

PATACS/OPCUG

3rd Saturday, October 20

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

Meeting 1:30 PM

**The Role of Technology in Understanding
 Perspectives on Aging and Health**

**by Dr. Amanda Lazar,
 College of Information Studies
 University of Maryland College Park**



Technology for aging is often approached as a solution for cognitive or physical impairment which can consider health conditions as problems while neglecting positive aspects of older adulthood. I will

describe ways technology can enrich the experience of growing older.

Amanda Lazar, an Assistant Professor in the College of Information Studies at the University of Maryland, College Park researches in the areas of Human-Computer Interaction and Health. She designs and studies technologies to improve quality of life and social connectedness for older adults and people with dementia. Her studies are funded by the NSF and NIDILRR. Dr. Lazar received her PhD from the University of Washington in the Biomedical and Health Informatics program and her undergraduate degree in Electrical Engineering at the University of California, San Diego.

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**Learn in 30:
 What Channel is That On?**

Presented by Paul Howard

What channel do you watch for your favorite TV shows? Chances are, it isn't what you think, and there's a very good chance it's moving. This will make space for wireless carriers to send more data, video and other information to your cell phone, tablet, and for innovative technologies to emerge. Learn about the FCC Spectrum Auction, and its impact on your local TV stations. But that's not all. Religious institutions, theater groups, and organizations like OLLI are estimated to be hit in the pocketbook to the tune of \$300 million.



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How to Create Annotated Screen Images From Windows Computers

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

Part 2 of a 4 part article series:
emphasis is on LibreOffice Impress

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, 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. The part 1 article in this series concentrated on using PowerPoint. This part 2 article concentrates on using LibreOffice Impress. LibreOffice, a free download, provides office applications for processing, spreadsheet, database, slide deck presentations, and other productivity needs. Impress is the near equivalent of PowerPoint.

Here is a recap of the overall process for capturing and annotating the screen image in a nutshell: **Capture the screen image** into the Clipboard, **Paste** the image into an application such as Impress for annotation, 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.

This article focuses on the Paste step and Export step methods of Impress.

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.

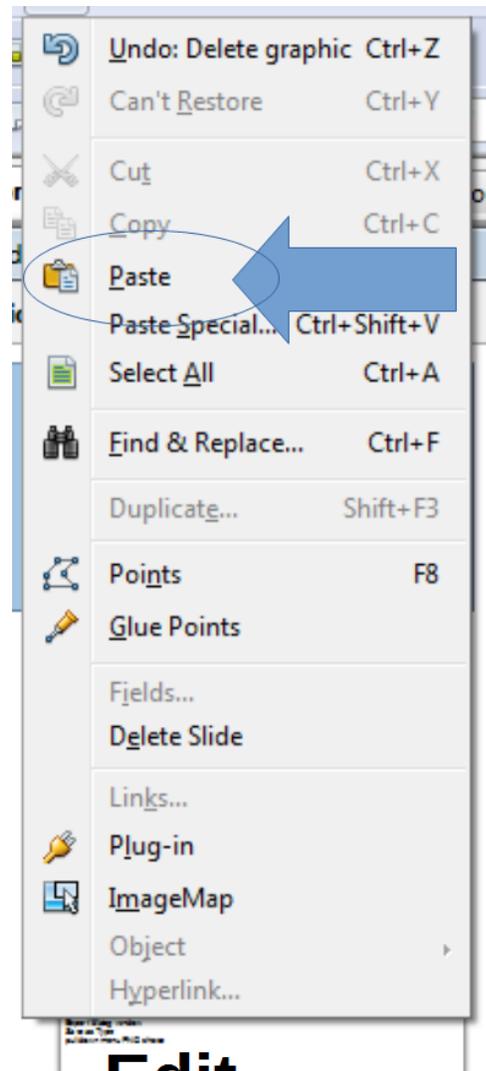
Impress Methods

The basic idea is to make captured screen image appear in Impress. I will use LibreOffice 6 as an example.

THE PASTE STEP

The following assumes you have done a screen capture using the Print-Screen key. That screen image temporarily resides in a Windows Clipboard.

Click on the Edit button in the impress menu bar. That opens a drop-down menu, with Paste included, as shown in **Illustration 1**. You can select menu to insert the current Clipboard contents into



Edit menu Paste choice

Illustration 1

Continued Page 3

the current slide. Alternatively, you can skip the 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 dropdown menu appears, and the very top choice is New Slide. That choice enables you to insert a new slide. The slide has two pre-defined text boxes. You can delete both quick by tapping Ctrl-A to select both and then tapping the Delete key.

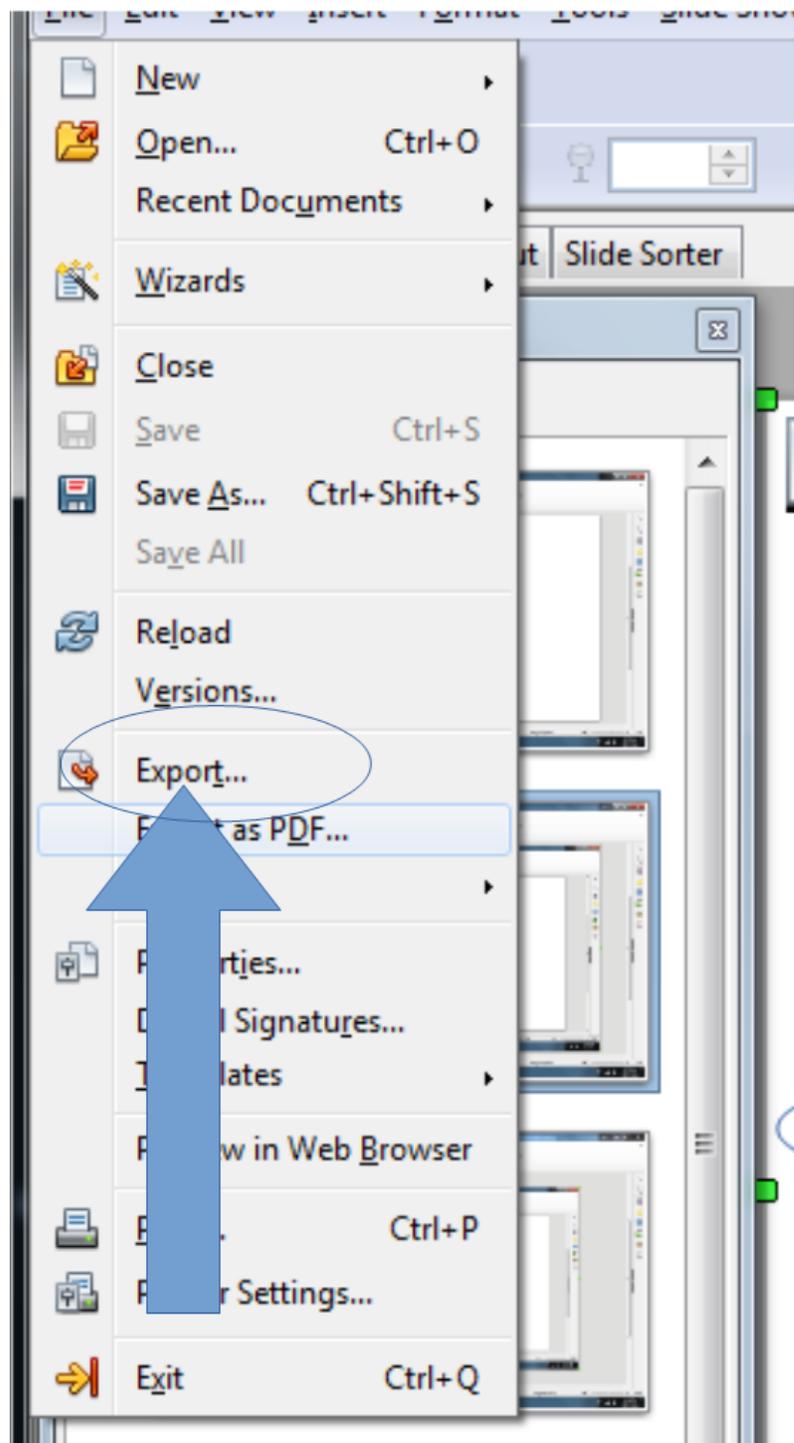
THE ANNOTATION STEP

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.

THE EXPORT STEP

Unlike PowerPoint, Impress allows you to export only one slide at a time to an image file. If you annotate several screen captures, each on a separate slide, then you will have to select and then export each individual slide. If, for instance, you have five slides, then you will export a total of five times.

Since we intend to save each slide 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 dropdown menu appears including the word Export, as shown in **Illustration 2**.



Export ... in File menu

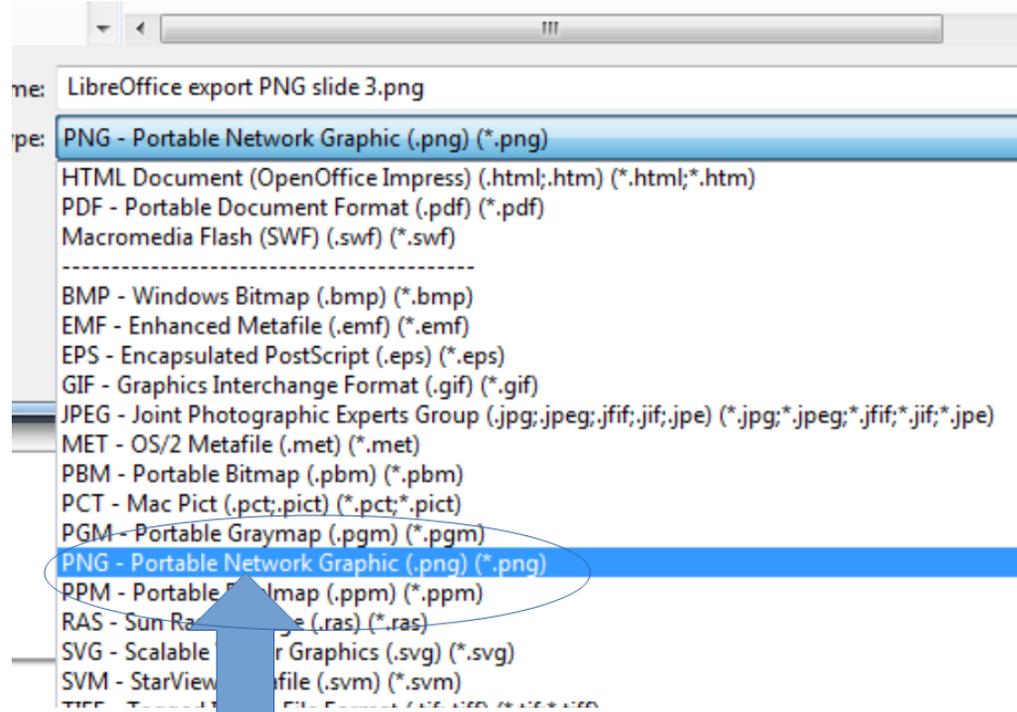
Illustration 2

Continued Page 4

Click on Export.
 You will see the Export dialog window appear. In that dialog window, you will see the familiar File name field, and below that a field labeled **Save as type**. First type your file name into the File name field. Then tap the down arrow at the right side of the Save as type field to see a dropdown menu of available graphics file types. This menu is shown in **Illustration 3**.

The most useful choice is PNG, an acronym for Portable Network Graphics. The arrow in the illustration points to that choice in the menu. PNG is a lossless file type, meaning every pixel of the screen capture and the annotations and arrows you add will be exported to the image file (unlike JPG, which is lossy). Select PNG in the menu.

Then click on the Save button at the bottom of the window.



Export dialog window Save as Type pulldown menu PNG choice

Illustration 3

At this point, Impress closes the Export dialog window and opens PNG Options window, as shown in **Illustration 4**.

Like PowerPoint, Impress lets you control the output file resolution indirectly, by controlling the image size in inches within the PNG Options window. To get a useful resolution roughly equal to the original screen image resolution, I increase the Width field to 30 inches, and then click on the OK button at the bottom of the window.

That's all it takes. The slide you selected is then exported as a PNG image file to your hard drive, flash drive or other storage.

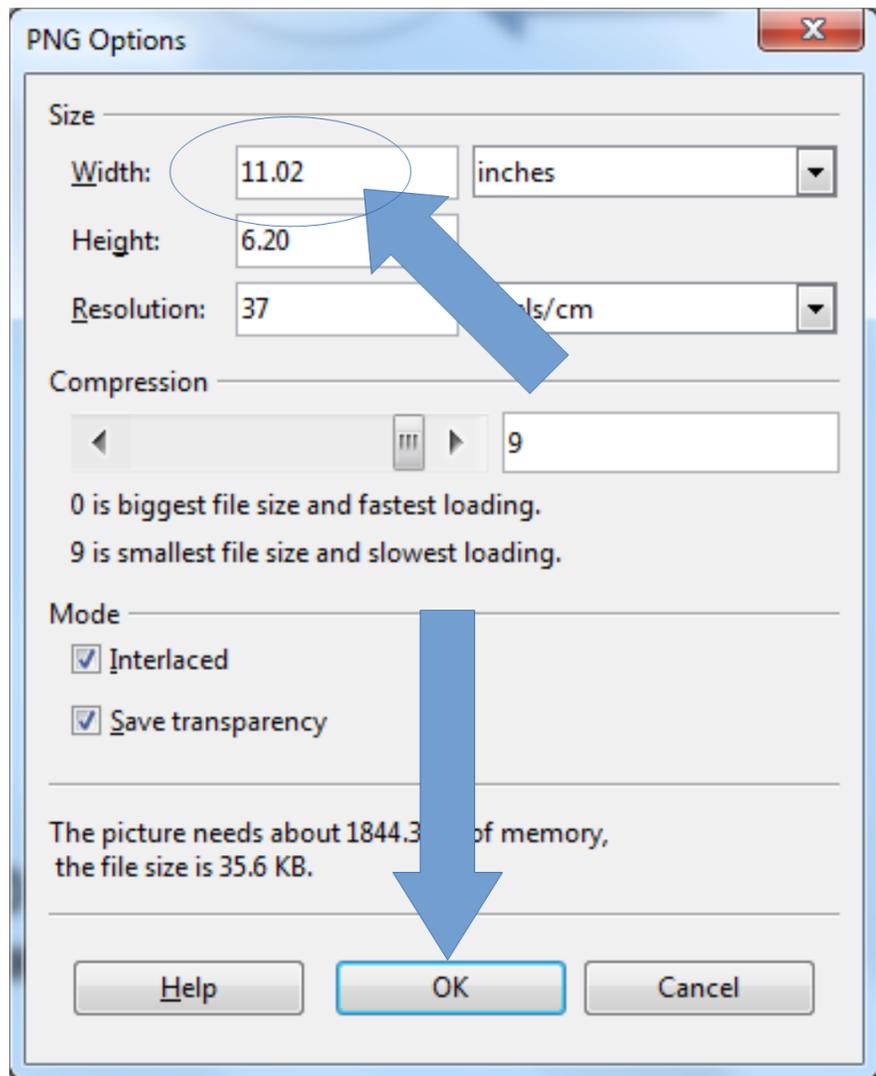
Since the entire slide is saved, you almost always have white space around the screen capture image and its annotations. You can crop to remove that white space using Paint or any other image editor application.

Repeat this Export process for each slide containing an annotated screen image.

Next in this series is an article explaining ways to capture screen images on an iPhone.

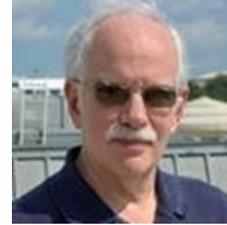
ABOUT THE AUTHOR

John Krout was employed in the late 1980s for a few years as a developer and presenter of computer education courses before earning his masters degree in computer science and becoming a software developer. During that time he first learned the processes for creating annotated screen images described in this article. He began doing smart phone screen captures only within the last few years when smart phones became widespread. Today he is employed as a technical writer for a major contractor supporting a large multi-server computer system of a major federal agency.



**Change Width to 30 inches,
then click OK button**

Illustration 4



Gabe Goldberg, Advisor

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REGION 2

Gabe Goldberg is the Region 2 representative to APCUG. Region 2 includes DC, Delaware, Maryland, North Carolina, New Jersey, Pennsylvania, and Virginia. We are fortunate to have such dedicated volunteers. Thank you, Gabe.

APCUG is not a part of, nor a representative of any manufacturer, product, reseller, dealer, consultant, or business.

The October APCUG agenda:

- 0.1 Planning 2019
- 0.2 Please Add Me to Group Lists
- 0.3 Be an Amazon Affiliate to Earn Free Money
 1. Fall November 3 VTC
 2. 2018 Annual Meeting
 3. 2018 Q4 Reports

www.apcug2.org

www.facebook.com/APCUG

www.twitter.com/apcug

www.youtube.com/apcugvideos



Washington Apple Pi

A Community of Apple iPad, iPhone and Mac Users

**Join Local Apple Group's
Online Discussion -- Free and Friendly!
By Gabe Goldberg**

I recently discovered another online resource, a list focused purely on all-things-Apple. I attended a meeting of a local Apple group -- National Capital Apple Macintosh Users Group -- <http://www.nca-mug.org/> at the DC Cleveland Park library—accessible by Metro. Meetings are free and so is membership. In fact, joining the group consists of simply subscribing to the

mailing list which is also free. That's linked here: <https://groups.yahoo.com/neo/groups/NCA-MUG/info>

The list is very low key -- I've seen from zero to perhaps five posts a day. I've enjoyed and learned from posts and have chimed in. Communities are best when more people participate -- so c'mon in , the discussion is fine.

Washington Apple Pi (WAP) www.wap.org
<https://www.meetup.com/Waporg/>

An Afternoon Learners SIG featured around the room introductions and chat with Digital Media Professional Alexis Weathers, who talked about her work in website building, video editing, email marketing and social media. Her LinkedIn profile features the slogan, "Digital media therapy for your growing business needs."

Since this was the day after Apple's September reveal, time was spent unpacking it; two short clips were played talking about the new hardware.

iMore - Renee Richie & Lori Gill shorter clip -- <https://youtu.be/BCK7ahDuHrw> Dieter Bonn (Vox Media) - a bit longer clip -- https://youtu.be/ji4e8YM_W88

People also talked about the move to #bezzelless - where the screen goes right to the edge of the phone - it was observed that this is future looking - once accustomed to it, we won't want to go back.

The group also viewed an updated "Media Bias" chart -- a good one to keep in mind as we continually try to find common themes with people who have different viewpoints! https://www.adfontesmedia.com/wp-content/uploads/2018/08/Media-Bias-Chart_4.0_8_28_2018min.jpg.

The chart's methodology is described at <https://www.adfontesmedia.com/how-ad-fontes-ranksnews-sources/>

Members shared apps and tips, including the native Compass iOS app, and a level app, called iHandly Level, <https://itunes.apple.com/us/app/ihandly-level/id299852753?mt=8>.

The group reviewed how to customize the iOS Control Center and using 3D Touch to access extra app options.

Most Pi meetings -- presenter, screen, and Q&A -- are recorded and can be replayed with live narration.

This allows smooth demonstrations and presentations tailored for the audience. It also makes it easy to pause to take questions, replay something for discussion. Videos are available on YouTube and use "CNN" layout for split-screen Q&A.

The Pi is fortunate that its frequent meeting site, George Mason University, features blindingly fast Internet connection.

The Pi is imaging old journals for member reference and always beginning meetings with engaging/informative Q&A.

The Mobile Lifestyle SIG offers freewheeling Q&A and learning about iPad/iPhone matters.



<http://www.saferinternetday.org>

Safer Internet Day (SID) is organized by the joint Insafe/INHOPE network, with the help of European Commission*, each February to promote safer and more responsible use of online technology and mobile devices, especially among children and young people.

Continued Page 8

Celebrated on the second day of the second week of the second month, each year on Safer Internet Day thousands of people join together to participate in events and activities to raise awareness of online safety issues, right across the globe.

The online safety landscape has evolved over recent years from a focus on creating a 'safer' internet to creating a 'better' internet. Whether we are children and young people, parents and carers, educators or social care workers, or indeed industry, decision makers or politicians, we all have a role to play.

In championing a better internet, the theme aims to encourage people to play their part in making the most of the positive opportunities offered online, while giving them the resilience, skills, knowledge and support they need to navigate any online risks they may come across.

There are ways in which we can all contribute: Children and young people can help to create a better internet by being kind and respectful to others online, by protecting their online reputations (and those of others), and by seeking out positive opportunities to create, engage and share online.

They can help to respond to the negative by being 'helpful bystanders': supporting peers if they encounter issues online, taking a stand against cyberbullying, and reporting any inappropriate or illegal content they find.

Above all, children and young people should be encouraged to take their stand as digital citizens of the future – participating in debates on the future of the internet, and making their voices heard.

Parents and carers can help to create a better internet by maintaining an open and honest dialogue with their children about their online lives, by supporting them with their personal development online and helping them to deal with any concerns or issues, seeking out positive opportunities to engage with their children online, and helping their children to find and use good quality digital resources. They can help to respond to the negative by staying engaged with their child's

online activity (as appropriate to their age), by modelling positive online behaviours themselves, and by also reporting any inappropriate or illegal content they find.

Educators and social care workers can help to create a better internet by equipping children and young people with the digital literacy skills they require for today's world, and giving them opportunities to use – and create – positive content online.

They can help to respond to the negative by supporting young people if they encounter problems online, and by giving them the resilience, confidence and skills that young people need to navigate the internet safely.

Industry has a role to play by creating and promoting positive content and safe services online and by empowering users to respond to any issues by providing clear safety advice, a range of easy-to-use safety tools, and quick access to support if things do go wrong.

Decision makers and politicians need to provide the culture in which all of the above can function and thrive – for example, by ensuring that there are opportunities in the curriculum for children to learn and teachers to teach about online safety, ensuring that parents and carers have access to appropriate information and sources of support, and that industry are encouraged to self-regulate their content and services.

They must also take the lead in governance and legislation, and ultimately ensure the safety and wellbeing of children and young people through effective child protection strategies for the online world.



<https://askbobrankin.com/>

ASK BOB RANKIN

FREE TECH SUPPORT

Bob Rankin is a translator for the technology impaired -- a writer and computer programmer who enjoys exploring the Internet and explaining technology in plain English.

His work has appeared in Computer World, NY Newsday, and other publications. Bob is also publisher of [Internet TOURBUS](#), author of several computer books, and creator of the [Lowfat Linux](#) tutorial.

Need Help? [Ask Bob Rankin](#)

Beware The Recurring Charge Scam



A college freshman bought some lingerie on an ecommerce site called “Adore Me.” Several months later, her debit card was declined at a brick-and-mortar store; she was overdrawn. When she reviewed her bank’s

records, she discovered monthly charges of \$39.95 from “Adore Me” which she did not recall authorizing. That was just the beginning of this outrageous scam. Here's what holiday shoppers need to know about this and other recurring credit card charge scams...

Holiday Shoppers, Beware of Recurring Charges

The young woman had received only the one order from the company, and nothing in exchange for those \$39.95 charges. Despite Mom’s assistance, they were unable to stop the recurring charges. “Adore Me” insisted she had agreed to a “subscription” in which she accumulated “points” that she could spend on the site.

The scammers pointed to a checkbox and fine print at the bottom of their checkout page that said, in effect, “By placing one order you agree to pay us \$39.95 each month, indefinitely.” The box was checked by default.

SCAM

Multiple attempts to cancel this bogus “subscription” (Who subscribes to underwear?) were either ignored or falsely promised to be honored. Finally, after months of torture, “Adore Me” refunded the monthly charges. Yes, she could have handled the situation differently; I would have reported my card stolen and gotten a new card number, simultaneously disputing the unauthorized monthly charges. But obviously, “Adore Me” is running a scam, and it is not alone.

This “recurring charges” scam is echoed in the software industry; ironically, it is common among online service providers and security software developers who purport to protect us from scammers. But lately, it has become more prevalent in e-commerce applications such as “Adore Me.”

Subscription ecommerce is a booming segment of the booming ecommerce market. “The largest such retailers generated more than \$2.6 billion in sales in 2016, up from a mere \$57.0 million in 2011,” according to a [McKinsey research report](#) published in February, 2018.

The subscription model has been applied to a broad range of products “in a wide range of categories, including beer and wine, child and baby items, contact lenses, cosmetics, feminine products, meal kits, pet food, razors, underwear, women’s and men’s apparel, video games, and vitamins,” says the report.

Busy, convenience-driven consumers subscribe readily; about 15% of online shoppers subscribe to one or more products, says McKinsey. The business model is popular with consumer products makers ranging from start-ups like Blue Apron to venerable giants like P&G and Walmart. There is nothing inherently wrong with subscriptions when they are entered into voluntarily by fully informed consumers. But it’s apparent that “Adore Me” and other online stores are perverting the subscription model.



WINTER IS HERE!**What does that have to do with a surge protector or a power strip?****By Kathy Perrin****Potomac Area Technology and Computer Society**

I was surprised to read about all the things they cannot do, all of the dangers.
There certainly is much to learn.

Their strength is measured in “Joules” (pronounced as in the beautiful jewels)
and you want to purchase each based on how you will use it.

DO

use only approved surge protectors/power strips

have adequate circulation around all parts of the surge protector/power strip

put no tape, staples, nails, screws, or tacks into any part of the surge protector/power strip

unplug when not in use

regularly check that the light is on. If not, consider your unit to be nonfunctioning

regard it as a temporary, not permanent, device

use for all expensive electric devices

plug directly into a three-pronged outlet

very carefully read the fine, fine, fine print regarding the warranty

use only a surge protector or power strip that is UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) certified

DO NOT

use a heat producing device, such as a space heater, with your surge protector or power strip, It can very quickly result in a dangerous fire

ever expose to moisture

use frayed wires

plug one surge protector or power strip into another either to lengthen or plug in additional devices

use if if any part of the surge protector is hot

place under carpet or furniture

use with medical equipment unless specifically recommended for each device

use with an aquarium

use a cord that is either too small or too large—depending on the required gauge for your specific needs

This is a topic that is much more involved than it would seem and a very good topic for a meeting.

This would be an excellent presentation and one that is directly safety related.

Willing volunteers are welcome to contact our excellent president, Paul Howard.

PATACS Annual Financial Report, for Fiscal Year 2018

By Ruth Ruttenberg, Treasurer - FY2018

PATACS's fiscal year concluded on September 30th. The Society is in excellent financial condition. Results from Operations reflects \$186.61 from operations – greater revenues than expenses.

Donations are vital to the fiscal soundness of the Society. Member generosity accounted for 27.2 percent of our income. These donations received were \$267 less than in FY 2017. Amazon commissions via our website links were \$228.21 which were \$273.69 less than last year.

Pizza SIG donors include: Dakin, Fujii, Garson, Goldberg, Howard, Mikosinski, Ruddick, Schmidt, Throneburg, Walsh, and Wenri.

Member donations were received this year from: Harvey, Howard, Lowe, Lusby, Mabudian, Mikosinski, Pafford, Schmidt, Smith, Throneburg, Walsh, Weeks, Wertime and Wenri.

PATACS is financially sound because of prudent planning and fiscal restraint. Membership stands at 100. Our “rainy day fund” was established many years ago. We established an additional interest-bearing CD this year but interest yields on insured deposits continue to be disappointing.

Webinar Services reflects the full cost of Zoom Room Connect Service, which allows connection of the LifeSize videoconferencing equipment in Fairfax to transmit to members unable to attend in person. OPCUG is expected to reimburse \$249.50 of this expense in FY2019. Their reimbursement for this expense in FY2018 is shown in the Revenue section.

Our reconciled account balances within our Quicken accounting system at the close of the fiscal year (September 30th) were: Operating Checking Account \$5,462.52; Cash Reserve Checking - \$9,733.86; CD-F account: \$1,124.50; CD-G account \$2,053.19.

This Annual Treasurer's Financial Report for Fiscal Year 2018 was approved by the Board of Directors of PATACS on 10/22/2018. The balances and the Cash Flow Report which follows are certified as correct.

Ruth Ruttenberg, Treasurer Paul Howard, President

The “organizational documents” area of our web site contains additional information about the user group’s financial operations, including prior years' Financial Reports for comparison purposes

PATACS Cash Flow Report FY '18: 10/1/17 - 9/30/18

Revenues	
Pizza SIG Cash Donations	\$830.00
Donations by Check	\$470.00
Total Donations	\$1,300.00
Membership Dues	\$2,940.00
Interest Income	\$12.13
Amazon Commissions	\$282.21
Reimb from OPCUG	\$249.50
Sum of Other Revenues	\$3,483.84
Total Revenues	<u>\$4,783.84</u>
Expenses	
Insurance - Liability & Personal Prop.	\$475.00
Legal - VA Corporation Fee	\$25.00
APCUG Dues, Recog. Gift, Postage	\$150.00
Donation – Friends of OLLI	\$250.00
Accounting	<u>\$66.45</u>
Total Administrative	\$966.45
Printing	\$120.00
Answering Service	\$15.00
Hospitality (40 th Party)	<u>\$279.32</u>
Total Supporting Services	\$414.32
Door Prizes	\$124.40
Webinar Services Expenses	\$598.90
Meeting Equipment	<u>\$0.00</u>
Total Meetings & Other Svcs	\$723.30
Newsletter Assembly	\$80.48
Newsletter Postage	\$284.00
Newsletter Printing	<u>\$1,796.19</u>
Total Newsletter	\$2,160.67
Web Site – Domain / Hosting	\$0.00
Domain Registration, SSL Cert.	<u>\$332.49</u>
Total Web Site	\$332.49
Total Expenses	<u>\$4,597.23</u>
Results from Operations	<u>\$186.61</u>

JERE'S TECH TIPS / APPLE TECH TIPS ON

www.apcug2.org

Jere Minich, Advisor, Region 5

HOW TO RESET A TOUCHPAD TO DEFAULT SETTINGS IN WINDOWS 10 – If you accidentally change a touchpad setting, if your touchpad is acting up, or if you want a fresh start without customizations, you can reset your touchpad settings to the default in Windows 10. Most laptops these days come with touchpads that do a lot more than click and scroll.

They incorporate two, three, and even four-finger gestures to help navigate your Windows machine with ease. You can assign those gestures to features that open up Cortana, switch between active windows, and open your action center.

In addition, you're able to change the scroll sensitivity or whether or not to disable the touchpad when you connect an external mouse. If you've done a bunch of customizing and want to start over, or if you're experiencing trouble, resetting to the default options can help.

Go to this How-To Geek web page and get the facts and procedures. <http://bit.ly/2MxAZZf>

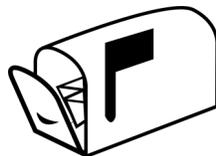
5 WAYS TO REDUCE YOUR OUTLOOK MAILBOX SIZE

– **Is your mailbox full?**

Are you getting weekly or even daily messages from your system administrator saying you need to reduce the Microsoft Outlook mailbox size?

This can lead to a lot of wasted time cleaning up your mailbox. Try these tips for a faster, more organized approach to keep your mailbox smaller and easier to work with.

Note: Although these techniques are most valuable to Outlook users running under Microsoft Exchange (including Office 365), you can still cleanup your Outlook mailbox size if you are running Outlook as a stand-alone (POP3) version.



Reducing the size often improves performance. Caution: Before starting these steps, take the time to back up your Outlook.pst file (stand-alone version) which is usually found under the Outlook Files folder in Documents.

If you need to reduce the size of Outlook, go to this softwarepro web page and get the 5- step plus valuable addition information. <http://bit.ly/2xjBSyV>

DISK CLEANUP IS GOING AWAY IN WINDOWS 10 AND WE MISS IT ALREADY

Microsoft quietly announced that Disk Cleanup is now deprecated, news that was buried at the bottom of a blog post about Windows 10's Storage Sense. Disk Cleanup isn't going away immediately but is on its way out the door.

Go to this How-To Geek web site and read all about it. <http://bit.ly/2MAetyW>

HOW THE NEW GOOGLE TASKS HELPS YOU MANAGE YOUR TO-DO LIST –

Google has cleaned up their legacy tool Google Tasks and introduced a fresh look. The goal of Google Tasks historically has been to keep you organized with your to-dos. Adding tasks and managing lists are easy with this new task management app.

While it doesn't rival the feature-rich Todoist, the minimalism of Google Tasks is being praised for its basic abilities.

Since the days of the old Google Tasks, Google has stepped things up. Eight years on, they've created something quite interesting.

The goal of the classic Google Tasks was to help organize tasks when inside your Gmail account. You could access the task list from the inbox and stay on top of your to-dos. The design was never award-winning. But Google never put their full attention on upgrading this.

Find out what has changed in Google Tasks at this MakeUseOf article: <http://bit.ly/2xc4F97>



HOW TO BACK UP YOUR IPHONE, IPAD, AND IPOD TOUCH - If you back up your iPhone, iPad, or iPod touch, you'll have a copy of your information to use in case your device is ever replaced, lost, or damaged.

Choose a backup method Before you get started, learn the difference between iCloud and iTunes backups, then choose the method that's best for you.

If you need an alternative backup, you can make one in iCloud and another in iTunes. Go to this support Apple web page and get the step with screen shots. <https://apple.co/2PPPZxPT>

APPLE BOOKS: WHAT'S NEW IN IOS 12 Apple has completely redesigned and overhauled its iBooks app for iOS 12. Here's everything you need to know about it. iOS 12 brings a bunch of refinements and speed to your iPhone and iPad, but that's not all: There are a number of core apps getting huge facelifts and functionality improvements, too.

One of these apps is Apple's ebook reader and store, iBooks, which bears the moniker "Apple Books" in iOS 12.

While the ebook-reading experience itself has stayed largely the same in iOS 12, Apple Books has completely rethought the design, book management, purchase, and organizational aspects.

The new Book Store app is available in 51 countries (and free books in 155 more); here's everything new in Apple Books on iOS 12.

Go to this iMore web page and get all the news about Apple Book. <http://bit.ly/2CVmNcn>

The Penguin Platform with “Free” John Kennedy, Advisor Regions 3, 6 & 7

LOOKING FOR A NEW OS? TRY THESE DEBIAN LINUX-BASED SYSTEMS – The Linux-based OS

Debian is 25 years old, and during its lifetime this child of the 90s has spawned its own family of operating systems.

Debian derivatives come in all shapes and sizes, from user-friendly Linux Mint to the macOS replacement Elementary OS to the privacy-centric Tails. This gallery rounds up some of the most notable and popular Debian derivatives, as highlighted by The Debian Project and DistroWatch.

<https://tek.io/2MAXHET>

HOW TO USE A SWAP FILE INSTEAD OF A SWAP PARTITION ON LINUX – This article explains how to transition from having a swap partition to a swap file.

If you don't need to disable any existing swap partition and all you need is to create a swap file and activate it, simply skip steps 1 and 2. <http://bit.ly/2Pf8ph9>

Chromebook Tips and Tricks – various contributors

HOW GOOGLE IS TURNING CHROME OS INTO A POWERFUL TABLET OS – *Chrome OS, while once thought of as a nigh-useless operating system, is shaping up to be a bold and different OS—one that can handle almost anything you throw at it, especially for tablets. It's quite possibly the perfect tablet operating system that we've been waiting for.*

Starting with Chrome OS 70, an improvement was made on the productivity front as well. As soon as you connect a mouse or keyboard (over Bluetooth or USB) to a Chrome OS Tablet, the interface changes to offer the full Chrome OS interface.

Instead of the tablet-specific UI, you get a full desktop. Read more of this How-To Geek article at: <http://bit.ly/2C5nrmg>

Technology With Confidence

Ask Leo Notenboom

askleo.com



Free Newsletter!

Subscribe to **The Ask Leo! Newsletter** and get a copy of *The Ask Leo! Guide to Staying Safe on the Internet – FREE Edition*.

This ebook will help you identify the most important steps you can take to keep your computer, and yourself, safe as you navigate today's digital landscape. Then each week in **The Ask Leo! Newsletter** you'll get even more tips, tricks, answers and ideas to help you use your technology more effectively and stay safe doing so.

Two Steps to Better Search Results

Searching is an art, of sorts. I'll share what I see are two common mistakes searchers make, and my two-step approach to better search results.

As I mentioned in a previous article, people are often confused as to what is and is not "search". But even when they know they're searching, they often give up in frustration when they don't find what they want.

Searching effectively is the key to unlocking the vast amount of information that's available to us on the internet. Unfortunately, searching *well* can be a bit of mystical art.

While advanced stuff you can do with most search engines like Google or Bing or others is pretty impressive, you don't need to be a "search engine jockey" to get better search results.

I want to share the two mistakes I see people making most often. I'll also share my two-step approach to getting better search results that I'm convinced will get you what you're looking for well over 80% of the time (assuming what you're looking for exists, of course ☐).

Mistake #1: Starting too specific

What I often see in the search logs for Ask Leo! are questions that are almost complete sentences. For example:

"help i cant get my computer i just bought from an action, says need administator password, i dont know it....what can i do to get on my computer?????"

Forget the grammatical and spelling errors for a moment (also very common), but putting a lengthy phrase or entire sentence into a search engine is a recipe for failure in most cases. That's simply not how search engines work.

Now, to be fair, search engines are getting better at distilling questions down to what the questioner *means* as opposed to exactly what he or she *said*.¹ But the fact is computers are still better at finding and matching words and phrases than they are at trying to figure out what a sentence – particularly one full of grammatical and spelling errors – means.

Mistake #2: Giving up too soon

After performing a search, if the answer isn't obvious on the first page of ten results, many people just walk away. "Can't find it", they say.



This is particularly frustrating since it's not uncommon for that initial search to be very, very close to the desired result. The fact that it wasn't immediately obvious isn't an indication that the answer isn't there.

To Be Continued

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				1	2	3
4	5	6	7 7-9 pm <small>xx xArlington xxx Program</small>	8	9	10
11	12	13	14 7-9pm <small>xOnline Zoom xxxxxxMeeting</small>	15	16	17 12:30-3:30pm <small>xxxx Fairfax xxxx General xxx Meeting</small>
18	19 7-9pm <small>x xxxx Board xxx Meeting xxx Arlington</small>	20	21	22	23	24 January <small>Newsletter xArticles Due</small>
25	26	27	28 7-9 pm <small>xxxx Arlington x Tech & PC xxx Help Desk</small>	29	30	

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