

# OMUG-2021-07

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## Q&A

1. How can I customize ringtones on my iPhone? (Asked by several members)

See this week's Tech Notes.

Here are the instructions: [How to Set Unique Ringtones for Each Contact on Your iPhone](#)

2. What is the best size or features to look for in a UPS.

- Add up the power needed for the devices that will be plugged in.
- Get a UPS that has a larger capacity.
- Examples: (1W = 1VA)
- M1 Mini + 2 displays = 240 W: APC 600VA \$65
- 27" iMac + color laserjet = 670W: APC 1500VA \$165

3. Should we use a VPN? I have a Norton subscription and it is included, but I haven't activated it, Is there a downside to using it?

- VPNs provide encryption of your internet traffic and hide your local IP address.
- They route the traffic through remote servers.
- Your internet speed will be reduced, depending upon the distance of the server and the load.
- It is a good idea to use VPN when using public WiFi.

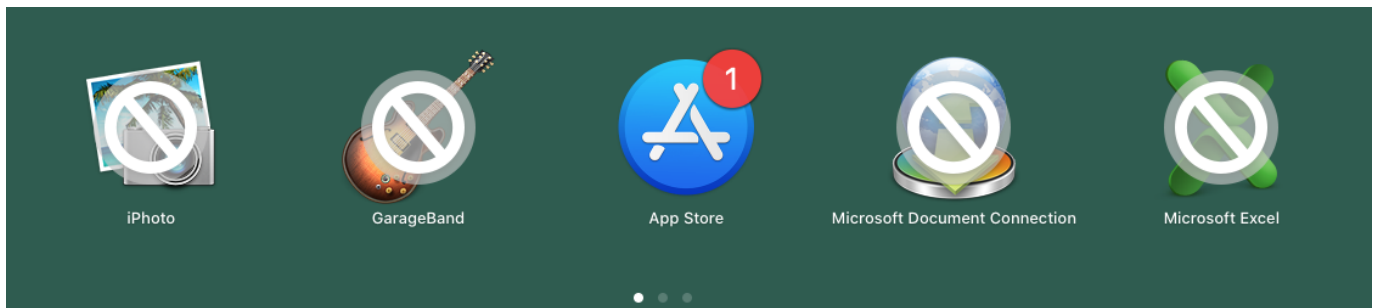
4. Is a VPN only necessary/needed when you are using WiFi?

Yes.

5. I'm trying to get rid of MS-Office completely. Switched to Pages and Keynote without any issues. Leaping to Numbers may be more difficult. Does anyone know if it will open all Excel spreadsheets and retain the data without any issues? Some of mine have multiple sheets with complicated formulas that go across the sheets in a single spreadsheet. I know it all should be in FileMaker but I haven't found time to learn FM and migrate the data.

- Numbers will open Excel spreadsheets and retain the data and formulas. The simplest thing to do is to open your spreadsheet in Numbers and test it.
- Other free replacements for MS Office are [LibreOffice](#) and [FreeOffice](#).
- Google Sheets can import Excel files including formulas.
- Numbers does not support Pivot Tables without a workaround. LibreOffice and FreeOffice do support Pivot Tables.
- LibreOffice includes a very good flat file database program called Base.

5 B. I would like to remove the MS-Office images on the Launchpad.



6. Will you demonstrate using AirDrop?

Select a file, folder, or photo.

Enter `SHIFT+CMD+R` to open Air Drop.

Select a person within 30 ft. to receive the item. Both devices must be within 30 feet (9 meters) of each other and have Wi-Fi and Bluetooth turned on.

[How to use AirDrop on your iPhone, iPad, or iPod touch - Apple Support](#)

[Use AirDrop on your Mac - Apple Support](#)

7. When creating a business card in Pages - how do you use/copy the same text for either the whole page or just one column?

This requires a demo. I'll be creating a "How-To" document for this.

[Download an Avery 5371 template.](#) Business Cards, Wide - Print both sides.

[Download my shared 5371 template.](#)

8. I am still using an old Airport Extreme tower (never any problems), is it required? If not will it make any difference if I remove it?

The Airport Extreme is a router. You need to replace it with a new router or you will lose WiFi. An Airport Time Capsule (ATC) adds a networked hard drive to the router. Both devices are discontinued and not supported by Apple. If you are using an ATC you should copy the data on its drive to a new external drive -- the ATC drives are getting old and subject to failure.

9. I recently purchased a HP 24mh monitor and it makes all the difference in the world however, when I ask SIRI a question I get a drop down "Siri Audio Problem - Open Sound Preferences" I go to System Preferences and click on Sound. In output the monitor is listed, should it also be listed as an input, it doesn't provide a way to add the monitor?

Some monitors include speakers, but do not include microphones. Use System Preferences > Sound > Input to select a microphone.