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The Digital

Viking



Twin Cities

PC USER GROUP

NEWSLETTER

Minneapolis & St. Paul, Minnesota USA • Vol. 37 No.12 • July 2017

TC/PC Exists to Facilitate and Encourage the Cooperative Exchange of PC Knowledge and Information Across All Levels of Experience

July 2017

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General Meeting Tuesday, July 11, 2017 7:00 PM

APCUG Webinar:

Photo Editing With the GIMP

Summit Place
8505 Flying Cloud Drive
Eden Prairie, MN 55344

Like taking digital photos? Looking for a cost-effective way to restore, enhance or fix images? The GNU Image Manipulation Program (GIMP) might be an option. Cross-platform and Open Source, this powerful application contains features that both beginners and advanced users will appreciate.

Dennis Rex, representing the Southern California Linux Expo, gave this presentation at the APCUG Spring 2017 Virtual Tech Conference. ☒

TC/PC is a Member of



24-Hour Information • www.tcpc.com

Application form inside back cover

The Digital Viking

The Digital Viking is the official monthly publication of the Twin Cities PC User Group, a 501(c)(3) organization and an all-volunteer organization dedicated to users of IBM-compatible computers. Subscriptions are included in membership. We welcome articles and reviews from members. The Digital Viking is a copyrighted publication and reproduction of any material is expressly prohibited without permission. Exception: other User Groups may use material if unaltered and credited.

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| | |
|---------------------------|----------|
| Full page (7½ x 9½) | \$100.00 |
| Two-thirds page (7½ x 6) | 80.00 |
| Half page (7½ x 4¾) | 65.00 |
| One-third page (7½ x 3) | 50.00 |
| Quarter page (3½ x 4¾) | 40.00 |
| Member Bus. Card (2 x 3½) | 10.00 |

Multiple insertion discounts available.

Contact Sharon Walbran at: SQWalbran@yahoo.com

Deadline for ad placement is the 1st of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: **Twin Cities PC User Group**

TC/PC 2016-2017 Board of Directors

Meets once or twice per year. All members welcome to attend.

Visit www.tccpc.com for meeting details.

| | |
|--|---------------------------------------|
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TC/PC Member Benefits

Product previews
and demonstrations

Special Interest Groups
Monthly Newsletter

Discounts on products
and services

Contests and prizes

Business Member Benefits

All of the above PLUS:

FREE ½ page ad on
payment of each renewal

20% discount on all ads
Placed in the *Digital
Viking* Newsletter

Up to 5 newsletters mailed to
your site
(only a nominal cost for each
additional 5 mailed)

Newsletter Staff

Editor Sharon Walbran

Contributors:

Jeannine Sloan

Wi-Fi File Transfer - Easily moves pictures from phone to computer

By Phil Sorrentino, Contributing Writer, The Computer Club, Florida,

<http://sccccomputerclub.org>, Philsorr.wordpress.com,

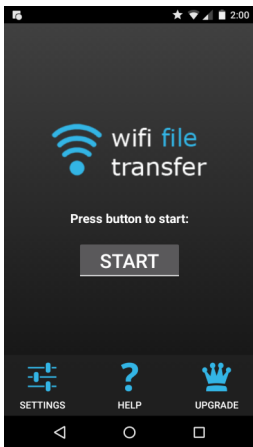
[philsorr \(at\) yahoo.com](mailto:philsorr@yahoo.com)

Most of the pictures that most of us take with our phones remain on the phone for a very long time. It is probably because our smart phones are so convenient and easy to use to show photos: just start the App and swipe to the next photo. Our phones are always with us so we can very quickly show our friends all our latest photographically captured experiences. It may also be that there is less of a need to remove photos because our phones have such large memories. Many modern phones have 16 GB of storage. Even on a phone, with a camera with a resolution as large as 12 Mp, there is still room for many, many photos. Photos on most phone cameras are produced as .jpg files, which are compressed photo image files. The size of the resulting file is typically around 2 to 5 MB. Phones with 16 GB of memory can easily allocate 1 GB, or so, for photos. So, using as an example a large picture (5MB), you could put 200 photos in that 1 GB memory space (remember 1 GB = 1,000 MB). If you have more memory or smaller photos you could easily keep thousands of photos on that phone. Maybe you've been shown pictures from a phone like that, I know I have.

There are many ways of moving your pictures from your phone to your computer. "Wi-Fi File Transfer" is a free App that allows you to easily accomplish this task. (You can also use it to move files from your computer to your phone.) As with many Apps, there is also a Pro version available at a small cost. Wi-Fi File Transfer is available for both Android and Apple. You can get the Android App from the Google Play store. Before digging into Wi-Fi File Transfer, let me list some other ways to move your photos from your phone to your computer. First, you can email a photo or two to yourself as an attachment, and then collect the photos from your received email. This is only good for a few pictures because email systems have attachment size limitations. Second, if you have a microSD card slot on your phone, you could move the photos to the microSD card and then move the microSD card to your computer microSD card reader (or SD card reader with a microSD-adaptor), and copy the files to the computer. Third, you could use a USB-to-microUSB cable (usually supplied with a phone or tablet) to connect the phone to your computer USB slot. The phone will show up as a device in File Explorer and you can move the photo files from the device to the computer. Fourth, you could use a USB-OTG (On-The-Go) cable to connect a Flash Memory device to your phone. Once connected, copy the files to the Flash Memory and then move the Flash Memory device to the computer USB slot and copy the files from the Flash Memory to the computer. Fifth, upload your photos to a Cloud account, such as OneDrive or Dropbox, with the appropriate App. Then download the photos from your Cloud account to your computer, using a Browser. So much for other methods, now back to Wi-Fi File Transfer.

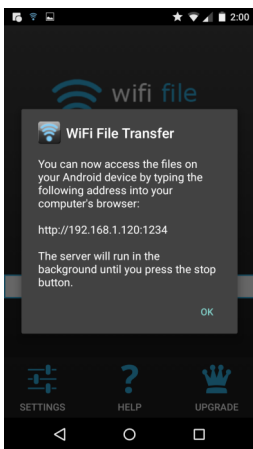


To get going, start the App in the usual way, by touching the Wi-Fi File Transfer icon. Once started, the following Opening Screen will be displayed.



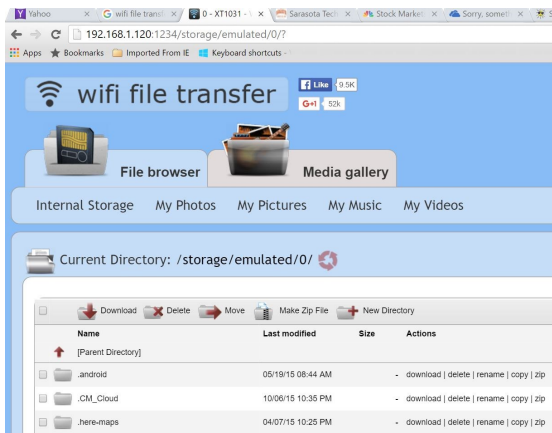
Opening Screen

Press “START” and the “IP Address” screen will be presented.



IP Address Screen

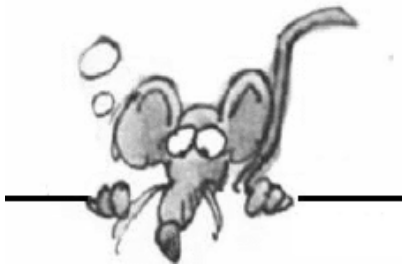
Wi-Fi File Transfer sets up a Client-Server connection, over your Wi-Fi, between your phone and your computer. (Oddly enough, in this setup, the phone is the server and the computer is the client. I point this out here, only because when it comes to moving the files, it is done using the “download” button, not an “upload” button as you might have thought.) The IP Address in the center of the screen is to be used on your computer. On your computer, start a browser, such as Internet Explorer, Chrome, or Edge. In the address bar at the top of the Browser screen, type the IP Address. In this example type “http:// 192.168.1.120:1234”, and press Enter. The browser should go to the Wi-Fi File Transfer screen. On the phone, Press “ok” on the IP Address screen.



Browser Wi-Fi File Transfer Screen

Find and click “DCIM” in the list of folders (Directories). In the next screen, click “camera”, and a list of photos will be shown. The photos will probably have titles like “IMG_20160601_195876”, or something similar. The date taken is usually buried in the title, as in this example (June 1, 2016). Select the photos to be copied to the computer. (If many photos are selected you will have the option to copy them individually or all together in a Zip file. (For more than a few photos, make it easy on yourself and choose the Zip option and then unzip them on the computer, later on.) Once the photos are selected, press “Download”, and your photo(s) will be downloaded to your computer. Once the photos are downloaded, especially if you just downloaded a lot of photos, you can delete them, en masse, from the phone using “Delete”, next to “Download”. (Note that there are directions on the right side of the screen [not shown above] to allow you to “Transfer files to device”. This is essentially an Upload from the computer to the phone. Move files in this direction only if you know what you are moving and you know where to put them.) Once the transfer has completed, press “STOP” on the IP Address screen, on the phone, to terminate the client-server connection. Press ‘Back” or Home to terminate the App. Now all that is left for you to do is to Unzip the files, if they were zipped, Rename the files if desired, and put them in the appropriate location in your Pictures folder organization, and Oh by the way, back them up. So now with Wi-Fi File Transfer you should never have to fear that your pictures will be lost if you lose, or have to replace, your phone. 🖥️

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NIBBLERS

By Jeannine Sloan

Freshen Your Fridge

Has your fridge started to get a little stink on it? Take your used bags from your morning tea and place them in a cup or bowl inside for a few days. The bags will absorb the odors and get your fridge smelling fresh and clean again.

<http://lifehacker.com/get-a-load-of-these-unexpected-uses-for-teabags-1795874294>

OS/2 Museum

Last week a most interesting image of a 160K disk arrived at the OS/2 Museum. The files on the disk image are rather old. It's certainly the oldest known surviving PC operating system. It comes with a short text file which provides further insight into the development history of PC DOS. Even better, the disk can be explored at pcjs.org live in its native habitat. History buffs will find this interesting:

<http://www.os2museum.com/wp/pc-dos-1-0-but-not-quite/>

The Coming War: Browsers against Advertising Pollution

Google knows better than anyone else the true state of the internet. And it's ugly.

Users (and regulators) tend to forget that Google monitors everything on the internet and strives to protect its integrity. (Editor's note: Fascinating article about e-commerce)

<https://mondaynote.com/the-coming-war-browsers-against-advertising-pollution-63f58953d23f>

High School Students Design Drug-Detecting Straw to Fight Sexual Assault

In ideal scenarios, the Smart Straw is just a straw. But when the common date rape drugs Rohypnol, GHB, or Ketamine are present, the straw turns blue to signal that the drink has been spiked. From Mental Floss news:

<http://bit.ly/2qWpYqr>

How Does Wireless Charging Work

Modern wireless power draws on the same principle that Tesla investigated over a century ago: induction. Electromagnetic induction—using an electromagnetic field to transfer power between two objects—forms the basis of all modern wireless charging, as well as things like contactless payment, cooktops, and wireless speakers. Shared from Mental Floss news <http://bit.ly/2sSTXjJ>

Print Screen Methods in Windows 10

- Tap the Print Screen button on your keyboard. The screen shot is now stored in your clipboard and you need to paste it into a graphics editor such as Windows Paint.
- Take a Screenshot of Just The Active Window: Hit Alt + Print Screen.

· How To Make A Screenshot File Without Any Additional Programs: Hit Windows key + Print Screen. When you navigate to the Screenshots folder inside of your Pictures, your screenshot will be there!

· Take a Screenshot of a Specific Part of Your Screen: Type "snipping tool" into the search bar next to the Start menu. Select "Snipping Tool". Click "New". Click and drag the cursor to select the area of the screen you want to use; release the cursor once you've selected the space you want to capture. Your screenshot is open in Snipping Tool!

<https://www.laptopmag.com/articles/capture-screenshots-windows-10>

Why Blockchain Could Be Your Next Form of Id As A World Citizen

Microsoft and Accenture have partnered to create a blockchain solution that acts as digital identification for refugees. Here's how it works. Read the article at TechRepublic: <http://preview.tinyurl.com/y7vvr6h8>

What is an APT?

APT refers to Advanced Persistent Threats. An APT usually targets either private organizations, states or both for business or political motives. Good to be aware of these threats anyway.

https://en.wikipedia.org/wiki/Advanced_persistent_threat

Security Doorbell

The doorbell boasts 180-degree horizontal motion detection angle, a 160-degree field of view, and comes with lifetime purchase protection. While there are now a number of other video doorbells on the market, Ring believe's that its integrated solution gives it an edge over competitors. Its so-called "Ring of Security" purports to offer a community-based approach to keeping neighborhoods safe. More here: <https://ring.com/>

Creating a Sticky Notes desktop

Click the Task View button on the Taskbar. When you see the Task View display, click the New Desktop button. You'll then see a thumbnail preview of the new desktop, alongside the current desktop. There are complete, illustrated instructions for using sticky notes on the new desktop in a TechRepublic article here: <http://tinyurl.com/yd5xnqvt>

Hard Questions

Here is Facebook's first entry in its "Hard Questions" series...

- How should platforms approach keeping terrorists from spreading propaganda online?
- After a person dies, what should happen to their online identity?
- How aggressively should social media companies monitor and remove controversial posts and images from their platforms? Who gets to decide what's controversial, especially in a global community with a multitude of cultural norms?
- Who gets to define what's false news — and what's simply controversial political speech?
- Is social media good for democracy?
- How can we use data for everyone's benefit, without undermining people's trust?
- How should young internet users be introduced to new ways to express themselves in a safe environment?

(Editor's note) Whether or not you choose to read the complete article these first in the series questions are thought provoking.

<https://techcrunch.com/2017/06/15/facebook-censorship-terrorism/>

Edge Browser Full Screen View

The keyboard shortcut to get full screen view in the Edge browser is Shift+Windows+Enter

Troubleshoot Windows 10 Hardware Issues with Device Manager's Views

Device Manager offers several views to help you zero in on specific issues that are causing problems for your hardware.

Here's a look at the various views and when they can come in handy.

- Click the Start button and type Device. When Device Manager appears in the Results pane, click it.
 - Alternatively, from within File Explorer, right-click on This PC and select the Manage command from the context menu. Once the Computer Management console appears, locate and click Device Manager.
- Once Device Manager is up and running pull down the View menu and you'll see the available views.

Instructions from TechRepublic here:

<http://tinyurl.com/y9wnyjya>

7 Surprising Hacks for a Bug-Free Kitchen

Don't spend your summer dealing with pests

Try these seven somewhat surprising (and natural) hacks for a pest-free kitchen.

Peppermint: This prolific garden plant is a natural insecticide that repels ants, spiders and mosquitoes.

Basil: This herb may be great in your pasta sauce, but it also repels houseflies and mosquitoes.

Chalk Line: Ants won't walk across a chalk line or anything else that interrupts their scent trail.

Flypaper: As the name suggests, flypaper is a tried-and-true way to trap flies.

Vinegar: Fruit flies come out in summer and breed quickly. Here's how to make a vinegar trap

Lavender: Tie a few bouquets of lavender and place them around the house to keep bugs outside.

Cucumbers: Ants in particular hate the taste of cucumber — go figure.

Complete instructions for using each of these is at

AARP: <https://tinyurl.com/y9phbjth>

What Makes a Computer Quantum

Here are five things to know about quantum computers.

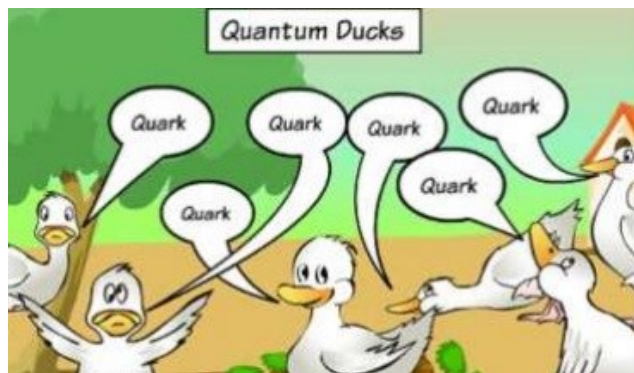
1. Quantum computers use qubits. While classical computers encode bits as zeros and ones Qubits can be one, zero or a superposition of both.

2. Because qubits can be in multiple states at once, a quantum computer has inherent parallelism. That means that while your computer can work on one thing at a time, albeit very fast on today's processors, quantum computers can work on millions of things at a time.

3. Quantum computers will be best at factoring large numbers, making them super-fast at breaking encryption or searching a large database.

4. Quantum computers can read data without looking at it. Measuring a qubit can change its state and affect the outcome. So quantum computers entangle atoms, meaning one atom always reflects the state of another. That way you can know what state the first atom is without measuring it and changing its state.

5. There's debate about whether we're really there yet. The uncertainty principle in this case is just how quantum our computers are. Companies like D-Wave use quantum principles in their computing but most agree that practical quantum computers are still years away. A video is here at TechRepublic: <http://tinyurl.com/yakpuybu>



How Much Data Does Streaming Media Use?

This article itemizes the data usage at various speeds for an Android device broken down by plan types. This would seem to me to apply to more than just Android devices. Both audio and video are considered.

<https://www.androidcentral.com/how-much-data-does-streaming-media-use>

Internet Archive Book Images

A Yahoo research fellow at Georgetown University, Kalev Leetaru, extracted over 14 million images from 2 million Internet Archive public domain eBooks that span over 500 years of content. Because we have OCR'd the books, we have now been able to attach about 500 words before and after each image. This means you can now see, click and read about each image in the collection. Think full-text search of images!

<http://mentalfloss.com/article/58731/delightfulfinds-internet-archive-book-images>

File Basics Review

Understanding how to work with files and folders is an important part of using your computer. Once you understand how files and folder work, you'll use them all the time. In this lesson, we'll show you the absolute basics of working with files, including how to open files, move your files into folders, and delete files. (Editor's note: This article is an excellent review of File Management topics. Do you feel proficient in these skills?)

<https://www.gcflearnfree.org/windowsbasics/working-with-files/1/>

Wireless Charging

If you think you know what wireless charging is for your devices, think again. This article explains, in simple language, the different standards: "Rezence" and "PMA" and the work being done to perfect them. I was lucky in that the phone I use, Samsung Galaxy 6, is one that works well with its dock. Great article here: <https://www.wired.com/2015/11/wirelesscharging-airfuel-resence-qi-wpc/>

The Future

WiTricity delivers wireless power at a distance to any device – enabling new experiences with products that transform the way we live, work and move.

<http://witricity.com/>

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Special Interest Groups (SIGs)

w Work phone h Home phone c Cell phone
* Meets at an alternate location

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN

Confirm with a SIG group if they meet elsewhere.

For more info contact the SIG Leader(s) listed here.

Get SIG announcements!

Link from www.tpc.com

Board of Directors*

All members are welcome! Check www.tpc.com for location.

Selected Saturday mornings

Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system.

First Saturday @ 9 AM-Noon

Note: No Meetings June-August

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Tech Topics

Technical presentation/discussion on various technical topics from the following areas:

- Web/Internet
- Mobile Devices and Apps
- Playing with Programming
- DIY (3D Printing, R-Pi, other hobby electronics, etc.)

Second Tuesday @ 6:00-7:00 PM

Every month

Right before the general meeting.

Jack Ungerleider 612/418-3494 c
jack@jacku.com

Microsoft Access

All levels. Presentations by expert developers within the group and by MS reps.

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmeiy 952/934-8492
skuhlmeiy@hotmail.com

Microsoft Office

Addresses the use, integration, and nuances of the Microsoft Office applications.

Combined with Systems on Saturday

Third Saturday of the Month

9:00 AM—Noon

Note: No Meetings June-August

Steve Kuhlmeiy 952/934-8492
skuhlmeiy@hotmail.com

Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

Directions to **Edina Executive Plaza** for **Systems on Saturday, Access, Word and Picture Perfect SIGs**: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200 . There is ample parking in the building's lot. Conference Room #102 is on 1st floor.

Help yourself by helping others!

Join the team & share your knowledge with others.

Contact TC/PC at www.tpc.com

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. *Meets at Edina Executive Plaza.

July
August

| SUN | MON | TUES | WED | THU | FRI | SAT | |
|-----|-----|--|-----|-----|-----|-----|----|
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 Gen Mtg— Photo Editing with the GIMP 7PM 6PM—Tech Topics | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 General Mtg TBA 7PM 6PM Tech Topics | 9 | 10 | 11 | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | <p>Note: Saturday SIGs are suspended for the summer months June to August.</p> | | | | 25 | 26 |
| 27 | 28 | | | | | | |
| | | | | | | | |

Google Search Tricks

By Melanie Birnbaum, Teckspert Talk, Century Village Computer Club, Florida

<http://www.cvcomputerclub.com/>

You use Google Search every day, but still all you know is how to search. However, the search engine has plenty of tricks up its sleeve.

Here's an overview of some of the more useful Google search tricks:

Use quotes to search for an exact phrase. Searching a phrase in quotes will yield only pages with the same words in the same order as what's in the quotes. It's especially useful if you're trying to find results containing a specific phrase.

Use an asterisk within quotes to specify unknown or variable words. Here's a lesser known trick: searching a phrase in quotes with an asterisk replacing a word will search all variations of that phrase. It's helpful if you're trying to determine a song from its lyrics, but you couldn't make out the entire phrase (e.g. "imagine all the * living for today"), or if you're trying to find all forms of an expression (e.g. "* is thicker than water").

Use the minus sign to eliminate results containing certain words. You'll want to eliminate results with certain words if you're trying to search for a term that's generating a lot of results that aren't of interest to you. Figure out what terms you're not interested in (e.g. jaguar -car) and re-run the search.

Search websites for keywords. Think of the "site:" function as a Google search that searches only a particular website. If you want to see every time TIME.com mentioned Google, use the search "Google site:TIME.com".

Search news archives going back to the mid-1880s. Google News has an option to search over 100 years' worth of archived news from newspapers around the world. The address is <https://news.google.com/newspapers?hl=en>


Compare foods using "vs". Can't decide between a burger or pizza for dinner? Type in "rice vs. quinoa," for example, and you'll receive side-by-side comparisons of the nutritional facts.

Filter search results for recipes. If you search your favorite food, and then click "Search Tools" right under the search bar, you'll be able to filter recipes based on ingredients, cook time and calories. It's the perfect tool if you have certain dietary restrictions.

Use "DEFINE:" to learn the meaning of words—slang included. Streamline the dictionary process by using, for example, "DEFINE: mortgage." For words that appear in the dictionary, you'll be able to see etymology and a graph of its use over time alongside the definition. Google will even sift the web to define slang words or acronyms. Try out "DEFINE: bae" or "DEFINE: SMH".

Play Atari Breakout by searching it on Google Images. The legendary brick breaker game is available for easy access on Google. Just search "Atari Breakout" (without quotes) on Google Images and enjoy.

Search images using images. Ever come across a photo that looks strangely familiar? Or if you want to know where it came from? If you save the image, and then search it on Google Images (with the camera button), you'll be able to see similar images on the web.

Press the mic icon on Google's search bar, and say "flip a coin" Google will flip a coin for you when you don't have one on hand.  [Go to Page 1](#)

What's New

Energi Charger Station

by George Harding Treasurer, Tucson Computer Society

www.aztcs.org, [georgehardingsbd \(at\) earthlink.net](mailto:georgehardingsbd@earthlink.net)

Here's a handy charger for you. It can charge five devices at once! It senses your device capability for charging and adapts to it. It works with small and large devices. It has a removable external charger.

Tylt offers this product to their long line of innovative tools. I have an external charger for my iPhone that is both a case and a charger. The case provides the usual protective features. The charger fits around the case and connects by the built-in lightning connector. Pretty slick!



Energi is another example of innovative engineering for consumer devices. The main unit connects to a standard wall outlet and provides five USB slots for charging your devices. Each is capable of charging either a smartphone or similar device or a tablet.

Each slot has what the Company calls SmartDetect technology to provide maximum rapid charging. That means both fast charging and no over-charging. The latter benefit is important in today's environment of concern for fires caused by over-charging.

The four standard USB slots provide 2.4 amps of power while the fifth slot can provide 3.5 amps for even faster charging.

A unique feature of this charging station is the removable battery pack (the fifth slot). It can be easily removed and carried in a pocket or purse for on-the-spot use. No need to find a wall socket when you run out of charge.

The fins on the top of the unit can be used to organize your cables whether because there are too many or they are too long.

The unit comes with a start-up guide which is very short, with diagrams as well as text in several languages.

The unit comes with a one year warranty after you register your unit.

Energi Charging Station by TYLT

Price \$80

www.tylt.com/charging-station 

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What Happened to Word's Overtyping Mode?

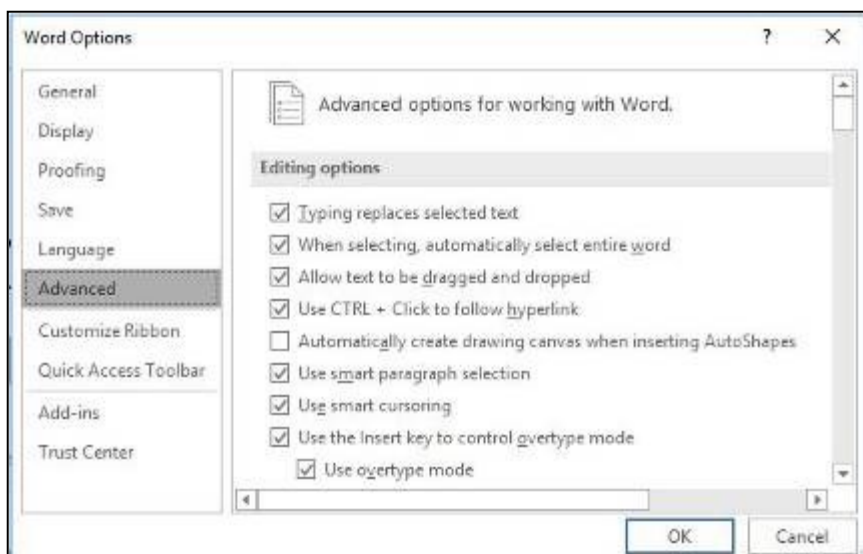
By Nancy DeMarte, 2nd Vice President, Sarasota Technology Users Group, FL
February 2017 issue, Sarasota Monitor, www.thestug.org, ndemarte (at) verizon.net

If you used versions of Word before 2007, you probably encountered an editing feature called Overtyping mode. This feature was introduced to save time when you needed to change some text in a document. To turn on Overtyping mode, you pressed the Insert key on the keyboard. With Overtyping enabled, every character you typed replaced the one to its right. It eliminated the step of deleting a group of text and inserting new text in its place.



If you were an Overtyping user, you might have wondered why it doesn't work anymore. Beginning with Word 2007, Overtyping mode has been disabled. Why? One reason is that it was hard for the user to tell if Overtyping were enabled. With no light or indicator on the screen, you didn't know whether Overtyping was active or not until you began typing. Non-professional typists like me would occasionally press the Insert key by accident, engaging Overtyping and find ourselves deleting text we wanted to keep. Figure 1 shows how close the Insert key is to the common Backspace and Delete keys.

Although Overtyping mode is disabled in recent versions, you can make it accessible using one of these two methods. First, with a Word document open, click File, then Options. (In Word 2007, click the Office button, then Word Options.) Then click Advanced from the left menu, and under Editing Options, click the checkbox which says, "Use Overtyping mode." (Figure 2) If you want the Insert key to control whether Overtyping is on or off, click the checkbox next to "Use the Insert key to control Overtyping mode." Then click OK.



An easier way to enable Overtyping and know whether it is on or off is to add it to the Status bar. This bar runs along the bottom of every Word Window above the Taskbar (That's the one with the Zoom slider on its right end.) Right click in an empty space on the Status bar. The list which appears shows you the tools you can add to this bar, one of which is Overtyping. When you click it, the word Overtyping appears near the left end of the status bar, showing that it is enabled. To disable it, click the word again and it becomes Insert. You don't need to change the checkboxes in Word Options, and you don't have to touch the Insert key. Just a glance at the status bar will tell you what editing mode you're using, Insert or Overtyping.

Overtyping is on or off, click the checkbox next to "Use the Insert key to control Overtyping mode." Then click OK.

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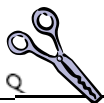
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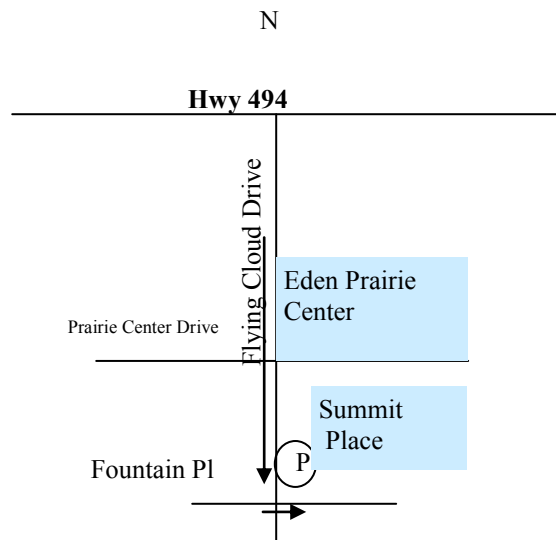
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July 11, 2017
General Meeting 7:00 PM

Webinar:
Photo Editing
With the GIMP

Summit Place
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Eden Prairie, MN 55344

More info and map: www.tpc.com



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