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SAUK COMPUTER USER GROUP

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OCTOBER 12, 2019 MINUTES: SCUG CLUB MEETING

Open Meeting:
Art Bendick opened the meeting. Derrick was a guest.

Question and answers:
Microsoft Office Outlook was changed and updates are needed.

Team Viewer App needs to be updated at both ends. Basically, new version is not compatible with older versions.

How to email a word document: click on paper clip to attach document to email.

Treasurer's report
Report presented by Joe F and was approved.

Old business:
No old business was discussed.

New business:
Spain trip, 11/1 to 11/18/19 was reviewed. Board meeting is on Wednesday 10/16/19.

Adjournment:
Meeting was adjourned.

Program: Neal presented Video Microsoft Lens which is the best OCR app. that converts pictures to PDF files and saves

to One Note. A tutorial on Microsoft Excel Basics was also shown. Next month's program: Tom Rich is presenting November 9th on Cleaning your Computer. December's meeting, 12/14/19, starts at noon with Chicken George, sweet potato fries and onion rings. Members should bring a salad or dessert dish to pass.

*Respectfully submitted
by Nancy Rich,
Secretary*

Club Information

Sauk Computer User Group
PO Box 215
Sterling, IL 61081-0215

Art Bendick - President
abendick278@gmail.com

Website
www.saukcomputerusergroup.org

SCUG Email
saukcomputerusergroup@gmail.com

Editor and Printing done by:

Joe Fornero

Member of



An International
Association of Technology
& Computer User Groups

**BOARD MEETING MINUTES
FOR
OCT 16, 2019**

November Drawing

For November a \$50 gift certificate from either Forest Inn or Candlelight as large prizes. You can only win a large prize once per year. Smaller prizes will include a \$25 gift cards from Walmart and 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.

**OPERATION
CHRISTMAS CHILD**

Thank you everyone that participated in donating toward, packing the shoe boxes or helping to load the items back in my van. We did 50 boxes of which the club paid for 30. The children that will receive the shoe box will be forever changed that someone cared enough to send them love and lots of various items.

Meeting was called to order per Art Bendick.

Attending the meeting: Neal, Terry, Glenda, Joe II, Art, Joe F, Tom, Nancy & James Maloney

Treasurer's report was presented by Joe F.

Discussion

Highlights:

William and Mary sent letter

indicating that

new parts are arriving softly so

new server and computers will be installed by the end of November.

Senior Center is getting another pool table so SCUG will have to consolidate space.

Future Programs: November program will be given by Tom Rich on Cleaning your Computer.

Adjournment: Meeting was adjourned.

*Respectfully submitted by
Nancy Rich, Secretary*

Thoughts from a Clicker

By Tiny Ruisch

This month I'd like to tell you about one of my favorite utility programs. I have it installed on all my computers and have been using it for more than ten years. I first reviewed this program in July 2009. The program has gotten even better since then. Like many other free programs, the programmer has a donate button on his website. I like the program so much that I hit the PayPal button a long time ago. Maybe it is about time I gave him a few more dollars.

FileMenu Tools lets you customize the right click menu of Windows Explorer. It also works with all the alternate explorer programs that I've tried. The program adds utilities to perform operations on files and folders and adds customized

commands that let you run external applications, copy or move to a specific folder or delete specific file types.

With the built-in commands you can:

Run With

Parameters –
Runs a program with parameters you input in a dialog box.

Command Line From Here – Opens a command line window.

Copy/Move – No need to cut and paste. You can also use filters in file selection.

Duplicate Files – Makes a copy in the same folder.

Pack to Folder – Moves all the selected elements to new sub-folder in the current

folder.

Copy Path/Name/Content - Copies the selected item (s) to the clipboard.

Attributes – You can view and change them without having to open a properties dialog box.

Find and Replace – Lets you find or replace a text for all the files in a selected folder.

Advanced Rename – With lots of options.

Change Icon – Changes the icon for the selected folder.

Change Attributes – Quickly and easily change folder options.

Advanced Delete – Lets you delete specific file types in a folder.

Synchronize Two Folders – Lets you synchronize two folders quickly and easily.

Shred Files – Overwrites several times so it is impossible to recover the file in the future.

Send to Mail Recipient – Lets you send an e-mail with selected elements as attachments.

These are less than half of the FileMenu commands you can select from. In the configuration menu, a simple check will turn off the commands you don't want. If you can't find the FileMenu function you need,

then just add a customized command to run external applications, copy/move to a specific folder or delete specific file types.

FileMenu Tools lets you configure the "Send to" sub-menu. You can add new items, change the properties of the existing items or delete them. You also can disable existing "Send to" items in order to hide them from the menu.

FileMenu Tools will also let you enable/disable the commands which are added to the context menu of the Windows Explorer by other programs. This is the only function that is not one hundred percent reliable.

When it works, it works well, but it doesn't catch all the programs that add a right click.

FileMenu Tools is a 12.90 MB download and runs on all Windows platforms. Open Candy is used during the installation process but can be refused with a check mark. Did I mention the price? This program is freeware and costs nothing.

Download FileMenu Tools and give the program a test. I'm pretty sure that you'll like it. While you're on the Lopesoft website, you can also download and test LopeEdit Lite, an excellent alternative to Windows Notepad.

Keep on clicking and thanks for reading

Author: Tiny Ruisch, Member,
Cajun Clickers Computer Club, LA
September 2019 issue, CCCC
Computer News
www.clickers.org
tsa70785 (at) gmail.com

Smartphone Map Apps vs. Dedicated GPS Devices

By Dorothy Fitch

I recently heard an interesting report on a local television station about the pros and cons of using your Smartphone vs. a GPS device to find your way when you travel. I am certainly not an expert on this topic but wanted to share a few things I discovered as well as some links so that you can learn more, too.

I hadn't really thought about it, but perhaps the biggest difference between the two is that Smartphone map apps use cell tower signals to provide your location and generate maps. GPS devices, such as Garmin or TomTom, use satellites for positioning.

What this means is that if you are in a

remote area that doesn't have cell coverage, maps on your phone will likely not work.

Other interesting considerations:

GPS devices are more accurate—to within 15 feet your location—because they are using satellite technology.

Smartphone locations are accurate to about 164 feet. Your location is determined by triangulating signals from several cell towers.

A Smartphone app uses your phone's battery (though you may be able to charge it in your car via USB). Beware, however, that on a recent trip, my Android phone was

plugged in. During the half-hour trip, the phone's battery level dropped by 4% because the power used by the app was greater than the rate of charging.

A GPS device will plug into your car's cigarette lighter or USB port.

Using a GPS device will leave your Smartphone available for other purposes (though not when you are driving, of course!).

A Smartphone app will use up mobile data, which may be of concern if your phone service doesn't include an unlimited data plan.

GPS devices often come with a way to mount them to your dashboard, which

makes it easier to check your route.

The Google Maps Smartphone app gives you up-to-the-minute accident reports. It even prompts you to respond as to whether the accident someone reported earlier is still there. It provides an estimated time delay, as well as alternate routes.

Some GPS devices offer traffic alerts as well.

Using the Google Maps Smartphone app, I was surprised one time when I entered the address of my destination, which was a store. I got immediate feedback that the store had already closed for the day. Very useful information to know (and saved me a stop).

Many GPS devices include lifetime map updates. This can be handy, as new housing developments are constructed. You can also download (or purchase) maps for foreign countries. You can likely use your Smartphone app abroad, but I haven't tried that.

Some GPS devices can store your trip data, which you can then download to a map, where it displays your route. This is particularly interesting if you are hiking or on a boat.

If you are car-shopping, you may be offered a package that includes a built-in GPS system. However, that option

is likely to cost much more than the price of a hand-held separate device.

Articles on the subject:

[Do I need a dedicated GPS device if I have a smartphone?](#)

[Can you trust your phone's GPS driving directions?](#)

[Smartphone vs. Dedicated Car GPS \(PND\)](#)

[The 7 Best Traffic Apps of 2019](#)
[44 Google Maps Tricks You Need to Try](#)

*Author: Dorothy Fitch,
Green Bytes Editor, GVR
Computer Club, AZ
October 2019 issue,
Greenbytes
www.ccgvoz.org
Newsletter (at) ccgvaz.org*

Windows 10 Taskbar Options

By Jim Sanders

The taskbar is a very important part of the Windows 10 operating system. Arguably, it's primary purpose is to make computing life for you, the user, easier. Like a lot of things in Windows 10, most of the features in the taskbar can be implemented or modified in more than one way. Some, directly on the taskbar itself. For instance, the order in which shortcut icons appear on the left end of the taskbar can be rearranged by simply moving the cursor to that icon, left click and hold with the mouse, then drag the icon left or right to the position that you want it to be in.

The taskbar is a great location for any shortcuts that you use often. One way to get that shortcut onto the taskbar is to right-click on any shortcut icon on the desktop and choose "pin to taskbar" from the list of options in the window that pops up. Or, click on start, pick the program that you want from the list that you can scroll through, right-click on that program, in the window that pops up, left click on "more" and on the sub-window that pops up, click on Pin to taskbar. If a program shortcut icon has already been pinned to the taskbar, you can "unpin it" in the same procedures.

One feature that some people love and others hate, is auto hide the taskbar. When the taskbar is at the default bottom of the screen location, and auto hide is turned off, the taskbar is always visible and covers up at least one line of information at the bottom of the screen. When auto hide is turned on, the taskbar is hidden until you move the mouse cursor to the bottom edge of the screen. At that point the taskbar rises to visibility. I happen to prefer that setting.

One taskbar function that few people

seem to be aware of, assuming "Lock the Taskbar" is not checked, is that by simply moving the mouse cursor to the top edge of the taskbar a double headed arrow appears. With the double headed arrow visible, a left click and hold will allow you to move your arrow up and increase the number of lines that the taskbar covers, to half the screen if you want, or vice versa. Increasing the height of the taskbar allows you to have more of the larger icons that are easier to read.

The taskbar incorporates a large number of functions that could make your computing life easier if you studied up a bit on all the things that it can do. When you right-click on the taskbar, the first item on the window that pops up, at the bottom, is taskbar settings. It is recommended that you click on that and read all of the possible variations that the settings screen allows you to make. In particular, the section on system icons.



Taskbar

Lock the taskbar



Automatically hide the taskbar in desktop mode



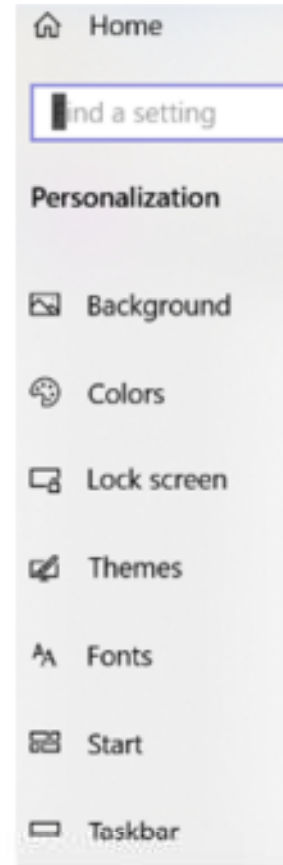
Automatically hide the taskbar in tablet mode



Use small taskbar buttons



Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar



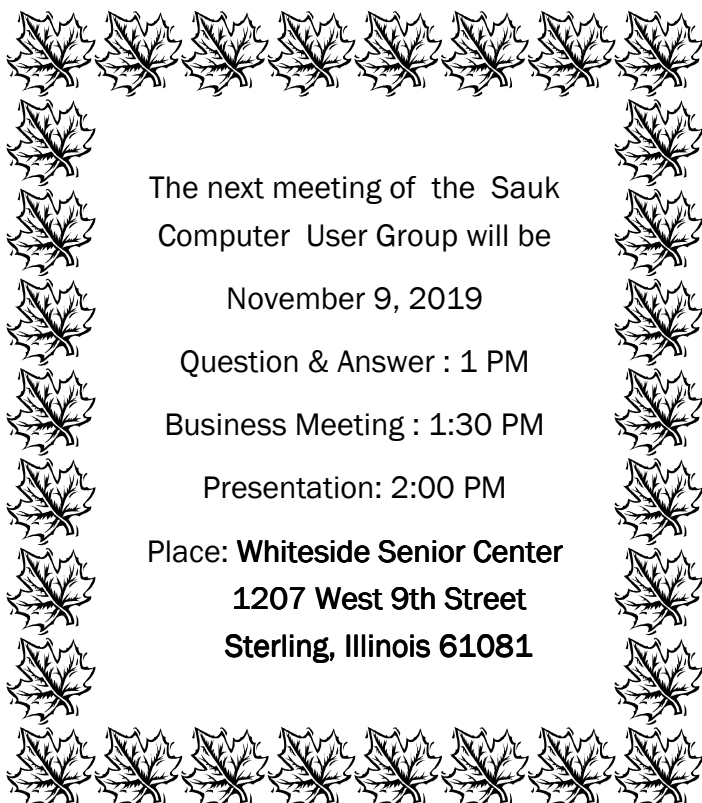
Notification area

Select which icons appear on the taskbar

Turn system icons on or off

Author: Jim Sanders, Director / Webmaster, North Orange County Computer Club, CA
September 2019 Issue, Orange Bytes
ww.noccc.org / jsanders (at) ligasmicro.com

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

November 9, 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

November Presentation will be:
Keeping your computer clean presented by Tom Rich