> Individual/Family Membership (\$18)	
Company name _____	<input type="radio"/> Business Membership (\$100)	
Address _____	If an existing member your # _____	
City _____ State _____ Zip _____	Make checks payable to:	
<input type="radio"/> Home <input type="radio"/> Business <input type="radio"/> Change address: <input type="radio"/> Perm. <input type="radio"/> Temp. 'til _____	Twin Cities PC User Group 341 County Rd C2 W Roseville, MN 55113	
Home phone _____ Work phone _____	http://www.tpc.com	
Online address(es) _____	<input type="radio"/> Check # _____ <input type="radio"/> Bill me <input type="radio"/> New member <input type="radio"/> Renewal <input type="radio"/> Prior member	
Where did you hear about TC/PC? _____	I'm interested in:	
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<input type="radio"/> I DO NOT want to receive any mailings	List here:	
Administrative Use Only Rec'd _____ Chk# _____		

February 10, 2015
General Meeting 7:00 PM

Computers I Have Known
With Jack Ungerleider

Summit Place
8505 Flying Cloud Drive
Eden Prairie, MN 55344

More info and map:
www.tcpc.com



341 County Rd C2 W
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