

# Lake County Area Computer Enthusiast NEWS JOURNAL

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Members Helping Members

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## Computing in the Cloud: MS OneDrive

### *Part 1 of a 2-Part Series*

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One problem with computer technology today is that the systems change before we learn how to use them. For example, storing documents and other files on the Internet has been around for many years, used mostly in the business world through paid services like Carbonite. In the past few years this concept, nicknamed the Cloud, has become more accessible to home users through free cloud storage services from companies like Apple (iCloud), Google (Google Drive), and Microsoft (OneDrive). Many home users, however, are not taking advantage of the convenience of being able to store documents and photos on the Internet because of the difficulty of learning a new process. Because I have Microsoft Office, I use Microsoft's OneDrive for cloud storage, which I find to be an easy and convenient option on both my Windows 7 and 8.1 computers.



Why should you consider storing files in the cloud? If you travel often or have multiple computers or devices, the possibility of creating a document on one computer and saving it on the Internet where it can be accessed from any computer and most devices at any time is a huge benefit. Plus, if your computer fails, your files are safe in the Cloud. Before I began using OneDrive, I would create a document on my

desktop computer, copy it to a flash drive or a CD, and copy it from there to my laptop. Now I just save an important document to OneDrive, making it easy to get to it on my other computer or any device which has the OneDrive app. If you use Microsoft Office, OneDrive is an obvious choice. Let me introduce you to OneDrive in this two part series.

**The History:** Microsoft first introduced online storage outside the business world in 2007, when Windows Live SkyDrive was introduced. A person with a free Microsoft Live account could have 25 GB of free storage in a secure place on the Internet. At that time, though, it was a cumbersome process to learn and use. I tried it, but soon got frustrated and gave up. In the next few years, Microsoft made several improvements. In 2010 Web Apps were added to SkyDrive. These were simple versions of the Word, Excel, and PowerPoint applications which could be used online in SkyDrive to create and edit files. By 2012, the SkyDrive app was available for Apple and Android devices and was easier to use, although it only offered 7 GB of free storage space for home users. In February 2014, the name SkyDrive was changed to OneDrive as result of a copyright suit. Since then, the service is being upgraded and improved continuously. For instance, those users who purchase the subscription version of Office 2013, called Office 365, now get a total of 27GB of free storage space on OneDrive.

**How it Works:** OneDrive will not work with Windows XP; it comes already installed on Windows 8.1. In Windows 7, unless you have Office 2013, you must first establish a Microsoft

*(Continued on page 3)*





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(since 1983)

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Logo designed on an Atari Stacy Laptop in 1989 by Dwight Johnson Jr.

## **Lake County Area Computer Enthusiasts**

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### **Membership**

LCACE membership is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at <http://www.lcace.org>.

### **Meetings**

LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

### **Newsletter Submissions**

Club members are welcome to submit classified ads, reviews, tips and other articles for publication, to our newsletter editor in Microsoft Word format (.doc). **Publication deadline is the 20th of the month for all ads and articles.** Please do not use tabs or special formatting.

### **Newsletter Advertising**

Ad rates per issue: Full page - \$25, Half page - \$15, Quarter page - \$10, Business Card - \$5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 15th of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are **FREE** to all paid members.

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account or have a Hotmail email address, Windows phone, or Xbox Live. Then you can download the OneDrive desktop app to your computer. As long as you don't move this OneDrive folder to a new location, all changes you make to files you have saved to OneDrive will be synced to the OneDrive cloud location and any other computers or devices on which you have set up the OneDrive app. To save a document to OneDrive, either drag it to the OneDrive icon in the Explorer window or save it directly from the Word program.

## Save As



I don't save all my files to OneDrive, although in Office 2013, OneDrive is the default saving location. "Computer" is listed as well, as is "Add a Place," where you can add other online locations. You can change the default location back to the computer, if you wish, from any Office program by clicking the File tab – Options – Save – in the first group of options, and putting a checkmark next to "Save to computer by default." – OK.

**Managing Files in OneDrive:** Whether the OneDrive app came with your computer or was downloaded from Microsoft, it appears in the left pane of the Explorer window and the taskbar notification area. Clicking this icon will take you to OneDrive, where you can open, edit, copy, and share files. You can edit a file either on the web in OneDrive with Office Online (the new name for Web Apps), or download it to your computer and edit it with its full application. You can also upload other types of files to OneDrive, such as music and photos, as well as whole folders. Just drag the folder or file from your computer to the OneDrive icon. OneDrive works the same as any other folder on a computer. I can manage files (create sub-folders there, save files into them, sort, or delete) on OneDrive the same way I do in an Explorer window on my computer.

**Tablets, Smart Phones, and Office 365:** You can download the OneDrive app from the Microsoft website to your Apple or Android

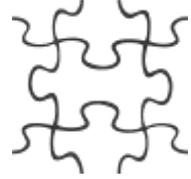
tablet or phone, which makes it easy to synchronize your files among devices. Plus, some Office 2013 apps (Word, Excel, and Power-Point) are now available for iPad and Android devices. When I open the Word app on my iPad, I can view all my files and folders which I have saved in OneDrive. Because I have Office 365, I can edit an



existing document or create a new document using the Word app, which I can save either to the iPad or OneDrive. Those with other Office versions can only open and view files with the Office apps, but this is handy when you receive an email attachment in Word or Excel.

Next month we'll explore two important topics regarding OneDrive: how to keep files safe on OneDrive and how to share OneDrive files with others.

Position  
Puzzle...



LO HEAD VE  
HEELS

## Hello LCACE Members

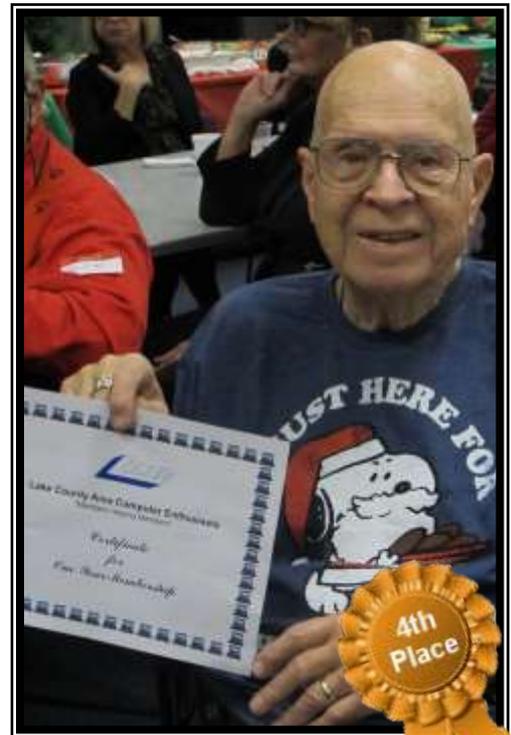
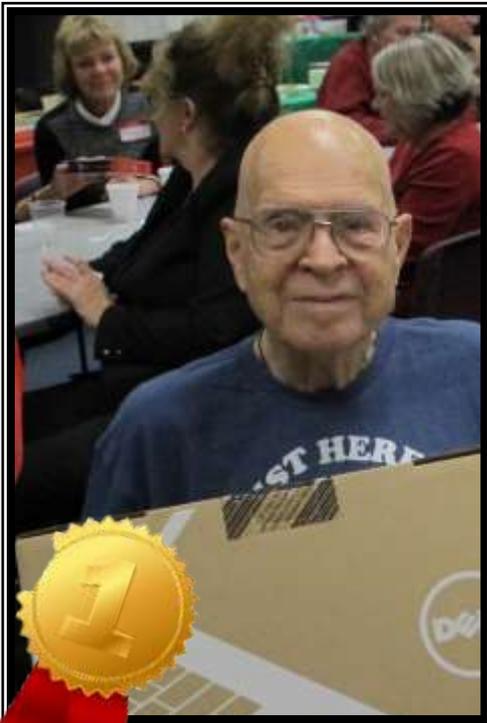
For most of the past 13 years I have been privileged to be your News Journal Editor and now feel that it's time for me to give up the reigns. The April 2015 will be my last issue as Journal Editor. Please give some



thought if you would like to be the new Editor, of course I will be available to assist you.

Happy Computing  
Mike

# 2014 Holiday Party in Pictures



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Check out our Website  
The Web Master had been  
making many improve-  
ments and update.

<http://www.lcace.org>

## BUMP

### iPad/iPhone Application

Bill Crowe, 2nd Vice President, Sarasota PC Users  
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All Holiday Party Guess



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how capable you are  
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