

Bits of Bytes

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

Volume XXXVIII

September 2018

Issue 9



The Prez Sez

by Toni Logan,
President,
P*PCompAS

Last month Cary presented some videos for installing hardware. This reminded me of some past history of this club. We had several members who went together and built computers from scratch for their own use. It was a wonderful experience for them.

We also had several members in the past who built computers on the side for anyone. As members of the club, we took advantage of these computer geeks to have them build a computer for us. This also helped those of us who were hardware illiterate on how to install a hard drive or CD ROM drive.

We still have members who can help us with our computers and it is one of the strengths of this club. Thank you all.

Lastly, we are coming up to election time for new officers. Gene Bagenstos has agreed to be the Nominating Committee and he will be asking for volunteers. Thank you for serving. See you on September 1st. ☺



Meeting Minutes

by Pat Krieger,
Secretary,
P*PCompAS

The 4 August 2018 membership meeting was brought to order at 9:00 am by President Toni Logan.

Next P*PCompAS meeting: Saturday, 1 September 2018

No topic has been announced.

OFFICER REPORTS

VP Cary Quinn said he had a couple of video presentations for today and is working on other programs.

Treasurer Bill Gardner was not present.

Secretary Pat Krieger was not present for the officer's report.

APCUG Rep Joe Nuvolini says that the APCUG puts out their Reports several times a year and encourages folks to go their website and look it over. It has some good articles, especially last month by Jerry Minich.

Editor Greg Lenihan said the deadline for the next newsletter was August 18th.

Librarian Paul Godfrey was not present for the officers reports, however, the president wants to discuss whether it is still beneficial to keep the library. We can do whatever we want with the materials because the club did not buy the materials in the library. We may want to keep the library, otherwise it might require a change in the bylaws.

Soundman AJ Whelan proposed that the club buy a lapel microphone, which could prove to be more convenient than our present mics. A motion to spend \$100 was approved. Harvey McMinn did the ground work for this endeavor.

OLD BUSINESS

Toni Logan asked Bob Blackledge to seek out a place to hold our January Volunteers Luncheon.

Toni Logan asked whether we should keep our 501(c)3 status in light of some other clubs letting theirs lapse. Since we already have it, we should keep it, as it doesn't cost us anything, however, if we disband there are rules that apply.

NEW BUSINESS

We mugged our newest member, Jim Geil, who joined this month. Jim moved to Colorado Springs about 8 years ago from Indiana. He has two daughters here, along with six grandsons, and two great-grandsons.



Jim Geil gets mugged by Membership Chair Ann Titus

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Drawings: Bob Logan
Editor: Greg Lenihan
Librarian: Paul Godfrey
Membership: Ann Titus

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

Board of Directors

John Pearce
Joe Nuvolini
Peter Rallis
Paul Godfrey
Ann Titus

Help Wanted

*By Gene Bagenstos, P*PCompAS*

In my high school, a typing class warm up exercise was "Now is the time for all good men to come to the aid of their country." Paraphrasing this to our computer club, it should be "Now is the time for all good people to come to the aid of P*PCompAS."

President John Kennedy's famous quote of "Ask not what your country can do for you but ask what you can do for your country," could be modified by substituting P*PCompAS for country, thus bringing this concept closer to us.

Election of new officers is galloping to the finish line. We need candidates for President, Vice-President, Secretary, Treasurer, and at-large board of directors member.

These positions do require a small amount of effort and time but is not extremely demanding and can even be enjoyable. Once a person serves as an officer, he or she develops a sense of being more attached to P*PCompAS.

Our computer society is predicated on volunteers. We have several members that have not yet served as an officer. Now is the opportunity for those members to expand their horizon and enhance their abilities, which will expand their accomplishments and self-esteem. Become a volunteer.

Many people have an unfounded fear of being an officer of an organization. Some reasons why self-imposed limitations inhibits someone from carrying the banner are:

- I could never do the work.
- I have disabilities.

- I am not technical enough to do the job.
- Let some else do it.

Before assuming their duties, many of the past officers may have had fears such as:

- What will happen if I fail?
- Will I perform as well as the previous officer?
- Can I really do it?

They circumvented their fears only to discover that they had latent innate abilities just waiting to spring forth to perform the job. After their term expired, they could put another feather of accomplishment on their cap. Many technological members can assist an officer, therefore, an officer need not to be completely technically savvy.

Some interesting quotations on fear are enumerated below:

- "I do not fear computers. I fear the lack of them."
 ---Isaac Asimov
- "Do the thing you fear and the death of fear is certain."
 ---Ralph Waldo Emerson
 This quote is also attributed to Mark Twain.
- "If you want to conquer fear, don't sit at home and think about it. Go out and get busy." ---Dale Carnegie
- "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." ---Eleanor Roosevelt
- "One of the greatest

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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.

Meeting Minutes (Continued from page 1)

Toni Logan asked for someone to volunteer to be the nominating committee.

Cary Quinn volunteered to be on the audit committee.

ANNOUNCEMENTS

Joe Nuvolini says that he moved Bernie Herpin's e-mail to the bottom of his distribution because there is something about it that blocks the distribution list from going out, but works by itself.

Former member Warren Miller brought in a lot of "stuff" for people to pick through and keep.

The next breakfast is on August 18th, and next meeting is on September 1st.



Stuff that Warren Miller brought in.

PROGRAM

Cary started out by showing a humorous video, and then showed some interesting videos on hard drives. The hard drive videos covered

the types of hard drives through the years with their different cabling, file systems, logical block addressing, users, and other important tidbits. One theme from the presenter was if you hear strange noises and behavior from a hard drive, buy another to replace it. You don't want to have to go to a drive recovery service to try and get your data back. It's pretty expensive.



Cary Quinn getting ready to start the presentation in August.

DRAWING

Back pack—Dennis Conroy
File folders—Pat Krieger
PDF Converter CD—Bob Blackledge
Avocado—Toni Logan
HP photo paper—Ilene Steinkruger
Zip drives—Cary Quinn
Movies—Barbara McMinn
iPod—Greg Lenihan ☺

Help Wanted (Continued from page 2)

discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he couldn't do."

---Henry Ford

Throughout history, there were people that had disabilities but persevered and succeeded. Hellen Keller is a prime example. She overcame severe disabilities and earned a page of honor in the continuum.

After December 7, 1941, President Roosevelt in a fireside radio program vividly stated, "The only thing we had to fear is fear itself" during our country's darkest hour. With the demolition

of most of our Pacific fleet, volunteerism became *synonymous* with patriotism. Citizens such as GI Joe and "Rosie The Riveter" put aside their private issues to unite in the war effort especially in military service and producing war material. Eradication of the most evil empires the world has known resulted because of people accomplishing *tasks they never believed they could do*.

History books are filled with the results of letting someone else do it. After it was too late, in most cases people became subjugated by the dictates by someone who did it. Nazi Germany is a paramount example.

Our society could be approaching a critical "fork" in our history. At this junction, one path leads to "Maintain Continuity" while the other points to "Disbandment." In the next few weeks, we will decide which road we will follow; optimistically, it will be the correct path.

This message gives you something to contemplate over. Please consider being a volunteer and keep P*PCompAS traveling on the high road. Contact me when you decide to be an officer.

Gene Bagenstos
Nomination Committee ☺

How to Organize Your Messy Desktop (And Keep It That Way)

By Chris Hoffman, reprinted with permission from HowToGeek.com

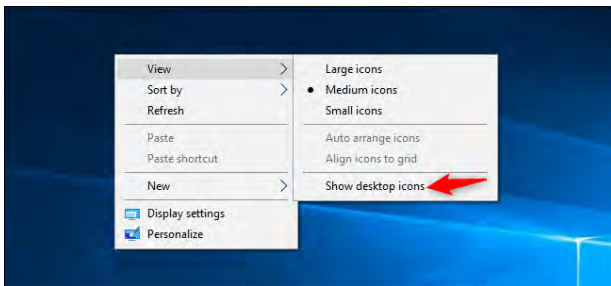
Original article at: <https://www.howtogeek.com/362241/how-to-organize-your-messy-windows-desktop-and-keep-it-that-way/>

The desktop is a convenient place to store files and program shortcuts, but it can get messy fast. Here's how to tidy your desktop up so you can quickly find everything you're looking for—and make sure it stays nice and organized.

Hide All Your Desktop Icons

If you don't use your desktop much, but programs keep dropping shortcuts on it, here's a quick solution: Hide everything to get a perfectly clean desktop.

To [toggle desktop icons on or off](#), right-click your desktop and select View > Show Desktop Icons. Your desktop will appear empty.

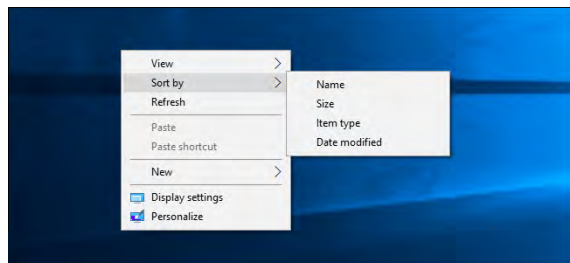


To see your desktop icons again, click the "Show Desktop Icons" option again. Or, you can open a File Explorer or Windows Explorer window and click the "Desktop" folder to view the contents of your desktop in a standard file browser window.

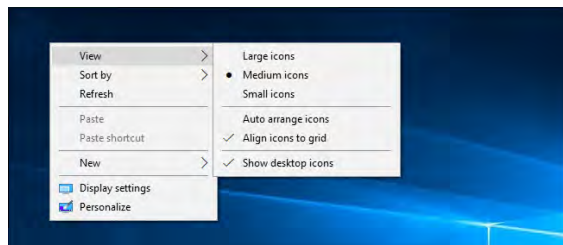
That's the nuclear option, of course. If you like storing files and program shortcuts on your desktop, you won't want to hide them all.

Quickly Sort Your Desktop Icons

For a quick organization, you can right-click your desktop and select an option in the "Sort By" menu. For example, select "Name" to sort files alphabetically or "Date Modified" to sort them chronologically. This makes it easier to find what you're looking for if your desktop is very messy.



You can also use the options under the "View" menu to choose the size of your desktop icons and decide whether they're aligned to a grid. If you uncheck "Auto Arrange Icons," you can drag and drop icons anywhere you want. If this option is enabled, icons will always be grouped, one after the other.



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There was an excellent digerati turnout at the August breakfast. It was National Soft Ice Cream Day and the Country Buffet did not disappoint.



Organize Desktop (Continued from page 4)

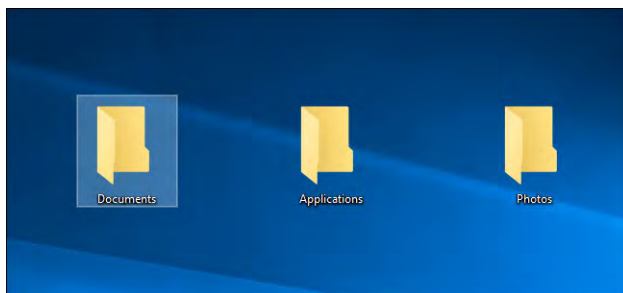
These options can be helpful, but they're no substitute for truly taming the clutter.

Organize Your Files and Shortcuts Into Folders

Consider using folders to keep your desktop organized. To create a folder, right-click the desktop, select **New > Folder**, and give the folder a name. Drag and drop items from your desktop into the folder. You can double-click a folder on your desktop to open it, so it takes a few more clicks to open your files—but they're still easy to find.

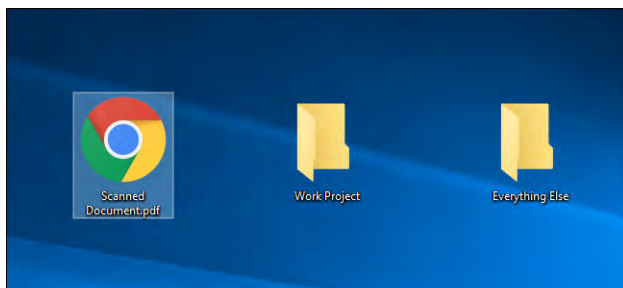
For example, you could have separate folders for your photos and documents, or keep files related to a single project in their own folder. And yes, you can drag and drop program shortcuts into folders, too.

If you'd like to clean up your desktop quickly, you can select everything on your desktop and then drag and drop them into a folder. You can then move items back onto your desktop as you need them.

**Use the Desktop as a Temporary Working Area**

The desktop works well as a workspace, giving you a convenient place to store files with which you're working currently. For example, you might store spreadsheets you're working on, documents you've scanned, photos you've just taken, or things you've just downloaded on your desktop.

To keep the desktop useful for this task and prevent it from getting too cluttered, try only storing files on your desktop for as long as you need them. When you're finished with a project or task, move the associated files to another folder like your main Documents or Photos folder—or even dump them in a folder on your desktop.



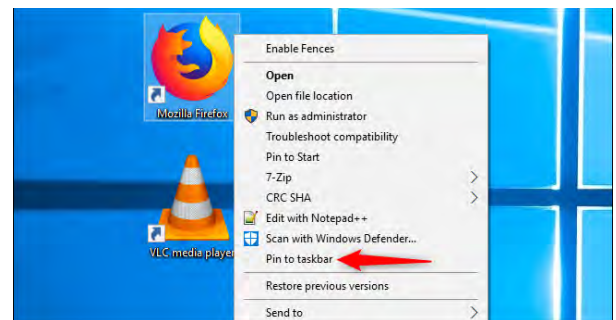
In other words, treat the desktop like you should treat a physical desktop or counter—place things on it while you're using it, and clear them away afterward rather than letting them pile up.

Put Shortcuts in Your Start Menu and Taskbar

Programs often add shortcuts to your desktop when you install them, which makes your desktop get more and more cluttered over time.

Try placing program shortcuts elsewhere, such as on your taskbar or in your Start menu. To pin a program shortcut to [your taskbar](#), right-click it and select "Pin to Taskbar." It will always appear as an icon on your taskbar, and you can drag the icon to the left or right to position it.

To get more space for icons on your taskbar, you can remove some things to free up space. For example, to [hide the Cortana search box on Windows 10](#), right-click your taskbar and select **Cortana > Hidden**. You can also click **Cortana > Show Cortana Icon**, which will make Cortana be a standard taskbar icon instead of a large search box.



You can also place shortcuts in [your Start menu](#). To do so, right-click a shortcut and select "Pin to Start." On Windows 10, it will appear as a tile at the right side of your Start menu. On Windows 7, it will appear as a shortcut at the left side of your start menu.

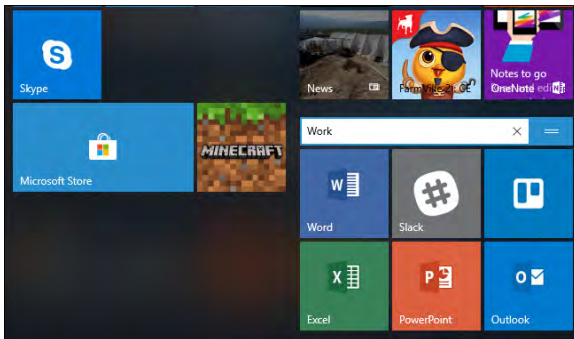
You can also pin apps right from the Start menu—either right-click a shortcut in the all apps list in the Start menu and select "Pin to Start," or drag the icon to the pinned apps area.

On Windows 10, you can drag and drop pinned application shortcuts in your Start menu to organize them into groups, and click the header at the top of the group to give it a name. For example, you could create a "Work" group with shortcuts to applications you use for work or a "Games" group that contains shortcuts for your games.

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Organize Desktop (Continued from page 5)

Also, if you're using Windows 10, you can unpin all those pinned apps Microsoft put there to make the Start menu your own. Feel free to unpin any shortcuts you don't use.



RELATED: [10 Ways to Customize the Windows 10 Start Menu](#)

After you've moved all the shortcuts you want to your taskbar and Start menu, you can delete them from your desktop like you'd delete any file—or move them to a folder.

If you accidentally delete a shortcut and want it back on your desktop, open your Start menu and find the shortcut in the list of all your installed applications. Drag and drop the shortcut to your desktop.

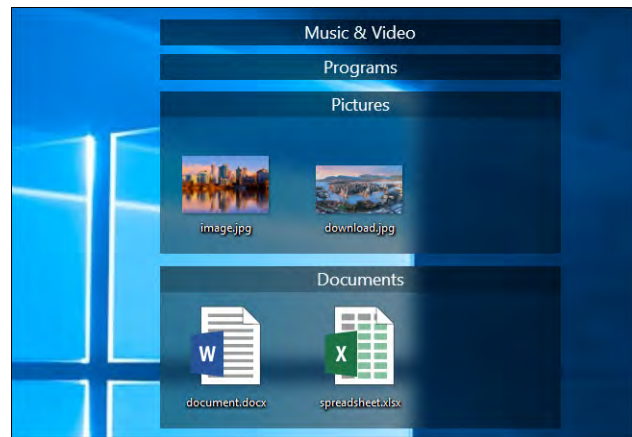
Install Fences

If you like storing files and application shortcuts on your desktop, give [Stardock's Fences](#) a shot. This utility creates rectangles ("fences") on your desktop. You can create as many fences as you want, name them, and assign different colors to them. Move files, folders, and shortcuts in and out of these fences with drag and drop. You can resize them, too. If you make a fence too small for everything you've placed in it, that fence will gain a scroll bar you can use to scroll through its contents. You can even "roll up" a fence to temporarily hide all its contents.

Fences adds much-needed organization features to the Windows desktop. You can even [configure rules in Fences to automatically place files](#) into appropriate fences when you put them on your desktop. For example, you could create a rule that automatically puts image files into a Photos fence. This works similarly to [the Stacks feature Apple is adding to macOS Mojave](#).

Fences costs \$10, but there's a 30-day free trial you can play with. If you find Fences

useful after those 30 days, it's well worth the purchase.



Fences also adds two other neat little features. First, you can double-click any open space on your desktop to hide all the fences and the icons they contain. A quick double-click brings them all back, so it's a great balance between having a clean desktop and one with all the icons you love having there.

The other cool thing is that fences always remember their position on your desktop. If you've ever played a game (or logged into your PC remotely) and had the resolution of your monitor changed on you, you know that can mess with the icons on your desktop. With your icons in fences, you don't have to worry about that. They stay where you put them.

Some people don't approve of storing files on the desktop at all, but there's no shame in using the desktop if that's what works for you. That's what it's for, after all. Just be sure to keep your desktop a little organized, or you'll have trouble finding everything you need. ☺

Tip: Secret Windows Hotkey Instantly Makes Your Start Menu Bigger

Windows: If your Start menu isn't quite big enough for all your tiles you can quickly make it bigger by pressing Control+Up Arrow.

Try it out now: just open the Start menu, then use the keyboard shortcut. You can also use Control+Down Arrow to make it smaller, if you overdo things. Failing that, you can also manually re-size the start menu like you can any other window. ☺

11 Amazing Perks You Get From Your Local Library You Never Knew Before Now

by Kim Komando at Komando.com (tip from 8/11/18)

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"I have always imagined that paradise will be a kind of library." So said the famed novelist Jorge Luis Borges, and if you love those musty old buildings packed with study carrels and knowledge, you probably share his heavenly sentiment.

Today, the library is as essential as ever. I mean physical libraries, the same brick-and-mortar buildings that have been lending books since the dawn of America. However, how does a place full of hardbacks and CDs keep pace with the digital universe? By adapting to its logic and evolving with the times.

Armed with a simple library card, you can put your tax money to good use and support one of the noblest institutions there is – all the while enjoying a near-limitless supply of literature, periodicals, music, movies, and even free office space. Here are just a few of the perks your local library has to offer.

1. eBooks and Audiobooks



When you think "library," you think books. But books come in many varieties, including picture books for kids, paperbacks for the

beach, and large-print books for people with visual challenges.

The explosion of media has birthed multiple new formats as well: libraries today also boast an impressive number of eBooks and audiobooks, all for free with a library card. All you need is your eReader (such as the super-cheap Kindle) and/or an audiobook app that supports your library's file types (such as [Overdrive](#)), and you can binge on books the way you binge TV shows.

Just keep in mind eBooks and audiobooks from the library come with due dates, just like the print books do – you'll be able to keep your copy for generally about two weeks, then you'll have to renew your reading material, or let it be available again to other library cardholders.

Specific titles, especially beloved bestsellers, may not always be available either. However, you can place hold requests, just like with print books, and get the link to download your copy as soon as it's available.

2. DVDs and CDs

Long before streaming, libraries made a go of competing with video and music stores with one big exception – the tapes, DVDs, and CDs would be free to check out with a library card.

Sure, the selection might be somewhat more limited, and new releases wouldn't get there as quickly, and sometimes the DVDs or CDs would be scratched and difficult to play. The movies would be free, and still are free at your local library right now.

The best approach to a library's selection is to treat it like a thrift store: you never know what's been donated over the years, so you can browse the eclectic collection for old favorites or bygone blockbusters you never got around to.

3. Wi-Fi and places to work

The "virtual office" usually means one of two things: your house, or a cafe. Coffee drinks add up, and sometimes leaving the house is a boon for productivity. The solution: an open table or padded chair, courtesy of your local book-lender. Every major library has free Wi-Fi, outlets, and designated places to work, and your only

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Library Perks (Continued from page 7)

limitations are the hours of operation. (And don't make any phone calls, obviously).

Libraries often have secluded workspaces and conference rooms you can reserve.

4. Computers



Need a computer too? Virtually all libraries have desktops available, and some even have laptops you can rent on site. These devices come with time limits on their use, but they're still handy for many situations, and they often have printers available for use as well. So libraries make excellent work locations.

5. Free images

Need great stock images that are more historical or natural, or need to look at famous works of art, or some local maps? Libraries can help with all of that.

The New York Public Library has [200,000 free images](#) you can use for any purpose, and you can download them from your home right now. It also has a collection of 180,000 works of art, literature, and performance, many of which are in the public domain, as well as 672,000 items in its digital collection in general.

Peruse any of the items in your home right now, and use the public domain ones for any purposes you can think of. Then perhaps enjoy a [collection of coloring pages from world-class libraries and museums](#), which you can print out and use whenever, also made available through the digitizing efforts of libraries.

Also, don't forget to see what similar services your local library has—you may get to see some great old maps of your town or portraits done by local artists of yore.

6. Classes on Technology

As an inexpensive alternative to more formal continuing education classes, libraries often host classes and workshops on various subjects. These classes might be on technology, accounting, or studio art.

In the case of the D.C. library system, there might even be a class on [how to avoid NSA spying](#). Classes are often divided by age, offering courses to teens and adults to better account for their relative learning levels, and some libraries even offer courses aimed at young children to encourage literacy and necessary math skills.

Libraries also frequently offer ESL programs to help those less familiar with English gain fluency. Since these classes are free, they're aimed at a large audience, so typically they're designed for serious beginners. If you already know a bit about Excel, taking a class on it at your local library will likely cover what you already know.

7. Activities for children



Libraries are heavily geared toward children, from individual sections (organized by age groups and reading ability) to kid-friendly programming, like storytelling and play sessions.

Kids may also access computers with pre-installed games and learning programs. (Full internet access may be restricted as well).

8. Employment help

As mentioned, libraries offer free classes that can give you the skills to put on a resume. On top of that, many local libraries have job listings on their website, particularly with local companies that hire often, and some libraries offer programs to provide some basic resume

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What is a Word Cloud?

By Dorothy Fitch, GVR Computer Club, AZ, www.ccgvaz.org, newsletter (at) ccgvaz.org

A word cloud is a design made of words that you choose. There are several websites that will automatically create a design using the words you enter. All you need to do is type or paste in a list of words and click a button.

The size of each word depends on how many times that word is in the list. The more times the word is in the list, the larger it will appear. Depending on the word cloud generator you use, you may be able to change the angle of the words, pick different colors, and set other options.

I used this website for the General Meeting word cloud:

<https://www.jasondavies.com/wordcloud/>

This is the website I used for the Hot Peppers word cloud:

http://www.abcya.com/word_clouds.htm



Just Google “word cloud” to find other websites to make your perfect word cloud.

It's fun to play around with word clouds. Give it a try. (If you are entering the names of grandchildren, however, don't type the name of any one of them more than the others, or it will appear larger. You don't want to be accused of favoritism, do you?) ☺

Library Perks (Continued from page 8)

and cover letter critique to those seeking it out.

If you're looking for work, your local library can be a fantastic resource for you. Check out your local library's site, and ask about it next time you go in for any of its other amazing services and resources.

9. 3-D printers

Some of the most tech-savvy libraries, including college libraries, offer 3-D printers for use. It's all part of what's called the Maker Culture, providing spaces for people to create things that they use or sell.

Check with your library for availability, any associated costs

(some libraries offer printing for free but charge for the plastic that is used) and policies. You don't want to get caught printing something that could get you in trouble.

10. Hotspots

While Wi-Fi is almost always available in libraries, more are offering hotspots for checkout. This gives Internet access to people that otherwise don't have it, ensuring that libraries are doing their part to close the digital divide.

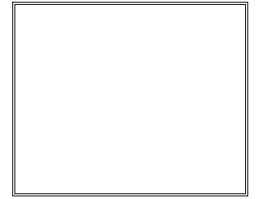
Schools sometimes borrow the hotspots for their students, or families will get the devices so the kids can get some homework done. Check with your library before you go get a hotspot, as the devices can have long waiting lists.

11. All Kinds of Devices

In well-stocked libraries, you can borrow an arsenal of digital equipment by the hour. If you only need a camcorder to record a short meeting, or you just need a laptop long enough to edit a few dozen photos, this is the perfect arrangement.

Most such lending occurs at colleges and universities, where students must use their student IDs to check out expensive electronics. But some technology is only available at your library, or at least would be hard to find anywhere else: librarians may provide easy access to microfiche readers, transparency projectors, laser disc devices, cassette players and vinyl record turntables. Such old-school devices may reopen whole archives of lost material. ☺

P*PCompAS Newsletter
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e-mail: glenihan@comcast.net



Coming Events:

Next Membership Meeting: 1 Sep beginning at 9 am (see directions below)

Next Breakfast Meeting: 15 Sep @ 8 am, Country Buffet, 801 N. Academy Blvd.

Newsletter Deadline: 22 Sep

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

