SEMCO

DATA BUS

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IN THIS ISSUE

The SouthEastern Michigan Computer Organization, Inc. (SEMCO) is a non-profit, 501(c)(3), group dedicated to providing information, education and a forum to computer users (professional and amateur) and other interested individuals. Membership in SEMCO is open to all individuals 18 years or older. Persons under 18 years may become members through the sponsorship of a parent or guardian. Dues are $30/year.

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Learn Excel 2007–2010 from Mr Excel
By Bill Jelen
Book Review
By Jean Blievernicht

I am in awe of Mr. Jelen, the author of Learn Excel 2007–2010 from Mr Excel. As an Excel user since the 90s, I have used several versions of Excel. My latest version, Excel 2010, has caused me frustration as many of my most used commands are not found in the usual places. Mr. Jelen has enlightened me so that I can function in Excel 2010.

His approach is unique and I really liked it. Instead of discussing each of the many features of Excel, as the sub-title puts it, there are "512 Excel Mysteries Solved." He divides the 827 pages into 4 general areas plus an Index. There will be examples of the "mysteries" later in this article.

I spent about 2 weeks working my way through the book. A reader could, however, just look at the Table of Contents or the index and pick out problems of specific concern. Mr. Jelen explains differences in the various Excel versions (including references back to Excel 2003), what to do, where to find the command, and points out any "gotchas" that might happen. He is generous with the use of figures as well, 1358 of them.

When explaining, he gives numbered step by step directions, which I find much easier to follow than listing procedures in a paragraph format. Often he gives more than one solution. You don't have to type in the examples being worked with as Mr. Jelen has made the files available in a downloadable form from the web site <http://www.MrExcel.com/learn2010files.html>. They are free. If you are looking for

NOTICE OF ANNUAL MEETING AND ELECTION

The annual meeting of the members of the SouthEastern Michigan Computer Organization, Inc., will be held Sunday, January 12, 2014 at 1:30 p.m. at Engineering Society of Detroit, 20700 Civic Center Drive, Suite 450, Southfield, Michigan. The election of Officers and Members-at-Large of the Board of Directors of the Corporation will take place at the annual meeting.

a command shown in the book, unless you have actually done the steps listed, you might not find the command on the screen since different icons on the ribbon show only when the previous steps have been completed. This is because the ribbon in Excel changes based on what is being done.

I have a couple of minor concerns. A font called "Axel" has been designed for use in spreadsheets. The advantage of the font is that it slashes 0s (zeros) to differentiate them from Os (the letter). It looks good onscreen and in a PDF and can be embedded in a PDF file. It also has many fractions, superscripts, and subscripts. However, this font does not seem to be listed in the Excel 2010 font

list and Mr. Jelen doesn't say where to get it. (Google could probably inform me.) [*Editor's note: The Axel font is not included with Excel (or Windows). You have to buy it and install it in Windows. The 4 font Axel font family is $79.90 from FontShop <http://www.fontshop.com/fonts/downloads/fontshop_ag/axel_family_ot/>. You might also be interested in <https://www.youtube.com/watch?v=I9nJjeTSLeI> which is a short video by Bill Jelen about the Axel font and compares it to a few other fonts.*]

Every once in a while you don't see on the monitor what the book shows. This is because he forgot to tell you to select something which you must do first. When you do select the cell/object, then you can see the ribbon(s) he is showing in the book and you can follow the explanation.

Listed below are some of the "mysteries" solved.

The Excel Environment
- Find Icons on the Ribbon
- Seriously, I Really Can't Find This
- What Happened to Tool, Options?
- Minimize the Ribbon to Make Excel Feel a Bit More Like Excel 2003
- Make Your Most-Used Icons Always visible
- Why Does the File Menu Cover the Entire Screen?
- I Just Want the Old Print Preview Back
- Change All Print Settings in Excel 2010
- Have Excel Always Open Certain Workbook(s)
- Return to the First Column After Typing the Last Column
- Copy a Formula to All Data Rows
- Why Can't Excel Find a Number?
- Mix Formatting In A Single Cell

- Teach Excel to Fill A, B, C
- Stop Excel from AutoCorrecting Certain Words
- How to Print Page Numbers at the Bottom of Each Page
- How to Make a Wide Report Fit to One page Wide by Many Pages Tall
- Print Multiple Ranges
- I Just Closed an Unsaved Workbook
- Print all Excel Keyboard Shortcuts
- Get Free Excel Help

Calculating with Excel
- Three Methods of Entering Formulas
- Copy a Formula That Contains Relative References
- Create Easier-to-Understand Formulas with Named Ranges
- Total Without Using a Formula
- Join Two Text Columns
- Change Smith, Jane to Jane Smith
- AutoSum Doesn't Always Predict My Data Correctly
- Automatically Number a List of Employees
- When Entering A Formula, You Get the Formula Instead of the Result
- You Change a Cell in Excel but the Formulas Do Not Calculate
- Back into an Answer Using Goal Seek
- Rank Scores
- Figure Out Lottery Probability
- Match Web Colors with HEX2DEC
- Format Every Other Row in Green
- IF with Two Conditions
- Sum Records That Match a Criterion
- Every VLOOKUP Ends in False
- Fast Multi-Column VLOOKUP
- Add Comments to a Formula
- Switching Columns into Rows Using a Formula
- Before Deleting a Cell, Find out if Other Cells Rely on It
- Calculate Work Days

Wrangling Data
- How to Set up Your Data for Easy Sorting and Subtotals
- How to Fit a Multiline Heading into One Cell
- No Tiny Blank Columns Between Columns
- How to Sort Data
- Quickly Filter a List to Certain Records
- Use Search While Filtering
- Filter Only Some Columns
- Use Advanced Filter
- Add Subtotals to a Data Set
- My Manager Wants a Blank Line After Each Subtotal
- Hide Zeros & Other Custom Number Formatting Tricks
- Remove Duplicates
- Protect Cells That Contain Formulas
- Find Differences In Two Lists
- Update Data Behind a Pivot Table
- Can I Save Formatting in a Template
- Create a Report for Every Customer
- Create a Frequency Distribution
- Why Can't Co-Workers with Excel 2003 Use My Pivot Table?
- Create a Unique List of Customers With a Pivot Table

Making Things Look Good
- Create a Chart with One Click
- Select Anything on a Chart to Format
- Explode One Slice of the Pie
- Move Small Pie Slices To Second Chart
- Color All Sales Green for a Day if Total Sales Exceed $1,000.
- Where Are My Excel 2003 Colors?
- Prevent Long Text from Spilling
- Better Scientific Notation
- Move Rows or Columns with Shift Drag
- Change the Width of All Columns with One Command
- Hide and Unhide Data
- Organize Your Worksheet Tabs With Color
- Pasted URLs Don't Become Hyperlinks
- Force Certain Comments to Always Be Visible
- Remove Picture Background
- Add Connectors to Join Shapes
- Add Text to Any Closed Shape
- Format SmartArt
- Add a Dropdown to a Cell
- Add a ToolTip to a Cell to Guide the Person Using the Workbook

Obviously there are a great variety of topics covered here. But if you don't see your question answered, get the book as there are literally hundreds more topics covered. (By the way, the Southfield Library has the book.)

Learn Excel 2007–2010 from Mr Excel
$39.95
By Bill Jelen
ISBN 978-1-932802-44-3
Holy Macro! Books
<http://www.holymacrobooks.com/>.
<http://www.mrexcel.com/learn2010/LE2010.html>.

Jean Blievernicht is a member of the SouthEastern Michigan Computer Organization, Inc. <http://www.semco.org>.

**Alternative Streaming Video Sources
By Ira Wilsker**

Isn't rapidly evolving technology wonderful? While we can still watch a handful of free TV channels over the air with a simple antenna, relatively few people still do. Stores that rent DVDs still exist in relatively small numbers compared to just a few years ago, and VHS rentals have just about gone the way of the dinosaur. There are still

thousands of limited selection kiosk type vending machine video rental boxes, typically adjacent to supermarkets, convenience stores, and fast food restaurants, but they still require time and mileage to rent and return videos. Most cable and satellite TV providers offer some form of video streaming on demand at varying prices, but they are now facing significant competition from alternative streaming video services that send TV and movies over the Internet directly to the consumer.

On a recent visit to see my grandkids in Georgia, my daughter had full length movies from Netflix streaming on her Internet-connected flat screen TV in her living room; my three year old granddaughter had an inexpensive Android tablet connected to the home Wi-Fi, and expertly manipulated the screen selecting movies and cartoons on the child-safe "Kids Netflix." For the few who may be totally unaware, Netflix <http://netflix.com> is currently the industry leader in streaming movies and TV to computers, smart devices (phones and tablets), TVs, and other network connected devices. According to the Netflix website, "For only $7.99 a month, you get unlimited movies & TV episodes instantly over the Internet to your TV or computer. There are no commercials, and you can pause, rewind, fast forward or rewatch as often as you like. It's really that easy!" As of June 30, 2013, Netflix had 29.8 million subscribers to its streaming service in the U.S. (an increase of 633,000 in the second quarter of 2013), and another 7.75 million outside the U.S. While originally an online DVD rental company, Netflix has seen dramatic decreases in its DVD members as they mostly switch to streaming videos and

TV; as of June 30, Netflix was down to 7.51 million DVD subscribers, a loss of 475,000 subscribers in the same quarter (Source: <http://news.yahoo.com/numbers-netflix-subscribers-205626746.html>.)

While Netflix is the premier streaming video provider, it is by no means the only provider, as other powerhouses including Amazon, Google's YouTube, Google TV, Walmart, Hulu, VUDU, iTunes, and now Target join the fray. Amazon claims to have "Over 150,000 top movies and TV shows to rent or buy, including thousands available to Amazon Prime members at no additional cost." While most of the 150,000 movies and TV shows are available for streaming at modest prices, Amazon offers a $79 per year "Prime" account which includes the streaming of over 15,000 full length movies and 3100 TV shows at no additional charge. The $79 annual fee for Amazon Prime also includes several non-video related services including thousands of "free" Kindle books to "borrow" and free second day shipping of Amazon products with no minimums.

For the past few years, Google has been quietly offering both free and nominally priced full length movies and TV episodes over its extremely popular YouTube service. As Google expands its "Google TV" <http://google.com/tv> offerings, there is much buzz in the media that Google TV will incorporate the paid YouTube movies, as well as other content into its streaming TV service. According to Google, "As well as making it easier to find stuff to watch from your existing TV service, Google TV enhances the TV you're used to with over 100,000 movies and TV episodes on demand, thousands of YouTube

channels, apps, & more content coming all the time." At present Google TV requires a fast broadband Internet connection along with a compatible connected TV or a converter box, several of which are available from a variety of manufacturers, ranging from the tiny $35 Google Chromecast HDMI Streaming Media Player, to a variety of more powerful and sophisticated devices that are mostly in the $75–$150 range.

Hulu has been around for several years, initially offering thousands of free commercially sponsored TV episodes (still available), and is now offering its $7.99 per month Hulu Plus service as a direct competitor to Netflix, with a heavy emphasis on TV shows. Hulu Plus <http://hulu.com/plus> can stream directly to almost all smart devices, including phones and tablets, as well as almost any Internet connected or networked HDTV, most modern game consoles, Kindle, Nook, Nintendo, computers, and other streaming media devices.

In recent days, the Target department store chain announced the limited "beta" (pre-release) availability of "Target Ticket" <http://targetticket.com>. While still in its early stages, and not yet available to the public, it is currently only available to employees and customers who are part of the store's REDCard program. Target Ticket has, "…instant access to 15,000 titles, new releases, classic movies and next-day TV, there's always something new to watch and love." Target Ticket allows the user to, "…stream or download movies and shows in your library for playback on your PC, Mac, iOS, & Android products." Members will be able to purchase or rent digital content

that can be viewed on smart phones, tablets, TVs, Blu-ray players, and game consoles. At present, Target Ticket offers network TV content from ABC, AMC, CBS, CW, Fox, FX, HBO, The WB, NBC, Showtime, Starz, and USA. As a bonus, Target Ticket will allow users to access some of the newer DVDs before their official release date. Being a commercial service, new movies will be available for purchase, projected to be in the $12–$15 range, with movie rentals around $4. TV episodes can be rented for about $3, with entire seasons available for purchase after the end of a season at around $35.

Walmart has also joined the streaming media craze by partnering with the established streaming provider VUDU <http://www.walmart.com/cp/Video-On-Demand-by-VUDU/1084447>. With this partnership (or a personal membership directly with <http://www.vudu.com>), members can rent or purchase the latest videos for immediate streaming that can be viewed on a variety of devices including iPad, PlayStation 3, computers, VUDU-enabled TVs, and compatible Blu-ray disc players. VUDU claims to offer the largest library of HD movies where the users only pay for what they watch, with no subscription or late fees. In its partnership with VUDU, Walmart is selling VUDU enabled TVs and Blue-ray players from Mitsubishi, Vizio, LG, Magnavox, Philips, Samsung, and Sony. Walmart also offers specials and deals on VUDU movies, including a "99-cent Movie of the Day" and over a thousand $2-two-day rentals. Obviously going after industry leader Netflix, VUDU claims to offer most major studio, newly released DVDs to its customers long before they are available to Netflix's

streaming customers. Specifically, VUDU claims that "Almost all of our movies are available the same day they come out on DVD and Blu-ray" compared to Netflix's 28 day delay on physical DVDs mailed to rental subscribers, and up to seven years after release to be streamed on Netflix!

Apple is also offering streaming TV and movies through iTunes <http://www.apple.com/itunes/charts/movies>. iTunes members can purchase or rent TV shows and movies thru their existing iTunes account and stream them to TV, a computer, iPod, or iPhone. Apple also offers a $100 hardware device, Apple TV, which allows streaming and downloaded content from iTunes, Netflix, Vimeo, and other sources to be played in 1080p HD on most HD TVs. The Apple TV device can also stream video and games from Apple (iOS) devices, PCs and Macs to TVs. The Apple TV device has HDMI and digital optical output, and can be connected to home networks running 802.11n (also called wireless-N or WiFi-N) or with a traditional Ethernet cable.

With these reasonably priced alternatives to the more traditional sources of electronic entertainment, consumers have some excellent choices. Some (VUDU, Walmart, iTunes, YouTube) offer free membership, where the user only pays for downloaded content, while others such as Netflix and Hulu Plus offer a flat rate of $7.99 per month, with Amazon Prime available at $79 per year. With choices like these, anyone with a decent broadband connection has quite a bit to choose from.

WEBSITES:

<http://www.targetticket.com/home/premium>.

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

<http://www.hulu.com/plus>.

<http://netflix.com>.

<http://www.amazon.com/Instant-Video/b?ie=UTF8&node=2858778011>.

<http://www.walmart.com/cp/Video-On-Demand-by-VUDU/1084447>.

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

<http://www.youtube.com/movies>.

<http://www.youtube.com/user/movies/videos?flow=grid&view=26> (FREE MOVIES)

<http://www.google.com/tv>.

<http://www.apple.com/itunes/charts/movies>.

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Network Debugging
By Dick Maybach

When your network acts up, the first issue you must resolve is whether this is your problem or belongs to your Internet Service Provider (ISP). If it's yours and you have an ISP technician come to your house, you'll pay a non-trivial service charge. Conversely, if it's your ISP's problem, you don't want to spend time chasing non-existent problems and perhaps replacing perfectly good network components.

Perform some preventive maintenance. This is your most important step, and it consists of recording the network connection information. If you have a router, download its manual from the manufacturer's Web site, and print it. Log into the router, access the screen

ASUS
RT-N16

Time: 14:27:42
SSID: louise
Firmware Version:: 1.0.2.3

Language:
English

Logout
Reboot

Network Map
UPnP Media Server
AiDisk
EzQoS Bandwidth Management
Advanced Setting
Wireless
LAN
WAN
USB Application
Firewall
Administration
System Log

Internet Connection | QoS | Port Trigger | Virtual Server | DMZ | DDNS

WAN - Internet Connection

RT-N16 supports several connection types to WAN. These types are selected from the dropdown menu beside WAN Connection Type. The setting fields differ depending on the connection type you selected.

WAN Connection Type: Dynamic IP
Choose IPTV STB Port: None

WAN IP Setting

Get the WAN IP automatically? ○ Yes ○ No
IP Address:
Subnet Mask:
Default Gateway:

WAN DNS Setting

Connect to DNS Server automatically? ● Yes ○ No
DNS Server1:
DNS Server2:

that shows the Internet connection information, and either record the parameters or print a screen-shot. The screen-shot above shows an example.

In this case, all the parameters are the defaults and are restored if you press the router's reset button. (Don't do this if you don't have to, as you will have to enter your Wi-Fi name and password.) Most ISPs are set up so that home customers can use their router default settings, but this is not true for commercial customers. If you maintain a business network, be careful to examine all the set-up pages and record everything. Repeat this for any other routers, Wireless Access Points (WAPs), and switches on your network. If you have no router, record the same information from the Network Manager of the PC connected to the ISP's Wide Area Network (WAN) modem. For Windows 7, click the Windows button, type "net", and select the *Network Sharing Center*. Select *Local Area Connection* and click the *Details* button. The screen-shot on the next page is for a

PC connected to the ISP's WAN modem through a router.

If your network does include a router, you should record this information for at least one of your PCs and keep it with the other material. Finally, power on all the computers in your network and use Zenmap (discussed in my July article, available at <http://www.bcug.com>) [*Editor's note: the article is also in the December 2013 DATA BUS.*] to record your internal network connections. (Since all you need is the connection information, a ping scan is sufficient.) Put all this material into a folder and save it someplace where you can find it.

If a problem develops, you'll do one or more of the following, depending on the symptoms.

Check the PC's network connection. If the Ethernet cable is disconnected or if you lose the wireless signal, there will usually be a notice to that effect on your desktop. To be sure, move the pointer over the network icon, although some operating systems require that you make a left- or right-click on it. These of

Network Connection Details

Network Connection Details:

Property	Value
Connection-specific DN...	
Description	Intel(R) PRO/1000 MT Desktop Adap
Physical Address	08-00-27-BC-62-88
DHCP Enabled	Yes
IPv4 Address	192.168.1.17
IPv4 Subnet Mask	255.255.255.0
Lease Obtained	Monday, April 08, 2013 1:59:59 PM
Lease Expires	Tuesday, April 09, 2013 1:59:59 PM
IPv4 Default Gateway	192.168.1.1
IPv4 DHCP Server	192.168.1.1
IPv4 DNS Servers	192.168.1.1
	24.217.201.67
IPv4 WINS Server	
NetBIOS over Tcpip En...	Yes
Link-local IPv6 Address	fe80::7ca3:9bdf:2936:2163%11
IPv6 Default Gateway	

Close

a minute or so, the indicator lamps will settle down, and when they do, restore power to your router. If this doesn't help, your ISP may be experiencing a longer outage. Find something else to do for an hour or so, and give their technicians a chance to restore service.

Connect a PC directly to the ISP's modem. If the above doesn't help, consult your network records and connect a PC directly to the ISP's WAN modem. If you normally connect with a router, the PC should be set up the same way the router was. If you can now access the Internet, the problem is in your home network; if you can't, it's time to call the ISP's help line.

course are your problems. Correct them before you try to continue.

Reset the ISP's modem and your router. If every computer in your network loses Internet access, check whether a transient problem on the ISP's network has confused the WAN modem. In my experience, this is by far the most common Internet access problem. Unplug the power cord from it and, if you have one, from your router. (It would be prudent to tag these cords before you unplug them to be sure you plug them back into the right box. Otherwise, you may find yourself down among the dust-bunnies trying to decide which wall-wart belongs to the modem.) Wait about half a minute, and then restore power to the WAN modem. After

Test the local network. Reconnect the network and boot all the computers on it. As each one comes up, check that it reports a normal network connection, either wired or wireless as appropriate. Probe the network with Zenmap <http://nmap.org/zenmap/>, or a similar tool, and check the results with your records. The IP addresses of each computer will most likely be different, but they should all be present. If Zenmap shows no network, suspect the PC running

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Zenmap or the router or switch to which it's connected. If just one PC is missing, its connection is a problem. This could be a disconnected cable, a malfunctioning network or Wi-Fi card, or an incorrect configuration. Pull the entire length of the cable out where you can see it and look at it closely. Most Ethernet cables have flimsy plastic locking tabs, and these are easily broken. Unless you have a crimping tool to replace connectors, the only reliable repair is to replace the problem cable. Check the network configuration against the records you took above.

Conduct a Wi-Fi survey. If you lose Wi-Fi connectivity, you must check that. All operating systems have wireless managers that display the available wireless signals and a crude estimate of their signal strengths. If you can see your signal, and it is the strongest one, you should be able to establish a circuit. If you are getting continuous requests for a password, check that your PC hasn't locked onto a neighbor's encrypted signal. If the PC is a laptop, move it near the wireless access point, and try to establish a link there, but this isn't practical with a desktop. Free Wi-Fi analysis software is available for all platforms, and the screen-shot below shows one of these, *inSSIDer for Home*, available for Windows, Android, and the Mac at <http://www.metageek. net/products/inssider/>. Please note that Microsoft has not approved this program, but Metageek has other similar products for sale, so I think the risk is not great.

Our own Wi-Fi has the name or Service Set Identifier (SSID) louise, and we have two wireless access points, one operating on channel 11 and the other on channel 4. Although there is another channel 11 signal, it is 33 dB lower. (That is, it's power is 1/2000 that of louise.) At the location where I made this measurement, the power of channel 4 louise is adequate, but this isn't true throughout the house, which is why we added the second WAP. (Some of the signal powers in the list are below -90 dBm, and hence don't
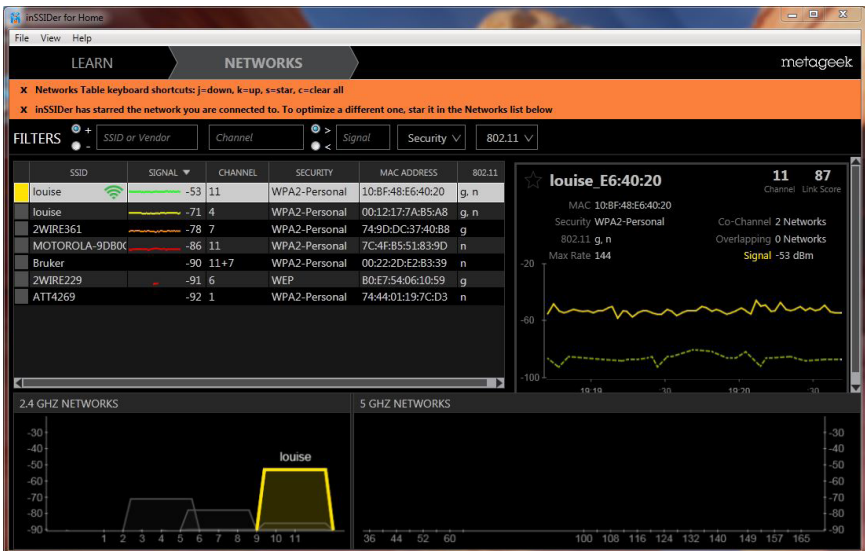
appear on the plot.) As the plot suggests, WiFi signals spread two channels above and below their assigned channel, so moving your signal by just one channel number may not change anything. With this information, you can pick a good channel, and perhaps reduce the interference to your signal. Other possible solutions are a directional antenna, a second WAP (or perhaps a better location for the present one), or running a cable. In the example here, there are no 5-GHz signals, so that too offers a possibility.

Check Internet speed. If you can connect to the Internet but it seems slow, use your browser to search for "Internet speed test." You will find many sites; <http://www.speedtest.net> seems to be good. Our own ISP's speed varies greatly with the time of day, sometimes by a factor of 1000 or more. (Tonight, it's 41 Mbits/s download and a tenth of that for uploads. You will seldom approach these in actual use, since the limiting factor is usually the site with which you're communicating.) The most effective solution to this rush-hour traffic problem is to find something else to do for a few hours.

Again, your most important diagnostic tool is preparation. It's difficult to repair an ailing network if you don't know how it operates when it's healthy. You should download the test software now and become familiar with it, because once your network chokes, downloading may not be possible, and staring at the terse diagnostics provided by your operating system usually provides few clues about where to begin.

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Google Offers Free Quickoffice App With 10GB Storage
By Ira Wilsker

It should not be a surprise to anyone that the use of smart devices, including tablets and smart phones, is now beginning to eclipse the use of more traditional laptop and notebook computers, and making inroads on desktop computer use. While many of the traditional battles for desktop software and hardware are starting to ebb, the battle for smart devices is flaring, resulting in the rapid development and availability of significant and powerful new applications (apps). Originally in the realm of full featured desktop and laptop computers, the major software powerhouses are now battling for market share in the increasing crowded field of comprehensive office suites for smart devices.

In the desktop and laptop battlefield, Microsoft's ubiquitous Office, in its many iterations, has become the predominant Office suite, followed by excellent commercial and free competitors including Google Docs, Corel's WordPerfect suite (X6), LibreOffice, OpenOffice, Kingsoft Office, and others. With well over a billion smart devices flooding the world market, and more being sold every day at a much higher rate than more traditional computers, it was inevitable that the battle for acceptance would turn to the smart device market, with most of these software publishers already

releasing, or preparing to release, apps for the smart device market.

When I first obtained an Android device, I downloaded the free version app of Kingsoft Office so I could access and edit most of my Microsoft Office Documents. While adequate, it was not as useful or as powerful as the Microsoft Office that I use as my primary Office suite at home and at work. One of my daughters has a Windows phone, which she expressly purchased to better enable her to work with Microsoft Office documents while away from work or home. Recently, Microsoft offered a series of apps in Windows (phone and tablets), iOS (Apple iPhone and iPad versions), and Android formats to enable users to access its cloud based Office 365 services, with much of the same usability as users are already familiar with on their desktop and laptop computers. While it is obvious that Microsoft aims at acquiring office market share in the smart device market place, substantial competition is appearing from another powerhouse; Google has made its Quickoffice product available as a free app for iOS and Android devices.

Google has quietly developed a large and loyal following of its free Google Docs service <http://docs.google.com>, where registered (free) Google account holders can "Create, share, and collaborate on the web with documents, spreadsheets, presentations, and more." On numerous occasions, I have uploaded many of my Word documents, Excel spreadsheets, and PowerPoint presentations to my Google Drive (cloud based storage) both for redundant backup purposes, and the ability to access, view and edit them as desired using any computer and browser with Internet access. Since Google Docs allows secure online collaboration, I have worked on several group projects that required multiple users to have access to specific documents; we all could access the selected files stored on Google Drive, which could then be opened and edited by the authorized members of the group using Google Docs.

With Microsoft heavily promoting its mobile apps for Office 365, Google could not concede Office market share to Microsoft, especially since Google's Android operating system is by far the predominant smart device operating system, with over 75% of the market (compared to only a tiny minority of Windows Mobile users). Prior to September 19, 2013, Google sold Quickoffice for $14.99 for phone versions (iPhone and Android phones), and $19.99 for the Android and iPad tablet versions, but as of September 19, Quickoffice is free to all, as long as they have a free Google account. With free versions (apps) that can run on almost any modern Android or iOS (Apple) smart device, Google obviously has the marketing capabilities to become the primary purveyor of smart device Office products, much to the chagrin of Microsoft. With its flagship mobile Office 365 product facing stiff competition from Google's Quickoffice, I sincerely doubt that Microsoft will roll over, but instead become an even more intense competitor.

Those who may not be familiar with Google's Quickoffice (or Google Docs) may wonder about what it is; according to a recent post on a Google blog by Alan Warren, head of engineering for Google Drive, "We're making Quickoffice available for free

to everyone: students, businesses, nonprofits, governments, consumers and anyone with a Google Account. Simply sign in with your Google Account to start editing Microsoft Office Excel, Word and PowerPoint files on your iPhone, iPad, Android phone or tablet."

I downloaded the Android version of Quickoffice to my Samsung smart phone, a 17MB download, which will run on Android powered tablets and phones with Android version 2.2 or later. Despite the small virtual keyboard on my phone, I was able to create new documents in Word and Excel format, and save them to my existing Google Drive account. I then opened an existing PowerPoint file that was on my Google Drive, and edited it, saving it back to my Google Drive. The main issue that I had using my small Android phone was the limited view due to the small screen on my phone, and I encountered some slight difficulty selecting text and images for editing, primarily because of my large fingertips. I was able to open and view stored PDF files without problems, other than the obvious size limitation imposed by the limitations of my small phone screen. As a quick test, I attached a Word file, newly created on my phone with Quickoffice, and attached it to an e-mail addressed to myself, which I opened on my desktop Windows 7-64 computer. The attached Quickoffice Word file opened flawlessly in my desktop Microsoft Word 2010, with all formatting, fonts, and small graphics precisely as I created them on my phone. I did the same with both Excel and PowerPoint on my phone, and subject to the limitations of my phone's small screen size, the spreadsheet and PowerPoint e-mailed from the phone to my PC all opened and displayed perfectly, without any other issues or problems. Obviously on an Android or iPad tablet, with its much larger screen and easier to manipulate keyboard and desktop, it would be much easier to create or edit Office compatible documents than it is on a much smaller phone form factor.

I looked at Quickoffice on an iPhone and iPad, and found it similar to the display on comparable Android devices. Quickoffice for Apple devices, both iPad and iPhone, is a large 59.8MB download. As I found on Android devices, the display and functionality on an iPad was about the same as it was on an Android tablet, considering the design differences between the Apple and Android products.

Since anyone can register for a free Google account, including a minimum of 10GB of free cloud storage on Google Drive, and then download the appropriate free Quickoffice app for Android or iOS, anyone with a compatible smart device can now read, create, and edit Microsoft office files, saving them to Google Drive, or e-mailing them as desired. Once on Google Drive, files can be securely accessed via any Internet connected device, including PCs, Macs, and other web enabled devices. For those desktop and laptop users who may not have Microsoft Office installed, and who may desire a free competitor to Microsoft Office, my personal choice (free) is LibreOffice <http://www.libreoffice.org>, which will run on any desktop operating system (including Windows, Mac, Linux, and others), and can open, read, and write virtually any office format in the world, including all of the Microsoft Office formats.

While Quickoffice worked satisfactorily on any Android or iOS device that I tried it on, the usability of Quickoffice is greatly improved on the larger screens of a tablet, but is somewhat hindered on the smaller screen of a smart phone.

WEBSITES

<http://googleenterprise.blogspot.com/2013/09/freeing-quickoffice-for-everyone.html>.

<http://www.google.com/drive/apps.html#quickoffice>.

<https://itunes.apple.com/us/app/quickoffice/id578386521?mt=8>.

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<https://office.microsoft.com/en-us/>.

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<http://www.libreoffice.org>.

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Free Internet Faxing Services: No Fax Machine Required! By Bob Rankin, Ask Bob Rankin

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Dump your fax machine, the Internet has made this dinosaur obsolete. Think of the savings on toner, paper, and time when all you really need these days is a cell phone, PDA, or PC. I have a big list of sites for you that offer free Internet faxing services. Some of them are completely free, while others offer free or limited trials. Pick the online fax service that suits you best.

FaxZero <http://faxzero.com/> lets you send free faxes from a simple web-based interface. Just enter the sender and recipient info, type in your message, and hit the "Send Free Fax Now" button. The rich-text editor lets you add basic formatting, highlighting and fonts to your text. You can also fax a file from your hard drive. Supported file formats include PDF, Microsoft Word (DOC, DOCX or RTF), Excel spreadsheet (XLS or XLSX), image files (PNG or JPG), TXT, HTML, and PowerPoint (PPT). You can attach multiple files, but the combined size of all attachments must be 20MB or less.

And yes, it's really free to send a fax to anywhere in the USA or Canada. You can send five free faxes per day, each with a maximum of three pages. No ads are inserted on your faxed pages, but the FaxZero logo will appear on the cover page of your outgoing fax. You can even use FaxZero to fax your U.S. congressperson or senator. I've written more about FaxZero in my Send a Free Fax article.

GotFreeFax <http://www.gotfreefax.com/> is basically a clone of FaxZero, with some minor differences. You can send 2 free faxes daily to the USA or Canada, with a 3 page per fax maximum. No ads or branding appear on the cover page. GotFreeFax supports PDF, Microsoft Word, OpenDocument Text (.odt), and Rich Text (.rtf) file formats only. One unique feature is the ability to substitute tokens in the message, such as {RECEIVER_NAME}, {RECEIVER_COMPANY}, and {RECEIVER_FAX}.

PamFax <http://www.pamfax.biz/en/> is another free faxing service that offers 3 free outgoing pages (after sign up) with no ads. You can also get a free

fax number for inbound faxes. PamFax has an address book for convenience, integrates with Outlook, and works with popular cloud services such as DropBox, Google Drive, and SkyDrive.

PopFax <http://www.popfax.com/> is yet another free fax sending service. Like the others, you can input a brief text message, or upload a document from your hard drive. But I can't recommend PopFax for several reasons. In the Terms of Use on their website, it says that PopFax does not guarantee "the possible alteration of the data sent by the User nor the service availability." It also says they are not liable for damage "following to an alteration of the User data transfer." This could be badly translated legal mumbo-jumbo, but yikes! Also my Chrome browser crashed when trying to send a DOC file with PopFax. On another attempt, it said my fax number was "invalid." After sending a test fax to another number, it never arrived. Of course, your mileage may vary, but with so many other choices, I'd steer clear of PopFax.

Sign up with K7 <http://www.k7.net/>, a messaging system that will send free faxes and voicemail to your e-mail address, with an option to view or listen to your messages via the web. You get a free fax/voicemail number which you can give to your family, friends, and business buds. Just sit back and wait for the faxes to start dropping into your inbox as e-mail attachments. If a K7 number is inactive for 30 days (no incoming voice or fax messages), it will be terminated. K7 cannot be used to send outgoing faxes. My companion article Free Inbound Faxing goes into more detail about Faxaway <http://www.faxaway.com/>, an almost-free

service that forwards incoming faxes to your e-mail.

eFax <http://www.efax.com/> claims that they are the largest online network on the planet with over a million subscribers in 2,500 cities and 27 countries. Also known as Zipfax, you can send and receive faxes as e-mail attachments. You simply use the recipient's fax number and eFax's address. The 30-day freebie allows you to send or receive up to 150 pages. If you don't cancel during the initial month, you will be charged $16.95 per month. See also Free Inbound Faxing for more details on eFax Limited Accounts, a free service that forwards incoming faxes to your e-mail.

Nextiva Fax <http://www.nextivafax.com/> offers a 30-day free trial, including 500 free faxes. Send a fax by e-mail, or send and receive faxes from Microsoft applications. Instead of hitting the print button, simply select "fax" right from Word, Excel, etc. Nextiva also lets you send and receive faxes from mobile devices. After the trial period, you'll be paying $8.95 per month, unless you cancel.

RingCentral <http://www.ringcentral.com/> is designed for small businesses. Not only can you receive and send faxes via e-mail, but they can supply you with toll-free fax numbers, custom greetings, an auto-receptionist, voicemail, and multiple extensions. The company offers a 7-day free trial, during which you get 500 free fax pages. After the trial period, you'll be paying $7.99 per month, unless you cancel.

I couldn't find a smartphone app that sends free faxes. There's an app called scanR that's supposed to do that, but apparently it's defunct. CamScanner <https://www.camscanner.net/> is a free

app that turns your iPhone or Android smartphone into a scanner, fax machine and PDF creator. Take a picture of a document, receipt, business card, etc. CamScanner turns it into a searchable PDF that you can fax, print or upload to various cloud storage services. Faxing costs 99 cents per page.

Bob Rankin, Ask Bob Rankin <http://www.askbobrankin.com>.

Recover Deleted Files From Most Media
By Ira Wilsker

As happens all too often, I get a frantic phone call for help from someone who has a dire computer problem. Recently these desperate calls for help involved computers hijacked by Russian extortionists, malware-infested computers, computers failing to boot, and a myriad of other problems. Last Friday, I received a call from a highly distressed reader who had accidentally deleted photos of her granddaughter's birthday party from her digital camera. "They were just simply gone" she cried to me. She explained that while reviewing the images stored on the memory card using the camera display, she "…must have pressed the wrong button…" and deleted the photos. "Are they gone forever?" she asked.

Her problem, accidentally deleting files from a hard drive, flash drive, or memory card is amazingly common. Often embarrassed by our own foibles, we may prefer to either quietly suffer the consequences, or try and do something to recover the deleted files. In her case, once she calmed down enough to follow spoken instructions, I walked her through the process. Over the phone, I instructed her to download one of my favorite free recovery utilities, Recuva <http://www.piriform.com/recuva>, and install it on her computer. Since the lost files were on a memory card in her digital camera, and not on her hard drive, there was no risk of accidentally overwriting the files that she wanted to recover. Connecting her digital camera to the computer via its provided USB cable, her computer identified the memory card as a drive, assigned the memory card a drive letter (G: in her case), which allowed her to view it in Windows Explorer (or any other file manager). She ran Recuva, and I told her to click on "Next" a few times until she got to a window headed "File Types" and suggested that she click on "Pictures"; clicking again on "Next" opened a window "File Location", where I instructed her to click on "Browse" and then select the "G:" for her camera memory card. The next window started the search, which in a matter of seconds displayed the filenames of her deleted photos, with an adjacent checkbox to select those she wanted to recover. If she moved her cursor over the photo file name, a popup displayed the size of the file, and the likelihood of a successful recovery; since she had not overwritten any of the photos with additional photos, as they had been freshly deleted, Recuva labeled each of the photos as having an excellent chance of recovery. She checked all of the checkboxes, and clicked the "Recover" button. Recuva recommends that deleted files not be re-written to the same device that they were originally deleted from, so she

selected a directory on her hard drive as a destination, rather than possibly overwriting deleted files on the original media. Within just a few seconds, all of her precious grandbaby photos were recovered, along with an admonishment from me to back up all of her critical photos and other files. After copiously repeated thank-you's, she had her precious photos back. Total elapsed time from my answering her phone call to hanging up on a now happy grandmother was under five minutes.

While Recuva may be one of the most popular deleted file recovery tools available, and generally has an excellent reputation and reviews, it is not the only decent deleted file recovery utility available. The mega-software review website, Gizmo's TechSupportAlert.com <http://www.techsupportalert.com/> has several reviews and recommendations for file recovery utilities at <http://www.techsupportalert.com/best-free-data-recovery-file-undelete-utility.htm>. While all of the recovery utilities listed can be downloaded for free to PCs (one of the top rated utilities has limited recovery capabilities in the free version, but unlimited recovery in the paid version), some offer additional versions for specialized purposes. Since there is a risk of overwriting desired deleted files on a hard drive, making them difficult or impossible to recover, I often recommend downloading and installing the portable version of a file recovery utility to a flash drive or bootable CD, rather than installing it to the hard drive. If the deleted files are on another device, such as the digital camera example above, there is no significant risk installing the utility to the hard drive.

When installed to, and run from a flash drive or CD, there should be nothing written to the hard drive, which may hinder the recovery of the deleted files. As a matter of personal practice, when I run Recuva or another file recovery utility from a USB flash drive, I select that USB drive as the destination for the recovered files, so as not to possibly damage any original files. For heavy duty recovery of a hard drive that has had a large number of deleted files that may need to be recovered, my choice is to use a bootable CD, rather than booting the computer into Windows. Windows constantly writes files to the hard drive, and not loading Windows may enhance the probability of recovering deleted files. The free bootable CD utility from Ultimate Boot CD for Windows <http://www.ubcd4win.com> includes a version of Recuva that can recover most recoverable deleted files from a hard drive without risking overwriting them. [*Editor's note: Ultimate Boot CD for Windows does require that you have a copy of a Windows XP install disc due to licensing issues. The recovery CD or a copy of the recovery partition should also work.*]

Some of the many other free deleted file recovery utilities, all of which offer varying degrees of strength and power, include Gizmo's top rated MiniTool Power Data Recovery Free Edition <http://www.powerdatarecovery.com>. Though awarded as "Gizmo's Freeware award as the best product in its class!" as it is very fast, and has the highest recovery rate of any of the products tested by Gizmo's group of volunteer testers, the free version of MiniTool Power Data Recovery can only recover 1 GB data, which is normally enough

for most users. Those who choose to use this utility to recover more than 1 GB of data will have to purchase the commercial version for $69.

Ranked number two on Gizmo's list of tested and recommended file recovery software is Recuva, as mentioned above. Recuva is unrestricted freeeware, and can recover an unlimited number of files. In addition to the PC downloadable version, as mentioned above, Recuva is also available in a free portable version that can be run from a USB flash drive, or from a bootable CD as part of the included suite of utilities on the free Ultimate Boot CD for Windows.

There are also several other free undelete utilities available which were not included in the Gizmo ratings, but have received top ratings from other online services. One particularly noteworthy is Pandora Recovery <http://www.pandorarecovery.com>, which was top rated and recommended by another service that I routinely follow, MakeUseOf.com <http://MakeUseOf.com>. I have used Pandora Recovery many times and it works very well on all of the media types that contained deleted files. Pandora Recovery would be a worthwhile addition to any software library.

Another utility for recovering deleted files that has been well regarded in several of the technical blogs is UndeleteMyFiles Pro <http://seriousbit.com/undeletemyfiles>, which calls itself, "…a free profesional <sic> tool to recover accidentally deleted files from hard disks, USB flash drives, CF and SD cards and other storage media. Free - Absolutely free, no joke." A full featured recovery utility, UndeleteMyFiles Pro offers a File Rescue Wizard, Media Recovery,

Deleted File Search, Files Wiper, and a Mail Recovery Wizard. While the program itself works well, some of the English spelling and grammar used in the program is not up to domestic standards, as the program was written in Chisinau, Republic of Moldova.

For those who like variety, another popular and free recovery program is Undelete 360 <http://www.undelete360.com>. According to the publisher, "Undelete 360 can recover files deleted from computer hard drives, USB/thumb drives and memory sticks, the memory cards used in cameras, smart phones, and other devices, pen drives, and more. The program supports both file recovery and folder recovery." With a small but loyal following, Undelete 360 is the utility of choice to recover files and entire folders that were deleted. A program written in Russia, where it is a top-rated utility, this program is also popular in Europe as well.

There are still several other decent and free deleted file recovery utilities available, and a search on any of the many download services will result in lists of them, often along with a review and some user commentary and ratings. As with most other utilities, I have found that if one utility is unable to recover targeted files, that sometimes another utility may be able to complete the task.

WEBSITES

<http://www.techsupportalert.com/best-free-data-recovery-file-undelete-utility.htm>.

<http://www.piriform.com/recuva>.

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

<http://www.cgsecurity.org/wiki/TestDisk>.

<http://4r-soft.com/undelete-navigator/>.

<http://www.pandorarecovery.com/download/>.

<http://seriousbit.com/undeletemyfiles/>.

<http://www.undelete360.com>.

<http://www.ubcd4win.com>.

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**How to Find a Lost Document and Other Filing Tips
By Nancy DeMarte**

I suppose you're thinking this could never happen…until it does. You have a large number of folders full of documents and photos on your computer. One day you need to find a letter that you wrote and saved a week ago, but can't remember what name you gave it or which folder you saved it in. Here are some ways to find that document: Look in your Recent Documents list: Open Word 2010 or 2007 and click File, and you will see a list of documents you opened recently. If you haven't opened more than about 20 documents since you saved the letter, it will be on the list. If you find the letter, you can open it from the Recent Documents list. But before you do that,

it's a good idea to take note of its "path," so you'll know exactly where it's stored. The path of a document file in Word 2010 is shown below its name in the Recent Documents list. It is represented by a string of folders, starting with the largest folder, My Documents, and ending with the sub-folder in which the document is stored. As shown in the graphic below, the path for this article is "My Documents\1 SPCUG\Office Talk Column\Files and Folders." In Word 2007, the path is missing in the Recent Documents view, but with a few steps, you can find it. Open Word 2007 and click the Office button to open the Recent Documents list. Click a recent document to open it. Then click Office button → Save As. In this window the path of the document appears in the address bar across the top. The last folder in the string of folders is where the document is stored.

You can keep or "pin" any Recent Document to the list for easy future access by clicking the push-pin icon next to it. You can also right click a recent document in Word 2010 and select "Remove from list." Recent files lists exist in most 2007 and 2010 Office programs.

Search your computer: In Windows 7, click the Start button at the left end of the taskbar, then type in the search box one or more words which you guess are


20
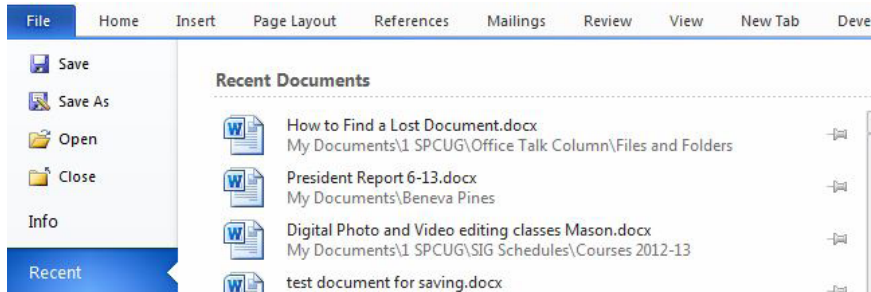
part of your lost letter's name. If your guess is correct, the letter should appear in the Files list and can be opened from there. Sometimes, however, a Windows 7 search does not find files stored too deeply in sub-folders. Windows 8 offers a more targeted search. Open the Charms from the Start Screen and click the category of item you're looking for, such as Mail or, in this case, Files. Then type your search words in the Search box. This tool searches inside all levels of sub-folders in the category and returns a list of possibilities. It searches not only file names, but also the body of the document.

Make use of File Views: The contents of any folder on the computer can be viewed in various ways, but some views fit certain kinds of files better than others. It's easiest to find a document in a file list using the Details view, which is a list which includes File Name, Date Modified, File Type, and Size. A photo is best viewed as an Icon or Tile, which shows a thumbnail of the photo, its name, and file size. To change the view of a file list in Windows 7, open a folder, then click the Views icon at the right end of the menu bar. By moving the slider, you can preview how different views affect your list before making your selection.

If your letter does not appear in Recent Documents and is not found with a Search, you can open My Documents and scroll to the bottom of the list of folders to see unfiled documents. If it isn't there, then open a sub-folder where you guess it might be. Set the view to Details, and sort the list by Date Modified, which will put recently opened files at the top of the list. To sort, click the heading of the Date Modified column. Reverse the sort order by clicking the heading again. File names sort alphabetically; dates chronologically.
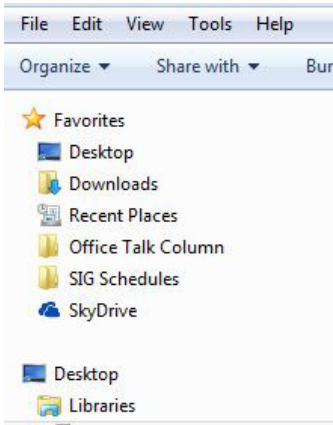
Add folders to your Favorites: Much like the Favorite websites list you keep in your Internet browser, Windows provides a convenient spot for you to park folders that you open frequently. Open Libraries. In the Explorer Window, at the top of the navigation pane on the left, you'll see a section called Favorites. A few folders are listed there by default, but you can customize this list with your own folders. I keep my SIG Schedules and Office Talk Column folders there because I open them frequently, and because opening a Favorite folder takes only one click. To add a folder to Favorites, make it visible in the main Explorer window (but don't open it), then click and drag it left onto the word

Favorites, or use Copy and Paste. A Favorite folder is synchronized with the original one. Whenever you make a change to files in the original folder, the change will also appear in the Favorites version and vice versa.

File Management is one of the most difficult skills to master in a Windows environment. And each new version of Windows changes the system just enough to cause confusion.

The more you understand how files and folders are stored and organized on your computer, the more control you'll have of your documents and other important files. You won't have many lost documents, either.

Nancy DeMarte <ndemarte (at) Verizon.net> is 1st Vice President of the Sarasota PC Users Group, FL <http://www.spcug.org>.

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Finding Apps for that New Android Tablet or Smartphone
By Ira Wilsker

I recently added a new member to my stable of technology products; I purchased a tablet computer. I wanted something lighter to carry than my well used notebook (laptop) computer, with a screen large enough to be able to easily read my collection of e-books. It had to have fast Wi-Fi capability, a reasonably sharp and bright screen, long battery life, fast processor, a lot of memory, and had to be reasonably priced.

As is typical before making any major technology purchase, I researched the potential choices currently available, mentally noting those tablets that impressed me. I looked at some of the newer Apple iPad models, which met all of my requirements, but were the most expensive of those that I saw. I examined some of the newly released tablets running a flavor of Microsoft's Windows 8, and found them interesting, but somewhat expensive (though less than comparable iPads), and lacking the enormous variety of apps available for the other major operating systems. In the local big box stores and online, was an enormous selection of tablets running versions of Google's Android operating system; these tablets varied greatly in size, features, and price. Published sales reports still give Android a market share of over 75% (some say 80%) of the smart phone and tablet market, which is triple the combined market share of Apple iOS and Microsoft Windows powered devices. I already have an Android smart phone, but I am very willing to try something new, if practical and cost effective.

I ended up purchasing a generic branded Android tablet running Android 4.2.2 (Jelly Bean), with a 10.1 inch (diagonally measured) screen, a lot of both operating and storage memory, and a host of other desirable features. I found this particular model listed on a "daily deal" website that compiles the best current deals both online and in-store, and after seeing the bundle of extras that it came with, along with an excellent price, from a domestic seller with a very good reputation, I bought it. This particular tablet came with a fast, dual-core ARM processor, a 10.1 inch 1024x600 HD resolution screen (not the highest resolution available, but more than adequate for my purposes), 1 gigabyte of DDR3 memory (for operations), and 8 gigabytes of NAND Flash memory for storage. There was also a slot for a

readily available 32 gigabyte memory card (which I purchased separately). This tablet included two digital cameras, a moderate resolution front mounted camera "web cam" for video conferencing, and a higher resolution rear mounted digital camera. A normal complement of speakers, microphone, two micro USB ports, HDMI television port (can directly play content on an HDTV), video accelerator, GPS, G sensor, speaker jacks, a high capacity Li-Polymer battery, and a variety of other features on the tablet made this too good to pass up for the price. Bundled in this "daily deal" was a leatherette case that included an almost full sized USB connected keyboard, stylus, and ear bud headphones. All of this, including shipping, was under $120. An optional two-year extended warranty from one of our local big box electronics stores was offered for $12.99, which I added to my purchase.

I must give a warning about some of the very low cost Android tablets available; I did see both locally and online, a large number of Android tablets running obsolescent versions of the Android operating system, mostly version 2.2, that could not be readily updated, and were also incapable of downloading apps from the massive Google Play Store. I cannot recommend those tablets that have much older versions of Android, and the inability to access most apps, no matter how cheap. Another warning has to do with a particular brand of tablet (and other electronics); according to the Consumers' Reports magazine blog, the Consumerist, Coby Electronics, a brand widely available in big box and discount stores, has ceased operations, leaving owners without any factory warranty protection or support (sources: <http://consumerist.com/2013/10/18/new-owners-to-coby-electronics-customers-sucks-to-be-you> and <http://consumerist.com/2013/10/16/coby-electronics-shuts-down-taking-customer-warranties-with-it>).

While almost all Android tablets come with a small collection of apps, there are currently about a million Android apps and games available. The granddaddy of app stores is Google's own Play Store <https://play.google.com/store/apps> which can be accessed directly by clicking on the Play Store icon. The Play Store will display a menu of file types consisting of apps, games, movies and TV, music, books, and magazines. While the Play Store is the single largest source of apps and other material for Android devices, there are also some other excellent Android app resources available that offer independent ratings and evaluations of thousands of apps, as well as direct downloads.

My personal favorite is the Android section of Gizmo's TechSupportAlert.com. News and tips about Android apps and devices is available from Gizmo at <https://www.techsupportalert.com/mobile-apps/android>, and the community recommendations of the best Android apps is available at <http://www.techsupportalert.com/best-free-android-apps.htm>. According to Gizmo, "This list of Best Free Android Apps now includes 220 apps in 118 categories." Each of the recommended apps has been tested and evaluated by the community volunteers that regularly perform that service for Gizmo, and present diverse opinions on the apps listed. If I had to personally choose only a single source of app information

and recommendations for any of my Android devices, Gizmo's listing of the "Best Free Android Apps" would be that resource.

Gizmo has another shorter listing of Android apps that it calls "9 Superb Free Apps that you Simply Must Install on your Android Device" online at <http:www.techsupportalert.com/content/9-superb-free-apps-you-simply-must-install-your-android-device.htm>. This particular listing is for Android versions 4.0 and higher (Android code names "Jelly Bean" and "Ice Cream Sandwich"), but a similar list is available for older versions of Android (version 2.0 and its variations). The latest iteration of this list says that the nine (free) apps that should be installed on all newer or updated Android devices running Android 4.0 or higher (Ice Cream Sandwich and Jelly Bean) are: X-plore File Manager (Gizmo calls this "Best Free File Manager for Android"), AirDroid (wirelessly connects tablet or smart phone to PC, sharing a desktop), Barcode Scanner (QR code scanner), Pocket (article bookmarking and retrieval utility), Kingsoft Office Free (full featured office suite, compatible with Microsoft Office), KeePassDroid (secure password manager), avast! Mobile Security (comprehensive security software with lost device detection), Llama—Location Profiles (automatically manages user profiles, Wi-Fi, and airplane settings), and 1Tap Cleaner (comprehensive cache cleaner, history cleaner, call/text cleaner and default cleaner). Gizmo provides links to download these nine utilities directly from the Google Play Store.

Another personal favorite source of Android news and apps is Ashraf's DotTech. The section with the latest android news, tips, and tricks is online at <http://dottech.org/tag/android-tips-and-tricks>. One recent article that may be of utmost interest is dated October 25, and titled "How to remotely locate, lock, or erase your lost or stolen Android smart phone or tablet" <http://dottech.org/132687/how-to-locate-lock-erase-data-android-device>. Devices running Android 2.2 and later all include the capacity to perform those functions (remotely locate, lock, or erase your lost or stolen Android smart phone or tablet) on a missing device. This feature would be very valuable in the event that an Android device is "misplaced" or stolen. For those who prefer a more comprehensive lost device app, Ashraf recommends that users download and install avast! Mobile Security <http://dottech.org/22962/best-free-anti-theft-app/> which includes avast! Anti-Theft, which may also be run as a free-standing app.

Ashraf and his volunteer crew also test and evaluate Android apps, posting their findings online at "Best Free Android Apps" <http://dottech.org/best-free-android-apps>. Ashraf has distinct recommendations for the best communication apps, file and document utilities, productivity apps, privacy and security tools, multimedia players and editors, network and Internet tools, and miscellaneous apps. An Android device user who installs the top rated apps in each of these categories will have a very productive device.

Dallas based MakeUseOf, a small, family run technology resource with an excellent reputation, also has a comprehensive list of recommended Android apps, hints, and tips. The MakeUseOf hints and tip page is

online at <http://www.makeuseof.com/service/google-android>, and is typically updated several times a day with the latest information; this page is an excellent resource for those who may wish to be kept informed about the latest Android news and ideas. MakeUseOf also lists its top rated and recommended apps on a single page, "The Best Android Apps" at <http://www.makeuseof.com/pages/best-android-apps>, which displays images and information on the 154 apps that it top-rated. According to the publisher, "On this page, you will find the best Android apps for all your needs. We've taken the effort to categorize the apps and picked only those we believe to be the best ones and which will most likely be useful to you." While the majority of the recommended apps listed are free, there are several apps listed that have a nominal charge, and a small number of apps where MakeUseOf explains why it recommends the paid app instead of the free version of the same app.

Not to be outdone, Amazon also offers an extensive library of over 129,000 Android apps. These can be located with a simple search on Amazon for "Android apps" which will open the Android selection. Many of these apps are free, and many are paid, but any charges are clearly displayed before they are downloaded. Clicking on the icon for any of the apps will open what may arguably be the most comprehensive information about each of those apps. Just as in the Google Play Store, it is common for thousands of app users to post their ratings and comments about each app listed. Personally, I utilize these ratings to help decide which apps that I want to download. Amazon can directly send

any free or purchased app directly to any registered device. An Amazon account (free) is required, but it is necessary to enter a credit or debit card number in order to have full access to the download services.

In future columns I will list some of my personal experiences and recommendations for Android apps, as well as information on how to safely install apps that the Play Store says are not compatible with users' devices. I will also be writing about the hundreds of thousands of free books and magazines that can be downloaded for free to Android and other portable smart devices.

After having an Android smart phone for quite a while, this new tablet will be a lot of fun. Exploring through over a million Android apps and games will be fun; you can inexpensively also have fun with these apps.

WEBSITES

<https://play.google.com/store/apps>.

<https://www.techsupportalert.com/mobile-apps/android>.

<http://www.techsupportalert.com/best-free-android-apps.htm>.

<http://www.techsupportalert.com/content/9-superb-free-apps-you-simply-must-install-your-android-device.htm>.

<http://dottech.org/best-free-android-apps>.

<http://dottech.org/category/android/>.

<http://dottech.org/tag/android-tips-and-tricks>.

<http://www.makeuseof.com/service/google-android/>.

<http://www.makeuseof.com/pages/best-android-apps>.

Ira Wilsker is a Columnist, The Examiner, Beaumont TX and Program Director of Management Development

at the Lamar Institute of Technology, Beaumont TX. Contact him at <iwilsker@sbcglobal.net>.

Permissions—Do You Have the Right Ones?
By Phil Sorrentino

In the early days of computing, when we didn't have multi-users Operating Systems and networks, permissions were less necessary because the files and folders created were for the use of the one and only user. Files were shared using floppy disks and sneaker-net (run with the floppy from computer to computer). But, as operating systems improved and allowed multiple users and our computers were connected by Ethernet networks, permissions became necessary to make sure only those intended could view or change your files and folders.

If you have ever tried to share a folder on one of your computers on your home network, you know how frustrating it can be to get things to work. Well, "permissions" is one of the things that has to be understood and setup properly. Of course, there are many other things that have to be set up first, but permissions, often times, is a stumbling block. If you are setup with a "Homegroup" (all machines are running Windows 7), then the job is a little easier than if you are setup with a "Workgroup" (machines can be running XP, Vista, Windows 7 or even be Apple computers). All the computers in a Workgroup must be setup with the same workgroup name (check in the System control panel for this setting, on the computers running Microsoft OSs).

Permissions may be a challenge because there are two types of permissions to be considered. There are "share permissions", and NTFS permissions. Share permissions are necessary when accessing folders across a Local Area Network (LAN), from another machine. NTFS permissions are necessary when accessing any file or folder that you do not own (i.e. created it yourself). So, both permissions must be set up when you are trying to share files and folders on a LAN. Share permissions are easily setup for a file or folder. Just right-click on the file or folder you want to share (in Windows Explorer) and choose "Share with" and then select those that you want to share with. (Selecting "Specific People" will open a window that will let you select those people you would like to share with. Pull down the arrow and select "Everyone" and then click "Add," if you would like to share with anyone on the network. But keep in mind that "Everyone" includes anyone you let onto the wireless portion of your network. Be especially aware if you do not have your network protected with at least WEP encryption.)

The NTFS permissions are the next things to consider. NTFS permissions is a core component of the Windows 7 security system. Using this feature, you can specify exactly which other users are allowed to open your files and folders, and how much they can do with the files and folders. Using Windows Explorer to setup the NTFS permissions for a file or folder, right-click the file or folder and select "Properties." In the Properties window, select the Security tab. Here you will see a list of Users and the Permissions for each User. Click a User in the "Group or user name" box and the permissions will be shown in the "Permissions for Authenticated

Users" box. In this box you can Allow or Deny the following Permissions "Full control," "Modify," "Read & execute," List folder contents," "Read," "Write," and "Special Permissions," (You would think that Deny is just don't Allow, but there are further details that complicate this issue and it would take more than the length of the Monitor to completely explain, however there is a good description of these issues in the best seller "Windows 7, The Missing Manual.") A brief explanation of these permissions is as follows:

- **List folder contents**, which can only be set for folders allows a user to see the files and folders inside the folder.
- **Read**, allows a user to examine the contents of the file or folder, but not make changes.
- **Read & execute**, allows a user to examine the contents of the file or folder and also run any file that is in the folder.
- **Write**, allows a user to read a file and make and save changes to it.
- **Modify**, allows a user all the abilities of Write and Read & execute, and also allows the ability to delete the file or folder.
- **Full control** allows a user to do anything to the file or folder, including changing its permissions, and even taking ownership of the file. (Ownership is normally given only to the user who created a file or folder.)
- **Special Permission**, seems to be fairly extensive and best described by an article from Microsoft at <http://support.microsoft.com/kb/308419>.

This is a little to the side of the topic of Permissions, but it is related. You will notice that there are two levels of Computer Users, Administrators and (Standard) Users. Administrators have permissions to create, delete, and manipulate files and folders. Administrators can also execute programs, install programs, create accounts and change permissions. Some of these can be very dangerous in the hands of a malicious person or piece of malware. (There must be at least one Administrator for every computer.) (Standard) Users typically have lesser permissions but permissions can be increased as previously discussed. Microsoft recommends, for security reasons, that there be only one Administrator, and all other Users be the (Standard) User type. This is probably good advice for most installations because of the extent to which an Administrator can manipulate files and folders. Should a virus or Trojan horse get control as an Administrator, the malware could easily wreak havoc. But with the lesser permissions of a Standard User, the malware may be thwarted and not be able to pull off its nasty job.

Setting the share permissions for different Users on a file or folder can be done if necessary, but if you are on a small LAN and all the Users are known to be trustworthy, then when it comes to sharing a file or folder, you might consider sharing with "everybody." And set the NTFS permissions for each User to what that User needs, and no more. This will probably help make it easier to setup your network and share files and folders on that network, and if a problem occurs, it should make the troubleshooting less difficult.

Phil Sorrentino <philsorr (at) yahoo.com> is a Member of the

Sarasota PCUG, Florida <http://www.spcug.org>

This article first appeared in the March 2013 issue of the PC Monitor

NOTICE
DATA BUS Final Issue
By Bob Clyne

This will be the final issue of the DATA BUS.

When Warner Mach resigned as DATA BUS Editor last spring, I said I would edit the April 2013 issue and I continued as Interim Editor until now, while we tried to find a new permanent editor. Three people volunteered to become editor during the year and all withdrew before even coming close to producing an issue.

I advised the Board at the November meeting that the January 2014 issue was the last one I would do, and submitted my resignation as Interim Editor/Editor at the December Board meeting.

The DATA BUS has had a long run. I don't know when the first issue was published but the earliest issue I have is from 1978. There have been some stellar editors including Beth Fordyce, who set a high standard for those who followed, and Bill Agnew. There were also some editors who only served for a short time and our most recent editor Warner Mach who stepped-up and got the job done for several years.

No one has volunteered to become Editor and without an Editor the DATA BUS will cease to be published.

RIP

SIG-Computing

Dan Diebolt was nominated to be SIG-Computing chairman.

NOTICE
Last Sunday Meeting at
ESD

The January 2014 meeting will be the last Sunday meeting SEMCO will be able to hold at the ESD offices.

The change was precipitated by building security at the building where ESD has its offices. ESD tried to negotiate an arrangement that would permit us to continue to meet there on Sunday, but was unable to do so.

Several people are exploring alternative meeting locations and days.

General Meeting
December 8, 2013
Carol Sanzi

President Mike Bader appointed Tom Callow as temporary chairman of the meeting. Tom Callow called for nominations for Board Members for 2014.

Nominations for President were opened.

Richard Jackson nominated Mike Bader. Chester Blechinger seconded the nomination.

There were no other nominations for President and nominations for President were closed.

Nominations for Vice-President were opened.

Richard Fink nominated Richard Jackson. Bob Clyne seconded the nomination.

There were no other nominations for Vice-President and nominations for Vice-President were closed.

Nominations for Treasurer were opened.

Richard Fink nominated Brian Brodsky. Bob Clyne seconded the nomination.

There were no other nominations for Treasurer and nominations for Treasurer were closed.

Nominations for Secretary were opened.

Carol Sanzi nominated Julie Comptois. Brian Brodsky seconded the nomination.

There were no other nominations for Secretary and nominations for Secretary were closed.

Nominations for Board Members-at-Large were opened.

Richard Fink nominated Bob Clyne. Brian Brodsky seconded the nomination.

Carl Kolenda nominated Dan Diebolt. Brian Brodsky seconded the nomination.

There were no other nominations for Members-at-Large and nominations for Members-at-Large were closed.

Nominations were closed and the meeting adjourned.

BOARD MEETING
November 10, 2013
Richard Fink

Board Members Present

President Mike Bader, Vice President Richard Jackson, Treasurer Brian Brodsky, SIG-Computing Chairman Tom Callow, and Members-at-Large Bob Clyne and Richard Fink. Also attending were members Martee Held and Leo Madejczyk. The Board meeting was called to order at 12:07 p.m.

Business

Brian Brodsky reported that the current treasury totals $8,862.91 with $4,101.22 in checking and $4,761.69 in CD accounts. The current membership is 72.

Bob Clyne moved to approve the minutes of the October 13, 2013 Board meeting as published in the November 2013 DATA BUS. Tom Callow seconded the motion and the motion carried.

Bob Clyne advised the Board that SIG-Advice will probably disband after its December meeting due to lack of attendance.

Richard Jackson attended the Metro Business Association meeting. It was a networking event. Chester Blechinger went with him.

Richard Jackson reported that SEMCO can update the ESD website with meeting information.

Richard Jackson presented a receipt for $8.81 for refreshments and made a motion for reimbursement. Bob Clyne seconded the motion and the motion carried.

Richard Jackson gave notice of his upcoming hip surgery and needs people to take over his duties during his recovery. The surgery will most likely happen in the next three months but he will notify us when his plans are finalized.

Discussion followed about the evaluations and E-mail Updates but nothing was decided.

A tentative DATA BUS editor has been identified and Bob Clyne is willing to help train him.

Bob Clyne announced his intention to resign as DATA BUS editor after the January 2014 issue.

There was a general discussion about SEMCO's and the DATA BUS's future.

Bob Clyne moved to adjourn. Richard Fink seconded the motion and it carried. The Board meeting adjourned 12:37 p.m.

BOARD MEETING
December 8, 2013
Carol Sanzi

Board Members Present
President Mike Bader, Vice President Richard Jackson, Secretary Carol Sanzi, Treasurer Brian Brodsky, SIG-Computing Chairman Tom Callow, and Members-at-Large Bob Clyne and Richard Fink. Also attending were member Julie Comptois and today's SIG-Computing presenter Dave Smith. The board meeting was called to order at 12:14 p.m.

Business
Brian Brodsky reported that the current treasury amount equals a total of $8,886.09 with $4,124.32 in the checking account and $4,761.77 invested in three Certificates of Deposit. The membership currently is 69.

As chairman of SIG-Advice, Bob Clyne waived the notification requirements and moved to decertify SIG-Advice. Tom Callow seconded the motion and it was carried.

Bob Clyne resigned as DATA BUS Interim Editor/Editor effective when the January 2014 newsletter is done.

Bob Clyne moved to publish a membership directory in the January 2014 DATA BUS. Brian Brodsky seconded the motion and it was carried.

Bob Clyne moved that SEMCO discontinue funding Meetup.com <http://meetup.com>. Brian Brodsky seconded the motion and it was carried.

Bob Clyne moved to award Beth Fordyce an Honorary Membership for the calendar year 2014. Brian Brodsky seconded the motion and it was carried.

Bob Clyne moved to drop the complimentary newsletters to NWA-PCUG (Northwest Arkansas PC UG) and Sterling Heights Computer Club effective immediately. Brian Brodsky seconded the motion and it was carried.

Brian Brodsky moved that the board approve the purchase of a roll of 100 U.S. First Class Postage 'Forever' stamps. Bob Clyne seconded the motion and it was carried.

Brian Brodsky reported receiving the ESD Affiliate Society membership dues renewal, which is due December 31, 2013. Since SEMCO most likely will no longer meet in the Engineering Society of Detroit offices, no action will be taken to make payment at this time.

Richard Jackson has been researching meeting locations. The Huntington Woods Library charges between $40 and $60 plus a $15 projector fee. The meetings would need to be on Saturdays. The Huntington Woods Parks and Recreation building and a Cranbrook facility may be other possibilities.

Tom Callow stated that he feels there is not enough interest to continue SEMCO and that the board should consider ending the organization. Brian Brodsky felt that with the end of the DATA BUS, membership will drop, leading to the end of SEMCO. Bob Clyne agreed with them. To dissolve SEMCO, there must be a vote by the membership. The members must be notified a minimum of ten days before the meeting at which the vote would be held and a quorum of 10% of the membership would be required for the meeting. The members could vote to authorize the board to dissolve the organization.

The nominations for officers will take place at the General Meeting and

SPECIAL INTEREST GROUPS (SIGS)

SIG-COMPUTING
Tom Callow

January 12 1:45 p.m.: Getting the Attention of a Google Searcher: Thanks to major search engines, all information the world has to offer on practically every subject is compiled and delivered to you within a second after you enter a search. Yet the typical searcher will miss most of it as a result of his/her short attention span. Statistics show that few search users will ever click through to page 2 or even scroll to the bottom of page 1 of the listings on Google. SEO expert, Tim Yow, will share some insights into some of the factors that can gain a page 1 presence for your website and get exposure to hundreds (possibly thousands) of new people each month.

SIG-TECHNIQUES

No meetings are planned.

SIG-PROGRAMMING
Richard Jackson

Richard Jackson will be having hip surgery January 8, 2014. We will not be able to meet in the home of Richard Jackson for a period of time. Stay tuned to the web site <http://www.semco.org> "Meeting Info" button for information on our next meeting.

SIG-LINUX
Brian Brodsky

January: No Meeting: SIG-Linux will not be meeting until our host Richard Jackson recovers from his surgery. Watch the website <http://www.semco.org> for updates.

SEMCO Board minutes continued

the new board will be in place to decide SEMCO's future. The Engineering Society of Detroit has agreed to allow SEMCO to meet at their offices on the second Sunday in January but that will be the last time we can meet there on any Sunday. The change was precipitated by building security and not by ESD.

Tom Callow announced that he is retiring as Chairman of SIG-Computing effective at the end of his term and will not accept the nomination or election as Chairman of SIG-Computing for 2014.

Brian Brodsky moved that the board approve the purchase of a second roll of 100 U.S. First Class Postage 'Forever' stamps. Bob Clyne seconded the motion and it was carried.

Tom Callow moved to adjourn. Bob Clyne seconded the motion and it carried. The meeting adjourned at 1:08 p.m.

COMP (Computer Operators of Marysville & Port Huron)

January 11, 10:30 a.m. Golden Corral, Fort Gratiot, MI. Jane Wheatly 810-982-1187 or Pam Raisanen E-mail: <bwcompinfo@gmail.com>. Web: <http://www.bwcomp.org>. Topic: Brunch.

DITUG: Detroit IT User Group (Formerly Focus: Hope IT User Group)

1400 Oakman, Detroit, MI. 48238. Web info <http://www.ditug.org/>. See web sites for details. Pre-registration required.

HUG (Holly User Group)

January 11, 9 a.m.–noon (2nd Saturday) Groveland Twp. Fire Hall, 3085 Grange Hall Rd. & Dixie Hwy., Holly, MI. 48442. Ron McCauley 810-629-9683. Topic: TBA.

MacGroup-Detroit

January 19, 3:00 p.m., Birmingham Temple, 28611 West 12 Mile Rd., Farmington Hills. Info: Terry White, <terry@macgroup.org> or 248-569-4933 <http://www.macgroup.org>. SIGs: 2:00 PM. Topic: TBA.

MacTechnics, (MAC User Group)

January 18, See web site for topic, meeting time and location <http://www.mactechnics.org>. JoAnn Olson at 248-478-4300. Topic: TBA.

MDLUG (Metro Detroit Linux User Group)

January 11, 12:30 p.m., (2nd Saturday); Michigan Network Services, 1677 W. Hamlin Rd., Rochester Hills, MI 48309. Web: <http://www.mdlug.org>. Topic: TBA.

Motor City Free Geek

Every Saturday, 1 p.m. to 5 p.m. 1511 Jarvis St. Suite #10, Ferndale, MI 48220 <http://www.motorcityfreegeek.net>. E-mail: <MotorCityFreeGeek@gmail.com>. Recycling & Open Source.

MUG (Michigan User Group)

January 14, 6:30 p.m., (2nd Tuesday): Farmington Community Library-Main Branch, 32737 W. 12 Mile Rd., Farmington Hills, MI. 48334. <http://www.mug.org>. Topic: TBA.

Oak Park Computer Club

Every Fri., 10:30 a.m. at Panera Bread—in the Cornerstone Mall (on the west side of Greenfield, south of Mt. Vernon) just north of Kroger. Including Q&A.

Royal Oak Computer Club

Every Wed., 12:30 to 2:30 PM at Mahany/Meininger Senior Community Center, 3500 Marais Ave., Royal Oak, 48073. Near Crooks & 13 Mile. Guest speakers & regular monthly speakers. <http://tinyurl.com/royaloakcc>.

SHCC (Sterling Heights Computer Club)

January 7, 7:30 p.m. (1st Tues); Macomb Community College South Campus, Bldg. K, 14500 E. 12 Mile Rd. Don VanSyckel <Don@VanSyckel.net>, 586-731-9232; Web: <http://www.SterlingHeightsComputerClub.org>. Topic: Internet Safety: The New Threat Landscape and What YOU Should Know.

SEMCO

Serving the needs of professionals, hobbyists, novices, and prospective computer users since 1976.

* Learn more about computing in an informal, non-academic setting.
* Get honest answers to computer questions without commercial bias.
* Meet and interact with other computer users. Personal and electronic networking.
* Gain access to members willing to provide help in response to a phone call or e-mail.

DECEMBER REFRESHMENT DONORS
Coordinator: Richard Jackson
Donors:
Brian Brodsky
Carol Sanzi

COMPUTER RESOURCE PEOPLE

This is a list of people willing to be resources for members to contact when they have hardware or software questions.

Are you willing to help members learn?

Which software programs are you familiar enough with?

It is not necessary to be an expert, but just have some familiarity with the program and be willing to help someone starting to learn it. Please give this some thought and volunteer at the next group meeting.

Almost Anything: Vander-Schrier
AutoCAD: Comptois
Genealogy: Cook
Geocaching: Cook
IBM PC Hardware Issues: Clyne, Yuhasz
Linux: Brodsky
Mac Hardware and OS Issues: Yuhasz
MS Office for Windows: Callow

MS Word: Clyne
Networking: Callow
Novell Netware: Yuhasz
Operating Systems: Callow, Clyne, Yuhasz
Quicken: Clyne
Relational Database Programming: Lis
Security: Bader

Bader, Mike—586-447-6683, 9 am–8 pm.................... mdbader@flash.net
Brodsky, Brian— 248-391-9125, 5–7 pm+weekends .. brianbrodsky@ameritech.net
Callow, Tom—248-642-5770, 9 am–5 pm.................. tcallow@monaghanpc.com
Clyne, Bob—810-387-3101, 9 am–10 pm .... clyne@mich.com
Comptois, Jerry—248-651-2504, anytime
Cook, Stephen—313-272-7594, eves.......................... scook48227@ameritech.net
Lis, Bernie—248-669-0101, 10 am–8 pm.................... BerlLis@comcast.net
Vander-Schrier, Jack—586-739-7720,12–8 pm .... jvanders@comcast.net
Yuhasz, Steve.. Help@yuhasz.org

SEMCO CALENDAR
Engineering Society of Detroit
20700 Civic Center Dr., Suite 450, 4th Floor
Southfield, MI. 48076

January 12—SUNDAY (Meet 2nd Sunday)

SEMCO Board Meeting at 12:00 noon. For Officers and SIG Chairpersons. Other members are invited to attend.

SEMCO General Meeting at 1:30 p.m.

Special Interest Groups (SIGs)

SIG-COMPUTING, 1:45 p.m.: Getting the Attention of a Google Searcher: Thanks to major search engines, all information the world has to offer on practically every subject is compiled and delivered to you within a second after you enter a search. Yet the typical searcher will miss most of it as a result of his/her short attention span. Statistics show that few search users will ever click through to page 2 or even scroll to the bottom of page 1 of the listings on Google. SEO expert, Tim Yow, will share some insights into some of the factors that can gain a page 1 presence for your website and get exposure to hundreds (possibly thousands) of new people each month.

SOCIAL PERIOD, 3:15 p.m.: Refreshments! (Reminder: Keep it neat & tidy.)

SIG-TECHNIQUES, No meetings are planned.

SIG-PROGRAMMING, Richard Jackson will be having hip surgery January 8, 2014. We will not be able to meet in the home of Richard Jackson for a period of time. Stay tuned to the web site <http://www.semco.org> "Meeting Info" button for information on our next meeting.

SIG-LINUX, January: No Meeting: SIG-Linux will not be meeting until our host Richard Jackson recovers from his surgery. Watch the website <http://www.semco.org> for updates.
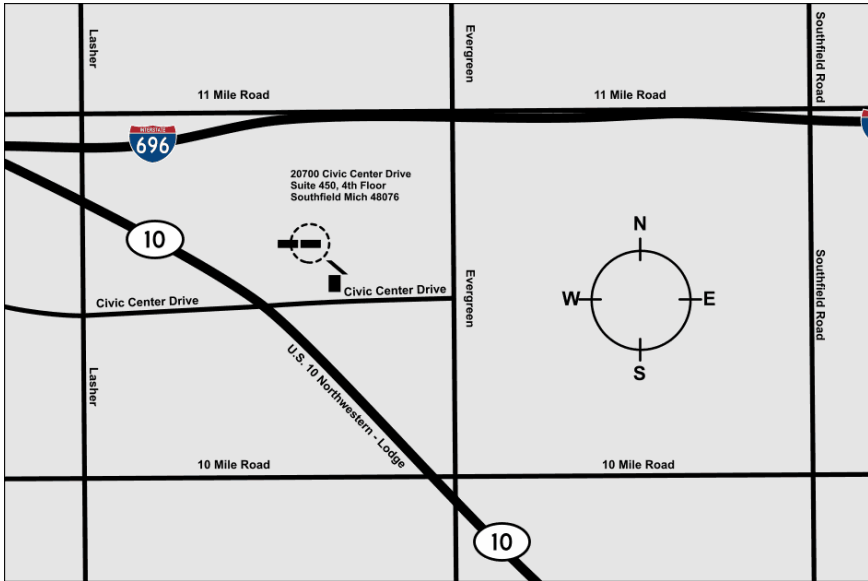
http://www.semco.org
PUBLIC INVITED

(Please copy this and the next page to post on your bulletin board.)

SEMCO Meetings at [Engineering Society of Detroit](#)
20700 Civic Center Drive, Suite 450, 4th Floor
Southfield MI 48076.
42°29'7" N by 83°14'29" W

From I-696 exit at Evergreen. Take Evergreen south to Civic Center Drive. Civic Center Drive is about halfway between I-696/Eleven Mile Rd. and 10 Mile Rd. Turn west, right if you are coming from the north, onto Civic Center Drive. Follow Civic Center Drive, watching the number signs on the right. When you get to the 20700 sign turn right, north, and follow the drive until you arrive at the southwest corner of the brown building with the Engineering Society of Detroit sign near the top. Turn right, east, and go past the front of the building. When you reach the end of the building, turn left, north and go to the back of the building and turn left, west, again. The parking lot will be on your right. The entrance is in the center of the building. Park in back of building. Enter the rear door. The ESD office is on the fourth floor.

FIRST CLASS MAIL
Dated Material

SouthEastern Michigan
Computer Organization, Inc.
P.O. Box 707
Bloomfield Hills, MI 48303–0707

SEMCO (future meetings)
January 12

SEMCO: A Community Organization
Helping People for the 21st Century