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AUGUST 10, 2019 MINUTES: SCUG CLUB MEETING

Art Bendick opened the meeting and welcomed members. There was a new guest today that joined the club, Brad Popejoy.

things in auto start up.

Treasurer's report for June and July was presented by Joe and accepted.

Program was given by Terry with an informational session on "Will this charger work?" and a U Tube video on "Tips for charging your phone". Also presenting was Neal with a You Tube video by Palo on Android Tablets "Back to Basics".

Old business: Neal gave report on Fry's trip and lunch at Portello's.

New business: August board meeting is on Wednesday, 8/14/19, at Angelo's in Sterling.

Next month's program will be presented by John Miller on iPads and iPhones.

Adjournment: Meeting was adjourned.

Question and answers: Discussed how to disable Microsoft One Drive. Discussed power options – never set computer to sleep. Discussed Internet computer camera settings. Discussed turning off

Club Information

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**BOARD MEETING MINUTES
FOR
AUG 14 , 2019**

September Drawing

Meeting was called to order.

Attending the meeting were President Art Bendick, Treasurer Joe Fornero, V.P. Neal Shipley, board members Tom and Nancy Rich. Ken Hughes was also in attendance.

Treasurer's report was presented by Joe 1.

Discussion Highlights:

Future Programs:

September- John Miller – topic is iPhone and iPad.

October- Neal with video presentation of some kind and packing Operation Christmas Child shoe boxes.

November- Tom Rich - Basic cleaning of computers to optimize performance.

December-Santa Joe-potluck with Chicken George, onion rings and sweet potato fries. Members bring a dish to pass (desserts and salads).

Adjournment:

Motion made by Joe F. and seconded by Tom.

*Respectfully submitted by
Nancy Rich, Secretary*

For September a \$50 gift certificate from either Galena Steak House or Candlelight as large prizes. You can only win a large prize once per year. Smaller prizes will include a 2-\$25 gift cards from Walmart, Pizza Ranch or Menards, along with a 256 Gb 3.0 flash drive and other misc. items and you can win them as often as your ticket is drawn, but only one per month.



Using a Web Browser

By Jim Cerney

Have you heard of Google Chrome, Microsoft Edge, Firefox, or Safari? Well, they are all Internet Browsers – apps (programs or software) that allow you to see web pages and cruise the internet. No computer should be without one! Windows computers come with Microsoft Edge included for free, but the others are free as well.

Do not confuse a web browser with a search engine. A search engine, such as Google, is a web page that you use to search the internet for something – and you can get to Google on any browser. All web browsers will do the same things, maybe in slightly different ways, and it is up to you to pick the ones you like to use. Here are some

tips and information for using any browser:

1. You need internet access to use a browser. If you do not have internet access and try to use it you will get a message that you are not connected.
2. Use the “search/address bar” to enter either text you want to search the internet for OR a web page address (like www.thestug.org). The browser will determine if you are doing a search (not entering a valid web address) and will use the default search engine to do the search and display your results. Firefox, for example, will use Google by default as its search engine. Most browsers will allow you to change the default to another search engine in “settings.” If you enter a valid web page

address you will “go to” and see that web page.

3. The “search/address bar” displays the web page address of the page you are looking at. You can highlight and copy this address to paste it in a document, email, etc.

4. As you browse the internet and click on different things, new web pages will be displayed – and you are creating a “chain” of web pages. Not every “click” will create a new web page in the chain, some may create a new “tab,” for example. Use the “left and right arrows” to go to previous web pages (left) or to web pages you have already viewed (right).

5. The little “house” or “home” icon will take you back to your

starting web page.

6. The menu of options, including “settings,” “help,” and more is displayed by clicking on the three lines (called a “hamburger”) or three dots in a vertical line.

7. TABS – those things on the top row of your browser (or near the top), are used to create a new “window.” You may think of a tab as if you opened another session of your browser. As you click on different links sometimes a new tab will be created for you. Tabs can be helpful if you learn how to use them. Create a new tab by clicking on the plus sign “+” at the right end of the tab row. It is easy to return to a

web page by clicking on the tab. In your browser settings it is possible to have a set of tabs opened and ready for you when you open the browser.

8. SETTINGS – Can provide the many options, help, and defaults for your browser. Most browsers will have a video of how to use it and will describe what each setting option does.

9. By all means go to Google and ask, “How do I use Google Chrome” (or any browser you prefer) to see videos and help. Take a few minutes to learn more about your browser!

10. FAVORITES or BOOKMARKS will let you create a list of all your favorite web pages. You can organize this list any way you like, including creating “folders.”

Clicking on a bookmark may or may not create a new “tab.”

11. History, cookies, and other records are created by all browsers. Look in settings and ask Google about the options for your browser to turn off these things or to delete them. Usually it is a good thing to delete your history upon exiting your browser session.

Learning is good for you. And learning how to use your browser opens up more ways to learn using the internet. Enjoy your potential.

*By Jim Cerney, Forum Leader, The Sarasota Technology Users Group, FL
June 2019 issue, The STUG Monitor
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Research Before Online Shopping

By Richard Durand

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As the old saying goes, “When the going gets tough, the tough go shopping.” Here in the 21st Century, we don’t have to be as tough to be shopping because now a lot of shopping can be done online. In terms of placing orders, methods of payment, shipping, etc., I really don’t have anything to contribute. But the browsing and research necessary to make a selection has been radically transformed and enhanced in a lot of unexpected ways.

Here are a few. One of the nice things about going to an old-time store was to be able to pick up and inspect an item. That was a plus for in-person shopping, though maybe not enough if the item was sealed and/or shrink wrapped. Something I discovered that I found to be much, much more useful and better was to do a search on a potential selection in the YouTube search box, and add this word, “unboxing.” Then, click on one of the search results and watch a video on the selection. Oftentimes, the video will be done by a store salesman with not only product knowledge but practiced communication skills that he will use to describe things understandably. He’ll hold up the contents one by one and identify them for you. It just might help.

Another useful online research technique is to look at the reviews for an item on Amazon.

From what I’ve seen, Amazon allows just about anyone, not just the pros, but actual users and customers, to compose and upload a review of just about any item posted. The reviewer has to give a rating from one to five stars and then has space for further explanations. Many leave only very terse comments, if any, but there are a surprising number who offer long stories and multiple reasons for their ratings. These authors seem to have acquired a purpose in life of informing the rest of the world about their experiences with a product or a company’s customer service. Personally, I’ve got better things to do, but I’ll gladly take advantage of the reviews of others.

And the one final method of research, which is blatantly obvious, but still worth mentioning, is to just enter a product name or even just a general category, such as “scanner” or “RAM,” into the box of a browser search engine, such as good old Google, and add this word, “reviews.” There might be lots and lots of search results, some of which might prove to be very useful. One I like to see is something along the lines of “What to look for in a ? (whatever).” Or there might be a result along the lines of “Top ten headsets, or widgets, or whatever.” Even if there is no worthwhile product to select, such searches might reveal some very important information, such as what critical attributes to look for,

what price range to expect, and what local establishments have this type of product available.

For me, positive or negative reports are less important than the information provided. Something that’s praised to the skies might not be what I’m looking for, and something else that’s condemned in a review might be just what I need. Numerical ratings are just opinions, at best, starting points, and are secondary. The internet empowers one to make up one’s own mind about shopping and about a lot of other things, so one might as well use one’s own mind. And if enough of us do our online shopping with these methods, I am convinced that the vendors will be motivated to improve in price, quality, and customer service. For them, it’s getting more and more competitive. And for us, all of this can be done from one’s own computer, tablet or smartphone.

Happy shopping!

*Richard Durand, President,
Wisconsin All-computer Users
Club, WI*

June 2019 issue, WAUCtalk

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Two Ways to Add Style to a Word Document

By Nancy Demarte

Microsoft Word is loaded with features that give style to documents. “Style” in this case means modifying the look of text and paragraphs. To do this, many users change the font or font size, add effects like bold or color and maybe change the space between lines. These changes are made one at a time and can be time-consuming. Plus, you’ll have to do it again the next time you want that style.

There are tools, however, that add style in easier and more coordinated ways. The first one is on the Home tab > Styles group. This gallery contains what could be called “Style Parts” because they add style to parts of documents like titles and headings. The other style-adding feature is the Document Formatting group on the Design tab. This gallery lets you apply a group of stylistic features to a document all at once. These are called “Style Sets.” Here are a few tips for using Style parts and Style sets.

Style Parts:

The Styles group on the Home tab offers several styles which can be applied to parts of documents or used to create a special kind of document, like



“More” icon

a company or club logo. To see the entire Styles gallery, click the More icon at the right end of the Styles group. Let’s say you have a document with headings above each paragraph, as this article has. You would like to give them a different appearance from the rest of the text. To preview how some options would look, select your first heading and move your mouse pointer over the styles in the gallery to see how they change the heading. When you find one you like, click it to apply the style to the first heading.

But what about all the other headings in your document? This is where Format Painter can help. Select the heading to which you just applied a style. Then double click Format Painter on the Home tab > Clipboard group to keep Format Painter enabled. Drag your mouse across each of the remaining headings to apply the same style as the first one. When done, click Format Painter once to turn it off and save the document. I created and applied a style to the headings in this article as an example. It has a different font, font size, and color from the rest of the text.

Modify or Create a New Style:



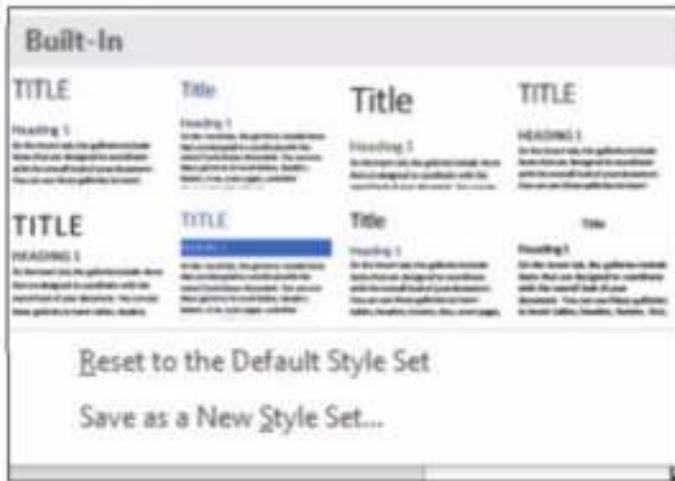
Styles Gallery with new Style

Sometimes, you won’t find the style part you want in the gallery. This is when you can change a gallery style or make your own. To create a new style and add it to the gallery for future use, open a document and select a heading. Using the tools in the Home tab > Font group, make your changes. With the newly styled text selected, click the More icon and then click ‘Create a Style’ to open the ‘Create New Style from Formatting’ box.

Give the new style a name that relates to its features and click OK. Your new style will appear in the Styles gallery. I named my heading, “Blue Antique Heading,” based on the font I used. If you don’t find your new heading style in the gallery, click the More icon again, click Apply Styles and then click the new heading style name. Now should see it in the gallery.

Style Sets:

You can apply a group of style features to a whole



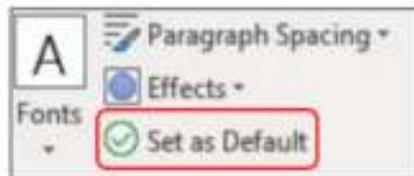
Part of the Style Sets Gallery

document at once using Style Sets. This includes features on the Home tab in the Font and Paragraph groups. In Word version 2013 and later, Style sets are found on the Design tab. Open this tab and click the More icon at the right end of the Document Formatting group to see the built-in style sets. Preview how these would look on your document by clicking anywhere in the document and moving your mouse pointer slowly over the gallery. Click a set to apply it to your document. If you change your mind, remove the style by clicking the Undo icon (a left-curving arrow at the top left above the ribbon) or pressing Ctrl+Z on the keyboard.

For those with Word 2007 or 2010, the steps differ a bit. Click the Home tab, and in the Styles group, click

Change Styles, then point to Style Set. Preview it the same way as described above. Then click a style set to apply it to your selected document. Set a

Style Set as Default:



The default style set in Word is called Normal. This means whenever you type in a blank document, all the features of the Normal style set will be used. If you wish to modify the Normal style, make your changes, but give it a new name, which will leave the Normal style set intact. We do this so it doesn't cause a problem when you open older documents. Microsoft has changed its Normal style properties over the years. (For example, Arial was at one time the default font;

now it's Calibri.)

You can choose any Style set to become the default. First, apply all the features you want. Then preview how it would look and add it to the Document Formatting gallery. Finally, click its gallery thumbnail, and click "Set as Default" which appears at the right end of the Document Formatting group. Now all new documents will be formatted according to your default Style set. You can change the default style at any time.

The way to master Styles is to start small, such as applying headings or titles using the Styles gallery on the Home tab. After Microsoft changed the default line spacing from 1.0 (single space) to 1.15, I created a style that was single-spaced. That was the only change I made to the Normal style, but it comes in handy when I want to save space.

By Nancy DeMarte, 1st Vice President, Sarasota Technology Users Group, FL

June 2019 issue, STUG Monitor

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There will be a Question & Answer Session starting at 1 PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:
Art Bendick & Neal Shipley

The next meeting of the Sauk Computer User Group will be

September 14, 2019

Question & Answer : 1 PM

Business Meeting : 1:30 PM

Presentation: 2:00 PM

Place: **Whiteside Senior Center**
1207 West 9th Street
Sterling, Illinois 61081

**September Presentation will be:
iPhones and iPads by John Miller**