

September 2016

# User Friendly



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## SEPTEMBER GENERAL MEETING

### Smart Phones - Swiss Army Knives for Keeping Your Data Handy Speaker: Bill James



**Computer Club of Oklahoma City**  
Bill James will describe, via Skype, how to make use of all of the features of your smartphone. The smartphone is a device that can do many of the tasks traditionally done on your PC. It just takes the right apps and a different mindset to make the device work for you. Individuals have been able to adapt to using a smartphone where other devices are impossible due to a physical disability. This presentation will demonstrate things that make the smartphone more than just a telephone.

#### You'll learn more about:

- Online Banking
- Controlling other devices within your home
- GPS
- Note Pad
- Viewing files using Cloud Storage
- Finding Apps

Bill is VP of Operations and newsletter editor for the Computer Club of Oklahoma City. He is an APCUG Region 8 Advisor. He is the VP and Parade Coordinator of the Oklahoma Mustang Club, a member of Toastmasters, and is on the board of the North Care Center, a social services facility. He retired from the FAA as a Supply Systems Analyst.



Member of  
An International  
Association of Technology  
& Computer User Groups

[www.apcug2.org](http://www.apcug2.org)  
[www.facebook.com/APCUG](https://www.facebook.com/APCUG)  
[www.twitter.com/apcug](https://www.twitter.com/apcug)  
[www.youtube.com/apcugvide](https://www.youtube.com/apcugvide)

**Tuesday, September 13, 2016, 7 - 9 P.M.**

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

An informal Computer Forum meets from  
**6:00 to 6:50 P.M.** to answer individual questions.  
All are welcome.

More info [www.lacspc.org](http://www.lacspc.org)  
or at  
310-398-0366

**LACS Nominations and  
Elections  
See page 3.**



## August 9, 2016 GENERAL MEETING REPORT

By **Leah Clark**, LACS Editor

Speaker: **Akilah Kamaria**

Blue Fields Digital

### Overview of the Cyber Threat Landscape

**A**kilah's presentation was an overview of cyber security issues, including horror stories and solutions. She raised our awareness of the things that we can do to protect ourselves and our businesses. There is a lot of stuff happening out there that we need to be protected from. Since we now live in an age of terrorism, if you see something, say something. When you know something, do something to protect yourself and others.

We are all very much connected - we all have many devices, and they are all connected. We are always connected to the Internet and social media. Cyber-crime and cyber-terror are very much in the news. It's always someone's job to steal from us. We are familiar with banks and credit cards being hacked. The chips in the new credit cards are not 100%, as criminals just figure out another way.

In other countries, hackers have managed to shut down power grids. They simply sent an email to the power company employees, made it look like it came from the CEO, and directed them to open the file. When they did so, software was installed that shut down the grid.

Banking has received the most government publicity, but the Democratic National Convention, the IRS, the White House, the Office of Personnel Management, and the Navy have been breached. Attacks are coming from Russia and China, which is the new front where we are fighting a war.

Criminals attack small businesses, so they can get into the large companies through the back door, to do their damage. Don't think your business is too small to be hacked. If you have a small firm that manufactures airplane wings, a hacker can get in to change the dimensions. You build that part, ship it to the next company in line, and it goes onto a jet plane. We all read about Target which got breached. Actually, Target did not get breached; it was Fazio Mechanical, a small company that repaired the air con-

ditioning at Target, who got breached. Fazio only had a home version of Malwarebytes and nothing else. They thought they were too small to be concerned. Target had the best security technology, but they didn't know for some time that there was a problem. The Department of Justice found transactions going to Russia.

Companies can be shut down for ransom - they have to pay to get their data and their companies back. Cyber-security can be very personal. Identity theft is the highest reported consumer crime 15 years in a row. Until our behavior changes, until our level of awareness of what we need to do to protect ourselves changes, this will continue to go on because it is so profitable. When we realize the dangers of the things that can happen, we change our behavior culturally. Technology is moving at such a pace that we have not been able to keep up. Cyber-security is just human security. We need to protect ourselves in an age where everything is connected.

Mattel released a Barbie doll equipped with WiFi so a child can chat with her. Someone figured out a way to hack into the system to spy on the owner and to blackmail her. Unfortunately, this is the dark side of the web.

The FBI came in and confiscated all of a business woman's equipment - laptops, computers, etc. It turned out that the WiFi connection on her business was not secure. Criminals pulled up to her business and were using her network as part of a pedophile ring. The FBI had her IP address and took everything. She had nothing backed up. She lost her business.

In our daily lives, it's about our behavior, and how we can protect ourselves. Facebook and Twitter are a couple of the greatest places for malware hackers. They can figure out how to create a malware that is personal to you, so if you click on a subject that you are interested in, malware is downloaded. The thing about this is that technology only protects you so much. Of all the breaches that happen, 92% are avoidable. Don't upload all your employees' email and salaries into an Excel file, thinking the request came from the CEO!

78% of cyber-crime is really quite easy. People are getting out of other criminal industries, like the drug business, because cyber-crime is

*(Continued on Page 5)*

**NOMINATIONS AND ELECTIONS**

**O**ur nominating committee, officers, directors and members are very grateful to those who stepped forward to be our leaders in 2017. We could never survive without them.

But we still need a secretary and two to four directors. The secretary takes the minutes at the monthly board meeting; it's not a hard job. The directors attend the board meetings, offer suggestions, and vote on proposals; also not a hard job. We need some of our newer and younger members to come forward with their ideas. The same people have been doing everything for too long. If you think you can help out, or have questions, please contact a board member.

A recent editorial in the *Palisades News* discussed the problem a lot of organizations are having getting new members, and keeping them active. Clubs must tap into the millennials. They are a larger group than the baby boomers. Since millennials are hooked into technology, LACS needs them and their ideas. A lot of organizations are becoming endangered. If anyone can save an "endangered species" it will be the millennials. Read the editorial at <http://tinyurl.com/hv7v45c>. Scroll to page 7.

**At the September 13 general meeting the nomination committee will report, the candidates will be introduced, and there will be nominations from the floor. You may nominate yourself!**

Here are bios of the candidates we have so far. The bios and pictures of later nominees will be posted in the October User Friendly.

**President: Stanley Johnson**

Stanley Johnson teaches Math and Engineering at Venice High School. At VHS he is a sponsor of the Computer Club and Solar Cup team. He received his teaching credential and Masters degree from Cal State Los Angeles and B.S. in Mathematics from Rensselaer Polytechnic Institute. His current interests include cyber security, 3-D printing, social media, genealogy, and learning about new technology.



**Vice President: Stephanie Nordlinger**

I have been LACS' Immediate Past President in 2015-16, and was President off and on before that. I also led the Smart Phone SIG and was a writer for and Editor of User Friendly in the late 1990s. A member of the UCLA PC Users Group in the 1980s, I helped to incorporate LACS as a nonprofit in July 1991. A graduate of UCLA and Loyola Law School, I have been an attorney since 1975. Having learned so much from LACS, I want to share the responsibility of developing general meeting and other programs for us.



**Treasurer: Charlotte Semple, incumbent**

I have been an active member of LACS for many years, first serving as Welcome Chair, then Treasurer, Secretary and President of the LACS Board of Directors. I have worn many other "hats" as well, often wearing several at the same time. I would be happy to serve another term as Treasurer.

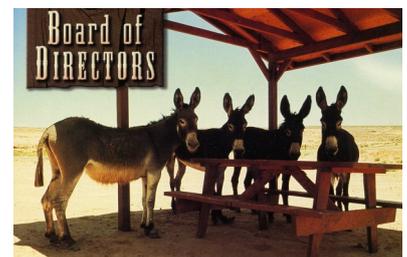


**Director: Leah Clark, incumbent**

I have been a member of LACS since 1997. I retired from UCLA as a Clinical Laboratory Scientist. In LACS I have been Welcome Chair, a Director and Secretary. I have been the *User Friendly* Editor for three years. Through all this I have been constantly learning. I want LACS to be a viable organization serving the needs of its members and of the community. My other interests include gardening, needlework, the DAR, my church and my dog.



**Come join our board!**



## FROM YOUR EDITOR

### IN MEMORIAM

#### Irving Kornfeld

April 30, 1922 to June 15, 2015

**I**rv was a long-time member of LACS, but hasn't been active in recent years. We recently learned of his passing. Our sympathy to his family and friends.

He was born in Chicago, Ill. on April 30, 1922. He was a civil engineer who received his bachelor's degree from Illinois Institute of Technology and later his master's degree from USC. After serving in the U.S. Navy during World War II, he moved to Southern California where he married and had three children. He worked for years as an engineer with Los Angeles County Sanitation District. After retirement, he was a senior citizen group volunteer, doing income tax prep for senior citizens for many years. He was an avid tennis player, biker, and loved his computer and the Los Angeles Computer Society. *(Submitted by Myra Kornfeld, Irv's daughter.)* ♦

### APCUG VIRTUAL TECHNOLOGY CONFERENCE

**O**n August 20, I attended the VTC. It's nice to attend an excellent conference in an old mu-mu and bare feet! There were three sessions, with a choice of two presentations at each. I listened to **Elliott Stern** presenting on Windows 10 Privacy Settings. He gave a lot of good advice for having a better, safer, and a somewhat private computing experience. He explained a lot of the settings and choices in Windows 10 that can make your computer run more efficiently. Go to <http://tinyurl.com/jxhegva> to see a .pdf of this talk, with URLs to other resources on Windows 10.

**Judy Taylour** told of her favorite utility programs, and asked attendees to submit their favorites. Her list included Ccleaner, Revo Uninstaller, Belarc Advisor, File Hippo, Malwarebytes, and more. For detailed information on all her favorites and on those suggested by attendees, go to <http://tinyurl.com/h5fhxz3>.

Go to <http://apcug2.org> to see the other presentations on Facebook, digital scrapbooking, listening to music, and adding USB 3 to a laptop.

**The next VTC will be on November 5, 2016.** ♦

### MEETINGS AT THE MICROSOFT STORE

**M**aurice and personnel at the Century City Microsoft store are making plans for a LACS meeting at the store on Saturday, **September 17th from 1:00 - 3:00 PM.** Mark your calendars now, and watch your email for details. ♦

### THANK YOU

**W**e thank **Ida Riordan** for being our Greeter at the general meetings for three years. She made visitors and members feel welcomed. Eye surgery and other problems now prevent her from attending regularly. We do hope to see her as often as possible. Now, we thank **Irene Mussack**, one of our newer members, for stepping in to fill this position. As she welcomes you, please make her feel welcomed! ♦

### LA TIJERA SCHOOL GARDEN PROJECT LACS SERVING THE COMMUNITY

**O**n July 30, Maurice Stephenson and Leah Clark joined school personnel, local officials and residents of the La Tijera Village area to start clearing the land for a garden at the La Tijera Academy of Excellence. Students will learn the science and technology involved in gardening. This large area was covered in high brush, weeds, and old tree stumps. It was a lot of work on a hot, humid day, but it felt good knowing we were making a contribution to the students and to the community. ♦



**(AUGUST 9, 2016 GENERAL MEETING REPORT)**

(Continued from Page 2)

more profitable, and there is little chance of being caught.

If you want to protect yourself, how do you go about it? It is extremely difficult to know what you need to lock up, how you need to segment your data, and what you need to tell your employees. Most companies don't even know the street value of their data. A social security number and an address have a dollar value. Everything about you has a dollar value.

Where is your data, like health care information, stored? People have to pay ransom to get their data back, if it wasn't backed up. If your building burned down, how long would it take to be back up and running? Cyber-security is planning. You have to think about your risks and what you need to do. If you are in law, have a government contract, or are in financial or medical services, there are a lot of government compliance regulations and mandatory reporting laws. If you do anything to protect yourself, it makes it less likely you'll be breached, because the companies that are not protected are much easier to hack. You want to have your data segregated, so if someone breaks in, your entire network isn't open for the taking. Don't download games, freeware and shareware on your business computer.

Make sure to clean your browser and to clean your PC, and that your software is up-to-date, that you have an antivirus. Be proactive. If you use your cell phone for work, the apps are absolutely unsecure. Salespersons who have access to your customer database can move elsewhere, and take your business with them.

Often people don't know if they have been hacked. The criminals want to sit on your computer, and to continue to steal your data day after day, week after week. They get something new to sell every time you get a new customer. You find out when the Department of Justice or a customer sees something that's awry. The Senate passed the bill, SB 1137, for ransomware protection; hackers went in and locked up the website - they were paying attention to what was going on!

Credit card companies and the government can levy fines against you if you are breached.

Regarding cyber-security insurance, be sure to be aware of what the policy covers. It's a buyers beware market. Insurance companies can deny your claim if you didn't do anything to protect yourself beforehand.

You must plan ahead for any disaster, whether it's natural, like an earthquake, or a cyber-attack. 84% of the businesses in Los Angeles County that were breached went out of business. You have an earthquake bag; you also need a breach bag. You must know what you need to do to recover from any emergency. What tools do you have to make sure you can recover? Who do you call?

Akilah's company, Blue Fields Digital, offers Shield Defense Systems for small businesses that are customized for their needs. They offer risk assessments, data inventories, and employee training. Contact her to learn more. ♦

**DAYTIME GROUP REPORT**

By Leah Clark, LACS Editor

A lot of issues were discussed at the July 26 Daytime Group meeting. Thanks to Edie Ditmars for sending me her notes. Here is a list of some of the topics covered. I know the list looks quite disorganized, but the questions and comments were just too many, and they came too fast to keep up with; too much to write out in detail. If you want information on any item, try Google, Jim McKnight's website, and, best of all, come to the next meeting.

**Windows 10 Discussions**

- Classic Shell - free download
- Major upgrades are different from weekly upgrades. Upgrades are automatic.
- To resize your desktop icons, hold down the Ctrl key and scroll your mouse.
- The Lock Screen (the login screen)
- Microsoft Edge, Internet Explorer, Firefox
- Changing your default browser
- "My Computer" is called "This PC."
- 32-bit vs 64 bit
- Right click on an icon to remove it from the task bar.



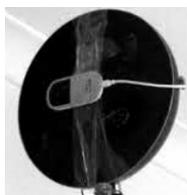
- Web of Trust / Sandboxie
- The "Safely Remove Hardware" icon is no longer green - is easy to miss.
- Action Center
- Windows Defender replaces Microsoft Security Essentials. Upgrades are automatic.
- Windows Key + "D" to get to the desktop
- Customize desktop: icons, themes, font size, settings, etc.
- Start Menu
- Privacy and security settings
- Set default programs
- Microsoft Live/OneDrive
- Local vs Live log-on



Settings Icon

#### Other Discussions

- Routers, SSID, WiFi, Bluetooth, Signal Strength, (Use a Wok as an antenna to increase signal strength.)  
Even with password encryption at a location, everybody on that network can see what you are doing.
- Kanguru encrypted Flash drives
- Secunia
- Surge Suppressors, replace every few years.
- Wireless keyboards and mice, security concerns
- Erase a thumb drive/wipe and format a Secure Digital (SD) card (Don't format a SD card in your computer but do it in the camera.)
- Acronis True Image
  - \* Need version 2014 or newer for Windows 10
  - \* External thumb drives
  - \* Create bootable media
  - \* Backup all partitions
  - \* Test backups ♦



## 2016 APCUG INTERNATIONAL TECHNOLOGY CONFERENCE

October 21 - 23, 2016

Palace Station Hotel & Casino  
Las Vegas, Nevada

### Be Educated, Enthused and Entertained!

The Conference is where you can learn about the ever-changing world of technology from the excellent speakers, make contacts, share your thoughts and go home with information for your tech club. And, don't forget the food – it's great.

Whether you are using a Windows-based or Linux computer, a Chromebook, Android or Apple device, this is the conference for you. Attend presentations on a smorgasbord of social media sites, iDevices, Android devices, Windows 10, Linux, the Internet of Things.....

### The \$85 Early Bird Registration Fee Covers:

- Welcome swag bag with sponsor items, discounts and special pricing order forms
- Kick-off speakers
- Lunch and dinner on Saturday
- Lunch on Sunday
- Your choice of 20+ presentations
- Door Prizes
- Networking and socializing with other tech club officers and members
- Up close-and-personal time with sponsors at the Expo

Find out what is happening with APCUG at the annual meeting on Sunday



### HOTEL INFORMATION

Make your hotel reservations at: **800-634-3101**

- Identify yourself as attending the APCUG Conference (group rate ends October 4)
- Group Code: PCIAPCG

**For up-to-date information about the conference, please visit [www.apcug2.org](http://www.apcug2.org) and click on the 2016 Conference tab.**

**QUESTIONS: [2016conference@apcug.org](mailto:2016conference@apcug.org)**

## VIRTUAL REALITY & AUGMENTED REALITY EXPLAINED

By **Sandy Berger**, Compu-KISS

<http://www.compukiss.com/>

Sandy (at) compukiss.com

If you want to be up-to-date in the high tech world you need to understand the terms VR and AR. They are both amazing technologies that are quickly moving into our everyday world.

### Preface

It has always been a joy to be transported to a different time and place. The Greeks, Romans, and American Indians did this for their listeners by telling wonderful stories. These story tellers transported their listeners to alternative realities. With radio we were immersed in tales like



*Fibber McGee and Molly* where we could listen and vividly imagine being right in the McGees' home. Then came movies, television, and gaming devices.

These devices totally immersed us in their stories.

Now we have moved on even farther into other realities and amplified realities with two newer technologies: Virtual Reality (VR) and Augmented Reality (AR).

### Virtual Reality Explained

Virtual Reality replicates an environment that lets you see and feel like you are in another world. This is generally done by wearing goggles which put a screen in front of your eyes to show you that new world. Some of these VR devices have built-in audio and vibrations and other haptic feedback that help to make the new world feel quite real.

Many have immersive 360 degree visual capabilities so you are completely surrounded by the new world. Often you can interact with that new world as when you play a VR game. This new storytelling technique is totally immersive since you are completely pulled into the world inside the headset.

Dedicated VR devices started reaching the market in 2016. Samsung and Oculus have recently released their first everyday



consumer product, the Samsung Gear VR headset. At \$99 it is well-priced, but must be paired with a newer Samsung Galaxy smartphone to make it work.

Other VR devices like the Oculus Rift and the HTC Vive start at \$599 and require a powerful PC to work. Sony will soon release its PlayStation VR at \$399.



### Augmented Reality

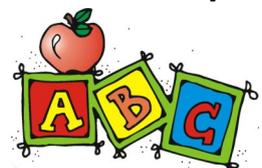
Augmented Reality is another way to look at a different world. Instead of replacing the current reality with an alternate reality as VR does, AR adds to our current reality. So with AR, you can still see the real world around you, but certain things in your world are augmented. With AR, information about the real environment and its objects is overlaid on the real world. For instance, a nurse wearing a pair of AR glasses would be able to see everything in the room exactly as it really is. However, when he or she is ready to insert an IV into your arm, the veins in your arms would be totally visible.

AR technology is sometimes accomplished with goggles, like VR, but there are also AR applications that use lightweight glasses or partial glasses. There are also small handheld AR displays, digital AR projectors, and even contact lenses that project AR information. Several companies, including Google, are working on lasers that send information directly to the eyes.

Microsoft is working on a HoloLens AR headset that will work with Windows 10. Google is still working on its Google Glass project which will now focus on the workplace.

You can interact with AR through gaze, voice, and/or hand motions. If you saw the movie *Minority Report* and remember Tom Cruise moving information around in the air, you have seen an accurate depiction of an augmented reality device.

When *Minority Report* came out in 2002, it was very futuristic. Now that future is already here.



## LACS NOTICES

### WELCOME ALL

**Gene Jacobs**

Data Base Manager, LACS



**New Members (0)**

**Renewals (6)**

Roger Clough

Eddie Ditmars

Heidi Feingersh

Michael Price

E J Rozek

Lawrence Schlesinger

### 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](https://twitter.com/LA_CompSoc)

To see the LACS **Facebook** page, go to <https://www.facebook.com/lacspc>, or log into your Facebook account. In the search box on top, type "Los Angeles Computer Society."

### LACS HAS JOINED MEETUP

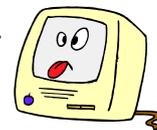
Our Meetup group is called: "**Los Angeles Computer Society and Technology Meetup.**"

Go to <http://www.meetup.com/Los-Angeles-Computer-Society-and-Technology-Meetup/>

and click on "**Join Us.**" Also, **RSVP** for our general meetings. Please join - it's free. If it is seen that a lot of people are interested, others will be encouraged to join. We hope this will result in new members for LACS.

### FIX YOUR PC FOR FREE?

**Jim McKnight** has an open offer to all LACS members to diagnose, repair, disinfect, or upgrade 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](http://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

**September 13:** Smartphones - Swiss Army Knives for Keeping Your Data Handy

**October 11:** Microsoft Products (in planning)

**November 8:** FBI, Terrorism

**December 13:** Holiday Party

### GENERAL MEETING SNACK SCHEDULE

By **Sylvia Q. Davis**, Hospitality Chair

**September 13:** A through D

**October 11:** E Through I

**November 8:** J through N

**December 13:** Holiday Party



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.



**SEPTEMBER 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 	6 Board Meeting 7:00 PM	7	8	9	10
11	12 Basics & Beyond SIG 7:00 PM	13 <b>GENERAL MEETING</b> 7:00 PM	14	15	16	17 Microsoft Store 1:00 PM
18	19 Social Media SIG 7:00 PM	20	21	22	23	24
25	26 Digital Photo SIG 7:00 PM	27 Daytime Group 1:00 PM	28	29	30	

**This Calendar may change.**

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

The General Meeting is at Fellowship Hall.

Most SIGs meet at the Santa Monica College Bundy Campus, room 435, unless otherwise noted.

The Daytime SIG meets at the Felicia Mahood Senior Center.

The Board may meet at Maurice's home or at the college. Members in good standing are welcome to attend.

**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.

<b>Basics &amp; Beyond SIG</b>	<b>Vacant</b>		nd Mon. 7 PM SMC, Bundy Campus
<b>Daytime Group</b>	Jim McKnight	310-823-7829	4th Tues. 1 PM, Felicia Mahood Ctr.
<b>Digital Photo SIG</b>	Nancy Cattell	310-452-2130	
"	Elliot Silverstein	310-670-1544	4th Mon. 7 PM, SMC, Bundy Campus
<b>Social Media SIG</b>	Stanley Johnson	424-216-6984	3rd Mon. 7 PM, SMC, Bundy Campus

**New SIGs can be created if there is sufficient interest and leadership.**

**ADDRESSES**

**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., 1 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.

## 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 using a particular program or topic, please volunteer to be a consultant.*** To volunteer for this list or to make corrections, please e-mail or call Leah Clark at Leahjc (at) sbcglobal.net or 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	L.A. Free Net - 6	Photoshop - 17
Android Smartphones - 5	Linux - 11	Picasa - 14
Apple devices - 15	Lotus Word Pro, Approach - 12	Quicken - 3, 5
Anti Malware - 12	Mozilla Firefox, Thunderbird - 12	Thunderbird - 12
Digital Imaging, Editing - 8, 14	MS Excel - 3, 15	Visual Basic - 13
Digital Photography - 8, 14	MS Word - 3, 4, 10	Websites - 13
Dragon Naturally Speaking - 4	MS Outlook - 5, 15, 17	Win XP - Vista - 12, 16
Genealogy - 5, 7	MS Outlook Express - 15	Windows - 5, 12
Hardware - 12	MS PowerPoint - 15	WordPerfect - 5
iPhone, iPad, iPod - 15	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	2016	310-625-0450
Past President	Stephanie Nordlinger	2016	323-299-3244
Vice President	Vacant - Please volunteer		
Secretary	Charlotte Semple	2016	310-398-5052
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The **ContactUs (at) lacspc.org** address goes to our **president** and **immediate past president**.  
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 To contact other officers, directors, leaders or members directly, members may use our roster for phone numbers and e-mail addresses.

## SO YOU WANT TO WRITE A BOOK

By **Dick Maybach**

Brookdale Computer Users' Group, NJ  
BUG Bytes, April, 2015

[www.bcug.com](http://www.bcug.com)

n2nd (at) att.net

Perhaps you want to document your family's history or preserve a collection of recipes, or you may have an idea you think you could sell to others. Not long ago, you would have few choices between a loose-leaf notebook and trying to interest a publisher. Today the large gap between these is filled by e-books, which you can distribute yourself to a few friends or to a wider audience through an on-line publisher.

This article will cover only the easy part, converting your word-processor file to an e-book, and will ignore the much more difficult areas of writing and marketing. See the references at the end of this article for some ideas on these.

E-books have many advantages over print books, in addition to being much less expensive to reproduce and distribute.

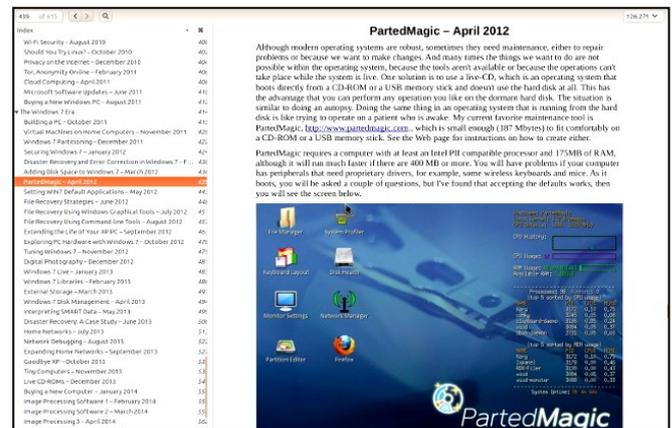
- Since e-books are searchable, indexes are much less important than for print books, although both profit from a good table of contents.
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- E-books allow the insertion of multiple, labeled bookmarks that mark particular points on a page. Print bookmarks mark just the page unless you write in the book.

The two most popular e-book file formats are pdf and epub, but azw3 (for Amazon's Kindle readers) is also common.

A **pdf file** is an image of a set of printed pages. You set every detail of the layout: the number of characters per line, their fonts, the number of

lines per page, and the size and position of images. The only program you must deal with is your word processor as most can export to pdf files directly. Your prospective readers probably have an application to read pdf files; they don't have to acquire anything new. However, since you don't know what device the reader will use to display the book, in particular its screen size and resolution, the text may not be legible without excessive scrolling, especially for readers with aging eyes. You also can't be sure the table of contents will be easily accessible. Screen-shot 1 shows how a pdf reader displays a page of an e-book. (This pdf reader does make the table of contents easily available.)

### Screen-Shot 1



Because the page format is fixed, the reader can enlarge the print only by enlarging the window or closing the sidebar that shows the table of contents. Once the page fills the screen, further enlargement will require horizontal scrolling to read each line. Also, not all pdf readers can display the table of contents in a sidebar.

By contrast, **e-book files** are not images of printed pages, but collections of text and images with instructions on how they should appear. They are closely related to the HTML files that your browser displays when you access a website. The user sets the font size he or she finds comfortable, and the reader program or device adjusts the number of characters per line and the number of lines to fit the screen. The table of contents typically appears in a sidebar that the user opens only when needed. This makes it easy to skip through a book. In my experience, e-book files are about two-thirds the size of equivalent PDF images and half that of the word-

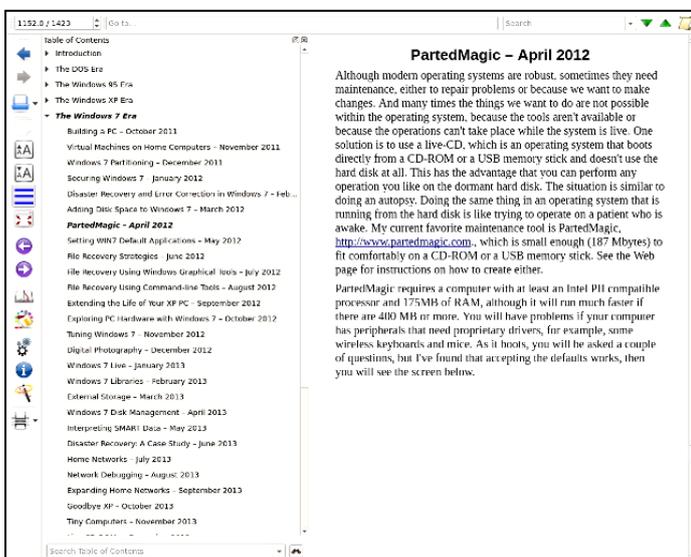
processor source files. Because font sizes, line lengths, and the number of lines per screen is set by the reader, the author loses some control over the appearance of the document. Readers need either e-book software for their computers or hardware readers, such as Kindles. The author needs software to convert a word-processor file to an e-book one, and typically this is not from the same company that supplied your word processor, with the result that there can be errors in the conversion process. Screen-shot 2 shows an e-book reader displaying an e-book library.

Screen-Shot 2



The menu bar icons are the operations you can perform on the e-books, the right sidebar shows the selected book's cover and some information about it, and the left sidebar shows statistics on the library. Screen-shots 3 and 4 show a page of an e-book as displayed by the reader, first with the table of contents sidebar open and then with it closed.

Screen-Shot 3



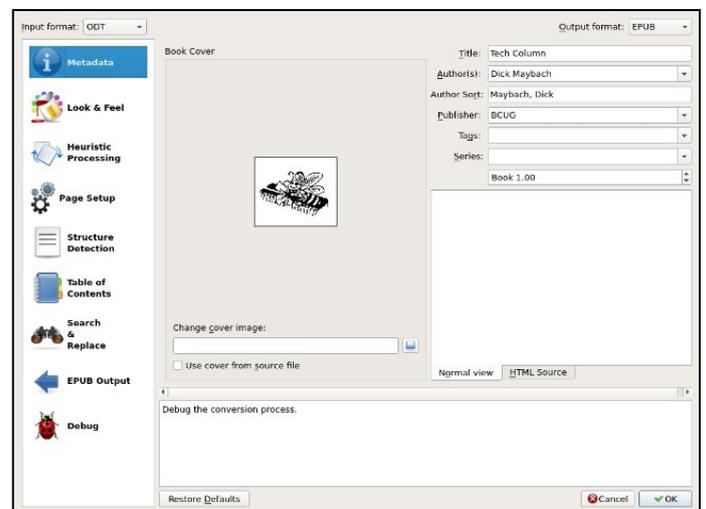
Screen-Shot 4



There are many programs available to create e-books.

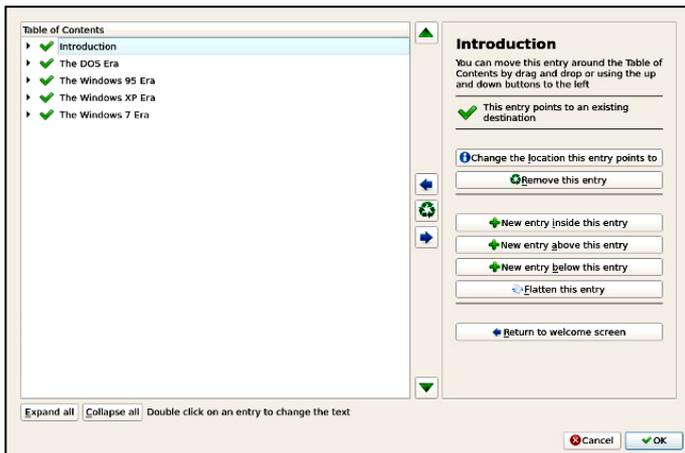
I use **Calibre**, <http://calibre-ebook.com/>, because it's free and is available for Linux, OS X, and Windows. Regardless of what e-book software you prefer, the process will be similar. You first create the source material using the word processor of your choice. Here is where you'll correct the typos and establish consistent formatting. It is important to use styles for your formatting. For example, your word processor has defined several levels of headings, and you should use these as Calibre will generate a table of contents from them. A table of contents is irrelevant in a novel, but can be very important for other types of books. Screen-Shot 5 shows the first step of conversion.

Screen-Shot 5



The left sidebar shows the operations you can perform. In my case, I needed only to select a cover and set-up the table of contents, as shown in the screen-shot 6. Only the major headings are shown here; each could be expanded to show the sub-levels.

Screen-Shot 6



The conversion process is iterative, especially so the first time you do it. You will surely find conversion artifacts that require correction using the word processor. Expect to repeat this many, many times. If you use Calibre, your first conversion will be to an epub file. Do not generate a table of contents using your word processor, but let Calibre do it from your section headings. Calibre first converts the word processor file to HTML, and you may get better results if you let your word processor make this preliminary conversion. You can fine tune the appearance of your e-book by editing the HTML. I didn't find this to be necessary, although I did have to make some adjustments in the table of contents. Calibre allows this fine-tuning only on epub files, which is why you create this form first. Carefully proof the result. I've found that most errors result from problems in the word processor file. In particular, I've fixed many problems by deleting and re-entering headings. I've also found that the size (in pixels) of images is important. While a word processor will accept an image of almost any size and allow you to change its size on the page, the new size is often not preserved in the e-book file. Once you are satisfied with the epub file, you can convert it to another e-book format, but the conversion may introduce artifacts.

You will probably get the best results by using your word processor to create a pdf file, rather than going through an e-book program. I use LibreOffice, which creates a pdf file with a table of contents that appears in a sidebar in many pdf readers. However, not all pdf readers have this feature. To be safe, you should have your word processor generate a table of contents, which will appear at the start of the document. This makes it less convenient than a sidebar, but far better than nothing.

To accommodate your readers, you should provide your e-book in both pdf and epub formats, which will let almost everybody read them. You could also include azw3, since Kindle readers are quite common. If possible, avoid the older Kindle format, Mobi, as it has many idiosyncrasies and often doesn't display properly.

#### References

- Ali Luke - Publishing E-Books for Dummies, John Wiley & Sons, Inc., 2012
- <http://www.wikihow.com/Write-Your-First-eBook> ♦

## SHOULD I BUY A CHROMEBOOK?

By **John Moss**

Green Valley Computer Club, AZ

Green Byte, Summer 2016

[www.ccgvaz.org](http://www.ccgvaz.org)

dmfitch (at) cox.net

### What is a Chromebook?

Chromebooks are lightweight laptops that run an operating system called Chrome OS; Chromebooks are made by computer manufacturers like Dell, HP, Acer, Samsung, Toshiba, and Lenovo. These computers are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. As a result, these laptops don't have a lot of onboard memory, but they don't have very large price tags, either.

Chromebooks are optimized for Google's apps, such as Gmail, Google Calendar and Google Drive. Getting set up on a Chromebook will be easy if you already use Google's services for your email, calendar and documents. However, if you use other popular services--such as Microsoft Outlook, AIM or Yahoo Mail, it might

take some time to get adjusted to Google's OS. If you use your computer primarily for email, Facebook, and general Internet surfing, you will get along just fine with a Chromebook. After all, that is exactly what Chromebooks were designed for.

**Key Advantages of a Chromebook**

So, are Chromebooks good enough for what you do with your laptop? Here are some of the features that draw people to a Chromebook as opposed to a Windows or Mac computer.

1. Price: The majority of Chromebooks cost significantly less than your average laptop. Chromebooks can be had for as little as \$140 with mid-range models in the \$200-250 range.
2. Speed: Chromebooks can power on and be ready to use in around eight seconds.
3. Battery: Chromebooks last a longer time on battery than most laptops.
4. Security: The Chrome OS has built-in virus and malware protection.
5. Sync: Chromebooks sync all your apps and passwords with Chrome browsers on other computers. This also means that you will never lose your work, as all of your data is saved on Google Drive (in the cloud).
6. Cloud Storage: You get 100GB of Google Drive storage free for two years with all new Chromebooks.
7. Updates: Chromebooks update themselves silently, automatically, and in the background.
8. Weight: Most Chromebooks are lightweight.

**Disadvantages of a Chromebook**

Like anything, Chromebooks, too, have their own shortcomings. It is necessary to be aware of some of the limitations and disadvantages of Chromebooks before making your final decision.

If you are married to Microsoft Office products, a Chromebook is not for you. Google encourages you to use its own free, on-line suite of Office-like services at

<https://drive.google.com/drive/my-drive>.

1. Chromebooks, while startup is quick, can be slow while performing tasks such as working with spreadsheets or retrieving or saving

files. This is due mainly to the fact that most of the processing is being done in the cloud.

2. Chromebooks typically only have 16 to 32GB of on-board storage. Limiting storage helps keep the price down because component costs are cheaper. Google wants you to store your data in the cloud, and that is why it includes 100GB of online storage for free for two years.
3. Chromebooks have no optical drive for CDs and DVDs. ♦

**WHY CAN'T I BOOT FROM AN SD CARD?**

By **Leo Notenboom**

Ask Leo! #August 10, 2016

[www.askleo.com](http://www.askleo.com)

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**Y**ou probably can boot from an Secure Digital (SD) card, but it's also likely to be more cumbersome than just using a USB device or optical disc. An SD card is a small flash memory card used in portable devices such as digital cameras, mobile phones, etc.

I have seen in publications that we can use a Universal Serial Bus (USB) flash drive to boot from under certain situations. But what about SD cards? Can we also use SD cards in the same way as we can use USB drives? I have noticed on my computers that the computer seems not to differentiate between the different types of drives. Does Windows really care if you use a USB drive or an SD drive for doing things like booting?

Windows doesn't really care at all, for reasons that we often overlook.

We need to start by clarifying something: the initial steps of booting your computer have nothing – or very little – to do with Windows.

Let's have a look at booting, who does what at boot time, and why you probably can boot from an SD card if you really want to.

**What It Means To Boot**

To "boot" something is a term derived from "bootstrapping," which came from the phrase "to pull one's self up by one's bootstraps." In the realm of computing, to boot something

means the process of starting up a computer or similar device from some inactive, initial state, to a working, functional state. It's mostly about loading the operating system software, such as Windows, but can also involve any software configured to run when a computer starts. Note that I said "load the operating system software." That's our clue as to why Windows doesn't care about from what you boot.

### Boot Time Chicken and Egg

Windows doesn't control the initial state of the boot process because Windows isn't running yet. The boot process loads Windows, but booting starts before Windows is around.

In fact, it doesn't have to be Windows at all. Your machine could boot into Linux, or even some other operating system entirely. Not only is Windows not involved at that point, it may be nowhere near the machine.

### BIOS and UEFI

The computer's BIOS (<https://glossary.askleo.com/bios/>) is what controls the booting process.

UEFI (<https://glossary.askleo.com/uefi/>) is the more powerful and secure BIOS-replacement on newer-model computers. I'll simply refer to both as BIOS.

The computer's BIOS is built in to the hardware. Aside from some housekeeping when it starts, it's there and running the instant you turn on your computer.

A BIOS has several different jobs, one of which is to load the operating system. In other words, it's the BIOS that does the booting.

### Boot Devices

It's your computer's BIOS that determines what devices you can boot from. If your computer has a built-in SD card reader, and your computer's BIOS supports booting from that reader, then you're good. It should, in theory, work.

In reality, most computers don't have a built-in SD card reader. Most computers do have USB sockets, though. As a result, it simply makes more sense to make the USB interface the next most logical boot device after the hard disk itself, or any optical drive.

Most SD card readers are external devices you connect to your computer via a USB interface. Therefore, you should be able to create a boot-

able SD card if you treat that external SD card reader as if it were a USB thumb drive.

But if you need to have an external card reader and a SD card, it's probably just easier to use a plain old USB thumb drive to begin with.

### Boot Order

Where many people get hung up, particularly since the introduction of UEFI, is boot order.

When you turn on your computer, the BIOS essentially asks itself a series of questions to figure out what to boot from:

- Is there a hard disk? Is there an operating system on the hard disk?
  - \* Yes? Great, let's boot that.
- Is there a CD or DVD drive? Is there a CD or DVD inserted? Does it have a bootable operating system on it?
  - \* Yes? Great, let's boot that.
- Is there a USB drive? Does it have a bootable operating system on it?
  - \* Yes? Great, let's boot that.
- I give up. No bootable devices.

As you can see, if there's a bootable operating system on the hard disk, the USB drive will never be used for booting.

Most BIOS's let you change the order it checks. A very common alternate order is to check the CD/DVD drive first, then USB, and then lastly the hard drive. As long as both CD/DVD drive and USB drives don't have anything bootable inserted, the machine boots from the hard drive; otherwise, the inserted disk or thumb drive is used.

How you change the boot order depends on the BIOS in your machine, and naturally, different machines have different BIOS's. You'll need to check the documentation that came with your machine.

UEFI can make things more complicated, because it provides a mechanism to prevent changing the boot order at all, or to prevent booting from anything other than the hard disk. And this is also where Windows can get involved in the boot process, kind of.

### UEFI, Booting and Windows

With the advent of UEFI, many of the choices we might make at boot time are now made in Win-

dows itself instead. For example, to reboot into a recovery mode, to repair Windows, or even to change many different start-up options, Windows 8 and 10 use the Settings app to make those choices. Then, under the control of the UEFI, the machine reboots and whatever was selected happens.

To me it feels somewhat like putting the cart before the horse. You have to boot into Windows, (usually proving you're the administrator – an added security measure), in order to run the settings app to make some of the choices affecting how the machine boots the next time. But it's still a reboot. It's the UEFI that determines what happens, though at the instructions of a previously running copy of Windows.

One of the more frustrating aspects of UEFI is that it can disallow booting from external media at all. This is a security measure that prevents people from walking up to your computer, inserting a disc, and forcing a reboot to bypass all of your other security. Unfortunately, it's a hassle if you have a legitimate need to boot from something other than the hard disk.

Once again, this also all depends on your specific computer and exactly how your computer manufacturer configured the UEFI used in your machine.

#### **If It Looks Like a USB Drive**

One of the nice aspects of the USB interface is that it more or less hides the technology being used from the computer. If your USB SD card reader looks like a USB flash drive, you should be able to use it as a boot device. Similarly, one of my recommendations for booting from DVDs and CDs for machines that don't have optical drives is to get an external USB DVD reader. Most look like any other USB device at boot time, and if the BIOS supports booting from USB, they can be used for exactly that purpose.

So, sure, you can boot from an SD card if you like. You probably just need to treat it like a USB flash drive.

I just don't see any huge advantage to doing so.

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## **JERE'S TECH TIPS**

If you check out the APCUG website at [www.apcug2.org](http://www.apcug2.org), you will see that Jere Minich, the Region 5 Advisor, posts some useful computer tips. Here are just a few of the recent ones; check the site frequently for more.

**MICROSOFT GIVING AWAY MILLIONS OF FREE eBooks** – Eric Ligman, MS Director of Sales Excellence is, once again, giving away millions of free eBooks. Check out the link <http://bit.ly/MSFreeBookGiveaway> to see if there are any you need to add to your tech knowledge

**SOME FREWARE DOWNLOAD WEBSITES HAVE FINALLY STOPPED BUNDLING CRAPWARE** – Crapware is regularly foisted upon unsuspecting users by pretty much every big freeware site. A few sites have started cleaning up their act.

Most freeware download sites still use shady tactics, cramming their own installers full of unwanted software and misleading advertisements down your throat in order to make a buck.

But now that a few are getting better, let's give credit where credit is due—so consider this an ongoing list of sites that have made things right.

My favorite Freeware Download is: <https://ninite.com/>. It is not only crapware free, but a secure site. (https:) Go to this website for complete information: <http://bit.ly/2azXr6JJT>

## **COMPLETE GUIDE TO TAKING SCREENSHOTS ON PC, MAC AND MOBILE DEVICES**

– Ever wanted to know how to capture screenshots on your mobile device or computer? This complete guide will provide the answers.

Screenshots are images of on-screen items, such as the interface or a portion of it.

With all the different devices and form factors, capturing a screenshot varies.

Go to this Web site to see the complete article and procedures (with pictures).

<http://bit.ly/1O5noZXJTT> ♦

**CASH FLOW**

As of July 31, 2016,

Charlotte Semple, Treasurer

<b>Total Assets</b>	<b>\$13,652.29</b>
<b>Member dues</b>	591.00
<b>Misc. Income</b>	26.14
<b>Total Gross Receipts</b>	<b>\$617.14</b>
<b>Expenses</b>	
Newsletter	206.43
Facilities Rental	60.00
Verizon Wireless	50.08
<b>Total Expenses</b>	<b>\$316.51</b>
<b>Current Total Assets</b>	<b>\$13,952.92</b>



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The Editor of *User Friendly* will accept contributions of any suitable length from members. Send articles 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****Tech Support Mishaps**

**A**fter a caller gave a technician her PC's serial number, he scanned a database of registered users and responded, "I see you have an Aptiva desktop unit."

Before he could say another word, the caller shrieked and said she'd be right back. When the customer returned, the technician asked if she was all right. The caller responded, "Had I realized you could see me, I never would have telephoned in my bathrobe."

**Clear Communication**

**I**n a software design meeting, we were using typical technical jargon to discuss a data exchange interface with a vendor.

One co-worker said the programming we had ordered was delayed because the vendor was suffering from a "severe non-linear waterfowl issue."

Curious, the team leader raised his eyebrows and asked, "What exactly is that?"

The programmer replied, "They don't have all their ducks in a row."

**3** Database Admins walk into a NoSQL/GraphDB meet-up group. A little while later they walk out.

They couldn't find any tables.

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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 those 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 Newsletter**  
*User Friendly*. We publish your article submissions or free classified ads to buy or sell your computer items.

-- **Get FREE help** by phone from knowledgeable 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.

-- Occasional **product discounts**, special offers, etc.

-- **Special Interest Groups** (SIGs) on various selected topics to help to you learn, to share interests, and to solve your computer problems.

-- **Information** on training, swap meets and trade shows.

-- Occasional **Free software and computer books**, if you review them for *User Friendly*.

-- **Rewards** for recruiting; LACS will extend your membership for three months for each new regular member you recruit.

-- **Annual Holiday Party**

-- **Field trips**

-- **Social Interacting** with others who have like interests in computers and technology.

-- **Computer Conferences**

-- **Virtual Technology Conferences**

**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**

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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: \_\_\_\_\_

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Who invited you to join LACS? \_\_\_\_\_



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## DIRECTIONS TO GENERAL MEETING

Westchester United Methodist Church Fellowship Hall  
 8065 Emerson Ave.  
 Los Angeles CA 90045

### From the North:

Take Sepulveda Blvd. SOUTH to W. 80th St. Turn WEST/right. Go about one mile to Emerson Ave. Turn SOUTH/left. Go one long block to W. 80th Place. It 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. Go about eight blocks to W. 80th Place. Fellowship Hall is on the Northwest corner of Emerson and W. 80th Place. There is street parking and a small parking lot West of the church.

