25 Years DACS

DACS.doc

A Computer & Technology Newsletter

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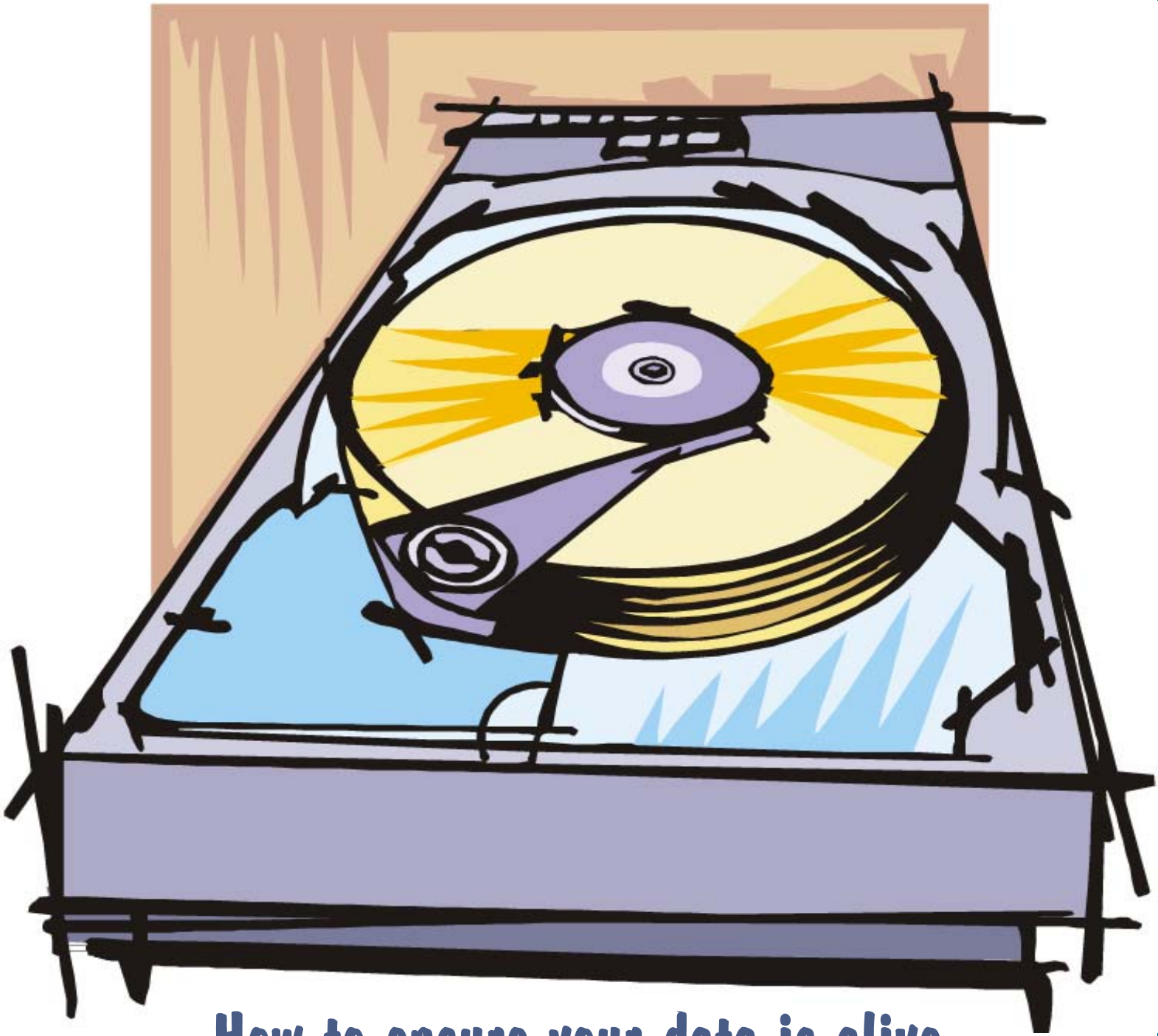
Next Event: August 2, 7:30 PM



How to ensure your data is alive and well, even if your hard drive gives up the ghost

Directors' Notes

Danbury Area Computer Society (DACS)

Board Meeting Minutes

Wednesday, July 6, 2016

The meeting was called to order at 7:01pm by the DACS President, Dave Green.

In attendance were board members Richard Corzo, Dick Gingras, Bert Goff (Secretary & Treasurer), Dave Green (President), Jim Scheef, and Andy Woodruff. Cathy Quaranta and Tom Zarecki were not present. The minutes were taken by Richard Teasdale.

(Names in italics denote responsibilities for actions.)

- The Minutes of the 6/1/2016 Board Meeting were accepted.

Reports

- The Treasurer's report for June was discussed. Bert reported that while dues receipts in June were down, expenses for the month were also less than usual.
- Membership committee: Jim reported 93 current members (including 5 new), and 14 in-grace, for a total of 107.
- Marketing committee: No report.
- Press Coverage:
  - Dave reported that the press release for the July general meeting was distributed last month. A written procedure has been developed for sending of the release.
  - The board agreed that all possible efforts should be made to promote John Patrick's elections presentation in October.

IN THIS ISSUE

- Website:
  - Richard reported that this morning, Wordfence, a Wordpress add-on that monitors the DACS website, had detected modified files. The corrupted files were restored from a backup by Annette van Ommeren.
  - The monthly e-mailing of the newsletter will in future always be done by Richard.
  - The issue of who should perform updates to the website was discussed, since Wordpress makes it possible for people other than the webmasters to process content updates. Also discussed was whether to edit copy for the online publication platforms used by DACS (website, Meetup). It was agreed that workshop leaders would be asked to update the website themselves, without having their posts edited by the Copy Editor (some are already doing this). General meeting previews and reviews will continue to be posted by the webmasters, after editing. Other updates (President's Column, Board Meeting Minutes, etc.) will be made by their authors after being copy edited. Workshop-related updates to Meetup will be made by the workshop leaders directly, without requiring an edit process. All copy for the newsletter will continue to be edited as now.
  - Subject to technical approval by Richard, Jim, and Annette, Dave authorized purchase of the premium version of Wordfence, for $50/year, to enable enhanced security protection of the DACS website.

Old Business

- Programs
  - Richard reported no response from Gene Barlow to his inquiry about a presentation on Acronis True Image backups.
  - John Patrick has agreed to talk about elections (technology) in October. *Andy* is in communication with him to make arrangements. The board empowered Andy to negotiate those arrangements with John. In particular, it was hoped that John will be willing to present at the regular meeting time, instead of at 6:30.
  - Bert reported that the DACS member who may be able to present about intellectual property is receptive to doing so in the fall.
  - *Richard* will contact John Adams, who spoke about Wi-fi Security in January, to invite him back to speak on another topic (possibly backup & recovery).

Membership Information

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HelpLine

Our former telephone HelpLine has been replaced by our web-based DACS Community Forum at *http://forum.dacs.org*. We have topic-specific forums where DACS members can post questions. Questions may be answered by Workshop leaders or other DACS members. If none of the categories fit your question, just post it to the Ask DACS forum.

Topic	Forum
.NET Programming	ASP.Net and C#VB.Net Workshop
Digital cameras/scanners/image processing	Digital Imaging Workshop
Content Management Systems	Drupal Workshop
Linux	Linux Workshop
Mac and iPhone/iPad/iPod touch	Apple Workshop
PC maintenance	PC Maintenance Workshop
Smartphones & Tablets	Mobile Devices Workshop
Virtual machine software	Virtual Computing Workshop
Desktop publishing and website design	Web Site Design Workshop
Windows	Windows Workshop

o Other potential program topics discussed included Google, Microsoft Sharepoint, another astronomy presentation (*Jim* will investigate), and a 1-hour AskDACS session.

- Renovation of the Resource Center (RC)
  o Dave reported that he and Dick met with the building manager of Ives Manor on June 2, and discussed with her the possible presence of mold in the RC. Dave sent her a photo of the suspect area with a view to its examination by a city official, but he has had no response.
  o The board again discussed various aspects of the renovation required.
  o *Jim* will contact the building manager regarding how to dispose of the carpeting after its removal from the RC.
  o *Dick* will research high reflective paint to make the wall usable as a projection screen.

New Business

- Snacks for general meetings -

  o *Cathy* (drinks) and *Bert* (snacks) will make the arrangements in August.

- Jim reported that Frontier has installed a new modem for the internet service at the RC and fixed a wiring problem.

- Attendance at workshop meetings by members of other clubs was discussed.

The meeting was adjourned at 9:13pm.

—Richard Teasdale

Uncle DACS Wants YOU!

We rely on volunteers for all our activities. Current positions include:

Vice President: Help the president and eventually become new president.
Social Media: Help DACS post interesting technical content
Painters: Help with the renovation of our resource center.
Workshop Leaders: Organize a group, or join an existing one.

July Meeting Review

Introduction to Genealogy

By Richard Teasdale

AN EAGER AND ENTHUSIASTIC audience at the July DACS General Meeting were delighted by a knowledgeable and articulate presentation by John O'Donnell, sharing with us his enthusiasm for genealogy. Anyone interested in family history, but unsure of how to start, got an excellent introduction to the subject.

Genealogical research has become one of the most popular uses for home computers and the internet, and information technology has fueled an explosion of interest in family history in recent years. The modern enthusiasm for genealogy dates from the publication of Alex Haley's Roots, in 1977, and the associated TV series. Over the years since then, personal computers and the internet have become ubiquitous.

John also mentioned another TV offering: the PBS show, Finding Your Roots, which has provoked further interest, but tends to make genealogy research look easier than it really is, because of the large resources that are available to TV producers.

John O'Donnell has been a Reference Librarian at the Danbury Library since 1997, and his talk highlighted many of the genealogy resources that are available through the library.

In a nutshell, genealogy is the assembly of one's family tree, and it is done through the finding and use of vital records. John outlined the steps that genealogy researchers go through, first: the filling out of pedigree charts.

Blank pedigree charts are available through many websites. Researchers are recommended to work on one line of ancestors at a time, rather than several, and to always cite the sources of information. Organization is key. Failure to record sources causes one to look at the same information multiple times because it's so easy to forget what you've seen and not seen. Pedigree charts highlight information you have, and point out where further research is needed.

Step 2: Begin research - start by interviewing family members, and recording what they remember about their ancestors. Investigate documents such as family bibles, diaries, scrapbooks, etc.

Step 3: Move on to libraries and archives, beginning with your local library. Libraries are crucial to every step of the process. Identify libraries, archives, county agencies in the areas where your ancestors lived. Also make use of town hall records, local history societies, and university libraries. For example, in the Danbury area, all of these resources exist and are available.

When visiting a library, bring a notebook and a list of questions that you want answered. Take notes on all your leads - record authors, titles, and page numbers; document and organize all sources - this is vital.

John illustrated many of his recommendations by showing and talking about the Danbury Library website, and describing his own personal research. He went one by one through the databases that are accessible through the library, describing salient features of each. These databases include ancestry.com, HeritageQuest Online, Family Search, Cyndi's List, and the National Archives.

Family Search, run by the Church of Jesus Christ of Latter-day Saints, can be used in conjunction with the local Mormon family history center, in Newtown, to which materials can be sent for your review, for a nominal fee.

After researching locally, you can proceed to the state level. In Connecticut, vital records are kept at the local level but they are duplicated at the state level. There is also the Connecticut State Library, which has its own genealogy collection.

John reiterated the importance of having specific questions and a research plan in mind. Many genealogy databases are very large and it is easy to be overwhelmed if you try to ask for all information about a particular family name.

The USGenweb Project is a very good planning tool because it provides lists of resources by city for every state in the United States. One of the resources that John highlighted is City Directories, which include valuable information about entire populations, over long periods of time. For example, for Danbury, they are available for 1885-1992.

He also recommended Family Tree Magazine, which is very good for genealogical software reviews.

Moving even further afield, at the federal level, the U.S. census and the National Archives are the primary tools. The 10-year frequency of the censuses provides a good timeline for a person being researched. The Heritage Quest database is one that provides access to census data.

Always look at a whole census document for information about other relatives - "cluster genealogy". Relatives often live close to each other.

U.S. censuses are available to the public from 1790 through 1940, more recent ones are still restricted, to protect the privacy of living persons. However, the Age Search Service on census.gov can provide information from more recent censuses, through 2010. There is a $65 fee and searchers have to prove a relationship to the person being searched.

John warned us to be aware that errors can creep into the records. e.g. in Ancestry.com. The site provides no way to contact the authors of erroneous information.

John pointed out that some documents contain signatures of individuals and can be used to identify or verify authorship of handwritten information.

If there is an international component to one's research, this does not have to be a deal breaker. Cyndi's List can be very useful, by identifying resources that help with specific researches. John illustrated this by describing his personal experience of researching his maternal grandfather's origins in Germany.

Always ask for help if unsure of how to proceed - genealogists are very helpful people!

After the break, John took questions from the audience. Some points that emerged from his answers:

• John is available to provide help to people who wish to research their family history.

• Ancestry.com - errors made by amateur genealogists who no longer have their trial memberships and therefore cannot be contacted. Ancestry will not delete the erroneous information, so it stays around for a very long time - very frustrating for real genealogists. Be skeptical.

• Talk to relatives, as early as possible (while they are still available), to get corroboration of information obtained elsewhere.

• You may find out information that is unpalatable, e.g. an ancestor who was a criminal.

• 23 and Me, Ancestry DNA, and Family Tree DNA - are the big three companies that do genealogy-related DNA testing.

Meeting Preview

Backup and Recovery

By Richard Corzo

Tuesday, August 2, 2016, 7:30 PM
Danbury Hospital
Robilotti Conference Center
Presenter: John F. Adams

DACS IS EXCITED TO have back John Adams, instructor at Danbury's Ridley-Lowell Business & Technical Institute, this time to talk about backup and recovery. He last visited us in January with an excellent presentation on Wi-Fi security for our in-home and business needs.

It's probably one of those things you don't worry about until it's too late. One day your computer's hard drive will fail. Even an SSD (solid state drive) can fail, although that might take longer. Or some malware might take over and corrupt your system, or heaven forbid, hold your files for ransom. Or maybe the upgrade to that spiffy new operating system doesn't go so well and you need to get back to something working and familiar. In order to recover from any of these scenarios you will need to have made a backup. John will explain how important this is.

By the way, do you have all those nice photos on your phone transferred to your computer or uploaded to a cloud drive or website? Because someday your smartphone might stop working, or get lost or stolen. Are you starting to worry yet?

What are your options for backing up data? Should you have a local backup and/or back up to the cloud? John will explain your options no matter whether your computer is a PC running Windows, a Mac, or you're running Linux. How do you set up and perform a backup? How often should you back up? Can you automate the process? All these questions will be answered.

Say you are one of the few that have a backup handy when disaster strikes? How should you proceed to recover your system and/or your data? Find out at the August general meeting.

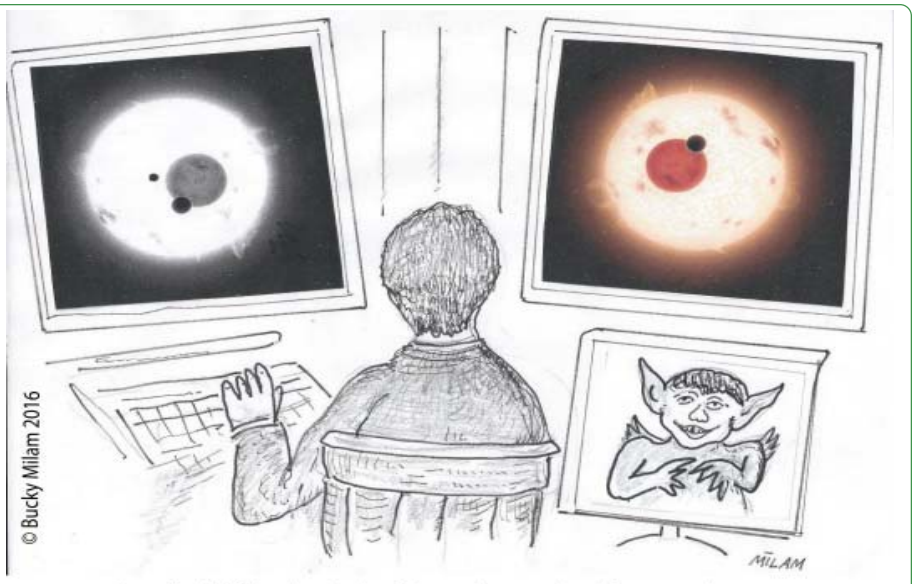
J-AdamsJohn Adams is an instructor at Ridley-Lowell in their Information Technology Program. He has over 25 years of experience with HTML coding, web server/site management, networking, scripting, and hardware troubleshooting and repair. He is a proponent of open-source software, as you can read in this blog article of his (*http://www.ridley.edu/location/danbury*) .

John actually began working with computers at the age of 5, after his parents purchased a Tandy 1000EX computer for the family. By age 7 he was writing small programs in Basic and at age 12 he assembled his first computer for use in middle school. He attended Henry Abbott Tech and completed the Manufacturing Technology program in 2001 with a focus on Computerized Numerical Control and recognition for academic performance in Math and Science. John attended Ridley Lowell in the fall of 2013 and graduated in the summer of 2014. He was the first student at the

Campus to become COMP TIA(r) A+ Certified prior to graduation. He was asked to return as an instructor for the school shortly after graduating, and within his first year rose to the position of Lead Instructor for the Danbury Campus as well as the Systems and Network Administrator.

DACS General Meetings are free and open to the public. Members and prior attendees are encouraged to extend invitations to anyone interested in this topic.

General meetings are held at Danbury Hospital and in August we expect to be in the Robilotti Conference Center, across the hall from the hospital auditorium. There is plenty of free parking in the guest parking garage adjacent to the auditorium.



Ignoring NASA rules, John clicks on the exoplanet image and discovers a new habitable area called the Geek Zone.

Workshops

Workshop NOTES: August 2016

Apple. Focuses on all aspects of the Mac and iPhone operating systems.

Contact: Richard Corzo (*applesig@dacs.org*).
Meets 2nd Tuesday, 7 p.m. at DACS Resource Center.
Next Meeting: Sep 13.

Jobs. Networking and jobs search

Contact: Charles Bovaird, 203-792-7881 (*aam@mags.net*). Go to DACS Community Forum (*http://forum.dacs.org for job listings*.

Linux. Helps in installing and maintaining the Linux operating system. Also of interest to Apple owners using OS X.
Contact: Dave Mawdsley, *linuxsig@dacs.org*

Meets 3rd Wednesday, 7:30 p.m. at the DACS Resource Center.
Next Meeting: September 21

PC Maintenance. Review of PC hardware and OpSys maintenance and use.
Contact: Charles Bovaird, 203-792-7881 (*aam@mags.net*). Go to DACS Community Forum (*http://forum.dacs.org*).

Online Business Workshop. Informal member gathering sharing ideas on creating an online source of income.
Contact: Steve Harkness (*onlinebizsig@dacs.org*)
Meets second Monday in Brookfield, or by Webinar.
Next Meeting: Check *dacs.org*.

Single Board Computers Workshop. Explores small inexpensive computers like Raspberry Pi, Arduino, Netduino, Beaglebone, and more. Meets 3rd Thursday at the DACS Resource Center.
Contact: Jim Scheef (*jscheef@dacs.org*)

Social Media: Master the basics of Facebook, Twitter, LinkedIn, and Instagram.
Contact: Tom Zarecki 914-548-4948; email:*TomZshow@gmail.com*.

Meets on the 4th Wednesday of the month at 6:30pm, usually at the DACS Resource Center, but check the monthly schedule.
Next Meeting: TBA

Video Production. The Video Workshop explores all aspects of video capture and production, including both inexpensive and professional choices for cameras and editing software.

Meets on the 4th Thursday of certain months, typically at 7:00 pm at the Resource Center. Check the Calendar for details.
Contact: Andy Woodruff (awoodruff@dacs.org)
Next meeting: Check *dacs.org*

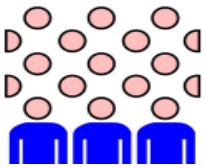
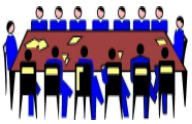
Web Development/Design This Workshop meets every 3rd Tuesday, 7-9 pm, at the DACS resource center. Although we cover many web-related subjects, most meetings will feature WordPress ("Content Management System"). We discuss its pros and cons, learn about theme editing, CSS, plugins, security, customization and more.
Contact: Annette van Ommeren *(avanommeren@dacs.org)*
Next meeting: Sep 21

Let's join heads!

Do you have a special technology interest you would like to share or learn more about? Join a DACS workshop or start one. You don't have to be a nerd or a guru—just have a curiosity for what's out there and an interest in sharing or discovering with others like you. Just send an e-mail to *dacsprez@ dacs.org*, or talk to one of our officers at the next meeting, and say something like "I want to start a workshop!" or "Wouldn't it be nice if we had a workshop on . . .?"

August 2016

Danbury Area Computer Society

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2  **General Meeting** 7:30 PM	3  **Board of Directors** 7:00 PM	4	5	6
7	8	9  **Apple** 7:00 PM Richard Corzo *applesig@dacs.org* **Cancelled for August**	10	11  **Membership Committee** 7:00 PM Jim Scheef 860-355-0034	12	13
14	15	16  **Web Development and Design** Annette van Ommeren 7:00 - 9:00 PM *avanommeren@dacs.org* **Cancelled for August**	17  **Linux** 7:00 PM Dave Mawdsley *linuxsig@dacs.org* **Summer Break until September**	18  **Single Board Computers Workshop** 7:00 PM Jim Scheef (*jscheef@dacs.org*)	19	20  **DACS.DOC Deadline**
21	22	23	24	25	26	27
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Jul 2016

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Web Traffic

Broadband Internet Technology

By Dick Maybach

Early computer communication used voice-frequency modems and telephone lines, but this technology limits the bandwidth to less than 56 kbits/s. Initially, this was satisfactory, as files were small and most communication used only text. This was a time when an operating system easily fit onto a 1.2-Mbyte diskette, and the Internet was available only to colleges and the Defense Department. When the Internet began to grow, it was used mainly for e-mail, and the early Web sites made only scant use of graphics. This soon began to change however, and after a few unsuccessful attempts to use telephone lines to carry broadband signals, the cable television industry started to use their available bandwidth to provide truly broadband service. The chicken-and-egg dilemma was now resolved, and Websites quickly rushed to fill the available bandwidth. Software updates mailed on diskettes were replaced by downloaded ones, Websites spewed gratuitous graphics, and VCR rental stores disappeared in favor of downloads. What was at first novel is now expected, and few of us would be happy without broadband Internet service.

Initially (before the introduction of Internet service) cable TV carried analog TV using the same frequencies as broadcast service. Set-top boxes either weren't needed or merely shifted the channel frequencies to channel 3 or 4, depending on what button the user pushed. When telephone and Ethernet services were added, they were carried at frequencies not used by the TV channels. Later, as the number of cable channels increased, analog TV was replaced by digital service, and a set-top box was needed to convert the signal carried on the cable to one that a TV set could use. The sketch in Graphic 1 shows the equipment needed for a cable TV system to provide TV, Internet, and telephone service to your home.

This system has some disadvantages:

• All the cabling is coaxial, which is relatively expensive, both to purchase and install.

• The splitter reduces the power available to the modems and set-top boxes. Because the splitter has losses, in the system shown each device will see less than one-quarter of the incoming signal power.

• Each service and each TV has a dedicated modem or set-top box.

• If the set-top box includes a recording function, the recorded programs are viewable only on the associated TV.

• If you connect more than one PC, you will have to purchase, install, and maintain a router that includes a switch. Similarly, if you want wi-fi in your home, you'll need an access point, although these are frequently incorporated in routers.

However, these disadvantages are relatively minor.

A newer technology brings the signal into the house and connects to an interface box that does all the signal conversion. The incoming signal can be whatever medium the ISP prefers (typically fiber optics or DSL), since it connects only to an interface box. All the ISP's services reside here, which simplifies installation and maintenance. Often this includes expanded Internet access, which may include a router and switch to support multiple PCs via Ethernet and a Wi-Fi access point (Graphic 2).

The TV signal is distributed through the house over coaxial cables, probably because that is what current set-top boxes expect, but this may change in time. In most cases, when this technology is installed it's to replace an existing cable-based system, which means houses in which it's installed already have coax installed. Coax does have the advantage that it needs only a simple splitter to support multiple TV sets, although as noted above, the reduced signal strength eventually limits their numbers. If the service includes video recording, it's usually done in the interface rather than the set-top box, which means the recordings can be viewed on any TV.

Fiber optics are becoming a common distribution medium. If the ISP offers "fiber to the home," the ISP cable shown above will be fiber; if the service is "fiber to the curb," the fiber will terminate in an enclosure at the street, and wires will carry the signal to each home. In the latter case, the last link is often high-speed DSL. Both DSL and telephone signals are carried on relatively cheap and easily installed two-pair cable, although each uses only a single pair. Ethernet cable is similar, but it has eight wires (cabled as four twisted pairs), although the service uses only four.

These two technologies usually carry TV and telephone as well as Internet service, and their vendors offer packages that provide all three services at attractive rates. The services discussed below provide only Internet and phone (DSL) or Internet only (wireless). When you compare prices, include the costs of all your communications. Typical speeds for these services are 20 Mbits/s download and 2 Mbits/s upload.

DSL, using existing telephone cables, can also carry broadband digital signals from a central office to subscribers, although at much lower speeds than for curb-to-home link. There are several flavors, with Asymmetrical Digital Subscriber Line (ADSL), which has a much higher rate for downloads than for uploads, being used by residential customers. The highest DSL rates are 1.5 Mbits/s for downloads and 256 kbits/s for uploads, but this is available only for those living close the telephone central office. Whether you can use this service depends on the distance to the central office, the condition of the telephone cables that connect you, and whether the telephone company has installed DSL locally. You must contact your local telephone company to find if DSL is available to you and its bit rate. As shown in the diagram, DSL brings both the telephone and the Internet signal to your home on the same cable, where filters separate the low-frequency audio signal from the higher-frequency broadband one. Then a modem converts the broadband cable signal to a standard Ethernet one (graphic 3).

Wireless broadband connects a home or business to the Internet using a radio link between the customer's location and the service provider's facility. It often requires a direct line-of-sight between the wireless transmitter and receiver. Wireless Internet Services Providers (WISPs) provide such wireless broadband at speeds of around one Mbps, often in rural areas not served by cable or wire-line broadband networks. (Note the distinction between this kind of wireless service, which connects your home to an ISP, and a wi-fi hot spot that connects ISP's equipment to individuals in a home, building, or shop.) Mobile wireless broadband services are also becoming available from mobile telephone service providers and others. These services are generally appropriate for highly-mobile customers and require a special PC card with a built in antenna that plugs into a user's laptop computer. Generally, they provide speeds in the range of several hundred Kbps.

Some services are not suitable for home users. ISDN, one of the telephone industry's early attempts at broadband service is expensive, obsolete, and slow. There is an ongoing attempt to use power

lines to carry broadband signals, but trials have shown that power lines act more like antennas than transmission cables and produces unacceptable interference to existing radio communications. Finally, there are direct satellite links, which are too expensive for all but governments and businesses with large budgets.

DSL, like Plain Old Telephone Service (POTS) requires a separate dedicated wire pair between each customer and a central office. This is more expensive to install and to maintain than is a single high-speed bus, either electrical or optical, running down the street with hubs at which customers add or remove data packets. Given a choice, most customers will select a bus-based service, which provides TV, high-speed Internet, and telephone service at lower cost and higher speed than is possible with wire pairs. At present, Internet based telephone service is less reliable than POTS, but this will become less important the technology improves or more people switch to cell phones. As a result, I expect wire pair usage to decline, led by DSL but eventually followed by the telephone. For long-haul communication, fiber is king, because it has far more capacity than electrical cable. Radio communication will continue to occupy niches, for example satellite broadcasting, cell phones, and emergency services, but it too is limited by its relatively low capacity. There are legal issues. Typically, communication service is provided by companies who have negotiated monopolies with local governments. Initially, these monopolies were granted so that the vendors would be able to earn enough to repay the high installation costs. This may change as the costs of bus-based equipment continues to decline, but for the time being, your choice of vendors is limited.

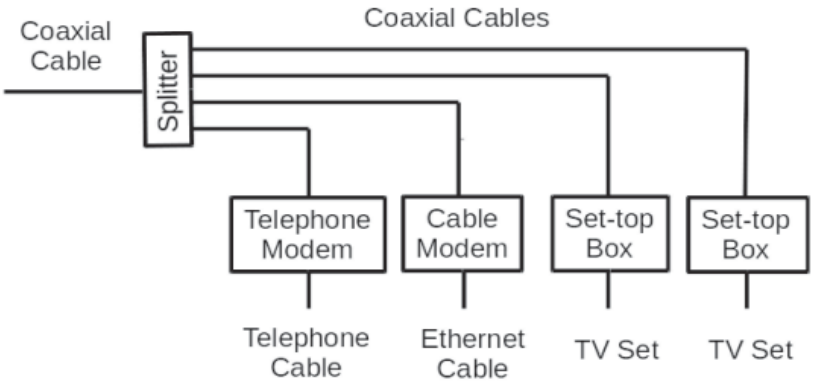
Which of these should you use? If available, cable-TV and fiber-optic service provide the highest speed with neither offering a significant advantage. Just choose the ISP with the best price and reliability, with the realization that you may have to change. Competition is intense in this area, typically between cable TV and telephone companies. Since each typically has a monopoly supplying their native service, you usually will have no more than one available of each type. Without these, you will have to be satisfied with the lower transmission rate of DSL or wireless, at least in the short term. The coverage of high-speed service is constantly increasing, so you may soon find better speeds.

You may wish to get your e-mail service from a supplier other than your ISP. I've found changing e-mail addresses to be traumatic, as it requires informing not only my friends, but everybody with whom I do business over the Internet.

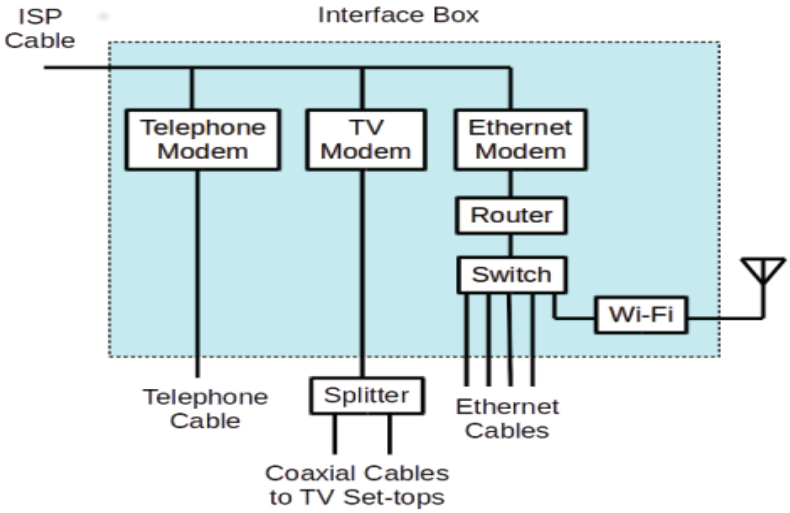
Regardless of what communications technology you use, knowing a little about what it is will help you use it effectively and make a good choice when you decide to change it.

Dick Maybach is a member, Brookdale Computer Users' Group, NJ (*www.bcug.com; n2nd (at) att.net*).

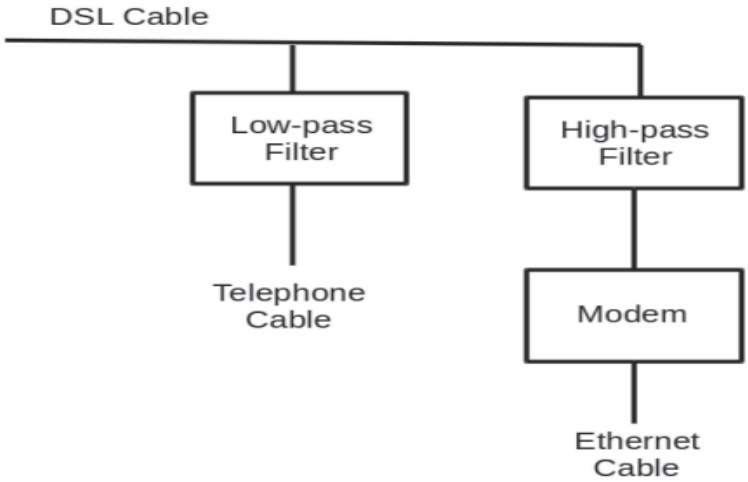
This article appeared in March 2016 issue, BUG Bytes, and is distributed for reprint by APCUG member groups.



Graphic 1



Graphic 2



Graphic 3

Clip Clutter Cutter

OneNote is a perfect computer junk drawer

By John Weigle

MICROSOFT'S OneNote is a fantastic tool to save and recover information, Toby Scott said as he introduced a program on the software. Simply put, he said, it's "a retrieval system for a pile of garbage that you didn't know whether you needed it or not, but you're a collector of garbage, and you threw it up there, and it's there."

The free Microsoft program, formerly part of the Microsoft Office suite, doesn't immediately show its value because it's fairly easy to remember something for a few days, he said. But the longer someone uses the program, the more it shows its value. Remembering something from a year ago or longer - Scott has been using the program since 2008 - is much harder, but OneNote's search program makes it easy to find such information.

People have to understand what OneNote is - and is not - to use it effectively, he said. It is not a backup program or an organizer. It is a place to put free form data in all kinds of formats, it's a note taker, and it's a note clipper. He also described it as a junk drawer that's easy to find things in.

OneNote works somewhat like a file cabinet that contains notebooks, tabbed subject files and pages, all of which can be easily searched. Scott has notebooks for CIPCUG, Lions Club, and Ventura County Computers, among others, but he tends to put things he's saving in whatever folder is open because the program's search function makes it so easy to find documents, he said. That means he doesn't have to spend lots of time moving files around.

Every time he goes to the doctor and gets any papers, such as blood test results, he said, he stores them in OneNote. He can use his phone as a scanner, take a picture of the document and send it to OneNote, which can read text in graphics formats. OneNote's tabs and pages can be password-protected, but notebooks can't be. At least with OneNote 2013, you cannot password protect entire files - only tabs. "It's not perfect encryption, but it's pretty good encryption," he said.

To demonstrate how OneNote saves things, Scott took a picture of the audience with his Windows phone before the presentation started and sent it to OneNote, where it was easy to find. He also photographed a Sudoku puzzle from a newspaper page and did the same thing.

"The only advantage to OneNote is if you use it," he emphasized. After a few years of regular use, your whole life is on it. All his passwords are in an encrypted OneNote file, for example.

Another advantage of OneNote, he said, is that if a user downloads material from a website, OneNote includes the URL so it's easy to find the site again. That feature was useful when the family was planning a trip to Utah. Scott copied lots of Web pages to OneNote, but if he didn't copy enough of the page - like whether a hotel or motel had a swimming pool - finding the answer by going back to the site was simple.

OneNote is similar to Evernote (https://evernote.com/), Scott said. Evernote has better organizational skills, but OneNote has better capturing tools. Users can embed all kinds of things. It can handle PowerPoint presentations, but Scott prefers to save those separately, with just a link in OneNote if he's going to make a presentation.

Outlook users can save email conversations and threads in OneNote, he added, making it easier to find the messages than searching through hundreds of emails.

Scott said that, although he was aware of OneNote, he didn't grasp its value until he attended a technical conference with 200 others to learn about the newest Intel chip. The speaker was asked about some aspect of the chip and said he didn't remember the answer but could find out quickly. He used OneNote to find the information and realized that everyone in the audience was amazed by the program. He switched his discussion to OneNote, saying, "It's way more important to your lives than the latest Intel chip."

Apps for OneNote are available for tablets and smartphones, and the full

Toby's OneNote notes
First Impressions:

- What isn't OneNote? It isn't an organizer or backup program.
- What is OneNote? It's a place to store random bits of data so you can find it at a later date. It doesn't seem too useful. It isn't useful until you have been using it for months. You can remember data from yesterday, but need a program to find data from last year.
- Where can I get my data to insert into OneNote?
- Type it in
- Import files (Word, Excel, PowerPoint, websites, pictures, etc.). PowerPoint isn't all that great in OneNote. I just put a link in OneNote and leave the PDF outside. Alternatively, you can open the PDF, select all, copy the contents of the file and then paste into OneNote. Basically, any way you enter data into Word, Excel, email, etc. you can use to enter data into OneNote.
- Send from phone camera or email directly to OneNote. Office Lens will take pictures from your smart phone and paste them into a page on OneNote. This way you can use your phone as a mobile document scanner. Also, you can send one or more email messages to OneNote for documentation and retrieval.
- How do I find my data?
- Organized like tabbed notebooks. The file is the book, the tabs across the top are the section dividers and the lists along the side are individual pages.
- Search tool. Search in the upper-right will find any word or combination of words. "cipcug AND program" will find any page that has both the word cipcug (upper, lower or mixed case) and the word program. The AND has to be in capitals so search knows it is an operator and not one of the words to search for.
- Data is available everywhere you want.
- Sync to desktop, notebook, tablet, phone: I like to use my desktop computers to do any serious data creation, but it is nice to be able to bring up OneNote on my phone to make minor changes to a page while visiting customers. When I get back to the office, my changes are on my computer.
- Recover data from Recycle Bin (in OneNote)

program is available for desktop and laptop computers. OneNote stores files on the user's computer and in the cloud. Smartphones and tablets with more limited storage space will get pointers to all files but can download only the ones they want to use at the moment, he said.

Files can be moved to OneNote by dragging and dropping, copying and pasting and "throwing" them with some other tools. Scott uses Office Lens, an app that turns a smartphone into a scanner and can send photos to OneNote. More information about it is available at https://blogs.office.com/2014/03/17/office-lens-a-onenote-scanner-for-your-pocket.

A member of the audience asked if business cards placed in OneNote could easily be transferred to Outlook, and Scott said OCR (optical character recognition) software would be needed to do that. Users can, however, tell OneNote to pull the text from a picture when they put it in OneNote, but that doesn't always work.

OneNote adds two icons to the taskbar, but one of them shouldn't be placed there, Scott said in answer to a question. The icon is for a program that sends things to OneNote, but there's no user interface for it, so there's no reason to put it on the taskbar. Well-behaved programs don't automatically put their icons on the taskbar or start menu, but it's easy to add them manually. Users can add OneNote to the "send to" menu.

OneNote's search function looks at titles and pages and can handle AND/OR Boolean searches. Using the Windows search engine to find such material is "an exercise in growing old fast" in comparison, Scott said. OneNote can't handle wild cards.

Some text-manipulation tools and other add-ins are available to use in OneNote, and Scott now generally writes things in OneNote and copies and pastes them into Word documents to send them to someone. If the recipient asks him much later about what he wrote, he can find it easily in OneNote.

OneNote does not work on XP machines (the version included in Office 2003 will work) but does on every version of Windows after that.

Asked about OneNote use on smartphones, Scott said that most people run out of random access memory, not storage space, unless they have lots of music, videos and pictures. Lots of apps running in the background can complicate the use of OneNote. He suggested downloading an app that closes all running apps for whatever phone you use to solve that problem. People using a phone or tablet don't have to show everything, he said.

OneNote and OneDrive:

- Microsoft's continued use of similar names for different products continues with these two products.
- OneDrive was formerly called SkyDrive, but the name was changed because of a lawsuit in England.
- OneNote is the program into which you store data. OneDrive (or Google Drive, Dropbox or other) is a cloud storage program. Things that you create (like OneNote files) and that are stored in our local computer's OneDrive folder are automatically synchronized with the version of the file in the cloud. This way, you can create documents on your desktop and then access them with your smartphone while on the road - and even make minor changes, which will be there when you get back home. OneDrive is the glue that allows you to work on the same document from multiple computers, tablets and phones A 2014 blog post puts it this way:
- "SkyDrive recently announced a name change to OneDrive. We're excited that OneNote and OneDrive now share a similar name since we also share a similar promise. OneDrive is the one place for all your most important stuff, including photos, videos, and documents, and OneNote is the one place for all your notes. Together, OneNote and OneDrive enable you to access your notes on all your devices." (https://blogs.office.com/2014/02/21/onenote-and-onedrive-one-happy-family/)

On the Web:

• Download OneNote at http://www.onenote.com/Download

• For Dummies guide to *OneNote: http://www.dummies.com/how-to/computers-software/ms-office/OneNote-2013.html*

• OneNote 2013 Quick Start Guide: https://support.office.com/en-us/article/OneNote-2013-Quick-Start-Guide-AB75BE1A-06E2-4B0F-BE5D-8652F1FAC102

• OneNote tutorials: http://www.lynda.com/OneNote-training-tuto• OneNote books: http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=microsoft+onenote+books

• OneNote apps: Go to any of the app stores and search for OneNote

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Feed the Blog on dacs.org

Early this year we added a blog to the DACS website (dacs.org/category/news/) as a place for interesting content that otherwise did not previously have a home. We urge you to take a look.

As this section becomes more popular, we are looking for a few volunteers to help contribute content. To qualify, you must be a member in good standing and be willing to post regularly, meaning an average of one post each week. You will receive training in how to enter and format the blog posts. Content must be related to the club's mission of learning and sharing information about computers and how we use them. So far content has been links to articles on other websites like Wired, The New York Times, eWeek, Dark Reading, and similar.

There are tons of interesting and valuable articles to share and one person cannot find and post it all.

If you're interested, please email the webmasters.

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Future Events:

August 2
John F. Adams
Backup and
Recovery

September 6
TBA

October 4
John Patrick
Elections
Technology

November 1
TBA