

December 2015

User Friendly



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Member of
An International
Association of Technology
& Computer User Groups

www.apcug2.org
www.facebook.com/APCUG
www.twitter.com/apcug
www.youtube.com/apcugvideos

DECEMBER GENERAL MEETING

HOLIDAY PARTY AND POTLUCK DINNER FOOD - FUN - GIFT EXCHANGE - ENTERTAINMENT



This year we are combining the holiday party and dinner, which were separate events in past years. Your family and friends are invited to join us. This will be a time to relax with friends, and to share favorite foods and stories. We'll celebrate the holidays and LACS.



The main course, drinks and paper goods will be provided by LACS. Participants will bring hors d'oeuvres, side dishes and desserts. We will have the use of the kitchen in Fellowship Hall for heating and refrigerating food as needed. But, there isn't a lot of space, so try to have food table-ready as much as possible. Please bring whatever serving utensils are needed.

If you would like to participate in the gift exchange game, please bring a wrapped new present worth about \$15.

Your RSVP would be appreciated so we'll have an idea for how many tables to set up. Please tell us how many in your party. You may contact Leah at <leahjc (at) sbcglobal.net> or Lee at <leefreeh (at) aol.com> to RSVP or to ask questions.

If a few good folks would come a little early to help set up tables, and if some would plan to stay a little late so we can leave the hall neat and clean, it would be most appreciated.

There may be more details in your e-mail.



Tuesday, December 8, 2015, 7 - 9 PM

**Fellowship Hall, 8065 Emerson Ave.
Westchester, L.A. 90045**

The Computer Forum will not meet before this meeting.
We will not meet at Dinah's after this meeting.
More info at <http://www.lacspc.org> or at 310-398-0366

NOVEMBER 10, 2015 GENERAL MEETING REPORT

By Leah Clark, LACS Editor

Our presenters, Megan Faux and Dr. Mary Spruce, explained to us what **Common Core State Standards** are all about. Megan and Mary are instructional coaches for the Inglewood Unified School District. They teach, train, and support teachers.

The Common Core State Standards (CCSS) sets grade-by-grade learning expectations for students in grades K-12 for Mathematics, English Language Arts (ELA) and Literacy. Social studies are integrated with ELA since they mostly involve reading. New science standards are coming in 2016. The focus is on making sure all students learn what they need to know to be confident and ready for college and careers.



When students move to a new school, they will be able to continue learning by the same set of standards and rules for consistency throughout the nation. It has been hard to tell how well students are doing in school and how well they'll do when they are out of school. There must be clear, consistent and high learning goals with everyone teaching to the same core standards, but at different levels. It's a big problem that all school districts and communities don't have the same financial resources. Parent involvement is a must.

The 4Cs of Common Core are:

- Collaboration; to work well with others
- Creativity; innovation
- Critical thinking and problem solving; argument, analysis, evidence
- Communication; writing, speaking, listening

Today's students need a sense of global awareness to be able to compete. They will need financial, economic, business and entrepreneurial, and civic literacy.

Effective citizens and workers must be able to exhibit information, communication and technology literacy. They must have flexibility and adaptability; initiative and self-direction; social and cross-cultural skills; productivity and accountability; and leadership and responsibility.

Reading, writing, speaking and listening skills are most important. Students who are college and career ready in these skills demonstrate independence, build strong content knowledge, and respond to the varying demands of audience, task, purpose, and discipline. They comprehend as well as evaluate evidence, use technology and digital media strategically and capably, and come to understand other perspectives and cultures.

Writing is attached to every subject. In mathematics, students must be precise, able to construct viable arguments, make sense of complex problems and persevere in solving them, look for structure, look for and express regularity in repeated reasoning, and make strategic decisions about the use of technological skills. Developing vocabulary is essential to learning any subject. Science instruction will include virtual laboratories on the computer for observation and experimentation.

Students employ technology to enhance their reading, writing, listening and speaking tools.

The many aspects of education are:

- Hardware: including computers, tablets, smartphones and mp3 players
- Software: apps and programs, web browsers, word processing and media players
- Information: gathering, analyzing and presenting it in diverse media or formats
- Media: text (Word documents, PowerPoint), visual (YouTube, Power Point, Prazi), audio (podcasts, songs, speeches), and graphic (images, flow charts, graphs, spreadsheets).

Students must use technology to create and publish digital writing products in diverse formats and media:

- Typed documents
- Videos
- PowerPoint/Prezi presentations
- Graphs and charts
- Blogs
- Websites
- Apps
- Spreadsheets
- Digital photo albums
- e-books.

Students in the fourth grade will be expected to

(Continued on Page 4)

IMPORTANT ANNOUNCEMENTS

Happy Holidays

From Your Editor

**Happy
Hanukkah**



**Merry
Christmas**

**Happy
Kwanza**



Happy New Year



*May All Your Computing
Days Be Merry and Bright!*

SUGGESTION BOX

Heshmat Laaly made a cute suggestion box for the greeter table at the general meetings. Take a look at it and put in your ideas for a better LACS.



THE LATEST USER FRIENDLY ISSUES

By **Karl Springer**, LACS Electronic Editor

To access the latest *User Friendly* issue in color

1) Go to:

<https://groups.yahoo.com/neo/groups/lacspc/files/>

You will be asked to enter your Yahoo ID and password.

NOTE: Your Yahoo ID and your Yahoo hosted LACSPC account must be linked. If you don't have a Yahoo ID, or if you do, but it is not linked, look for information at

<http://www.lacspc.org/mail-list/#2>.

2) On the screen that comes up, click on the *User Friendly* folder icon.

3) On the screen that comes up, click on the version with "Latest Issue" in its description.

When a new issue of *User Friendly* is available on the LACSPC Yahoo-hosted Group, a notice will be sent out.

Contact **mailguy (at) lacspc.org** if you have any questions or problems. ♦

APCUG REPORTS

To read the latest reports from APCUG, go to:

www.APCUG2.org/reports. Select **Q4 2015**, then **Download PDF Here**. You will find interesting information about what APCUG is about, what's been going on, contest winners, conferences, social media links, etc. LACS is in Region 10. You can see what other groups in California are doing. ♦



(NOVEMBER 10, 2015 GENERAL MEETING REPORT)

(continued from page 2)

be able to type a full page in one sitting!

There will be no more paper and pencil testing. Students must use technology to illustrate their understanding of content in various ways:

- Multiple-choice questions with single or multiple correct answers and evidence-based responses
- Type short or long responses
- Use graphs, tables, audio clips, and written essays.

There are online resources for students, parents and teachers. These include Common Core apps and practice tests. One source is <http://californiatac.org>. Many more may be found online:

Technology Checklist for Smarter Balanced Assessment Consortium (SBAC) Testing:

[https://www.middletownschoools.org/uploaded/curriculum/educational technology/sbactech/sbac tech skills checklist.pdf](https://www.middletownschoools.org/uploaded/curriculum/educational%20technology/sbactech/sbac_tech_skills_checklist.pdf) or <http://tinyurl.com/nmgkoc4>

Technology Curriculum Paramount Unified:

[http://www.paramount.k12.ca.us/SBAC/preparing for field test 3-5.pdf](http://www.paramount.k12.ca.us/SBAC/preparing_for_field_test_3-5.pdf)

Ms. Faux and Dr. Spruce gave more information including ways parents can help their children.

The complete podcast for this presentation:

<http://www.lacspc.org/Podcasts/CommonCore.mp3> ♦



DAYTIME SIG REPORT

By **Robert Mercer**, LACS and
Jim McKnight, LACS

The October meeting opened with some comments about the new Windows 10. Jim noted that many of the features in Windows 7 were stripped out so that Win 10 will run on tablets, phones, and computers with touch screens. Further, he says, the new systems are not as pretty or stable as Win 7. Jim expects a giant update in November to make Windows 10 perform as it should have in July 2015.

Microsoft issues Windows Updates on the second Tuesday of each month. On the following Thursday (2 days later), **Windows Secrets** publishes a Newsletter describing whether the updates are safe to install or if you should wait. See the **Patch Watch** section of the **Windows Secrets Newsletter** (which is in the \$12/year version of their newsletter) for descriptions regarding the installation. Jim checks the recommendations and selects those to install or wait.

He repeated the virtues of www.ninite.com as a convenient aid to installing and updating the current version of many programs. See the July issue of *User Friendly* which is available on the LACS website. Or use Jim's website www.jimopi.net and his SEARCH MY SITE for many references.

CD or DVD? They look the same, but internally they are different and so are their capacities. A CD will hold about 750 megabytes of data and a DVD holds about 4.4 gigabytes of data.

If you download a bootable program to be burned to CD or DVD, this will usually be an ISO file. An ISO file is a specially formatted collection of data files that can then be burned to a CD or DVD. There are burning programs that take the ISO file and break it up into its component files so you end up with a bootable CD/DVD. Jim's favorite program for writing such a disc is **CDBurnerXP**. It allows you to take an ISO image and burn it to CD/DVD. You can also erase the contents of a rewritable CD or DVD as well as copy a CD/DVD.

For some purposes, especially requiring more storage and multiple files, a collection of files may be compressed into a ZIP file. Such

require a special program (WinZIP or 7-ZIP, for example) to zip or unzip the data. Jim likes the **IZArc** utility. It is a free download, but as with most free utilities, they try to install crapware to the unsuspecting. Use caution.

Do you need all those programs installed on your PC? They are listed under 'Programs and Features' on the Control Panel? You can't simply print a list for your favorite guru to check over. This led to a description of the **Snipping Tool** from the list of Accessories under Start / All Programs. It may require several iterations of 'click, drag, and save' to get the entire list of programs. Rather than clicking through that sequence each time, you can pin the start icon for the Snipping Tool to the Task Bar. Click on it, drag the cursor around the desired area, and then save it or send it, as desired.

Snip will work on the Desktop, should you want to save the layout if it gets scrambled. Better, however, is to install a program that will restore the layout when needed. Search for **Desktop Icon Save and Restore** from www.midiox.com – which seems to do the job.

How often do you have to enter your name, address, phone number, email, passwords, etc., and wonder if there is a macro that would help? That was a question for the SIG meeting, and one answer was provided by Leah Clark who uses **TypeItIn** from www.wavget.com. She keeps a list on her desktop. Each button, when clicked on, will insert the text at the location of the cursor. Leah plans to study TypeItIn further, and to write a review of it for the January *User Friendly*.

Bring your friends (who don't have to be members), as well as interesting information, problems, and questions to the next Daytime SIG meeting at Felicia Mahood Senior Center for help from our guru and the education of the rest of us. It is usually on the fourth Tuesday of the month. Please check the User Friendly calendar. ♦

Daytime
SIG, June,
2015



DIGITAL PHOTO SIG REPORT

By **Elliot Silverstein, LACS**

On October 26, our presenter, Felix Frolov, discussed his goal of telling a story with photography. In particular, he showed a movie DVD he had made at the Monterrey Aquarium using his point and shoot camera. The scenes showed the graceful motion of the fish, coordinated with his selection of appropriate background music for each scene. And to add a personal touch to the movie, he included views in which his wife could be seen reflected in the aquarium glass. To give the video a professional look, he included a title and dedication at the end of the show. The music contributed greatly to the visual effects.



He then showed a recorded session he had found on the internet in which a professional photographer demonstrated his efforts to help preserve endangered species by photographing them so his viewers could appreciate them and be encouraged to preserve them. He showed a number of animal photos, many taken by special permission in zoos. He feels that zoos are one of the best hopes for conserving endangered species. One of the fascinating features of this photographer's animal photos was the use of a black background created by a black cloth behind the animal. For each such photo, this created a striking effect that seems more effective than the usual photo with a natural outdoor background. It was pointed out by members of the audience that a similar effect could be achieved by using Photoshop to create a black background for one's animal photos. This seems worth a try.

After this, Felix displayed a number of Hubble telescope photos of distant celestial objects.

He then showed several displays of the relative sizes of our planets, our sun, and several

distant stars to illustrate the enormous variation in the sizes of objects in our galaxy, and to emphasize the amazing distances between objects in the universe.

Felix showed these images using his flat screen television so the colors would be better represented than by using our LACS projector. ♦

CREATING YOUR OWN TEMPLATE IN WORD 2013

By **Nancy DeMarte**, 1st Vice President,
Sarasota Technology User Group, FL
Sarasota Technology Monitor, June 2015
www.thestug.org
ndemarte (at) Verizon.net

For many years, Microsoft Office has included templates. These are preformatted Word documents, PowerPoint presentations, or Excel spreadsheets, all ready for you to fill in the content. Using templates saves time and adds a professional look to a project. Office 2013 has changed a few things that make it easier for you to create your own templates.

Since installing Office 2013, I had used the Blank document template, which is the first one displayed in the gallery. Soon I had realized that I was not satisfied with some of the features of this template. I had wasted time by manually changing the line spacing and font too often. So I decided to create my own basic Word template. It was a lot simpler than I expected.

I didn't begin with Blank document template because it contains the Normal style. I knew that some of my previously saved documents might be adversely affected if I did. Instead, I started by choosing the "Single spaced (blank)" template located near the Blank one in the gallery. It opened a box that showed its properties: Font: Calibri 11 point; Paragraph spacing: Single Space; Margins: 1" (on all sides). I clicked Create, and the template opened as a Document. Now I could make my changes. I kept Single Spacing, but chose the font, Calibri Light, in 14 point. To get slightly smaller margins, I clicked Page Layout – Margins, then Custom Margins. I adjusted the 1" margins to .8" on all sides and clicked "Set as Default" to save the margins setting.

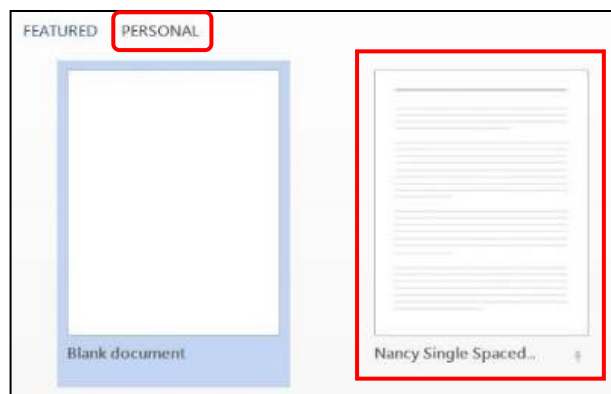
Then it was time to save this modified blank document as a template. I clicked File – Save As, opened the Documents folder, named the template "Nancy Single spaced Template," changed the file type to "Word Template," and clicked Save. When I opened the Documents folder, surprise! A "Custom Office Templates" folder had been created for me, and it held my new template. I later learned that



this folder is created the first time you save any template in Word, Excel, or PowerPoint 2013 applications.

Even though I knew that this new template was stored in the Custom Office Templates folder, I was happy to see that it was also automatically listed in my PERSONAL templates area above Blank Document.

And, when I restarted Word, it was also sitting next to the Blank document template, where I could easily choose it any time I opened Word.



You can create a template by modifying an existing one as I did. If you have a document that you use regularly, another option is to start with one of these documents and save it as a Word Template (.dotx). I currently have saved two customized Word templates and a custom PowerPoint template. I always name my personal templates to include the word "Template" so I can easily distinguish them from documents or presentations. ♦

Hanukkah Gelt



MAC TIPS

Ernie Cox, Director and
Ruth White, Head Mac Monitor
Computer Club of Green Valley
www.ccgvas.org/
ecoxjr (at) cox.net
rdw444 (at) gmail.com

What Is iCloud? - Learn about the basic features of iCloud and what the service provides
<http://macmost.com/what-is-icloud.html>

iCloud Photo Sharing: one of Apple's best kept secrets
<http://www.idownloadblog.com/2015/03/02/icloud-photo-sharing-one-of-apples-best-kept-secrets/> or
<http://tinyurl.com/kumqkma>

How to upload your photos into iCloud Photo Library for your iOS device and icloud.com
<http://9to5mac.com/2015/04/05/how-to-upload-your-photos-into-icloud-photo-library-from-your-ios-device-and-icloud-com/> or
<http://tinyurl.com/or8wqh8>

How to Delete Old iCloud Backups on iPhone & iPad
<http://osxdaily.com/2015/07/16/delete-old-icloud-backups-from-ios> or
<http://tinyurl.com/pvelltc>

iPhone Basics for Beginners: Top 10 Tips
<http://www.maclife.com/article/howtos/iphone-basics-beginners-top-tips> or
<http://tinyurl.com/ph8n3qj>

How to find your iPhone's last location even after the battery dies
<http://www.cultofmac.com/313318/find-your-iphone-last-location-even-battery-dies> or
<http://tinyurl.com/or3lhch>

How to Forcibly Reboot an iPhone & iPad
<http://osxdaily.com/2015/03/03/force-reboot-iphone-ipad/> or
<http://tinyurl.com/obpuv7m>

How-To: Boost your Mac's speed and prolong its useful life with easy RAM upgrades
<http://9to5mac.com/2015/03/04/how-to-boost-mac-speed-ram-upgrade> or
<http://tinyurl.com/oyucgx6>

Even more essential Mac keyboard shortcuts
<http://www.cultofmac.com/318465/even-more-essential-mac-keyboard-shortcuts> or
<http://tinyurl.com/pbvjuhk>

How to enable Short Message Service (SMS) text messaging through Continuity on iPad and Mac
<http://appleinsider.com/articles/15/04/04/how-to-enable-sms-text-messaging-through-continuity-on-ipad-and-mac> or
<http://tinyurl.com/lks9m46>

How to Watch Any MLB Game Live
<http://www.gottabemobile.com/2015/04/05/how-to-watch-any-mlb-game-live> or
<http://tinyurl.com/q8tm6ak>

Siri Can Call Emergency Services for you with iPhone if need be
<http://osxdaily.com/2015/07/17/siri-call-emergency-services-iphone> or
<http://tinyurl.com/q5tdv2f>

Uninstall Adobe's Flash from your Mac - here's how
<http://appleinsider.com/articles/15/07/13/its-time-to-uninstall-adobes-flash-from-your-mac--heres-how> or
<http://tinyurl.com/o4fuk4w>

Corrupt iPhone, iPod touch, iPad Backup? Here's how to delete it!
<http://fairerplatform.com/2015/07/corrupt-iphone-ipod-touch-ipad-backup-heres-how-to-delete-it> or
<http://tinyurl.com/nsh7gyt> ♦



LACS NOTICES

WELCOME ALL

Gene Jacobs
Data Base Manager, LACS

New Members (1)

Roger Wagner

Renewals (11)

Mel Ader	Stavros Olympios *
Deborah Alpert	Mark Presky
Robert Ginsberg	William Rickles **
Julie Klocki	John Schaefer
Roger Kohn	Joan Wilder
Robert McDonald	

* Contributor ** Supporter



PODCASTS

To listen to the podcasts of our general meetings, go to <http://www.lacspc.org/category/audio-files/>. Click on the session you wish to hear.

LACS IS ON TWITTER AND FACEBOOK

On **Twitter**, follow us at:
https://twitter.com/LA_CompSoc

To see the LACS **Facebook** page, go to <https://www.facebook.com/Los-Angeles-Computer-Society-1646725522226616/> or log into your Facebook account. In the search box on top type in "Los Angeles Computer Society."
Society." It may come up after just the first few letters.

YOUTUBE SPACE L.A. HAPPY HOUR

12422 W. BLUFF CREEK DR. L.A., 90094

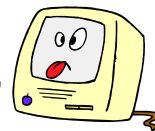
Near Centinela and Jefferson

YouTube puts on fabulous Happy Hours and other events. There's a Holiday Music Night on December 9 from 7:00 - 10:00. Everything is free, but you must register ahead at <https://www.youtube.com/yt/space/events-la.html>.

Check at the URL above for the dates and events, and to register. Parking is validated. Their events are good for networking.

FIX YOUR PC FOR FREE?

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

GENERAL MEETING PRESENTATIONS

December 8: Holiday Party and Dinner
January 12: Computer Technology for Understanding our Health
February 9: Population Growth and Climate Change

Note: This schedule is subject to change. Check your e-mail and *User Friendly* for updates.

GENERAL MEETING SNACK SCHEDULE

By **Sylvia Q. Davis**

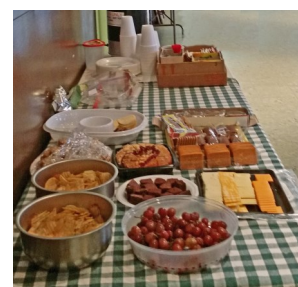
December 8: Holiday Potluck Party
January 12: J through N

If you are unable to come on your assigned date, please trade with someone.


Bring finger-food treats such as fresh fruit, veggies, nuts, cookies, brownies, cold drinks and the like. LACS provides hot drinks.

See your e-mail for more suggestions and updates.

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



DECEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6  Happy Hanukkah	7 Board Meeting	8  HOLIDAY PARTY 7:00 PM	9	10	11	12
13	14 Basics & Beyond SIG 7:00	15	18	17	18	19
20	21 Social Media SIG 7:00 PM	22 Daytime SIG 1:00 PM	23	24	25 	26  Kwanza
27	28 No Digital Photo SIG	29	30	31 		

Note: The Digital Photo SIG will not meet in December

This Calendar may change.

Check your e-mail or with the SIG leader before attending a meeting.

The General Meeting is at Fellowship Hall.

The SIGs meet at the Santa Monica College Bundy Campus, room 415, unless otherwise noted.

SPECIAL INTEREST GROUPS (SIGs)

SIG meetings are led by and for LACS members. Visitors are welcome to attend.

To inquire about a SIG, check your e-mail or call the contact person in advance.

Basics & Beyond SIG	Kim Stocksdales	310-720-0603	2nd Mon. 7 PM SMC, Bundy Campus
Daytime Sig	Jim McKnight	310-823-7829	4th Tues. 1 PM, Felicia Mahood Ctr.
Digital Photo SIG	Nancy Cattell	310-452-2130	
"	Elliot Silverstein	310-670-1544	4th Mon. 7 PM, SMC, Bundy Campus
Social Media SIG	Stanley Johnson	424-216-6984	3rd Mon. 7 PM, SMC, Bundy Campus

ADDRESSES

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

Felicia Mahood Senior Center, 11338 Santa Monica Blvd., West LA 90025 (at Corinth)

Fellowship Hall, 8065 Emerson Ave., Westchester 90045

Santa Monica College Bundy Campus, 3171 S. Bundy Drive, LA 90066 (west on College Dr., one block South of Airport Avenue, 2 blocks North of Rose) Our room number may change each semester. Look for it on a sign opposite the elevator on the first floor. We have room **415** through December 28, 2015.

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 Leahjc (at) sbcglobal.net 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 an inconvenient time.

Adobe Creative Suite: PDF, InDesign, PhotoShop, etc. - 17	iPhone, iPad, iPod - 15	Picasa - 14
America Online - 5	Linux - 11	Quicken - 3, 5
Android Smartphones - 5	Lotus Word Pro, Approach - 12	Thunderbird - 12
Apple Devices - 15	Mozilla Firefox, Thunderbird - 12	Visual Basic - 13
Anti Malware - 12	MS Excel - 3, 15	Websites - 13
Digital Imaging, Editing - 8, 14	MS Word - 3, 4, 10	Win XP - Vista - 12, 16
Digital Photography - 8, 14	MS Outlook - 5, 15, 17	Windows - 5, 12
Dragon Naturally Speaking - 4	MS Outlook Express - 15	WordPerfect - 5
Genealogy - 5, 7	MS PowerPoint - 15	
Hardware - 12	MS Publisher - 2, 7	
	Open Office - 16	

No.	Name	Preferred Phone for Calls	From	To
2	Mercer, Bob	310-837-5648	9:00 AM	10:00 PM
3	Wilder, Joan	310-472-8445	9:00 AM	9:00 PM
4	Hershman, Irv	310-397-9453	11:00 AM	11:00 PM
5	Nordlinger, Stephanie	323-299-3244	5:00 PM	10:00 PM
6	Springer, Karl	424-646-3410	10:00 AM	10:00 PM
7	Clark, Leah	310-677-2792	9:00 AM	5:00 PM
8	Silverstein, Elliott	310-670-1544	10:00 AM	10:00 PM
10	Beckman, Loling	310-471-7893	10:00 AM	6:00 PM
11	Hughes, Bill	424-259-1818	Any	Any
12	McKnight, Jim	310-823-7829	8:00 AM	7:00 PM
13	Ialongo, Gilbert	310-641-7906	9:00 AM	5:00 PM
14	Schneir, Jerry	310-451-4140	9:00 AM	10:00 PM
15	Van Berkomp, Paula	310-398-6734	9:00 AM	5:00 PM
16	Johnson, Carol	310-372-8535	10:00 AM	9:00 PM
17	Rozek, E.J.	310-823-3811	Noon	8:00 PM

OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone
President	Maurice Stephenson	2015	310-625-0450
Past President	Stephanie Nordlinger	2015	323-299-3244
Vice President	Vacant		
Secretary	Lee Freehling	2015	310-837-4022
Treasurer	Elliott Stern	2015	310-880-9891
Director	Leah Clark	2016	310-677-2792
Director	Lance Hegamin	2015	310-202-8926
Director	Stanley Johnson	2016	424-216-6984
Director	Heshmat Laaly	2015	310-838-7140
Director	Jim Louie	2015	310-473-4247
Director	Jim McKnight	2016	310-823-7829
Director	Paula Van Berkom	2015	310-389-6734
APCUG Rep.	Leah Clark		310-677-2792
Car Pools	Lance Hegamin		310-202-8926
Changes	Karl Springer		424-646-3410
"	Gene Jacobs		310-397-8457
Corporate Counsel	Stephanie Nordlinger		323-299-3244
CCSC Computer Lab	Rosalie Kirsch		310-559-2244
Hospitality Chair	Sylvia Davis		213-924-4927
Asst. Hospitality Chair	Felix Frolov		310-283-6394
Membership Database	Gene Jacobs		310-397-8457
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Maurice Stephenson		310-625-0450
Publicity	Mark Presky		310-398-0366
Quick Consultants	Leah Clark		310-677-2792
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The **ContactUs (at) lacspc.org** address goes to our **president** and **immediate past president**.

If the message is for another board member, they will forward it to the correct person.

To contact other officers, directors, leaders or members directly, members may use our roster for phone numbers and e-mail addresses.

FUN WITH SPREADSHEETS

By **Jim Cerny**

2nd Vice President, Sarasota TUG, FL

Sarasota Technology Monitor, April 2015

www.thestug.org

jimcerny123 (at) gmail.com

Most people do not associate the word “fun” with anything like what a spreadsheet program can do. I hope by reading this you will decide to at least open a spreadsheet program just to see what it can do and if it is really “fun” for you to use. I use a spreadsheet program to keep track of my monthly expenses. It is really simple to use for this purpose and helps you organize anything with numbers. Let me introduce you to the basic use of spreadsheets.

What is a “spreadsheet” program anyway?

It is a program that allows you to organize numbers in a matrix array of boxes called “cells.” You can put ANY number or words in a “cell.” The beauty of a spreadsheet program is that it can do calculations and it is easy to sort or change the contents of any cell. You have probably heard of Microsoft Excel (part of the Microsoft Office set of programs), but there are many other FREE spreadsheet programs that you can use as well, such as Google Drive (called “Sheets”) and Open Office. (Check Google to find out more about them.)

What can a spreadsheet program do for me?

I enjoy using a spreadsheet program to help me keep track of my personal home monthly expenses, my investments, and lists of club members. Although a spreadsheet program is intended for use with numbers, you certainly can use it to organize and sort a list of anything. Let me introduce you to a simple basic use of a spreadsheet by using one to track monthly expenses. I will use Excel 2013 in this example.

The basic elements of a spreadsheet

All spreadsheet programs work the same way. Once you learn how to use one, it is not difficult to use another. The basic screen of a spreadsheet (see sample on next page) is an array of cells with the cell columns labeled with letters (A, B, C, etc.) and the cell rows labeled with numbers (1, 2, 3, etc.) Thus every cell has a unique “address” such as B5 or D3, for exam-

ple. Above this array of cells are many menus, tools, and options that are available for you.

Use your mouse to click on a “cell” in the array. You will see the “address” of that cell displayed just above the top row in the far left of the menu area. This is how you know what cell you are working with. The box or area to the right of the address is the “function” bar and it shows the contents of the cell here. You can enter and edit the contents of a cell in this area if you want - I find it most helpful.

For our example, I am going to put words in the first row and in the first column cells. This serves to “label” or give a title to the numbers I am going to put into the other cells.

Click the mouse (the left mouse button) in cell A1 and then type in the word “Expense.” In the following cells in row 1, click in each cell to enter in the name of the month. So in cell B1, type “January,” in cell C1, “February,” in cell D1 “March,” etc. (see example).

In column A, in each row from 2 on down, enter the text of the expense (bill, service, or company) that you pay each month. So, for example, in cell A2 I will enter “Electric,” in cell A3 I will enter “Water and Sewer,” in cell A4 I will enter “Gas,” etc. When I entered “Water and Sewer” the column was too narrow to hold all the words, so I had to widen the column. I did this by positioning my mouse on the vertical line between “A” and “B” (the mouse changes to a double arrow) and then I dragged the mouse to the right. I will end up with a list in column A of all my monthly expenses. All you are doing, really, is making a simple table with labels on the first row and column. This table will be filled with a number (your expense) in each cell.

Note, that if you click on a cell to select it, the contents of the cell will appear above the array of cells in the “function” bar.

Entering numbers into the cells

Just click your mouse (left mouse button) on any cell to enter something into that cell. You can enter what you want in that cell by using the function bar if you wish. If you make a mistake, you can delete what is in that cell by hitting the “delete” key on your keyboard or use text editing. I did not use the decimal (the period key on your keyboard) in this example, but you can

pick the “two decimal point” option if you want, and the “\$” option as well.

Adding up the total

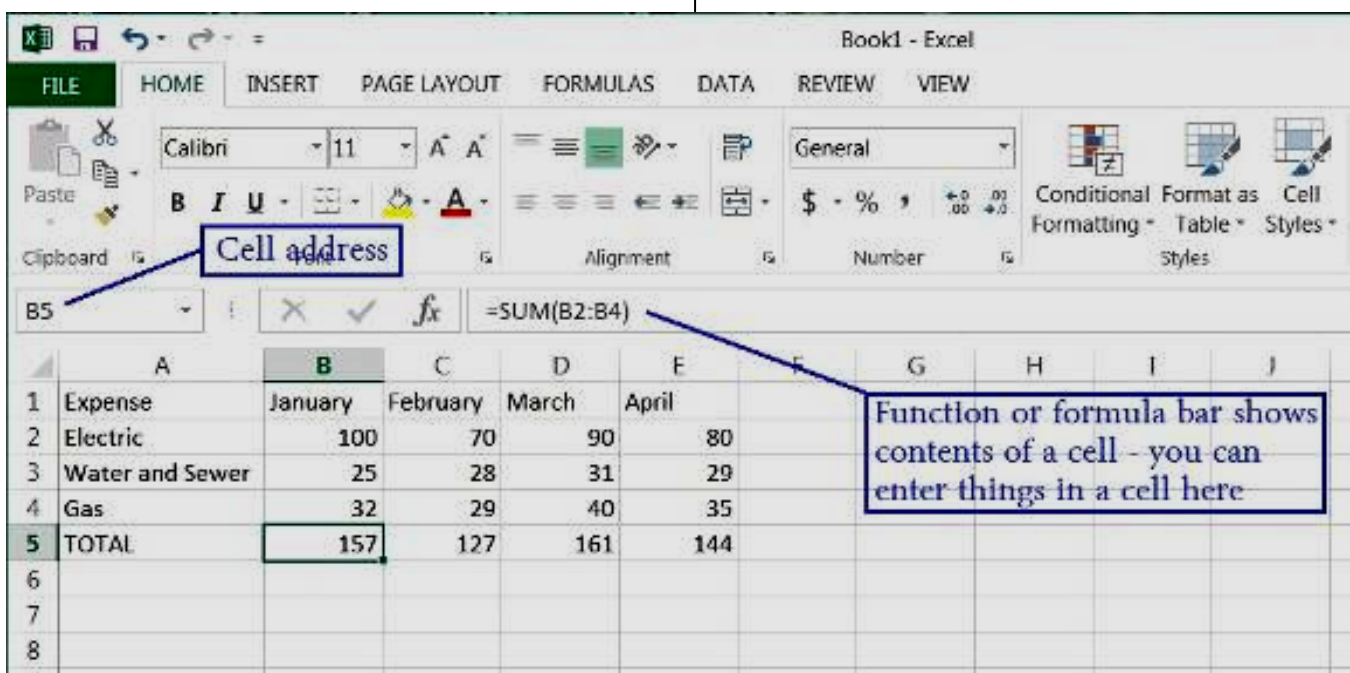
Now we come to the good part. You would like the spreadsheet to add or sum all the numbers in a column (or row). So, let's enter a new row label in column A as the last row in our spreadsheet and enter the text "TOTAL." In my example spreadsheet there are only three monthly expenses, so my "TOTAL" row will be row 5. You can have as many rows (and expenses) as you like. Now click on cell B5 which will contain my total of all the "January" expenses and I will enter the following FORMULA or FUNCTION into that cell: =SUM(B2:B4). You should enter this formula in the "function bar" at the top, above the spreadsheet, in the menu area. Note that the equal sign "=" indicates that this is NOT text or a number like we entered in our other cells, but a formula or function. We are telling it to ADD or SUM the numbers in all the cells from B2 to B4, and it will put the total in this cell, B5. In my example, you can see the formula that is in cell B5 in the function bar above. I find it easier to always enter things into a cell by entering it in the formula or function bar.

Try doing this in the remaining total cells in row 5, totaling the numbers in each column above.

What's the Big Deal Anyway?

Well, the big deal is that you can organize and work with ANY array of numbers OR text. Not only can you total numbers, but you can average them or perform any mathematical calculation you want with them. It is easy to insert new rows or columns and the formulas will still do the calculations correctly. You can sort your spreadsheet by text (the “labels”) or by numbers. Your spreadsheet can look (that is, can be “formatted”) any way you want. You can color or highlight text, numbers, or cells; make the text larger, use any font, make the size of the cells any size you want, and much more. There are hundreds of formatting options and hundreds of “built-in” formulas and functions. Excel, for example, can even draw graphs and charts. Well, I will let the accountants use all the fancy stuff, I just want to track some of my basic expenses, and a spreadsheet is perfect for doing that. Why not give it a try? You can learn more about the spreadsheet that you are using by using the “help” option or by asking Google. YouTube has many video lessons as well. Hey, maybe this can be fun after all! ♦

Editor's note: I use an Excel Spreadsheet to do the Calendar in User Friendly. I can make the columns different widths, and link the spreadsheet with Publisher, so that any changes are automatically reflected in the publication. It is fun!



WHAT SHOULD I DO WHEN A COMPUTER FREEZES OR LOCKS UP?

From **The User's Group Network**

Keywords, November 2015

www.tugnet.org

Give the computer some time

Wait. Give the computer a few minutes to process. Sometimes a computer may appear to be frozen, but it is really just slow or busy processing a complex task.

Is the computer deadlocked?

See if the computer can respond to anything by pressing the Caps Lock key on the keyboard and watching the Caps Lock LED (light) to see if it turns on and off. If nothing happens, the computer is dead locked, and you must reboot the computer.

"End Task" the Not Responding program

If the Caps Lock can turn on and off, Windows is still working, but another program may not be responding and causing the computer to freeze. Press Ctrl + Alt + Del to open the Windows Task Manager. If the Task Manager can open, highlight the program that is not responding and choose End Task, which should unfreeze the computer. ♦



Submitted by Cora Kamerman

INTERNET ARCHIVE TAKES OVER COMPILING HISTORICAL ITEMS WHERE GOOGLE STOPPED

by **Ira Wilsker**

Golden Triangle PC Club

www.gtpcc.org

iwilsker (at) sbcglobal.net

Over the past several years I have written columns praising Google for its Herculean efforts in digitizing and compiling massive amounts of historical data. About three years ago I complimented Google for digitizing and archiving millions of pages of old newspapers, creating an outstanding historical resource that could be searched as easily as today's web pages. In more than one column, I documented the enormous library of millions of old books and magazines that had been digitally preserved by Google, making them freely available to the public; personally I have downloaded hundreds of historical, long out-of-print non-fiction books on a variety of topics, including cook books, military histories, autobiographies, diaries and journals, and other publications, almost all of them more than a century old. While these historical items are still available on Google and can often be located with moderate effort, Google has quietly ceased its commendable efforts of the massive digitizing of historical data.

According to a recent posting on Medium.com, Google's 1999 mission statement was:

Google's mission is to organize the world's information and make it universally accessible and useful.

For about a decade, Google actively archived historical information in order to " ... include preservation of the past." Some of Google's most notable data preservations include the archiving of old pre-Internet Usenet news feeds and newsgroups going back to 1981. Starting in 2004, just six years after its creation, Google created **Google Books** with the stated plan to partner with libraries to digitally scan and store every known book in the libraries' possession. In order to accomplish this massive undertaking, Google invented its own book scanner which could digitize up to a thousand pages an hour. While most of the scanned content had expired copyrights or was otherwise in the

public domain, or licensed by Google for the purpose of digital archiving, Google became embroiled in legal battles over scanned content that may have still been subject to copyright restrictions. By the time that Google ceased its library scanning activities, it is alleged that Google may have scanned over 13 million books and magazines from libraries all over the globe. While still available online at <http://books.google.com/books>, according to published sources, there have been no major updates to *Google Books* since 2012.

In 2006, to the glee of those interested in history, Google launched its **Google News Archive** with the stated goal of digitizing newspapers from all over the world, going back 200 years. Initially, the *Google News Archive* simply compiled already existing digital copies of newspapers, but started its own newspaper digitizing activities in 2008, scanning millions of pages of local, regional, and national newspapers from all over the world.

The use by Google of a sophisticated Optical Character Recognition (OCR) technology made most of the scanned newspapers easily searchable using a version of the famed Google search engine. Sadly, as Google's corporate focus and mission evolved in recent years, Google started to cease these historical activities. The *Google News Archives*, a subject of one of my columns several years ago, has somewhat ceased to exist as a searchable entity, but the scanned newspapers are still online at news.google.com/newspapers, with a partially functional search box at the top of the page. In comments personally made to me after the publication of my earlier column on the *Google News Archives*, several people who were actively researching their genealogy found previously unknown family information in these old newspapers. According to a series of Google employee posts in the Google Product Forums discussing the problems of searching the old newspaper archives, on December 18, 2014, an employee wrote that Google "... is currently working on creating a better experience on the *Newspaper Archives* that should be available in the near future."

Since Google has effectively halted most of its historical activities, another web service has filled much of the vacuum left as Google exit-

ed. The website at archive.org describes itself as, "(The) *Internet Archive* is a non-profit library of millions of free books, movies, software, music, and more." The *Internet Archive* (archive.org), in partnership with a sizeable group of libraries, universities, foundations, and other resources, has compiled an impressive and massive collection of digital resources that are freely available to all.



Included in this collection is 7.8 million books and other texts; 1.9 million videos, including full length movies; 2.4 million audio files, including complete albums from renowned artists; 98 thousand software titles, many going back to before the advent of the personal computer; 949 thousand images; 149 thousand concerts; and 144 thousand collections of digitized content.

I started viewing some of the books and other content from American libraries, and was very impressed with the quantity and quality of books available. According to the *Internet Archive*, just from American libraries alone, it has available to all for free, 2,142,043 books that are easily searchable by topic, popularity, title, date published, and creator. The American libraries list includes about 200 distinct topics including over 16,000 birth registries (useful to genealogists); over 11,000 different bibles; 8800 books on World War I; almost 10,000 books on general science; 7,352 medical books; 5,710 hymnals; 4,700 titles each on geology and law; 5,000 books under the category "Indians of North America"; about 3,000 books each on birds, political science, and economics; 2,900 newspapers from Princeton, New Jersey; over 300 thousand books published in foreign languages (German, French, Spanish, Italian, Latin, Russian, Dutch, and Danish), and enough other topics to total the over 2 million books available, just from American libraries.

The first of the books that I downloaded from the *Internet Archive*, American Library collection, was originally from the University of Pittsburgh, with the title *Virginia militia in the Revolutionary War: McAllister's data*, published in 1913. This book, and most of the other titles, can be viewed online by any device with a

web browser, or downloaded in a variety of popular formats including ePub, Kindle, PDF, plain text, and other formats. Obviously, several of these formats are downloadable and readable on computers, dedicated readers, laptops, tablets, smart phones, and other devices. There are many other book resources available on the *Internet Archive*, including over 400 thousand titles from Canadian libraries, and other sources providing the listed total in excess of 7 million book titles.

There are over 145,000 musical compositions freely available on the Internet Archive, of almost all genre's. Included in these genre's are live concerts (28,757), Rock (3,504), Bluegrass (2,103), Blues, Jazz, and from artists recorded between the early 1950's to many of today's contemporary artists. My personal favorite among the audio files is the "Old Time Radio" collection at archive.org/details/oldtimeradio; radio show classics from Dragnet to Groucho Marx are very entertaining.

People who desire to search historical videos, or simply watch videos for entertainment will likely enjoy the selection of free videos available from the *Internet Archives*. There are almost 2 million videos available, in a dozen languages, from a multitude of sources. Among the selection is over three-quarters of a million TV programs from BBC, CNN, PBS, Fox News, Sky News, NBC, MSNBC, ABC, CBS, Comedy Central, Telemundo, Univision, and a large group of local and network TV broadcasts from around the world. Included in the available videos are 3,952 full length feature films, 2,400 animated cartoons, 3,300 classic TV shows, 783 silent movies, 1,255 classic TV commercials, religious videos, thousands of historical news archives sorted by topic and event, and other videos.

With all of the buzz about watching streaming video, the *Internet Archive* offers 3,952 full length movies (along with some trailers); while most are in English, there are also selections in foreign languages such as Spanish, German, French, Russian, Arabic, and other languages. Popular topics include dramas, comedies, romance, horror, mystery, crime, action movies, science fiction, musicals, war movies, biographies, westerns, and other categories. There are also comprehensive collections based on

the star power, including Roy Rogers, Charlie Chaplin, Sherlock Holmes, John Wayne, Gene Autry, Alfred Hitchcock, our local star Tex Ritter, Boris Karloff, Mickey Rooney, Our Gang, Frank Sinatra, and other famous artists.

While not quite as comprehensive as the collections being somewhat abandoned by Google, the *Internet Archives* at Archive.org does offer a very impressive collection of free content. With the millions of books, movies, TV shows, albums, music tracks, "Old Time Radio", and other content freely available at Archive.org, there is literally something available for everyone.

WEBSITES:

<https://archive.org>

<https://medium.com/message/never-trust-a-corporation-to-do-a-librarys-job-f58db4673351>

<https://archive.org/details/texts>

<https://archive.org/details/movies>

<https://archive.org/details/audio>

<https://archive.org/details/oldtimeradio>

<https://news.google.com/newspapers>

http://en.wikipedia.org/wiki/Google_News_Archive

<http://books.google.com/books>

Ira is a director for the Golden Triangle PC Club, an Associate Professor at Lamar Institute of Technology, and writes a weekly technology column for the Examiner newspaper

<www.theexaminer.com>. Ira is also a deputy sheriff who specializes in cybercrime, and has lectured internationally in computer crime and security. ♦

Internet Archive is a non-profit library of millions of free books, movies, software, music, and more.



SELECTED NIBBLERS

By Jeannine Sloan
Twin Cities PC Group
www.tcpc.com



Stolen Consumer Data Is a Smaller Problem Than It Seems

Data breaches are an example of a threat that looks worse than it turns out to be. The sheer size of hackings shocks and startles when the attacks are first reported, but it's rare that journalists check on the actual consequences. "The bad guys are getting good," said David Robertson, the publisher of The Nilson Report, a data provider for the card industry, "and the good guys are getting even better."

<http://nyti.ms/1WMeoIC>

Foiling Malicious Links and Files

Every day, malicious websites and attachments try to trick you into downloading their dangerous payload. Fortunately, there are websites and tools to help you determine if it's safe and what might be a trap designed to steal personal information and money.

<http://bit.ly/1IfPoG0>

One of the sites recommended is **VirusTotal**, a free service that analyzes suspicious files and URLs, and facilitates the quick detection of viruses, worms, trojans, and all kinds of malware. Bookmark it.

<https://www.virustotal.com>

Device Security

Whatever brand of tablet or cell phone you use, it's always good to install and regularly use an anti-malware app. *TechRepublic* recommends **Malwarebytes**. Always run a scan after in-

stalling an app (no matter from where the app was installed). From *TechRepublic*

Next-Generation Firewall

A next-gen firewall can look inside the envelope to check that it doesn't contain dangerous content. Likewise, it can have smarter rules so you can say "block all known dodgy addresses" rather than having to explicitly state "don't allow mail from Joe the scammer at number 23 Spam Lane." The great thing about these smart rules is that you can transfer the responsibility for keeping an updated list of dodgy addresses to your firewall vendor rather than maintaining them manually yourself.

<http://tinyurl.com/o4749p5>

Considerations for Safer Downloading

Here are a few guidelines for reducing the risk of computer infection when you download and install software.

- First: **CREATE** a restore point as a safety net.
- Download **ONLY** from trustworthy sites (CNET, ZDNET, Microsoft) and be cautious even then.
- **AVOID** any site that uses a download manager.
- **BE CAREFUL** of sites that display multiple download buttons.
- If downloading a video, **AVOID** an .exe extension and/or a video player.
- **AVOID** using default install, use "Custom" so you can uncheck any included crapware.
- **NOTHING** is free. The End User License Agreement (EULA) will tell you if there is bundled crapware. Read the EULA.

This list was shared with Jeannine Sloan by a professional computer technician.

Malware Bots

Common crime ware functions built into bots include:

- Logging your keystrokes to steal online usernames and passwords.

- Searching through your files for interesting data to steal.
- Tricking you into clicking on ads to generate pay-per-click revenue.
- Posting "recommendations" for your friends on your social networks.
- Acting as a proxy, or relay, and charging rent to other crooks so they can use your internet connection to cover their tracks.
- Mapping out your network from the inside to assist with future attacks.
- Attacking other people's websites, making you look like the crook.
- Sending out spam, often in vast quantities
- Updating the running malware to add new features and stay ahead of your defenses.

Downloading more malware at the whim of the crook who is in control.

Read more at: <http://bit.ly/1Okhkjn>

Avoid Malware

Anytime I fear that I may have clicked on something suspicious or I sense that my computer is running slower than normal, I always run **Housecall**, a free software program by Trend Micro, just to make sure that my computer hasn't been infected with a virus or malware.

This is step 2 of the article at this site:

<http://tinyurl.com/psv9npv> ♦



NOTICE

The columns, reviews and other expressions of opinion in *User Friendly* are the opinions of the writers and not necessarily those of the Los Angeles Computer Society. LACS became a California non-profit corporation on July 17, 1991. It's predecessor was the UCLA PC Users Group.

The Editor of *User Friendly* will accept contributions of any suitable length from members.

Articles should be sent to

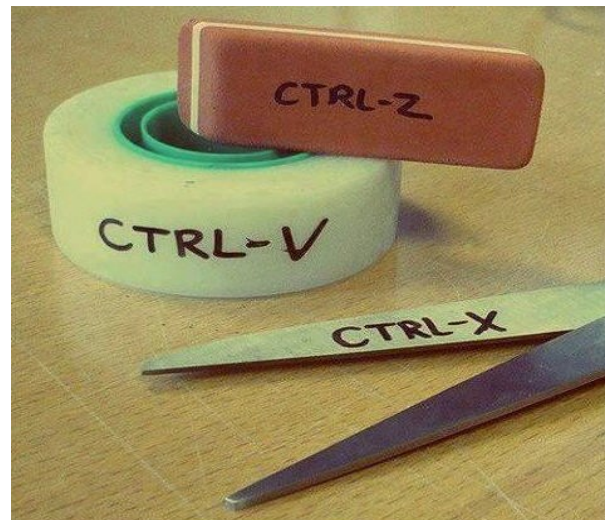
Leahjc (at)sbcglobal.net as plain text in an e-mail message or as a Word document. The deadline for submitting articles is the **20th of the month.**

LAUGHING OUT LOUD

Santa is a System Administrator?

Consider:

1. Santa is bearded, corpulent, and dresses funny.
2. When you ask Santa for something, the odds of receiving what you wanted are infinitesimal.
3. Santa seldom answers your mail.
4. When you ask Santa where he gets all the stuff he's got, he says, "Elves make it for me."
5. Santa doesn't care about your deadlines.
6. Your parents ascribed supernatural powers to Santa, but did all the work themselves.
7. Nobody knows who Santa has to answer to for his actions.
8. Santa laughs entirely too much.
9. Santa thinks nothing of breaking into your HOME.
10. Only a lunatic says bad things about Santa in his presence. ♦



Alternative Shortcuts

Submitted by **Karl Springer**

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MEMBERSHIP INFORMATION

Annual membership Dues:

Regular	\$ 40
Family-Associate	12
Students	18
Contributing	50
Supporter	75
Benefactor	100
Renewal, Electronic Newsletter	30

A subscription to *User Friendly* is included with membership.

Associate members are people who live in the same household or work for the same company as a regular member; they do not receive their own subscriptions to *User Friendly*, but may read it on the LACS website.

Students must prove full-time status.

In addition to monthly general meetings, members enjoy these special benefits:

- Monthly printed Newsletter *User Friendly*. We publish your article submissions or free classified ads to buy or sell your computer items.
- Get help by phone from Members who are Quick Consultants listed in User Friendly.
- Get help by e-mail by using our LACSLIST Yahoo Group Mail List. Simply address your e-mail questions to lacslis (at) yahoogroups.com
- Receive important news and announcements via LACS's Yahoo Group e-mail lists.
- Special Interest Groups (SIGs) to help solve your problems regarding selected topics.
- Eligibility to win door prizes in the General Meeting's "Lucky Draw."
- Information on training, swap meets and trade shows.
- Occasional product discounts, special offers, etc.
- Free software and computer books (if you review them for User Friendly.)
- Rewards for Recruiting Members: LACS will extend your membership for three months for each new Regular member you recruit.

LACS

Membership Application

Please bring your dues and this form to a meeting or mail them to:

Los Angeles Computer Society, 11664 NATIONAL BLVD. #343, LOS ANGELES CA 90064-3802

Please PRINT Clearly

[] New [] Renewal

[] Regular - \$40.00 [] Associate - \$12.00 [] Student - \$18.00

[] Renewal with electronic, no paper, newsletter - \$30.00

[] Contributor - \$50.00 [] Supporter- \$75.00 [] Benefactor - \$100.00 [] Other \$_____

Name: First

Last

Name of Associate:

First

Last

Address:

City, State, Zip + 4

Day Phone:

Evening Phone:

[] Do not publish in roster

e-mail Address:

Who invited you to join LACS?



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Voice-mail: 310- 398-0366. Web site: <http://www.lacspc.org>
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DIRECTIONS TO GENERAL MEETING

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.

