

User Friendly

July 2014



Member of
An International
Association of Technology
& Computer User Groups

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JULY GENERAL MEETING

eBOOKS – HOW TO GET AND READ THEM ON YOUR PC OR DEVICE

Speaker: Kathy Lindemann

Westchester-Loyola Village Branch, L.A. Public Library

You don't have to own a Kindle or other e-Reader to read a Kindle e-Book. There are several eBook formats for PC, Apple and other devices. Public libraries have large collections, but you need a library card and to know how to access them. It can seem complicated, so come and learn how to do it.



Kathy has been involved with computers and libraries nearly her whole life. She started playing in and then working with libraries in the 5th grade. She got interested in computers in the late 70s and has loved technology ever since.

She earned her Master of Library Science degree at the University of Arizona in 2000. She then started to work for the Los Angeles Public Libraries and has been a Young Adult Librarian for the past 10 years.

Besides working with teens, she loves to work with the public, showing them what new wonders libraries offer: eBooks, eMagazines, and streaming videos, to name a few.

She has held workshops for eBooks and genealogy at her branch. She has spoken to us twice before. She is willing to work one on one with patrons and their devices.

Come learn with us and bring your friends. Feel free to bring your own device and to ask questions.

Tuesday, July 8, 2014, 7 - 9 PM

Fellowship Hall, 8065 Emerson Ave., Westchester 90045

You are also welcome to join our Open Forum discussion group from 6:00 to 6:50 P.M. to get answers to your individual computer questions. All are welcome.

After the meeting some members may meet at Dinah's Family Restaurant at Sepulveda and Centinela.

More info at <http://www.lacspc.org> or at 310-398-0369

JUNE GENERAL MEETING REPORT

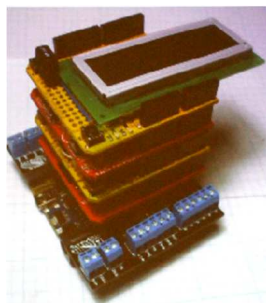
By **Leah Clark**, LACS Editor

Ralf Quint is an IT Service Consultant who has been working with Arduino Technology for 2 years. He started his presentation by giving us some of the history, development and evolution of Arduinos. All Arduino boards are released as “open hardware” available to everyone. However, the name “Arduino” is reserved and cannot be used to directly refer to a derived or copied design.



Arduino is a single-board microcontroller. Inputs and outputs are voltages on its pins. Arduino has no Operating System. Current models feature a USB interface, 6 analog input pins, as well as 14 digital I/O pins which allow the user to attach various extension boards.

Introduced in Italy in 2005, the Arduino platform was designed to provide an inexpensive and easy way for hobbyists, students and professionals to create devices that interact with their environment using sensors and actuators. It comes with a simple Integrated Development Environment (IDE) that runs on regular personal computers and allows users to write programs for Arduino using C or C++.



Arduino shields are boards that can be plugged on top of the Arduino PCB (Printed Circuit Board) extending its capabilities. Everything is contained in a chip, very compact. The chip is all you need.

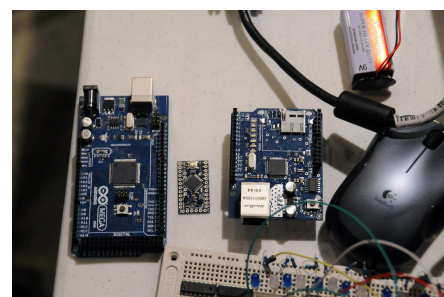
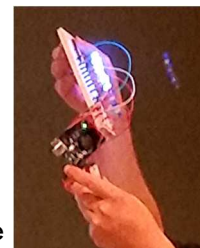
Very small chips can be put into clothing, watches, etc. They can be made to execute simple to complex commands such as turning light switches off and on, putting a heating element in a jacket, designing drones, robots, and even 3-D printers. Shields are a way to extend Arduinos. They can connect to Ethernet networks and store data. Anyone can make shields or use ready-made ones. A huge

number of add-on shields is available from an increasing number of suppliers. There are endless possibilities to make whatever you want to make - limited only by your imagination.

The standard way to program any Arduino board is by way of the Arduino IDE. This is a Java - based IDE, providing a cross-platform IDE on Windows, MAC OS X and Linux. Connect an Arduino board to an USB port and start the IDE, which can be downloaded from www.arduino.cc.

Ralf described and compared some of the various types of Arduino boards developed over time. He showed the schematics for some. This included the Arduino Uno, Leonardo, Due, Micro, LilyPad Arduino, Esplora, Yun, and Robot. A lot of this part was over my head since I'm not versed in programming and electronics. But it was interesting to learn what exciting innovations are out there!

After the presentation, a short video about the Arduino Micro-processor that was designed by students at Thomas Jefferson High School was shown. These students are our future — we are so proud of them!



(Continued on Page 3)

(June General Meeting Report)

(Continued from page 2)

You can listen to the podcast of this presentation at www.lacspc.org. Click on "Podcasts" in the menu on the right, then on "Arduino."

For more information go to www.arduino.cc, <http://en.wikipedia.org/wiki/Arduino>, and many other Internet sites.

Also see *User Friendly*, "Tiny Computers" by Dick Maybach, February, 2014, page 13. ❖

FROM YOUR EDITOR

I hope all LACS members are having a happy and restful summer. Then I hope you will be energized to run for an office or to volunteer in any other capacity. Please review "How LACS Works" in the June issue of *User Friendly* for ideas. Every little bit helps!

Car Pooling

Do you need a ride to the General Meetings or to SIG meetings? Are you able to give a ride to a member? Please contact Lance Hegamin (see the roster for contact info) to let him know and he will try to match you up.

Field Trips

We are still hoping that more members will be able to tour the Google Venice facility in the future. If you have any other ideas for field trips please contact the board with any information.

What Do You Want?

Is there any topic you would like to see presented at a General Meeting? Please tell Maurice, our program chair.

Let me know what kind of articles you would like to see in *User Friendly*. Let me know if you see an article that you think would be good to share. I'll look into getting permission from the author. Can you write an article on a topic you are interested in or on something you just learned?

Is there a topic you would like to see covered at a SIG meeting? It is hard for the leaders to know what YOU want unless you tell them! Is there something you could present at a SIG meeting? See the roster, and pages 9 and 11 of this issue for contact info.

**SMARTPHONE WORKSHOP
REPORT**

Part I By Paula Van Berkom, LACS and Leah Clark, LACS

The first meeting of the new Smartphone Workshop was held on June 2, 2014 at the Santa Monica College Bundy Campus. The room was almost full to capacity! There were attendees who were interested in both Apple and Android devices.

Paula did a lot of research to learn to project her iPad onto the screen. It takes a special adapter and a program to do that.

iPad, iPod, and iPhone are essentially the same. The main difference is that you can make calls from the iPhone.

Paula showed **Settings** where you set all your preferences and get information about your device. **WiFi** gives you a list of all the networks in your area where you can log on. Under **General** are listed many features, such as **Usage** (how much space you used on your memory - equivalent to a hard drive). Click on **About** and you will find a lot of information about your iPad.

Paula then showed how to close apps by double clicking on the home button. Swipe the apps from bottom to top to close them. On iPad 1, the oldest version, an icon will "shake" after pressing on it, and will close by clicking on the "X" on top of the icon. Also, when the icons are "shaking" they can be moved into folders. Just drag an icon onto another icon to create a new folder. Click on **App Store** to search for available apps.

Unfortunately, the projector overheated, and Paula could not continue with her prepared presentation. Paula and Leah then finished the evening with individual instructions with the members who brought their devices.

Stephanie took about seven members who were more interested in Android devices to another room for a discussion on how to select a smartphone.

Part II by Stephanie Nordlinger, LACS

I had just bought a Samsung S5 earlier that evening, and two others had bought Samsung phones recently, too.

(Continued on Page 17)

BASICS & BEYOND SIG REPORT

By **Kim Stocksdales, LACS**

There were 16 attendees at the June 9, 2014 Basics and Beyond SIG held at the Santa Monica College Bundy campus. Topics included: 7 Free Websites to Watch Movies for Free, Google Doodle Winner, Hacker Proof your PC, 10 Lost Empires... Found Tonight!

7 FREE WEBSITES TO WATCH MOVIES FOR FREE!

Whether you're looking for an old Western or a classic Science Fiction movie, there are websites that offer almost any movie you can think of... And they are free and legal to watch! Many free websites were discussed, as well as pitfalls one can easily fall into going to some free sites that appear to be free, yet are a trap to get you to install malware on your PC. Most of the sites are "free" because you have to view ads to view the content. Seven of the good free sites that were discussed are:

YouTube.com – YouTube is a good place to start your search for an old movie. YouTube is owned by Google, so if the movie is on YouTube, it's malware free. If YouTube has a movie you want, but not the picture or audio quality you are looking for, then best to look at some other sites below.

Bmovies.com - Lots of "B" movies you never heard of, from Sci Fi to Westerns to Horror, and much more. And the user interface on this website is anything but "B" grade; the user interface is polished and easy to navigate.

Crackle.com – Huge selection of old movies and some television shows, Crackle.com has a clean user interface, as well as an app for your Android or iPhone.

Westernmania.com - Westernmania.com is your one stop shop for old Western Movies and TV shows. Great selection with shorter ads than most free movie websites.

BigFiveGlories.com – Great selection of classic movies, mainly from the era of 1910 – 1970.

Archive.org – This is about as close to a truly free movie website as you can get. Largely supported by donor contributions, Archive.org is a non-profit site that archives not only movies, but books, audio, websites and other cultural artifacts in digital form. Like a digital version of a classic paper library, Archive.org

provides free access to researchers, historians, scholars, and to the print disabled.

Hulu.com – features a robust, polished user interface (like Yahoo; "trending now" feature) with excellent Search capability. An ad free upgrade to HuluPlus is \$7.99 / Month.

GOOGLE DOODLE WINNER

An YouTube video was shown in which Google sponsored a contest for Kindergarten – 12th grade students to submit ideas for an invention that would "make the world a better place." Over 100,000 submissions were entered and an 11 year old girl from New York won with a picture of a machine that helps clean polluted water. To view the 2014 competition, enter "Doodle 4 Google 2014 Winner" in YouTube.

PC SAFETY 101 – THE EASY WAY TO HACKER PROOF YOUR COMPUTER!

There is one thing we should all do to make our computers safer against all the dangerous hacker attempts. And yet, few people do it. And, it's pretty easy! The answer is to set up your computer to log in as a "Standard User". Setting up your computer as a standard user ("Limited User" in Windows XP) is also a great way to let someone else use your computer without you worrying so much about them messing around with your computer settings (intentionally or not), or inadvertently clicking a website link that installs unwanted toolbars or other junk software onto your computer. At the meeting, we showed a step by step method to change your Windows 7 PC from an "Administrator" to a Standard user, and preserve all your previous settings. As the process is a little too detailed to describe in this article, it's best to visit the LACS website (lacs.pc.org) and click "Basics and Beyond" in the lower right, then click the "View the June 2014 Basics and Beyond Presentation" link.

10 LOST AND NOW FOUND MYSTERIOUS CIVILIZATIONS!

A seven minute YouTube video was viewed at the meeting showing 10 lost mysterious civilizations. Long before the Roman Empire, there were many great and seemingly advanced civilizations that came... and went. Many which you probably never heard of. To view the video, enter "10 most Mysterious Civilizations" in YouTube. ♦

GOOGLE VENICE TOUR

By Leah Clark, LACS

The bus picked up ten students and Maurice Stephenson from Thomas Jefferson High School, then arrived at Venice High to pick up ten more students and ten LACS members. From there we were taken to the Google Venice Campus in the Binoculars building, two blocks from the beach.

As we entered the building we walked by the Google Wall, the Robot Wall, and the Artist Wall.

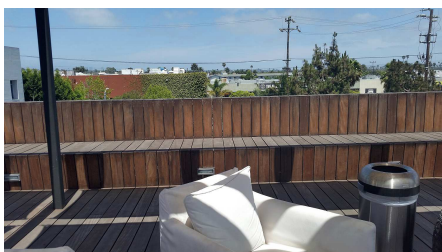


The tour started with a delicious, gourmet, and healthy lunch in their large, well-designed cafeteria. We got acquainted with Google employees as we ate.



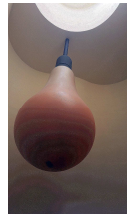
We were divided into two groups, each led by a software engineer.

The Google employees have free food available 24/7. They also have a bike and surfboard area, recreation areas that include a gym with fitness classes, a climbing wall, an outdoor movie theater, a rooftop deck with views of Venice Beach, a game room with a pool table, classic video games, drums and guitars. There is a *Tech Stop* where employees may have their personal computers serviced.



There are several small, comfortable meeting rooms and two large conference rooms in the

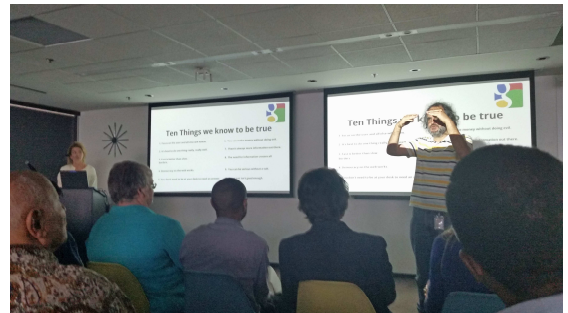
complex. One room is all glass and appears to be floating. Another small meeting room has a giant light bulb hanging from the ceiling.



We sat down for a presentation about working at Google given by programming, engineering, and sales persons. The company started in a garage and now has 30,000 employees globally, with about 700 in Venice, CA.

There are 70 offices in 40 countries. (The Paris office has a wine bar!) Employees may work in other offices when travelling.

The name *Google* comes from the mathematical term *Googol* which is 1 followed by 100 zeroes.



Google stresses an atmosphere of creativity, personal responsibility, and diversity. Employees come from many countries. They hire people who get along with everyone.

Ten things they know to be true were listed describing the culture of the company.

1. Focus on the user and all else will follow.
2. It's best to do one thing really, really well.
3. Fast is better than slow.
4. Democracy on the web works.
5. You don't need to be at your desk to need an answer.
6. You can make money without doing evil.
7. There's always more information out there.
8. The need for information crosses all borders.
9. You can be serious without a suit.
10. Great just isn't good enough.

(Continued on Page 6)

(Google Venice Tour)

(Continued from page 5)

Google hires college interns during the summer. Google's *Apps for Education* are free for teachers and classroom use.

They closed by giving a demonstration of *Machine Learning*, by teaching a computer to play a simple game. A computer can be *trained* to learn from data. This is the basis for searching.

I was very impressed with the interest and manners of the high school students. I believe there is hope for the future!

This is a very short description of the tour. If you search "Google Venice Beach Office" on the Internet you can see many pictures and get much more information. There's a short U-Tube video at <http://www.youtube.com/watch?v=7oWpE2w7mdg>

I am hoping more LACS members will get to tour this facility at a later date. ❖



L-R: Stephanie, Leah, Gilbert, Heshmat, Paula, Kim, Lee, Nancy, Karl, Judy Taylour
Not pictured: Maurice
In front: Roberto Scaramuzzi, Google Software Engineer



Jefferson High School Students

SHOULD A dSLR CAMERA BE IN YOUR FUTURE?

By Jerry Schneir, LACS

Over the last month or so I have communicated with a few of you about apparent deals on dSLR cameras, some at prices under \$500 and with 2 lenses. I think it is time that I expand on that subject and throw out a few points to consider. If I were blogging, this would certainly be the subject of a blog.

The camera outfit that was "right" for you when you were 30, 40 or even 50 may NOT be something you should be looking at when you are 60, 70, or 80. So why that difference?

Does that camera outfit you are looking at contain the lenses you really want or need? In today's (6-5-2014) Samy's Camera ad there are two Nikon dSLR cameras for sale, a D3100 with a 18-55VR lens for \$399 and a newer D3200 with two lenses, a 18-55 Dx and a 55-200 Dx for \$549. It seems that for \$150 more you get a newer model and a 2nd lens. But wait, is either of those lenses image stabilized, i.e., VR (vibration reduction)? If the description doesn't say VR then I think it is very safe to assume they are not, and probably just as safe to assume that the lens body is plastic and so is the lens mount. If you ever have used a lens with a plastic, not metal lens mount, you know you have to be VERY CAREFUL with it when putting it on or taking it off a camera. Come to think of it, the same is true even with a metal lens mount. And if you are older than 60 you really need to have a VR type lens because many of us can't hold a camera still with a long, heavy lens attached. Non-VR type lenses generally require us to shoot at 1/500 second or faster to overcome camera shake whereas a VR type lens will allow us to shoot as slow as 1/30 second and still get sharp pictures.

A couple of surveys published years ago, but which are probably still valid, show that the vast majority of people with interchangeable lens cameras rarely change lenses even when they have a second lens. Which group do you really fall into?



(Continued on Page 7)

(Should a dSLR Camera Be In Your Future?)

(Continued from page 6)

Weight is something you need to think about - closely think about. Your thinking may be looking at the wrong aspect of that question.

You may be physically able to lug around 2, 3 or more pounds of camera gear as you walk through a marketplace. How are you going to feel after an afternoon of lugging that stuff around?

Buttons, buttons, and more buttons! These cameras have a lot of buttons that periodically need pressing if you are to get that "great" shot. Can you find that button, can you even remember which button it is, and are your fingers even nimble enough to press that button and not the one or two adjacent buttons? Along with those buttons goes a far more extensive menu system that can be very confusing, and often is written by people whose native language is not English.

How are you going to carry that package around, through the airport, through security, and on your walks or rides through busy sites? Wearing a camera around a neck will cause most of us a lot of neck pain by the end of the day. Putting the camera in a back pack is dangerous and even if you can accept that danger, how fast can you get to your camera to use when that "shot" suddenly appears, and then disappears?

To my way of thinking, which may not be yours, the major advantage to a dSLR is their low light ability. Most of them use a larger sensor than those found in most consumer cameras, and they grab focus much faster and thus are better to use for sporting events. Also, they produce much sharper pictures, but, and this is a really big but, that extra sharpness may not be noticeable until you print a picture bigger than 9x12 inches.

If your intent is to look more like a professional photographer, then bigger is certainly the way to go, but if your basic intent is to simply capture an experience, a trip, a get-together with family and/or friends, then do you really need that bigger camera?

A quick look at this picture should tell you something about that photographer. We are on a boat, midday, travelling through some scenic river front areas and she is using her flash to help illuminate a scene 50 or more yards away. That



lens cost about what I spend on cameras in a year. She shot about 50 or so pictures, all with flash, during the two hours I was nearby. I was shooting with my Panasonic Lumix FZ200 and my Panasonic Lumix LF1 (no flash) and I am sure that my pictures ended up sharper than hers. I know because I saw her shots on her laptop a few hours later. (I obscured her face by cloning some hair onto it.) ❖

How LACS Works – Part II

By **Stephanie Nordlinger, LACS**

I left two significant LACS activities out of my article "How LACS Works" in the June issue of *User Friendly*. One is our annual Holiday Dinner, which Leah Clark and Fred Kong have ably organized for the last several years. Leah also does all of the decorations and banners.

I also forgot to mention the volunteers we provide to monitor the Friday morning Computer Labs at the Culver City Senior Center. Rosalie Kirsch is the current Coordinator, and the more persistent volunteers (once a month each) are Loling Beckman, Leah Clark, Lee Freehling, Jim McKnight, Joan Wilder and sometimes Fred Kong. We originally provided two monitors per Friday, but some of those who did this duty have not volunteered lately. Karl Springer and Lance Hegamin volunteer for similar work each Wednesday. ❖

CASH FLOW

**May 20, 2014 -
June 16, 2014**
Charlotte Semple,
Treasurer, LACS

Current Total Liquid Assets

Bank of America Checking **\$13,826.56**

Gross Receipts

Member Dues 701.00

Total Gross Receipts \$701.00

Expenses

Fellowship Hall Rental 60.00

May User Friendly 260.10

MiFi Expense 50.08

Total Expenses \$370.18

Net Surplus \$330.82

WELCOME ALL**Gene Jacobs**

Data Base Manager, LACS

New Members (1)

Rosemary Sostarich

Renewals (14)

Jackie Bhojak

Trilok Bhojak

Paul Cooley

Lee Freehling

Marsha Goldenfeld ***

Wade Huie

Curlie Jackson

Angie Jacobs

Gene Jacobs

Helen Karagozian

Rosalie Kirsch *

Heshmat Laaly**

Walker Swafford

Susan Umeda

* Contributor

** Supporter

*** Benefactor

**GENERAL MEETING PRESENTATIONS**

By **Maurice Stephenson**, Program Chair

- Tuesday, July 8, 2014

Kathy Lindeman, Westchester Librarian

“e-Books - How To Get and Read Them On Your PC Or Device”

- Tuesday, August 12, 2014

L.A. City Department of Transportation

“Traffic Control in Los Angeles”

While we urge you to mark your calendars now, changes are certainly possible, so please watch your e-mail. If you have ideas for other topics and speakers, please contact Maurice Stephenson, our Program Chair, at vp@lacspsc.org.

GENERAL MEETING SNACK SCHEDULE

By **Sylvia Davis, LACS**

Here is the snack schedule for 2014. Plan ahead!

July L through P

August Q through S

September T through Z plus H

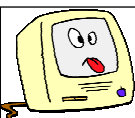
October A through C

November D through G

December Holiday Party - All

LACS provides hot coffee (decaf too), tea and co-coa. Please participate by bringing **finger-food** treats such as fresh fruit, veggies, nuts, cookies, brownies and the like. Bottled water and soft drinks (reg. & diet) are appreciated, too.


Remember to pick up your remainders and serving pieces at the end of the meeting.

**FIX YOUR PC FOR FREE?**

Jim McKnight has an open offer to all LACS members to diagnose, repair, disinfect, or up-grade member's PC's for free.

There are certain limitations to Jim's offer, so see the details by clicking the “Fix my PC for Free?” link at www.jimopi.net.

Non-members can wisely invest in a one-year LACS membership (\$40.00), and Jim will fix your PC problem, too.

JULY 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 
7 Smartphone Workshop 7:00 PM	8 General Meeting 7:00 PM	9	10	11
14 Basics & Beyond SIG 7:00 PM	15	16	17	18
21 Board Meeting	22	23	24	25
28	29	30	31	

The Digital Photo SIG won't meet in July or August for a vacation.

Calendar is subject to change. Check your e-mail or with the SIG leader before attending a meeting.



SPECIAL INTEREST GROUPS (SIGs)

SIG meetings are lead by and for LACS members. Visitors are welcome to attend up to six SIGs.

Basics & Beyond SIG	Kim Stocksdales	310-720-0603	2nd Mon. 7 PM SMC, Bundy Campus
Digital Photo SIG	Nancy Cattell	310-452-2130	
	Elliot Silverstein	310-670-1544	4th Mon. 7 PM, SMC, Bundy Campus
Smartphone Workshop	Stephanie Nordlinger	323-299-3244	1st Mon. 7 PM, SMC, Bundy Campus

ADDRESSES

Fellowship Hall, 8065 Emerson Ave., Westchester 90045

Dinah's Family Restaurant, 6521 Sepulveda Blvd., LA 90045 (on Sepulveda, just S. of Centinela)

SMC Bundy Campus, 3171 S. Bundy Drive, LA 90066 (1/2 block S. of Airport Avenue)

MEMBERS HELPING MEMBERS

LACS members volunteer to help other members solve hardware and software problems by telephone during the hours listed below. Select the topic from the list and then call a person whose number is listed next to it. Or you may use a Helper's e-mail address, found in your LACS Roster. We hope that you find this free service useful. ***If you are experienced in a particular program or topic, please volunteer to be a consultant.*** To volunteer for this list or to make corrections, please e-mail [editor\(at\)lacspc.org](mailto:editor(at)lacspc.org) or call Leah Clark at 310-677-2792. More Quick Consultants are always needed. You may decline or postpone a call if it comes at the wrong time.

America Online - 20	Lotus Word Pro, Approach - 56	Open Office - 60
Anti Malware - 56	Mozilla Firefox, Thunderbird - 56	Picasa - 58
Digital Imaging, Editing - 50, 58	MS Excel - 59	Quicken - 20
Digital Photography - 50, 58	MS Word - 9, 53	QuickBooks - 52
Dragon Naturally Speaking - 9	MS Outlook - 59, 20	Viruses - 46
Genealogy - 20, 34	MS Outlook Express - 59	Visual Basic - 57
Hardware - 55, 56	MS PowerPoint - 59	Websites - 57
iPhone, iPad, iPod - 59	MS Publisher - 2, 52	Win XP/Vista - 56, 60
LA FreeNet—24		WordPerfect - 20

No.	Name	Daytime Phone	Eves/Weekends	From	To
2	Mercer, Bob	310-837-5648	310-837-5648	9:00 AM	10:00 PM
9	Hershman, Irv	310-397-9453	310-397-9453	11:00 AM	11:00 PM
20	Nordlinger, Stephanie	323-299-3244	323-299-3244	5:00 PM	10:00 PM
24	Springer, Karl	424-646-3410	424-646-3410	10:00 AM	10:00 PM
34	Clark, Leah	310-677-2792	310-677-2792	9:00 AM	5:00 PM
46	Martin, Todd	818-766-1151	818-766-1151	10:00 AM	10:00 PM
50	Silverstein, Elliott	310-670-1544	310-670-1544	10:00 AM	10:00 PM
52	Semple, Charlotte	310-398-5052	N.A.	10:00 AM	5:00 PM
53	Beckman, Loling	310-471-7893	N.A.	10:00 AM	6:00 PM
55	Strate, Steve	310-450-7478	N.A.	9:00 AM	5:00 PM
56	McKnight, Jim	310-823-7829	310-823-7829	8:00 AM	7:00 PM
57	Ialongo, Gilbert	310-641-7906	N.A.	9:00 AM	5:00 PM
58	Schneir, Jerry	310-451-4140	310-451-4140	9:00 AM	10:00 PM
59	Van Berkomp, Paula	310-398-6734	N.A.	9:00 AM	5:00 PM
60	Johnson, Carol	310-372-8535	310-372-8535	10:00 AM	9:00 PM



It would be nice if more members volunteered to help other members. After all, that's what LACS is all about! We need helpers for some of the newer technologies with which members may be struggling. That would include Windows 8.1, Linux, Apple, and any Windows, Apple, and Android devices. As noted above, you will not be committed to any specific time. We hope to hear from YOU.

OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone	E-Mail Address
President	Stephanie Nordlinger	2014	323-299-3244	pres(at)lacspc.org
Vice President	Maurice Stephenson	2014	310-314-8489	vp(at)lacspc.org
Secretary	Lee Freehling	2014	310-837-4022	secretary(at)lacspc.org
Treasurer	Charlotte Semple	2014	310-398-5052	treasurer(at)lacspc.org
Deputy Treasurer	Vacant—Please Apply			
Director	Nancy Cattell	2014	310-452-2130	Please see the Roster
Director	Ray Crovella	2014	310-215-0076	Please see the Roster
Director	Lance Hegamin	2015	424-248-5262	Please see the Roster
Director	Heshmat Laaly	2015	310-838-7140	Please see the Roster
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Los Angeles Computer Society

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The Editor of *User Friendly* will accept contributions of any suitable length from members. Articles should be sent to the Editor, [editor \(at\) lacspc.org](mailto:editor(at)lacspc.org), as **plain text** in the body of an e-mail message or as a Word document. The deadline for submitting articles is the **18th of the month**. The Editor asks that articles be submitted **UNFORMATTED**.

3 BETTER WAYS TO STORE YOUR FILES THAN ON THE DESKTOP

By Joel Lee, makeuseof.com

<http://www.makeuseof.com/tag/3-better-ways-store-files-desktop/>

Did you know that storing files directly on your desktop can harm your productivity? I used to be one of “those” people who downloaded files straight to the desktop. If you can identify with that, then I have good news for you: you can do better. Desktop storage is simple, sure, but it comes with hidden drawbacks you may not know about.

Kick the bad habit with these alternative file storage methods. They may not be as convenient, but I promise that you’ll learn to love them in the long run.

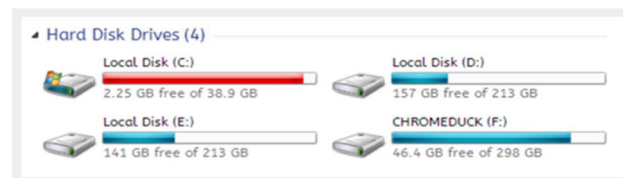


The urge to save files to the desktop is understandable. It provides immediate access with a single click, which means that it’s tempting to turn the desktop into a de facto headquarters for storage. But unless you are strict with maintenance, you’ll eventually succumb to these issues:

- **No file protection.** As noted by PC World, certain directories are not affected by System Restore, the most recognizable location being My Documents. Files on the desktop are affected by System Restore, which can result in unexpected file disappearances.
- **No file backups.** Many file backup programs ignore desktop files by default. Most programs worth their salt will allow you to change the settings and include the desktop if necessary, but all it takes is one forgetful moment to accidentally lose an important desktop file.
- **Clutter, clutter, clutter.** The story is always the same. You begin your desktop collection with a few documents. Over time,

the collection grows to include images, music, programs, zip files, and more documents. Suddenly, finding the right document takes more time than actually opening it.

Separate Drive Partitions



One bit of computer wisdom that you should learn is this: “Never save data on the same partition as your operating system.” In Windows, the location of the desktop on the file system does reside on the same partition as the operating system itself.

Why is this important advice? Because you want to avoid putting all of your eggs in the same basket.

Let’s say that you happen to contract a mild virus or malware that attacks your operating system. It might wipe all files related to the operating system itself OR it may affect the entire partition that holds the operating system. By losing the operating system, you lose all of your saved data as well.

But if you installed Windows to the C: partition and stored all of your files on the D: partition, your files on D: would be safe even if C: were wiped clean. The only way D: would be affected is if the physical hard drive itself was wiped or damaged.

One additional benefit of having separate partitions is that you can reinstall Windows without losing your saved data. Tina has written on the subject of resizing Windows partitions, so check it out if you want to take advantage of this feature.

<http://bit.ly/1lfBCDe>

Use Windows Libraries

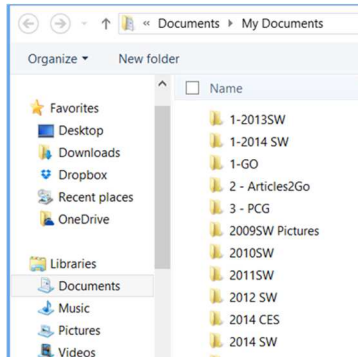
Every installation of Windows comes with a directory called My Documents. In Windows 7, it was renamed to Documents and came with a couple of buddies: Music, Pictures, and Videos. They’re called libraries and probably seen them before, but never really used them, right? You should reconsider.

(Continued on Page 13)

(3 Better Ways to Store Your Files than On the Desktop)

(Continued from page 12)

In truth, these four libraries are special. They aren't just directories; they're collections of multiple directories. In each library, you can specify different directories to be included, and that library will show the content from all included directories. It sounds more complicated than it is.



Think of it like this: You can save your videos to many different locations and link those directories to the Videos library. Then, whenever you access the Videos library, you'll see all of those files in one place.

It's just as convenient as storing everything on the desktop, yet infinitely more flexible and organized. For more details on how to take advantage of this feature, check out Chris's write-up on how to use Windows Libraries.

<http://bit.ly/1iMkORF>

Store Files in the Cloud

Cloud storage has been a big buzz term over



the past few years and for good reason. While cloud-related solutions like Dropbox, G+ Drive, or Microsoft OneDrive come with privacy concerns <<http://bit.ly/1lzsQ4F>>, they also offer many benefits and I think people are too quick to throw the baby out with the bathwater.

Here's how it works: You set aside one or more directories that automatically sync with whatever service you're using (comparison of cloud storage services). These files can be accessed from anywhere and they can be set to private or public.

Why is this better than storing straight on the desktop?

- Immediate backups. Due to automatic synchronization, you rarely need to worry about lost files. If your computer gets wiped somehow, those files still reside on the cloud and you can always retrieve them again.
- Revision history. Not every cloud service offers a revision history, but most do and it's an important feature. Basically, the service will track every change that's made to the file (it may be limited to the last X changes) and allow you to instantly revert to a past version if necessary.

One Drive (aka SkyDrive) comes integrated with Windows 8 and can help you keep your files synced.

Need Quick Access to Files?

Sometimes convenience wins out over practicality and reason. The desktop is great because it allows for immediate access, right? With one small compromise, you can maintain that convenience. The answer is to use shortcuts.

Creating a shortcut is as simple as dragging a file using the right mouse button to where you want the shortcut to appear, then selecting Create shortcut here from the menu.

Even if a shortcut gets wiped, the actual file will still be safe.

But instead of putting the shortcuts on the desktop, why not take it one step further?

Right click on any file shortcut and select either *Pin to taskbar* or *Pin to start menu*. It's a self-explanatory feature that works just as well as, if not better than, traditional desktop shortcuts. I use it day in and day out and I wouldn't have it any other way.

Conclusion

Ultimately, personal preference will always win. For those of you who have been "desktopping" for years, you'll probably find it near impossible to break the habit. I still do it from time to time, though I try my best to clean up after myself when I realize what I'm doing. It just doesn't make sense to store everything on the desktop anymore.

(Continued on Page 14)

(3 Better Ways to Store Your Files than On the Desktop)

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Do you clutter your desktop with files and folders galore? If so, are you convinced enough to try a safer method of file storage? Share your thoughts with us in the comments!

<http://www.makeuseof.com/tag/3-better-ways-store-files-desktop/> ❖



COMPUTER PROBLEMS PLAGUE EVERYONE, EVEN ME

By **Sandy Berger**, CompuKISS

[Sandy \(at\) compukiss.com](mailto:Sandy(at)compukiss.com)
www.compukiss.com



Why do things change on your computer? One day everything comes up just as it normally does. The next day, you can't get on the Internet, the icons are in a different place, and/or your program is working differently. Well I am here to tell you that everyone has problems like this -- even me! Here's the whole story!

When weird things happen on the computer, most people immediately blame themselves saying, "I must have done something to make this happen." "The truth, however, is that in the computer world changes can happen without your having done a thing to cause them. This was really brought home to me this week when I had several "problems" with my own computer.

When I sat down to work on the computer last Monday, the icons for my password manager and several other shortcuts that I use regularly were no longer on my browser toolbar at the top of the screen. On Tuesday, when I opened my Quicken program, the numbers and text was twice as large as normal. On Thursday I tried to play some music and found that iTunes was no longer working. On Friday I found that my CD drive, which I hadn't used for months, was no longer working.

Now, it is unusual for all of these things to happen in one week, but it is not unusual for them to happen. I did not do anything to cause any of these changes. So what happened? Well the simple explanation is that the computer is run by millions of lines of code. As you work on the computer, add files, and download programs, things change. Even installing updates from the manufacturer causes changes. Sometimes these changes, even if they are aimed at making a certain part of the computer better or more secure, can adversely affect other programs and other computer operations.

Although these types of changes can produce huge frustrations for the end user, the first thing to learn is that you probably didn't cause the different behavior and that, if you remain cool and calm, you can often correct the changes. Here's how I got through my aggravating week.

To find the missing icons, I had to look carefully at the screen where they normally appear. I found two arrows next to where the icons normally appeared. Lo and behold, when I pressed the arrows, the missing icons cascaded down. To actually solve the problem, I simply put my cursor on the area next to the arrows until it turned into a double-ended arrow. Then I dragged that to the left and my icons appeared and remained on the screen.

Quicken was another disconcerting item. For several days, the text and numbers appeared larger one time and smaller the next. To be honest, I never found the cause, but luckily it all went back to normal and has stayed that way.

Why in the world would iTunes stop working? I had no explanation, but I did have an easy solution. I simply reinstalled the iTunes program. It was aggravating and a bit time-consuming to have to do so, but after I did, everything went back to normal.

The most vexing problem was my CD drive. Last time I used it, it worked fine. Now it wasn't working. It did not appear in My Computer at all. A trip over to the Device Manager showed the CD drive with a yellow exclamation meaning that it was not working properly, which I already knew. I tried a few things like uninstalling the CD driver and rebooting, but had

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(Computer Problems Plague Everyone, Even Me)

(Continued from page 14)

no success. I knew that this could be a hardware problem. Perhaps the drive itself had stopped working. I also knew that it could be a software problem. Since the driver and filters from the operating system are used to run the CD drive and other peripherals, I decided to check that out first. I headed over to the Microsoft website where I found a Microsoft tool called "Fix It." I used it to troubleshoot and correct the problem. There are multiple Fix It tools, and the proper one can be a bit hard to find, but Fix It checked out the software, found the problem, and helped me quickly solve the problem at no cost. That sure beat having to purchase and install a new CD drive.

Well, now everything on my computer is back to normal -- at least for the moment. The moral of the story is that, unfortunately, we have to expect glitches when working with computers.

The best thing that you can do is to keep your eyes open for possible solutions, learn as much as you can about how your computer works and be bold enough to troubleshoot small problems. I keep my Sherlock Holmes hat ready for use at any time. You may want to do the same. ❖



CREATE AND SAVE A CUSTOM FOOTER IN WORD

By **Nancy DeMarte**, 1st VP, Sarasota PCUG, Florida
PC Monitor, January, 2014

www.spcug.org

[ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

As you build up a library of documents you have written, it helps to have a system to have some sort of ID on each document to help you remember where it is stored. A good place to record this information on a document is in a footer along the bottom of each page. In Word 2007 and later, you can easily create a custom footer which includes the information you want and save it in a handy spot called the Building Block gallery for insertion into any document.

Here is how it's done:

For illustration, I chose to create a footer which includes the date the document was created and the file name, including the path. The path shows the location of a file by listing all the folders and subfolders which need to be opened to find it, beginning with the hard drive (c:).

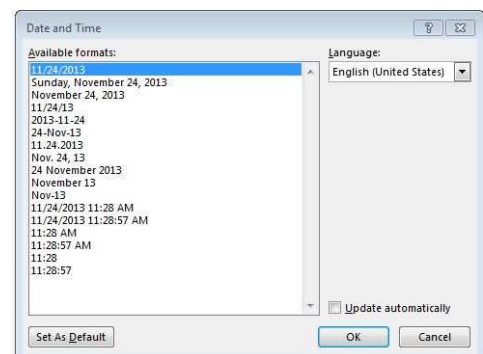
First I opened a document I had saved that had no footer. I clicked the Insert tab, and then Footer. From the gallery of footers, I clicked the footer labeled, "Blank (Three Column)" even though I was adding only two pieces of information. I then scrolled down to find my footer at the bottom of the page with my cursor flashing inside the footer area.

To customize the footer, first I highlighted the left placeholder and pressed Delete to remove it. Leaving my cursor in that spot, I clicked the Insert tab in the ribbon, then Quick Parts – Field. I scrolled down the list and clicked "FileName." I chose lower case for its format, and checked the box which said, "Add path to filename." When I clicked OK, the entire path appeared in the footer.

c:\users\nanbd\documents\office talk two\custom footer article.docx

Then I highlighted the center and right placeholders and deleted them. (I knew I would not

be using the center placeholder with this footer, but a page number fits very well in that center spot.) My cursor was then flashing in the spot where the right placeholder had been. To add the date, I clicked the Insert tab again, then Date & Time, which opened the Date and Time dialog box. I opted for the default date format (first one on the list). Now I had a choice: Do I want the date to remain static to remind me when I composed this document, or do I want it to update to the present date each time I open it. I decided



(Continued on Page 16)

(Create and Save a Custom Footer in Word)

(Continued from page 15)

not to have the date update automatically. So I clicked to remove the checkmark from the option, "Update automatically." I knew I could always update the date manually by clicking it in the footer and selecting Update.

My last step was to save this footer so I could reuse it on other documents. I double clicked in the footer area and highlighted the entire footer line. I clicked the Insert tab – Quick Parts – Save Selection to Quick Parts

Gallery. The Create New Building Block dialog box opened with several choices to make. I named my new footer "FileName" and put it in the Footers gallery. Then I clicked the arrow next to Category, chose Create New Category and typed my first name. This way it would be easy to find my custom footer by looking in the Building Block organizer. I left the last two lines as they were, Building Blocks.dotx and Insert content only.

To make sure I had succeeded, I saved my document and closed it. When asked if I wanted to save a new building block, I clicked yes. From now on, if I want to add this footer to a document, all I do is open the document, click Insert – Footers and choose it from the Footer gallery. If I add it to an unsaved document, of course, the filename will be Document 1 with no path. I can always delete it from the Building Block organizer, which will make it disappear from the Footer gallery, as well.

I have created several customized quick parts, depending on my task. The one I use the most has my name on the left, page number in the center, and date on the right. Creating footers, headers or any other groups of text that you reuse often can be a real time-saver. They are worth exploring. ❖

FUN AND KNOWLEDGE WITH YOUTUBE

By **Jim Cerny**, 2nd Vice President, Sarasota PCUG, Florida

PC Monitor, February 2014

www.spcug.org

[jimcerny123 \(at\) gmail.com](mailto:jimcerny123@gmail.com)

Whether you have a tablet, smart phone, or any kind of computer, YouTube is one application that can, all by itself, really justify the purchase of your device. YouTube can be found on the internet at youtube.com (that's easy to remember, right?) or you can download the free YouTube application for any device. Since Google has acquired YouTube, it can also be found on the Google web site (it used to be Google videos).

YouTube is your access to millions of videos made by almost anyone who wants to make them available to you for free. Many of the videos are fantastic and some are just a waste of time. But YOU decide. You search for the videos you want to see simply by entering your search criteria (regular English words) in the search box. Do you have a favorite entertainer? Just enter their name and you will have access to hundreds of their videos. How about a home improvement project? Just enter what it is you want to do and see a video of how to do it. Almost anything you can think of, there is probably a video on that subject on YouTube.

Here are just a few examples of fun things to see and explore on YouTube: Famous people, science experiments, college lectures, cartoons, news, products, companies, cooking, travel, painting, and, well just about everything.

The only thing it seems that YouTube does not give you is fairly recent free movies and TV shows. If you searched for a movie or TV show by its title, YouTube will probably only show you the "trailers" for free. However, YouTube does offer some movies and TV shows for a price. But the real fun for me is seeing all that is available to you at no cost whatsoever – and you do not have to join anything.

(Continued on Page 17)

(Fun and Knowledge with YouTube)

(Continued from page 16)

You could think of YouTube as the ultimate “window to the world” and all that is in it by just using your computer or device. Why read a printed article or view pictures? YouTube can SHOW you what other sources only TELL you. Click on the right-pointing arrow to play the video. You can click on any point on the progress bar to go to that point in the video. And you can click on pause (usually the double vertical line symbol), just like you used to do with the old video VHS tape players. After clicking on “pause” you can go back to the list of videos just like you do with Google. Some videos have a short advertisement that plays before the real video starts.

There is really no limit to what YouTube has to offer. I have yet to search for something that did not have some kind of video to watch on that subject. So do not limit your imagination either. Here are just a few things I have found – each of which can provide hours and hours of videos:

- Enter your favorite game and learn how to play the game or sport better.
- Enter “How to...” and learn a new skill or improve the skills you have.
- Tour your favorite city, park, or attraction.
- Ride all the roller coasters you want, at any park, and never have to wait in line or get dizzy.
- Attend a class lecture at a famous university.
- View long-forgotten videos of famous people and entertainers.
- View videos of how to use your digital camera or tablet or any device or contraption.
- See dangerous stunts, magic tricks, and stupid jokes.
- Discover new things about your favorite hobby.

So don't hold back – be adventurous and explore the world! Your brain will thank you for it. ❖

(Smartphone Workshop Report)

(Continued from page 3)

A member asked if the Apple phones were easier to use than Android phones. The response was that since most of us were familiar with PC software, we would face a learning curve to learn Apple conventions. Besides, we probably had more compatible software on our PCs while the Apple phones were designed to work with Apple Mac software. Google developed the Android smartphone operating system for non-Apple devices. A member brought a cheap tablet that he had just bought, and I gave him some suggestions on how to set it up.

Paula and I have discussed how to run these workshops without a clear result. I am open to suggestions. We encourage everyone to come and listen to both Apple and Android talks and discussions. Both systems should be discussed at each Workshop meeting. I learned about using my new Android smartphone from Paula's talk on the iPhone earlier in the evening. There are lots of similarities between various models and manufacturers. We had a terrific turnout at the meeting (partly due to the confusion caused by two different announcements of the meeting by me and Paula — my fault for not coordinating with her). We urge you to come back or come for the first time.

If you are open minded and attentive and read your own manual and practice on your device, you will learn about using your device no matter which program or device we are currently talking about. We will set topics but welcome questions and answers from all – which is why we are calling this a Workshop. It meets on the first Monday from 7 to 9 PM at Santa Monica College's Bundy campus. The room number changes each semester – see the emailed announcements and the signs in the foyer. ❖



Pre-meeting Forum, June 10

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LAUGHING OUT LOUD



Famous Last words

"But what is it good for?"

-- Engineer at the Advanced Computing Systems Division of IBM, 1968, commenting on the microchip.

The super computer is technologically impossible. It would take all of the water that flows over Niagara Falls to cool the heat generated by the number of vacuum tubes required."

-- Professor of Electrical Engineering, New York University

"Computers in the future may weigh no more than 1.5 tons."

-- Popular Mechanics, forecasting the relentless march of science, 1949

"640K ought to be enough for anybody."

-- Bill Gates, 1981

A user friendly computer first requires a friendly user.

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From the North:

Take Sepulveda Blvd. SOUTH to W. 80th St. Turn WEST/right and go about one mile to Emerson Ave. Turn SOUTH/left and go one long block to W. 80th Place. Fellowship Hall is on the Northwest corner of Emerson and W. 80th Place.

From the South, East or West: Take Manchester Ave. to Emerson Ave. Turn North and go about eight blocks to W. 80th Place. Fellowship Hall is on the Northwest corner of Emerson and W. 80th Place. There is plenty of street parking and a small parking lot West of the church.

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Los Angeles CA 90045

