



# PATACS Posts

Newsletter of the Potomac Area Technology and Computer Society



**April 2018**

**Page 1**

## Saturday Meeting, April 21<sup>st</sup>, 2 PM Take Control of Your Digital Legacy

Presented by Joe Kissell

You probably have a will, which states your wishes for what will happen to your money and physical possessions after you die. But what about your digital possessions—all your online accounts, email, photos, documents, social media posts, and so on? In the short term, you'll want to be sure someone you trust can find your passwords, access your accounts, and take care of essential business. Longer-term, you may want to know your children, grandchildren, and generations to come will be able to learn about your life by seeing your pictures and videos and reading things you've written. Your digital data can last virtually forever, but that won't happen unless you take steps to make sure it's organized, stored, and preserved in just the right way. In this presentation, based on his book *Take Control of Your Digital Legacy*, author Joe Kissell discusses the basics of digital estate planning. He'll explain why you need a digital will, a digital executor, and a solid strategy for making sure your data outlives you.

Joe Kissell is the author of more than 60 books about technology, covering topics such as email, backups, passwords, privacy, security, and the Cloud. He recently became the owner of Take Control Books, a leading ebook publisher. Joe is also a contributing editor to TidBITS and a senior contributor to Macworld and was the winner of a 2009 Neal award for Best How-to Article. Before he began writing full-time in 2003, Joe spent nearly eight years managing software development. He lives in San Diego with his wife, their two sons, and their cat.

<https://www.takecontrolbooks.com/>

**4/21 Meeting Time – 1 PM**  
**Learn in 30: To Be Announced**

## Recording Sounds Using Your Phone or Tablet, Part 1 by John Krout

PATACS.ORG jkrout\_va@verizon.net

Recording sounds can be a very useful tool. I learned that in college. In the summer of 1973, I got paid to do it during a federal internship. I worked for the Cost of Living Council, President Nixon's agency that attempted to curb inflation. Specifically, I worked in the office of public relations. My job had three parts:

1. Provide the daily agency press release as an outgoing announcement on an answering machine, using my voice. Some radio stations with minimal news staff often dialed in, recorded my voice and played it during their newscasts.
  2. Record major economic policy announcements from Treasury and the White House. Often, I did this using a portable tape recorder at the location where the officials spoke. I included excerpts in the answering machine announcement.
  3. Take photos when needed for the agency.
- (Continued on Page 2)

---

## Newsletter Articles Index

- Managing Passwords; Dropbox- - - - - [page 5](#)
- Keep Track of Word Files- - - - - [page 6](#)
- Win 10: Trouble with your Microsoft Acct - - [page 9](#)
- What's New: DLink WiFi Camera - - - - - [page 10](#)
- PDF File Type – What and Why? - - - - - [page 11](#)
- Apple TV for More TV Options - - - - - [page 13](#)

(Continued from Page 1)

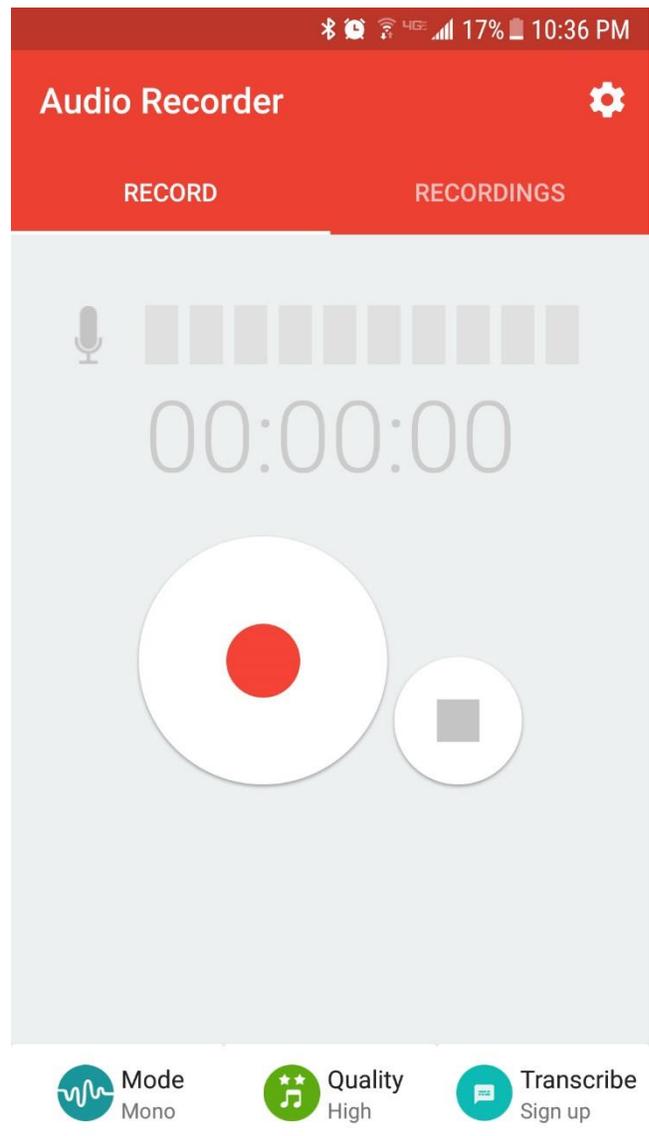
In those days, 1973, all the audio recording and playback was done using magnetic recording tape. By the way, answering machines were very cumbersome and expensive machines at the time, certainly not ready for the consumer market just yet.

I also aided the press when they visited our office and needed help. In the pre-cellphone era, that usually meant letting a reporter use my desk and phone to call the reporter's office. I shot a photo of Irving Levine, the NBC TV economics reporter at the time, with his feet up on my desk, using my phone.

In the 21st century, digital audio recordings have become hot properties. Audio books and podcasts are popular. You might wonder how a podcaster makes a high-quality audio recording at home. You might want to accomplish the same thing at home, or anywhere else. Anywhere else, carrying and setting up a laptop for recording is inconvenient at best. A smartphone is always available.

I mention this because I have been exploring the world of modern portable digital recording for several years. I started in roughly 2008, using an iPod as a backup audio recorder. For that I bought a Belkin audio adapter that plugged into the 30-pin port on the iPod. The Belkin device cost about \$50 and provided a microphone, a 1/8th inch diameter stereo input socket, and a switch for the input to select either Microphone level or Line level input. I used the Line Level setting and connected an output cable from a \$500 stereo digital audio recorder to it. It made a valuable backup of the audio being recorded by the main recorder.

Since roughly 2014, I have had a Sony audio recording app installed on my smartphone and my tablet. I use this app to make audio notes for myself and my kids. I use it while geocaching to record info about the condition of each geocache that I find. The audio notes make it very easy to write accurate finder logs on geocaching.com hours or days later.



You can see a screenshot of the Sony recording app in the first photo accompanying this article. Tap the big red button to begin recording. The audio level meter above the button becomes

active when you do that. Also, when you do that, the square button becomes active; that button lets you stop recording. Before recording, you can tap the Gear icon in the upper right corner to switch between mono and stereo and to change the quality setting.

The app can also be used to record other people: friends, teachers, sales pitches, school board meetings, and the like. It is a welcome alternative to video recording. By comparison to video, audio recording uses far less storage space on your phone or tablet and uses far less battery power. Also, audio recording does not require you to use a tripod or have the steadiest hands in the world. Audio recording can be done less obtrusively than video recording, because you do not have to hold the device up and facing the person speaking.

The Sony app is free and is remarkably versatile, working in stereo or mono, with several recording quality levels. Use a lower quality level to make a smaller file. Once I tried the lowest quality setting while walking through the woods. It made stepping on dry, crunchy leaves sound like water flowing through a pipe. That's not what we would call high fidelity.

One of the things that a person like me, with prior audio production experience, learns fairly quickly when using the app is that the microphones built into a cell phone or tablet or laptop are not very good quality.

The same microphone quality limit exists in camcorders. Even \$4000 newsgathering camcorders have very poor quality microphones built in; the microphones in a \$300 digital camcorder are no better.

It happens that I own good quality microphones that I used for years with digital camcorders to record stage performances of the Children's Theatre of Arlington, and some other events like my daughter's wedding in 2017. Most of the microphones I use are called Pulse Zone Modulation, or PZM, a.k.a. Boundary microphones. These microphones have a very useful feature of rejecting sound from half of the surrounding area; they also eliminate echoes from the walls and ceiling. And PZM microphones are fairly small and flat.

So I set out to determine how to connect a microphone to a cell phone or tablet.

It turns out that there are two ways to do that. This article, part 1, covers one way.

A special adapter makes it possible to connect a microphone to the *headphone socket* of a cell phone or tablet. This makes sense; that socket is designed to work with a headset including a microphone, a leftover from the days before Bluetooth headsets became available. This works on both Apple iPhones and iPads, and on Android smartphones and tablets.



The adapter I bought is made by Rode, a German firm. I bought adapter model SC4. It costs about \$15 on Amazon. One end has a plug to connect to

the headset socket, and the other end has a 1/8th inch diameter socket for the plug on the end of the microphone cord. See second photo accompanying this article. The microphone socket appears on the left, and the plug for the headphone socket appears on the right.

If your microphone has a different connector, such as a 1/4th inch diameter connector, then you will need to buy an adapter with a monophonic 1/4th inch socket and a 1/8th inch plug, to connect the mic to the Rode adapter. Those adapters are available on Amazon, and other places.

The Rode SC4 adapter is a very simple bit of wiring, with no chips or resistors. If RadioShack still existed, and I had the time, I could build one easily with low cost parts, and save a bit of money.

I used the Rode adapter to connect one of my PZM microphones to both my Samsung Galaxy S7 smartphone and my Samsung tablet. See the third photo accompanying this article. The PZM microphone is on the right, its plug is connected to the socket on the adapter cable, and the plug on the adapter cable is connected to the headphone socket of my S7.

The Sony audio recorder app on both my S7 and my Android tablet devices detected the audio input from the microphone and recorded it. I did nothing to switch off the built-in smartphone microphone; simply connecting the external microphone accomplished that.

The Rode SC4 adapter will work on just about every smartphone and tablet sold in America. This is because the adapter uses the Apple standard wiring for the headphone socket. Samsung and all the other major device makers

use the same standard. They do that so you can bring along your earbuds and headsets when switching from Apple to another brand.



The one and only downside that I can see is that just one microphone can be connected. The sound recorded is mono, not stereo. You can configure the Sony audio recording app to record stereo using a single mic. The app will record the same microphone signal on both the left and right channels of the stereo recording, which means the recording is still mono. Setting the app to record in mono reduces the file size by half.

There are a lot of uses for which mono is good enough. Ringtones, for instance, and many documentary situations.

Sometimes stereo recording is a must. Read part 2 of this series to learn a second technique for recording in stereo using two microphones connected to the smartphone or tablet. [Please notify author when reprinted]

## How to Manage Passwords; Using Dropbox

Meeting Review By Mike Hancock,  
Contributing Editor, Golden Gate Computer  
Society GGCS Newsletter  
[www.ggcs.org](http://www.ggcs.org) editor@ggcs.org

### LastPass

GGCS guru Steve Shank told us that LastPass Password Manager is a powerful and flexible password manager that keeps your login information secure without your having to memorize all of it. You can automatically log in to any website once you have entered the username and password, once. This is achieved by setting up an account with your email address and a strong, complex master password that should be at least 12 characters long, and include upper and lower letters, numbers, and special characters.



All your passwords are encrypted “locally,” that is, on your computer before the encrypted version is stored on your computer and is encrypted by a LastPass algorithm for every site you wish to access.

After creating your account, the LastPass download will appear as an add-on shortcut icon in your browser (LastPass works with all browsers). After you log in once with your Master Password, LastPass will then auto-fill all your passwords for you.

The plug-in also has a shortcut to your vault of existing passwords and can generate new, super secure passwords for new websites.

A mobile version, LastPass Premium, is available for \$12/year. LastPass also allows you to save credit/debit card info, addresses, bank accounts, driver’s license, and contact info. Having demonstrated LastPass, Steve also confirmed that it can handle certain multi-factor authentications that might apply to bank accounts, investment managers, etc., and even to your Master Password. It would be best to check with your facility to see if it’s multi-factor service works with LastPass.

Finally, be warned that, if you forget your Master Password, you will not be able to recover your individual passwords, and LastPass cannot help you, because it doesn’t keep your Master Password. So, it is essential that you be responsible for it.

LastPass does provide support, primarily through email. Your only fallback is to go to each website and use their method of password recovery, which can vary. Some sites may simply send you an email with a password reset. Others might require the answer to challenge questions. Perhaps your bank may require you to come into their branch in person.

### Dropbox

Another GGCS guru, Marcelino Nogueiro, pointed out that, while many cloud storage programs, such as OneDrive, Google Drive, and Amazon Cloud Drive, exist, Dropbox has been around the longest, has the most users, and is the simplest of the cloud-based storage and file synchronization tools. This online storage service helps you share files between computers and mobile devices with the app installed. You can store and sync files by simply dragging and dropping them into the Dropbox shortcut icon on your desktop. These files are also available over the Internet using the Dropbox web interface.

You can share files (photos, for example) with others by creating a share file or folder. You can password-protect folders you share via email. If you share by sending a link the link is encrypted. Anyone with the link can open the folder or file. Files are encrypted when you upload them and stay encrypted on the DropBox servers. Shared files are not encrypted after they are downloaded by the recipient.



When the Dropbox program is installed and active, a green checkmark appears on top of files and folder icon that have been synced and are up-to-date. By default, Dropbox syncs only files stored in a single, dedicated folder and subfolders. The default Dropbox folder usually locates itself in

C:\Users\(\username)\MyDocuments\Dropbox.

Dropbox offers 2GB of storage free, which is not a lot compared with competitors, but this amount can be increased to 16GB by introducing friends to the service, at 500MB/friend. Paid personal plans, called Dropbox Pro, include 1TB of space for \$9.99/m or \$99/year.

For file collaboration, competing services, such as Google Drive, are better than Dropbox. It has applications for Windows, Mac, Linux, iPhone, iPad, Android, and Blackberry, and your files are available on any Internet-connected machine

where Dropbox has been installed or has a web browser.

Once a folder or file has been synced, it is in Dropbox's cloud storage and can be deleted from your computer. Any time you use the Dropbox icon on your desktop, however, the files are also stored on your machine, so you haven't actually saved any storage space on the machine.

You can choose whether or not to sync automatically by turning off the instruction to sync in the Dropbox settings. A word of caution: if you have automatic sync turned on, files that you delete from the Dropbox folder on your computer will also be deleted from the Dropbox cloud storage.

If you only want to use Dropbox as a storage location in the cloud while being able to delete files from your local drive, do not use the sync feature; instead, use the Dropbox website to upload the files that you wish to store in the cloud.

## Two Ways to Keep Track of your Word

**Files** By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL  
Sarasota Technology Monitor  
www.thestug.org ndemarte (at) verizon.net

I often hear people say that they have so many documents saved in their computer in so many different folders, that it's hard to locate a specific document. They can't remember where they saved it. If you have found yourself in this situation, these tips might help.

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

Every computer file has a “file path,” or the specific address where the file is located. An example of a path is

C:\Users\Nancy\Documents\Recipes\Carrot Cake, which can be read this way: The Carrot Cake recipe is stored in a folder called Recipes, which is stored in my Documents folder in the Nancy folder, in the Users section of my hard drive or C.

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

Open an already saved document which does not have a footer. Double click in the footer area at the very bottom of the document, which opens the Header & Footer Tools Design Tab. Click that tab, and, In the Insert group, click **Document Info**. The menu shows the kind of information you can include in the footer. (see Fig. 1)

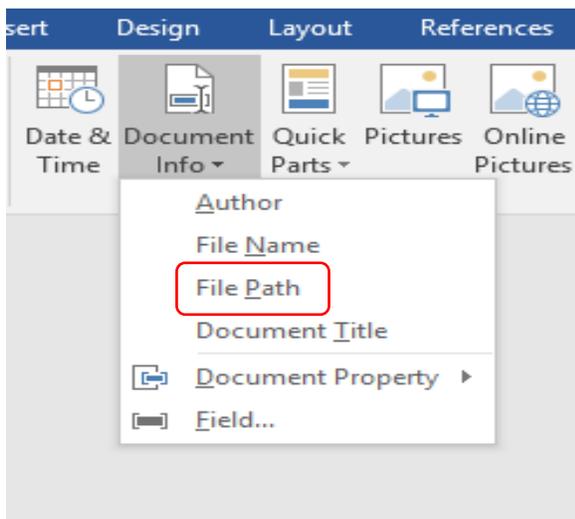


Figure 1 - Document Info Menu

Choosing File Name might be sufficient if you only have a few documents, but if you have a large number, choose File Path, which will put the entire path of the document’s location in the footer. Then, if you keep a printed copy of the document, you’ll always be able to find it again

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

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

To add a file path to Quick Access (see Fig. 2), click the tiny down arrow with a line over it at the right end of the Quick Access bar, which shows a list of the most common tools, with check marks indicating which tools are already on the toolbar.

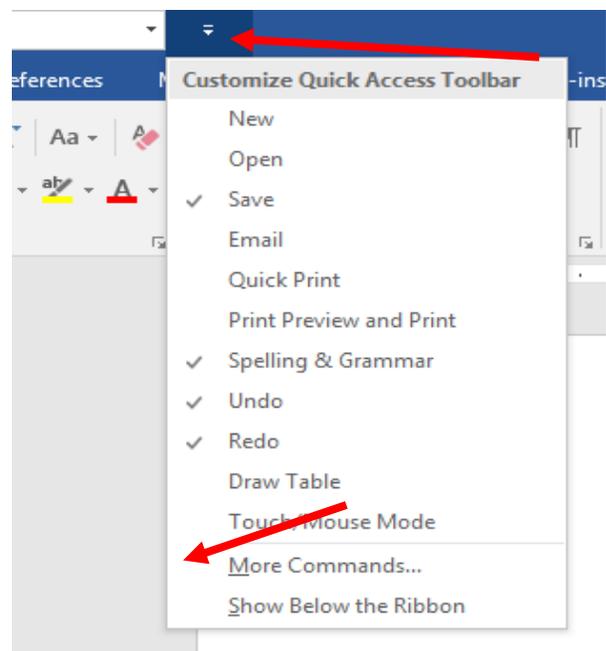
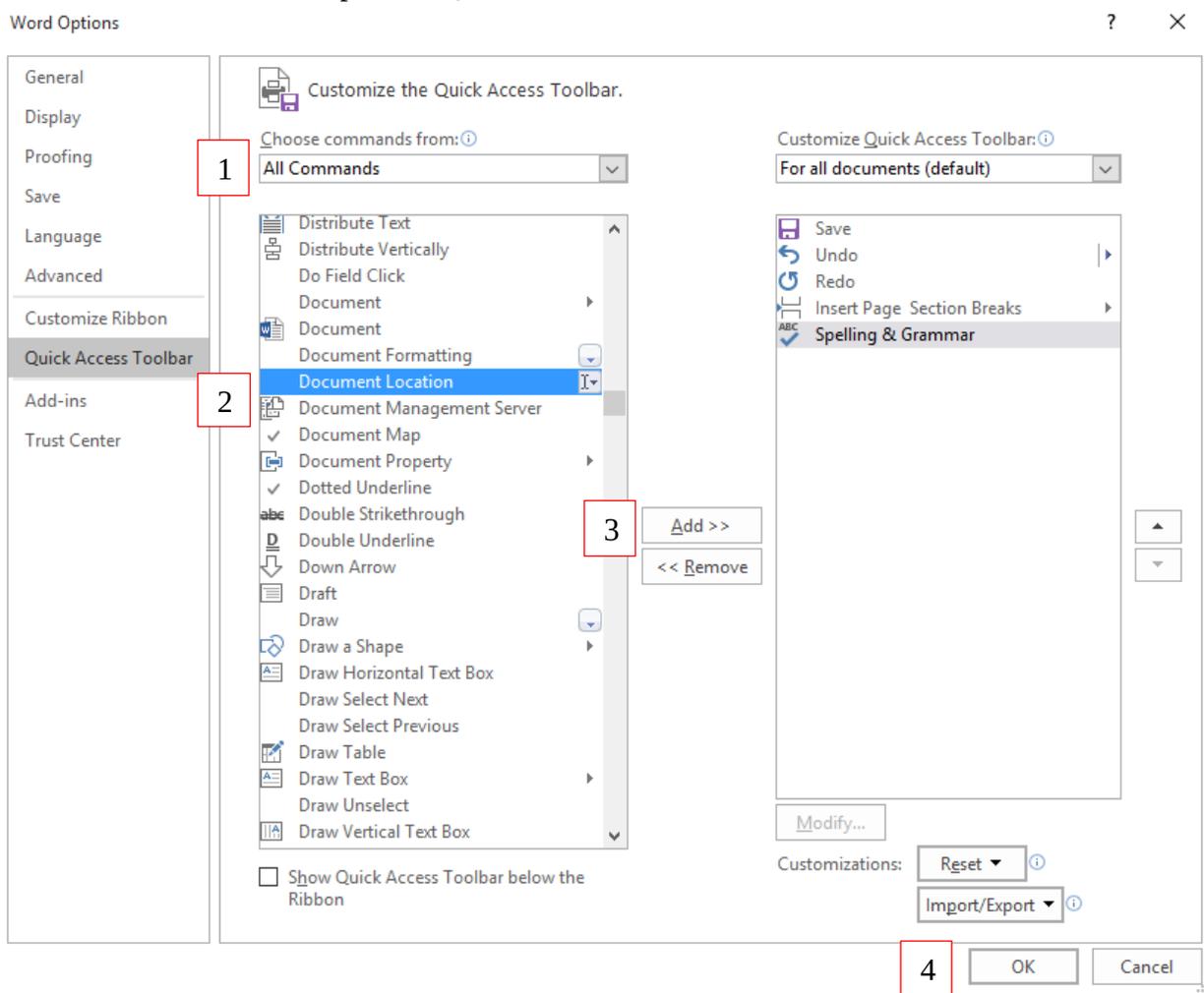


Figure 2 - Quick Access Customizing menu

Click More Commands to open the Quick Access



Customizing window.

On the left side, click the arrow next to Popular Commands (1) and choose All Commands. Scroll down the alphabetical list and click **Document Location** (2). Then click Add (3) in the center of the window which moves Document Location to the Quick Access bar side, and finish by clicking OK (4). (continued opposite column →)

Now every time you open a document, its path will be displayed in a box at the right end of the Quick Access bar. If it isn't completely visible, click inside the left end of this box and drag to the right to see the rest of the path.



This view shows a Quick Access bar which includes the Document Location (file path) box. Once you add Document Location to the Quick Access toolbar, the path for any document will display there automatically when the document is

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

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

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

## Ask Leo

By Leo Notenboom  
<https://askleo.com/>

### Why is Windows 10 Telling Me “There Is a Problem with Your Microsoft Account”?

So-called "problems" with your Microsoft account may refer to Windows, or to other applications on your system.

Whenever I get to my Windows desktop screen I always get this message in my notifications area that says there is a problem with your Microsoft account — most likely your password was changed. I haven't changed it any time recently and when I log in to my Microsoft account, it never shows me there is any problem. This is every time I get to the Windows desktop. What is going on with this? Is this a [bug](#) on their part? I don't really use my local account on my computer.

This was a head-scratcher for me when I first encountered it some time ago.

The short answer is that simply logging in to your PC isn't enough after a password change. You probably have to log in to a couple of additional places: OneDrive, Mail, and perhaps other apps as well.

### One account to rule them all?

Given Microsoft's near insistence that we use Microsoft accounts to log in to our Windows 10 PCs, it doesn't seem like much of a stretch that they would use the same account for everything else account-related on your PC.

They do and they don't.

Apparently, successfully logging in to your PC with your Microsoft account isn't enough to log in to other applications that also use your Microsoft account.



### Log in and then log in again somewhere else

Not long ago, I changed my Microsoft account password. It went relatively smoothly, but I had to re-log-in to all my PCs if I wanted the Microsoft account connection to remain active for things like Windows Updates. That much makes sense.

Then I started getting this “there's a problem with your Microsoft account” message, just as you have, even though as far as I could tell, there was no problem at all.

The “trick”, in my case, was to remember that there were two other applications I had used — perhaps only briefly — that also were associated with my Microsoft account.

- **OneDrive** – I rely heavily on OneDrive, and sure enough, it had stopped syncing. I

needed to open OneDrive properties and re-authenticate my Microsoft account there.

- **Mail** – I don't use the Mail app in Windows 10, but I do have it configured so I can answer questions and test things out. It's configured to connect with my Hotmail account, which is my Microsoft account. I needed to open account properties and re-authenticate my Microsoft account here as well.

Once I took those two steps (on each of my Windows 10 machines), I stopped getting nagged.

### It could be better

I had two simple assumptions:

- My login account — a Microsoft account — would automatically be used for Microsoft-related services on the PC.
- If there was a problem with an app's ability to use the account, the error would at least tell me which app or apps were involved.

Someday, perhaps one or both of those expectations will be met, but right now they're not.

The bottom line: if you get a warning about your Microsoft account, be sure to check out any apps that use the same account your PC does. It's likely the issue is there.

Used with permission to APCUG groups. Link to [original article](#) with additional information

### What's New - D-Link Wi-Fi Camera

By George Harding, Treasurer, Tucson Computer Society [www.aztcs.org](http://www.aztcs.org)  
[georgehardingsbd \(at\) earthlink.net](mailto:georgehardingsbd@earthlink.net)

This product is an example of Iot (Internet of Things) functionality. You can control a device with your smartphone. In this case, the Camera shows a view of, in my case, my living room, and you can view the image on your smartphone. The idea here is that you can monitor for intruders or others in the camera's field of view. You might be interested in seeing what your cats do while you are out (sleep) or what your teenagers are doing while by themselves or what your daughter allows the boyfriend to get away with.

The product comes with the Wi-Fi Camera, a power cord that is quite long and a Quick Install Guide. The Guide is really brief, being only 4 pages of small print. It tells you what each item is on the camera and tells you to download the smartphone app that takes you through the install process.

I downloaded the app and plugged in the camera, the first step. Next you have set up the connection between your Wi-Fi router and the camera. It would be straightforward normally, but did not work for me.

I had to call Support for help. The product includes a card with the Support telephone number. I followed through several steps that the Support person told me to do, but the connection still didn't work. After a considerable time, the Support person discovered that my router was set with WEP encryption. The Camera only works with WPA encryption. Once that was changed, the Camera worked as it should.

The setup process is fairly complicated. One has to set up a D-Link account and link it to the Camera you have. This involves the usual, user name and password, but also requires the password for the Camera, which is printed on the box and on a separate card in the box. These have

to be entered correctly, of course. After all entries are properly made, the Camera connects to the Wi-Fi system and you can control the Camera from your smartphone.

The main thing you get is an image on your smartphone's screen of the area the Camera sees. The Camera has a 180° view, so you get a wide view which is a bit distorted. However, D-Link uses a "dewarping" technology to make the image much less distorted than standard fisheye lenses produce. Activity in the view shows up on your screen in a jerky fashion, because the information transfer appears to be about 10 frames a second. But the quality is excellent, up to 1080p.

Another feature that might be handy is the ability to speak to your smartphone and have the Camera repeat. The camera has a built-in microphone which can pick up loud noises and send an alert to that effect.

The Camera has six infrared LEDs which provide a view even when the area is dark. The Camera can be mounted anywhere you want, but for the best view, mounting on a wall would be best. The product comes with a couple of screws for this purpose.

This is a good product with a valuable benefit. I had difficulty installing it, but that was because of the encryption setting on my router. The process probably would have been less troublesome otherwise.

Wi-Fi Camera by D-Link

<http://us.dlink.com/>

Price \$180



## PDF File Type – What and Why?

By Phil Sorrentino, Contributing Writer,  
The Computer Club, Florida  
<http://sccccomputerclub.org/>  
[Philsorr.wordpress.com](http://Philsorr.wordpress.com)  
philsorr (at) yahoo.com

The Portable Document File (.pdf) file type has been around since 1993 when Adobe Systems made the specification available to all, free of charge. However, PDF was initially a proprietary format, controlled by Adobe, until it was officially released as an Open Standard in 2008. Since then it has been controlled by a committee of volunteer experts who are part of the International Organization for Standardization. The .pdf file type was developed as a way to share documents that would include text, formatting, and inline images, among computer users of different types of computers from different companies. (PCs, Apple, IBM, Sun, anyone remember DEC?). The PDF standard endeavors to present documents in a consistent manner that is independent of application software, hardware and operating system. The .pdf file type, by its very nature, and name - Portable, was intended to be a file that could be a complex of text, graphics and so on, and be easily shared by people that didn't have the same hardware or software. So, the real benefit was that the file would look exactly the same when displayed on all different types of computer systems.

Each .pdf file encapsulates a complete description of a document, including text, fonts, graphics, forms, annotations, outlines, and other information needed to display the file. .pdf files can also contain links, buttons, audio, video, and business logic; and where security is important, they can be password protected. So a .pdf file can end up as a pretty big file. (When I was almost finished with this article I saved it as a .doc and a .pdf. The .doc was 36KB, and the .pdf was 106KB. I also looked at a PowerPoint presentation, 127 slides with lots of graphics; it was 11.5MB saved as .ppt, and 32.4MB saved as

.pdf. Finally, I saved a fairly large Excel spreadsheet (125 rows, with columns that went out to column AT, with quite a few calculations within the spreadsheet), which was 157K saved as .xls and 475 KB as .pdf. So from that limited testing it looks like the .pdf will be about 3 times the native applications size.)

.pdf files can easily be viewed on your computer using a free PDF Reader from Adobe called “Acrobat Reader DC”. A mobile “Acrobat Reader DC” App is also available, free, for your Smartphone or Tablet. And for Windows 10 users, who are also Microsoft Office owners, PDFs can now be created from the Office Apps, Word, Excel, and PowerPoint. (By the way, you may have seen a reference to an .xps file type along with .pdf. The .xps file type is Microsoft’s alternative to .pdf. It was introduced with Windows Vista but never attracted much of a following. Of the two, the .pdf format is the preferred choice.)

At this point in computer evolution, .pdf files can be opened by just about every major operating system (Windows 7, 10, OS X, iOS, Android) and can be used by many different applications. In addition, the majority of modern web browsers (Chrome, Edge, and Firefox) allow .pdf files to be read without the use of an external application, making them easy to use in web applications. (Though the literature doesn’t give these internal PDF readers much of a good review; and advice on how to replace the internal PDF reader is easily found.) Also, Mobile Operating Systems (Android, iOS) are including PDF readers, making the PDF format almost universally useable. (This can’t be said of any other file type; even though we all may be familiar with Microsoft’s Word format (.doc), this format can only be used by a limited number of applications.)

Those of you who have been to our File Explorer class know that there are hundreds of file types on a typical computer, and that you can inspect and change the association between a file type

and the program that uses that file type, using the Control Panel. (Remember, “Default Programs”, followed by “associate a file type or protocol with a program”?) So, you have to have a program on your computer that knows how to use the .pdf file type. If you are having trouble opening a .pdf document, you probably don’t have a program that knows how to use the .pdf file type, on your machine. If this is your situation, consider getting the free Adobe Reader, from the Adobe website, <http://www.adobe.com>.

Normally, .pdf files cannot be modified by the user, making these files perfect for use by an “end user”, i.e., someone who needs the content of the file without being able to modify the file contents. In other words the file was not intended to be changed, once it was created or “published”. So, originally there was no way to change a .pdf file without using the very expensive PDF Creator software from Adobe (or lesser expensive PDF creation software from Foxit). However, there are situations where it makes sense to change the contents of a received .pdf file, like “if you need to fill in some information on a PDF form”.

“PDF to Word” conversion websites like “PDF Converter”, “PDF to Word” or “PDF Online” are websites that advertise that will do the conversion for free. (Google “free pdf to word” and you’ll see many possibilities.) Also, you could try “free document converter” found at [www.hellopdf.com](http://www.hellopdf.com). I haven’t any experience with these, but the literature claims they work as indicated. And, for those of you who need to do a lot of these conversions, Adobe offers “Adobe Acrobat DC” for about \$15/month or you could buy it for around \$200. There must be a large enough number of people who need to convert .pdf files to .doc files because when I Googled “pdf to word”, I was pointed to many websites that could supposedly help me in my quest. There even was a YouTube video that indicated that you could upload a .pdf file to Google drive, (yes, you’ll probably need a Google Drive account), and then download it as a word (.doc) document. When I tried it on a pretty simple PDF, the

conversion didn't seem to preserve a lot of the formatting, so it didn't look like it would be acceptable, at all, on a more complex document. I haven't had the occasion to need to convert a document, but if the situation ever arises I'm sure I'll be able to get it done, though I just might have to go to the lab and get some help from one of the very able and helpful Monitors. So, when all is said and done, the PDF standard is deeply ingrained in modern computing because it allows a single file to provide a display that looks the same on all different types of computers.

## Back to Basics - Apple TV for More TV Viewing Options

By Jim Cerny, Columnist, Sarasota TUG, FL  
Sarasota Technology Monitor  
www.thestug.org / jimcerny123 (at) gmail.com

The Apple TV is a neat little box device you plug into a power outlet and into the back of your TV for a whole lot of fun TV viewing options. The latest version of Apple TV is called the "Fourth Generation" which, of course, has more possibilities and options than the previous versions. If you are an Apple user of other devices, such as an iPad and/or an iPhone, the Apple TV could be a really fun addition to your Apple family. It is in the price range of \$150 to \$200 depending upon the memory size.

What does it do? When you connect your Apple TV to your television set or computer monitor (you will need an HDMI cable to connect it which does not come with it) you will be prompted to connect it to your other Apple device(s) and your WIFI home network. When this happens, the following options or abilities would be available to you:

Download Apps (you know, programs and things) such as Netflix, Hulu, and YouTube (which are free) and you can search for movies, TV shows, or any other videos available through the internet. If you are looking for a particular movie, the Apple TV will find it and show you

which of your apps has that movie available to you or, of course, you may also watch it through iTunes, probably for a charge. You can even download some relaxing videos such as a fireplace or aquarium just for atmosphere.

Music apps, such as the free Pandora, Spotify and others, will open up a whole world of music options for your listening enjoyment. You can "like" or "not like" whatever music you are listening to and Pandora, for example, will bring you more music you like based upon your choices. You can also make up playlists of your favorites by genre (classical, jazz, country, etc.) and pick your playlist to match your mood.

Games are an option too. There are many apps that will allow you to play games on your TV through the Apple TV box and more games are on the way. Apple is looking to compete with the big gamers by providing some game controllers for the Apple TV in the near future.

APPLE TV 4th Generation

Finger touch/swipe area



Photographs are fun and are even easier to share and show on your TV. You can set your iPhone or iPad to save your photos to the cloud and this makes your photos available to view using your Apple TV. Remember the "cloud" is a way of saving your stuff on the internet so that it can be available to your other devices which can also access the internet. Being an Apple product,

naturally it works the best and easiest with your other Apple devices using your iTunes or Apple ID account.

Another fun ability of the Apple TV is to duplicate your display screen of your iPad and iPhone on your big screen TV. This comes in very handy for teaching my iPad class.

The set-up of the Apple TV out of the box is not difficult and will step you through the process. It comes with a nice remote control which you “swipe” and “click” with your finger to navigate through the settings and options. Please be prepared to “Ask Google” if you have any questions about the set-up. As I mentioned earlier, you will need to purchase an HDMI cable to connect it to your TV. You may not want to consider purchasing an Apple TV unless you also have at least one other Apple device, such as an iPhone or an iPad.

The Apple TV also comes with “Siri” – the voice recognition capability. This eliminates having to use the controller to key-in one letter at a time to do a search – just hold down the microphone button on the controller and ask it anything. Of course the Apple TV is capable of more uses than these (and more are coming) but they do give you a good idea to help you decide if an Apple TV would be good for you.

Overall, I think it is a very nice device with many possibilities. But I also caution that it is not for everyone. If you are interested, ask your friends or someone at your computer users group who has one, and “Ask Google” too, you will learn more of the possibilities. Like many devices, different people use it for different reasons. Maybe it would be something you would enjoy. It certainly is a big step closer to “cutting the cable” to your video provider and saving a bunch of money every month!

**Donations to PATACS** help us provide our newsletter, video webinars and recordings of our meetings. We are an IRS-recognized non-profit, educational organization, classified as 501(c) (3).

**Special Membership Promotion** - Members who bring a \*new member to the organization will receive a 6 months' extension of their membership. The new member should list your name as the 'source' of their membership on the application form. \*New member - has not been a member in the 36 months prior to month of received application.

<http://patacs.org/membershipat.html>



### Co-Editor(s) Wanted – Help PATACS NOW!!

PATACS needs you to help produce this *Posts* newsletter in print and electronic editions. Templates are available to help in this noble endeavor. There's more to learning about computers and technology than 140 characters! Please - Contact: director2 (at) patacs.org



Copyright c 2018

Monthly Circulation: 100

**PATACS Information**

**PATACS, Inc. 201 S. Kensington St. Arlington VA 22204-1141**  
**Club Information call: 703-370-7649**

**Web Site: [www.patacs.org](http://www.patacs.org)**

**President, Registered Agent, Internet Services:** Paul Howard, 703-860-9246, president(at)patacs.org  
**1st Vice President:** ..... Ron Schmidt, 301-577-7899, director11(at)patacs.org  
**2nd Vice President, Membership Chair: ...** Mel Mikosinski, 703-978-9158, director4(at)patacs.org  
**Secretary, Meeting Setup:** ..... Bill Walsh, 703-241-8141, director14(at)patacs.org  
**Treasurer:** ..... Ruth Ruttenberg, 703-511-9028, treasurer(at)patacs.org  
**Director, APCUG Liaison:** ..... Gabe Goldberg, director10(at)patacs.org  
**Vendor Liaison:** Volunteer Needed

**Directors:**(-<http://patacs.org/boardpat.html>).....Roger Fujii, Gabe Goldberg, Mel Goldfarb, Leti Labell, Jim Rhodes, Melvyn Sacks, Charles Throneburg, Nick Wenri, Steven Wertime

**Windows Support:** ..... Jim Brueggeman, 703-450-1384, windows(at)patacs.org

**Newsletter Editors:** .....Paul Howard, Kathy Perrin, editor(at)patacs.org

**Columnist:** ..... Lorrin Garson, newslettercolumnist(at)patacs.org

**Publicity:** Volunteer Needed

**Posts** is an official publication of the Potomac Area Technology and Computer Society (PATACS), a Virginia membership corporation. PATACS is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Contributions are gratefully received and tax deductible.

**Posts** provides news, commentary and product information to PATACS members. Products or brand names mentioned may be trademarks or registered trademarks of their respective owners. The contents of articles herein are the responsibility of the authors and do not necessarily represent PATACS, the Board of Directors, nor its members. The authors provide photographs and screen images. Public domain clip art is from [openclipart.org](http://openclipart.org) and [www.wpclipart.com](http://www.wpclipart.com).

**E-mail article submissions and reprint requests to editor(at)patacs.org**

**Membership Policy:** Membership dues are \$30.00 (U.S. Funds) per year, with a \$15 surcharge for international mail. Membership in PATACS includes membership in all SIGs, access to the software libraries, and subscription to the Posts published 12 times per year in print by US Mail and PDF download by Internet. Applications may be obtained at any club meeting, by downloading from <http://www.patacs.org/membershipat.html>, by calling one of the officers or board members, or by writing to the club. A sample newsletter, membership application and related information may be obtained by enclosing \$2 (for US addresses only) and mailing your request to the membership address. Please do not send cash by mail. Payment and applications may also be submitted at any meeting, or mail to: PATACS Membership, 4628 Valerie CT, Annandale VA 22003-3940.

**Advertisement Policy:** Ads are accepted from members for non-commercial purposes at no charge. Copy should be sent to the Editor in the same format as article submissions. Ads are accepted from commercial advertisers at the rate of \$40 per full page, per appearance, with discounts for multiple insertions. Smaller ads are priced accordingly. Payment for ads must be made in advance of appearance. Advertisers must supply a permanent address and telephone number to the editor.

**Reprint Policy:** Permission to reprint articles from the PATACS Posts is given to school, personal computer club, and nonprofit organization publications, provided that: (a) PATACS Inc. receives a copy of the publication; (b) credit is given to the PATACS Posts as the source; (c) the original author is given full credit; and (d) the article author has not expressly copyrighted the article. Recognition is one means of compensating our valued contributors.

PATACS, Inc.  
 201 S. Kensington St.  
 Arlington VA 22204-1141

# First Class

AFFIX  
 FIRST  
 CLASS  
 POSTAGE

TEMP-RETURN SERVICE REQUESTED

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

Arlington: Carlin Hall Community Center  
 5711 4th Street South  
 Arlington VA 22204

Fairfax: Osher Lifelong Learning Institute  
 4210 Roberts Road  
 Fairfax VA 22032

## April 2018 PATACS Event Calendar

Call (703) 370-7649 for meeting announcements

Scan the QR code at left or enter <http://www.patacs.org> to visit our web site  
 and Free Admission Bring a Friend!

