

PATACS/OPCUG
3rd Saturday, July 20
Osher Lifelong Learning Institute,
4210 Roberts Rd., Fairfax, VA 22032-1028

Meeting 1:30 PM
 Fairfax County Government Staff
Watching TV on the Internet -
Cut the Cord

Today's TV's, computers, and mobile devices offer "over-the-top" options to watch movies and TV programs via streaming video over the Internet. Services such as Netflix, Hulu, YouTube, Amazon, Sling TV, and Apple TV provide new alternatives. "Cord-cutters" are replacing, or supplementing, their cable television subscriptions with such Internet video sources. The Fairfax County Department of Cable and Consumer Services will discuss the benefits and limitations of these choices.

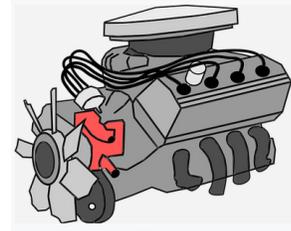
Free Monthly Drawing: Have You Won?
A Meeting Prize Drawing? Let us know...
By Gabe Goldberg

Everyone who's attended a Fairfax PATACS meeting knows that we end with free prize drawings. We will request the winners share their name and the prize they won.

So in the future, when your name is drawn and you pick a prize, please **LEGIBLY WRITE YOUR NAME AND PRIZE SELECTED ON THE FORM NEAR THE PRIZES.**

If you've won past prizes, please email **editor at patacs.org** what you selected so we can highlight drawings as another reason to attend meetings! Thank you.

| | |
|----------------------------------|--------|
| Meeting and Learn 30..... | page 1 |
| Monthly Free Drawing Prizes..... | page 1 |
| Cyber Security..... | page 2 |
| Reset Your Router..... | page 3 |
| Useful Links?..... | page 4 |
| Back Up Tools..... | page 7 |



Learn In 30

Do you dread the Check engine light on your dashboard? It covers many different failures. It is difficult to know which one has caused the light to appear, if all you do is stare at the dashboard light. Worse yet, sometimes the cause of a problem code is nothing more than a power surge, vibrations on bad road surfaces, cosmic rays, strong magnetic fields, or other short-term conditions. How can anyone tell the difference between a persistent problem and a transient one?

On Board Diagnostics (OBD), a mandatory standard in all cars sold in the US since 1996, includes both standard numeric codes to identify specific problems in cars and a uniform standard multi-pin connector for external devices to read those problem codes.

This Learn In 30 presentation by John Krout will show you how to read and understand a car's problem codes using your phone or tablet and the BlueDriver hardware and software, and how to identify and ignore transient trouble codes.

This knowledge of your car's problem provided by OBD will help you minimize the cost of repairs. Plus, if the trouble codes are transient, then you can avoid a trip to the repair shop.

| | |
|------------------------------------|---------|
| What Is A VPN?..... | page 8 |
| First Responder Photo Contest..... | page 10 |
| Computer Tips..... | page 10 |
| PATACS Writer's Guide..... | page 11 |
| Instead Of Printing..... | page 12 |
| Google Icons..... | page 13 |

CYBER SECURITY

June is Internet Safety Month

From The Very Wonderful
Judy Tylour, APCUG

Thank you Judy!

Each month Judy collects articles from APCUG newsletters to share with all editors for use in our newsletters.

June is Internet Safety Month and families are gearing up for getaways, it's a good time to take action and protect your mobile devices

Getting Ready to Go:

Travel has become literally – more “mobile” than ever before. Avoid mayhem and make magical family memories by taking a few simple cyber safety steps before you head out of town.

- **Keep a clean machine:** Before you hit the road, make sure all security and critical software is up-to-date on your connected devices and keep them updated during travel. It is your best line of defense.
 - **Lock down your login:** Your usernames and passwords are not enough to protect key accounts like email, banking and social media. Begin your spring cleaning by fortifying your online accounts and enabling the strongest authentication tools available, such as biometrics, security keys or a unique one-time code through an app on your mobile device.
 - **Make sure all devices are password protected:** Use a passcode or security feature (like a finger swipe) to lock your phone or mobile device.
 - **Think before you app:** Review the privacy policy and understand what data (such as location and entry to your social networks) the app can access on your device before you download. Delete apps you are no longer using.
 - **Own your online presence:** Set the privacy and security settings on web services and devices. It is okay to limit how and with whom you share information – especially .
- While on the Go:*
- Once you and your gang are at your destination, be sure to remember the following:
- **Actively manage location services:** Location tools come in handy while planning your trip or navigating a new place, but they can also expose your location – even through photos. Turn off location services when not in use.
 - **Get savvy about WiFi hot spots:** Do not transmit personal info or make purchases on unsecure networks. Instead, use a virtual private network (VPN) or your phone as a personal hotspot to surf more securely.
 - **Turn off WiFi and Bluetooth when idle:** When WiFi and Bluetooth are on, they connect and track your whereabouts. If you do not need them, switch them off.
 - **Protect your \$\$\$:** Be sure to shop or bank only on secure sites. Web addresses with “https://” or “shttp://”, means the site takes extra security measures. However, an “http://” address is not secure.
 - **Never use public computers to log in to any accounts: Be extremely cautious on public computers in airports, hotel lobbies and Internet cafes. Keep activities as generic and anonymous as possible.**
 - **Share with care:** Think twice before posting pictures that you would not want certain people (like your parents or employer) to see or photos that would reveal you are traveling.

Continued Page 3

Cyber Security (continued from page 2)

FEDERAL TRADE COMMISSION
PROTECTING AMERICA'S CONSUMERS



Check out the FTC's free online security tips and resources, and share with your friends, family, coworkers, and community.

<https://www.consumer.ftc.gov/features/feature-0038-onguardonline>

Online Security Tips
Common Online Scams
Videos and Games – links to:

Videos

Protect Your Computer from Malware
Hijacked Computer: What to Do
Hacked Email

Games

These classic games may not work on your mobile device.

The Case of the Cyber Criminal
Invasion of the Wireless Hackers
Phishing Scams

NOTE:

Link to, copy, or adapt any of our content. There are no copyright restrictions, so share as much as you'd like!

Embed our videos on your blog, site, or social media. You will find embed code in our media center.

[Order free publications](#) to hand out at events or conferences — or just to give out in your community.

RESET YOUR ROUTER — RIGHT NOW!

By Cyn Mackley
Central Kentucky Computer Society

From Reset your router right now! The FBI says that Russian hackers could be accessing information from hundreds of thousands of home and small business routers thanks to a VPN Filter malware.

This malware could disable your router and keep track of all the information that passes through it.

The malware targets brands like Belkin, Linksys, MikroTik, Netgear, TP-Link. and QNAP.

Resetting is as simple as turning your router off for a few minutes and turning it back on.

It's also a good time to change your network password and to make sure you don't have remote access enabled. Furnished by Mike Seiler

(ED. Details matter—how complicated is it to turn off the router??? On the back of the router is an on/off push switch. Push off to turn it off. Wait a few minutes (or less).. Then push on to turn it back on.

Also, each router typically arrives with a default password—a password that is generally known to many and some who would then use it to invade all materials on your computer(s).

Your router password and your Wi-fi password are not the same.

As you would change keys on a new home so the former owners can't "visit" without your invitation, it is also wise to change default Wi-fi or router passwords.

USEFUL LINKS!



Recommendations For Personal Use 3-D Printers Volume, Speed, and Quality

Does someone (or someone you know) have experience with personal use 3-D Printers? Be willing to share your knowledge with the rest of us.

What is the best way to choose a 3-D printer?
What are the typical most important uses for a personal use 3-D printer?

The following information is from sites on the Internet. Your opinions?

Top 15 Best Cheap 3D Printers 2018 - 3Dnatives

<https://www.3dnatives.com/en/low-cost-3d-printer290320174/>

The Best 3D Printers for 2019 |
PCMag.com

<https://www.pcmag.com/roundup/328263/the-best-3d-printers>

Best 3D printers of 2019 | TechRadar
<https://www.techradar.com/news/best-3d-printer>

2019's Top 10 3D Printers |
Buyer's Guide Top Picks
www.buyersguide.org/



The 10 best 3D printers for beginners -
Mashable

<https://mashable.com/2018/05/04/best-3d-printers-for-beginners/>

2019's Top 10 3D Printers |
2019 Buyer's Guide Top Picks

www.buyersguide.org/

Top 5 3D Printers of 2019 |
Don't Buy Until You Read This
reviews.orlandosentinel.com/

3D Printer Reviews - CNET

<https://www.cnet.com/topics/3d-printers/products/>

10 Best Budget Cheap 3D Printers Under \$500/
\$1000 (July 2019)

<https://www.allthat3d.com/cheap-3d-printer/>

Your opinions?



Fairfax County Library 3-D Printing By Kathy Perrin

I have discovered five Fairfax County Library branches have a 3-D Printer. They will "print" a small item for you - at no charge - with a copy of your design.

For additional information on how to get started with this excellent service:

<https://research.fairfaxcounty.gov/3d-printing>.

This could be a most interesting meeting topic.



Backup Tools and Procedures
Tom Burt, SCSCC Vice President
Sun City Summerlin Computer Club
www.scsccl.com

It's been several years since I've written about tools and procedures for backing up your computer. With the growing popularity of smart phones and tablets, the need for backup has expanded to include those devices as well as traditional Windows and Macintosh PCs. I can't stress enough how important it is to make regular backup copies of your data files and of your computer's entire hard drive. This article, based on material from my annual "Backup" seminar, will explore these topics.

What is Backing Up?

Backing up means making an accurate copy of some or all of the data and software stored on your computer's storage drive. The copy is commonly stored on some type of external storage device that is not normally connected to your computer. The external device may be a USB hard drive or flash drive, a removable rack-mount hard drive, a folder or partition on another computer on your in-house network or a server elsewhere on the Internet such as Dropbox, MS OneDrive or Google Drive. A personal backup solution may include some or all of the above.

Why Back Up?

The reason to make backups is that (putting it politely) BAD STUFF HAPPENS! Computer equipment is highly reliable and may run for years without failing, but sooner or later, storage devices fail. More likely is that accidents (drops and spills, turning off the power, power failures and power surges and so forth) happen, causing a storage device to fail. A vast array of malicious software waits for any opportunity to attack and damage or

lock up saved data. There's also basic human error –accidentally deleting a file or a folder. Without a safe backup copy, data saved on your computer may be irretrievably lost.

Consider digital photos, videos, music, financial and tax records. Also, if you had to start over with a new, blank hard drive, it would be relatively easy to reinstall Windows or MacOS, but what about all the other programs, settings and all your data?

Full Disk Backup –Cloning and Imaging

A clone of a hard drive is a complete copy to another hard drive. All information needed to boot and run the computer, as well as all the programs, settings, and data are written to the backup hard drive.

A clone completely consumes the backup hard drive; only ONE clone can be written to the backup drive.

To restore after the computer's internal hard drive has failed or been corrupted, one can either clone from the backup drive to the computer's (possibly new) internal drive or one can remove the failed drive and install the backup drive in its place.

On a laptop or all-in-one computer, cloning back should be the first choice, provided the internal drive hasn't failed. Removing and replacing a laptop's internal drive is a challenging task.

An Image of a hard drive is a complete copy written to a single compressed file on another storage device.

The compressed image file doesn't typically use up as much space as the original data, and only actual space used is backed up.

It's usually possible to keep several image files on a single external storage device. As with a clone, the image file contains all the information needed to boot and run the PC along with all the programs and data. However, the image file is not itself bootable.

Continued Page 6

For restoring either a clone or an image file, a bootable recovery disk (CD or DVD) or flash drive is required. All the major backup tools include a tool to create bootable recovery media.

Popular Full Disk Backup Tools for Desktop Computers There are several well-known software tools for backing up the hard drives of desktop PCs and Macs.

Acronis True Image Home (2019)

- <https://www.acronis.com/en-us/or http://ugr7.com/>
- Single PC about \$25, family pack of 3 about \$50 (UGR7.com)
- Excellent for backing up entire hard drives or partitions.
- Makes both “clones” or “images”.
- Can make bootable “Rescue Media” for both backup and restore.
- Can “mount” a backup image as a logical drive
- Can make bootable “Rescue Media” for both backup and restore.
- Can also back up individual files and folders.

CASPER by Future Systems Software

- <https://www.fssdev.com/products/casper/>
- Makes both “clones” or “images”.
- Features SmartClone technology (differential clones). •Single system price about \$50; family pack of 3 for \$70

Macrium Reflect 7 –FREE Edition

- <https://www.macrium.com/reflectfree>
- Can back up entire hard drive or partitions
- .Makes both “clones” or “images”.
- Can :”mount” a backup image as a logical drive

- Can make bootable “Rescue Media” for both backup and restore .•Paid editions have extra features; you may not need them.

Of these, Macrium Reflect Free Edition has become my personal favorite.

It’s fast, easy to use and does everything I need for whole disk backup. And the price is right!

File Backup Tools

Full disk backups are great, but users don’t typically run them every day because they take time to run and the backup drive has to be retrieved and connected to the computer.

This creates a risk that data files that change often may not be accurately reflected in the backup.

Think about your saved email and contacts, financial and accounting files, other documents and spreadsheets you may be working on

Windows File History or MacOS Time Machine

One approach is to use an automated file backup tool that scans a designated set of folders at some specified time interval (say every hour) and makes a copy of any new or changed files to a backup storage device such as a flash drive, external hard drive or a shared folder on another computer. I use File History, checking once an hour, to supplement full disk backups for certain key file folders.

Windows File Explorer MacOS File Manager / Finder

For simple one-shot backups, you can still use the built-in file manager programs to select a set of files and copy them to an external flash drive or hard drive or to a network shared folder.

Cloud Backup Tools

There are many free and paid cloud backup services. Most of these include an automatic sync tool that copies files from your computer to your private space on the cloud server. Here are some of the free ones:

Continued Page 7

Google Cloud (Google Drive) -FREE

- <https://drive.google.com/drive/u/0/my-drive>
- Requires a Google / Gmail account
- 15-17 GB of free cloud storage
- Install Google Backup and Syncapp (Windows)
- Use Settings to specify a set of folders to be monitored and backed up to the Google Cloud whenever a change is detected (very similar to Windows File History)

Microsoft OneDrive -

- <https://onedrive.live.com/about/en-us/>
- Requires a Microsoft Account
- 5GB free (more if subscribed to Office 365)
- Syncs from a OneDrive folder on your PC or device to your OneDrive cloud storage.

Apple iCloud - FREE

- www.apple.com/
- Requires an Apple ID (Account)
- 5 GB free, can add more space for a fee
- Built into all Apple devices, can install an App for Windows
- Syncs across all your devices

What About My Smart Phone or Tablet?

Many computer users now rely on a mobile device as their main computer for communication and for consuming news and entertainment as well as for taking photos, video clips and recording sound. What are the options for backing up mobile devices?

Android Phones and Tablets

If you have a Google account and have configured your device to link to it, you get quite a lot of automatic backup of files to your Google Drive cloud space. You will want to be connected to a WiFi router when this is going on or your Android device may use up a lot of your monthly

data allotment. You can also connect your Android device via a USB cable to your desktop computer and use the File Manager or Finder to copy files from the mobile device to a folder on the desktop computer. You can also copy files from the desktop computer to the Android mobile device. To fully back up all your Android device's data, you can purchase and install third-party backup Apps. Try a web search for Android Full Backup to see what's available.

Apple Phones and Tablets

If you have an Apple ID, all your devices: iPhone, iPad, Mac, Apple Watch already have built-in iCloud support and will back up data files to your iCloud private storage space on Apple's servers. If you have several Apple devices, a concern is using up your free 5GB allocation; you may have to buy some extra space to cover backups from all your Apple devices. You can connect your iPhone or iPad to your PC or Mac via a USB cable and then use Apple's iTunes program to synchronize various file types between your mobile device and your desktop computer. This isn't quite as general as what Android offers, but it takes care of many file types. iTunes also offers an easy way to make a full backup of all the data on your Apple mobile device into a file on your desktop computer.

It's a good idea to have the iCloud backup enabled on your mobile device. This takes care of frequently changing files. Use the iTunes full backup occasionally to make sure ALL your devices' files are backed up. With these backups in place, if your phone or tablet is damaged, goes up in flames or gets lost, you can replace the phone or tablet and with relative ease, restore all your saved data files and be back in business.

Getting Help

Contact your club members. However, they can only bring back lost data with a backup. Help them help you. Make a backup today!



What is a VPN (Virtual Private Network) And Why Use One?

By Jeff Wilkinson, President
Sun City Summerlin Computer Club

www.scscc.club

pres.scscc@gmail.com

Gigabyte Gazette 2 May, 2019

A Virtual Private Network (VPN) is a connection method used to add security and privacy to private and public networks, like Wi-Fi Hotspots and the Internet. Use of a VPN allows for encrypted data transmission and prevents tracking or monitoring by internet service providers, advertisers and people with malicious intent. A VPN encrypts your data, and your location and connection are unable to be viewed by anyone.

You can use a VPN to prevent your personal data, mobile banking and social media activity from being stolen by hackers as you search with an anonymous IP address. A VPN operates as a secure messaging tunnel between your device and destinations you visit on the internet. Your device connects to a VPN server which can be in the United States, or a foreign country like the United Kingdom, France or Sweden! Your internet traffic passes back and forth through that server.

As far as most web sites are concerned you are browsing from that server's geographical location, not your physical location.

While a VPN can't promise total anonymity, it can be very useful for typical users. A VPN also won't do much to keep advertisers from tracking you online. Remember that the website you visit is aware of what you do on its site and that ap

-plies equally to advertisers serving ads on that site. There are browser add-ons like Ghostery, Privacy Badger and HTTPS Everywhere that can help with that issue.

How do you decide which VPN service to use? First, it pays to pay when it comes to choosing a VPN service. Free options exist, but they usually offer a limited amount of bandwidth and or a slower service with limited number of servers.

The good news is that perfectly good VPN services cost as little as \$5 per month, when purchased in blocks of months. Of course, you want to avoid services that keep logs of your activity, IP addresses, websites you visit or any other details of your activity.

So how do you set up and use the VPN you have chosen? Most have applications you can download to your PC and mobile devices. You should choose a VPN service that has apps for all the devices you use, allows enough simultaneous connections for your devices, has locations in countries of interest to you, has adequate servers and IP addresses and supports your speed needs at a reasonable price.

IMPORTANT! Financial institutions and streaming services like Amazon Prime and Netflix will not work with a VPN since their security depends on verifying their customer.

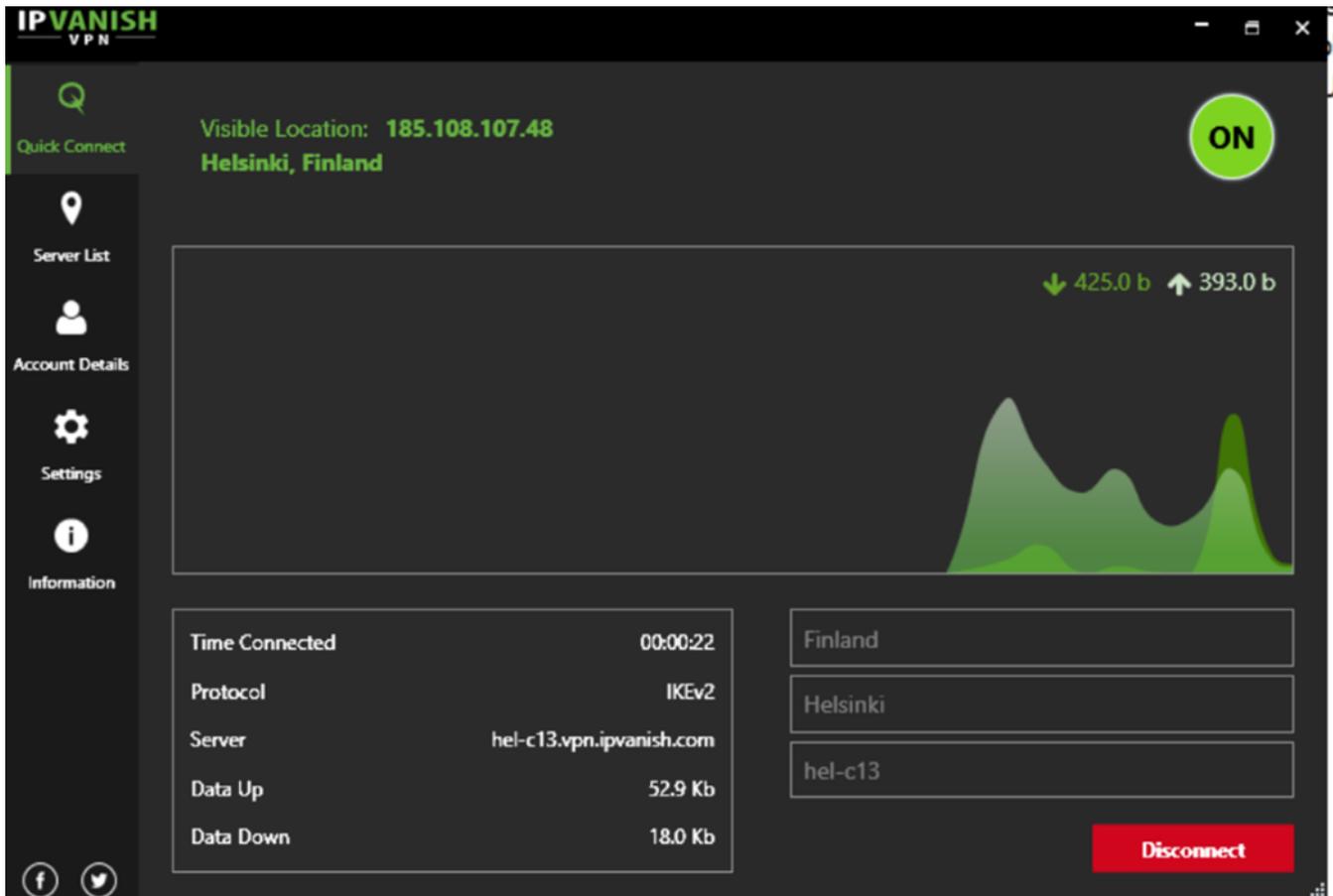
Many VPN services offer free trials and have frequent sales offerings to new customers. Take advantage of the free trial to put the VPN through its paces.

I have been using IPVanish (<https://www.ipvanish.com>) for a little over a year now and it works perfectly on all my devices. Of course, all VPNs will have some speed penalty depending on the VPN server you use. I haven't had any problems.

Here's an example of an experience I had using a VPN. While surfing a web page, an obnoxious ad for health insurance seemed to consume a large amount of a page I was viewing. I wondered, if I were surfing the same page from Boston, would that same ad come up. So, I used my VPN to surf

Continued Page 9

the same page as if I was located in Boston. Sure enough, same obnoxious ad. I then wondered whether that ad would appear if I were in Helsinki, Finland! Using my VPN I changed cities to Helsinki, Finland.



This time, that ad did not appear; but a smaller ad appeared for a different product. This is just a quick overview of VPN's to give an idea of what they are and why someone would use one.



CENTREVILLE DAY 2019 **FIRST RESPONDERS PHOTOGRAPHY CONTEST**



This year, for the first time, Centreville Day is having a photography contest of Northern Virginia First Responders—posed or live action. Some of our members are quite accomplished photographers. It could be most interesting to submit a photograph of first responders using technology—or doing any of the other important things they do.

—tween July 1 and October 1, 2019. All entries must be mailed postmarked by October 2. For more information or questions, please email centrevillefhc@gmail.com.

Eligible photographs in the size of either 5x7 or 8x10 must include an image of a Northern Virginia first responder (Fire, Police, EMT, Sheriff, CCCERTCERT, etc.) and have been taken be-

Contestants must submit their own original photographs.

Photoshop and similar software may be used to enhance photographs but substantial alterations, e.g. combining images or adding elements such as text or drawing, are not eligible.

Central Kentucky Computer Society

Computer tips from CKCS members and friends Members are invited to share their favorite computer tips with other members. They may involve your use of computers, tablets or phones. Please use this opportunity to help one another on these pages. Be brief but complete. Send your tip to Newsletter@ckcs.org—please include your name and phone number should the editor need to contact you.

COMPUTER TIP—

How to determine size / free and used space on your hard drive From Windows 10 START icon in the lower left corner of your desktop, click on FILE EXPLORER. Then on the left click on MY PC. It will show your devices and drive. Your “C” drive (and any other drive you have in your computer) will be listed showing the drive size and how much free space you have remaining.

COMPUTER TIP—

Word Wrap One of the best features of any modern word processing program is WORD WRAP. This feature measures your line length as you type and automatically causes your text to flow to the next line with no decision making on your part.

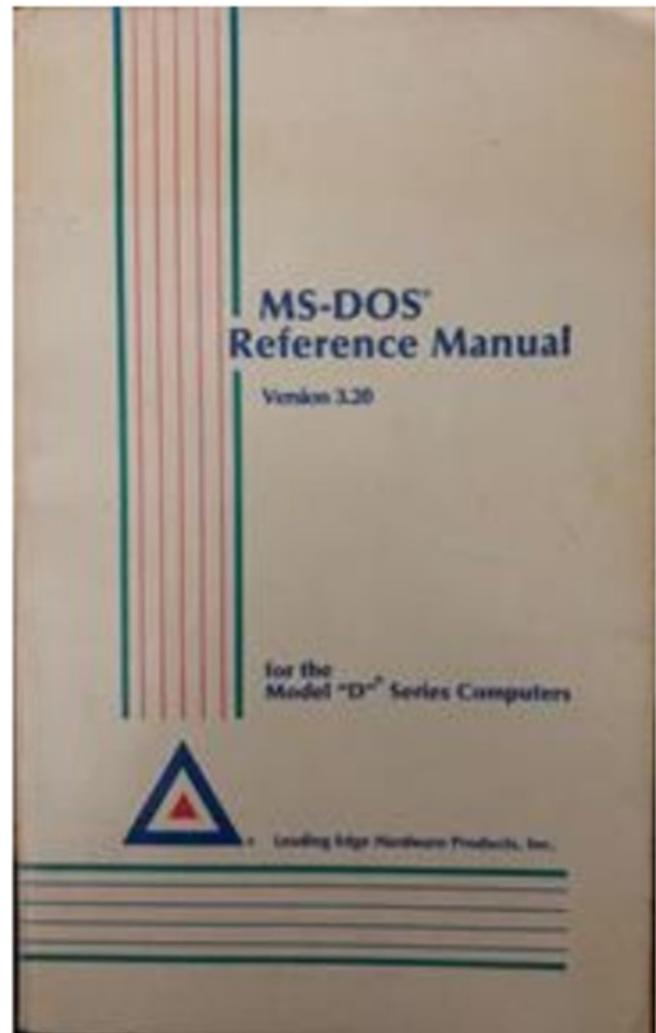
When using the old manual typewriters, the typist had to constantly monitor line length while typing to be sure you did not type too close or even run off the right edge of the paper while typing. Using a computer, while typing letters or reports, DO NOT press the enter key except to end a paragraph or to start some text anew.

Letting the computer make line-ending decisions allows one to later on, increase or decrease font size without destroying your paragraph appearance. Above two tips furnished by Jerry Heaton

COMPUTER TIP –

Do you remember MS DOS? Do you remember when we needed to know and use Microsoft DOS (Disc Operating System) Commands? Did you

think that it died long ago with the advent of Windows? Guess again. DOS is deeply imbedded into your PC operating system with a GUI (Graphical User Interface). However, you can still access the Command Prompt. If you are like most users, you might ask; why would I want to go thru all with a GUI (Graphical User Interface). So without reinventing the wheel, here are a couple of sites to get you started. <https://www.livewire.com/command-prompt-tricks-and-hacks-2618104> and <https://lifelife.com/top-10-computer-tricks-every-geek-should-know-500223907> Tip furnished by Larry Mitchu



Writer's Guide for The PATACS Posts

By Kathy Perrin, Editor

Suggestions Welcome: We encourage our members to contribute articles sharing their knowledge, experience, and opinions. Contact the editor with any suggestions of additional helpful information for this Writer's guide.

Introduction

This guide is designed to help you, the author, enhance the appearance and readability of your text while making the Editor's life a little easier. The purpose is for you to find answers to all of your questions about article style and submission procedures.

Spell checker and grammar checker programs can be very useful resources for cleaning up articles before submission.

Email your editor with any additional suggestions that would encourage our members to share their knowledge and experience for the PATACS Posts.

It is essential that all written materials and graphics be copyright free.

Contents

The content of your article is your choice. Feel free to contact the editor with any questions on topic or complexity of content in your article(s). In my many years of being the PATACS Posts' editor, I have received only articles sensitive to PATACS' diverse membership containing no material which could be deemed offensive to any group or individual. However, it is good to keep in mind that we welcome differences of opinion – just don't make it personal.

Another consideration for your article is the knowledge level of your audience. PATACS contains members who are just starting in technology, as well as, members who are experienced computer professionals. PATACS Posts welcomes articles at all levels. Whenever you use technical jargon or acronyms, define each term at its first use in your text. This can equip all members to better understand their computers which is a good part of what PATACS is about.

Headings

Begin your article with a welcoming title that captures the attention of the reader and gives a

clear indication of the article's contents.

PATACS Posts uses a two column format, and it is preferable that your title is one line of text. Include the name of the author in the heading.

Subheadings

Although not mandatory, it is a good idea to break your article into clear divisions. For example, separate sections of your article may introduce the topic, provide personal background, define system requirements, define terms, give instructions, etc.

Short, intriguing subheadings between sections encourage reader's continuing attention.

Tables

A table is an excellent way of presenting data to support your article.

Each table begins with a heading indicating the table number, title, author, and associated article. Submit only copyright free material. If the data was taken from a magazine or other reference, cite the reference in the heading. Each column contains an underlined heading

Illustrations

Submit graphics that are camera ready – that can be inserted in the newsletter "as is" without necessity of extensive editing. Include an identifying title for each graphic. If you have any questions, contact the editor in advance.

Editor's Comments

If you are editing an article for another person, indicate personal observations or additions to the body text by enclosing your text between parentheses, preceding the text with "ed.", and italicizing all your additions in the following manner: This is the body text (*"ed." This is the editor's note*).

Article Delivery to the Editor

Send an email to the PATACS Posts Editor with your article included in an attachment. Do not include over-sized graphics in the body of your email. If your article contains no graphics or additional formatting, you may include the article in the body of the email. When submitting your first article to the PATACS Post, feel free to contact the editor in advance for any clarification on content, formatting, or submission schedule..

**Do This Instead of Printing (you'll save time and money)
The Digital VIKING June 2019
Twin Cities PC User Group**



Do This Instead of Printing (you'll save time and money) How often do you use your printer? If it's more than occasionally, I've got some tips to simplify your life and save you money. Aside from wasting paper, killing trees unnecessarily, and spending more than \$300 a gallon on printer ink, you're also creating a stack of pages that you'll have to do something with. Click on the link below to see ways to minimize those hard copies, as well as the associated filing, and tedious searching tasks. [https:// askbobrankin.com/](https://askbobrankin.com/)

**Put Down that Cartridge and Back
Away Slowly From the Printer**

Printing is a habit, and it can be a costly one. We print documents, emails, bills, receipts, photos and other types of files. All of these things come to us in digital form, so the trick is to realize that converting them to paper just makes it harder to manage and find them later.

Many things are printed for record-keeping purposes. But the best record-keeper available may be your email account. Instead of printing a Word document or PDF, email a copy to yourself. Gmail, Outlook, Yahoo (or service you use) will keep it safe for future reference.

You can also find it again with simple search, or tag it with keywords so that you can find all documents that relate to a given topic. If you use web-mail, you have the added benefit that your important documents are stored online, and won't be lost if your hard drive fails.

Bills, receipts, monthly statements, correspondence, jokes and pictures of cute puppies will flow into your inbox. Let them stay there! Printing these things is old-school thinking, and ultimately makes it harder to find the information at a later date.

When you generate a document, rather than mailing it, ask the recipient if it would be okay to "print" it to a PDF file and email it, instead of sending it to a paper-guzzling printer. Most people will actually prefer this, because it eliminates the delay of mailing.

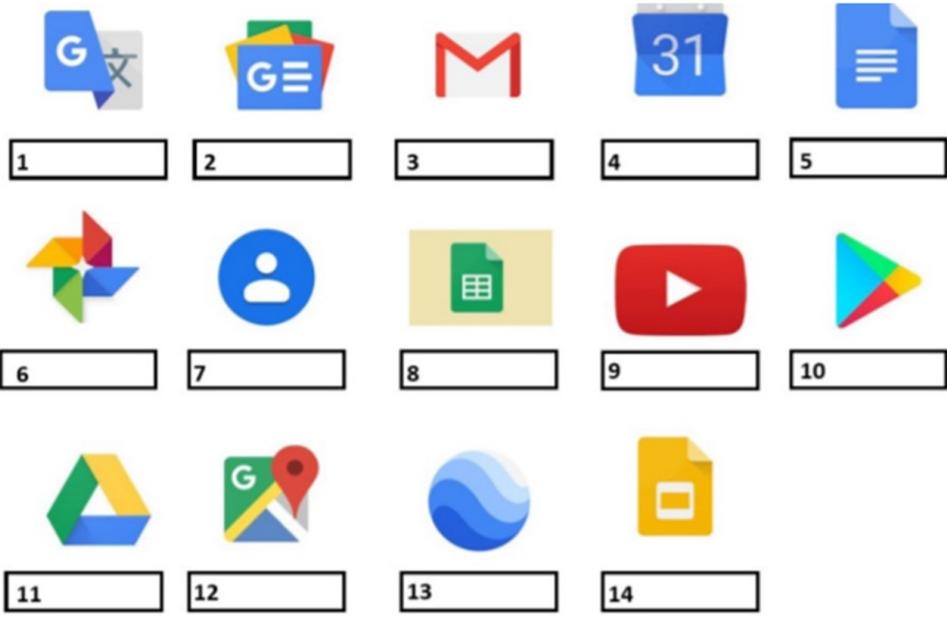
Microsoft Word supports this trick; choose **Save As** and then look for the PDF option on the options menu. I use the free LibreOffice Writer instead of Word, and it offers a **File+Export PDF** option.

If your program lacks a "print to PDF" option, there's an easy solution. Any application that can print can instead save to a PDF file, using one of several free or trialware PDF printer utilities. I have used [CutePDF Writer](#) and several others. If you need a PDF viewer, I recommend the free [Foxit Reader](#) software.

As an aside, I'll mention [PDFfill PDF Tools](#), another freeware tool that lets you slice and dice PDF files in a number of useful ways. PDFfill can merge, split, reorder, delete, encrypt, decrypt, rotate and crop PDF pages.

Do you know these Google Icons?

By Jim Cerny, Forum Leader, Sarasota Technology Users Group, FL
The STUG Monitor



The above icons represent some popular Google apps, do you recognize any of them? Write the name of the app in the box. All these apps are FREE with Google, all you need is a Google account. Still stuck on a few? Maybe you can match a description below to the icon above. Of course they are not in the same order, what would the fun be in that? (The answers are at the end of this article).

A—Google Earth --Explore anyplace on the planet, zoom in or out, take tours, and enjoy the constantly improving 3D buildings and land formations. Absolutely dazzling!

B —Google DRIVE –Free software that works like Microsoft Office –you get Google Docs (word processing), Sheets (spreadsheets), Slides (presentations) and more. You can also put (upload) ANY of your files onto the drive to share with others and have them available anywhere. There is a small charge if you exceed the free 15 GB space amount.

C —YouTube –Now in the Google family. Search and find videos on ANY topic or any famous person. See videos from the past or from other countries. Great for entertainment! When you do a Google search on the internet you will most likely be presented with several videos. It is amazing the free videos you can find on YouTube!

D —Google MAPS –A great way to travel and get from place to place. Probably better than the map software used in your car. Plan your travels and compare alternate routes.

E —Google Translate – Translate from one language to another, super easy and super fun!

F —GMAIL –A great email app to do your email on all your devices.

G —Google Play – Entertainment access to movies, TV shows, books, music, and much more. Download or use charges may be applied.

H —Google PHOTOS –Use the camera on your smart phone and your photos will be uploaded to Google Photos for you, freeing up space on your device. Now you can see and work with your photos on any device.

I —Google Calendar –Keep all your appointments here. Can be synced to your iPhone.

J —Google Sheets (part of Google Drive) –Free word processor similar to Microsoft Word.

K —Google Contacts –One place for all your contacts. Can be synced to your iPhone.

L —Google News –A great source for news.

M —Google Slides (part of Google Drive) –Free presentation app for creating great slides for your talk similar to Microsoft PowerPoint.

N —Google Docs (part of Google Drive) –A great free word processor similar to Microsoft Word.

Answers: 1-E 2-L 3-F 4-I

5-N 6-H 7-K 8-J 9-C 10

11-B 12-D 13-A 14-M

How To Clear Cookies From Your Browser

**In Chrome
In Firefox
In Safari**

[https://www.pcworld.com/article/242939/
how-to-delete-cookies.html](https://www.pcworld.com/article/242939/how-to-delete-cookies.html)

Removing unwanted cookies from your web browser can be relatively uncomplicated and has the potential to make your Internet use much safer.

Do you already have a good system to rid your computer of cookies you find not helpful or even destructive?

What do you think of the processes recommended in this article compared to what you currently do?

Are Cheap Windows And Office Programs a Scam?

For years many have used free or very low price Windows software. This is a link to an article.

If you have some of the lower priced or free software, share your experiences in an article. You are welcome to write an article or contact the editor who will interview you and write an article. This could be most helpful information for our members.

<http://scambusters.org/cheapwindows.html>

Scammers Hide Behind Padlock Security Symbol To Trick Victims

We have become accustomed to trusting the padlock icon in our browser address bar that it is a safe site. This article discusses that perhaps that assumption is no longer valid in every case.

<https://scambusters.org/padlock.html>



Some of our members speak very positively of DuckDuckGo.

How long have you used it? What advice do you have for those who are considering using DuckDuckGo?

In your experience what are the strengths and weaknesses of DuckDuckGo in comparison to others?

What do you recommend to those considering using DuckDuckGo?



All members are encouraged to read these articles and share your impressions with our members. If you are a tech genius, wonderful, and please submit your impressions of the information contained in these articles!

If you are like most of the rest of us, please submit your impressions of the information contained in these articles. We all benefit from information sharing.



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PATACS Information

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Posts is an official publication of the Potomac Area Technology and Computer Society (PATACS), a Virginia membership corporation, a tax exempt organization under section 501(c)(3) of the Internal Revenue Code. Contributions are gratefully received and tax deductible. We encourage our members to organize small topic-specific meetings at your choice of time/place. For further information or suggestions chat with any officer or director. Tech clubs often have Special Interest Groups (SIGs) on topics such as photography, Windows, Apple products/services, genealogy, financial applications, and much more. SIGs offer members the opportunity to find others with similar interests and increase knowledge in specific areas. We are very fortunate to have members with many skills they generously share.

OPCUG / PATACS Saturday Meetings**Meeting Information and Agenda**

12:30 – Social time in Coffee Room and Annex

1:00 – 1:05: TA-1: Meeting Start –
Introductions, Announcements**Please silence phones.**1:05 – 1:19: Q&A – detailed responses may be
deferred to post-meeting communication.

1:20 – 1:50: 'Learn in 30' Presentation

1:50 – 2:00: Break in Coffee Room / Annex

2:00 – 3:20: Featured Presentation

3:20 – Door Prize Drawings (usually 3) for each
group. Eligibility - group members only.3:30 – Adjourn (Expect some flexibility in sched-
uled times. Order may be varied to accommodate
scheduling needs of our valued presenters.)In June and December, a PC Clinic / Tech Help
session is run concurrently with the meeting from
1 PM in the Annex.See: <https://www.patacs.org/clinicpat.html>With the concurrence of presenters, meeting ses-
sions are webcast using the Zoom.us cloud meet-
ing service.Dues-paid members may 'attend' from remote lo-
cations, using the meeting number information
provided on the PATACS website.

Please see:

<https://www.patacs.org/mtgdetpat.html#3rdsat>

Need more information about Zoom?

Contact: webinarhosts@patacs.org

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First Class

AFFIX
 FIRST
 CLASS
 POSTAGE

TEMP-RETURN SERVICE REQUESTED

JULY 2019 PATACS Event Calendar
 Call (703) 370-7649 for Meeting Announcements
 Visit Our Web Site: <http://www.patacs.org> Free Admission Bring a Friend!

Arlington: Carlin Hall Community Center
 X 5711 4th Street South
 xxxxxx Arlington, Virginia 22204

Fairfax: Osher Lifelong Learning Institute
 4210 Roberts Road
 Fairfax, Virginia 22032 X

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|---|-----|---|------|-----|---|
| | 1 | 2 | 3 7-9 pm Arlington Program | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 7-9 pm Online Zoom Meeting | 11 | 12 | 13 |
| 14 | 15 7-9 pm Board Meeting Arlington | 16 | 17 | 18 | 19 | 20 12:30-3:30 Fairfax General Meeting |
| 21 | 22 | 23 | 24 7-9 pm Arlington Tech & PC Help Desk | 25 | 26 | 27 September Newsletter Articles Due |
| 28 | 29 | 30 | 31 | | | |