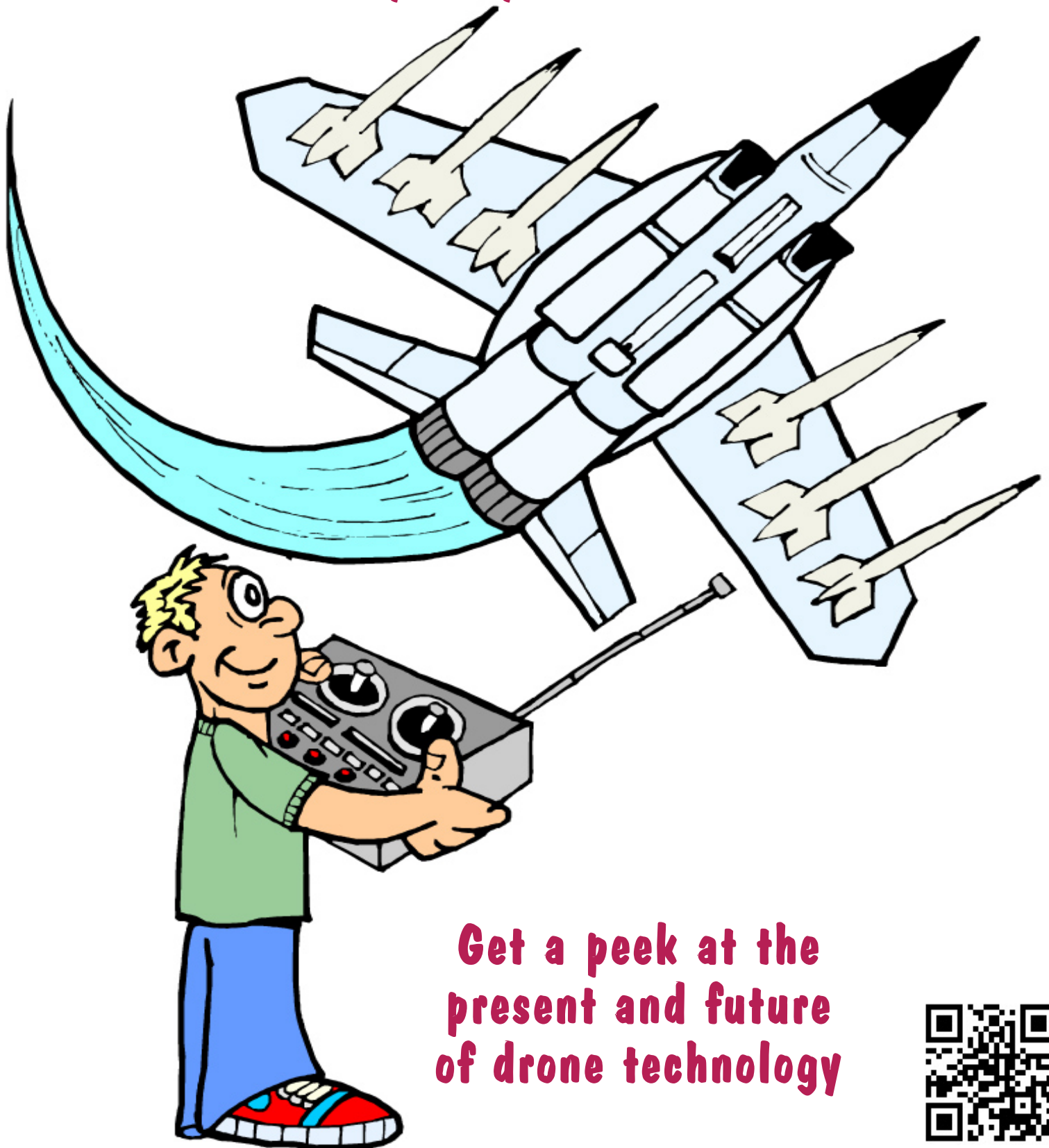


Next Event: Tuesday, May 2



**Get a peek at the
present and future
of drone technology**



Directors' Notes

Danbury Area Computer Society (DACS) Board Meeting Minutes Wednesday, April 5, 2017

The meeting was called to order at 7:07pm by DACS President, Dave Green.

In attendance were Board members Richard Corzo, Dick Gingras, Bert Goff (Secretary & Treasurer), Dave Green (President), and Andy Woodruff. The minutes were taken by Richard Teasdale. Two members of DACS were present as guests: Charles Bovaird, Mike Ross.

(Names in italics denote responsibilities for actions).

Reports

- The Minutes of the 3/8/2017 Board Meeting were not accepted, due to an issue. Richard Teasdale will investigate and make corrections, as needed.
- The Treasurer's report for March was discussed. Bert reported that dues receipts were down by nearly \$200 for the 1st quarter, compared to 2016. Liquid assets currently exceed prepaid dues by about \$1,300. Fundraising for the Resource Center Capital Campaign currently stands at \$655.
- Press Coverage:
 - o Dave reported that press releases for the April General Meeting were sent out towards the end of March.
 - o Andy pointed out that General Meeting announcements that are placed on news websites should be published as early as possible.
- Website:
 - o Richard reported that a scan was performed on the old website, in an effort to determine the cause of the compromised files that continue to be detected sporadically by Wordfence. Many suspicious PHP files were found,

which have been deleted. No further compromises have occurred.

- The Membership report was received from Jim Scheef by e-mail:
 - o Eighty-seven paid-up members (including 4 new), and 13 in-grace, for a total of 100.
 - o Thirty-two people attended the April 4 General Meeting, 8 of whom were first-time visitors.
 - o A consensus of the Board felt that the General Meeting numbers showed that DACS should not avoid technical meeting topics.
 - o The Board discussed the need for rules that apply when an ordinary member of DACS wishes to make an announcement to a General Meeting. Also discussed were the ground rules relevant to meetings which take place in the Hospital Auditorium before the General Meeting. Dave will speak to a specific member of DACS whom the Board felt would benefit from counseling about the rules.
 - o The long-term decline in DACS membership and some potential ways to address it were discussed.

Old Business

- Programs:
 - o May: John Gallagher, the manager of a New Milford retailer of hobby-related merchandise, will present a talk on the subject of remote-controlled devices, including drones. Bert will write the Preview and Andy will write the Review.
 - o Bert is in conversation with a New Milford consultant who has Google Analytics expertise, and who may be available to present on the topic of Google products.
 - o Richard will approach John Adams to determine if he would be willing to speak on the subject of Privacy & VPNs.
 - o Andy will contact the manager of the Samsung staff at Best Buy about a possible new presentation by them.
- Members Directory:
 - o Will be discussed at the April 13 meeting of the Membership committee.
- Renovation of the Resource Center (RC):
 - o No donation of used carpet has yet been received from Meadow Ridge Senior Living Community in Redding. Andy will speak to Carpet City about potentially getting a donation from some other business.
 - o Andy recommended that painting be started if no carpet donation is received over the next month.
 - o Andy reported that he had spoken with Mike Kaltschnee and that the

Membership Information

dacs.doc, ISSN 1084-6573, is published monthly by the Danbury Area Computer Society, 65 Legion Rd, New Milford, CT 06776. Annual subscription rates: \$60 to regular members, \$40 electronic access (included in dues).

Postmaster

Send address changes to Danbury Area Computer Society, Inc., 4 Gregory Street, Danbury, CT 06810-4430.

Editorial Committee

Managing Editor: Richard Teasdale
Production Editor: Allan Ostergren

Contributors

Charles Bovaird	Richard Corzo
Drew Kwashnak	Lisa Leifels
Dave Mawdsley	Bruce Preston
Jim Scheef	Annette van Ommeren
Andy Woodruff	

DACS, its officers and directors assume no liability for damages arising out of the publication or non-publication of any article, advertisement, or other item in this newsletter.

The editors welcome submissions from DACS members. Contact Richard Teasdale (*dacseditor@dacs.org*). Advertisers, contact Charles Bovaird at (203) 792-7881 (*aam@mags.net*)

Copyright

Nonprofit groups may request permission to reprint articles from *dacs.doc* or <http://www.dacs.org> by sending e-mail to *dacseditor@dacs.org*. Reprinted articles shall credit the copyright holder and a copy of the final publication shall be mailed to:

Danbury Area Computer Society, Inc.
65 Legion Rd,
New Milford, CT 06776

IN THIS ISSUE

DIRECTORS' NOTES	2
HELP LINE	3
REVIEW: FULL-STACK WAMP DEVELOPMENT	4
PREVIEW: DRONES AND THEIR FUTURE	5
Workshop News & Notes	6
MAY CALENDAR	7
LIBRE OFFICE	8
USING WINDOWS (FILE) EXPLORER	11
FUTURE EVENTS	12



Dick Gingras APCUG Liaison
rgingras@dacs.org



Apple User Group

Officers

DACS GENERAL NUMBER: (203) 744-9198

PRESIDENT: David Green dacsprez@dacs.org

VICE PRESIDENT PROGRAMS: vpprograms@dacs.org

SECRETARY: Bert Goff • **TREASURER:** Bert Goff

Directors

dacsboard@dacs.org

Richard Corzo	(203) 797-1518	rcorzo@dacs.org
Richard Gingras	(203) 426-1780	rgingras@dacs.org
Bert Goff	(860) 355-8895	bgoff@dacs.org
David Green	(203) 797-8682	dgreen@dacs.org
Andy Woodruff	(203) 744-9588	awoodruff@dacs.org

Committees

NEWSLETTER: Richard Teasdale: dacseditor@dacs.org,

PROGRAM: vpprograms@dacs.org

WEB MASTERS: Richard Corzo (rcorzo@dacs.org), (203) 797-1518

Annette van Ommeren (avanommeren@dacs.org), (914) 232-0149

PRESS RELEASES: Dave Green (dgreen@dacs.org)

APCUG LIAISON: Dick Gingras (rgingras@dacs.org)

MEMBERSHIP COORDINATOR: Jim Scheef (membership@dacs.org)

RESOURCE CENTER: (203) 748-4330 • **WEB SITE:** <http://www.dacs.org>

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

Linux

Desktop publishing and website design

Mac and iPhone/iPad/iPod touch

Online/small business

Single board computers

Smartphones & Tablets

Social media

Video capture/processing

Windows

Forum

Linux Workshop

Web Site Design Workshop

Apple Workshop

Online Business

Single Board Computers

Mobile Devices Workshop

Social Media

Video

Windows Workshop

Hackerspace is still looking for new space. There is a possibility that DACS might be able to move into a portion of the new Hackerspace location, replacing the current RC.

New Business

- Snacks for General Meetings:
 - Bert (snacks) and Richard Teasdale (drinks) will make the arrangements in May.
- Mike Ross, a management consultant member of DACS, provided some advice and observations to the Board. His recommendations included:
 - Re Programs: find out what the membership of DACS wants. Do marketing research.
 - Promote General Meetings to groups that DACS doesn't normally contact.
 - Run a joint General Meeting with the Danbury AI group.
 - Consider a joint General Meeting with Westconn about technical business startups.
 - Get advice from current speakers about potential future speakers.
 - Develop a mission statement for DACS.
 - Publicize General Meetings earlier.

The meeting was adjourned at 9:25 pm.

—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.

April Meeting Review

Full-Stack WAMP Development

by Richard Teasdale

DACS TOOK A DEEP DIVE into website programming at the April General Meeting - no holds barred! Dan O'Connor gave us an in-depth view of the tools he uses to develop interactive web applications. This field is literally an alphabet soup of acronyms - Dan helped us a lot to make sense of them.

The session was ostensibly about WAMP (Windows, Apache, MySQL, PHP) but Dan quickly explained that LAMP (Linux, Apache, MySQL, PHP) is essentially the same thing: it makes little difference to the programmer, and none at all to the end-user, what OS platform is being used. WAMP is popular, however, because it makes it easy to install and run the entire "stack" on a single Windows machine, providing a development environment that is familiar and accessible to many.

Dan devoted the first part of his presentation to an explanation of some of the basic technologies that comprise WAMP and that are used with it.

PHP is a programming language that is used on the "back-end", i.e. server side, of websites. All popular content management systems (CMS), e.g. WordPress, Joomla, are written in PHP. It is one of various languages used on the server; Python, for example, is another: Dan mentioned that although Python can require much less coding than PHP, the learning curve for it is steeper. PHP can be slow by comparison to Python and other languages but that is changing with the advent of PHP 7.

Apache is a very popular open-source web server software that is used by shared hosting services like GoDaddy, Network Solutions, etc.

MySQL is the leading open-source software used to host and manage databases. SQL (Structured Query Language) is the language used to access and update a MySQL database but, as Dan explained later in his presentation, there are programming techniques that can make it unnecessary to use SQL.

JavaScript is the most widely-used programming language on the "front-end", i.e. the client side of websites (in the end-user's web browser). Note: JavaScript and Java are not related. jQuery is a library for JavaScript that provides pre-coded functionality and can greatly reduce the amount of coding needed for a specific application.

Another piece of software technology that Dan described is the Zend Framework for PHP. Similarly to jQuery for JavaScript, Zend provides access to tools and code libraries that support the PHP programmer.

Dan illustrated his talk with examples based on the work he does for Agera Energy. In response to a question, he explained that the company's website is hosted in-house on its own web servers and, in consequence, the environment is different from that experienced by hosting service customers. For example, the version of PHP used by Agera is driven by the needs of application code that runs the business. In a shared hosting situation, the hosting company chooses what version(s) of PHP are available to its customers.

MVC (Model-View-Controller) is an architectural model that many professional programmers use for the development of applications. The View is the code on the client side, e.g. HTML, CSS, JavaScript, etc. The Controller is the code on the server, typically written in PHP, and the Model is a representation (in code) of the database. These components provide conceptual containers to organize the application's code. The MVC model is built in to the Zend framework.

Dan is a big proponent of WordPress

for building simpler websites and he described how some of his personal sites are built in WordPress. One example is www.danosongs.com, which reflects Dan's other life, as a singer / songwriter. His music is available on the website for pro bono use by schools and non-profits.

Starting as a system for posting blogs, WordPress has evolved into a full-blown CMS and has become very popular. Many free plug-ins are available to add specialized functionality. Dan emphasized the importance of keeping a WordPress site up-to-date to prevent it from becoming vulnerable to hacking.

Dan explained that many of the technologies which were the subject of his presentation come into play mainly for the development of sophisticated, special-requirements websites. More straightforward sites can be developed without high-end expertise, using software such as WordPress, or other CMSs.

After the break, our speaker gave us a live demonstration of the concepts and tools that he had described. The demo was based on an application that he is working on at Agera, and we are indebted to the company for allowing him to use their software as an example.

After a brief overview of the alternate energy supplier business, Dan showed us the Models (as in Model-View-Controller) that he works with. (Dan demonstrated using SQLyog but there are other good database tools available, e.g. phpMyAdmin.) Then, using Zend Studio, an Integrated Development Environment (IDE), we saw actual PHP code. He showed us the components (get name and set name commands) that perform database updates



without using SQL. About 70% of all database access is done by this method. A piece of software called the Data Adapter maps the Models to the database. Dan gave us an example of a case where get / set could not handle the access and he had to write custom SQL code. The Data Adapter handles any complexity or messiness in the database and hides it from the Model.

Dan talked briefly about the Controller components. Each Controller maps to a website page. His specific example was the Index controller, which corresponds to the index.html file that is the home page entry point for basic websites.

Then we got to the View. Using the Agera example again, Dan demonstrated a front end containing several forms. We saw the browser screen and the code behind it. He explained how some of the form buttons use jQuery code to manipulate data in the browser. In the

example, Dan showed a section that was hidden from the user initially but would appear when a table row was clicked.

Dan also demonstrated the use of AJAX. AJAX (Asynchronous JavaScript and XML) is a set of techniques that allow the browser page to be updated without reloading it from the server. In his example, the browser used AJAX to update information about an Agera customer without reloading the page. This technique allows the user to continue working while processing goes on behind the scenes.

Dan described other cases where he has used jQuery to meet complex user interface needs.

This was an excellent presentation that very clearly explained a lot of very abstract concepts and techniques. Our thanks to Dan O'Connor for a job well done. A pdf containing Dan's presentation slides may be found on the DACS Downloads page of the DACS website.

Membership has its Privileges!

Become a member and support DACS. Each member has access to the Community Forum, where they can post questions, the online newsletter in PDF form, group related news via email, SIG meetings, online forums, and any group-only related events, promotions, or activities. There is also an option to receive a mailed newsletter. For information on how to join DACS, <http://dacs.org/joining-dacs/>.

May Meeting Preview

Drones and Their Future - John Gallagher

By Bert Goff

Date: Tuesday, May 2, 7:30 p.m.

Location: Danbury Hospital Auditorium

Presenter: John Gallagher

DACS IS PLEASED to have John E. Gallagher, owner of Unmanned Aircraft, LLC and The Hobby Hangout, LLC, speak to us about drones, both today and tomorrow.

John, with assistance from his colleague Dave Baron, will talk with us about drones (mostly quadcopters) used both commercially as well as for recreation. Topics will include the technology, current regulations, privacy concerns, and, of course, applications. As you may guess, computers are involved,

especially for live feed video collection.

John and Dave will give a demo of radio controlled race cars and miniature drones. They look forward to responding to questions and a lively discussion with attendees.

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.

DACS holds its general meetings at

Danbury Hospital, most often in the Creasy Auditorium, but occasionally in the Robilotti Conference Center across the hall from the auditorium. There is plenty of free parking in the Rizzo guest parking garage adjacent to the auditorium. (Go to dacs.org/directions/ to find directions and



Workshops

Workshop NOTES: May 2017

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: May 9

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: May 17

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 cheap computers like Raspberry Pi, Arduino, Netduino,

Beaglebone, and more. Meets at 7:00 p.m. on the 3rd Thursday at the DACS Resource Center.

Contact: Jim Scheef (860-355-0034)
Next Meeting: May 18

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 We discuss a variety of subjects relating to web development, including Content Management software such as WordPress, Search Engine Optimizing, best practices when starting a web site, web graphics and more. Meetings start with a short presentation and “how to” of the evening’s topic. Questions are welcomed, and discussions liven up the evening. Meets at 7pm every 3rd Tuesday of the month at the DACS Resource Center. **New workshop leader wanted!** Share information, learn new techniques, and interact with like-minded people. Extensive web knowledge is not required, only a willingness to open a topic for discussion.

Contact: Annette Van Ommeren (avanommeren@dacs.org)
and see the DACS website for meeting updates.
Next meeting: May 16

Let's join heads!

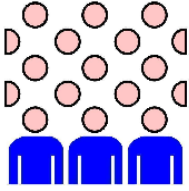







Do you have a special technology interest you would like to share or learn more about? Join a DACS workshop or start one. You don't have to be a nerd or a guru—just have a curiosity for what's out there and an interest in sharing or discov-



ering 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 . . . ?”

May 2017

Danbury Area Computer Society

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1	 <p>General Meeting 7:30 PM</p>	 <p>Board of Directors 7:00 PM</p>																																																																																														
7	8	 <p>Apple 7:00 PM Richard Corzo applesig@dacs.org</p>	10	 <p>Membership Committee 7:00 PM Jim Scheef 860-355-0034</p>	12	13																																																																																											
14	15	 <p>Web Development and Design Annette van Ommeren 7:00 - 9:00 PM avanommeren@dacs.org</p>	 <p>Linux 7:30 PM Dave Mawdsley linuxsig@dacs.org</p>	 <p>Single Board Computers Workshop 7:00 PM Jim Scheef 860-355-0034</p>	19	 <p>DACS.DOC Deadline</p>																																																																																											
21	22	23	24	25	26	27																																																																																											
28		30	31	<div> <p>Apr 2017</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> <div> <p>Jun 2017</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> </div>			S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
S	M	T	W	T	F	S																																																																																											
						1																																																																																											
2	3	4	5	6	7	8																																																																																											
9	10	11	12	13	14	15																																																																																											
16	17	18	19	20	21	22																																																																																											
23	24	25	26	27	28	29																																																																																											
30																																																																																																	
S	M	T	W	T	F	S																																																																																											
						1 2 3																																																																																											
4	5	6	7	8	9	10																																																																																											
11	12	13	14	15	16	17																																																																																											
18	19	20	21	22	23	24																																																																																											
25	26	27	28	29	30																																																																																												

Internet Commerce

LibreOffice

By Dick Maybach

LIBREOFFICE ORIGINATED in Germany in 1993 as Star Office, which became OpenOffice, first under Sun Microsystems and later under Oracle. In 2010 a group of developers, unhappy with Oracle's management of the project, formed the Document Foundation, and used the OpenOffice code as a basis for LibreOffice. Oracle later donated OpenOffice to the Apache Software Foundation, where its development appears to be lagging behind the vigorous pace of LibreOffice. Although LibreOffice and MS Office do similar tasks, their operating details differ considerably. If you have used MS Office for a long time, then your first experience with LibreOffice will probably leave you frustrated with illogical menus and unpredictable operation. I've used LibreOffice for years (and OpenOffice before that) and those are exactly my feelings when I try to use MS Office. If you're thinking of installing LibreOffice and trying it for a few minutes, don't bother; you won't like it, because it's not an MS Office clone. If you are using MS Office casually at home, you have little reason to change, as LibreOffice offers no new capabilities. However, you may wish to consider changing if your environment changes, for example if you purchase a new computer or change operating systems. Now it makes sense to ask yourself whether to purchase a new version of MS Office or to make the effort to relearn your habits. If you really need something "Just like MS Office," then you should pay the money. A good comparison of these two suites appears at http://wiki.documentfoundation.org/Feature_Comparison:LibreOffice_-_Microsoft_Office, but note that this is the Website of the Document Foundation, the publisher of LibreOffice. The two suites have different capabilities and features; if you do specialized work, check the Website referenced above for the features that are important to you.

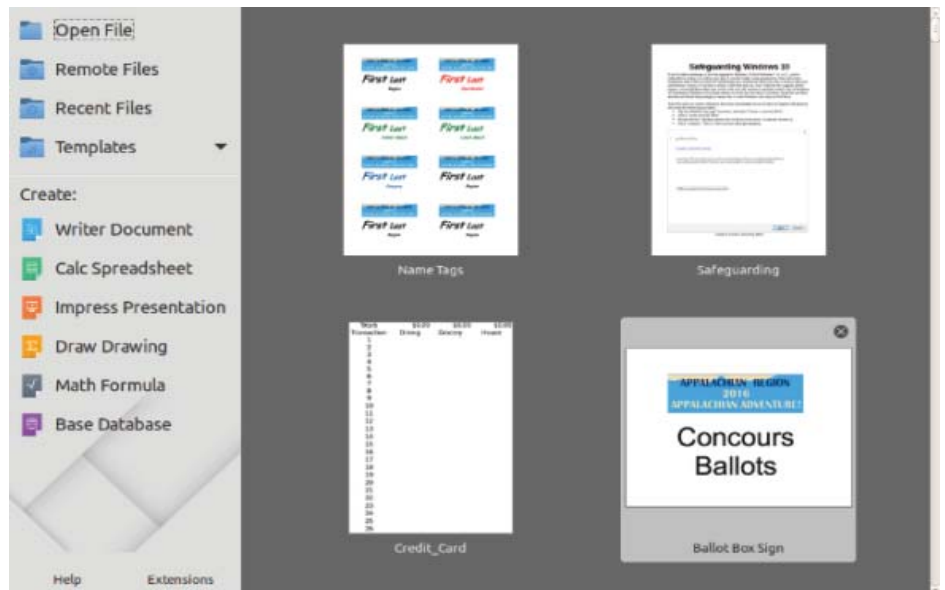
The software is available at <http://www.libreoffice.org/download/libreoffice-fresh/>. You won't find a book on LibreOffice in your local bookstore, but you can download a good 388-page manual from <http://www.libreoffice.org/get-help/documentation/>. If after reading this you need more detailed information, the same

site has manuals for the individual LibreOffice applications, but they are for earlier versions. There is also a 512-page tutorial on document styling at <http://designingwithlibreoffice.com/>, which you'll find interesting after you've mastered the basics. Some books are available from online vendors, but be careful, many are for older versions, and others are printed copies of what you can download for free. LibreOffice is evolving quickly; as a result, even the latest manuals are somewhat out of date with respect to minor details. Like all full-featured office suites, the LibreOffice applications are complex, and trying to

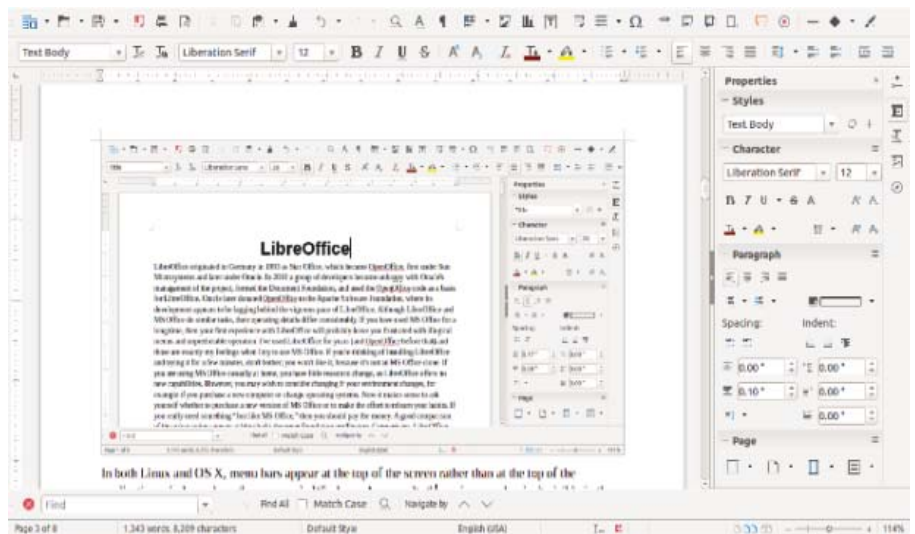
learn to use them by trial-and-error will be tedious and frustrating, making a good tutorial essential.

Although you can start the individual LibreOffice applications directly, you can also open a general application (Screen 1), from which all the individual applications as well as the recently-opens files are available.

Write is the LibreOffice word-processor, and is the only type of office application that many home users run (Screen 2). The two toolbars at the top are configurable, so you can populate them with the functions you use most often. The top one is the Standard Toolbar and is nearly the same for all LibreOffice applications. Below that is the Formatting Toolbar, which adapts to the current application. The right sidebar also changes according to what you are doing. In the



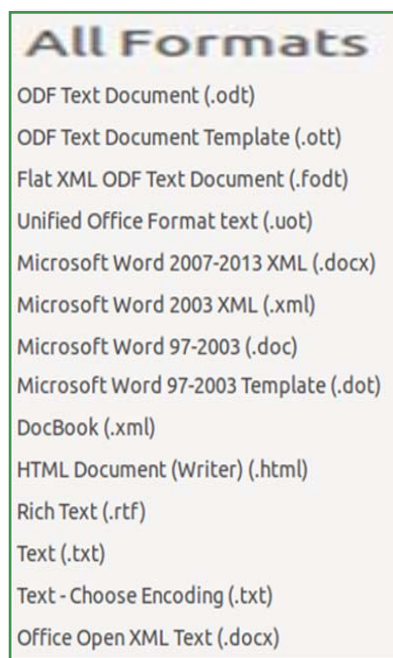
Screen 1. LibreOffice Startup



Screen 2. LibreOffice Write.

Screen 3. Write Menu Bar.

screen-shot above, the cursor is on text and as a result the sidebar shows text styles. However, all the functions in the sidebar are also available on the menu bar and the toolbars, although accessing them may require several mouse clicks. My work requires little formatting, and as a result I usually keep the sidebar closed to allow more space for the document. Writer, like all the LibreOffice tools can be customized by adding, moving, and customizing toolbars, but this can become a tar pit. Be sure you are familiar with basic operation and carefully read a good tutorial before you venture too far into customizing.



Screen 4. Save File Drop Down Menu

In both Linux and OS X, menu bars appear at the top of the screen rather than at the top of the application window where they appear in Windows. As a result, the main menu bar isn't visible in the above screen-shot. It appears below (Screen 3).

Like all LibreOffice applications, Writer can save files in several formats, as shown in the drop-down menu that appears when you select "Save as" (Screen 4).

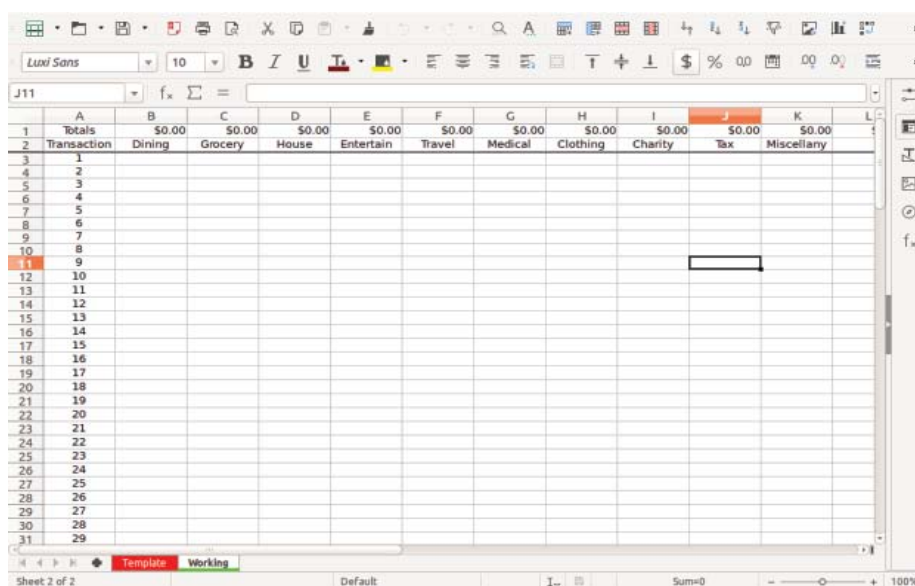
I have not run into problems converting Writer documents to Microsoft doc and docx formats. I understand that converting the other way can be problematic, as Microsoft sometimes employs undocumented features, and this is true for all LibreOffice applications. The suite is evolving rapidly, and every version produces files that are more compatible with

Microsoft's, although the latter are moving targets.

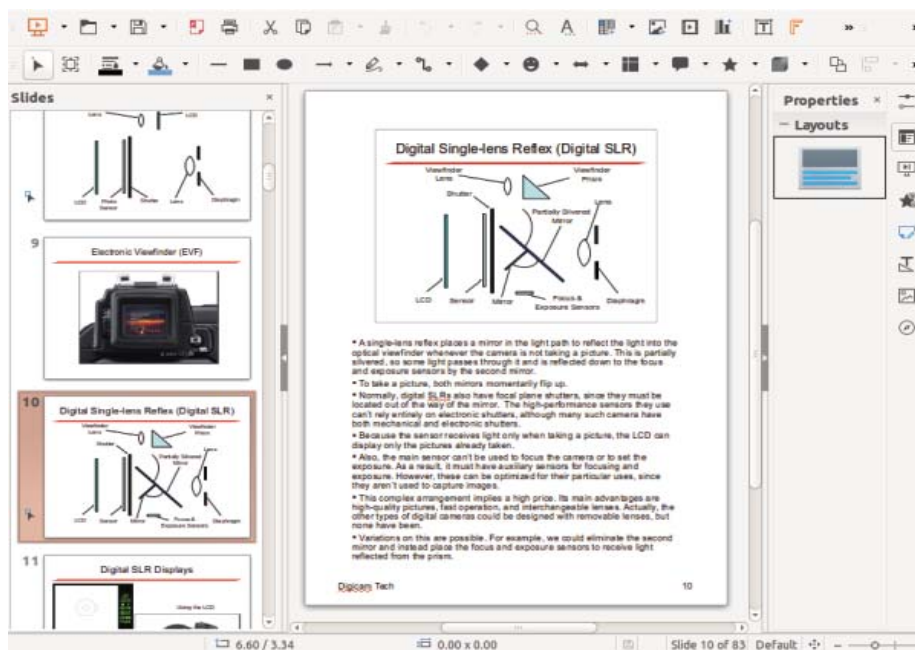
Calc is LibreOffice's spreadsheet application. Screen 5 shows one I put together to reconcile my credit card bills. Its menu and toolbars are quite similar to Writer's, although the individual functions differ of course. Here I show the sidebar closed, since i don't need it for this simple application. If you are familiar with Excel, you should quickly adapt to Calc, although if you will probably have to make some changes to the macros to move existing sheets to this new environment.

Its presentation application is Impress. The screen-shot shows a PowerPoint file

open in Impress. When I tried this some years ago, with OpenOffice (a predecessor of LibreOffice), there was considerable mangling of the slides. I've seen no evidence of this in the current LibreOffice. Nevertheless, be careful if you have an important presentation, and use the same program, and if possible the same operating system, to display it that you used to develop it. Screen 6 shows the program open in the notes view, so I can edit my lecture notes; the slide appears at the top of the screen and slide thumbnails in the left sidebar. Too many speakers either just read the slides to their audience or try to make up comments on the spot. Don't make this mistake; in preparing a talk, you should spend as much time preparing your remarks as your slides. You should also assume



Screen 5. Libre Office Calc



Screen 6. LibreOffice Impress.

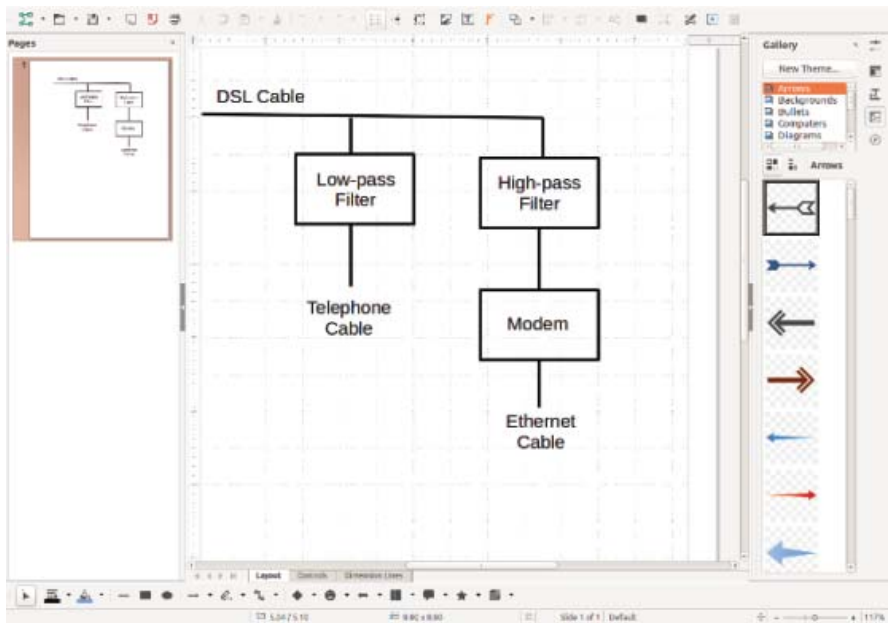
your audience can read; there is no reason to repeat the contents of the slides (*see screen 6*).

Draw (Screen 7) is a simple drafting application, useful for creating figures for Writer and Impress. While both these applications have drafting functions, I find it easier to create figures with a dedicated program and then paste the results where I need them.

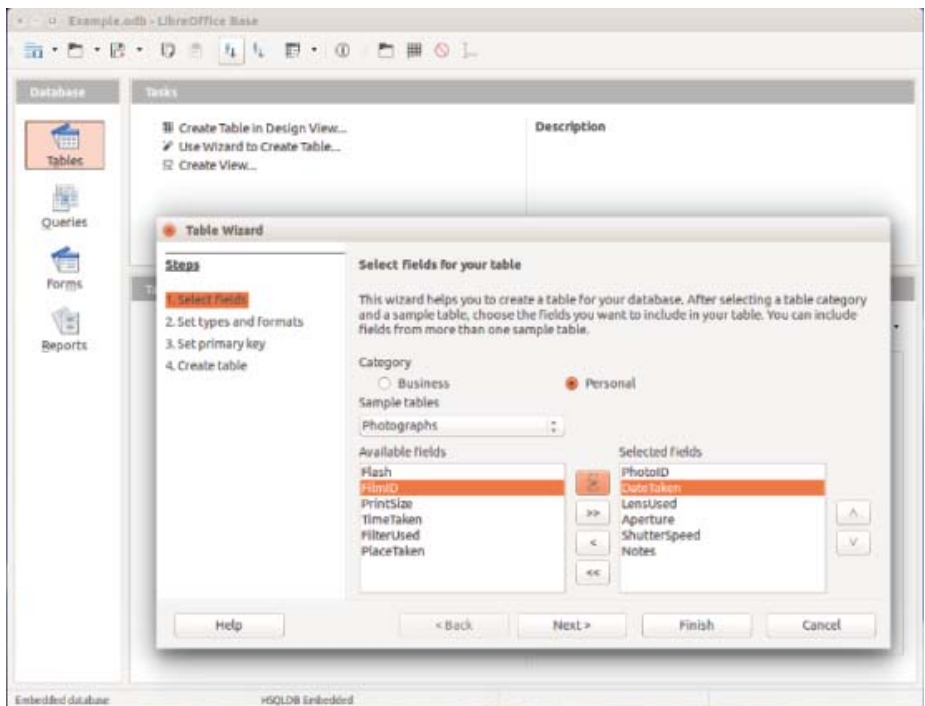
Base (Screen 8) is the LibreOffice database application. The screen-shot shows a simple database for organizing photographs being developed using the wizard. I think too many people would use a spreadsheet for this, just because they are comfortable with it, when a database would be more appropriate. Another significant factor in the low usage of databases is that Access (the MS Office database application) is available only in the professional version and not at all for OS X. As a result, few home users have seen it.

This has been a very brief introduction to LibreOffice. If you collaborate with others on complex office documents and they use MS Office, you may have an easier time if you use the same suite. I say "may" because the Mac and Windows versions of MS Office differ, and I've also had problems with incompatibilities among different versions of Windows Office. The only way to ensure compatibility is for all members of the team to use the same version of MS Office on the same operating system. By comparison, the code base of LibreOffice is the same for Windows, OS X, and Linux (for which MS Office is not available); if the members of your team use different operating systems, you will have fewer incompatibility problems than with MS Office. For most people, compatibility is not an issue, provided the LibreOffice users convert their files to Microsoft format.

That LibreOffice is open source brings some advantages. It costs nothing, so you can use it on as many computers as you like, and you can even install it on a memory stick for use on any PC, which allows you to use the same office suite wherever you go.



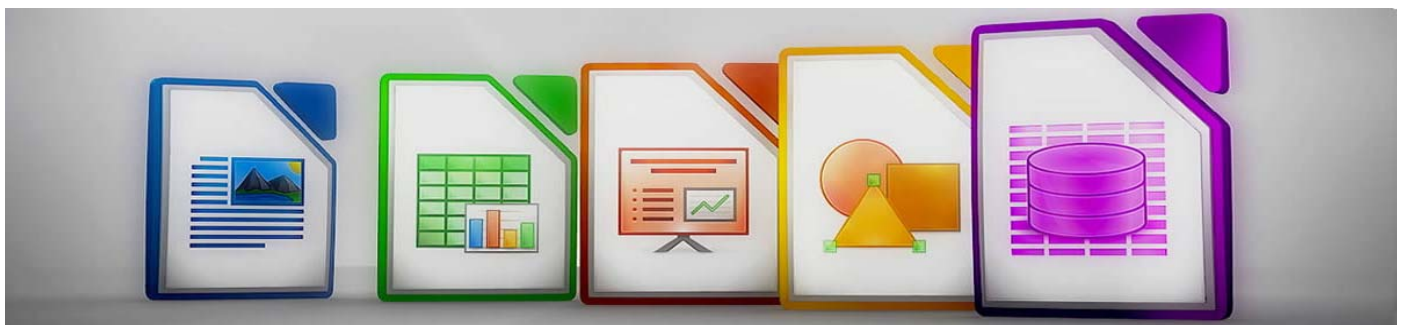
Screen 7. Enigma Interior.



Screen 8. LibreOffice Base

DICK MAYBACH is a member, Brookdale Computer Users' Group, NJ (www.bcug.com; n2nd@att.net).

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



Back to Basics

Using Windows (File) Explorer -- Using Different "Views" To See Files and Folders

By Jim Cerny

[Note: Please read this article with your computer! DO the steps and you will find it all much easier to understand. Otherwise you will forget. Trust me on this.]

THIS IS THE SECOND of a series of articles on the basic use of Windows Explorer (known as File Explorer in Windows 10). In the previous article we looked at the two "panes" in this app window - the "Folder List" in the left pane, and the contents of a folder displayed in the right pane. Clicking on any folder on the left will show the contents of that folder on the right. The Folder List in the left pane shows ONLY folders, not files. Clicking on the right-pointing arrow next to a folder in this list will open (immediately below and slightly indented) the folders IN that folder. The arrow will now be pointing down. Click on the down-pointing arrow to remove or "hide" the list of folders in that folder and the arrow will then be pointing to the right again. Please practice this. This is how you can get to and open the folder you want to see.

Is this getting to be too confusing for you? But is it really that difficult to understand that a folder can itself be IN another folder? If you take some time to explore folders in this app it should become clear quickly. Exploring does NOT change anything, you are just looking around. We will get to actually changing some things in future articles.

This time we want to explore the different VIEWS or ways of displaying FILES and FOLDERS using this app. As stated previously, clicking on any folder in the folder list column on the left will open and display the contents of that folder on the right. There are different ways of displaying this information using the "view" options. In Windows 10 click on the "View" tab (menu bar) near the top of the window. On other versions of Windows Explorer you may see a small tool icon which, when clicked, will display the list of viewing options. Although several different "views" are available, we will look at only the two views that I use, but feel free to try the other views as well to see if you like them.

Try the "Large Icon" view option. This is my favorite view when I am working with PHOTOS on my computer. All

files that are photos will be displayed as a "thumbnail" of the photo itself with the file name below it. This is great for seeing what photos you have so you can delete photos you no longer want, or move or copy them to another folder, etc. If a file is NOT a photo, such as a document or a spreadsheet, then you will see a simple ICON representing that file "type". Folders are icons too (which actually look like a real folder) and in later versions of Windows, the folder icon will be displayed actually open a bit so you can "peek" and see hints of the photos in that folder. Double-click on any folder in the right pane to display the contents of that folder. Note that you can select ANY view for ANY folder - just open that folder first and select the view option you want. What is nice about this is that the folder will "remember" your view option the next time you open that folder! So you don't have to select your view each time, only when you want to change it. Remember, changing "views" does NOT change any file or anything, it just changes how things are displayed in the window. Note that if you "hover" your mouse on any file or folder ("hovering" your mouse means that you place your mouse arrow ON something but do NOT click the mouse) it will open a small box with more information about that file or folder.

Try the "Details" or "Detailed list" view. This is my favorite view for ALL OTHER files. Each file name is listed on its own line with some very helpful information next to it. Note that the folders are probably listed first, alphabetically, then the files below them. The contents of a folder are sorted (by default) alphabetically, with the folders together at the top. If you click on the "Name" column header it will REVERSE the sort. Note that the small arrowhead indicates which column is sorted and how (from A to Z or Z to A). Click on the "Size" column header and your list will be sorted by SIZE, largest to smallest (note arrow is pointing downward). Click again on the "Size" column heading and it will REVERSE the sort (arrow pointing upward). Please practice clicking on different column headers to sort your contents different ways. Sorting by "Type" for example

will group all your files in that folder by the "type" of file - a Word document, a jpeg photo, etc. You can do all of this and nothing is changed - you are just looking around and viewing things in different ways. Can you see how using File Explorer can be so important? It can be used to FIND and VIEW anything on your computer. You can use the "sort" options in other "views" as well, just look for them by using the toolbar or "tabs".

Here is an important tip to help you. Double-clicking on a FOLDER in the right pane will OPEN that folder in that pane so you can see its contents. Double-clicking on a FILE in the right pane will OPEN THAT FILE using the DEFAULT app or program for that file type. If you wish to use a different app to open a file (that is, other than your "default" app) you should open that app FIRST and then use that app to find and open the file you want.

Finally, although there is so much that File Explorer can do, it can NOT create a new file. It can COPY files and MOVE them around your computer and RENAME them, but it cannot create a brand new file. You must use an app to do that - and you can understand that to create a new document you must use MS Word, or WordPad, or some other word-processing app. To create a new picture, you must use a camera, a photo app, or the paint app, etc. You use apps to create a new file, give the file a name, and save it to a folder. After that, File Explorer does everything else to work with ALL your files and folders - not only on your "C" drive, but on any memory device that is connected to your computer, such as your smart phone, thumb drive, or memory card.

JIM CERNY is chair, Forums Committee, Sarasota TUG, FL. (www.thestug.org; [jimcerny123\(at\)gmail.com](mailto:jimcerny123(at)gmail.com))

This article is reprinted, by permission, from the August 2016 issue, Sarasota Technology Monitor.

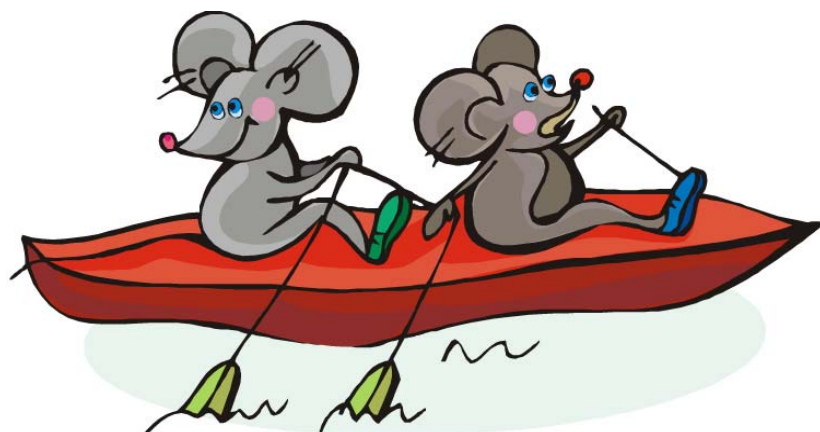
**Shop at
Amazon Smile**

**and Amazon will
make a donation to
the Danbury Area
Computer Society, Inc.**

amazonsmile
You shop. Amazon gives.

dacs.doc

Danbury Area Computer Society
65 Legion Rd
New Milford, CT 06776



When you come to the next DACS meeting,
why not bring a friend?



**Voice
for
Joanie**

Help give the
gift of speech
Call Frank Ruiz
at 203 770-6203
and become a
Voice for Joanie
volunteer

www.voiceforjoanie.org

Future Events:

May 2

Drones and Their Future
John Gallagher

June 6

TBA

July 4

TBA

August 1

TBA