

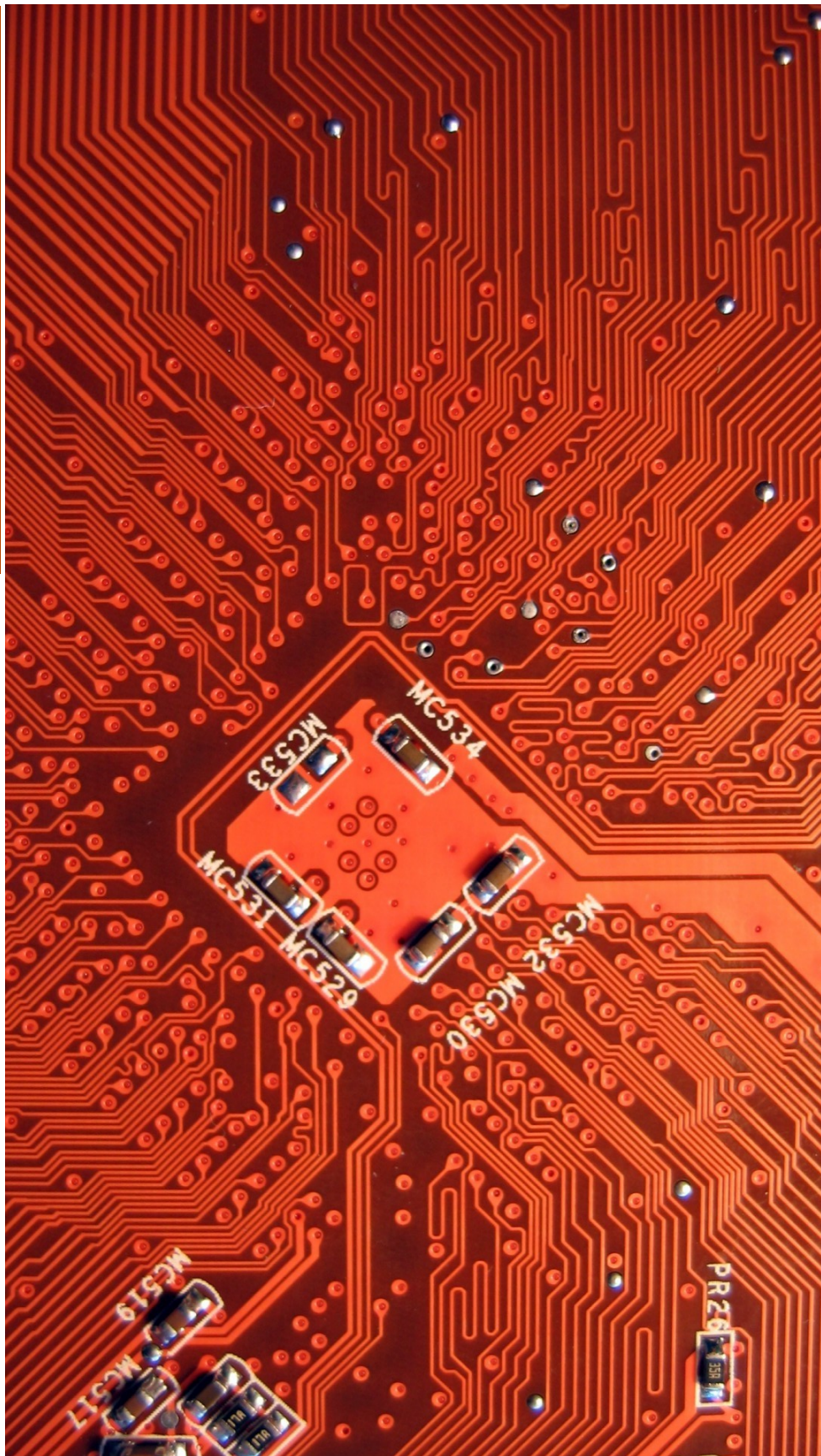
# The Databus

Newsletter of  
THE DAYTON MICROCOMPUTER ASSOCIATION

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Save a tree (or at least a branch)! If you don't need the Membership Form on page 13, <i>don't print it.</i>	

**Volume IX**  
**(New Series)**  
**Number 2**  
**February 2019**




**DMA**

Post Office Box  
4005  
Dayton, Ohio  
45401

Visit us at:

**DMA1.org**

## Your 2018/19 Officers:

### *President*

Pater HESS

### *Vice-President*

Patrick CRAIG

### *Secretary*

Pat FLYNN

### *Treasurer*

Glady CAMPION

*Officers need not be Trustees.*

## Trustees:

Martin ARBAGI

Gary COY

Glady CAMPION

Patrick CRAIG

Pat FLYNN

Peter HESS

Brent KERLIN

Debra MCFALL

Gary TURNER

## Webmaster:

Brent KERLIN

### *Webmaster Emeritus:*

Dave LUNDY

ESTABLISHED IN 1976, DMA is a group of Dayton-area professionals and enthusiasts in the field of computing and digital information technology. General membership meetings are usually on the last Tuesday of each month. DMA has a number of Special Interest Groups (SIGs) in areas ranging from digital investing and genealogy to the Linux operating system. Each SIG meets according to its own schedule. DMA is a member of the Association of Personal Computer Users' Groups (APCUG) and the Affiliated Societies Council (ASC). Click on any of the logos—including our own (top left)—to go to that organization's Web site.



## Submissions ...

THE DATABUS welcomes compliments, complaints, suggestions, and especially articles. We can accept articles in ASCII, or as attachments in Microsoft Word or Works, Open Office Writer, Word Perfect, or, yes, even WordStar (a word-processing program that goes all the way back to about 1980!). No PDF files, please. Send articles to:

[Editor@DMA1.org](mailto:Editor@DMA1.org)

All articles are subject to editing for spelling, grammar, usage, and space. Always retain a copy of your work, as THE DATABUS cannot be responsible for loss. When articles are of roughly equal quality, those by paid-up DMA members usually receive preference.

ALL REGISTERED TRADEMARKS, for example: DMA, G-Mail, or Microsoft Word are the property of their respective owners. However, the Registered Trade Mark symbols (® or ™) have been omitted for better readability. The Editor occasionally inserts comments into articles. Such comments are often in square brackets [like these] and are always preceded by the phrase: "EDITOR'S NOTE."

THE DATABUS is written and published by volunteers. We do not give professional advice on hardware, software, or network installation, repair, security, or troubleshooting. If you need expert assistance, please seek the services of a competent professional.



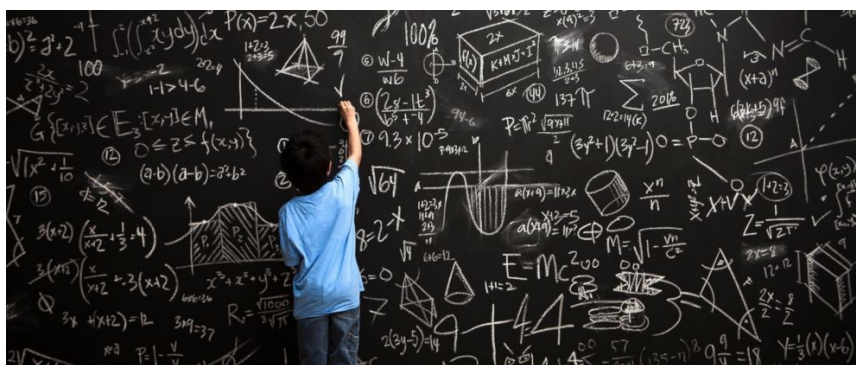
**FEBRUARY MEETING:** 7:00 P.M., Tuesday, the 29<sup>th</sup>, at T. J. Chump's, 7050 Executive Boulevard, Huber Heights 45424 (next door to Meijer's —[click here](#) for a map. Come at 6:00 P.M. if you want to join us for dinner. There's plenty of free parking. (Also accessible via RTA bus routes #18 & 19, but you must take a short walk over from the Meijer's supermarket.)

**No charge—bring a friend!**

## PATRICK CRAIG:

### *How Computers Empower Math Education*

TODAY'S COMPUTERS are much more than overgrown calculators. They have the capability to teach real-world mathematics, and make complex concepts much easier to understand. For generations, students have been taught to calculate by hand and also have been tested by hand. When computers were first employed, they were simply used to teach students to calculate by hand. But the demands of today's world have outpaced this type of education. We live in a much more complex, more quantitative world than ever before. As soon as students leave school and take jobs, they are required to abandon paper and pencil. Employees in all fields are required to complete their work on computers. Fortunately, educational techniques are beginning to catch up. The computer is a powerful tool for teaching complex concepts in new ways. People can sharpen their skills with a home computer and free online instruction.



How do we stop teaching *calculating* and start teaching *math*? By using computers, of course!

PATRICK CRAIG has a Master's degree in Earth Science from Wright State University. For the past five years he taught mathematics at Clark State Community College and is now also teaching Earth Science. Patrick is Vice President of DMA, a Trustee, and leader of the Scientific Computing SIG. He is very passionate about computers and believes that their potential as a tool for exploration and education remains largely untapped.

... TDB

**No Charge—Guests Welcome—Bring a Friend**

**M**inutes are normally published almost two months late, because the Minutes for, say, the January Board meeting must be approved by the Trustees at the following month's meeting—in this case, early February. The corrected and approved January Minutes would thus usually appear in the February DATABUS (this issue), published toward the end of that month.

Time and place of the next Trustees' meeting will be announced at the General Membership Meeting on Tuesday (the 26<sup>TH</sup>). Trustees' meetings begin at 7:00 P.M. and are open to all DMA members. The Trustees sometimes meet for dinner beforehand at a nearby restaurant that will also be announced at Tuesday's meeting. Whether Trustees will dine out beforehand, or if it's a "bring your own microwaveable soup & sandwich" meeting, will also be announced. Those wishing to dine with the Trustees should come at 6:00.

## MINUTES—DMA BOARD OF TRUSTEES

**There was no  
quorum, and thus  
no Minutes, for  
the January  
Trustees'  
meeting!**



Longtime DMA member **Steve Schoemann** menaces our intrepid staff photographer with his Flush Gordon combination alpha ray spear and toilet bowl cleaner, while Techfest guests look on nervously.

**Gary Ganger** views Steve's threats with amusement, knowing he doesn't *really* mean it. Besides, Steve's recent plastic surgery makes him look more attractive than he used to! Near Gary are snapshots of cutting-edge technology to wow the onlookers after Steve finishes his act.

## Techfest

DMA had a strong presence at the recent Techfest, as these pictures by award-winning Staff Photographer DAVE LUNDY attest.



DMA Secretary **Gladys Campion** finds Steve's act hilarious. "Don't worry," she assures the young audience. "His bark is worse than his byte!"

**More Techfest  
on page 6.**







Former DMA President **Grant Root** (right foreground) charmed by a wide-eyed young lady. Could she be a potential Web page designer? Or (gasp!) possibly even a Linux freak? DMA member **Chuck Gelm** is in the striped shirt. Who is that (green vest?) sitting next to Chuck?

DMA'er **Catherine Devlin** explains Python (the programming language, not the snake on her T-shirt) to a TechFest attendee.



**Excellent  
Attendance!**

## —Meet the New G-Mail—

By Nancy DEMARTE, 1<sup>st</sup> Vice President, Sarasota Technology User Group, FL

October 2018 issue, *STUG Monitor*

[www.thestug.org](http://www.thestug.org)

ndemarte (at) verizon.net



**G**-MAIL IS A POPULAR E-MAIL SERVICE for good reason. Located in the cloud, it can be accessed from any computer, smart phone, or tablet. Once you become familiar with the interface, it is simple to use. A few months ago, I began to notice little changes to my G-Mail screen. Some things were moved; others were new. After a brief search, I found that G-Mail is involved in a big makeover that began in the spring of 2018. G-Mail users are getting features as they become available, although everyone is not getting them at the same time. Here are a few of the changes that are included:

### Moves and Changes

The Contacts list has been moved from G-Mail to the center of the Google app grid. Click the grid (top right of G-Mail screen) to open it. This change has frustrated users looking to add or edit a contact. When composing an e-mail, though, G-Mail still lists relevant Contacts when you begin to add a name.

The Google calendar icon has been added to the right side of the G-Mail screen. Now you can add events or reminders to it without leaving G-Mail.

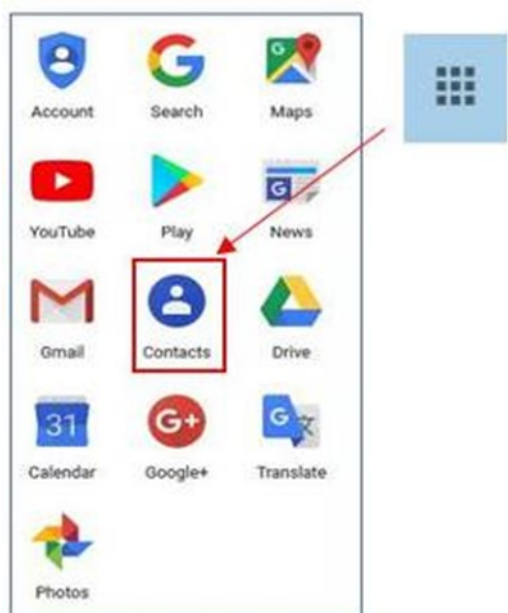
When composing a message, you will now find four options for text size: Small, Normal, Large, and Huge. To set your personal font, size, and text color, go to Settings (Gear icon > Settings) and find the “Default Text Style” heading. Click the “Remove Formatting” icon (right end of toolbar), then set your preferences using the down arrows. To save changes in Settings, scroll to the bottom of the page and click “Save Changes.”



If you want to forward or reply to all recipients in the new G-Mail, skip the reverse arrow in the top right corner of the message. That sets up a Reply only to the sender. Instead, click the three vertical dots icon next to the arrow and make your choice.

### New G-Mail Main Menu (left side of screen)

Most of these commands are familiar to anyone who has used G-Mail. To save space, however, only the icons are visible until you move your mouse over them. Then the list opens to include the icon names. You can make it stay open by clicking the 3-lined icon in the top left corner of the screen, as shown.



(Continued on page 8)



(THE NEW G-MAIL—Continued from page 7)

### New G-Mail Icons & Features (right side of screen)

Google uses a lot of icons. The tiniest of them can have the biggest functions. To see what an icon means, hover your mouse pointer over it without clicking, and its name will appear, sometimes with more information. To use one of the features below, click it, and it opens as a right sidebar.

- ✓ **Google Calendar** lets you view or edit your calendar without leaving G-Mail.
- ✓ **Keep** lets you make notes and share them with others.
- ✓ Use **Tasks** to create a To Do list and check off items as they get done.
- ✓ **Get Add-ons** takes you to the G Suite Marketplace, which has add-on features and apps you might like.

### Ten New or Updated G-Mail Features — Available Now or Coming Soon

1. *Smart Replies*: These are canned, informal replies which appear at the bottom of some mails. When in a hurry, click one and send it as your reply.
2. *Snooze*: Snooze lets you remove an e-mail from the Inbox and return it after a time you set, such as “tomorrow”. It is useful for messages that you want to answer at a later time.
3. *Nudge*: When enabled, this function will suggest e-mails that you should reply to or sent mails that require following up. Go to Settings to enable or disable it.
4. *Confidential Mode*: These functions are designed to increase security. You can set a message to self-destruct at a specific time, or you can send an e-mail that requires the recipient to enter a code before opening it.
5. *Importance Markers*: Google determines which messages are “important” by putting a gold arrow next to them.
6. *Smart Compose*: This feature is similar to the tablet or smartphone “auto-complete” function. As you type a message, and a few grayed out words complete the thought. If you like these words, just keep typing over them. If not, type something else. You must enable this feature in Settings.
7. *Labels*: Labels (much like folders) are found in classic G-Mail but now have new icons. You can create labels (travel, personal, etc.) and put messages into them. Just open an e-mail to reveal the icon group shown. Click the “Label” icon to view the labels list or create a new label. To move a message into a label, click the Label icon, check the box next to a label, and click Apply. Click the “Move To” icon to get extra labels, like Spam or Trash.
8. *Offline Support*: We know we can’t send or receive e-mail without the Internet. But G-Mail computer users can now compose, open or read G-Mail when not on the Internet. The Mobile G-Mail version already has this capability.
9. *Assisted Unsubscribe*: This feature targets people who have on-line subscriptions to newsletters and other regular columns which come via e-mail. If you don’t open one of your newsletters often, G-Mail will bring up a notice that lets you unsubscribe.
10. *Improved Spam Warnings*: G-Mail has always popped up a notice when you try to open an e-mail known to be unsafe. The new G-Mail has larger warnings with colors based on the level of

(Continued on page 9)



*(THE NEW G-MAIL—Continued from page 8)*

danger. Gray means Suspicious; Red indicates Dangerous.

Many of the new features can help you keep your mail organized or save time, but I found a few of them annoying. For example, I'm not sure I want to be "nudged" every time I wait too long to open an e-mail. Fortunately, most features can be enabled, disabled or hidden in Settings. A tip: Don't ignore the little icons which can be crucial to make G-Mail function the way you want it to.

To find out if you already have the new G-Mail, open G-Mail and click the Settings (gear-shaped) icon. If the top line says, "Go back to classic G-Mail," you have the new version. You can click that line and return to the old G-Mail. Since you can do this at any time, consider trying out the new version for a while before you decide whether to keep it.



... TDB



**Not Techfest!**

## —Six Little Word Problems and Their Solutions—

By Nancy DEMARTE, 1<sup>st</sup> Vice President, Sarasota Technology User Group, FL

November 2018 issue, *STUG Monitor*

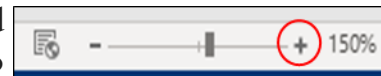
[www.thestug.org](http://www.thestug.org) / [ndemarte \(at\) verizon.net](mailto:ndemarte@verizon.net)

1. You print a multi-page Word document and get an unexpected blank page at the end of the document. Because it has a footer, you won't be able to use that sheet for anything except scrap paper.

**Solution:** Before you click Print, press the Show/Hide key (the ¶ icon) on the Home tab > Paragraph group and scroll or press the Ctrl+End keys to get to the end of the document. You will see one or more paragraph icons on the last blank page. Select them and press Delete. Then save the document to avoid the blank page in future printings. [EDITOR'S NOTE: An even simpler way of doing this is to press Ctrl + End, and then merely Backspace to the previous page. This paragraph of Ms. DeMarte's article reminds me of a sad incident. Several years ago, an elderly lady of my acquaintance continually encountered this problem. It turned out she was in the early stages of Parkinson's Disease, and the tremors that are a symptom of that tragic disorder caused her to hit the Return and Tab keys, as well as the Space bar many times when she only meant to depress them once.]

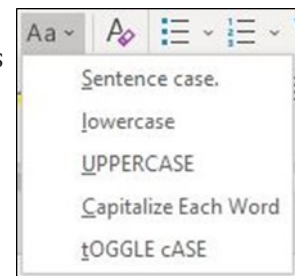
2. You open a document and find you have to squint to see the small type.

**Solution:** Go to the Zoom slider at the bottom right of the screen and click the + sign a few times until the document text is large enough to be comfortable for your eyes. This will not affect the text size when printed.



3. You are just about done typing a Word document and notice that all the text in the last couple of sentences is in upper case. You had pressed the Caps Lock key on the keyboard accidentally.

**Solution:** First select the text you want to reformat. Then click the Change Case tool (Aa) on the Home tab > Font group. Click the case pattern you want from the list, which in this situation is probably "Sentence case."



4. Sometimes you forget what version of Windows you have on your computer. "Version" includes the operating system (Windows 7, 8.1, or 10) and the Windows update version number, such as the recent update, 1803. But you're not sure how to find the answer.

**Solution:** To find the version of your Windows operating system, type in the Search box at the bottom left of the taskbar the word **winver**. Then click the winver run command to see your computer's details.



5. When you enter an email or web address in a document, by default Word automatically adds a hyperlink to the address. You can identify a hyperlink by its blue text and underline. Many times, you don't want the hyperlink included.

(Continued on page 12)

## Have a business card? Are you a DMA member?

**A**NY PAID-UP MEMBER of the Dayton Microcomputer Association is entitled to a *free* business card-sized advertisement in THE DATABUS. Send a good-quality image to [Editor@DMA1.org](mailto:Editor@DMA1.org), or give your business card to **Martin Arbagi**, the Editor, at any DMA meeting. We can embed a link to your Web site (if you have one) in the image of your card. Under weird IRS regulations, your Web site may not include discount coupons for DMA members, although discount offers may be included in the advertisement *itself*. See the example below, which includes a member discount. But the advertiser could not have put the discount on his Web site.

*Travel Through Time On Indiana's Most Scenic Railroad*  
**WHITEWATER VALLEY RAILROAD**



**765-825-2054**  
[www.whitewatervalleyrr.org](http://www.whitewatervalleyrr.org)



**Lock Nest Mobile Locksmith**

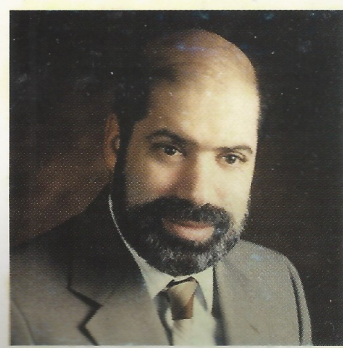
Steve Davis  
Owner

P.O. Box 753  
Vandalia, OH 45377  
937.890.1936

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(SIX LITTLE WORD PROBLEMS—Continued from page 10)

**Solution:** There is a way to change the setting to stop the automatic hyperlink from being added. Click the File tab (top left of the ribbon), then click Options (last item on the menu). Click Proofing > AutoCorrect options > Autoformat and uncheck the last item on the Replace list, “Internet and network paths with hyperlinks,” then click OK.

Just to be safe, also click “Auto Format As You Type” and uncheck the same box there, followed by OK.

While you are in the Word AutoCorrect area, check to see if you are being bothered by any other automatic action. If so, uncheck it and click OK.

If you change your mind, return to this screen and recheck the boxes.

6. You have typed a long list of items, such as book titles in a bibliography, taking up several pages of a Word document. Each title is on a separate line. You would like to find out how many items there are in the list, but counting them would be tedious.

**Solution:** Select the entire list using Ctrl+A. Then on the Home tab - Paragraph group, click the numbering tool (top row, second from left) to place a number in front of each item. Then press Ctrl+End to jump to the end of the list, where you can view the last number. If you wish, press Ctrl+Z or Undo to remove the numbering.

... TDB

## Help DMA by using Amazon's “Smile” program!

**A**MAZON, the Internet's largest retailer (if you haven't noticed, Amazon isn't just for books any more!) has a “Smile” feature whereby Amazon donates a percentage of almost any purchase you make to a selected nonprofit organization. There is *no* extra cost to you. Click [here](#) to learn more or [here](#) to go directly to the sign-up page. Be sure to put DMA down as the beneficiary of your purchases.

# Dayton Microcomputer Association Membership Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yyyy)

☐ **New** Please credit the DMA member who recruited you: \_\_\_\_\_

☐ **Renew** Please list below any *changes* to your contact information. No changes? Don't bother filling out this section of the form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (landline or cellular): ( \_\_\_\_\_ ) \_\_\_\_\_ — \_\_\_\_\_

E-Mail: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

Skills or interests you can share with DMA:

✓ \_\_\_\_\_

✓ \_\_\_\_\_

What do you hope DMA can provide you? \_\_\_\_\_

## TYPES OF MEMBERSHIP:

**Regular** (\$25.00 annually) ..... ☐

**Associate** (\$12.50 annually—For someone living at the same address as a Regular Member.) ..... ☐

**Student** (Free—For full-time students through 22 years of age. Student members *cannot* vote in DMA elections.)..... ☐

**SHELL ACCOUNT:** A Shell Account on the DMA server provides file storage, hosting of a personal *noncommercial* Web site, and a **DMA1.org** e-mail alias (forwarding address), all for a *one-time* fee of \$10.00. A user name must be no more than eight alphabetic characters. The usual default is your last name and first initial, with no caps or punctuation (for example, jsmith or sjones).

DMA reserves the right of final decision on all user names. .... ☐

First choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**TOTAL** ..... \$ \_\_\_\_\_.

Make checks or money orders payable to DAYTON MICROCOMPUTER ASSOCIATION, and mail this Form and your payment to:  
**Post Office Box 4005 Dayton, Ohio 45401.** (At this time, we can only accept payment by check or credit card at meetings.)

## DMA USE ONLY:

Member# \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Check# \_\_\_\_\_ ☐ Cash Processed by: \_\_\_\_\_

Member# \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Check# \_\_\_\_\_ ☐ Cash Processed by: \_\_\_\_\_

Member# \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Check# \_\_\_\_\_ ☐ Cash Processed by: \_\_\_\_\_