

Bits & Bytes

Arkansas' Premier Computer Club



October 2020

Bella Vista Computer Club - John Ruehle Center

Highlands Crossing Center, 1801 Forest Hills Blvd Suite 208 (lower level), Bella Vista, AR 72715

Website: <http://BVComputerClub.org>

Email: editor@bvcomputerclub.org

COVID-19 VIRUS ADJUSTMENTS

During normal times all meetings are on the lower level of the Highlands Crossing Center in Bella Vista. For the month of October we will continue to suspend in-person meetings and classes and conduct on-line meetings using Zoom over the Internet.

To attend a Zoom meeting or class, you need Internet access and a device with the Zoom application installed.

MEETINGS

(Online) Board Meeting: October 12, 6pm, using Zoom

(Online) General Meeting: October 12, 7pm, "LibreOffice and Calc", presented by Joel Ewing. A look at the completely free LibreOffice office suite, with a special attention to the Calc spreadsheet component. Zoom meeting access information will be emailed to membership the weekend before. Visitors or Guests may obtain Zoom meeting connection info from our website the weekend before the meeting.

Genealogy SIG: CANCELED for September. (3rd Saturday).

HELP CLINICS

No October Help Clinics at John Ruehle center

Members may request Remote Help on our website at <https://bvcomputerclub.org> at menu path **Member Benefits ► Remote Help** .

MEMBERSHIP

Single membership is \$25; \$10 for each additional family member in the same household. Join by mailing an application (from the web site) with check, or complete an application and pay at any meeting.

It is now also possible to Join or Renew membership on line on our website at <https://bvcomputerclub.org> at menu path **Get Involved ► Join/Renew** . Payment may be by Credit Card, or, if you have a PayPal account, by whatever means you have defined on PayPal.

CLASSES

None yet scheduled for October.

Advance sign up required for each listed class: Contact Grace: email to edu@bvcomputerclub.org, text 469-733-8395, call 479-270-1643, or sign up at the General Meeting. Classes are **free to Computer Club members**. Class access information will be emailed to those signed up for the class the day before class.

Check the monthly calendar and announcements for any last minute schedule changes at <http://bvcomputerclub.org> .

SPECIAL PROJECTS FUND

Thanks to donations from several BVCC members we have a Special Projects Fund currently totaling \$2,500, of which at least half is dedicated to replacing some of the oldest hardware in our Training Center. While some of the Training Center hardware has been upgraded within the last decade, most of the computers in our Training Center are at least a decade old and about half were originally Windows Vista machines.

We are still solvent because BVCC was fortunate to have built up some financial reserves in the past when several of our members were volunteering many hours at the Recycle Center and earning substantial grant funds, but for five of the last six years we have had reduced funds from the Recycle Center and have run a deficit. After economic conditions in the recycling market forced grant funds from the Recycle Center to be suspended in late 2019, our last fiscal year deficit exceeded \$2.3K. Under those conditions we have not been able to invest to maintain the Training Center equipment.

The earmarked nature of the Special Projects Fund donations will allow us to again make some investment in the the Training Center and also at least partially offset the deficit caused by the absence of Recycle Center grant funds. We still expect to be in the red for the next fiscal year, but at least at a level that doesn't make our demise imminent.

COMPUTER EXHIBIT AT ROGERS HISTORICAL MUSEUM

This is an invitation for you to see a collection of personal computers, (1970s to the 1980s), that is currently on exhibit at the Rogers Historical Museum. Last year, Tony Miltich donated his extensive collection of vintage personal computers. Tony started learning and building computers in the 1970s. I can't think of any one group that might enjoy this exhibit more than the Bella Vista Computer Club Members.



Rogers Historical Museum

You may see the exhibit virtually by following the link below:

<http://www.rogershistoricalmuseum.org/personal-computers.html>

If you want to visit the museum in person, the Museum is free and is now open on a limited schedule. That schedule may be found at <http://www.rogershistoricalmuseum.org/reopening-plans.html> .

GENEALOGY RESEARCH ONLINE

By Frank Fota, Secretary & APCUG Rep, Fredericksburg PCUG, MD

FPCUG Notes for April 2020

www.fpcug.org

fotafm (at) gmail.com

Well, the Coronavirus has us isolated at home instead of at work. Some people, so I've heard, are tackling tasks they've deferred for the proverbial "rainy day." I've often said to myself that I would scan that box of photos I rescued from my departed uncle's home before its contents were sold at an estate sale. I intend to distribute the

images to my relatives. The issue is ...identifying the people in the photos. Genealogical research can be a tedious task. Just such a task for a time like this. If you are interested in creating a family tree, or simply learning more about your ancestors, there are many websites where you can conduct genealogical research. Some of these websites are interactive and allow you to share photos and communicate with distant relatives. Bob Rankin at AskBobRankin.com provides a list of useful sites for Genealogical research:

1. Ancestry.com – perhaps the best-known website for genealogical research. It is a subscription-based service that costs \$199/year or \$99 for six months. A 14-day trial will allow you to evaluate the service. For an additional fee, the “World Explorer” package adds the ability to search internationally.
2. Cyndi's List – is a free, “...categorized & cross-referenced index to genealogical resources on the Internet. Over 335,000 genealogical sites are linked from this website.
3. Family Search – is run by the LDS Church. It provides access to over a billion records worldwide at no cost. The LDS Church also provides personal assistance and access to some of the paid sites via local family history centers. A local family history center is located at 20 Boscobel Rd Fredericksburg, VA 22405 (540) 361-7494.
4. Roots Web – is the oldest and perhaps the largest genealogy site on the internet. The Roots Web site has genealogy search engines and message boards where you can obtain help from budding but more experienced genealogists.
5. USGenWeb – provides lists of genealogy resources by state and county.
6. WorldGenWeb – is similar to USGenWeb. Bob Rankin says, “WorldGenWeb is a nonprofit volunteer organization that is dedicated to the free use and access of public domain genealogical information.”

Mr. Rankin notes several other websites and the resources that are provided in the article linked above (i.e., at AskBobRankin.com). He also provides links to genealogy software.

ADD A CAPTION TO A PICTURE IN WORD

By Nancy DeMarte, Vice President, Sarasota Technology Users Group

The STUG Monitor

www.thestug.org

vp1 (at) the stug.org

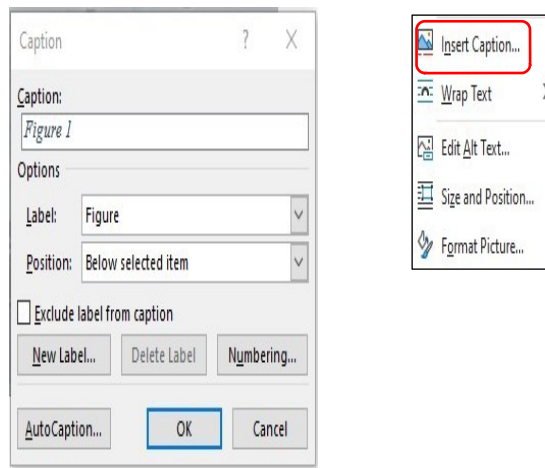
Any Word document can be enhanced by a picture. To clarify what the picture represents, like its name or location, you can include text in the form of a caption. Word makes it easy to add a caption. Here is how it's done:

Open Word. Add a picture from your Pictures folder by clicking the Insert tab > Pictures. This opens your Picture Gallery. Click a picture > Insert. The picture will appear in your document, but often it is too large. To change its size, click in any corner of the picture and drag your mouse diagonally toward the center until it is your desired size.

You can also move the picture to a different place in your document, but not until you change the layout option. Click the picture and then the Layout Options icon (shown at right). Next click the top left option called Square. Then drag the picture where you want it to be in the document. This icon also allows text to wrap around the picture.

To add a caption, right click the picture and select “Insert Caption” from the dropdown menu. Figure 1 will be in the caption box if this is the first picture in your document. You won’t be able to get rid of the text Figure 1 until you have entered your caption text. Type your caption in the Caption box and click OK to make your caption appear below the picture.

Now you can click after Figure 1 and backspace to remove it, leaving only your text. Using the Home tab, you can then remove the italics, center the caption, or change the font and size.



This is a Caption

To be sure that your caption remains with its picture, “group” the two together¹. First click the picture to select it². Small “handles” will surround it. Then hold down the Shift key and click the caption so that both are selected. As



soon as you have done that, you will see a new tab on the command ribbon at the top of the screen. It may say Shape

Format or Picture Format. Click either one. Next, toward the right end of the ribbon, you will see an icon called Group. Click Group, then Group option under that, and your picture and caption will become one box, ready to move anywhere on the page.

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- 1 Caption user interfaces are one of the areas where LibreOffice Writer and MS Word differ significantly. LO Writer by default groups the caption and the image together in a frame so that manual grouping is not required. When inserting the caption, there is also an option to select "none" for the "Category" to suppress adding "Figure n" in front of the caption. [BVCC editor]
 - 2 Tried In Word 2019. After creating a caption, a box with handles around the caption showed it was already selected. Takes less effort to just hold down Ctrl and then select the image to add it to the selection rather than changing the selection to the image and then adding the caption box to that. Right click, select Group → Group to group selected items (image and caption) together so they move as a group. After selecting both image and caption box, the top ribbon tabs do appear but are called "Drawing Tools" and "Picture Tools" and selecting either of those gives a "Group" icon over on the right which can be selected, but using that approach again involves more clicks and mouse movement than a simple right-click in the document once the items are selected.. In Word 2016, I had to set the image Wrap option to "tight" BEFORE creating the caption in order for the caption to be placed in a text box and permit grouping. Could be similar issues with Word 2019 depending on the way the image is inserted into the document. The "Shape Format" and "Picture Format" tab names may be from Word 2013 or earlier. [BVCC Editor]