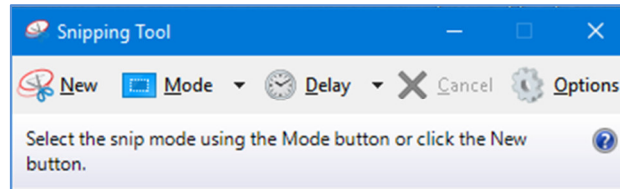


# East SIG Report – March 2019

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The March meeting opened with M.C. **Paul Woolard** welcoming members, followed by Q&A conducted by **George Skarbek**.

Q: I've looked at the Windows Snipping tool but I'm not sure what to do with any snip I take. Can I put it into Word or do I need some other program? Can I save the snip as a pdf?



A: You can paste the snip into any program that accepts graphics. Programs such as Word, Excel, PowerPoint, Paint, Paint.net, Faststone and Irfanview etc. will all accept graphics. If you are using Word you can then save the Word file as a pdf. If you paste the snip into a graphics program and want to save it as a pdf you can do that using a pdf printer driver. However you cannot paste a snip into Notepad.

Q: Is there an option using the Snipping Tool that can snip out a webpage when the page covers more than one screen?

A: There are a couple of ways of copying a whole web page, however the Snipping Tool isn't one of them. When you have the web page up, hold the Control key down and scroll with the mouse wheel to make the webpage smaller. Snip the image, paste it into a graphics program and zoom the snip up in your graphics program. A second method to copy the whole webpage is to press Ctrl + A (Control All) then Ctrl + C (Copy) and Ctrl + V (Paste) to paste the result into your program of choice.

Audience member 1: Another solution is to install the Evernote extension for Google's Chrome browser as it has an option for saving a whole webpage.

Audience member 2: You can use the Windows snipping tool to snip the parts of the web page you require. Copy the first screen then scroll down the page and copy the next screen and continue this until you copy all of the web page you need. If you allow sufficient overlap between adjacent images you can combine the overlapping images into a single image with Microsoft's free Image Composite Editor (ICE).

Q: I received an attachment that I couldn't select anything out of, couldn't use Control All and there were address that I couldn't highlight to copy.

A: I've seen that moderately often. It's caused by the sender not saving the attachment correctly. I've used Notepad+ (not Windows notepad) to open the file and then look at the header. The first few characters will give you a clue as to what sort of file it is. If the characters indicate it's a pdf, Word, Excel or PowerPoint etc. you then use that program to open the file. You need a bit of knowledge using this method as it can be difficult to know what to look for.

Following Q&A **Dave Botherway** looked at "Wi-Fi Security". Dave commenced by outlining how a typical home network may incorporate Wi-Fi. A Wi-Fi signal can extend up to 50 metres from a router given the right conditions. Most NBN routers provided from your RSPs now incorporate a Wi-Fi signal. The various Wi-Fi transmission standards are IEEE 802.11b, g, n and the latest 802.11ac. Wi-Fi signals are broadcast over 2 frequencies, 2.4 GHz being the most

common and 5.0 GHz. Wi-Fi should not be confused with mobile phone wireless 4G and 5G where the G stands for generation not GHz.

Apart from your router, a Wi-Fi signal can also be available from hotspots such as shopping centres and retail outlets or via your mobile phone. Tethering is the term used when your mobile phone is used to send a Wi-Fi signal to your computer. The disadvantage of using tethering is that it will quickly use up your mobile phones data allowance.

Wi-Fi operates by sending out a signal called a Broadcast SSID to identify it to other devices within range. The default for the Broadcast SSID will generally be the manufactures name. This name can be changed and Dave recommends you do change it, leave it silent by turning off the broadcast function or turn it off altogether if you're not using Wi-Fi.

As the Wi-Fi signal is being broadcast to everyone nearby, you should use a unique password to access your router. Routers often arrive from the manufacturer with the user name and password as "admin" or "password", making it easy for hackers to access your router and hence your network. Potentially people nearby or driving past can see it's a certain brand router and then look up the internet to see what the default password is for that brand of router. Today most routers will have a unique password printed on their base to eliminate this issue. Dave noted that there are two passwords, one the administrator password and the other for users who pick up the signal to logon to the network. In some cases there is no password and the log on is control through your browser. At Wadham House where a number of SIGs hold meetings you log on through Monash Library, then enter your library number and password to gain access. A similar system operates at McDonald outlets.

Every internet device worldwide has a unique code associated with it and this is called its MAC (Media Access Control) address. This is assigned at the time of manufacture and allows only recognised devices to connect with a network. MAC addresses are 6-byte (48-bits) in length, and typically written as twelve hexadecimal digits, 0 through 9 and A through F, or as six hexadecimal numbers in MM:MM:MM:SS:SS:SS format.

Mobile phones can create their own hotspots by tethering. The danger here occurs when users don't change their default SSID and password. Encryption also needs to be setup and Dave recommends using WPA2 encryption with an 8 character password. Be very careful when using public Wi-Fi as it's very easy for others to gain access to your signal via spoofing by pretending to be a signal from a legitimate source. The hacker can then see all your internet traffic so if doing banking in these public areas Dave recommends using a VPN.

Dave then demonstrated two Wi-Fi tools he uses. The first "inSSIDer" looks at what networks are within range. Ten were found including the one Dave was using. For each signal listed "inSSIDer" details what the device is, its broadcast ID, its signal strength, its channel, what encryption it's using and its MAC address. It is only available as a paid version.



InSSIDer

The second program demonstrated was “WiFi Analyzer” and is now Dave’s preferred Wi-Fi tool. This program displays a spectrum chart and other tables that helps you identify overlapping networks in your area and allows you to choose the best channel for your router. It’s available in both free and paid versions



WiFi Analyzer

To update the router details you first need to find the native address of your network. The address is generally 192.168.0.1 or 192.168.1.0 and you then go to that address in a browser. This is where you can change the SSID, password and other settings.

If you're paranoid about Wi-Fi security Dave recommends going to the routers admin screen and change the Administration ID and password, change the SSID or turn it off, ensure encryption is set, add MAC addresses tools if you want them, use a VPN when travelling and disable Wi-Fi when not needed.

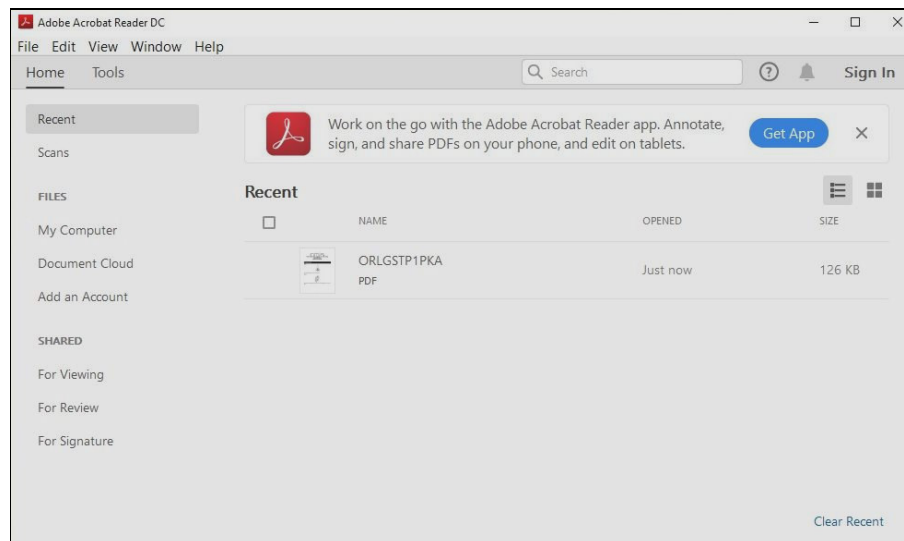
After a break, **Brian Heywood** gave a presentation on 'Completing PDF Forms' using Adobe Reader DC. Adobe Reader DC is free, (the DC stands for document cloud) and was formally known as Acrobat Reader. From 2015 Adobe included 2GB of free cloud storage for users who registered, enabling files to be stored and accessed anywhere from any device. Individual and unique links from the users' Document Cloud can be emailed, enabling the receiver to access only the pdf file related to the link.

The catalyst for Brian's presentation resulted when a friend told him how he completed forms download from the internet. The friend would download the form, print it, fill it in manually and then scan the completed form before attaching it to an email for sending. Brian's method for completing forms online is much easier and simpler as he proceeded to demonstrate.

Pdf stands for portable document format. It was a proprietary format controlled by Adobe until it became an open standard in 2008. It was developed by Adobe in the 1990's to present text documents, documents that included text and images, books or combinations of these. Because the pdf format is independent of application software, hardware and operating systems, it became popular because pages could be printed as they were displayed on screen using Acrobat reader. This was not the case with other software programs of that period. For example, if Word files were shared with others, the document would often have to be reformatted to suit the users' printer.

With Adobe Reader DC you can open, read, sign, print, annotate, search and share pdf documents. However Adobe Reader DC will not edit existing pdf files. The program features a tabbed interface which allows the viewing of multiple documents from within the same window. There are a number of free tools in Adobe Reader DC that Brian went on to demonstrate.

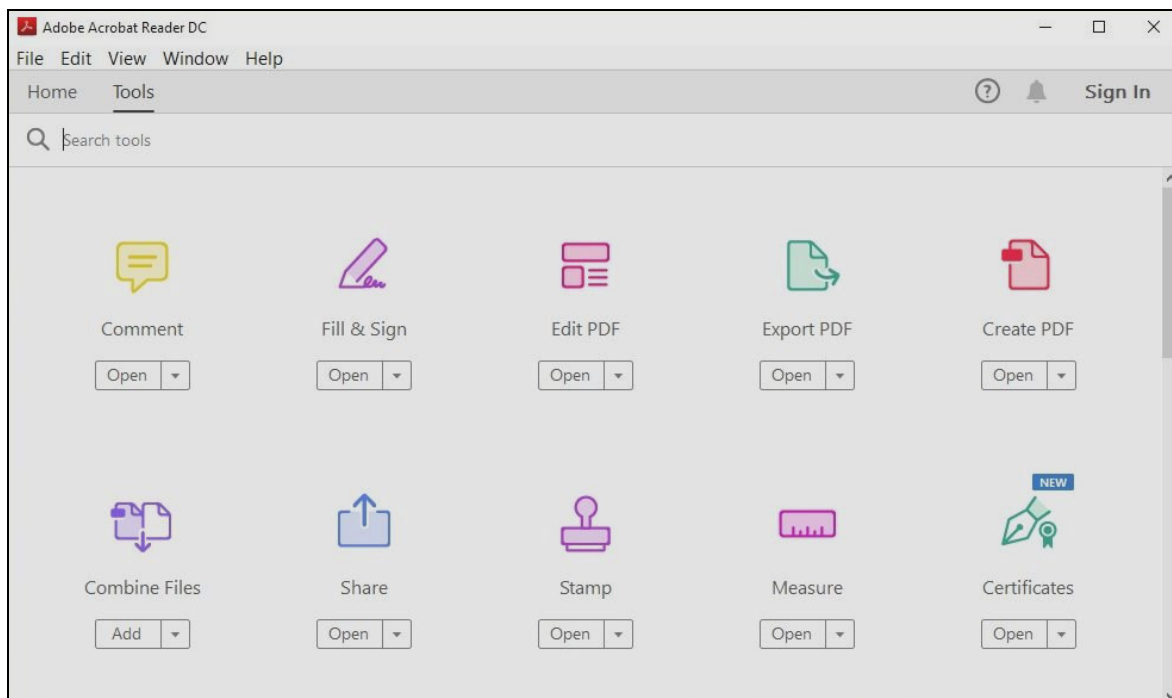
When clicking on the Adobe Reader icon the Home screen is displayed. The Home screen displays a list of recently viewed files and the location where files have originated. Locations include Scans, My Computer or the Adobe Document Cloud. To obtain your free 2 GB of Adobe cloud storage you select "Add an Account" and sign up. You can also use this option to use your existing Google drive, Drop box or OneDrive accounts.



Home screen

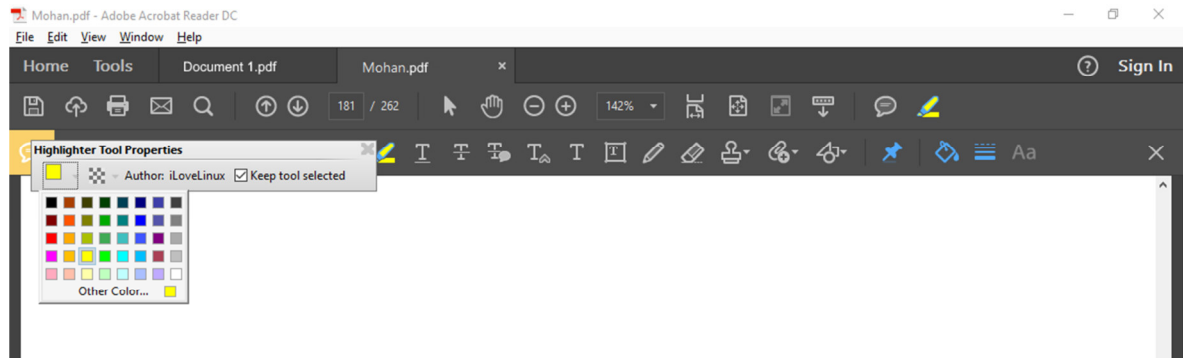
After opening a file a Navigation pane is displayed on the left of the document being viewed. This pane displays page icons and if the document comprised multiple pages, icons for each page are displayed. Clicking on one of these icons takes you directly to that page.

Brian then demonstrated some of the features he uses in Adobe Reader DC when completing forms. Click on the “Tools” tab and you are presented with a large array of options. However not all of the tools shown are available in the free version and will be greyed out indicating they have to be paid for.



Some of the options available under the Tools tab

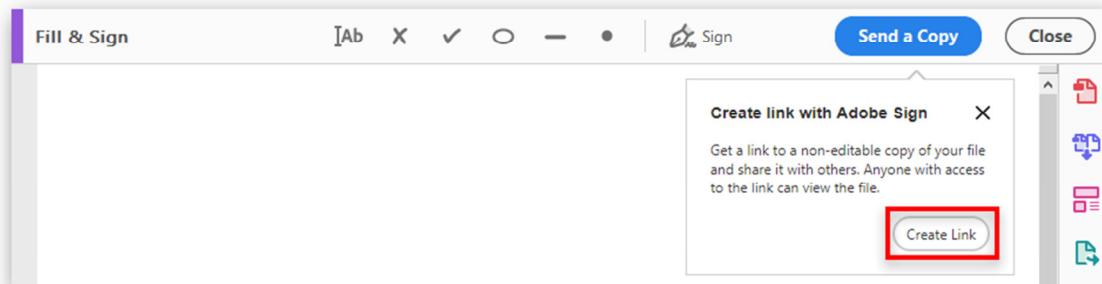
The “Comment” tool is one that is free and is particularly useful for adding to existing pdf files. Using the “Comment” tool Brian demonstrated how to add Sticky notes, highlight text including changing its colour and opacity, underline text, type in a text note, insert text, add a text box of any shape or colour, draw using a large array of drawing tools, using the Stamp tool for adding “sign here”, “draft” etc, and add an attachment to a document.



The Comments toolbar with the highlighter option shown.

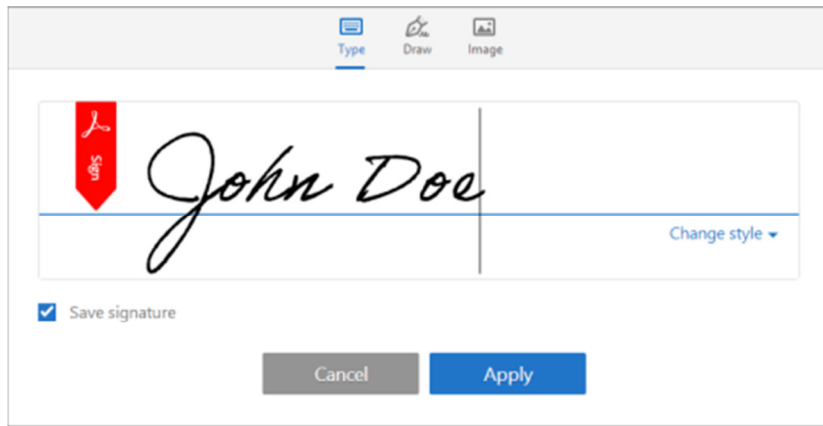
Once completed and saved to the Document Cloud, the document can be sent to someone using the “Share” tool. This is done by adding the email address of the receiver in the Share dialog box where a unique link to that file is generated and sent to the receiver. Alternatively if you want to send a file to multiple people you create a link and email that link using your normal email client.

The next feature Brian demonstrated was “Fill and Sign”. There are 2 types of forms you might encounter online. The first are fillable forms that have interactive fields that you complete online. These are forms where you can only enter data in a given field by placing your cursor in the field and typing your answer. The second types of forms are flat forms, meaning they don’t have interactive fields. Flat forms are downloaded from the internet and data is entered via the “Fill and Sign” toolbar. This toolbar allows you to add text, put ticks, crosses, circles, dots or lines through text and finally sign. Once you sign a document it cannot be altered.



Fill & Sign toolbar

Signing the document can be done in three different ways. These are: typing a signature using your preferred font, using your mouse to write your signature or using a scanned copy of your signature. Brian noted that a digital signature is now legally acceptable.



Sign dialogue box under Fill & Sign

In conclusion, Brian suggests anyone who isn't filling in forms using tools such as those available in Adobe Reader DC should give it a try as it's neater, saves printing documents and saves your paper and inks. As a bonus, 2GB of free cloud storage is convenient, safe and saves time and effort.

Neil Muller