MC³ Newsletter
May 2018

The May meeting of the McHenry County Computer Club is
**May 12, 2018 at Salvation Army Building
290 W. Crystal Lake Ave., in Crystal Lake, IL.**

NOTE: *Enter the building on the parking lot level under the awning.*

Meeting Agenda

- Introductions & Reports
- Demo: Finding Out What Facebook Knows About You and What It Does With Your Info - Al Schrader
- Q & A

Upcoming Demos - Subject to Change

We need demos for June and beyond - Please submit ideas to any MC3 board member or email them to the club email, info@mc3computerclub.org

Two Office 365 Tools and Where to Find Them

When I use an Office app or check the "What's new?" section at the bottom of the Account section in any Office app file. (e.g., open Word> select a blank document> File > Account > What's New?)

Here are a couple of the new tools you might be interested in: Draw tab with Pens (for Word, Excel, and PowerPoint 2013 & 2016 in Office 365)

Figure 1 – The Draw tab in Word

This set of pens, pencils and highlighters in Figure 1 was created for touch screens and pen-enabled devices. However, I found that I could use all the pens by clicking and dragging

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McHenry County Computer Club
Established 1982
MC³

Our membership is $26.00 a year.

NOTE: This fee offsets the running of the club; membership benefits include help with computer problems. Please pay Lyle Giese, our treasurer, or the designated Board Member in his absence.

MC³ OFFICIALS

President:
Larry Freeman
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Vice President:
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Secretary:
Bruce Ecersberg

Treasurer:
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Database Manager:
Lem Erita

Newsletter:
info@Mc3ComputerClub.org
(for articles & suggestions)

Past President:
John Katkus

Webmaster:
Cindi Carrigan

Board Members:
Jack Luff, Dave Lutes, Jim Beierle, Al Edlund, Ken Schuring

my mouse pointer on my non-touch laptop screen. To enable these pens, first add the Draw tab to the ribbon. Open the Word app, for example, and open a blank document. Click File > Options > Customize Ribbon, and then click the checkbox next to Draw in the right pane > OK. It will remain on the ribbon until you repeat this process and uncheck the box.

Click a pen or highlighter to select it; click again to deselect it. Click the Thickness and/or Color menus to customize the lines. Then draw, write, or highlight text with your finger, stylus or mouse, depending on your screen capability. Use the Ink Editor to mark up a draft document on the screen. Click the Convert to Shape tool and your next hand drawn circle will become perfect. If you don't get an expected result, click the Eraser, and then click the pen marks to remove them. With a little practice, the Draw tab tools can enhance Word documents, PowerPoint slides, and Excel sheets or charts.

PowerPoint Designer (Office 2016 for Office 365 only)

I find PowerPoint Designer very useful for creating professional-looking slides. Introduced in the fall of 2015, it has been improved and expanded through recent updates. Its purpose is to offer some optional design layouts for PowerPoint slides, like the Title or Title & Content slides. Once enabled, it activates when you insert up to 4 photos into a slide along with text. A menu of slide designs using your content appears to the right of the workspace. Click any layout to preview how it looks on your slide. (See Figure 2)

To use Designer, you must be connected to the Internet because the designs are located there. Also, you must be using one of the many PowerPoint design themes rather than one from a non-Office source or one you created yourself.

Figure 2 below is a PowerPoint Title slide using one of the design Ideas from the gallery. First, I chose a theme from the opening screen. Then I added Asheville, NC, as the title of the presentation and inserted a photo I had taken near there. Several design layouts showed up in the right pane. I chose this one.
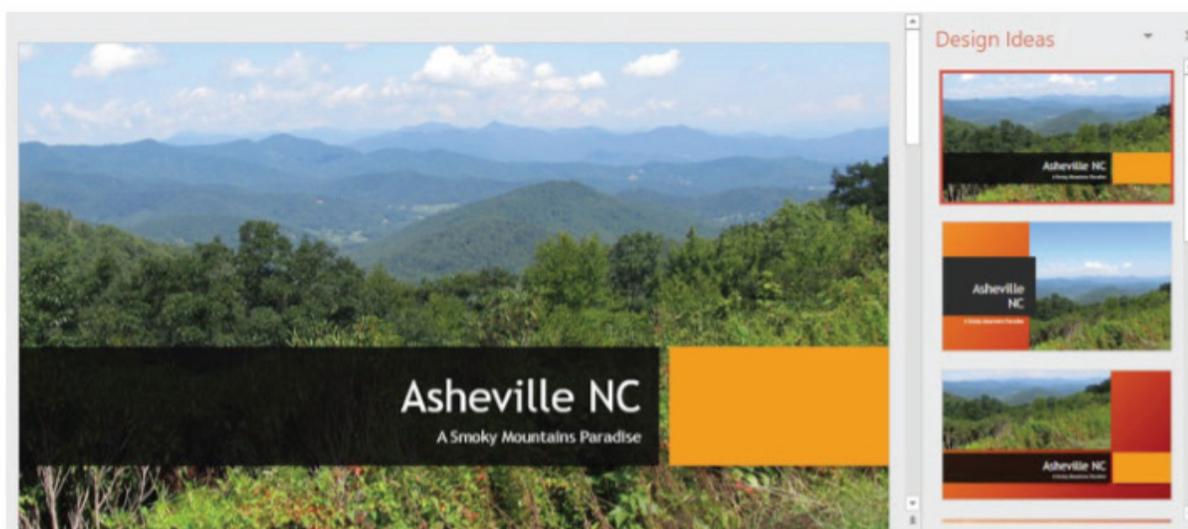

Figure 2 Title slide with a Designer layout

The Designer also offers ideas for text layout. For example, Figure 3 shows a slide on which I had typed a bulleted list of four things to do in Asheville. Then I chose this Smart Art layout from the Design Ideas menu. (The Smart Art tool is always available on the Insert tab in the Illustrations group.) If I wanted to return to my original layout, I could right click the Smart Art slide and select "Convert to Text.

Figure 3 - Title & Content slide using Smart Art

If you prefer not to see any Designer ideas, you can turn off the feature. With a PowerPoint slide open, click File > Options > General, and remove the checkmark next to "Automatically show me design ideas." Stay tuned for more new Office tools and features in the future.

Reprinted from Nancy DeMarte, the Sarasota Monitor (APCUG)

WYSIWYG Web Watch - *reprinted from Sterling Heights Computer Club (APCUG)*

This column attempts to locate sites containing valuable, amusing, and free content, with no overbearing pressure to purchase anything. SHCC members are encouraged to submit favorite sites (a description is optional) to the above address, for inclusion in a future WYSIWYG issue.

Troubleshooting right-click issues caused by shell extensions (when right-clicking a mouse produces no context menu). http://www.winhelponline.com/xp/slowrightclick.htm

Animation shows the sources of U.S. Immigration over two centuries. http://metrocosm.com/us-immigration-history-map.html

Appreciating Chinese calligraphy. (4-min. video) https://www.youtube.com/watch?v=MEN0CzGv5-Y

Can you really trust that green padlock? This new phishing scheme could fool you with a false sense of security.
http://www.nextgov.com/cybersecurity/2017/12/new-phishing-scheme-could-fool-you-false-sense-security/144418/

If you don't really need to password-protect your Windows 10 login, then why add that potentially corruptive aspect to your PC? Here's how to configure your PC to start Windows 10 without a password automatically.
http://www.howto-connect.com/start-windows-10-without-password/

Detect and remove malware from USB (a.k.a flash, thumb, or zip) drives. http://www.nirmaltv.com/2017/02/01/detect-and-remove-malware-from-usb-drives/

5 Ways to print folder and directory contents in Windows. http://www.makeuseof.com/tag/5-ways-to-print-folder-and-directory-contents-in-windows/

8 deadly commands you should never run on Linux. https://www.howtogeek.com/125157/8-deadly-commands-you-should-never-run-on-linux/

Some basic security measures specifically for people getting started with Linux. https://gendersec.tacticaltech.org/wiki/index.php/Linux_security#Using_removable_storage_media

How to find the best Wi-Fi channel for your router on any operating system, particularly in close living conditions.
https://www.howtogeek.com/197268/how-to-find-the-best-wi-fi-channel-for-your-router-on-any-operating-system/

Backyard astronomy basics for students of all ages. https://www.homeadvisor.com/r/home-science-backyard-astronomy/

What is a "fileless attack?" How hackers invade computer systems without installing software.
https://www.itworld.com/article/3227046/malware/what-is-a-fileless-attack-how-hackers-invade-systems-without-installing-software.html

A real view of a train derailment cleanup event in a peaceful farming countryside. (15-min. video)
https://www.youtube.com/watch?v=5G-N36QfCdl

Using Speech to Control Your PC and Compose Text - *SPUG.org (APCUG)*

Many modern devices have digital voice personalities that can help you find things or complete tasks. Some of these even have names, like Siri for Apple devices, Alexa for Amazon Echo, and Cortana for Windows. Microsoft Office and Windows 10 recently have added or upgraded speech features that provide both text to speech and speech to text. Speak is a new feature that helps you proofread what you have typed by listening to the computer read it aloud.

For example, if I'm typing a Word document and want to see if my wording is smooth and accurate, I can use "Speak" to hear how it sounds. The Speak feature is also found in other Microsoft apps - Outlook, PowerPoint, and OneNote.

To use 'Speak,' click anywhere in a document.

Then click the Review tab on the ribbon. In the Speech group, click 'Read Aloud,' which

Speak icon
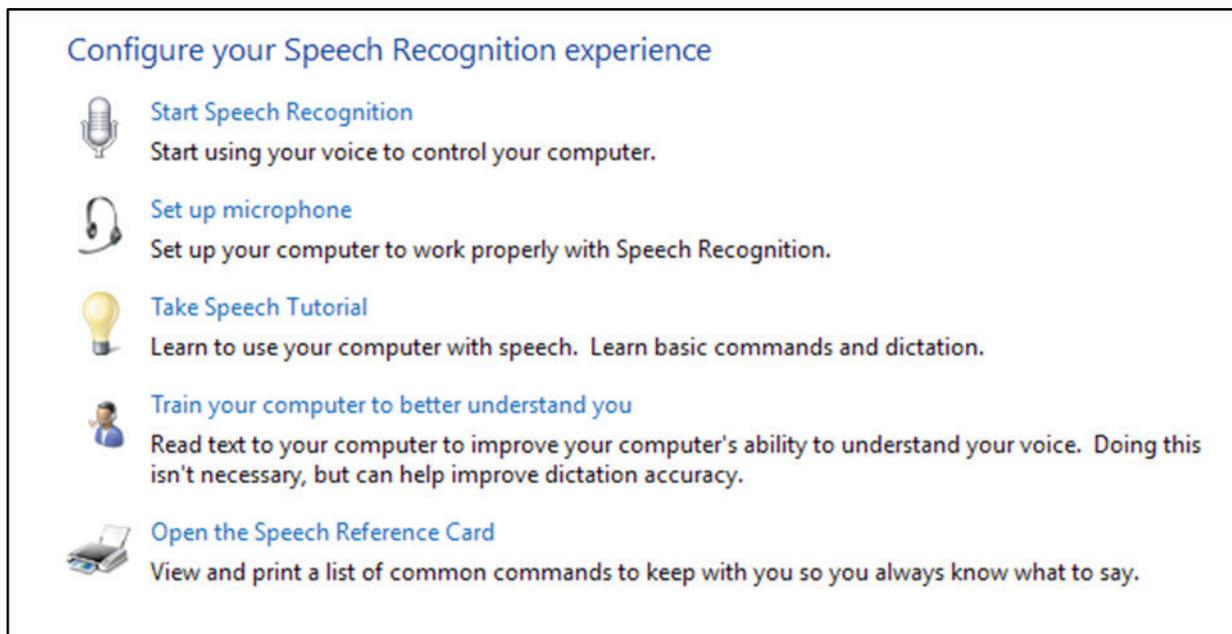
opens an audio control bar.

Audio Control bar

Click the right-pointing single arrow, then sit back and listen. You can choose a male or female voice by clicking the setting icon which resembles a person on the audio bar.

Windows Speech Recognition (WSR):
Windows has had a speech recognition feature for several years. This tool lets a user dictate into a microphone without the use of a keyboard or mouse and have his or her speech translated into text. It can be used to compose articles, write letters or emails, fill out forms, or complete other writing tasks. You can also use WSR to perform the basic functions of a computer, like opening an app, selecting a word, showing a list of commands, and adding punctuation. Originally, it was difficult to set up, but the current version is much , o configure and use. Learning to use WSR is especially worthwhile if your typing skills are weak.

You must have a microphone before setting up Speech Recognition. I found that a set of headphones with a microphone attached works very well. While it is also possible to find a Windows microphone in the MS store, a headset or free-standing mic is recommended.

Once you have a microphone plugged into your computer and turned on, it's time to locate and set up Speech Recognition. In Windows 7, click Start > All Programs > Accessories > Ease of Access > Speech Recognition. In Win 10, type 'Speech' in the Search box and choose the best match, Speech Recognition, which opens the Speech Configuration window, pictured below:

Speech Configuration Window

1. There is a wizard (set of steps) to help you with setup. Click "Start Speech Recognition" to start the wizard. It will take you through all the steps in the order in which they are listed.

2. First, you will set up the microphone for correct placement and volume setting.

3. The speech tutorial consists of two short video tutorials that demonstrate the two main uses for speech recognition: "How to use WSR to get around your computer" and "How to use dictation with WSR". These are worth watching more than once.

4. In "Train your computer," you practice reading text aloud so that WSR can learn your vocal inflections, accent, and tone. This makes the transition from speech to text more accurate.

5. The last step is to print a few pages of valuable commands that WSR recognizes, a handy list.

While no speech recognition tool is perfect, the Windows version does a pretty good job, and setup is an easy, non-threatening process.