

**PATACS/OPCUG**

**3rd Saturday, October 20**

Osher Lifelong Learning Institute,  
 4210 Roberts Rd., Fairfax, VA 22032-1028

**Meeting 1:30 PM**

**WordPress Websites for Everyone  
 How PATACS Members  
 Can Start a WP.COM Site!**

At our October 20<sup>th</sup> OPCUG / PATACS meeting, IT Consultant Gary Vaughan will present “WordPress Websites for All.” WordPress is a great way to create a personal blog or website for family, community group, or small business. After his presentation,

**IN ADVANCE OF  
 THE MEETING:**

Gary's offered to **pro bono consult** with people for 10-15 minutes **to help** folks understand the basics entailed in their particular application.

Please **complete the Contact Form** here to get that post-meeting session scheduled:

<https://wpwebforpro.wordpress.com/help-contact-form/>

**PATACS/OPCUG**

Meetings .....	page 1
Geof And His Travels.....	page 2
Create Annotated Images.....	page 4
Many Thanks to Ruth and Bill!!!.....	page10
WACUG History.....	page10

New Gmail Interface.....	page 11
APCUG Virtual Technology Conference.....	page 12
Great Discovery!!!.....	page 14
PATACS Information.....	page 15
Calendar.....	page 16



**Learn in 30  
 LED Lighting  
 Expertly Explained  
 By Roger Fujii**



## Keep Up With Geof and His Travels

<https://plus.google.com/+GeofGoodrum>

05 October

From: Muskrat Creek shelter

To: Carter Gap shelter

Mileage: 12.7

Weather: Mild to warm, sunny

I started out at 8:30am after Wildcat left.

After a descent and climb, I stopped at Standing Indian shelter, which had a rattlesnake skin nailed to a front post, and pieces of the shelter Bible in the fire pit (like hotel Bibles, some group puts small Bibles in every shelter, but don't understand why anyone would disrespect it in this way).

It was a 1000 foot climb, hot in the sun, and through a burn area to the Standing Indian summit.

I stopped for the night at Carter Gap shelter. There was a large Christian group camping. Wildcat was already setup hammocking. There was a southbound section hiker in the shelter with a friend tenting.

I successfully threw my bear bag line on the first try, but almost messed it up later when I realized I forgot to add John's snack bag from my pocket. I had to use a long branch to retrieve the carabinier that was out of my reach).

Another talkative northbound hiker joined us in the shelter, and there was a lot of conversation as Wildcat and others gathered in the shelter to eat during a rainshower.



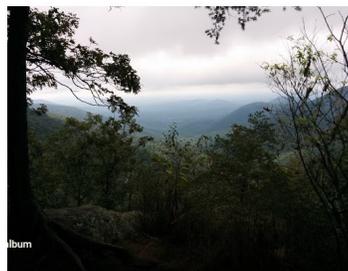
01 October

From: Mountain Crossings hostel

To: Blue Mountain shelter

Mileage: 18.8

Weather: Cool to mild, cloudy to sunny



I didn't have a restful night at the Mountain Crossings hostel. It was a bit stuffy despite fans and dehumidifiers, but worse was the intermittent squeaks and scrambling sounds of rats in the paneling right beside my head. I realized my food bag was open on the floor and I hadn't opened the new rodent-resistant Ursack, yet, so I put the bag on the unoccupied top bunk and rolled it shut. I slept a little once I felt that the rats might stay on their side of the wall.

After eating a breakfast sandwich I bought the day before, I left around 8am. I almost visited a campsite that Beat Rap recommended for the view, but it wasn't close enough to the trail. I did stop at Low Gap shelter, which was down an access trail blocked by a couple fallen trees and not clearly blazed. I had a snack and made an entry in the log.

I nearly walked into a large spider web across the trail, complete with large spider in the middle. Unfortunately, I had to knock it down to get past.

Then I stepped right next to a 4 foot rattlesnake on the trail just before Poor Mountain. The snake moved its head when my foot went down and I saw it, did a very fast two-step down the trail before looking back and recognizing it was a rattler. Apparently the snake was as startled as I and did not have time to rattle a warning. I'm glad it showed restraint. I started paying more attention to the trail.

It was a nice gentle grade trail after Low Gap, following an old mountain road.

I passed and briefly chatted with the SoBo hiker and his parents that I met at Neel Gap as they headed for the Low Gap shelter for the night.

Just as I was getting tired, the trail became uneven and rocky for the last couple of miles to the Blue Mountain shelter. The shelter was very nice with a view on the ridge. Two women from the Raleigh NC area were already there on a section hike to Springer Mountain. They warned me about a hornets nest where they had been stung just past the summit of Rocky Mountain, the next peak north on the trail.

It was a cool night and very peaceful, despite a previous comment from Beat Rap that bears frequented the area.

Continued Page 3

03 October

From: Deep Gap shelter

To: Top of Georgia Hiker Center

Mileage: 4.6

Weather: Cool to mild, sunny and humid

I left the shelter before John, anxious to begin my Nero and catch a daily resupply shuttle into Hiawassee GA at the hostel. Once I reached the busy two-lane road at Dick's Creek Gap, I followed the sign 0.7 miles downhill along the narrow shoulder to the hostel entrance. The hostel is staffed by thruhikers, and Vagabond, a two time AT thruhiker (last when she was 70) got me signed in. I was happy to take a shower and exchange my clothes for hospital scrubs while mine got washed. I also availed myself of the free hot chocolate (3 cups, IIRC) when John arrived. Another couple of hikers arrived that I met at Neel Gap hostel, one a woman flip-flop thruhiker who was heading north like I was, joined by her boyfriend to their finish at McAfee Knob in Virginia (they are from Lynchburg VA). The boyfriend had an injury and they planned to take a day off.

I and the couple took the afternoon shuttle to town, where we had two hours before pickup. I went to an All You Can Eat buffet at Daniel's, which had Gone with the Wind posters and prayer reminders about, and had two rounds of heaping plates of southern comfort food with side dishes and dessert before I felt full. I then went to the nearby Dollar General store to resupply tuna packets, cookies, gummi bears, apple juice and lemonade drink mix before heading back to the pickup point at the Ingles grocery store. I noticed that the older grocery store next door had only a few customers, which was rather sad. John and I shared the bunkhouse. The couple stayed in one of the tiny cabins on the property (same price per person). I had a couple of cups of Neapolitan ice cream a previous guest left in the bunkhouse freezer before bed as my stomach



29 September

From: Gooch Mountain shelter

To: Woods Hole shelter

Mileage: 11.9

Weather: Cool to warm, sunny and humid

I left while the others were having breakfast so I could take advantage of the morning cool.

Lots of small climbs and descents. I stopped at Woody Gap to eat some snacks for lunch. The area had a large parking area, but even so was overflowing with people circling for parking, given it was a pleasant Saturday. I disposed of my trash in the bins provided, always a welcome amenity. There were lots of full water cooler bottles in the parking area, but no dispenser. I didn't want to carry extra water up Big Cedar Mountain anyway, since there were springs further ahead.

More ups and downs, and I was tired and ready to stop when I reached the sign for Woods Hole shelter. It was a relatively flat 0.4 mile walk to the shelter. I heard someone playing spoons to music as I approached the shelter, and it turned out to be Beat Rap, a hiker from Atlanta who frequently hikes this section of the AT.

Barry and Scott arrived a short time later. Beat Rap had mice attack his bear bag stored in a seemingly well-sealed bear box, which gave me a dilemma. All of us ended using the bear bag cables that night instead of the box. Barry uses a Kevlar Ursack, better protection than a bear bag, and lighter but not as secure as a bear canister. I will investigate the options when I get to the Mountain Crossings outfitter at Neel Gap tomorrow.

I'm also lower than I'd like on water. The springs here are only trickles if that. I have about a liter, which should be enough to reach Neel Gap.

Beat Rap also noted that the Whitley Gap shelter that I wanted to reach tomorrow was a long way off trail (1.2 miles) and down a steep slope. The next shelter, Low Gap, is 15 miles and a few significant climbs away. He did tell me about some good campsites along the way, not in the guide.

It was just the four of us at the shelter. Beat Rap slept on the picnic table under the roof as he planned to leave early.

## How to create annotated Screen Images from Windows computers

An easy way to educate people about using applications and making config changes

Part 1 of a 4 part article series: emphasis is on PowerPoint

By John Krout, PATACS member

I have been writing various articles about computer applications lately for PATACS Posts, our club newsletter, during the past two years. Additionally, I have delivered four presentations at the PATACS/OLLI meetings in Fairfax.

For all of these educational efforts, I included illustrations captures from computer screens. I added large-letter annotated and arrows or circles to point out various features and data conditions seen in the application window.

The ability to capture and annotate screen images is very valuable for writing how-to articles, whether you are creating a newsletter article, a PDF for posting on Facebook, or a printed presentation for students in a classroom.

I use Windows 7 and Windows 10 computers. This article concentrates on using PowerPoint . The next article in this article series will concentrate on using LibreOffice Impress.

### SCREEN CAPTURES ON WINDOWS COMPUTERS: START UP THE WAYBACK MACHINE



PrintScreens

Screen capturing is based on a legacy key on Windows keyboards called PrintScreen. Originally the key was intended for printing a screen image to a printer connected directly to an IBM-compatible DOS computer.

.On keyboards with limited space available, the label for the PrintScreen key is sometimes abbrevi-

-ated. For instance, on recent Dell laptops, the label is PrtScr. On my Toshiba laptop, the key is labeled PrtScr and that label is colored blue. On that computer, to use that key, I have to hold down the blue FN key and tap PrtScr.

Where the key label is colored white, you can capture *any* screen image and copy it to the Windows Clipboard, a temporary storage area in memory. You have probably used the Clipboard many times: it is the place where cut or copied material of any type (text, numbers, spreadsheet formulae, etc) is stored until it is pasted to a destination

Here is the overall four-step process for capturing and annotating the screen image in a nutshell:

**Capture the screen image** into the Clipboard, **Paste** the image into an application for image display and annotation, such as PowerPoint, use that application to **Annotate** with labels and perhaps circles and arrows, and **Export** the annotated image as an image file, such as a JPEG or PNG file.

You will see annotations on many of the illustrations in this article.

The Export step is useful primarily if you are preparing illustrations for an article to be published. If you are preparing slides for a live presentation, then you can skip Export.

### THE CAPTURE STEP

There are two keystroke combinations you can use to capture all or part of a Windows computer screen, depending on what you want to capture:

**PrintScreen:** captures everything visible on the computer screen

**Alt+PrintScreen:** captures the current selected window. Hold down the ALT key and, while holding down that key, tap the PrintScreen key.

Both capture the screen image to the Windows Clipboard, enabling you to paste the image into any program capable of using

Continued Page 5



Images such as Word, PowerPoint, Paint, and so forth.

While developing this article, I found that Alt+PrintScreen forced menus to close. My only option for capturing images of menus was to capture the entire screen, including the menus, with PrintScreen.

## POWERPOINT METHODS

The basic idea is to make the captured image appear in PowerPoint. Here I use PowerPoint 2013 as an example.

The one caveat about using PowerPoint 2013 is that, when you use the normal default slide size, PowerPoint exports each slide as a very low resolution image, much lower resolution than your screen capture.

The effect is to make most text captured in the screen image unreadable.

The only way I have found to change that PowerPoint behavior is to use a very large custom slide size.

I use 30 inches wide and 20 inches tall. On that size, I can insert a screen capture image file at full resolution, and leave plenty of room to add annotations.

During the Export process, PowerPoint exports a JPG or PNG file with good resolution so all the captured screen text is readable.

Here is how to increase slide size in PowerPoint 2013:

In the top menu bar, click on Design. The Design menu bar appears.

There is a menu choice called Slide Size on the far right.

As shown in **Illustration 1** (captured with Print-Screen), when you click on the Slide Size choice, a pulldown menu appears.

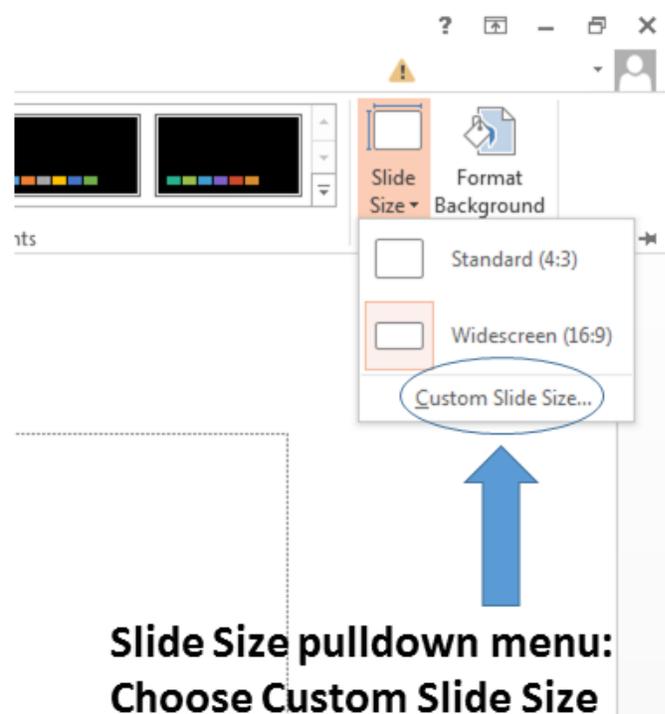
The menu contains three choices:

Standard (4.3)

Widescreen (16:9)

Custom Slide Size

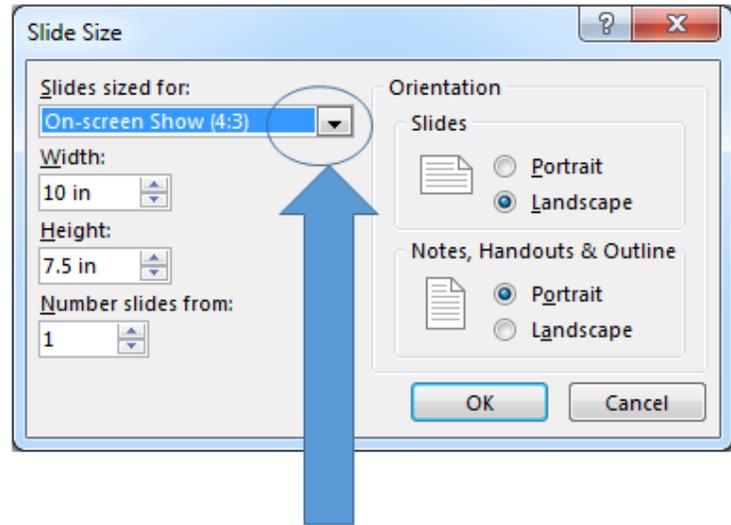
In that menu, click on **Custom Slide Size**.



**Illustration 1**

Continued Page 6

A Custom Slide Size dialog window opens, as shown in **Illustration 2** (captured with the ALT+Printscreen key combo). Notice that it has fields on the left specifying the current Width and Height of a slide. Also note the down arrow (circled).

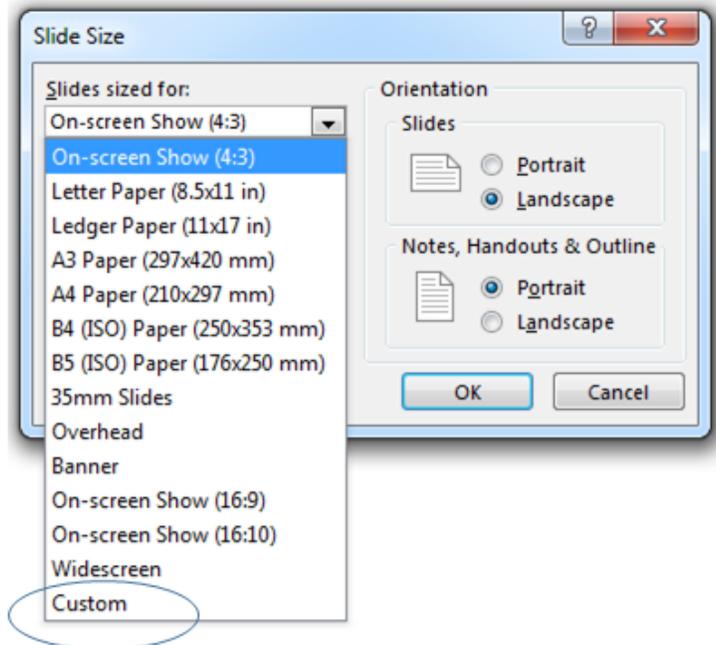


**Slide Size dialog box:  
Click on the down-arrow**

**Illustration 2**

Click on the down-arrow. As shown in **Illustration 3** (captured using Printscreen keystroke and then cropped), the dialog window displays a pulldown menu with various preset slide sizes plus the Custom size setting which you can choose for creating your own slide size.

Choose Custom from the pulldown menu.



**In the pulldown menu,  
select Custom**

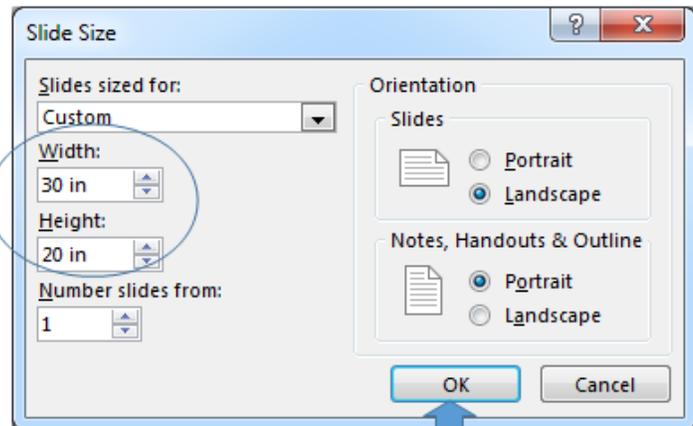
**Illustration 3**

Continued Page 7

As shown in **Illustration 4**, enter 30 inches in the Width field wide and 20 inches in the Height field. When done specifying the custom slide size, click the OK button at the bottom of the dialog window.

You may also start with a blank slide, rather than a pre-formatted slide. Click on the slide, and tap Ctrl-A to select all of the slide's contents. Then tap the Delete key. Done.

Now you can capture a screen image and paste that image to your first slide where you can apply annotations. unless you're capturing from PowerPoint itself, you probably want to minimize PowerPoint. In the upper-right corner of the PowerPoint window, tap the - button to iconize PowerPoint. It is still running but does not occupy screen space until you click on the PowerPoint icon in the task bar at the bottom of the Windows screen.



**Change Width to 30 inches**  
**Change Height to 20 inches**  
**Click the OK button**

**Illustration 4**

## THE PASTE STEP

The following assumes you have done a screen capture using the PrintScreen key.

Click on the Home button in the PowerPoint menu bar. That opens a more detailed Home menu bar, with Paste on the left. You can use the Paste menu to insert the current Clipboard contents into the current slide. Alternatively, you can skip the Home menu completely, and instead tap CTRL-V to do the same thing.

When you need to add more slides for later screen captures, click on the Insert button in the menu bar. The Insert menu bar appears and, on the far left of that menu bar, the New Slide button enables you to insert a new slide using any one of a variety of templates. I always use the blank template.

Note also that each new slide will be the same custom size that you set initially, so you do not have to set the size of each slide individually.

## THE ANNOTATION STEP

Various image editing applications enable you to annotate images. However, I suggest using PowerPoint or LibreOffice Impress, a PowerPoint clone. I think that approach is the easiest way to do those annotations. Many readers already have PowerPoint, and LibreOffice is a free download.

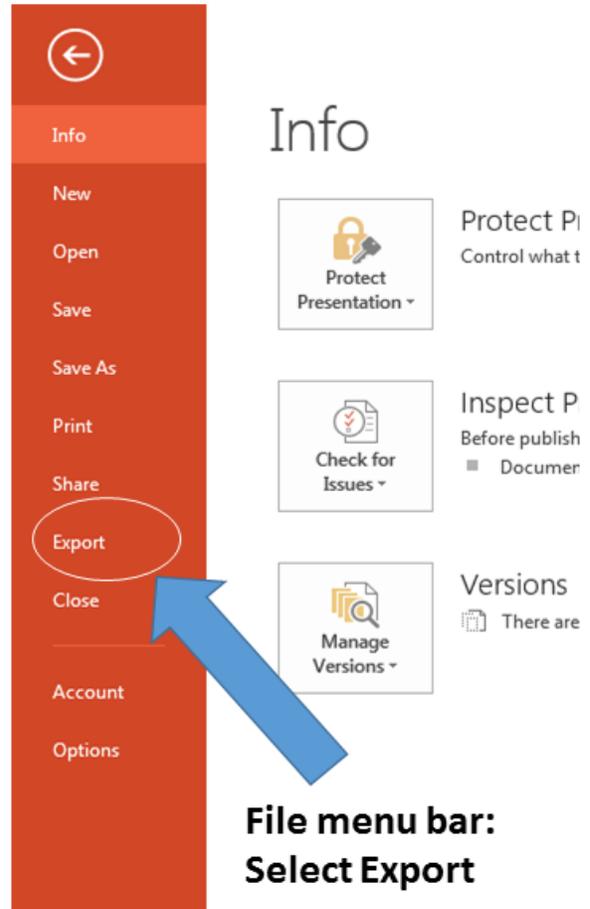
Continued Page 8

Using those programs, after setting the slide size and then pasting a screen capture into the enlarged slide, I insert Text Boxes and Arrow Shapes to annotate the important features of each screen capture. The illustrations accompanying this article are examples. In PowerPoint, a right-click on the photo enables you to crop the photo. I did that for all the illustration included in this article.

### THE EXPORT STEP

Since we intend to save each file as an image file, we do not use the standard method of saving a slide deck. Instead we Export each annotated image slide to an image file. To do that, click on the word File at the far left of the menu bar. A new screen appears with a menu bar at the left, as shown in **Illustration 5**.

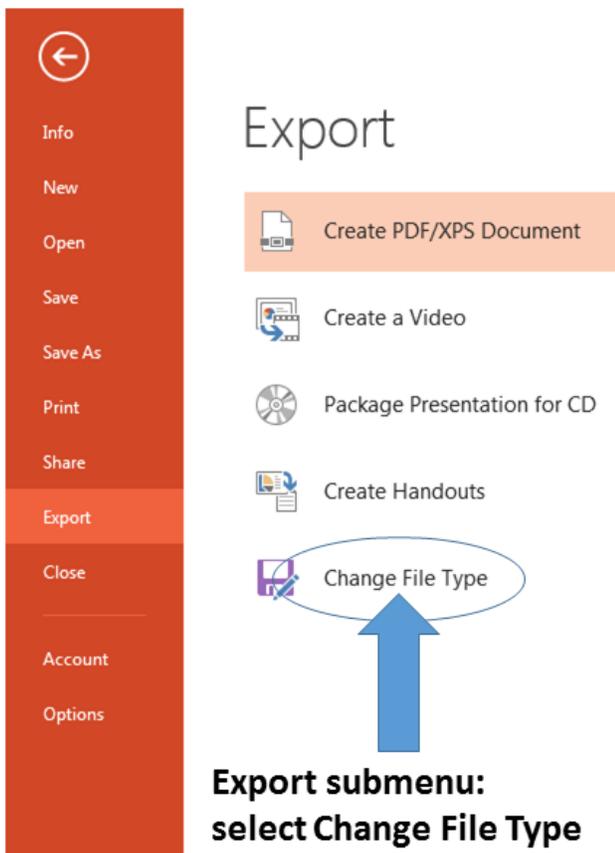
Note that the word **Export** appears just above Close in the vertical list on the left.



**Illustration 5**

Click on the word Export. You will see the Export submenu and options shown in Illustration 6.

The Export submenu includes several primary choices. The one at the bottom is Change File Type. Click on that choice.



**Illustration 6**

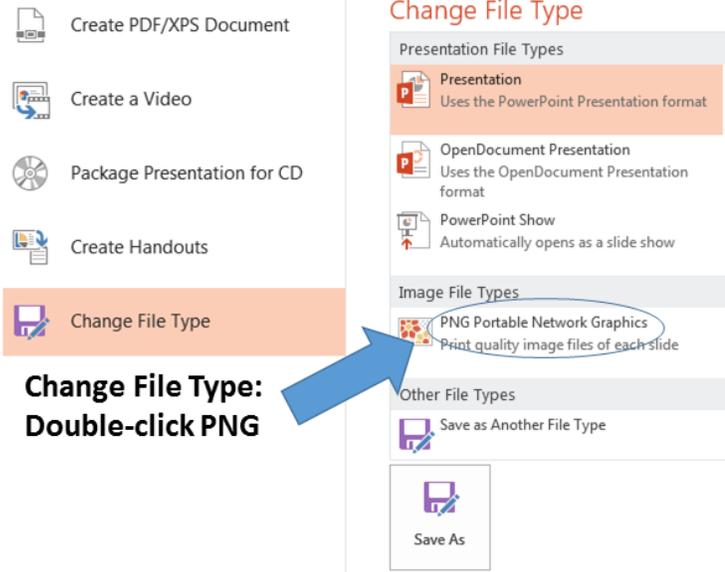
Continued Page 9

To the right, as shown in **Illustration 7**, there are various file types listed, including Image File Types. Under that heading, **double-click on PNG file type**. It is important that you double-click because that action forces PowerPoint to export using that PNG file type.

PNG, by the way, is a lossless file type, unlike JPEG which is lossy, meaning not all of the pixels in the original image will be contained in the exported image.

Here, PowerPoint presents the standard Save As dialog box, so you can pick a hard drive folder in which to save the annotated image file, and you can assign a file name to the annotated image file. When you have done that, click on the OK button to close the dialog box and

## Export



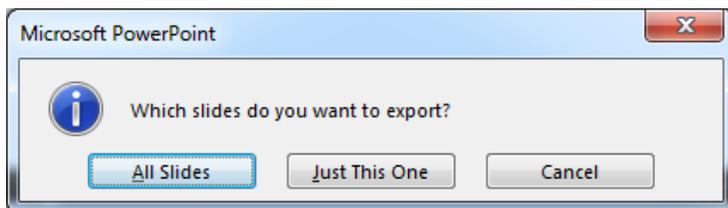
**Illustration 7**

One last dialog window opens, asking whether you want to export all slides, or just the current slide, or cancel the export. That dialog window appears in **Illustration 8** (captured with the ALT-Printscreen keystroke combo). Click on the Current Slide button in the center of the three buttons. This enables you to assign a distinct image file name to each annotated image.

At that point, your annotated image is stored as another image file.

Since the entire slide is saved, you almost always have white space around the screen capture image and its annotations. You can crop to remove that white space using Paint or any other image editor application.

Next (November) in this article series: slide sizing and exporting using LibreOffice Impress.



**Illustration 8**

# Thank You!!!

## Many Thanks!!!

PATACS is the wonderful organization we all experience because of our many exceptional volunteers.

Thank you very much to two of our retiring volunteers.

Ruth Ruttenberg and Bill Walsh are retiring as Treasurer and Secretary, respectively, of our Society. We're extremely grateful to them for serving our members in vital roles that keep the organization humming along.

Ruth volunteered last year to relieve me as acting Treasurer while I was wearing two hats.

Bill Walsh has served as Secretary for 12 years in PATACS and NCTCUG, and also filled that role in WACUG for years before our merger in 2012.



## WACUG HISTORY

I have been a member since the 90's. What has prompted this request for information: When going through a stack of old papers, I found an email from 2003 when I was the president. I think that Bob Mason was president before I was and Geof Goodrum was the following president.

Some history: PATACS was formed in May, 2012, with the re-naming of the National Capital Technology and Computer User's Group, Inc. (NCTCUG), into which merged the Washington Area Computer User Group, Inc., or WACUG. These groups had been sharing equipment and programming resources for more than ten years, and had several officers and directors in common at the time of the merger.

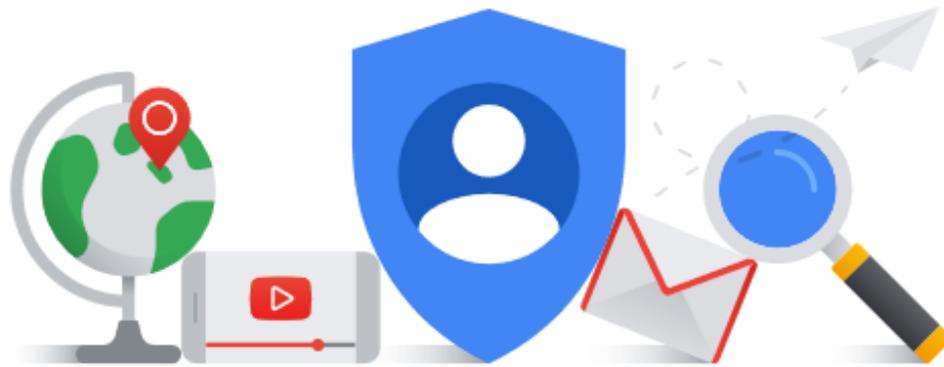
NCTCUG was founded in May, 1978, as the Tandy Computer User's Group, shortly after Radio Shack's TRS-80 Model I computer was introduced. That name was revised in 2004 to reflect the reality of computer technology today. For a bit of (personal computer) historical perspective, the Commodore 64, Apple II and the TRS-80 were all introduced in 1977, *four years* before the IBM-PC hit the market.

WACUG was originally formed in the early '80s to support the venerable Commodore 64. WAC expanded its scope over time to include the Amiga line of computers and IBM PC compatibles, Linux, and open source software.

Unfortunately much of the WACUG history pre-2012 seems to have been lost. Do you have any of the WACUG history details?

Please send them to [editor@patacs.org](mailto:editor@patacs.org) and we can include the information in a future newsletter.

Thank you.  
Kathy Perrin



### **Gmail has a new interface**

**Matt Batt, President,  
The Computer Club, Florida  
www.scccomputerclub.org  
mbatt453 (at) gmail.com**



Gmail is now the most popular email service with over 1 billion users. Google has recently released a new modern on-line interface for Gmail usage. Users can switch to the new Gmail interface via the gear icon on the top right corner of the old interface. Matt brought it up to review what it looked like and found himself using it more than the Microsoft Outlook program he usually uses for email.

It has new security features, a convenient design and lots of new capabilities.

In the security area, Google claims it has improved security against scams and malware and can prevent more than 99.9% from reaching your inbox. You can set expiration dates for emails by sending a link to a message that won't work after a certain amount of time. You can prohibit the copying, forwarding and printing of your emails.

When you have an email open, icons for functions such as Archive, Report as Spam, Delete, Print and Mover are conveniently placed by the top of the display. Reply, Reply All and Forward are at the bottom of the email. Attachments will also display as small and easily accessible tiles below the email.

The new design provides quicker access to email related functions. If you hover over any email in your inbox, you'll see icons that let you Archive, Delete, Mark as Read or Snooze the email so that it is hidden from the inbox until you are ready to reply to it.

There is a new feature called "smart replies," which allow users to choose from suggested responses to an email. Gmail is analyzing your incoming email and framing an answer you can use as a short answer with just a click. You can set reminders to respond to certain emails.

Matt uses Google Tasks as a To Do List and Google Calendar as his electronic calendar. Matt is especially impressed by new side panel in the Gmail interface that lets me drag an email into the Tasks Side Panel. When he drags it, it is immediately added to his Tasks List as a Task. If he puts a date on the Task when he drags it over, it is also automatically added to his Calendar. Now that is very useful and convenient integrations of email, calendar and tasks.

Be sure to give it a try! Matt hopes you like it as much as he does.



**FREE 2018 Fall  
VIRTUAL TECHNOLOGY  
CONFERENCE (VTC)  
SATURDAY, November 3  
1:00 pm – 4:00 pm ET / 12:00 – 3:00 CT  
11:00 – 2:00 MT / 10:00 – 1:00 PT**

Attend APCUG's November 3, 2018 Virtual Technology Conference (VTC) from your own home, invite some of your members to join you, or have a Technology Tailgate Party with your club members!

You only need to register once; you do not need an Eventbrite account to attend the conference. Before the VTC, you will receive an email with directions and links for attending both conference tracks.

When you attend the conference, please sign in with the first name and last name you used to register for the VTC.

### [Register at Eventbrite](#)

You can attend using your computer or tablet with Zoom software. The sessions are 50 minutes in length and offer attendees the opportunity to ask questions via a chat window.

Make sure you have the latest version of Zoom for your device. "Zoom Client for Meetings - The web browser client will download automatically when you start or join your first Zoom meeting and is also available for manual download here. " <https://zoom.us/>

### [download](#)

For detailed information about the presentations, including the presenters' bios click [here](#).

If you would like further information or have questions, please send an email to [virtualconferences@apcug.org](mailto:virtualconferences@apcug.org)

### **TRACK 1 1:00 PM ET**

#### **If it's Connected, it needs to be Protected!**

Bob Gostischa, Avast Evangelist

Learn why and how things that are connected to the Internet need to be secured and protected. Bob will explain how the current dangers that face us every day can affect the device itself, our privacy, network, and more. He will also share what he uses to keep his computers, smart devices and other connected things that are a part of the IoT secure.

This presentation covers: Computers (Windows and Mac), Tablets, Phones and the IoT (Internet of Things).

#### **2:00 PM ET Cut the Cord, Things to Consider Before Firing Your Cable Company**

Hewie Poplock, Central Florida Computer Society Windows SIG leader; APCUG Representative

There are many reasons to cut the cord. Most do so to save money. Others do it to have better choices and just to be able to fire their cable company. There are many choices of products and equipment, as well as services that are now available to let us change the way we have done things in the past. Hewie will talk about over the air and over the Internet services, including the many ways to fulfill your wants and needs as to TV viewing. He will include information about Broadband and even Internet home phones.

This presentation will help you understand many of the newest possibilities for TV viewing and what to look for to satisfy you and your family.

Be prepared to have a lot of the confusion make some sense and to determine if it may be the move for you soon.

TV, as we know it will disappear in the next few years and you will understand what is happening and what choices are available now and what to look for down the road.

Continued Page 13

**3:00 PM ET Excel Magic**

Alan Salmon, ASc, FCPB, PHF  
 President, Alan Salmon & Associates Inc.  
 Founder, K2E Canada Inc.

Excel is the tool of choice for analyzing and reporting financial data, yet many use time consuming and error-prone processes to complete everyday tasks. In this webinar, you will learn countless tips, tricks, and techniques to improve your general level of productivity, reduce the amount of time you spend on mundane tasks, such as formatting, and customize Excel for greater accuracy and efficiency.

**LEARNING OBJECTIVES**

Upon completing this webinar, you should be able to:

- Identify situations in which various Excel features can increase productivity and apply each of these techniques in context, such as Freeze Panes, Split Windows, selecting cells with special characteristics, AutoCorrect, the Office Clipboard, and Paste Special Implement tools and techniques for formatting data in Excel, including multiline column headings, the Accounting Format, custom date and number formats, and Conditional Formatting
- Customize Excel's user environment, including the Ribbon and the Quick Access Toolbar, adjust Excel's Options to improve efficiency, and create and use Templates to increase efficiency and productivity
- Utilize various formula building tools to create formulas more efficiently and create various types of formulas, including formulas, to manipulate text and dates, formulas containing VLOOKUP and HLOOKUP functions, formulas that contain conditional calculations, and formulas that contain circular references.

**TRACK 2 1:00 PM ET****Take Control of Your Passwords**

Joe Kissell, Publisher Take Control Books

Password overload has driven many of us to take dangerous shortcuts.

If you think ZombieCat12 is a secure password, that you can safely reuse a password, or that no one would try to steal your password, think again!

Learn how to overcome password frustration while keeping your data safe.

**2:00 PM ET Hands-on Demo – Windows 10, October Release**

Bill James, Vice President, Computer Club of Oklahoma City; Advisor, Region 8

From a rollout that was quickly pulled due to users missing data after the install, to the 'fixed' version being sent to the Insider community to see if they have any problems with the 'fixed' version, to the October version finally being released to the world,

Bill, who has been part of Microsoft's Insider program for many years, will give a hands-on demo of what's new in version 1809.

**3:00 PM ET Digital Literacy with TechBoomers**

Steve Black, TechBoomers Founder and CEO

Techboomers.com is a free educational website that teaches older adults and other inexperienced Internet users with basic computer skills about the most popular and useful Internet-based products available that can help improve their quality of life.

TechBoomers' tutorials and articles cover: Shopping Online, Online Entertainment, Social Media Websites and Apps, Useful Websites and Apps, and Technology Basics.

Use the tutorials for SIG meetings, a hands-on presentation at your club meeting, or turn the tutorial into a PowerPoint presentation to give at your user group meeting.



## Organize your Apps on your iPhone and iPad

By Jim Cerny, Instructor, Sarasota Technology Users Group, Florida STUGMonitor  
www.thestug.org jimcerny (at) aol.com

### iPad Screen



Are you enjoying your iPhone and/or iPad? Quite amazing devices and they offer so much. Going to the App Store and downloading a free app (game, news, entertainment, whatever) can be fun. But what happens when you have several “home screens” on your device with too many apps? Well, you can organize them onto different screens and into “folders” or groups! This is a great way to keep those apps you need handy.

Let’s begin with the basic ways to move your app icons to different home screens. Pick an app, any app, touch your finger to it and hold it there for a moment – and ALL the app icons on your screen will start to wiggle. (Most will have a little “X” in the upper left corner of the icon). Now touch and hold on any app and you can DRAG it with your finger to any other location on that screen or to any

or to any other screen by dragging it to the left or right edge. Your device can have several screens of apps. When you are on a screen, look toward the bottom for a row of dots. One dot will be white, and the other gray dots indicate the number of screens you have that contain app icons. The farthest screen to the LEFT is really a control or notification screen and it does not contain app icons. When you have moved the app icon(s) you want to different places, press the “Home” button and that will stop the apps from vibrating and you will be good to go. Remember, you can only move the apps around when you are in “vibrate” mode.

Please practice this a few times and get used to being able to move an app icon to a different screen. You can also move it down onto the bar at the bottom of the screen. This bar, called the “dock” and the apps on it, are always “on top” of any app home screen. The “dock” can only hold a few apps. When you download a new app, it will appear on the first screen that has space for it. Once you find it, you can drag it anywhere you want.

Now here is the helpful fun part – you can put several app icons into a FOLDER. To do this, perform the above, but instead of moving or dragging the app to another place, drag it ON TOP of another app! This will open and create a new folder on that screen which will now contain BOTH apps. Do not let up with your finger until you see that gray folder appear. While the apps are still shaking, touch the text in the rectangle above the folder, and you can change the folder name to anything you want. This is a great way to organize your apps.

You can now drag apps into and out of that folder. If you want to change the folder name, touch and hold on any app to get them to vibrate, then go to the folder and touch on the name to change it. And, to really give you lots of room for many apps, each folder can have multiple screens as well! To delete a folder, simply move all the apps out of it. So, by using these simple moves, you can organize many apps into named folders on the screens any way you want. Now that you know how to organize them, you can download more free apps!

**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](mailto:president(at)patacs.org)  
**1st Vice President:**.....Ron Schmidt, 301-577-7899, [director11\(at\)patacs.org](mailto:director11(at)patacs.org)  
**2nd Vice President, Membership Chair:**.....Mel Mikosinski, 703-978-9158, [director4\(at\)patacs.org](mailto:director4(at)patacs.org)  
**Secretary, Meeting Setup:**.....Bill Walsh, 703-241-8141, [director14\(at\)patacs.org](mailto:director14(at)patacs.org)  
**Treasurer:**.....Ruth Ruttenberg, 703-511-9028 [treasurer\(at\)patacs.org](mailto:treasurer(at)patacs.org)  
**Director, APCUG Liaison:**.....Gabe Goldberg, [director10\(at\)patacs.org](mailto:director10(at)patacs.org)  
**Vendor Liaison:**.....Volunteer Needed  
**Directors: (<http://patacs.org/boardpat.html> )**..... Roger Fujii, Gabe Goldberg, Mel Golfarb, Leti Labell, Jim Rhodes, Melvyn Sachs, Charles Throneburg, Nick Wenri, Steven Wertime  
**Windows Support:**..... Jim Brueggeman, 703-450-1384, [windows\(at\)patacs.org](mailto:windows(at)patacs.org)  
**Newsletter Editor:**.....Kathy Perrin, [editor\(at\)patacs.org](mailto:editor(at)patacs.org)  
**Columnist:**.....Lorrin Garson, [newslettercolumnist\(at\)patacs.org](mailto: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 are 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](mailto: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/membershippat.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

TEMP-RETURN SERVICE REQUESTED

# First Class

AFFIX  
FIRST  
CLASS



## OCTOBER 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

Free Admission Bring a Friend!

**Arlington: Carlin Hall Community Center**

X 5711 4th Street South

xxxxxxxxx Arlington, Virginia 22204

**Fairfax: Osher Lifelong Learning Institute**

4210 Roberts Road

Fairfax, Virginia 22032

SUN	1 MON	2 TUE	3WED	4 THUR	5 FRI	6 SAT
			7-9 pm xx xArlington xxx Program			
7	8	9	10 7-9pm xOnline Zoom xxxxxMeeting	11	1	13
14	15 7-9pm x xxxxx Board xxx xx Meeting xxx xx Arlington	16	17	18	19	2012:30-3:30pm xxxxx Fairfax xxxxx General xxxxx Meeting
21/28	22/29	23/30	24 7-9pm xxxxx Arlington x Tech & PC xxxHelp Desk	25	26	27 December Newsletter xx Articles Due