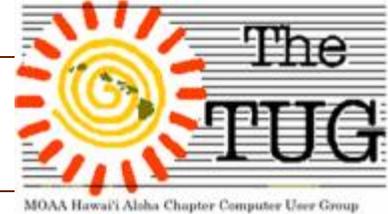




# THE TUG



MOAA Hawai'i Aloha Chapter Computer User Group

Recently I read an article at <http://www.toptenreviews.com/software/utilities/best-pc-system-utilities-software/> a number of computer gurus reviewed, pro and con, ten PC software optimizers and utilities. While some of the applications got good reviews, the author said the collective thought of the reviewers was that with Windows 10, most of these utilities were already built-in, so you need not spend money on a third-party application.

Coincidentally, my diagnostic software was coming up for renewal in a few days. I decided to go through the process of running the Windows tools and found that they are right. So, I put together a short PowerPoint slide show and stepped through the diagnostics available to all Win 10 users. At the meeting it was pointed out that these third-party utilities are merely a shortcut so you don't have to go looking for them within Windows 10. I didn't renew my third-party system optimizer.

We spent the bulk of the February meeting discussing Windows 10 optimizing tools, open and hidden. A number of these tools are listed on the main menu under Windows Administrative Tools. Open that option and you'll get a long list of diagnostic options. Among those listed and covered at the meeting were:

Memory Diagnostics – test memory chips for defects.

Defrag and Optimizing – defrag and optimize your hard drives.

Disk cleaner – rid yourself of unneeded and space gulping data.

Event Viewer – see what has been going on in the background.

Performance monitor – graphical and narrative details on CPU usage.

Resource monitor – graphical view CPU, memory, hard drive and Network usage.

System Information – gives you a complete description of what your computer contains: operating system (OS) version and build; motherboard name, CPU identifier, BIOS, and other motherboard components. Amount of memory installed and amount available for use. And more information that would be valuable to the techies.

Registry Editor – make changes to your Windows Registry – with extreme caution – and only when necessary. You get to the Editor by typing regedit in the search box.

To get to System Configuration, type msconfig in the search box. This shows all the OS's on your computer if you have a multi-boot setup. That way you can choose which one to boot into. On the other tabs you can see the complete list of Services.

You can access the hidden tools by typing netplwiz to open user Accounts to see authorized Users. Clicking on the advanced tab you can manage password and opt for a secure sign-in.

The advanced button gets you to Local Users and Groups. This option is not available on the Home version of Win 10.



The one day everyone is Irish.  
Erin Go Bragh

# Character Map

A number of our group members travel to foreign countries every year. Often, when e-mailing or texting friends back home to tell them of their experiences they use characters that are foreign (no pun intended) to the English language. An easy way to use the correct character is to use the Character Map built into Windows. Open Character Map from the Windows application menu, or type 'character' in the search box.

Find the font family you are using, scroll down until you see the character you want, double click and then paste it into your document. A character with a diacritical mark (see chart) can also be inserted. This is important (could have said critical but..no) in cases where you are inserting entire foreign words.

If you want to use the O with a slant sign through it to signify a zero rather than a capital O i.e. Ø, you only need to find that character in your current font.

If your font family doesn't have the slashed zero, and not all do, a little more complicated method in Word is to click on the insertion point, press Ctrl+F9, Word puts field braces - Type eq \o (O,/) press Shift F9 and your zero will appear and the braces disappear. (Thanks to Word Tips for this one. Visit [Word.tips.net](http://Word.tips.net) for more tips.)

acute	á Á	dot	ž Ž
bar	đ Đ	double acute	ő Ő
breve	ă Ă	grave	à À
caron (hacek)	č Č	macron	ā Ā
cedilla	ç Ç	ogonek	ą Ą
circumflex	â Â	ring (krouzek)	â Â
comma	ş Ş	slash	ø Ø
diaeresis (umlaut)	ö Ö	tilde	ñ Ñ

## ASCII Table and Description

ASCII stands for American Standard Code for Information Interchange. Computers can only understand numbers, so an ASCII code is the numerical representation of a character such as 'a' or '@' or an action of some sort. ASCII was developed a long time ago and now the non-printing characters are rarely used for their original purpose. Below is the ASCII character table and this includes descriptions of the first 32 non-printing characters. ASCII was actually designed for use with teletypes and so the descriptions are somewhat obscure. If someone says they want your CV however in ASCII format, all this means is they want 'plain' text with no formatting such as tabs, bold or underscoring - the raw format that any computer can understand. This is usually so they can easily import the file into their own applications without issues. Notepad.exe creates ASCII text, or in MS Word you can save a file as 'text only'.

The complete ASCII table can be accessed here - <http://www.asciitable.com/>

Using the codes in the table, holding down the Alt key while pressing the corresponding number on the numerical keypad, your character will magically appear in place. Printable characters start at 033 and run through 127. The extended characters run from 128 through 255. Ex: Alt+171 inserts the ½ symbol.

Unicode - an international encoding standard for use with different languages and scripts, by which each letter, digit, or symbol is assigned a unique numeric value that applies across different platforms and programs. The Unicode table is too long to post here because it covers a number of different languages. But, the complete Unicode Table can be found here - <https://unicode-table.com/en/>

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## BEWARE THE IDES OF MARCH

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was famously scribbled by William Shakespeare in his play “Julius Caesar” as the ominous warning given by a soothsayer to the soon-to-be ex-Roman emperor as he made his way to the Capitol that fateful day in 44 BC.

And although good old Bill probably thought it was far from a throwaway line, even the great poet and playwright could not have imagined the life it’s taken on the 500 years since. Not only did Shakespeare’s words stick, they branded the phrase with a dark and gloomy connotation that will forever make people uncomfortable.

It’s probable that many people who use the phrase today don’t know it’s true origin. In fact, just about every pop culture reference to the Ides—save for those appearing in actual history-based books, movies or television specials—makes it seem like the day itself is cursed. Did the death of Caesar curse the day, or was it just Shakespeare’s mastery of language that forever darkened an otherwise normal box on the calendar? If you look through history, you can certainly find enough horrible things that happened on March 15, but is it a case of life imitating art? Or art imitating life?

But the Ides of March actually has a non-threatening origin story. Kalends, Nones and Ides were ancient markers used to reference dates in relation to lunar phases. Ides simply referred to the first full moon of a given month, which usually fell between the 13th and 15th. In fact, the Ides of March once signified the new year, which meant celebrations and rejoicing. If, like me, you don’t worry about it, you can still use your computer on the 15<sup>th</sup> 😊

With that in mind, here are a couple tips for making your computing a bit easier and actually more fun!

**Lock your computer if you leave it unattended** - Rather not have friends, family, a random visitor or workman peek at your private work? It’s certainly an annoyance, but an easy one to prevent. Windows + L will lock your system right away, requiring a password (if you’ve set one) to log in again.

**Bring up the system information window** - This is so much quicker than digging this out the traditional way... Just press Windows + Pause/Break and the System Information panel will be ready to go. This might be the only use for the Pause/Break key you will ever find, so enjoy it! See note below.

**Open the task manager directly** - If you want to bypass the interrupt that happens when pressing Ctrl + Alt + Del and jump right to the task manager, hitting Ctrl + Shift + Esc will launch it directly. I use this one a lot and it’s a time saver.

**Windows Power User Menu** - You can open a quick list of common power user destinations in Windows by right clicking the bottom left of the start button on Windows 8 and 10 which opens a context menu with shortcuts to power options, the event viewer, device manager and so on.

**Undo everywhere (to fix those little mistakes)** - Did you know you can undo almost any action? Ctrl + Z is the ultimate hot key, and for sure you knew about it already, however note that undo doesn’t just apply to typing. If you accidentally delete or move a file, you can hit Ctrl + Z to bring it right back to where it was (Ctrl + Y will redo whatever you undid.)

And, last, my favorite and the most useful, GodMode which is a special folder in Windows that gives you quick access to over 200 tools and settings that are normally tucked away in the Control Panel and other windows and menus. Once enabled, God Mode lets you do all sorts of things, like quickly open the built-in disk defragmenter, view event logs, access Device Manager, add Bluetooth devices, format disk partitions, update drivers, open Task Manager, change display settings, adjust your mouse settings, show or hide file extensions, change font settings, rename the computer, and a LOT more. *Send me an email and I’ll reply with how to enable it.* 😊

Note: If Pause/Break is embedded with the Delete key on your keyboard, you’ll have to hold the Fn key as well as Windows+Pause/Break to access SysInfo.

Aloha,  
Lou, and in spirit, Pooky



## TUG BITS & BYTES

Starter	<b>MOST POPULAR</b> Deluxe	Premier	Home & Business
\$34.99/yr	\$29.99/yr <del>\$40.00/yr</del>	\$44.99/yr <del>\$74.99/yr</del>	\$59.99/yr <del>\$90.00/yr</del>

Do you use Quicken for your financial bookkeeping? If so, you most likely have already heard that starting with their next version, Quicken 2018, there will be annual subscriptions required. See chart above for version prices. Visit [www.quicken.com/compare](http://www.quicken.com/compare) for ordering details.

I copied the above panel in mid-February so can't be sure that the pricing is still valid. I didn't look far enough to see if this was a limited time offer or continuous. You can check that out if you use Quicken.

Personally, I have been using Quicken for many years as an electronic check register and check writer. I can't, in my mind, justify an annual subscription for just those functions. Quicken has a lot more features, on-line banking, tracking investments, business inventories, etc.

None of which I use. It would be a waste of my money to pay for something I'm never going to use, but some of you may need these features and should check this out to see if it fits into your needs and budget.

TUG March 2018

Interested in syncing your contacts over all our devices? iPhone, Android and the Web? If so, you need to read this article by Cameron Summerson on the How-to-Geek site. Visit:

<https://tinyurl.com/ycwlf6t4>

## f.lux

Dave's Computer Tips provided us with another useful utility. This one is named f.lux. All the info is located at this site

<https://tinyurl.com/y78mmm6v>

Basically, f.lux is a neat little utility that automatically adjusts the color of your display according to the time of day and your geographical location. Warm at night and like sunlight during the day.

Big deal, you say! Well, based on studies many folks have trouble getting a good night's sleep after looking at a computer screen for hours on end before bedtime.

Windows has one called Night Light (Settings, System, Display to find it) but the author of the article doesn't think it's as good as f.lux.

After a few non-intrusive user settings and info (ZIP code) f.lux dims the intensity and changes the color of the screen. There are a number of color pre-set combinations.

There is even a two-week sleep study that users can sign up for. You can get the free for Windows download at <https://justgetflux.com> There are also Mac, Linux, iPhone, iPad and Android versions available.

## APRIL 15TH

Is fast approaching. In order to alleviate some of the confusion and anxiety of personal Federal and State tax preparation. Two of our own, Jeanie Lew and Lenore Hansen-Stafford, will be conducting the TUG presentation on March 3<sup>rd</sup>.

Jeanie and Lenore are perennial volunteers with AARP helping Seniors and low-income filers with their tax preparation. They are NOT professionally licensed, nor representing any private company.

The title of their presentation is:

Alternative Tax Preparation and helpful/informational websites

And, will answer tax questions with caveat. As AARP volunteer tax preparers, their training is limited in scope

**Official Computer User Group of the Aloha Chapter MOAA**

**Established 1988**

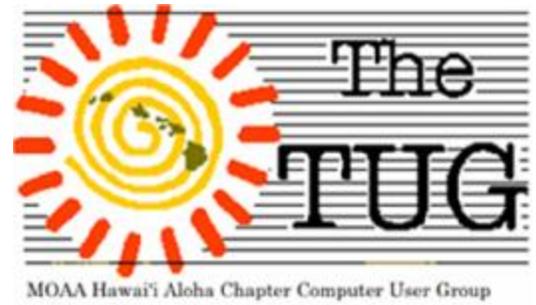
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