

# Bits of Bytes

Newsletter of the Pikes Peak Computer Application Society, Colorado Springs, CO

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Issue 11



## The Prez Sez

by Toni Logan,  
President,  
P\*PCompAS

The leaves are falling and the temperatures are falling, but our interest in meeting each month with our computer friends is not falling.

We had an interesting program last month. Cary Quinn enlightened us as to his new 360-degree camera. I think we should all have one.

A couple of our members, Frank Fraser and John Pearce, experienced health problems this past month and we wish them well. Our longtime member Norm Miller lost his wife Dottie, and we send him our sympathies.

We still need to have a volunteer to run for Secretary, and if you are interested, let Gene Bagenstos know. We have our elections in December. Also, it is time to renew your membership. See you in November. ☺



## Meeting Minutes

by Bill Gardner,  
Temp Secretary,  
P\*PCompAS

The 6 October 2017 Membership Meeting was called to order at 9:00 a.m. by President Toni Logan. Coffee is compliments of Cameron at Starbucks and is free to first time guests. There were no guests.

## OFFICER REPORTS

Vice President Cary Quinn was not present for the report.

## Next P\*PCompAS meeting: Saturday, 4 November 2017

David Breakey presents Plex, an enthusiast's view.

David is a fellow technology enthusiast, father, and as a long time Plex user, is well qualified to present this interesting and \*free\* streaming media platform. See <https://www.plex.tv/>

The Treasurer's Report was given by Bill Gardner. We have \$5,008.02 in savings, and checking has \$445.79, for a total of \$5,453.81. We also have received scam e-mails trying to obtain money.

Bill Gardner will act as secretary for the meeting today, but the club will need someone to take over for Bill Abell in the future.

APCUG Rep Joe Nuvolini says if anyone is interested in running for an APCUG office to contact him.

Newsletter Editor Greg Lenihan passed out some newsletters and announced that the November deadline is 21 October.

Secretary Ann Titus had nothing to report.

OLD BUSINESS: None

## NEW BUSINESS

The next breakfast is Saturday, October 21st and the next meeting is November 4<sup>th</sup>.

## AROUND THE ROOM

The audio of Around the Room is on our website.

## PRESENTATION

Cary Quinn gave an interesting introduction to the Samsung Gear 360 camera and showed several examples of photos that can be obtained.

## DRAWING

Keyboard – Pat Krieger ☺



Cary Quinn showing off a 360-degree camera at the October meeting.

## Volunteer for P\*PCompAS

by Gene Bagenstos

A high School typing warm up exercise was **"Now is the time for all good men to come to the aid of their country."**



P\*PCompAS election time is approaching and our computer society functions with several committees. The president appoints the chairperson.

In other organizations, when I asked someone to volunteer for a

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**Editor: Greg Lenihan**  
**Librarian: Paul Godfrey**  
**Membership: Ann Titus**

## Committees

**Audio: A.J. Whelen**  
**Hospitality: Pat Krieger**  
**Programs: Cary Quinn**  
**Publicity: Cary Quinn**  
**Nominating: Gene Bagenstos**

## Board of Directors

**Bob Blackledge**  
**John Pearce**  
**Joe Nuvolini**  
**Peter Rallis**  
**Paul Godfrey**

## *My Favorite Password Generator:* *"SuperGenPass"* by Bob Blackledge, P\*PCompAS



First of all, using a password generator—any generator—is FAR superior to creating passwords manually! The absolutely worst thing you can do is use a single password for multiple purposes (like different websites). Should there be a security breach, or should your account be hacked, then the bad guy would be able to gain access to other locations/websites. Thus, you want a DIFFERENT password for every application or website that you access, which probably means you'll have a lot of them to remember...

Second of all, you want LONG passwords, with at least 8 preferably 12–14 or more characters, preferably including upper/lower case, numbers and maybe even punctuation characters. This means you probably will have problems remembering them! If you only have to remember one (your 'Master Password') life would much simpler!

Third, you want a psuedo-RANDOM password, making it hard to guess, as opposed to your birthdate or your pet's name. This probably means they'll be

really hard to remember! As a non-random test, I started with the tentative password of *Long4Pasword!* and entered it into several password strength testers for evaluation, with the results:

PasswordMeter.com → 86 "Strong"

Thycotic.com/resources/password-strength-checker → 11 million years

HowSecureIsMyPassword.net → 3 million years

GRC.com/haystack.htm → 16.5 thousand years

My1Login.com/resources/password-strength-test → "Weak" 46.9 min

Password.Kaspersky.com → 3 minutes

So a non-random, albeitly complex password doesn't seem to cut the mustard! Also, it seems you shouldn't depend upon password strength websites!

Fourth, you don't want to PAY a lot to support your password effort.

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### *Volunteer (Cont. from page 1)*

position, many people stated that they could never do that job. After some convincing, they discovered that by going out of their comfort zone, their horizon expanded.

Many clubs have ceased to exist, because no one came to their

aid by being an officer. Don't let this happen to P\*PCompAS.

Please contact me if you wish to volunteer. I will be calling on the open positions.

*Gene Bagenstos*  
 Nomination Committee ☺

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P\*PCompAS welcomes any comments, letters, or articles from members and non-members alike. Please send any articles to the editor (see last page for address). The editor reserves the right to reject, postpone, or edit for space, style, grammar, and clarity of any material submitted.

*SuperGenPass (Continued from page 2)*

Some programs cost \$25–\$40 or more, and what happens if the company goes broke, is bought, or just hacked? SGP is open-sourced, and has been reviewed by many techno-geeks.

Fifth, you want local ACCESS. How do you get connected to your ISP if your password to them is located on the Web somewhere? But, while it's tempting, don't write down your password(s) and keep them conveniently placed by your computer! In fact, don't even keep them on your computer at all, because what happens if your computer breaks down or is stolen?

Sixth, you want your passwords PROTECTED. Ideally any list of passwords, however recorded, must be protected by a master password and encrypted, strongly!

Seventh, you want your selected password process to be EASY—to find the (current) password, to generate a new one, to use for entry, and thereafter to change. If your process is too complex, you'll stop using it!

Eighth, CHANGE your password every so often (e.g. annually). This is optional, since a collection of really strong random passwords is usually sufficient, but your service (like the US Government) or some websites might require you to change occasionally as an extra precaution.

Ninth, if your website or application permits it, enable TWO-step verification! This might require getting a one-time code on your cellphone, responding to an additional security query, a separate device (like a thumb drive) or some other independent mechanism. The more complex logging it is, the less likely that you'll be hacked!

So, I favor SuperGenPass, currently located at [ChrisZarate.github.io/supergenpass](https://github.io/supergenpass), and specifically the mobile version at his subdirectory /mobile any of which satisfies most of the above criteria. You'll need a master password that you should use from now on, and if you're even more security minded, you can even use a second secret password (more later).

For the criteria above:

1. Different: SGP uses a one-way-hash on your master password plus the domain name (or even program or service name) plus (if desired) your secondary secret password (aka "salt"). Thus, you'll have a unique password for EVERY domain you access. As his help file indicates, this even guards against a phishing attack, as the domain names amazon.com and amazOn.com will generate radically different passwords!

2. SGP generates a sequence of 4 up to 24 characters, of your choice, in the 'gear' options (see below). Unfortunately, only upper/lower ASCII and numeric characters are generated. If your website requires something special, like multiple numeric or punctuation characters, you can add them to the password that is generated by SGP; some record keeping may be required and necessary.

3. The character string generated is psuedo-random via either a base-64 MD5 or SHA-512 (aka SHA-2) calculation (from the 'gear' options, below). I recommend the SHA calculation as MD5 as has been shown to have a technical problem which is unlikely (but theoretically possible) to affect you. SHA-512 is also favored by the military industrial complex and the security industry.

4. The cost is zero! In fact, after you install the bookmarklet or download the HTML, you won't ever need to go back to Chris' website again! Until you get a new machine, or something...

5. You can use a bookmark (to access his website), a bookmarklet (which also accesses his website),

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Geeky topics were the norm at the October breakfast, with the digerati getting their fill of treats, while learning new tricks. There is room at the table, so come on by next month, just prior to Thanksgiving.





*SuperGenPass (Continued from page 3)*

or just download the mobile version as an HTML file so that you do not require any Internet access at all for use (it's completely local to your individual browser and the HTML file). I keep a copy of this file on my system and on a thumb drive, with which I can access on a public library computer—which would not allow running programs (such as most password managers would require). If I visit a friend, I can access my thumb's HTML file and leave no trace of my password activity on my friend's computer (after I close the browser tab, exit the browser, and reboot the system if I'm paranoid)!

6. SGP encrypts your master password on the fly, so there's no record of it. Your entry of your master password goes away when you close your browser or even just the tab where the mobile version was loaded. I specifically use a separate browser tab to load the mobile version's HTML, and then cut/paste generated passwords as required back to the tab where its required. At least with Firefox, this avoids any leakage that may occur with malicious JavaScript files on remote websites; Microsoft Internet Explorer and Edge, Chrome and other browsers should also protect against cross-tab content leakage, but if this doesn't seem sufficient to the security minded, launch a separate browser (even a different type) to load the mobile HTML SGP version! Windows (at least) allows cut/paste operations between different applications (like two browsers). I don't know myself if SGP works on Apple or Linux, but given HTML and JavaScript standards, I don't doubt that it will work.

Note that SGP displays a visual symbol derived from your master password for you to see that you've entered it correctly. For me, I enter

my master password and then give it a test domain-name (like test.com) whose password I recognize; if it's not correct, I just re-enter my master password!

7. I find SGP very easy to use. Starting with a browser tab going to a website I need to access, and having already loaded the mobile version in a different browser tab and entering the 'Master Password' there, I copy the URL of my target domain website and paste it into the 'Domain/URL' field (or TLD) of the SGP form. After clicking the "Generate" button, the calculated password replaces the button (obscured so no onlooker can see it), and the convenient "clipboard" symbol on the side does a copy (or you can select the password and copy it yourself). Returning to the tab I started with, I can now do a 'paste' of the password wherever required. Rarely are there websites that don't allow pasting of username or passwords... in such a case, I keep the SGP window visible so I can type the password in manually (and then complain to the website. After all, you'll have a lot of passwords!). The full/bookmarklet version of SGP is supposed to auto-fill the password into a webpage, but I don't depend upon (or use) this capability—your choice...

Note that SGP simplifies the URL you pasted, so <https://cs.local-access.mybank.com/myname> and <http://www.mybank.com/> are treated the same for hashing out the password, becoming just the base domain name of mybank.com

which works for copying/pasting the URL address from the browser's TLD field (which is typically case-lowered), but note that typing in MyBank.com (notice the caps) will produce different results!

8. If you need to 'modify' your password, click the "gear" icon (upper right) in the SGP display, which will then show fields for 'Secret password' (aka "salt"), length (from the default value) and encryption method (MD5 or SHA). For a change-frequently password, you can make the 'Secret password' the month or year you now need and even switch back-and-forth easily. Since the secret password is hashed along with the domain (and your master password), the results will all be radically different! Also in the extended "gear" options is the floppy-disk symbol which saves your default settings for length and hashing method onto your local machine. There are rumors this doesn't always work for the browser market version or in browsers with atypical privacy settings, but the HTML version in Firefox saves the settings into the browser's localStorage (if permitted in about:preferences#privacy).

9. As far as two-factor support, SGP has no provision for this. Such would be additional protection from your bank, broker or whomever... if they have it, use it!

If anything, the biggest issue you'll face when starting to use

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## **Get Ready! Windows is Changing Big Time on Oct. 17**

*by Francis Navarro at Komando.com (tip from 10/12/17)*

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It's almost here! The next major Windows 10 update is upon us and it's going to introduce big changes and other tweaks to Windows 10 desktops and laptops everywhere.

Mark your calendars! It will start rolling out on October 17.

### **WINDOWS 10 FALL CREATORS UPDATE**

Microsoft calls it the Fall Creators Update since it is the follow-up to the Creators Update, the last major Windows 10 update released in April.

The Fall Creators Update will be the fourth major update for Windows 10 since its debut and it is set to deliver welcome improvements and features to the more than 500 million Windows 10 computers worldwide.

So what's new with the Windows 10 Fall Creators Update? We've been keeping an eye on the new features being tested with the Windows 10 Insider Builds and here are the most useful features we've seen so far:

#### **New Feature for OneDrive**

OneDrive is set to receive a major upgrade when the Fall Creators Update is released. Being called "Files On-Demand," the tool will give users additional control options for cloud and local storage options.

This feature will be perfect for anyone who needs access to their files and folders on the go since everything will be available even if you haven't synced your device to your computer in a while.

#### **Faster Boot-Up**

One of Windows' worst problems has always been its sluggish start-up time. These days, when we're all so accustomed to our smartphones and tablets quickly opening, it can feel like an eternity for your laptop to start up.

Microsoft has been working to improve its boot-up experience with Windows 10. That's continuing with the Fall Creators Update.

#### **Eye Control**

There's also a big new feature called Eye Control and it allows you to operate an on-screen keyboard, mouse, and text-to-speech using only your eyes.

If this sounds straight out of a sci-fi movie, well you're right. This means you can control the mouse cursor by merely moving your eyes around or interact with a user interface icon by simply staring at it until it activates.

#### **Power Throttling**

Windows 10 laptop and tablet users will definitely appreciate this new feature. Power Throttling will diminish the performance of non-priority background programs to save battery life.

This feature is said to lower processor power consumption by up to 11 percent, which means improved battery life for your portable Windows 10 gadgets.

#### **My People Hub**

A new way to communicate with your family and friends will be introduced via the "My People Hub." This will have its own taskbar

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#### **SuperGenPass (Continued from page 4)**

SGP is that you have to change ALL your passwords (to those produced by SGP)! For me, this was not a major problem as I have a special flag associated with each of my links that tells me that the password for each URL is (or not) SGP'd.

However, this initial password change can be viewed as a benefit, since it forces you to change your passwords from probably not-safe to something much safer!

So, create a really terrific master password (that you'll actually remember). If possible, use Greek or Latin (just kidding,

actually... I'm NOT kidding!). Do NOT use browser-based password saving (even with a browser master password), but do use SGP! Use SHA encryption of the largest password length supported by your targets (typically 8-12 or more characters), and then have happy (and safer) surfing! ☺

*Windows is Changing (Cont. from page 5)*

icon and it will provide a quick way to launch communication apps like Skype and Mail and a shortcut to your contacts list.

Three of your favorite contacts can also be pinned to the right-hand side of the taskbar for instant communication. You can simply click on the favorite contact's avatar to send an e-mail, call via Skype, or share files.

**Automatic Storage Sense Management**

Windows 10's drive storage management app Storage Sense is also getting key improvements. Now, it can automatically delete files from the Downloads folder after 30 days and also remove previous versions of Windows automatically after an upgrade.

**New look: Windows Fluent Design System**

The Fluent Design System for Windows 10 is also being introduced with the Fall Creators Update. This was previously known as Project Neon and seems to be influenced by Google's Material Design.

Microsoft's operating system will now include elements of transparency and animation that it previously lacked. The Fluent Design System is expected to look cleaner and fit better on the display than before. Some additional user interface touches will bring the desktop to life.

**Link your Laptop to Your Android Smartphone**

Microsoft's Windows 10 is an operating system for laptops and PCs. Windows has never been a great OS for smartphones. Microsoft has openly acknowledged that it needs to do a better job of working on your smartphone.

This new feature, called Cross-Device Web Browsing, is a step in the right direction. To share a link from your Android device to your Windows 10 laptop or PC: From your computer, go to Settings >> Phone and link your phone >> from your Android phone, open the text message link called Microsoft Apps.

**Emoji Panel**

Emoji fans rejoice! The Fall Creators Update will bring support for the new Emoji 5.0 designs. There's also a new-onscreen Emoji panel and a touchscreen keyboard with predictive text Emojis.

**Web Results Without Opening Browser**

Microsoft's virtual assistant, Cortana, responds to your voice or typed queries. "Cortana, where is the closest McDonald's?"

Now, Cortana will give you faster answers for some questions. Instead of opening your web browser to provide the answers, the Cortana pane will expand, showing your results.

Bonus: You can now ask Cortana to turn off your laptop, restart it, lock it and sign out of Windows.

**New Login Options**

The Fall Creators update also introduces an "I forgot my password" option below the password field on the login page. Windows Hello and PIN code users can also access this password reset link by going to "other options."

Once you start the password recovery process by clicking "I forgot my password," a wizard with Cortana will guide you throughout the whole process.

Although this sounds like a minor change and it still requires another gadget for verification, this is more simple and quicker than the current password recovery system, which still requires you to reset your password entirely on another device.

**Windows Mixed Reality**

The Fall Creators Update will also roll out support for a selection of inexpensive sub-\$300 virtual reality headsets from a variety of manufacturers via the Windows Mixed Reality package.

With Windows Mixed Reality, users can discover a large, evolving catalog of experiences: immersive and casual games, travel, 360-degree videos, creativity, social, live events and more.

There will also be a handful of new Mixed Reality apps coming soon designed to expand the user experience.

**Better update control**

We all know how intrusive automatic Windows Updates downloads can get. Thankfully, with the Fall Creators Update, users can start specifying the percentage of network bandwidth reserved for the update downloads.

**Other new features**

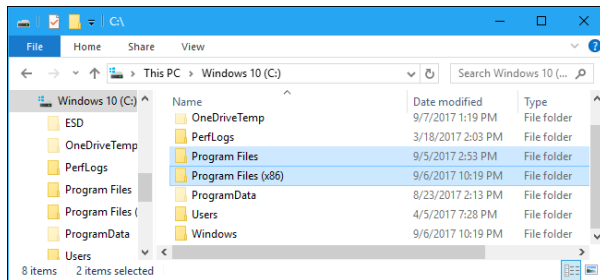
Other notable improvements include a more modern look for Microsoft Edge, which was also inspired by the "Fluent Design System." Microsoft said that the "use of Acrylic material provides

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## What's the Difference Between "Program Files (x86)" and "Program Files" in Windows?

By Chris Hoffman, reprinted with permission from [HowToGeek.com](http://HowToGeek.com)

Original article at: <https://www.howtogeek.com/129178/why-does-64-bit-windows-need-a-separate-program-files-x86-folder/>



There's a good chance you have both the "C:\Program Files" and "C:\Program Files (x86)" folders on your Windows PC. If you poke around, you'll see that some of your programs are installed in one folder, and some are installed in the other.

### 32-bit vs. 64-bit Windows

Originally, Windows was only available as a [32-bit operating system](#). On 32-bit versions of Windows—even 32-bit versions of Windows 10, which are still available today—you'll only see a "C:\Program Files" folder.

This Program Files folder is the recommended location where programs you install should store their executable, data, and other files. In other words, programs install to the Program Files folder.

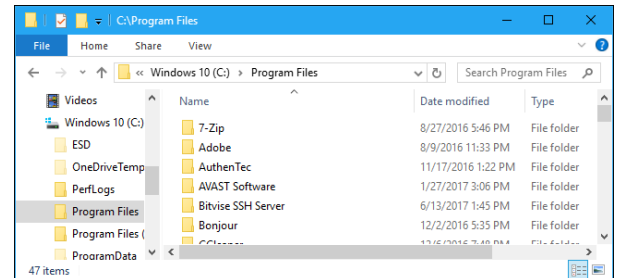
On 64-bit versions of Windows, 64-bit applications install to the Program Files folder. However, 64-bit versions of Windows also support 32-bit programs, and Microsoft doesn't want 32-bit and 64-bit software getting mixed up in the same place. So, 32-bit programs get installed to the "C:\Program Files (x86)" folder, instead.

Windows runs 32-bit applications on 64-bit versions of Windows using something called [WOW64](#), which stands for "Windows 32-bit on Windows 64-bit."

When you run a 32-bit program on a 64-bit edition of Windows, the WOW64 emulation layer seamlessly redirects its file access from "C:\Program Files" to "C:\Program Files (x86)." The 32-bit program tries to access the Program Files directory and is pointed to the Program Files (x86)

folder. 64-bit programs still use the normal Program Files folder.

### What's Stored In Each Folder



In summary, on a 32-bit version of Windows, you just have a "C:\Program Files" folder. This contains all your installed programs, all of which are 32-bit.

On a 64-bit version of Windows, 64-bit programs are stored in the "C:\Program Files" folder and 32-bit programs are stored in the "C:\Program Files (x86)" folder.

That's why different programs are spread across the two Program Files folders, seemingly at random. The ones in the "C:\Program Files" folder are 64-bit, while the ones in the "C:\Program Files (x86)" folder are 32-bit.

### Why Are They Split Up?

This is a compatibility feature designed for old 32-bit programs. These 32-bit programs may not be aware that a 64-bit version of Windows even exists, so Windows keeps them away from that 64-bit code.

32-bit programs can't load 64-bit libraries ([DLL files](#)), and could crash if they tried to load a specific DLL file and found a 64-bit one instead of a 32-bit one. The same goes for 64-bit programs. Keeping different program files for different CPU architectures separate prevents errors like these from happening.

For example, let's say Windows just used a single Program Files folder. A 32-bit application might go looking for a Microsoft Office DLL file found in C:\Program Files\Microsoft Office and try to load

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*Windows is Changing (Continued from page 6)*

depth and transparency to the tab bar and other controls, and we've improved button animations to feel more responsive and delightful."

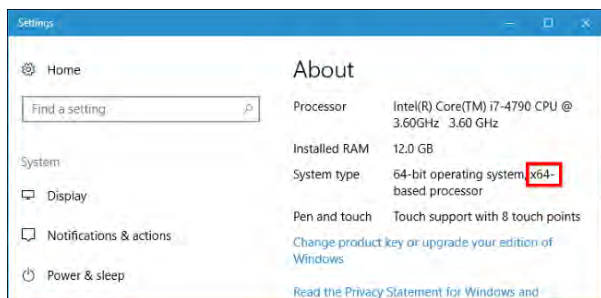
Some other new features of the OS will include the ability to resume sessions on multiple gadgets, a cloud-based clipboard and an overhaul of the Task View area. ☺



*Program Files (Continued from page 7)*

it. However, if you had a 64-bit version of Microsoft Office installed, the application would crash and not function properly. With the separate folders, that application won't be able to find the DLL at all, because the 64-bit version of Microsoft Office would be at C:\Program Files\Microsoft Office and the 32-bit application would be looking in C:\Program Files (x86)\Microsoft Office.

This also helps when a developer creates both 32-bit and 64-bit versions of an application, especially if both need to be installed at once in some situations. The 32-bit version automatically installs to C:\Program Files (x86), and the 64-bit version automatically installs to the C:\Program Files. If Windows used a single folder, the application's developer would have to have the 64-bit folder [install to a different folder](#) to keep them separate. And there would likely be no real standard for where developers installed different versions.

**Why Is The 32-bit Folder Named (x86)?**

You won't always see "32-bit" and "64-bit." Instead, you'll sometimes see "x86" and "x64" to refer to these two different architectures. That's because early computers used the Intel 8086 chip. The original chips were 16-bit, but newer versions became 32-bit. "x86" now refers to the pre-64-bit architecture—whether that's 16-bit or 32-bit. The newer 64-bit architecture is referred to as "x64" instead.

That's what "Program Files (x86)" means. It's the Program Files folder for programs using the older x86 CPU architecture. Just note, however, that 64-bit versions of Windows can't [run 16-bit code](#).

**This Doesn't Normally Matter**

It doesn't normally matter whether a program's files are stored in Program Files or Program Files (x86). Windows automatically installs programs to the correct folder, so you don't have to think about it. Programs appear in the Start menu and function

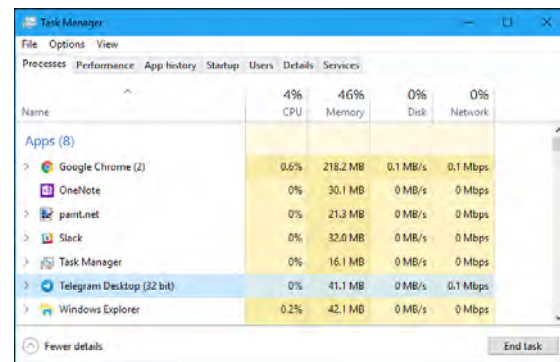
normally, no matter where they're installed. Both 32-bit and 64-bit programs should store your data in folders like [AppData](#) and [ProgramData](#), and not in any Program Files folder. Just let your programs automatically decide which Program Files folder to use.

If you're [using a portable app](#), it can run from any folder on your system, so you don't have to worry about where to put them. We like putting portable apps in Dropbox or another type of cloud storage folder so they're available on all our PCs.

You'll sometimes need to know where a program is stored. For example, let's say you want to go into your [Steam directory](#) to back up some files. You'll find it in C:\Program Files (x86), as Steam is a 32-bit program.

If you're not sure whether a program you installed is 64-bit or not and you're looking for its installation folder, you may need to look in both Program Files folders to find it.

You can also look in Windows 10's [Task Manager](#).



On 64-bit versions of Windows, 32-bit programs are tagged with the additional "(32-bit)" text, giving you an indication that you'll find them in C:\Program Files (x86). ☺

*Word-Processing Options (Continued from page 9)*

voice-activated assistant, can be set to remind you verbally prior to your appointment. If you add a street address, clicking "View Address" will show a map of the location.

Minimize your notes by clicking the Sticky Notes icon on the taskbar. Click again to make them reappear in whatever screen you are viewing. To remove a note, click the trash bin icon on the top right corner of the note. If you use the Sticky Notes app often, you can make it handy by right-clicking the app icon and choosing "Pin to Start." Whether you are an author or a list-maker, Windows has a word-processing app for you. ☺



## Microsoft's Varied Word-Processing Options

By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL, [www.thestug.org](http://www.thestug.org), [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

When we hear “word-processing,” most of us think of Microsoft Word. A key application in the Office Suite, Word has the greatest number of features (sometimes more than we want) and is the most popular word-processing program in the world. But Word isn't the only word-processing program that Microsoft offers, and some of the others are free.

**WordPad (.rtf)**, for example, has been included free with Windows since Windows 95. In Windows 10, it isn't in the apps list; you can only find it by typing “WordPad” in the search box on the Desktop. It is a stripped-down version of Word, but with enough features to complete most standard tasks, as shown in its command ribbon (Fig 1). Its file type, rich text format(.rtf), is readable by almost any word-processing program.



Figure 1 - WordPad Command Ribbon

**NotePad (.txt)**, another long time free feature of Windows, is even more basic. It removes all formatting from the text, leaving no colors nor fancy text effects, just a few fonts and font sizes, bold and italics (Fig 2). It is perfect for adding text to web pages or creating and editing text files. It too must be searched for in Windows 10.

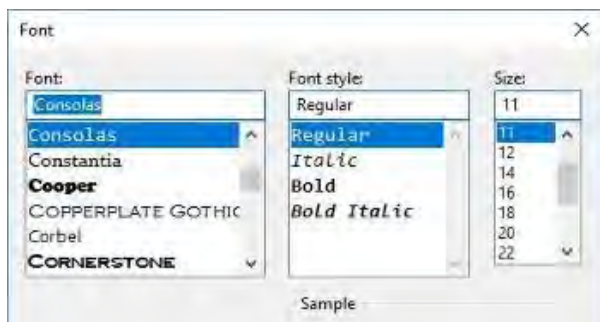


Figure 2 NotePad text options

In 2003, **OneNote(.one)** became part of the Microsoft Office suite and has been upgraded twice since. This application is available for the computer or as a mobile app for smartphones and tablets. OneNote gives you a simple way to organize your ideas or schedules. It is advertised

as a note-taking app for college students and a way to organize events. It lets you create tabs for each aspect of your activity and pages inside each tab. Plus, you can import photos, maps, schedules, and web pages to keep the details handy, as I did for a trip a few years ago (Fig 3).

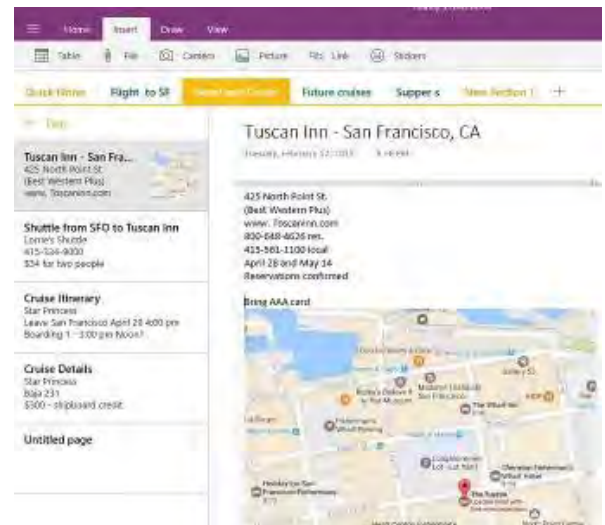


Figure 3 OneNote Workbook with tabs and the Hotel page open

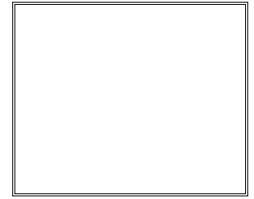
If you make To Do lists, as I do, you'll love **Sticky Notes**. It has been a free feature of Windows since Windows 7. You can search for it or find it in the app list. When you click the app, it puts a yellow post-it type note on the screen. Other colors are available. If your computer has a touch screen, you can write on the Sticky Note with a stylus or your finger. If not, you can type your note. Notes can be resized or moved, as you would any digital object. To get a new Sticky Note, click the + sign (Fig 4).



Figure 4 Sticky Notes on the Desktop

In Windows 10, if your note is an appointment reminder with a date and time, Cortana, the

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### **Coming Events:**

**Next Membership Meeting:** 4 Nov beginning at 9 am (see directions below)

**Next Breakfast Meeting:** 18 Nov @ 8 am, Country Buffet, 801 N. Academy Blvd.

**Newsletter Deadline:** 18 Nov

Check out our Web page at: <http://ppcompas.apcug.org>

