

QBITS

Quad-Cities Computer Society

Newsletter for April 2013

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MESSAGE FROM THE PRESIDENT

Welcome to another year with the Quad-Cities Computer Society as we begin our 32nd year. Elections were held in March and I am honored to be your President for the 8th year. My success each year depends on a devoted and cohesive team. This year we have many of the same team members that have been with me for the past 7 years and I am thankful for their continued support. We have 2 new officers this year, Vice President, Ralph Drexler and Secretary, Maggie Gillespie. I know they will do their best and I welcome them. We have a new appointed position this year, Corresponding Secretary. Shari Peterson has accepted this position and I look forward to working with her. Unlike our national leaders, the QCS team works cooperatively with a shared purpose: to make our user group a first-rate organization. We will continue to provide information and instruction to our members in a casual and friendly style because technology is still constantly changing.

I would like to offer special thanks to Board Members and Officers who have left their posts, but whose contributions were invaluable during their tenure. Nancy Polios, our past Vice President did an excellent job of bringing us interesting and varied program topics each month and offered organiza-

tional assistance at our annual picnics as well as a delicious grape salad. Diana Wolf has been a great asset for many years as our recording secretary, taking accurate minutes and promptly providing archival copies for our records as well as helping at the front desk for each monthly meeting. Karen Reynolds has resigned as a Director but has volunteered to help with the name tags, her continued support is appreciated.

In addition, a special thanks to our SIG leaders, sometimes these people get the least recognition. They show up month after month to guide us in the things we want to learn, to keep us up to date on new, smarter, faster ways to accomplish our tasks and most SIG leaders have been serving for 10, 15 or more years. Please tell these people how much you appreciate their time—that is the only remuneration they get.

I am looking forward to a great 2013 with the expectation of learning new things and sharing them. Remember we are here to “help” so please offer suggestions for programs or SIGs that interest you, your interests are probably shared by many others and will benefit all of us.

Thanks for putting your faith in me for another year; I will do my best to earn it.

Judi McDowell

QCS Review:
Mutual Fund Observer
www.mutualfundobserver.com/david (at) mutualfundobserver.com
by Joe Durham

The QCS welcomed again, Dr. David Snowball, from Augustana College to discuss his web site devoted to mutual funds. During his last visit with us he discussed with wit and insight communications in the 21st Century.

David has been working with mutual fund projects for nearly 20 years. The Observer reports :

David served as the closing moderator of Brill’s Mutual Funds Interactive (a Forbes “Best of the Web” site). From 2006-2011, he was the Senior Fund Analyst at FundAlarm and author of over 120 fund profiles. His monthly column was read by around 5000 people. His work has been cited in USA Today, The Wall Street Journal, Barron’s, Business Week and, on the web, at Motley Fool, MSN Money, CBS Marketwatch and elsewhere.

Views and opinions expressed by presenters do not necessarily reflect those of the Quad-Cities Computer Society. Monthly meetings are open to the general public.

We thank **NBS**,
the host of the QCS.org site!

ENGAGE
Network Business Systems, Inc. **NBS**

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MUTUAL FUND OBSERVER

...A SITE IN THE TRADITION OF FUNDALARM

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David launched the Mutual Fund Observer on April 1, 2011, after the publisher of FundAlarm retired. Google Analytic s reported that this site has had 586,044 visits since that time.

Mutual Fund Observer is devoted to the average investor who does not have the resources of very affluent. While most sites are desperately trying to sell you something or charge a fee, the Observer is free, non-commercial and has no agenda other than helping average folks. His strategy is to create a quiet, cheerful spot where investors can learn at their leisure. His special focus is on funds too small or too new to attract the attention of the national media; his special passion is for sensible strategies and managers who keep a sharp eye on the risks they're taking. He calls it "celebrating dullness." I would call it reasonable advice on the marketplace.

Mutual funds were designed as a way for regular folks to get access to professional investment management while controlling their risks. Individual stocks are so volatile – so far in 2013, more than 50 stocks have risen 1000% or more while 25 have fallen 99% or more – that they are scary. By combining baskets of stocks, often with less volatile assets such as bonds, real estate or cash, a well-managed fund can offer you the prospect of reasonable returns without sickening swings. Sadly, many funds are not well-managed.

Changes in the fund industry have led many managers to become mediocre by design. Their response is

driven by the anxious desire for so called "sticky" assets. Their strategy is simple. If you make your fund very much like its benchmark, you will never do much worse – or much better – than average. And if you never fail dramatically, you probably won't lose the money entrusted to you by legions of retirement savers. The fact that you never excel is irrelevant. The result is a legion of large, expensive, undistinguished funds who seek safety in the herd. The Mutual Fund Observer tries to help average folks locate mutual funds with sensible strategies, dedicated managers and the hope of very solid performance.

It achieves this goal through the tools that are on the web site.

The **Commentary** tab. David mentioned that each month he offers his views on the marketplace. He addresses the serious issues of the marketplace news with a light hearted but insightful approach.

Next he highlighted the **Discussions** tab. You have to join to participated in this area. (All that is required is your name, email address and a text entry to demonstrate that you are not a bot entry, really a human being.)

He said that you can ask questions of the large community of Mutual Fund Observer users, many of them experts. By reading and asking questions you can better inform your decision making.

The **Best** tab leads to "the Best of the Web" profiles; David's collaborators identified useful, reliable sites offering tools and insights to help you make a more wise financial choice.

And finally he noted the **Podcasts** tab. Each month, David invites readers to join him on a **conference call** with a leading manager. That call is recorded, along with useful links and an audio profile of the fund, and made available to everyone.

You can download a 40 page PDF comprehensive guide to the Mutual Fund Observer site by clicking the **Resources** tab and then in that menu **User Guide**.

David stressed the importance of avoiding silly risks. He favors careful, thoughtful strategies, offered by managers who have invested the greatest fraction of their own money alongside you. By way of an investment example David described the origins and investment philosophy of RiverPark Short Term High Yield fund. The RiverPark fund gives average investors access to the cash management strategies available to the rich. The fund invests in what David called “orphaned securities,” often bonds which will be redeemed in the next few months for whom there are few buyers. By buying the remnants of these high yield bonds, the manager is able to earn 3% more than a money market fund, with little added volatility. The result is a fund which is, he said, closed to “a checking account on steroids.”

David stated that the Mutual Fund Observer site is free, does not track its users as other free websites do. By examining all of the opportunities for information and participation on this web page it is his hope that the average investor will be better informed. Some of the folks expressed interest in my mention of tracking beacons, supercookies and so on. I thought I'd point to you a 2010 article in the Wall Street

Journal, entitled “[The Web's Next Goldmine: Your Secrets](#)”, which presented some of the findings of a research project on the subject. One of their findings, for example, was that “The nation's 50 top websites on average installed 64 pieces of tracking technology onto the computers of visitors, usually with no warning.” A really powerful graphical representation of their data, part of the What They Know (WTK) project, is at <http://blogs.wsj.com/wtk/>. The QCS would like to thank David for his informative insight and delightful presentation into the world of investing for the small investor.

eBooks @ the Library

by Joe Durham

Since I am an avid eBook reader. I recently submitted a question to the staff of the Moline Public Library concerning eBooks. I was curious to see the level of use among library patrons. Lisa William, Adult Services Coordinator responded:

“Our monthly statistics reflect an increase from July 2011 use of 103 items checked out to January 2013 1092 items checked out. 10 times the amount a year and half prior. While that is a large increase, it remains a small portion of our overall monthly library circulation, which trends at @30,000 – 45,000 check-outs of all library materials per month.”

This demonstrates that ebook use in is growing as the number of eBook readers has increased in the marketplace. It is likely that the geometric growth in their use will continue in the years to come.

The QCS would like to invite you to send your eBooks impressions and experiences to share with us all.

Email us at theqcs@mchsi.com or leave a recorded message at **563-265-1728**.

Is Technology Turning Us into Couch Potatoes?

Sandy Berger, Compu-KISS
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Do you remember the days before remote control? For those of you who answered “no” to that question, let me tell you that there was a time when you actually had to get up and walk across the room to change the channel on the television. When remote controls were first introduced, there was great fear that we would all be come “couch potatoes.” In fact, the first television remote control that was produced by Zenith was called the “Lazy Bones.” Now, more than fifty years later, we can truly assess whether this and other technological advances have made us lazy or have actually given us more reasons to get off the couch.

The television remote was just the first of many high-tech products that “did the work for us.” We now have many more. Whole-house music players like Sonos save you footsteps by letting you control the music for every room in your house with your cell phone.

If it is cold outside, there is no need to run out and start the car, then run back in the house to wait while it warms up. Many new cars have auto-start. Just press a button

on the key fob and you can start the car remotely. If you don't want to have to trek down the driveway for the newspaper, you can simply download the paper to your tablet or read it on the Internet. Oh, and you don't have to open the door to check the weather. You can see it on your portable device or on your thermostat. (My Internet-connected thermostat even gives me the weather predictions for the next several days.)

For many tasks, you no longer have to walk into the computer room, now you can use your smart phone or tablet to surf the Web, check your email, read a book, or play a game. And if you keep your cell phone in your pocket, you can make and receive calls without running through the house to grab the landline phone. I believe that these devices have collectively saved us trillions of footsteps.

Today, robotic helpers also take the sweat out of home chores. iRobot's Roomba, Scooba, Looj, and Verro will help you vacuum the floor, wash the floor, clean the gutters, and clean the pool.

And with the coming onslaught of Internet-connected appliances, you will work even less. Many manufacturers have Internet-connected washers and dryers which you can control from your cell phone. They let you know when the clothes are dry and even let you give them a few more minutes of fluff time if you can't make it to the dryer to remove them as soon as they are done.

We've had timers on coffee pots for a long time, but the new Internet-connected coffee makers will coordinate with your alarm clock or cell phone to make the coffee at just the right moment, even if your

schedule changes. Samsung has partnered with ADT to make a new home security system that shows up on your TV. So if you are watching TV at bedtime, you won't have to get up to check the door locks, turn off the lights, or close the blinds. You will be able to do it right from the TV.

Between 1950 and 2000 obesity rates in the United States have increased by 214 percent. Two out of every three people in the U.S. were obese or overweight in 2010. You don't even have to read the statistics. Just look around and you will see overweight people everywhere. Realistically, there are many reasons for this. We are consuming more calories, eating more junk food, and in general getting less exercise. It is also obvious, though, that our reliance on the technology that makes our lives easier is also to blame. Besides letting our devices do the work for us, we are also spending untold hours sitting in front of televisions and computers, and playing games with our fingers.

To be fair, technology is also presenting us with enticements to exercise and keep fit. Nike has pedometers that fit into their shoes and communicate with an iPod for later download to a computer. Fit-Bit and others have wireless activity trackers, sleep trackers, smart scales, and mobile tools. In fact, there are hundreds of apps that will help you track your weight and motivate you to eat better. Take a look at the Apple App Store or the Android Play Store and you will see selections like Lose It!, Monitor Your Weight, iFitness, Get in Shape, and DailyBurn Tracker. There are also a wide variety of apps and devices like calorie counters, blood pressure monitors, and

step trackers.

So I guess it comes down to whether more Americans will use technology to improve their health or to relax and let their high tech devices do the work for them. Although some people are choosing the healthier lifestyle, we know that most are not. In fact, it is estimated that if current trends continue in just a few years 75% of Americans will be overweight. I love technology, but I hate what it is doing to our waistlines.

Bing!On and Scroogled Microsoft's War on Google Dominance

by Ira Wilsker

WEBSITES:

www.bington.com

www.bing.com

www.google.com

www.scroogled.com

youtu.be/63u-RG-31B0

KarmaSnack -goo.gl/7gtSg

Email Marketing Reports

goo.gl/MWRBA

ThePetitionSite -goo.gl/l6oNP

In every basic economics or introduction to business class since the original "Adam Smith", the business student has learned that good competition between strong competitors is good for the consumer. As competing businesses battle for consumer acceptance, these businesses tend to offer some combination of better services, quality, or lower prices in order to entice the consumer to acquire the products or services of that business. Now we are seeing an epic, high budget battle between two of the most affluent powerhouses in the web

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based service industry engaging in a massive battle for consumer acceptance. The latest salvo in this ambitious drive to both acquire new customers and steal existing customers from the competition is Microsoft's attack on Google's dominance in both the ubiquitous search engine field, and the wildly popular free email service market. Two of Microsoft's primary weapons used in the recent assault on Google's dominance are its "Bing it On" and "Scroogled" campaigns.

There is not much doubt that in terms of popularity, Google has become the primary search engine for the majority of search engine users. While different reporting services report different market shares for the search engine competitors, one fact is abundantly clear is that Google is the number one most popular search engine with a current market share calculated from a low of 67% (according to comScore) to a high of about 88% according to a compilation by KarmaSnack. Google has become so dominant in the market place that the phrase "Google it" has almost become a generic term, much the same way that "making Xerox copies" implies making photo copies. By contrast, Microsoft's Bing search engine scores a market share calculated as low as about 4% of the global search engine market share, to as high as 16% of the domestic market share. Anytime a provider of any good or service in a competitive market has that type of market share, it is inevitable that some type of "Jack, the Giant Killer" will try and topple the market leader and "steal" market share from it. While many other search engine services advertise and promote their services, Microsoft, with

its deep pockets, is financing a massive campaign to dethrone the champ (Google) with is heavily advertised "Bing It On" campaign, promoting the claimed superiority of Microsoft's Bing search engine with a side by side comparison of similar search results on Google.

Microsoft's **BingItOn.com** website asks the user to enter a search term, and then displays an anonymous side by side display from both Bing and Google. The user is then asked to select which one provided the preferred search results by checking a box, or selecting the box indicating that the two results are a draw. After five searches, with each randomly displayed on a side of the window, BingItOn displays the selection results. I tried five different search terms (all in lower case), including "examiner beaumont", "lamar institute of technology", "sonic restaurants", "trend micro", and "parkdale mall beaumont", with BingItOn reporting that in all five searches, I selected the Google results. While I selected five out of five searches that appeared to me that Google produced better appearing results, Microsoft reports that in an independent test of a thousand users, composing a representative sample of internet search engine users, Bing was selected over Google by nearly a two to one margin. According to Microsoft, "When the results were tallied, the outcome was clear – people chose Bing web search results over Google nearly 2:1 in the blind comparison tests. Specifically, of the nearly 1000 participants: 57.4% chose Bing more often, 30.2% chose Google more often; 12.4 % resulted in a "draw". While Google is clearly the most widely used search engine, and Bing is attempting to make inroads

on Google's dominance, I still choose to use Yahoo as my primary search engine; to each his own. While the search results as displayed on Bing are attractive and easy to read, Microsoft has quite a way to go to convince millions of users to switch to Bing from Google.

While search engine wars are appearing nightly on our TV screens, another battle is taking place between the titans, Microsoft and Google. Microsoft is in the process of phasing out its nearly 20 year old free Hotmail email service, replacing it with a more modern and sophisticated email service under the moniker of its popular email software, Outlook (**Outlook.com**). While the Hotmail service currently has an estimated 286 million unique global users, all of whom are being encouraged to migrate to Microsoft's new Outlook email service, Google's popular Gmail service claims 425 million users, according to current statistics posted on "Email Marketing Reports". Not to be outdone, Microsoft has launched an expansive advertising campaign to attract Gmail users over to its side. In its "Scroogled" campaign (**scroogled.com**), Microsoft claims that Google electronically scans all emails on Gmail for key words, and displays targeted advertising based on the content of the email. This is stated by Microsoft on the Scroogled website as, "Think Google respects your privacy? Think again. Google goes through every Gmail that's sent or received, looking for keywords so they can target Gmail users with paid ads. And there's no way to opt out of this invasion of your privacy. Outlook.com is differ-

ent—we don't go through your email to sell ads."

In a challenge to the privacy of non-Gmail account holders who send email to a Gmail account, Microsoft says, "**Outlook.com** prioritizes your privacy. You won't see ads based on keywords from your personal email. Your email is nobody else's business. But Google makes it their business. Even if you're not a Gmail user, Google still goes through your personal email sent to Gmail and uses the content to sell ads." (Source: **Scroogled.com**). In order to make the point to Google, Microsoft has created an online petition for Gmail users to protest to Google the alleged privacy infringement of Google "reading" Gmail emails in order to display targeted advertising. This online petition is clearly sponsored by **Outlook.com**, and cites as a primary concern, "Every word of every email. Even the most private ones, like messages about relationships, health care, finances, and more. Do you feel violated yet?" The body of the petition says, "Dear Eric Schmidt (Executive Chairman of Google); Going through every word of our personal emails to target and sell ads is inexcusable. While we understand that generating advertising revenue is important, that does not make it OK to violate our privacy. And to make it worse, there's not even a way to opt out. What we write in our emails is our business. It's time to end this intrusive practice. Please stop reading the contents of our Gmail to sell ads." As I type this, 103,038 claimed Gmail users have signed this petition, exceeding the petitioner's (Outlook's) goal of 100,000 signatures. In order to be fair to Google, it costs an enormous

amount of money to process the billions of incoming and outgoing emails sent and received by nearly half-billion Gmail users hosted on Google servers. Google needs to recover that cost and make a profit on the service, as Gmail (and the other email services) is not run as a charity.

For the record, I have free email accounts with Gmail, Outlook, and Yahoo, which I typically use for different purposes, and each has some advantages over the others. Any one of these three free email services would provide an excellent platform and service. One warning about any of the free email services, these three as well as the countless others available; some commercial websites will not allow users to register with email addresses of free email services as they are not necessarily indicative of the identity or affiliation of the user. As far as the privacy of email with any of these services, it is important that users read and understand the published privacy statements of the respective services, and if they are not acceptable, switch providers. Most of the free email services can import address books and email from the other services, easing the transition from one to another; most will also send out a free, personalized email to addresses in the address book informing others of the new email address, eliminating the need of the user to notify everyone manually.

As far as the current battle being fought for market share between Microsoft and Google, good luck to both! I like the benefits brought to the consumer when two major competitors battle for our business.

Adobe Photoshop Elements 11 for Photographers

by Philip Andrews, Focal Press
Review by Rosemary Reynolds

I had Elements 6 on my old computer and used it to do basic editing. This book allowed me to learn much more. Elements 11 has a new interface. I highly recommend this book for anyone wanting to learn this program. It covers the organizer and editor features, tools, and projects very well. There are many screen shots and pictures which makes it easier to learn. Each feature has a thorough explanation, then in a tinted box are the numbered work flow steps. The steps are easy to follow so I found myself waiting for the work flow steps so I could try it out. There are editor quick fixes, editor guided and editor expert which makes the program designed for beginners to advanced users and it's all explained in this 495 page book.

Virtual Conference Winter 2013 Presentation Descriptions

editor's note: This virtual conference was held on February 2, 2013 but APCUG has assembled the PDF slides and YouTube recordings of each of these presentations for your enjoyment and learning. Look over the presentations and find one that matches your interest! The next APCUG 2013 Spring Virtual Technology Conference on line is May 4th

This is open to all user group members. The next Virtual Conference on line is May 4, 2013. Watch for more information on APCUG's website, www.apcug.net.
goo.gl/1DxDB

ARE WE LOSING THIS GENERATION'S PHOTOS?

Rick Santich
President, MotoPhotos

Today, more pictures are being taken than ever before. It is so easy to take pictures anytime and anywhere with digital cameras and smartphones. So, why will future generations never have a chance to see today's pictures? Rick Santich, owner, MotoPhotos, Shaker Heights, Cleveland OH, will explain how to preserve your photos so they can always be viewed by others in the years ahead.

HOW TO PUBLICIZE YOUR USER GROUP

Judy Taylour
APCUG Board of Advisors
President, Santa Clarita Valley
Computer Club

Are you looking for new members? This presentation will give you an overview of ways you can publicize your user group / computer club.

FREWARE AND SHAREWARE

Marie Vesta
APCUG President

Let's learn the difference between "freeware" and "shareware", and find out where to go for the safest downloads. A listing of sites to find free or bargain prices and I will tell you about some of my favorite free

programs. This will be a fun and informative session.

IPAD BASICS AND A BIT MORE Greg West, Advisor Region 6 and International Webmaster for Sarnia Computer Users Group (SCUG.ca)

Did you purchase an iPad and find it a bit of a mystery? Did you set up your iPad properly? Are you sure? Do you know how to secure your iPad? Do you know how to find your iPad if stolen? Did you backup your iPad? If not, you may be in trouble.

TO 'CLOUD' OR NOT TO 'CLOUD', THAT IS THE QUESTION

David Williams, APCUG Director

If you have never had your hard drive "crash," be destroyed in a fire or flood, be struck by lightning, or stolen, you are exceptionally fortunate, or, perhaps, you haven't been computing very long. After spending many painstaking hours inputting data, contact lists, medical histories, financial information, etc. on your computer, you experienced a crash that lost all of that data forever. Many times you toss or shred the paper trail thinking your information is safe forever. How naive can one be? It can be an "oops moment," or it can be devastating.

You have many devices, a desktop, laptop, tablet and a phone – how important is it for you to share files and information between them.

You have heard the term "the Cloud." What does it mean? What can you do there? One of the great things you can do with "the Cloud" is to share and store data. How to share and store data using "the

Cloud" will be covered in this presentation. You will learn what you can do using cloud storage and also learn about some of the programs and spaces that can make your life easier.

USING YOUR SMARTPHONE FOR EVERYTHING

Bill James
APCUG Advisor, Region 8
Vice President, Webmaster & Editor, Computer Club of Oklahoma City

Cellphones in the last few years have increasingly become part of our lives. When cameras were added to cellphones it changed how we perceived a phone. It then became a camera phone that allowed us to transmit pictures to our friends and family within moments. Instant messaging was a part of the PC world but when it was introduced on our phones as texting, it was immediately adopted by the younger generation supplanting almost all voice communication. It is estimated that in December 2009, the 286 million US subscribers sent 152.7 billion text messages per month, for an average of 534 messages per subscriber per month.

The introduction of the Apple iPhone definitely changed the way we as consumers looked at phones. Google entered the market with an open source product called Android. With these two competing products, a phone is now more than just a phone. They are mobile devices that are capable of accessing the cloud, internet, files and programs that allow us to carry our desktop to wherever we want.

In this presentation we will look at some of the Apps that are available on Smartphones that will allow

you to work, play and really use your Smartphone for virtually everything. Although the android phone will be the primary instrument used in this presentation, the concepts can be applied to both Apple and Android products.

Windows 8 -- Mysteries and Misconceptions Explained!

Frances Chao, Member,
Tucson Computer Society, AZ

It boots up and shuts down faster and it runs slightly faster than any prior version of Windows. However, it will seem mysterious to you, especially if you have been reading online and print articles which are full of misconceptions about Windows 8. Here are some mysterious topics that we will clarify:

- * Editions of Windows 8 (can be confusing)
- * Differences between the Windows 8 (box) and the Windows 8 Plus Pack (box)
- * Undocumented features of Internet Explorer 10
- * Misconceptions about being "forced" to use the Start Screen (totally wrong!)
- * Booting up directly into the Legacy Desktop (no problem!)
- * Getting back the Start button and Start menu (no problem!)
- * Inability to boot up with Linux and WindowsPE Live CDs/DVDs/flash devices
- * Making Legacy Desktop applications the default (inside of Windows Store Apps)
- * Shutting down Windows Store Apps
- * Windows Media Player is no longer free (as of February 1)

TWO USEFUL TOOLS FOR IMPROVING DOCUMENTS

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida
November 2012 issue, Sarasota PC Monitor
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Word provides good tools for correcting mechanical errors in documents, but sometimes I find I want to improve the writing quality of the document, which I do in the revising stage. Here are a couple of tools that I use to clarify meaning and eliminate redundancy. These tools are available in many versions of Word, although my descriptions here are based on Word 2010.

Thesaurus

When I can't think of a word which says precisely what I mean, I turn to Word's Thesaurus. It is located on the Review tab in the Proofing group on the Word 2007/ 2010 ribbon. I prefer to open it by highlighting the word I want to improve, then using the keyboard shortcut, Shift+F7 (Hold Shift while pressing F7). This opens the Thesaurus in the Research pane as a sidebar of the document window, and shows my word's synonyms arranged by context.

For example, when I select the word, "press," and press Shift+F7, the US English Thesaurus opens and reveals eight context categories: media, crowd, surge, pressure, pursue, iron, push, and pursue (legal), each with a list of 6-8 synonyms below it. Almost always, I

can find a word among those listed that fits my need.

If the English Thesaurus doesn't satisfy my search, I can click the arrow next to Thesaurus and choose another of several reference books, such as dictionaries, translators, and Thesauruses for other languages. I can also add new reference books to my research choices by clicking "Research options" at the bottom of the Research pane and putting checkmarks next to those I want available. These include specialized books, such as the Foreign Word Spelling Look-up, Dorland's Illustrated Medical Dictionary, and Thomson Gale Company Profiles.

Find and Replace

Another bad habit writers have is redundancy; we tend to repeat words or restate ideas. My favorite tools for fixing this problem are Word's Find and Replace commands, located on the Home tab in the Editing group. Click Find (the binoculars icon) to open the Navigation pane or use the short-cut Ctrl+F (hold the Ctrl key and press the F key). Because I use this tool so often, I have pinned the Find tool to the Quick Access toolbar above the ribbon. Any command I use often is on that toolbar.

The Navigation pane offers a quick way to find out how many times I've used the same word in a piece I'm writing. For instance, I just searched this article for the word, "word", and was blinded by all the yellow highlighted "words" in the document. Besides locating and highlighting each instance, the Navigation pane also displays the sentence portion surrounding it. I realized that I

needed to reword (oops, I mean rephrase) some sentences to eliminate those annoying repetitions.

Searching using the Navigation pane is a simple way to find repeated words, but it has limitations. What about the situation where “Word” is capitalized because I’m referring to the computer program? I may not want to include these in my search. Here’s where I need to open the “Advanced Search” so I can set some parameters. To do this, I can click the arrow next to Find on the Home tab or the arrow next to the search box on the Navigation pane and select Advanced Search. What opens is the traditional Find and Replace the dialogue box, which offers some interesting filters for searching. Here I can set some rules for my search by clicking “More.” I put a checkmark next to “Match case” so that my lower case “word” search would not target upper case “Word.” Another helpful filter is, “Find all word forms (English),” which would have highlighted “words” and “worded,” along with “word,” in my earlier search.

The Replace tool is a natural complement to Find, although in my writing I rarely use it. It has its own icon on the Home tab and its own tab behind Find in the Find and Replace dialogue box. What it does is let me find all the instances of a word, and then replace all of them with another word. If my goal is to vary my word choices, replacing all instances of a repeated word with another isn’t something I want to do. However, if I had a long document with, for example, a

misspelled unusual proper name like Abernathy, and I had spelled it Abernethy, then using Replace makes sense.

Newer versions of these tools allow us to find and replace graphical elements, tables, punctuation, formatting features, and font properties, such as changing all instances of a word in text to bold or italicized. These two tools not only save time, but can actually improve the quality of writing. That’s not a bad thing in this age of texting. FWIW IMHO.

This article is provided by APCUG to members for publication in club newsletters with no editing.

Interesting Sites to Visit on the Internet

Nancy Prefitt, Member, ICON Users Group, MO
December 2012 issue,
The ICON
www.iconusersgroup.com
[ngprefitt \(at\) juno.com](mailto:ngprefitt@juno.com)

NO TIME TO READ?

If you find it difficult to set aside time to read a good book, this site is for you. Daily Lit offers a “novel” solution! It emails chapters of a selected book to you every day thus allowing you to read in smaller increments. Just browse the database for a book you want to read, enter your email address, and click subscribe. Choose from best-selling and award-winning titles, literary fiction and romance to language learning and science fiction. The site also features forums, where you can discuss your favorite books and authors. www.dailylit.com/

AN OLD GAME IN A NEW TECHNOLOGY

Remember Yahtzee? You can now play on your PC. It’s a single person game in this version. You can even download it as a portable app and store it on a thumb drive. It’s a geeky site – as are most open source sites – but it’s easy to download and enjoy without a hassle. www.openyahtzee.org

MEDICATION INTERACTION?

It seems that the older we get, the more prescriptions we have. Your doctor or pharmacist may give you basic instructions (or not) but if you have an odd ache or rash or something, what should you do? The Physicians’ Desk Reference is what doctors use and you can get it online to acquire more information about drug reactions and interactions, etc. Check it out at www.pdr.net. There’s a site just for consumers which may be more understandable at www.drugs.com/pdr/

AMAZING OLD PHOTOS

These photographs were taken from color slides found at the Library of Congress. They’re dated from 1939-1943. The colors are so bright and clear it’s hard to imagine they’re so old. I enjoyed the old vehicles, fashions and social habits, too. extras.denverpost.com/archive/captured.asp

TRYING TO PICK A GOOD MOVIE?

Make sure it’s one you’ll like by visiting Rotten Tomatoes first. It takes a look at dozens of films now playing at theaters, and collects

reviews from major critics. It also lets readers rank the movies, which might provide the best indication of the movie's quality.

www.rottentomatoes.com/movie/in-theaters/



GOOD

BAD

GOOD



BAD



GOOD



BAD



GOOD

BAD

ADD
GOOD
WINDOWS
HERE

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Officers 2011-2012

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Vice President	Ralph Drexler	(309) 755-8138	drexlerm@mchsi.com
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	Susan Peterson	(309) 721-7048	felspaw@gmail.com
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Diana Wolf	(309) 797-5413		
Director Past President	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com

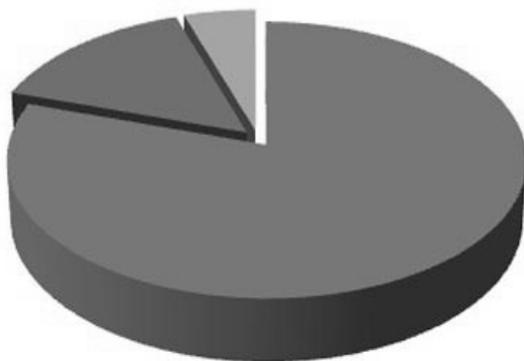
Director/SIG Leader

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	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com
Mailing	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com
Resource Manager	Judi McDowell	(309) 314-1780	julee89@gmail.com

How I fix stuff working in IT



- Restart whatever isn't working
- Quick Google search
- Weird IT voodoo

MEMBERSHIP CORNER

Membership dues are payable **July 1st** each year and expire the following **June 30th**.

Individuals \$30
Family \$40

Payments can be made in person at a meeting or mailed to the treasurer

David Tanner
3449 – 52nd Street
Moline, IL 61265

SIG and Event Calendar

Month 2013

Date 1 st – Monday	5:30 PM	Beginners SIG	EDC	Jim Kristan	309-755-8277
	7:00 PM	General Meeting	EDC	Hard Drives 101 Dale Wells	
Date 15 th – Monday	5:30 PM	Genealogy SIG	EDC	Len Stevens	563-359-9672
	7:00 PM	Internet SIG	EDC	Ted Huberts	309-792-9470
Date 22 th – Monday	5:30 PM	Digital Media SIG	EDC	Vicki Wassenhove	309-787-2239
	7:00 PM	Windows SIG	EDC	Larry Stone	309-787-5574

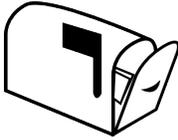
Location Key

- EDC** Education Center of Butterworth
- BCL** Library of Butterworth Home
- ORC** Orchid Room of Butterworth Home
- OAK** Oak Room of Butterworth Home



EDUCATION CENTER OF BUTTERWORTH
 7th St & 12th Ave Moline, IL

Quad Cities Computer Society
c/o Dave Tanner
3449 - 52nd St
Moline IL 61265



Moving? Send an
address change to:
felspaw@sbcglobal.net

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Monday
April 1, 2013
7:00 PM

Hard Drives

101

presented by
Dale Wells

