PATACS/OPCUG

Saturday, February 18, Meeting 12:30 PM

Tech Support for Your Mobile Device

Computers have evolved to become more portable, and that trend has accelerated over the last decade. The convergence of the phone and computer has changed the way we interact with technology.

Mobile phones and devices have given us the ability to work remotely and not be tied to a desktop or work in a wired computer environment. As smartphones become faster and more capable, many of our computing tasks and behaviors are transitioning to become mobile.

Supporting mobile devices bring about similar but sometimes unique challenges versus our desktop computers. Come learn how to manage and protect your mobile device. We will discuss backups/restoration, security and privacy settings, managing storage and data usage, and mobile payments.

Jeff Dove has been helping people solve their computer problems for over 10 years. He has worked in a wide range of environments supporting small businesses to large enterprises. He has extensive knowledge of mobile devices from Blackberry and Windows to Apple and Android. Jeff currently works for the city of Fairfax and has taught mobile device workshops at the Fairfax City's senior center

Learn in 30: Two Factor Authentication - What is it and why do I need it?
Presentation by Roger Fujii

This Learn 30 discusses what two factor/multifactor authentication is and its importance in computer security. Security related questions welcomed at the end of the presentation .

Bio: Have done everything from computer graphics / games to computer security and am still amazed that people pay me to do these things. Currently dabbling with VR/360 video and 3D printing.

Open Source Software of the Month

By Geof Goodrum, Potomac Area Technology and Computer Society
www.patacs.org   linux (at) patacs.org

FlightGear – v2016.4.4. http://www.flightgear.org/. Free GNU General Public License source code and executables for Microsoft® Windows®, Apple® macOS™, FreeBSD and GNU/Linux® by Curtis L. Olson, Tim Moore, James Turner et al. Founded in 1997, FlightGear is developed by a worldwide group of volunteers, brought together by a shared ambition to create the most realistic flight simulator possible that is free to use, modify and distribute. FlightGear is used all over the world by desktop flight simulator enthusiasts, for research in universities and for interactive exhibits in museums.

FlightGear features more than 400 aircraft, a worldwide scenery database, a multi-player environment, detailed sky modelling, a flexible and open aircraft modelling system, varied networking options, multiple display support, a powerful scripting language and an open architecture. Best of all, being open-source, the simulator is owned by the community and everyone is encouraged to contribute.

GnuCOBOL – 2.0-rc2. https://sourceforge.net/projects/open-cobol/. Free GNU General Public License source code and executables for Microsoft® Windows®, Apple® macOS™, FreeBSD and GNU/Linux® by Keisuke Nishida, Roger While, Simon Sobisch, Sergey Kashyrin, and Ron Norman. GnuCOBOL (formerly OpenCOBOL) is a free compiler for the COBOL programming language, popular for business applications. cobc translates COBOL source to an executable using intermediate C, designated C compiler and inker.

Features include:

- A nicely complete implementation of COBOL with nearly seamless C integration
- Over 9700 NIST COBOL 85 test suite tests passed, over 500 internal checks
- Direct access to almost all C libraries, and even more with the C++ base
- Compiler built with GNU Autotools, also successfully builds with LLVM clang
- CGI capable and desktop ready, GTK+ screens have been demonstrated
- Code integrating Ada, Guile, Lua, Rexx, Javascript, Python, and others, published
- EXEC SQL preprocessors available for PostgreSQL, Firebird, ODBC, DB2
- REPORT SECTION, SCREEN SECTION, FUNCTION-ID support
- ASCII, EBCDIC, little endian, big endian. A build published for z/OS OMVS/USS
- Compiler messages translated; english, spanish, japanese, more to come
- Almost full support of the COBOL 2014 Compiler Directing Facility feature set

MultibootUSB – v8.4.0. http://multibootusb.org/. Free GNU General Public License source code and executables for Microsoft® Windows® and GNU/Linux® by Sundar and Ian Bruce. MultiBootUSB is software for Windows and GNU/Linux that installs multiple Linux-based ISO boot images on a single, removable USB drive and selectively boots the image of your choice. This permits more efficient use of larger (>4 GB) thumb drives and fewer thumb drives required to run live Linux distributions and recovery/utility images (e.g., see Tails, below). QEMU is built-in to allow testing images without rebooting.
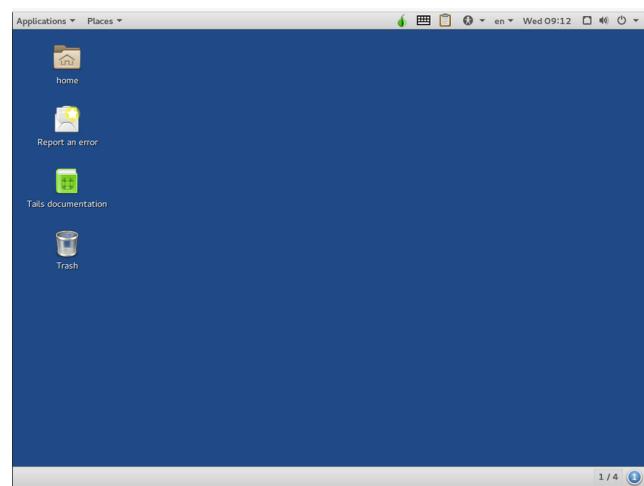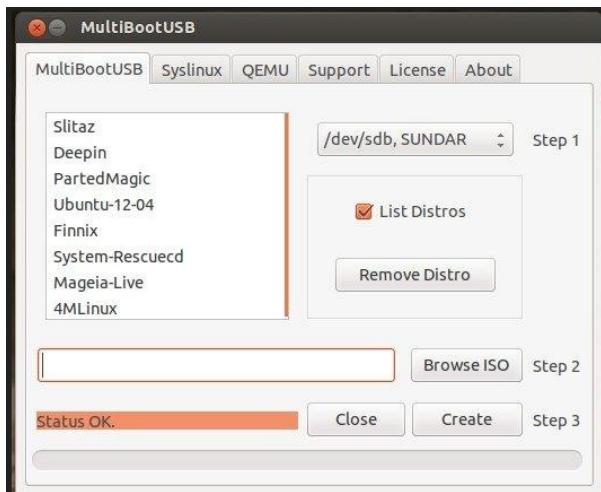
.**Tails** – v2.9.1. https://tails.boum.org/. Free GNU General Public License bootable media image by the Tails developers. The Amnesiac Incognito Live System (Tails) is a live operating system that you can start on almost any computer from a DVD, USB stick, or SD card. Tails comes with several built-in applications preconfigured with security in mind: web browser, instant messaging client, email client, office suite, image and sound editor, etc. It aims at preserving your privacy and anonymity, and helps you to:

- use the Internet anonymously and circumvent censorship;
- all connections to the Internet are forced to go through The Onion Router (Tor) anonymizing network;
- leave no trace on the computer you are using unless you ask it explicitly;
- use state-of-the-art cryptographic tools to encrypt your files, emails and instant messaging.

Musings of an Apple Tyro
By Lorrin R. Garson, Potomac Area Technology and Computer Society
February 2017 issue, PATACS Posts
www.patacs.org
newslettercolumnist (at) patacs.org
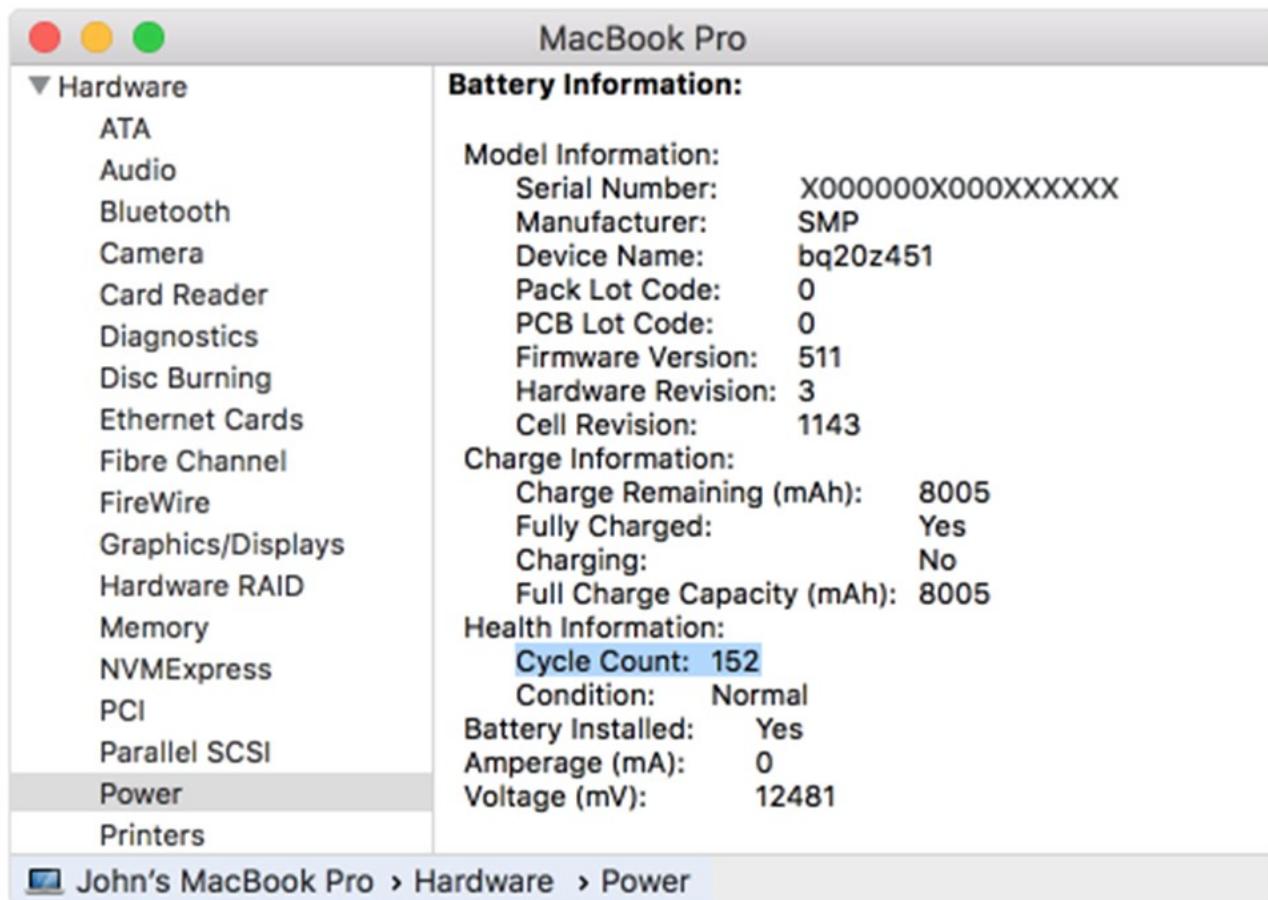
Condition of Your MacBook Battery

When is it time to replace the battery in your MacBook? A clue is when the computer seems to be running an increasingly shorter length of time when powered by the battery. But more information is available using the procedure described below.

1. Holding down the Option key, left-click on Apple icon, which is located on the far left of the Finder menu (far upper left of the display). Select "System information".

2. In the pane on the left in the "Hardware" section, left-click on "Power".

3. In the pane on the right, scroll to "Battery information".

4. In the "Health Information" section, note (a) Cycle count and (b) Condition".

5. See Figure 1 below as an example. Note the "Cycle count" is 152 and the "Condition" of the battery is "Normal".

Generally, the health of the battery is largely dependent on the number of times the battery has been recharged (Cycle count). Depending on the model of MacBook, the maximum number of recharge cycles varies from 300 to 1000 at which point Apple deems the battery to have been consumed and should be replaced. See http://apple.co/2g0bxeT for the maximum recharge cycles for your model of MacBook. Of course, the

battery may still be functional although the length of time the MacBook can run on the battery may be considerably less than when the computer was new.

Attention also needs to be given to the reported condition of the battery. The following information is from http://cnet.co/2h83UrO.

- Normal: The battery is functioning normally.
- Replace Soon: The battery is functioning normally but holds less charge than it did when it was new.
- Replace Now: The battery is functioning normally but holds significantly less charge than it did when it was new. You can continue to use the battery until you replace it without harming your computer.

- Service Battery: The battery isn't functioning normally, and you may or may not notice a change in its behavior or the amount of charge it holds. Take your computer in for service. You can continue to use your battery before it's checked without harming your computer.

AirDrop Seemingly More Stable

AirDrop is a mechanism introduced in July 2011 for transferring files between and among Apple computers and iOS devices (see http://bit.ly/2hoHcuY.
My personal experience is that AirDrop has been a hit-and-miss affair—sometimes it works, sometimes it doesn't.
However, with the introduction of macOS Sierra, my experience is that between Mac computers, AirDrop is now stable and functional. I haven't tried it with my iOS devices yet. See http://apple.co/2g08u6s to use AirDrop with iOS devices and http://apple.co/2gpxfK5 for transferring content among macOS and iOS.

Two Quirks with PowerPoint on Mac Computers

Running Microsoft's PowerPoint for Mac [version 15.28 (161115), i.e., Office 365] with macOS Sierra (version 10.12.1) exhibits some strange behavior. (1) The hypertext links from graphic objects of PDF files exported from PowerPoint do not work, although they function as expected in the corresponding PowerPoint (.pptx) file. (2) If you invoke Siri when PowerPoint is running in Presenter View, the audio output from Siri works as expected, and the visual output from Siri is displayed on the computer screen, but the visual output from Siri does not display with a Dell 2400MP projector. This is not a problem if PowerPoint is running in Slide Show mode. Obscure? Yes, but these kinds of things can drive you crazy!

Apple's Differential Privacy

Is "differential privacy" just an emollient to calm our fears of about our private information being exploited? Not so. To quote from Wikipedia (http://bit.ly/290eZms) "…differential privacy aims to provide means to maximize the accuracy of queries from statistical databases with minimizing the chances of identifying its records." In other words, a technology for organizations to extract as much information as possible from the data they collect from us without identifying the specific source of that information—namely us as individuals. Apple has actively embraced this technology to protect its customers' privacy. See http://bit.ly/290OxtB and http://bit.ly/293gO65. For a scholarly paper entitled "The Algorithmic Foundations of Differential Privacy" see http://bit.ly/298cIei.devices.

Apple Doesn't Benefit from Samsung's Woes

There has been much speculation that Apple would benefit from Samsung's recall of their Galaxy Note 7 cell phones. However, as shown in the table below, it seems that Chinese brands are the winners, not Apple.

Vendor	3Q16 Units	3Q16 Market Share (%)	3Q15 Units	3Q15 Market Share (%)
Samsung	71,733.5	19.2	83,586.7	23.6
Apple	43,000.7	11.5	46,062.0	13.0
Huawei	32,489.5	8.7	27,412.7	7.7
Oppo	24,936.6	6.7	11,868.6	3.4
BBK Communication Equipment	19,878.9	5.3	10,437.4	2.9
Others	181,253.3	48.6	174,812.8	49.4
Total	373,292.5	100.0	354,180.2	100.0

Source: Gartner (November 2016)

Apple's Policy for Fixing iPhone 6 Plus

Engadget reports that Apple will fix your iPhone 6 Plus that has "touch disease" for $149. Apparently, Apple believes this condition is caused by owners dropping their phones. See http://engt.co/2gDuGqR. However, there is a report that the problem is the consequence of a design defect. See http://bit.ly/2gDCs4b. By the time you read this more information will be known about this problem and its cause.

Apple Saves iPhone History

From http://bit.ly/2g7CnmR, "Apple saves up to four months of a user's call history whenever they are using iCloud Drive, according to Elcomsoft" (also see https://www.elcomsoft.com/). The call history saved to iCloud keeps detailed information including phone numbers, dates, times of day the calls were made or received, and duration of calls, as first reported in http://bit.ly/2fP3thW. Data for missed and ignored calls is also synced. In iOS 10, this synced data includes call data from data includes call data from VoIP apps that use Apple's new CallKit framework. If you are distressed by this the only solution at this time seems to be to not use iCloud Drive.

Miscellaneous Interesting Items

1   See http://techtalkamerica.com for a Web site that offers free and for fee classes on Apple issues and products. David A. Cox is the founder of this service and is generally well regarded in Apple circles.

Prices of SSDs are expected to rise next year, so if you are thinking of buying one (or more), purchasing sooner rather than later might be prudent. See http://bit.ly/2hcv549.

PCWorld lauds the new MacBook Pro with Touch Bar, see http://bit.ly/2g7ou9M.

See http://bit.ly/2h85jyC for a useful source for information for Apple computer users from Lifewire. Lifewire also provides extensive information for Windows and Linux users and other areas of technology. See https://www.lifewire.com.

Want to be able to track your stuff? See https://www.thetrackr.com/ for TrackR devices.

See http://bit.ly/2g4L6X8 for "3 encryption tools for Linux that will keep your data safe".

See http://bit.ly/2gV7t1g for "Fedora 25 makes Linux easy enough for anyone to try". Give it a whirl.
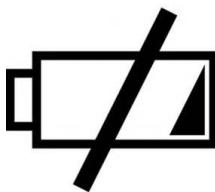
Windows 10 Tips and Tricks: Improve Battery Life

By Leti Labell, Potomac Area Technology and Computer Society

Windows 10 has a battery saver feature that can help you if your laptop's battery is running low. When your battery power drops below a level you set, it will throttle back the background processes to limit your power consumption and save your battery. It works better than power-saving modes in previous versions of Windows.

To enable this feature, open the **Start menu** (click the Windows Key).

Select **Settings** in the lower left corner of the start menu.

Select **System** (Display, notification, apps, and power).

Then select **Battery.**

Check the box next to "Turn battery saver on automatically if my battery falls below:" and move the slider to the percentage you prefer. The default is 20%, but you may want it higher or lower than that.

What is PayPal and how does it work?

https://techboomers.com/t/what-is-paypal

At Techboomers, one of the most common security questions that we get from our users is with respect to websites that require you to pay for something: "is it safe to put my credit card details into this website?"

Often, the answer is "yes," but some people are still a little uncomfortable with entering their credit card details into every single website that requires payment, either for a subscription to a service or an item that they want to buy from someone. And with all of the horror stories about how permanent information on the Internet is, and how often others try to steal it (and sometimes succeed), we totally understand that.

That's where a website like PayPal.com is useful. Just enter a few of your personal and financial details into PayPal, and you can use it as a payment method on millions of websites across the Internet, including eBay.com and OverStock.com! And here's the kicker: you don't have to reveal your credit card or bank account details to any of those websites. That's right; authorization of your PayPal account is all that you need to seal the deal!

So what exactly is PayPal?

PayPal is a financial tool that lets you conduct transactions online without entering your financial details into every website you deal with. Link your credit card and/or bank account to PayPal, and then add to (or withdraw from) a secure money pool, shop at retailers who accept PayPal, or send money to other PayPal users.you deal with.

How does PayPal work?
5 key ways to use PayPal

1. Pay from your credit card or bank account

When you sign up for PayPal, you can link your credit card account, your bank account, or both to your PayPal account. That way, when you pay for something using PayPal, you get to choose where the money comes from!

2. Create a secure pool of money

You can transfer money from your bank account to your PayPal account. That way, when you want to send money or pay for something with PayPal, you can just use the money in your PayPal account. You don't have to involve your credit card or bank account details at all in the transacttion!

3. Draw money from your Pay-Pal account when you need it

If you need to make a purchase that can't be completed with Pay-Pal, don't sweat it! PayPal allows you to easily transfer money back into your bank account from your semi-anonymous pool on PayPal if liquid cash would be more useful to you in a certain situation.

4. Seamless online shopping through PayPal

Millions of websites accept PayPal as payment, and shopping with PayPal is a snap on sites like eBay.com, OverStock.com, and HomeDepot.com!

When you go to check out, simply select PayPal as your payment type, log into your PayPal account, and select where you want the money to come from: your bank account, your credit card, or your balance on PayPal. No credit card details required!

5. Transfer money quickly and easily to other PayPal users

If your friends or family members use PayPal, too, then you can send them money when they need it with just a few quick clicks! Just type in their email address or phone number, choose how much money you want to give them (and in what currency), write them a note if you want, select where the money's going to come from -- your credit card, your bank account, or your PayPal balance -- and send your gift off!
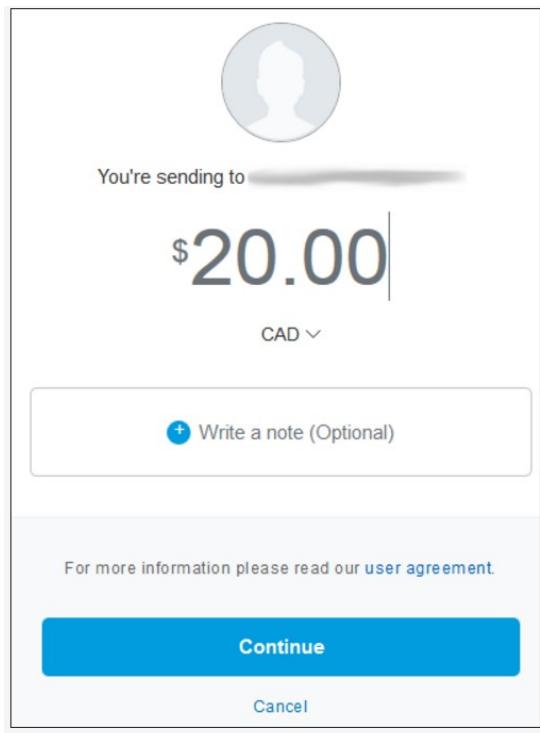
That's an introduction to what PayPal is and what it does! Throughout our PayPal course, we'll teach you everything you need to know to make PayPal your best friend when it comes to transferring money online. We'll show you how to sign up for a PayPal account, transfer money to your PayPal account, use your PayPal account for online purchases, and do all this and more as safely as possible. Let us be your guide for using PayPal to move money online safely and quickly! TechBoomers' PayPal course: https://techboomers.com/p/paypal

All About Streaming
By Pam Holland, President
& Instructor, TechMoxie
November 2016 issue, MoxieBytes
Pam (at) tech-moxie.com
www.tech-moxie.com

Looking to detox from election news or just looking for more interesting content? Streaming is a great way to be in control of the what, where and when of what you view.

What is 'streaming'? It is easiest to start with traditional TV viewing. There are two options: Cable or a digital antenna to pick up VHF or UHF channels. Streaming, on the other hand, is done via the Internet - the same service that brings you email, google, and access to websites.

Why is it called streaming? Because it flows to our devices much like water streams through our pipes. Due to variations in the speed with which data comes over the internet, a little extra is stored ("buffered") as we watch so that we see a steady stream of video. Otherwise what we are watching would start and stop with annoying frequency. Plus, the content is not downloaded and stored on our devices - it streams through and out.

You can stream content simply by going to your computer. Go to PBS or YouTube on the web and click a video - this is streaming. But sitting in front of a computer isn't terribly cozy.

Streaming from a TV - what equipment do I need? Streaming can be done from any device that has an internet connection. Your computer, a tablet or a smartphone can easily stream video content. TVs can stream video if they are internet enabled. ("Smart TVs" are internet-ready). Older (non-smart) TVs can easily be

connected to the internet by attaching a relatively inexpensive device such as a Roku, Amazon Fire Stick, Chromecast or Apple TV (most available for under $50). Roku device

Smart TV, you might want to consider purchasing a Roku-type device which will allow you to connect the TV to the internet to wirelessly.

As Roku-type devices all connect to the internet wirelessly, you will need Wi-Fi. Newer modems include Wi-Fi capability. If you don't have a Wi-Fi modem, you can get one from your internet provider or an electronics store.

How to get content? There are many sources for great streaming content. Some are free, but many involve a monthly subscription such as Netflix or Amazon Prime. We think it easiest to set up these accounts using a computer. Once your TV is set up for streaming, you can access your subscriptions by turning on your TV and Roku-type device or accessing the Smart TV functions. Roku, for example, will display a menu of available subscription services. Click on the service you subscribe to (e.g., Netflix) and you will be prompted to enter your user name and password. (Happily, you do not need to enter these passwords each time you watch!)

If you have cable TV, consider subscriptions that will supplement what you have on cable such as Netflix and Amazon Prime. For those who don't have cable TV (or want to eliminate it), consider a subscription to SlingTV which offers packages starting at $20 that include cable news, sports channels and other cable channels such as Com-

Comedy Central. Even HBO and Showtime can now be purchased a la carte via a monthly subscription.

What about "cutting the cord"?

Most of the cable companies bundle services (e.g., the Comcast's Triple Play) making your telephone and internet more expensive if you don't opt for the bundle. Cutting the cord is best for those who are willing to eliminate their telephone (landline) service as well. Doing a careful cost comparison is necessary. But, if you pay for premium content via cable, you might do better to stream that content rather than pay for expensive cable upgrade packages. One huge advantage of streaming is that subscriptions are month-to-month and therefore can be cancelled and restarted at any time.

One of the great advantages of these subscription services is that you can access them from any internet device. I often start watching a Netflix program on my computer and then continue later that evening from my TV. Netflix automatically saves where I left off.

Browser Pop-up Scams

By David Kretchmar, Computer Hardware Technician, Sun City Summerlin Computer Club, NV

November 2016 issue, GigiBytes Gazette

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Windows 10 has proven itself to be the most secure Windows operating system ever, so hackers seem to be turning to another vulnerability. Browsers (Internet Explorer, Edge, Firefox, and Google Chrome) are becoming a prime target of scammers.

If you are at all adventuresome exploring the Internet, you probably have had a browsing session interrupted by a pop-up visual often accompanied by an obnoxious audio warning to the effect that your computer has been infected and you must call a toll-free 800 (or 8XX) number to prevent something terrible from happening to your hard drive or data.

This warning is bogus; often this "threat" can be usually be deleted by simply closing your browser.

To protect yourself from serious malware infection, you must be careful about how you close a pop-up window. Specifically, you should never click anywhere in a pop-up window. Even buttons labeled "Cancel" or "Close" or a red-X button in the upper-right corner are dangerous to click; doing so could trigger an infection.

Safely close a pop-up window

To safely close a pop-up window, locate the button in your Taskbar that represents your browser. Also, look for other highlighted icons on the Taskbar; the

button and the pop-up will usually have a similar name. Right click on the button and select Close.

If that doesn't work, you need to use the Windows Task Manager to close the pop-up. Simultaneously press the CTRL, ALT, and DEL keys, and, from the resulting window, select "Task Manager". In the Task Manager, under the Processes tab, highlight your browser application and click the End Task button. It is probably a good idea to close all applications except the Task Manager, unless you are comfortable identifying non-problem items.

Occasionally you will have to power down your system to remove the problem, either by holding in the start button on your computer for 10 or so seconds or unplugging your tower. If the problem occurs on a laptop computer naturally the battery must also be removed to completely power down the computer.

What has happened to my system? Usually the pop-up described above does no lasting damage to your computer. It is "only" a URL (Internet site) function with some unique properties. The purpose of the URL function, which you experience as a pop-up, is to frighten the user into calling the toll-free number. A con-man (it seems to usually be a male) probably on the other side of the world will attempt to extract as much money and data from you as possible to remove the threat.

Usually the scammer will attempt to get the caller to initiate a remote connection to the victimized computer. The remote connection can then be used to make it appear that the scammer is examining your system and often additional software, such as a Citrix

program, which is a legitimate application, is loaded into your system to increase the scammer's control of your computer.

Never call any phone number that appears

The scammer might trick you into granting them remote control of your computer. This might, enable them to install a "backdoor", granting scammers the unfettered ability, now and in the future, to harvest any or all the information contained on your system, to be used for any purpose.

PATACS Email Chat/Discussion List

We've created an email list for PATACS members to discuss topics of mutual interest, ask and answer questions, share resources, convey news, and increase our sense of shared community.

The list, on Web site groups.yahoo.com, is available to all members. The more subscribers the list has, the more valuable it will be to participants. So everyone is encouraged to subscribe and participate.

Using the list is as simple as reading/answering/ sending email. So you can use whatever tools for list email that you currently use.

Only subscribers receive what's sent to the list and can answer or not, as they prefer. List material is not visible to non-subscribers and no advertising will be seen. The list itself is secure and invisible to non-members. Only subscribers can post to it and it will not receive spam email. The list, of course, subscribers will, of course, see your email address -- the same as if you'd directly sent them a note.

Members WILL NOT be automatically subscribed to this list -- you must do this yourself.

To answer a note, simply reply. NOTE that replies will go to the list, will be seen by all subscribers. To reply privately you MUST change the TO address in your note.

Also NOTE that the list is not an official PATACS "publication"; it simply allows members to communicate with each other. It doesn't replace the newsletter or other official PATACS communications.

The list's website provides additional functions such as message archiving and file storage. As subscribers increase and list usage grows, we'll provide additional information.

The group's web page: https://groups.yahoo.com/neo/groups/PATACS-b/info

To subscribe (sign on), send email to:
PATACS-b-subscribe@yahoogroups.comand follow simple instructions to confirm your subscription.

Once you've subscribed, for easy sending to the list, add the posting address to your email's address book with a simple nickname.

Four special email addresses are associated with the list:

Post a Message --
PATACS-b@yahoogroups.com

Subscribe --
PATACS-b-subscribe@yahoogroups.com

Unsubscribe --
PATACS-b-unsubscribe@yahoogroups.com

Contact List Owner --
PATACS-b-owner@yahoogroups.com

How to Create a Chart in a Word Document

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FOctober 2016 issue, Sarasota Technology Monitor- www.thestug.org ndemarte (at) verizon.net

Word is full of features and tools, but most of us use this popular application strictly for typing letters or other simple documents. There are many things besides text that can be created in a Word document. A lesser known one is a chart or graph. This feature is an excellent way to display budgets, trends, or other concepts that a collection of data can reveal. Here are the simple steps for adding a chart to Word:

Choose a Chart type and enter your Data: Open Word and click the Insert tab on the ribbon, then Chart in the Illustrations group. You will see numerous types of charts in the left pane, such as pie, column, bar, and other innovative types. Moving your mouse over each chart type shows a preview of it in the right pane. When you find the one you want, click OK. (You can always change the chart type later.) At this point two items appear in your document: the chart you chose and a small data worksheet which contains sample data.
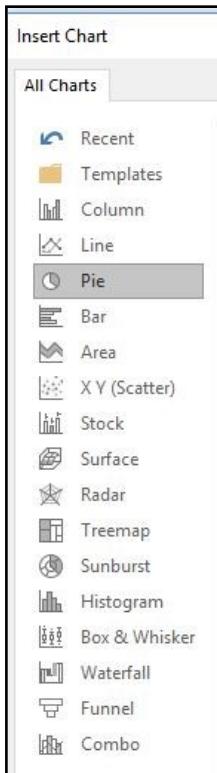
Let's say you want to determine the proportion of your monthly budget that is spent for certain categories. In the first row of the data sheet, type over the sample header to add 'Item' and 'Amount'. List some items and the average amount spent on them. You can use the keyboard arrows to move around within the sheet. The worksheet in Word displays only 20 rows and 10 columns, but clicking or holding down the arrow at the end of a row or bottom of a column gives you many more of each. So you can create a fairly large data worksheet, which is displayed above the sheet in your chosen chart. If your chart choice is not suitable for your data, click the chart and, in the ribbon, click the Chart Tools Design tab, click "Change chart type", and make another choice.

Format the Chart: When you select the chart in the document, two important things become visible: four small tool icons to the right of the chart and the Charts Tools contextual tab, which appears on the ribbon and has two sections, Design and Format.

Formatting icons: The top icon, Layout Options, is a big help if you want to fit your chart within or next to a paragraph. Click the icon and choose the Square or Tight option to allow text to wrap around the chart. The Plus icon lets you hide or display items on the chart, such as the title or data labels. The Chart Styles paintbrush icon allows you to change the style or color of your chart. I find the Styles tab within this icon gives me some interesting variations on the way the chart can look. The Color tab lets you choose a new six-color scheme by clicking one of those shown. The last icon, Chart Filters, lets you select specific data from your worksheet to be included in the chart.

Chart Tools Design and Format tabs, which appear on the ribbon when a chart is selected, have much the same tools as the four icons to customize your chart. One good feature of chart creation in recent versions of Word is you can make a clean, professional chart without doing much customization. If you do want to experiment, the Design tab has some new changes you can make to a chart that you might want to try.

For Excel users: There is another way to add a chart to a Word document. If you use the Excel program in Office, you can set up your data worksheet and create your chart in Excel (Insert tab – Chart), copy it (Ctrl+C), and paste the chart into Word (Ctrl+V). The key skill here is choosing your desired **paste option** from the five choices that appear when you click the Paste Option icon. Options 1 and 2 will "embed"
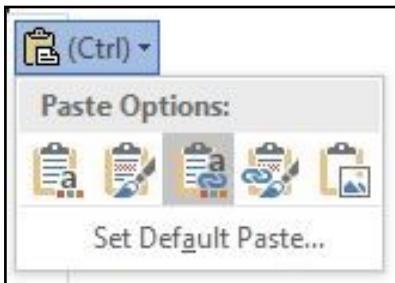
the chart in the document, which means it will become part of the document, but can be edited manually in Word. Option 1 will adapt the chart to the theme of the Word document, such as font and color scheme; Option 2 will keep the formatting that was present in Excel. Options 3 and 4 will "link" the chart to its data in Excel, so that when you change the data sheet in Excel, it will also change in the Word chart. Option 3 uses the destination (Word) theme; Option 4 keeps the Excel formatting. Option 5 pastes the chart into Word as a picture, which means the chart can't be edited. Moving your mouse pointer over each paste option will give you its definition. If you want to use the same paste option in all future charts, click "Set Default Paste."

Charts add a visual dimension that many of us find useful in understanding data. Although a Word chart lacks some of the more sophisticated features of Excel, it can work well for many kinds of charts a home user might want. Adding a chart to Word is not as complicated as it used to be.

Apple COREner
By Gary Roerig, Front Range PC Users Group (FRPCUG), Fort Collins, CO,
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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.

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Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 7-9 pm Arlington Technology and PC Help Desk	2	3	4
5	6	7	8 7-9pm Online Zoom Meeting	9	10	11
12	13	14	15	16	17	18 12:30-3:30pm Fairfax General Meeting
19	20 7pm Arlington Board Meeting	21	22 7-9 pm Arlington Technology and PC Help Desk	23	24	25
26	27	28	29	30	31	

Arlington: Carlin Hall Community Center
5711 4th Street South

Fairfax: Osher Lifelong Learning Institute
4210 Roberts Road