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The Digital

Viking



Twin Cities

PC USER GROUP

NEWSLETTER

Minneapolis & St. Paul, Minnesota USA • Vol. 33 No.11 • June 2013

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

June 2013

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General Meeting

Tuesday, June 11, 2013

7:00 PM

Online Living with Google Chrome

Jack Ungerleider


Location:

Summit Place

8505 Flying Cloud Drive

Eden Prairie, MN 55344

While Google continues to upgrade their suite of applications even more applications are available from 3rd parties writing apps for Chrome. Many of these apps have a mobile companion app which means you can integrate life on the go with an Android phone or tablet (or iPad or iPhone) with life online at your PC or laptop using the Chrome version of the app. We will explore a few of these apps and, more importantly, how to use the Chrome App store. In addition we'll discuss some of the recent changes Google has made to the main Google Apps universe including unified storage, the death of Google Reader and the move from Talk to Hangouts.

We'll warm up with a look at Web Developer Tools during the Web SIG. 

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Application form inside back cover

TC/PC Business Members

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Thank You!

The Digital Viking

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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 Member Benefits

**Product previews
and demonstrations**

**Special Interest Groups
Monthly Newsletter**

**Discounts on products
and services**

Contests and prizes

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TC/PC 2011-2012 Board of Directors

Meets second Thursday of each month at 7:00 PM. All members welcome to attend.
Call **Ross Held** (612-386-3172) for meeting details.

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Last Month's Meeting: To Cloud or Not to Cloud


By Sharon Walbran, TC/PC, SQWalbran(at)yahoo.com


At last month's meeting we watched a webinar from APCUG's Winter Virtual Conference on the Cloud presented by David Williams. First he explained what the Cloud is by using the diagram on the left below. Then he presented a series of slides highlighting which companies offer services on the Cloud. The Cloud offers storage space for files on the Internet on warehouses of network servers in various locations. Free storage is available from several providers listed here. David pointed out you could combine several of these services to meet your backup and sharing needs.



Free Cloud Storage

- DropBox 2 GB
- Windows Skydrive 7 GB
- BOX 5 GB
- Google Drive 1 GB
- SugarSync 5 GB
- ASUS Webstorage 2 GB
- Wuala 5 GB
- Spideroak 2 GB
- Apple iCloud 5 GB
- Amazon Cloud 5 GB
- Google Music

More extensive storage space is available for a price. Here is a partial list of providers and their prices and features. The presentation was full of good and timely information we can use. 

Rank	Company	Price	Storage	Features	Sharing	Score
1		\$5.99	Unlimited	PC Compatible, Mac Compatible	Yes	99%
2		\$5.99	50 GB	PC Compatible, Mac Compatible	Yes	98%
3		\$7.95	Unlimited	PC Compatible, Mac Compatible	No	96%
4		\$6.65	50 GB	PC Compatible, Mac Compatible	Yes	94%
5		9.99\$	60 GB	PC Compatible, Mac Compatible	Yes	92%
6		\$9.99	50 GB	PC Compatible, Mac Compatible	Yes	88%
7		\$7.95	Unlimited	PC Compatible, Mac Compatible	Yes	85%

What Has Your Computer Been Doing? Free Utility Shows All

by Ira Wilsker, iwilsker(at)sbcglobal.net

WEBSITES:

<http://www.nirsoft.net>

http://www.nirsoft.net/utis/computer_activity_view.html

<https://www.techsupportalert.com/content/nifty-way-find-out-what-your-windows-computer-has-been-doing.htm>

Many of us have encountered frustrations with our computers. Sometimes it appears that running programs crash or otherwise cease functioning without explanation. On older computers, most notoriously those running Windows XP, a cryptic "Blue Screen of Death" (BSOD) sometimes appears when there is a crash of some type, often displaying nonsensical error codes that require extensive research to decode. Some suspicious computer users believe that others are accessing their computer, running unauthorized software or malware. Other wary users may find it interesting seeing what other people may have done on a particular computer, and what programs they may have run, what documents were viewed, and when (what time) the computer was booted and shut down. If a computer was infected by malware, it may often be of great interest to see what was being run on the computer at the time of infestation, and even identify the malware and its payload. This, and more, can be readily displayed by a tiny, free utility, LastActivityView.

LastActivityView is one of dozens of small free utilities published by a feisty software engineer, Nir Sofer, on his website at www.nirsoft.net. Nir personally writes all of his own software in his spare time, and makes it available to all for free. Many of his utilities are given the highest ratings by a variety of web services and computer publications; all of his software is free of advertising and other pesky irritants, making it popular among his huge and loyal user base. In his spare time, Nir personally maintains his website and updates his software, as well as creates new utilities. One of his newest titles, LastActivityView has caught the attention of computer technicians, forensic experts, hobbyists, and others who really want to know what has really been running on a computer, and when the computer was accessed.

Windows users may be passively aware that their computers save extensive, but often invisible files, about what they have run; LastActivityView has the capability to read these historical files and display additional information about many of the computer's activities. On my primary computer, this record starts on the day it was manufactured, and documents everything that I have done since I first powered it on after removing it from its box. Every piece of software that I ever installed or uninstalled is listed, including date, time, description, filenames, path on the hard drive, and other information. Every boot, shutdown, crash, and other event was also duly recorded. In addition to simply displaying a huge file with all of my computing activities, LastActivityView also has the power to provide additional information for many of the items listed. LastActivityView also can display detailed information about program interactions, and conflicts that caused software and hardware crashes.


The actual program file itself is tiny, only about 100k in size, and requires no installation. It is totally portable, and can be run from any Windows connected device. The LastActivityView program, an exe file, is one of only three components included in the 64k ZIP (compressed) file downloaded from NirSoft; the other two items in the ZIP file are a small "readme.txt" file with simple instructions and other information, and a standard format Windows Help File (chm format) that can be opened with any version of Windows, and displays detailed help and other information. I downloaded the zip file, and using Windows native utility, "unzipped" or uncompressed it into a new directory that I created for it. Total space required for all three files is a miniscule 130k of drive

space. I also copied the files to the USB flash drive that I always have on my car keychain, so I can use it whenever and wherever needed.

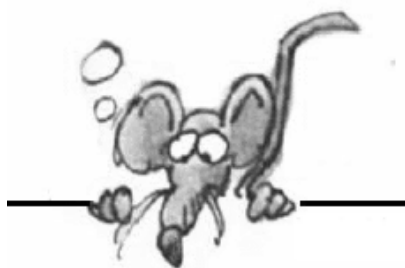
According to the included readme.txt file, " LastActivityView is a tool for Windows operating system that collects information from various sources on a running system, and displays a log of actions made by the user and events occurred on this computer. The activity displayed by LastActivityView includes: Running .exe file, Opening open/save dialog-box, Opening file/folder from Explorer or other software, software installation, system shutdown/start, application or system crash, network connection/disconnection and more... " The file created by LastActivityView can be quickly exported in a variety of formats that can be utilized by a variety of other programs that can read csv, tab-delimited, xml, or html formatted information. A simple copy and paste can also place information in other programs, such as an Excel spreadsheet. For those who may wish to customize the execution of LastActivityView, several command line options are available, but most users will find that simply running the file without any additional commands will provide comprehensive and useful information.

In addition to the obvious tracking of what was run on a computer, LastActivityView can also provide additional and valuable information. I was able to prove this to myself when I examined some recent logs, looking for software crashes and conflicts. One of several reasons why I do not use Internet Explorer as my primary browser is that for some reason, it sometimes crashes when open. According to the report, my most recent software crash occurred on May 17, at 9:11:07pm when Internet Explorer, version 10.0.9200 crashed. By right-clicking on the line in the log showing the crash, an options menu appeared which displayed what additional information could be shown. I first selected "Properties", which displayed the Action Time, Description (Software Crash), File Name, Full Path (location on hard drive), and what was most important to me, More Information. Similar information can be displayed as a webpage in HTML by selecting "HTML Report - Selected Item". The More Information line showed precisely the software conflict that caused the crash; in this particular case, according to the display, there was a memory conflict between IEXPLORE.EXE 10.0.9200.16576 and TmBple32.dll, which is a module or component of my TrendMicro security suite. Now that I have recorded this conflict, it would be easy to determine whether this is a one-time anomaly or a continuing problem that requires attention and remediation. Doing a quick online search for TmBple32.dll, I found that this file is a Trend Micro Browser Plug-In for Internet Explorer that is designed to protect the browser from exploitation. According to Wikipedia, "A browser exploit is a form of malicious code that takes advantage of a flaw or vulnerability in an operating system or piece of software with the intent to breach browser security to alter a user's browser settings without their knowledge. Malicious code may exploit ActiveX, HTML, images, Java, JavaScript, and other Web technologies and cause the browser to run arbitrary code." I would not have been able to easily and quickly determine the cause of that particular crash without LastActivityView. This is but one of countless purposes that can be accomplished with LastActivityView.

LastActivityView runs on any version of Windows since Windows 2000, and includes XP, Vista, Windows 7 and Windows 8; both 32-bit and 64-bit systems are supported.

For such a tiny, fast, and free program, LastActivityView is a powerful utility that can provide extensive information on what has been done on a Windows computer. For anyone who would like to see for himself what has been running on his computer; what crashed, what caused the crash; files downloaded, installed, or uninstalled; and a wealth of other information, LastActivityView is a very worthwhile program to add to the user's arsenal of utilities. 

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NIBBLERS

By Jeannine Sloan

ePub Format Library Books

Which software will my device support? OverDrive Digital Editions	OverDrive Media Console	OverDrive Read
Aluratek LIBRE Air eBook and Color eBook Amazon Kindle (1st, 2nd, Generations, and Keyboard) Barnes & Noble NOOK® Simple Touch™ and Simple Touch™ with GlowLight™ Google Chromebook iRiver Story HD	iPhone iPad iPod touch Android Windows Phone Blackberry PlayBook Kindle Nook Mac 10.4.9 or newer Windows	Read uses HTML5 so most current web browsers are compatible. You can read on your computer (Windows, Mac, or Linux), your phone (iOS v5+ or Android v2.3+), and your tablet (iOS v5+ or Android v2.3+).

Read the complete article here: <http://help.overdrive.com/>

FTTP and FiOS

This term means “Fiber To The Premises” and FiOS means bundled internet, telephone and television over FTTP. Availability is increasing but prices vary across the US.

Windows 8 Keyboard Shortcut

On the Start screen, Ctrl + Tab toggles between the “Start” screen and the “All apps” screen.

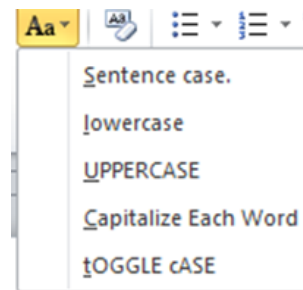
Change Case in Word

Click the Home tab to display the Font group.

Select the text you want to change.

Click the Change Case button. The Change Case button looks like this: Aa.

The Change Case menu displays a list of options. Choose the item you want.



Your text is modified to match the menu item that's selected.

Cloud Based

Cloud-based is just fancy-talk for the fact that it runs off a web server somewhere rather than on your local computer.

The Power of AND, OR and NOT

The Internet is a vast computer database. As such, its contents must be searched according to the rules of computer database searching. Much database searching is based on the principles of Boolean logic. Boolean logic refers to the logical relationship among search terms, and is named for the British-born Irish mathematician George Boole.

<http://www.internettutorials.net/boolean.asp>

Windows 8 Desktop

When first opened, the Windows 8 desktop contains only three icons: the Recycle Bin lives in the top corner; the taskbar's left corner offers File Explorer (for browsing your own files) and Internet Explorer (for browsing the world's offerings on the web). Everything else requires a trip to the Start screen. Until you follow these steps, that is:

Right-click a blank portion of your desktop and choose Personalize.

On the Personalization window's left side, click the Change Desktop Icons link.

Put a check mark in the top five boxes: Computer, User's Files, Network, Recycle Bin, and Control Panel. Then click Apply.

Remove the check mark from the option labeled Allow Themes to Change Desktop Icons.

That ensures that those icons will stay put, even if you drape your desktop with a decorative theme. After those icons appear on your desktop, feel free to drag and drop them any place.

http://www.dummies.com/how-to/content/add-five-helpful-icons-to-your-windows-8-desktop.html?cid=dn_article

How Is the Internet Shared Between Continents?

Intercontinental communication is NOT a cloud computing process, it is a WET one. This site explains the history and present use of undersea communication: <http://tinyurl.com/q72t7px> How the cable is made: <http://tinyurl.com/ovwizld>

(Note: the watermark is a map of undersea cables in the oceans in 2012.)

Gas Prices

Patrick DeHaan at GasBuddy.com says that Monday mornings are typically the cheapest time to buy gas, before 9 or 10 a.m.

The cloud legally is?

The cloud is loosely defined as services delivered over a network. The cloud is an excellent way to maximize your resources, but filled with potential third party legal pitfalls.¹

Protect yourself. Isolate your data or your company's data by:

- Encrypt, encrypt, encrypt!
- Implement data-retention policies, and follow them religiously.
- Delete redundant copies.
- Quarantine data as much as possible.

¹In the legal realm, third party refers to: "An individual or group who does not have a direct connection with a legal action, but is affected by it." Example: Internet Service Provider is innocent, hosted web site is involved in a legal action. This could go either way and the innocent party will likely suffer consequences. Read the article here: <http://tinyurl.com/bwabfrl>

Summarized from Tech Republic blog

Earth Engine

Google Earth Engine brings together the world's satellite imagery — trillions of scientific measurements dating back almost 40 years — and makes it available online.

Explore different views into this global timelapse built from global, annual composites of Landsat satellite images. Watch change across the planet's surface beginning as early as 1984. <http://earthengine.google.org/#intro>

Site at Which to Waste Time

Your daily feed where cool things happen. <http://www.wherecoolthingshappen.com/>

Keeping Wi-Fi Always Within Range

With the correct tools and planning, you'll never have to be in a wireless desert. This article at the NY Times summarizes the tools and costs of wireless access wherever you are. <http://tinyurl.com/a3dpar7>

Zinio

Access this site through Hennepin County Library to read any magazine that the library subscribes to. In order to explore you must log into the library using your library card number. Then click on the “Reference and Research” button and scroll down to “Databases A to Z”. Scroll down the resulting page to the **Zinio** link or use the keyboard shortcut Ctrl+end. Click on **Zinio** to create and activate a **Zinio** account. Now you are ready to browse the collection of magazines. When you click on a magazine you will need to log into the **Zinio** account again. Once you have jumped through all the hoops there is more reading material here than you could ever read.

This topic was suggested by Sallie Northrup

Cloud Storage vs. Local Storage

Should I or shouldn't I store data online?

Your finances are already online, the banking industry made that decision. Medical records are almost all online now. Utilities billing and records are online.

So you *are already* using the cloud, whether you wanted to or not. With what is left you can use this as a guideline: “A rule of thumb is that if you have information that has life and death importance, you need to store it physically and lock it in a vault.” <http://www.onlinefilestorage.com/pros-and-cons>

Terms from the News

Call them metrics, call them benchmarks, call them KPI (Key Performance Indicators), objective measures of performance go by many names.

Unification of Devices

Every kind of machine, from server to smartphone, can enjoy the same interface. This is the goal of a researcher using Ubuntu Linux. <http://tinyurl.com/ctu3e52>

Catfish

A **catfish** is a person who creates a fake online profile with the intention of deceiving someone.

Normal.dot

If you suspect you have a corrupt normal.dot, first close Word, then do a search on your hard drive for “normal.dot” (without quotes). Rename it to “abnormal.dot” (without quotes), re-launch Word and all should be well.

7 Important Email Security Tips

Safe online practices are important to keeping your online identity unadulterated and free from viruses, hackers, and all sorts of Internet-based shenanigans. And the best place to start? Your inbox. Here are some simple yet important security tips you should know in order to keep your email account as secure as possible.

1. *Use Separate Email Accounts*
2. *Create a Unique Password*
3. *Beware Of Phishing Scams*
4. *Never Click Links in Emails*
5. *Do Not Open Unsolicited Attachments*
6. *Scan for Viruses & Malware*
7. *Avoid Public Wi-Fi*

This article describes instances of each point and the how/why of the suggestion. Worth the read:

<http://www.makeuseof.com/tag/7-important-email-security-tips-you-should-know-about/>

Natural Mosquito Repellent

According to *Science Daily*, catnip repels mosquitoes more effectively than DEET. Grow it in your garden or apply undiluted catnip oil to the skin for up to two hours of protection.

How Windows 8.1 Upgrades Will Get To You

Microsoft is sharing more on how existing Windows 8 and Windows RT users will be able to upgrade to Windows 8.1 "Blue" preview and final.

http://news.cnet.com/8301-10805_3-57587794-75/

The Chemistry of Fireworks

Here is a video showing how fireworks work: <http://www.bytesizescience.com/index.cfm/Fireworks>

Exploiting a Neglected Part of the Electromagnetic Spectrum

Images taken with T-rays can reveal concealed objects such as weapons and bombs, and can distinguish different tissues in the body by their density and the amount of water they contain.

Another big benefit is that they are non-ionizing so are harmless to humans. May replace Xrays.

<http://visions.iop.org/pdf/v22www.pdf>

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Have you disabled or removed Java from your computer?

By John Pearce, President, Pikes Peak Computer Application Society, CO

February 2013 issue, Bits of Bytes, <http://ppcompas.apcug.org/>, jlpnet (at) comcast.net


Oracle seems to be having one security problem after another with Java. Last fall, it was reported that Java 7 Update 7 had problems but that Java 6 was safe (no security problems). Oracle released Java 7 Update 8, Update 9, and Update 10 all of which had security problems. The latest security problem seems to affect both Java 6 and 7. Java 7 Update 11 is available for download. Apparently this fixes a few problems but not all of them. The status of a patch for Java 6 is unknown.

While some tech gurus (Kim Komando for one) recommend completely removing Java from your computer, the Department of Homeland Security is recommending disabling the Java plug-in in your browser(s). You can find a bunch of links by using the search term homeland+security+java in most any search engine. Homeland Security's recommendation leaves Java available in case any desktop applications might need it.

The current crop of malware exploits security flaws in Java that allow the download of the malicious payload if you simply visit an infected website. The malware download may happen so quickly you don't notice it and there is no security pop-up to warn you, either.

What to do, what to do?

Several tech writers have suggested disabling Java in your primary browser and leaving it enabled in a separate browser that is used only to access web sites that require Java. I have done a little checking using some of the websites in my bookmarks and found that disabling Java has no impact on the websites I visit most often.

The only website I found in my bookmarks that uses Java is the speed test at <http://dslreports.com/speedtest> and the site has alternatives to Java available. I didn't have any problems because the websites I checked use Java script, which does not have security issues as Java does. I rarely use Internet Explorer but decided to disable Java in IE anyway. 

Special Interest Groups (SIGs)

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.

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

Get SIG announcements!
Link from www.tcpc.com

Board of Directors*

All members are welcome! Call for location.

Selected Saturday mornings

Ross Held RHeld83745@aol.com

Community Outreach*

To request services or volunteer to help
Contact:

Ross Held RHeld83745@aol.com

Linux on Saturday

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

Second Saturday @ 9 AM-Noon

Note: No Meetings June-August

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

Picture Perfect

Explore how to use your digital camera and learn how to use a variety of software for editing, organizing, and sharing images and video.

Second Tuesday 6:00—7:00 PM

Every other month

Right before the general meeting

Sharon Walbran SQWalbran@yahoo.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 Kuhlmei 952/934-8492
steve@kuhlmeysystems.com

Microsoft Office

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

Combined with Systems on Saturday

Third Saturday of the Month

Note: No Meetings June-August

Steve Kuhlmei 952/934-8492
steve@kuhlmeysystems.com

Web Page Design

Discussion and demonstration of HTML, web publishing software and page design.

Second Tuesday @ 6:00-7:00 PM

Every other month

Right before the general meeting.

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

Microsoft Word for PC & Mac

Any level user can be proficient and efficient in basics and advanced features of Word..

Combined with Systems on

Third Saturday 9:00 AM—Noon

Note: No Meetings June-August

Tom Ostertag 612/951-5520 w
651/488-9979 h
Curt Trout 651/484-4569 h
ctrout@troutreach.com

Systems on Saturday

For all levels of computer challenges and any type of computer-related question. Incl. Q&A

Meets 2nd & 3rd Saturdays 9:00 AM-Noon

Note: No Meetings June-August

Curt Trout 651/484-4569 h
ctrout@troutreach.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.tcpc.com

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

June

July

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11 General Mtg Online Living with Google Chrome 7:00 PM 6:00 Web SIG	12	13	Reminder: No Saturday SIGs during the summer. See you in Sept.	
16	17	18	19	20		
23	24	25	26	27	28	29
30	1	2	3	4 	5	6
7	8	9 General Mtg 7:00 PM 6:00 Pic Perf SIG	10	11	12	13
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21	22	23	24	25	26	27
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SkyDrive & Office Web Apps

By Lynn Page, Editor/Webmaster, Crystal River Users Group, FL

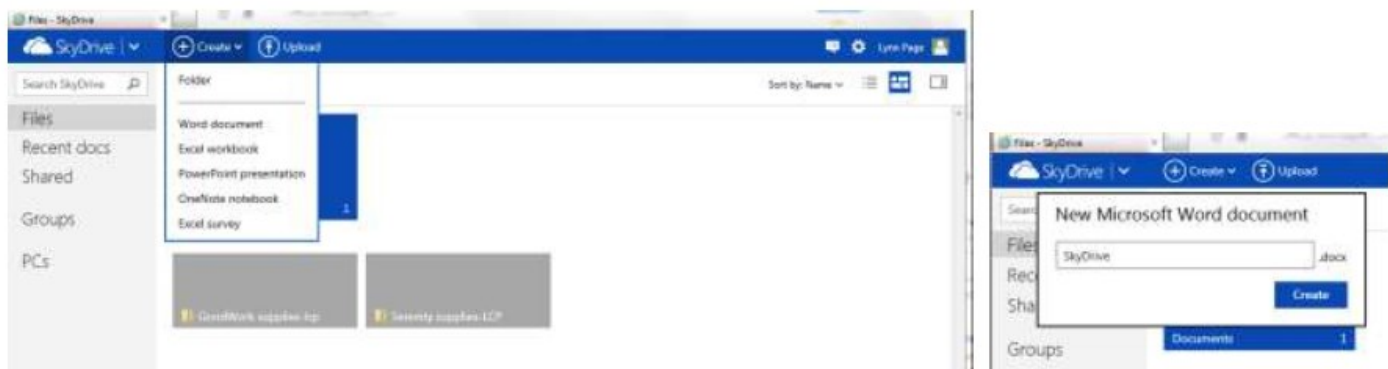
March 2013 Newsletter issue, www.crug.com, lpage46 (at) tampabay.rr.com

With a Windows Live ID you have access to Microsoft's Office Web Apps. This lets you open, edit and share Word, Excel and PowerPoint documents online using SkyDrive. So you can work with your documents from any computer whether it has the Office applications installed on it or not. Go to <http://skydrive.live.com> in a web browser to log on or sign up for a Windows Live account.

Store Office documents on SkyDrive to view and edit them in a browser. Or share documents stored on SkyDrive by linking to them in an email, blog or social network.

Save to or Upload to SkyDrive Documents generated on your home computer can be saved to SkyDrive or uploaded. Use Save & Send to save an existing Word, Excel, or PowerPoint file. Select Save to Web, Sign in to your Windows Live Account, and then click OK. Specify a folder on SkyDrive, and click Save As. Type a name for the file and click Save.

I think it is easier to create the document save it on the hard drive and then upload it to SkyDrive. In the SkyDrive menu bar click Upload. Then either drag and drop files from your Documents folder to the upload box or browse to and select them for upload. To open a document in SkyDrive, select the folder where document is saved, and click the file name.



Create New Documents in the Web Browser

With the Office Web Apps you can create Word, Excel or PowerPoint files right in a web browser. The Office application doesn't have to be open or even installed on the computer.

Sign into SkyDrive and click the kind of document to create in the Create drop down menu. In the dialog box type a name for the document and click the Create button.

A new document opens for editing in the appropriate Web App. Simply create the document as you would in the Office application. The Web App will not have the full features of the Office 2010 application but is familiar.

Share Files on SkyDrive

SkyDrive allows you to share your Office documents, photos and other files. You can share individual files or an entire folder. In SkyDrive locate the folder or file to share and place a check in the selection box. Click Sharing on the Menu bar. The default method of sharing is by email. This lets you give specific people permission to access and even edit your files. Add the email addresses for those who will be reviewing the files, add a message and click the Share button. To access the document the recipients must have an account or create one.

The Post to option places a link to your SkyDrive files on a social media service like Facebook. I wouldn't choose this method of sharing as it is open to any of your friends or their friends if they repost.

The Get a link sharing option creates a link you can send to others. The advantage is they do not need to have a SkyDrive account. The disadvantage is that anyone with the link can access the file.

I would use the View only option for sharing a link. It allows anyone with the link to see the file. The View and Edit link allows anyone with the link to see and edit the shared files. If you select Public sharing anyone can search for and view the public files.

Organize/Manage SkyDrive

SkyDrive storage can be managed in a similar way as Documents on your hard drive. A new SkyDrive account will have three folders: Documents, Pictures and Public.

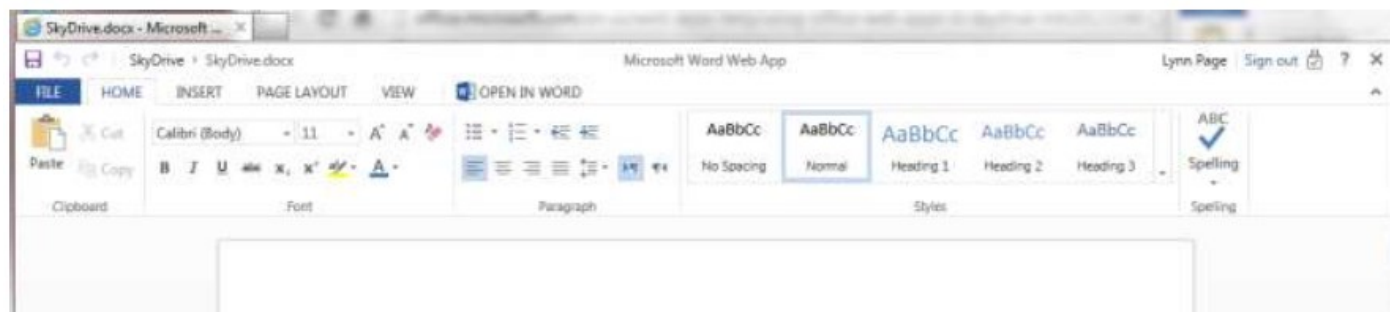
Create new folders with the Create drop down menu. Folders can be nested within these three main folders or added on the main file location. Go to the location to add a folder, click Create and select Folder from the drop down menu. Enter a name for the folder and it is all set for storing files. The path to the files or folders is shown in the title bar. The number in the bottom right corner of a folder shows the number of files it contains.

If you change your mind about how folders should be organized you can move them. To move a folder, go to it in SkyDrive. On the Main menu click Folder actions and select Move folder to from the drop down menu. In the dialog box add a new folder or select the location to move the folder.

The Manage drop down menu is used to manage files. It allow for renaming, deleting, moving and copying files. The trick is that you must go the folder containing the file and place a check in the selection box. That opens additional commands on the Menu bar.

To move the file place a check in the selection box (top right corner), click Manage in the Menu bar and select Move to in the drop down menu. In the dialog box select the location for the file to be moved.

Word Web App



The Home tab contains basic text and paragraph formatting including Styles.

The Insert tab is used to insert tables, pictures, clip art and links. To insert a table in the Insert Table drop down point to the number of rows and columns and click.

Clicking the Picture icon opens Windows Explorer to select a picture to insert into the document. Browse to and select the picture and click Open. The picture is uploaded and inserted into the document.

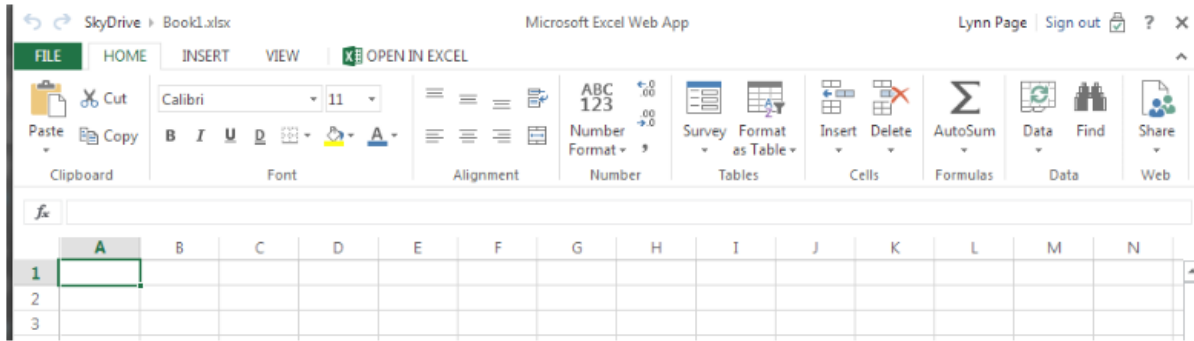
Clicking the Clip Art icon opens a search box. Type in a description and click the search symbol. Browse through the clip art pieces, select one and click the Insert button.

Once a picture or clip art has been uploaded a Picture Tools Format tab appears when the graphic is selected. Tools are available to Grow or Shrink the picture and add a Picture Style.

The Page Layout tab specifies page setup and paragraph indent and spacing. Page Setup options include margins, page orientation and size.

Save the document when it is complete. Clicking Save on the File tab saves it on your SkyDrive. Clicking Save As allows you to download a copy and save it on your hard drive.

Excel Web App



The Home tab has font formatting and alignment, number formatting and table formatting. The Cell commands allow for insertion or deletion of rows, columns, cells and new sheets. The Formulas group includes the commonly used functions. The Data group can refresh the workbook connections and recalculate or search the workbook to Find something.

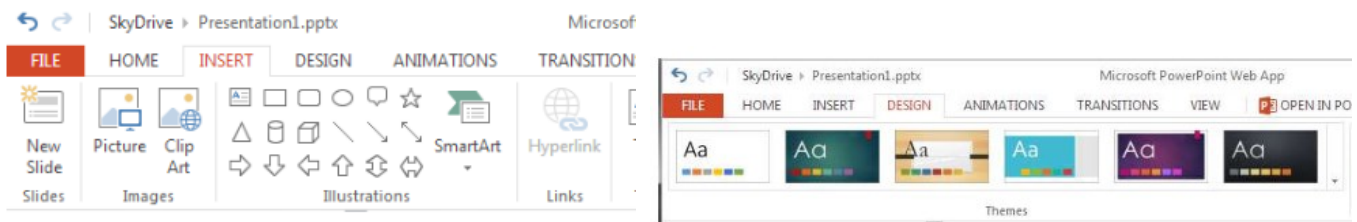
Insert Functions, Tables, Charts and Links from the Insert tab. The number of charts available is limited but sufficient.

The View tab has only two options. You can use the standard Editing View or choose Reading View to look at the data without toolbars.

PowerPoint Web App

When creating a PowerPoint presentation on the web app there are a very limited number of themes. In the first dialog box choose a theme. There are also four customize buttons that change the color scheme. Once the theme has been set and the Apply button clicked a new presentation opens.

The Home tab has the Clipboard, Slides, Font, Paragraph and Drawings groups. The font and paragraph formatting commands are limited to the basic functions. The number of shapes is limited but you still have styles, fill and outline. I like the new Delete group as it provides one click option to delete a slide.



The Insert tab has a New Slide button to open the dialog to select a slide style to add to the presentation. Adding pictures and clip art is the same as in the Word Web App. Shapes and SmartArt are added in the Illustrations group.

The Text group contains the Text Box icon.

The Design tab offers the same themes and variations shown in creating the presentation. So if you decide that the selected theme isn't working change it to one more suitable. Set the animation on the slide and timing or reorder the animations on the Animation tab. Slide transitions are limited to none, fade and push and are controlled on the Transitions tab. The View tab has three Presentation Views as well as Notes and Comments. The Editing View is the normal view you would use in PowerPoint with slide icons for selecting or sorting and the active slide pane. The other options are Reading View and Slide Show. 🖥️

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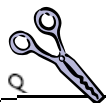
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6/13

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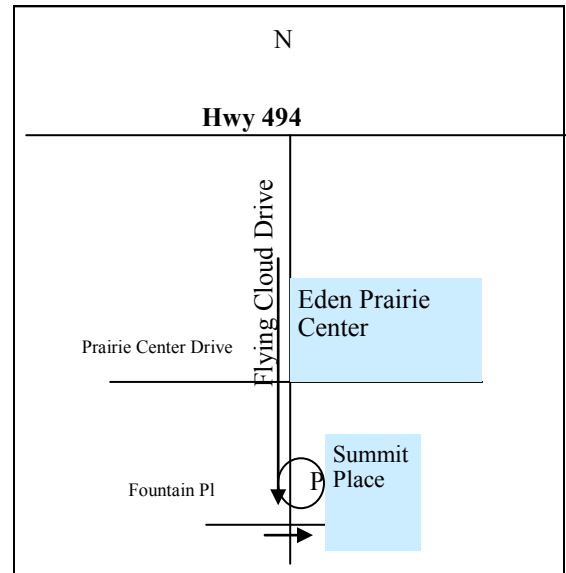
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