

October 2016

# User Friendly



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## OCTOBER GENERAL MEETING

### Technology for Business in the 21<sup>st</sup> Century

Speaker: **Roger Curtis**

Roger Curtis plans to talk about what it takes to be a successful computer consultant in today's world and areas of opportunity to maximize your chances of success if you're interested in a career in IT.



Businesses today from WalMart, Target and CVS to HP, GM, Amazon and others almost universally employ EDI (Electronic Data Interchange), a core technology now referred to as B2B (Business to Business) to support their supply chains. EDI was developed for the Berlin Air Lift and packs a lot of order/invoice/shipment data in a small amount of space (for the very slow modems of the day) to allow systems of a customer to speak directly with the systems of their suppliers, logistics partners and vice versa with little or no human intervention. He will speak about how this core technology works, how it is an important part of business today, and the systems that connect to this technology.

Roger Curtis is President and CEO of Sitcur, an EDI services company based in Los Angeles. He's an UCLA graduate specializing in Human Genetics and Bio-Statistics. He has served on the patient education committee of the American Diabetes Association. For the past several years he has been an Alumni Mentor to UCLA undergrad Alumni Scholarship winners, guiding students on how to launch their careers.

Member of

An International Association of Technology & Computer User Groups

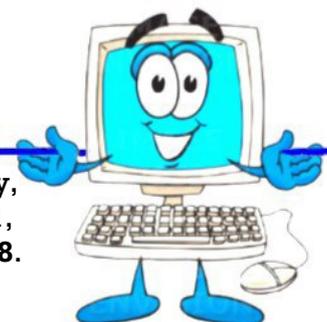
[www.apcug2.org](http://www.apcug2.org)  
[www.facebook.com/APCUG](https://www.facebook.com/APCUG)  
[www.twitter.com/apcug](https://www.twitter.com/apcug)  
[www.youtube.com/apcugvide](https://www.youtube.com/apcugvide)

**Tuesday, October 18, 2016, 7 - 9 PM**  
**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

**NOTE:** Due to the Jewish Holy Day, Yom Kippur, falling on October 11, this meeting will be on **October 18.**



## September 13, 2016 GENERAL MEETING REPORT

By **Leah Clark**, LACS Editor

Speaker: **Bill James**

Computer Club of Oklahoma City

### Smartphones; Swiss Army Knives for Keeping Your Data Handy

**B**ill James from the Computer Club of Oklahoma City showed us how the smartphone is really the "Swiss Army knife of mobile devices." Your phone can be used for much more than just calling people. In spite of its small size it has a wealth of possibilities; it is capable of doing many tasks.

His presentation included both the iPhone and Android phones. The difference between the two is just the same as the difference between a Mac and a PC. The only thing that separates them is the operating system. A variety of phones have the Android system, but only the iPhone has the iOS system. So any phone can interface with any Internet enabled device.

Bill covered using your smart -phone as a remote control, for on-line banking, for GPS navigating, and he discussed cloud storage and how to find apps. "App" is an abbreviation for application; it is a piece of software that can run on the Internet, on your computer, your phone, or on any other electronic device. An app is really the same thing as a software program. Android apps can be obtained from the Google Play Store or the Amazon app store. Apple has an app store for iOS devices.

#### Remote Control

Using your device as a remote control you can do quite a few things:

- Remotely print from your phone
- Control house lights
- Use Roku and Sling TV services to watch cable TV channels on TVs, computers and mobile devices
- Cast to Smart TV with Chromecast
- Control Nest Programmable Thermostats
- Control Internet connected doorbells and locks.

#### Productivity

There are Microsoft apps for Word, Excel, and PowerPoint for both Android and iPhone for

free. You can compose documents, use your Excel spreadsheet, and create and read PowerPoint. There are apps for Cloud storage like Dropbox, OneDrive and Google Drive. Cortana, which was introduced with Windows 10, is now available for your smartphone. You have the same content on your desktop, so that schedules and calendars can be retrieved and updated on either device.

Groove, also introduced with Windows 10, replaced Media Player. Music you have installed on your computer is available on your phone.

Cloud storage apps that you can download to maximize your phone's storage capabilities are ideal for saving and sharing pictures and documents when you are on the go. It is also a way to retrieve whatever you create on your PC and store in the cloud using Dropbox, OneDrive, or Google Drive. You can keep a list of your prescription medicines so it's always available when you see the doctor.

#### Online Banking

You can check your accounts or transfer funds. You can deposit a check by taking a photograph of both sides of the check and making the deposit through the app.

#### Remote Printing

Cloud Print allows you to print files from your phone to your printer using Google Print for Android and Air Print for Apple. If you have a Cloud Print or Air Print ready printer connected to your wireless network, the capability is already there. When travelling, you can send photos to friends and family by having them share their printers with your phone.

#### Using Your Phone as a GPS

All smartphones have location services and an app to guide you to your destination. These maps are always up-to-date, with no disk required, and no fees. Location services should always be left on. The phone already knows where you are located. Just type in any address, or a name of a store or business, to get directions to it.

#### Entertainment

Roku Streaming Video Player delivers movies from Netflix instantly on TV, using the power of the Internet. Take command of your Roku player with a remote control to include instant

*(Continued on Page 5)*

## FROM YOUR EDITOR

### LACS MAIL LISTS

There have been questions about the LACS mailing lists, and how to get onto them. These lists are one of the benefits of membership in LACS. There are two primary mail lists that every member should be on, and a few specialized lists. For complete information about the lists, go to [lacspsc.org/mail-list](http://lacspsc.org/mail-list). There are options for how you want to receive mail, how to get a Yahoo ID, and how to send and receive messages. If you have any questions, or to join a list, send an email with your name and your Yahoo ID, if you have one, in the body of the message to <mailguy (at) lacspsc.org>.

#### Summary of the LACS Mail Lists

1. **LACSPC:** For LACS business and notices
2. **LACSLIST:** For computer-related messages from members for help, questions or comments
3. **LACSFOTO:** For Digital Photo questions and comments
4. **LACSGENE:** To share information pertaining to genealogy research
5. **LACSMISC:** For members to share non-computer-related topics with one another.

There are other lists for board members, Culver City Senior Center volunteers, and for the coordination of equipment movement between General and SIG meetings. ♦

### NEW MEMBERSHIP CATEGORY

At the board meeting on September 6, the members voted to establish a new membership category, hoping to attract new members who may be hesitant to put out \$40. It is a "**Six-Month Trial Membership**" for \$25. It will include the newsletter, *User Friendly*, but not free computer service by Jim.

At the end of the six months, one may renew with a regular \$40 membership, or at \$30 with no printed *User Friendly*. Or at any time during the six months, one may pay the remaining \$15 to complete a year with full membership benefits. ♦

### POSSIBLE GENERAL MEETING STARTING TIME CHANGE

At the September board meeting, the possibility of moving the general meeting starting time up to 7:30 was suggested.

We also discussed moving the social period to the beginning of the meeting (7 – 7:30) so that more working and sometimes younger folk could come a bit later, face less traffic, have time for dinner, participate and join LACS. We might move the Computer Forum to start at 6:30 since hardly anyone is there at 6:00 PM and it could go well past 7 PM. If we don't have a break during the presentation, we could still be done at 9:00.

Please let the board know what you think about this. Would it make it easier for you to attend the meetings? It is hard to get good speakers if the attendance is low. ♦

### HALLOWEEN, A LITTLE HISTORY

Halloween is a holiday celebrated on the night of October 31. The word Halloween is a shortening of All Hallows' Evening, also known as Hallowe'en, All Hallows' Eve, or the Eve of All Saints Day.

Halloween has its origins in the ancient Celtic festival known as Samhain. The festival of Samhain is a celebration of the end of the harvest season in Gaelic culture. Samhain was a time used by the ancient pagans to take stock of supplies and prepare for winter. The ancient Gaels believed that on October 31, the boundaries between the worlds of the living and the dead overlapped and the deceased would come back to life and cause havoc such as sickness or damaged crops.

The festival would frequently involve bonfires. It is believed that the fires attracted insects and bats to the area. Masks and costumes were worn in an attempt to mimic the evil spirits or appease them.

Trick-or-treating, is an activity for children on or around Halloween in which they proceed from house to house in costumes, asking for treats with the question, "Trick or treat?" The "trick" part of "trick or treat" is a threat to play a trick on the homeowner if no treat is given. ♦

## NOMINATIONS AND ELECTIONS

**W**e will vote on the slate of officers at the October meeting. We are still in dire need for someone to be secretary! Charlotte, our Treasurer, has been acting secretary. Our by-laws state that one person can't hold two offices. This is not a hard job. All you need to do is attend the monthly board meeting, on the first Monday of the month (day could be changed), take notes, and write the minutes. You can do it! We have no candidates for two directors; one for one year, and one for two years.

Below are the bios that didn't make it for the September issue. Many thanks to Jim and E.J.

### Director: Jim McKnight, incumbent

Jim is a PC hobbyist who freely shares his expert knowledge and skills with others.



Jim worked for the IBM Corporation for 38 years. He specialized in Large Computer Systems and Large Laser Printer Support. He installed, diagnosed and repaired a variety of room size data center computer systems.

After retirement, Jim started playing around with PC's. This hobby took him to the Los Angeles Computer Society where he put his technical writing and diagnostic skills to use by teaching and assisting members, ultimately resulting in his Website at [www.jimopi.net](http://www.jimopi.net).

Jim continues to offer all his articles, tips, and guides free of charge, as well as providing free PC services to members of LACS. He takes donated Laptop PC's, wipes the hard-drive, reinstalls Windows, and then gives them to homeless and disadvantaged people via LACS and the Hand-to-Hand Feeding Project.

Jim's other hobby is baking. He bakes 40 pounds of Brownies each month and on the fourth Saturday you will find Jim in Santa Monica, handing out Brownies to the Homeless. ♦



### Director: Emil (E.J.) Rozek

My sincere thanks to the Los Angeles Computer Society for asking me to serve in the capacity of director.



I've been a member for more than 25 years, having joined when we met at UCLA and were called UCLA PCUG. This would be University of California Los Angeles Personal Computer Users' Group.

Tandy's Radio Shack 1000, passed down from our daughter in the late 1980's, was my first platform. Thanks to a good friend who trained people professionally on the PC, I was introduced to DOS 3.3, and immediately put the machine to good use managing the books for our printing business.

This dear friend, Bob Lewis, suggested I join the group to further my education. He described UCLA PCUG as a group of older hackers. Fortunately, I followed his advice and today consider my LACS membership to be one of the best decisions I have ever made.

In closing, let me say that I have learned something new from EVERY meeting I have attended. ♦

## INTERESTING INTERNET FINDS

By **Steve Costello**, Boca Raton Computer Society editor@brcs.org

<http://ctublog.sefcug.com/>

**I**n the course of going through the more than 300 RSS feeds, I often run across things that I think might be of interest to other user group members.

The following are some items I found interesting during the month of June 2016.

### *Android Tip: A Faster Way to Launch the Android Camera App*

<http://heresthethingblog.com/2016/06/01/Android-tip-faster-launch-camera/>

Quick camera access for Android Marshmallow devices.

(Continued on page 6)

**(September General Meeting Report)***(Continued from page 2)*

replay and options buttons. You can put as many remotes on your phone as you like. They all mimic the same controls as on the remotes that come with equipment. You can get rid of all your remotes, and just use your phone. Make sure you have your phone connected to a charger!

**The Connected Home**

Use your WiFi connections in your home to control various appliances and devices. Control your home's temperature from your phone with the **Nest Mobile app**. Turn up the heat before you get home so you don't come home to a cold house. Program your thermostat from your phone for various times of the day and days of the week for energy efficiency.

With smart doorbells and locks, you can see who's at your door when you're not home, and unlock the door for a guest you want to enter your home. **Ring** and **Sky Bell** are two apps that do this. Both have companion pieces that will control door locks, WiFi, light switches, etc.

In case you lose your phone, you should use a security password or pin. You need to set up a way to remotely get into the phone and shut it down. Samsung has an app that you can go into to do this. Bill suggested that you go in and find something that says, "Find my Phone" for a built-in application that will allow you to control access if your phone is lost or stolen.

The smartphone is no longer just a portable computer in your pocket. It has become the remote control of your life. Want to flip off the lights, unlock your door, or get a reading of your blood pressure? All this can be done through mobile apps that work with accessories embedded with sensors or an Internet connection. For years, technology companies have promised the dream of the connected home, the connected body and the connected car. In the last year, app-powered accessories have provided the mechanism to actually make the connections. Smartphones have become the device people never put down, and wireless sensors have become smaller, cheaper and ubiquitous. Most apps are free, or they have little cost.

Bill reminded us of the APCUG Conference in Las Vegas at the Palace Station Hotel, October 21 - 23. See next column.

**2016 APCUG INTERNATIONAL TECHNOLOGY CONFERENCE****October 21 - 23, 2016****Palace Station Hotel & Casino****Las Vegas, Nevada**

<https://www.youtube.com/watch?v=tvVVrO0tRWU&feature=youtu.be>

**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)**

## DAYTIME GROUP REPORT

By **Leah Clark**, LACS Editor

The Daytime Group met on August 23, with Jim McKnight leading and 11 enthusiastic people attending. As usual, there were a lot of questions and answers, and discussions. I found it very hard to listen, to learn, and to take legible notes at the same time. Here are some of the topics discussed and some of the answers. You will learn a lot if you attend this group.

### Windows 10

Jim still recommends keeping Windows 7; it will be supported until 2020 or beyond.

In order to change or remove a password in Windows 10, go to Settings > Account > Sign-in options.

After the Anniversary update, the Windows Defender icon changes from a castle to a shield. After the updates, some settings, like text size, may go away.

Jim has a 10 page check list for installing, setting-up, and customizing Windows 10 on his website at [www.jimopi.net](http://www.jimopi.net).

### Security

There are little weird glitches in **Sandboxie**. Some people have problems printing from Sandboxie. Jim addresses this issue in his write up, *Using Sandboxie to Safely Browse the Internet* on his website. He also discusses setting-up your email to run Sandboxed, and other settings. Panda and Trend Micro also have sandboxes built into their software to protect while browsing.

Jim uses **Malwarebytes** anti-malware software. If you don't back-up regularly, get **Carbonite Cloud Backup**.

Don't click on a warning! Don't enter a password when asked to unexpectedly. Just say no.

**Web of Trust** (WOT) is a free browser extension that tells you which websites you can trust.

### Cookies

With Internet Explorer (IE) there are lots of tracking cookies. It's a good idea to delete cookies and browsing history on closing in Control Panel > Internet Option. This is automatic if you are in a sandbox. **SuperAntiSpyware** clears tracking cookies; **Malwarebytes** doesn't. Don't allow third party cookies.

## eMail

With Gmail you can have mail sent from a different address. Gmail is good at synchronizing messages between your phone and computer. Email questions about handling junk and spam folders and other email folders, and forwarding emails were answered.

### Updating Software

Secunia can now auto-update software on startup, but this can be turned off.

Jim recommends using [ninite.com](http://ninite.com) for updating and installing software. Some programs require you to run as administrator to update.

### Miscellaneous

The desktop is actually a folder: The larger in size that folder gets, the slower the Computer will run. It should be less than 500 MB in size.

Find the folder at

C:/Users/<username>/Desktop. Jim has many Firefox add-ons that he uses to add pages to his website, to put tabs on the bottom, on the right, etc. The **NoSquint** Firefox Add-on is used to make website text and graphics easier to read.

Questions on HomeGroups and mesh networks were asked and discussed.

There are usually two ways to do most things; both only work part of the time! ♦

## INTERESTING INTERNET FINDS

(Continued from page 4)

**How to Set Up and Use Open365, an Open Source Alternative to Office 365**

<http://www.howtogeek.com/256450/how-to-set-up-and-use-open365-an-open-source-alternative-to-office-365/>

If you are using LibreOffice, and would like to try out the Open365 (beta at this time) alternative to Office 365, this post from *HowToGeek* is a must read.

**Ten Tips for Donating a Computer**

<http://www.techsoup.org/support/articles-and-how-tos/ten-tips-for-donating-a-computer>

Upgrading to a new computer? Have an unused working computer just laying around? Well, check out this post for how best to donate your old computer so someone in need will be able to have one.

(Continued on Page 17)

## MICROSOFT STORE MEETING

By **Stephanie Nordlinger**, LACS

On Saturday, September 17, at 1:30 PM, nine people (LACS members and one person from the MS store) had our first open meeting in the Microsoft Store in Century City. Meysell Quintana, a store employee, gave us a multimedia presentation on the *Surface Book*, a 13.5 inch “ultimate” laptop that Microsoft introduced in October 2015. Several other versions are also being sold.

The Surface is very thin and weighs 3.3 pounds. The cover is silver-colored machined magnesium that doesn't scratch. It has a trackpad and a full physical keyboard, which can be detached easily if you want to use the screen as a tablet. It has the powerful 6<sup>th</sup> generation Intel Core i5 or i7 processors, 8 to 16 GB of RAM and solid state storage of 128 GB, 256 GB, 512 GB or 1TB. It has 5 MP front and 8 MP rear cameras and two Dolby stereo speakers. You can also purchase a NVIDIA dedicated graphics card with 1 GB of memory.

Its very fancy hinge lets you

- (1) Remove the screen, to use as a tablet
- (2) Put the screen on the outside so that you can use it as a canvas
- (3) Carry it like a legal pad
- (4) Use it opened in the normal laptop way.

The battery lasts much longer (up to 12 hours) when the two parts are connected.



You can write on the screen with the included stylus (“Surface Pen”). It will produce a darker line if you press harder, and there's an eraser on the other end. The Surface can convert handwriting to text. You can press the pen once to get OneNote, twice to get a screen shot or three times to get Windows 10's Cortana to answer your questions.

This laptop includes Windows 10, various apps and a 30-day trial of Microsoft Office. For an extra \$49, you get a two-year license to use

Office software (Word, Excel, PowerPoint, Outlook and OneNote), two years of technical support and training, a case, and two years of accidental damage insurance. This and other software (including Windows Apps) is on the computer, so you don't need an Internet connection to use most of it. After the first two years, you must pay \$99 a year for a license to continue to use Office.

He showed us how the high resolution display which can, among other things, let you use your face as your password so that others can't get into your laptop. It has WiFi and Bluetooth but very few ports and no CD or DVD drive. You can get an optional Surface Dock, with USB and other ports to connect various devices.

The starting price is \$1,499. Students get a 10 percent discount. There are two other Surface models which are considerably cheaper. For details, see

<https://www.microsoft.com/surface/en-us>.

We handled the Surface and asked questions about it and about other things. The meeting lasted until about 2:30. Century City mall parking is \$1 an hour for the first three hours. A validation from a merchant makes it free. Taking a bus may also be cheaper. We hope to have more members and their guests there in the future. The board is soliciting suggestions on topics for future meetings.

### Other Help from Microsoft Stores

You can get an appointment at the Answer Desk for free tech support and device tune-ups. Free workshops are offered on Windows 10, Office and other subjects. Some workshops may be directed to Students, Educators, people in Business or Everyone. Go to [www.microsoftstore.com/workshops](http://www.microsoftstore.com/workshops) or the store's website to see what is available. The Century City store is at <https://www.microsoft.com/en-us/store/locations/ca/los-angeles/westfield-century-city/store-9>.



**LACS NOTICES**

**WELCOME ALL**

**Gene Jacobs**

Data Base Manager, LACS

**New Members (0)**

**Renewals (10)**

Ian Cowan

Ray Crovella

Steven Halpern

Harold Igdaloff

Beth Koonan

Michael Napoli

Ronald Rose

Madeleine Rungaitis

Betty Weatherspoon

George Wolkon \*



\* Contributor

**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**

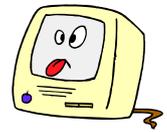
Our Meetup group is called: "**Los Angeles Computer Society and Technology Meetup.**"

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**

**October 18:** Business in the 21st Century

**November 8:** FBI, Terrorism

**December 13:** Holiday Party

**GENERAL MEETING SNACK SCHEDULE**

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

**October 11:** E Through I

**November 8:** J through N

**December 13:** Holiday Party

**January 10:** O through S

**February 14:** T through Z

**March 14:** A through D



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.



**OCTOBER 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2  Rosh Hashanah	3 Board Meeting 7:00 PM	4	5	6	7	8
9	10  Basics & Beyond SIG 7:00 PM Columbus Day	11  Yom Kippur	12	13	14	15 Microsoft Store 1:30 PM
16	17	18 General Meeting 7:00 P.M.	19 Note changed date - this month only.	20	21	22
23 30	24 Digital Photo SIG 7:00 PM  31	25 NO Daytime Group	26	27	28	29

**Note: The Daytime Group won't meet in October.  
The Social Media SIG has been discontinued until further notice.**

**This Calendar may change.**

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

**General Meeting:** Fellowship Hall on the 2nd Tuesday of the month at 7:00 PM.

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 Santa Monica 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>		2nd 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

**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**, Westchester United Methodist Church, 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

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Director	Vacant - Please volunteer	2016	
Director	Stanley Johnson	2016	424-216-6984
Director	Vacant - Please volunteer	2017	
Director	Jim McKnight	2016	310-823-7829
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## WINDOWS 10 CORNER

By **Rosita Herrick**

Sarasota Technology User Group, FL

July 2016

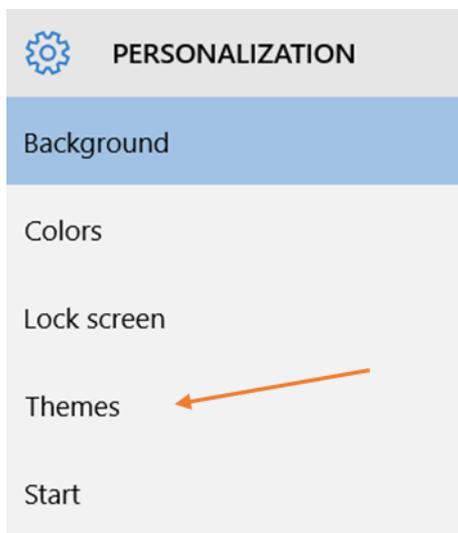
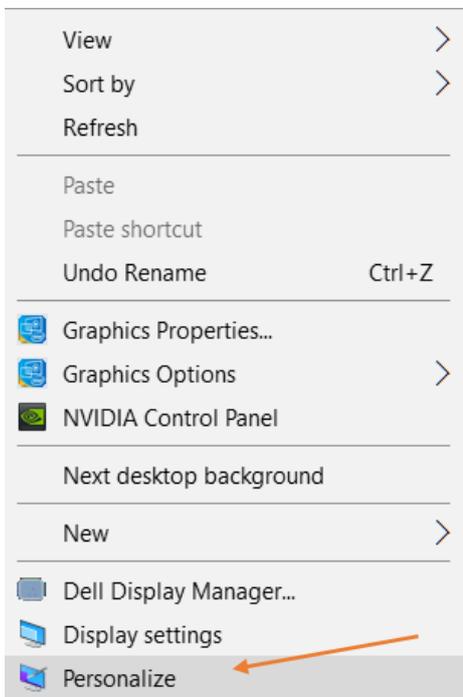
<http://thestug.org/>

Rosita (at) thestug.org

**N**ow that your computer has installed Windows 10, you would like to personalize it. After all it is called PC (Personal Computer). Here are some options.

### 1. Changing the desktop wall paper theme

Right click on any empty space on your desktop screen, and click on the **Personalize** link



Once the Personalize setting is displayed, click on **Themes**. If you can't see a theme that you like, click on the **Get more themes online**. On the Personalization page you can also access a link to change the appearance on your mouse pointer, set up a Screen Saver, and among other things, change the Taskbar position on the desktop screen.

### 2. Need Help with Windows 10?

<https://support.microsoft.com/en-us/products/windows?os=windows-10>

The URL listed above will get you to a Microsoft web page with links to frequently asked questions, articles about Microsoft Edge, Cortana and search, repair and recovery, and more. It might help you solve some irritating problems without having to make a phone call.

### 3. Cortana as Administrative assistant

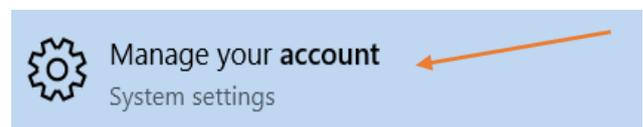
Need to know a quick answer to a math question? Cortana can do that. For example if I want to know how much 7% of 299 is, I just click on the Cortana box in the Task bar, and enter  $299 \times .07$ . The answer will display at the top of the Cortana window:



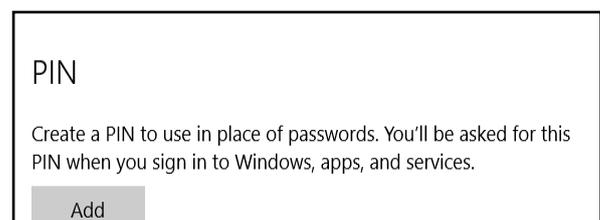
### 4. Logon with a 4 digit PIN (Personal Identification Number)

Tired of entering a long Microsoft account password at logon time? This is an easy change.

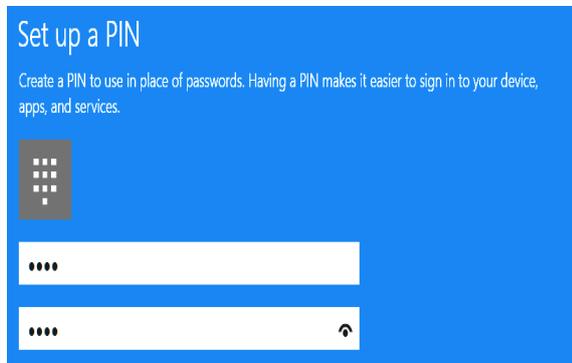
Enter **Account** in the Cortana search box and click on **Manage your account**.



Click on **Sign-in options** and then, in the next windows click on Add (under the PIN option).



You will have to enter your Microsoft password, and then, once it is verified, you can type your PIN number in the blank spaces



Click on **OK** or press the **Enter** key. You will now be able to logon with the PIN number you selected.

I hope the items in the article help you enjoy your new operating system. ♦

## WINDOWS 10 CORNER

By **Rosita Herrick**

Sarasota Technology User Group, FL

August, 2016

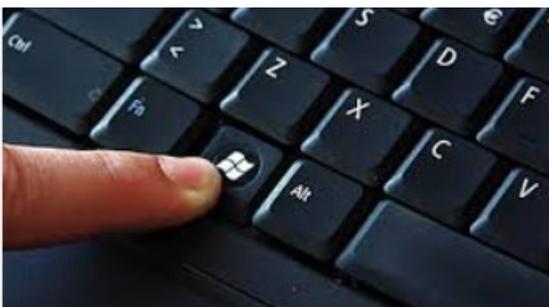
<http://thestug.org/>

Rosita (at) thestug.org

### Using Keyboard Shortcuts

Keyboard shortcuts have been around for a long time and provide quick and easy access to different actions. For example, I use the Ctrl+C to copy highlighted material from the internet and its counterpart, Ctrl+V to paste the copied data into a Word document or e-mail. In this article I will describe some additional shortcuts introduced in Windows 10 that make it easier to complete tasks on the PC.

I will refer to the Windows key in the lower left corner (shown below) as Win.



### Win+ D

This shortcut will display the desktop. It is handy when your entire screen is covered by an application and you would like to start a program by clicking on a desktop icon.

### Win + E

Start the File Explorer.

### Win + I

Displays the Settings page. This is useful if you want to check for updates, do a backup or find system information.

### Win + (a number between 1 and 9).

This is a less known shortcut and starts an application that is displayed on the status bar, based on its location. For example, if I want to start the Store app, I would press Win + 3. The Task View icon does not count, so the numbering starts (on my computer) with the Edge icon. The sequence on your computer might be different.



1 2 3 4 5 6 7 8 9

### Win + Left arrow

Snaps a window to the left.

### Win + right arrow

Snaps a window to the right.

These shortcuts are handy if you need to compare two documents or pictures side by side.

### Win + L

Locks your session.

I use this shortcut when I am in a public place and need to leave my seat.

Pressing enter when I return, displays the sign-in screen and I can enter my PIN or password to return to the working screen.

### Win + Plus key

Quickly magnifies the screen.

### Win + Minus key

Reduces magnification.

### Win + X

My favorite shortcut displays the Quick link menu. This menu can also be displayed by right clicking on the Windows icon in the lower left corner.

Each line on the menu is a link to a windows action such as Task Manager, Control Panel, Search, and many others.

There are many more shortcuts available and googling the words “Keyboard Shortcuts” will display many additional entries. I hope you will try the ones I have described in this article and find them useful. ♦

## GOOGLE VIRTUAL TOURS

By **Geof Goodrum**, Potomac Area Technology and Computer Society  
PATACS Posts, May 2016

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

Director1(at)patacs.org

**E**xplore and plan travel with Google Street View!

<https://www.google.com/maps/streetview/>

**Google Data Center**, Lenoir, NC

Google provides a guided video tour and Street View virtual access to its data center in Lenoir, North Carolina.

<https://www.google.com/about/datacenters/inside/streetview/>

**McMurdo Station**, Antarctica

Take a walk inside the Crary Science Center.

<https://www.google.com/maps/streetview/#antarctica/crary-science-center>

**Yosemite National Park**

Hike the steep and well-named Mist Trail.

<https://www.google.com/maps/streetview/#us-national-parks-and-historic-sites/yosemite-national-park-mist-trail>

Vernal Falls,  
Yosemite



**The Bluebird Cafe**, Nashville, TN

Famed local venue for Nashville’s songwriters and musicians.

<https://goo.gl/maps/a7u7yE36RKK2>

## VOICE CONTROL: HEY CORTANA, OK GOOGLE, SIRI & ALEXA

By **Phil Sorrentino**, Contributing Writer  
The Sun City Center Computer Club, Florida

<http://sccccomputerclub.org>

<http://Philsorr.wordpress.com>

philsorr (at) yahoo.com

**R**emember **Dragon Naturally Speaking**? It was, and still is, Voice Recognition software mostly used to control the operation of a word processor like Word. Certain words were used for very specific manipulation of the cursor and the text. Naturally Speaking came on the scene and became useful sometime around 1999 to 2003, depending on how much you needed to transcribe documents into the computer. Early versions had to be “trained” by the user to recognize their individual voice, and the speed and accuracy were sometimes acceptable, and sometimes not so much. Things have really improved since then; now the manufacturer, Nuance, claims in its advertising that “Dragon is 3X faster than typing and it’s 99% accurate”. So, Voice Recognition software has really come a long way.

For those of you who are not familiar with Naturally Speaking, it has three primary areas of functionality: dictation, text-to-speech, and command input. The user is able to dictate and have their speech transcribed as written text, or they can have a document synthesized as an audio stream, or they can issue commands that are recognized by the program.

Naturally Speaking is an example of a local computer application or app. All the computing needed for it to operate is on the computer that runs it. Naturally Speaking doesn’t take advantage of Client-Server technology. If you attended one of our classes, you will recall that when an application is implemented with Client-Server technology, the heavy lifting (computer processing) is not done locally, but rather at a Server that is very powerful and very fast, but remote from the Client. The remote Server is connected to the Client by the Internet, which allows rapid movement of data between the Client and the Server. So the Client App runs on the local computer and is connected to the Server Software, running in the cloud, via the Internet. This combination provides the total Voice

Recognition & Control System. The client collects input from the user and sends it to the Server where all the really complex computing is accomplished. The Server analyzes the input and develops the responses and sends them to the Client where the results are presented to the user in audio and/or display formats.

Naturally Speaking is certainly a useful product, but the voice recognition and control that has really gotten the attention of the public lately, are the intelligent personal assistants that are provided by some of the leading computer companies: Apple, Microsoft, Google, and Amazon. Apple was first on the scene with **Siri**, followed by Google's **Ok Google**, then, with Windows 10, came Microsoft's **Hey Cortana**, and finally Amazon's **Alexa**.

All of these are Client-Server implementations. The Servers are somewhere in the cloud and the Client resides on your smartphone, in the case of **Siri** and **OK Google**, or on your laptop (or desktop, or tablet) in the case of **Hey Cortana**, or on a special device that is placed centrally located in your home, in the case of **Alexa**.

All of these assistants use a Natural Language User Interface to answer questions. You'll need a microphone on your device to take advantage of this capability. The Client app, on the device, uses the microphone to listen for a "Wake Phrase". After this phrase is recognized, the following intercepted speech is then sent to the Server where it is analyzed via speech recognition software, and converted to commands. The Server then uses these commands to gather answers to the original spoken inquiry. All of these assistants can make recommendations and perform various actions via their Server capabilities. For example, a verbal request for the "weather" might yield various audible statements about the weather in your location. Or, a request for "traffic" might yield audible indications of the traffic in your location, or possibly maps indicating traffic problems. Or, a request for the best restaurant might yield a list of restaurants near your location. Or, if you have things set up, the statement "Add eggs to my shopping list" will yield an updated shopping list including eggs.

Here are some descriptions (and advertisements) found for each of these Voice Recognition & Control apps.

- **Siri** (Speech Interpretation and Recognition Interface) is a computer program that works as an "intelligent personal assistant" and "knowledge navigator" according to Wikipedia. "The software adapts to the user's individual language usage and individual searches with continuing use, and returns results that are individualized", also from Wikipedia. "Hey Siri" is the wake phrase, which can be turned on or off.

- **OK Google** lets you do things like search, get directions, and create reminders. For example "OK Google do I need an umbrella" to see if there is rain in the weather forecast. To use "OK Google", make sure you have the latest Google Search App and turn on "OK Google detection" in settings.

- **Cortana** is an App with which you can use your voice to make a call, send a text message, search the web, or open another App. Cortana can help you: schedule a meeting, set a reminder, get up-to-date weather or traffic. Note: you need a Microsoft account to use Cortana. "Hey Cortana" seems to be tied to the "Notebook", and thus is setup in the Notebook Settings, which may not be obvious. You get to the Notebook Settings by clicking in the search bar on the Taskbar, then selecting Notebook, the square icon under the home icon, and finally Settings.

**Alexa** is the name of Amazon's assistant that comes with the Amazon Echo. Echo is a wireless speaker and voice command device. The device consists of a 9.25-inch tall cylinder speaker with a seven-piece microphone array. "Alexa", the wake word, is always on and can be changed by the user to either "Amazon" or "Echo". The device is capable of voice interaction, music playback, making to-do lists, setting alarms, streaming podcasts, playing audio books, and providing weather, traffic and other real time information. It can also control several smart devices. Echo requires a Wi-Fi Internet connection in order to work. The Echo must be plugged in to operate since it has no internal battery.

If these personal digital assistants are successful, many more may show up. I just read that the company that brought us the **SoundHound** app also has a personal assistant called **Hound**

that they hope to embed in other applications so that those Apps can be voice controlled. Imagine setting up an Uber ride by voice. If you will recall, SoundHound is like the Shazam app, just hum a tune and it will tell you the tune's name. With all these personal assistants around, we certainly will never have to feel lonely. ♦

## WHAT'S NEW IN MICROSOFT OFFICE 2016

By **Nancy DeMarte**, 1st Vice President Sarasota Technology User Group, FL  
Sarasota Technology Monitor, May 2016  
[www.thestug.org](http://www.thestug.org)  
ndemarte (at) verizon.net

Last September, Microsoft kept to its usual three-year schedule of issuing a new edition of Office when it released Office 2016. The questions always are, "What is different in this edition? Is it worth upgrading?" Here are a few of the features you will find in this new Office. Maybe they will answer these questions for you.

The basic commands and toolbars (ribbons) have not changed much from the last few versions. But Microsoft does often streamline and refine processes, and 2016 is no exception. The new version makes more use of One Drive, the Microsoft cloud, in order to make

sharing Office files easier. Click the **Share** button on the top right of the ribbon to open the Share



sidebar. If your file is not saved to OneDrive, you will be

instructed to save it there. Then type an email address or choose one from your

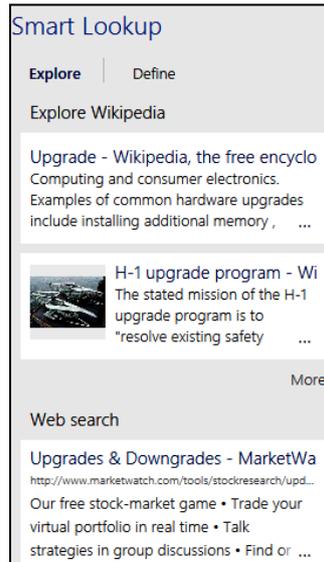
address book in the "Invite people" box and choose either "Send as attachment" or "Get a sharing link." This process is generally the same as in Office 2010 and 2013 except it is much easier to access.

**Searching** is easier in Office 2016, too, with the new "Tell me what you want to do"



box above the ribbon in all the Office programs. When you click in the box, you get suggestions for things you might want to do, based on the program you are using and what you're doing with it, or you can type in a new search topic. I think this feature needs a bit more work, but once improved, can be very useful.

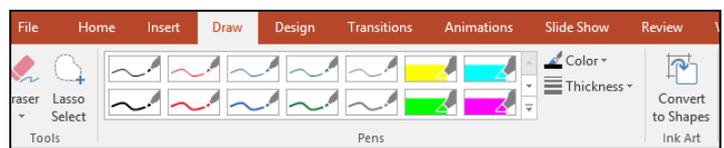
Another feature that has been improved in Office 2016 is called **Insights**, an expanded version of



**Smart Lookup.** Right click a word or phrase in your document or presentation and choose Smart Lookup from the dropdown menu to open a sidebar which includes the definition, pronunciation (written and audio), explanations and examples from Wikipedia, and relevant results of a Bing web search. This feature is much more extensive than the earlier Smart

Lookup. In the example, I right-clicked the word *Upgrade* and got these results. (This is only part of the list.) This feature is found in Word, PowerPoint, Outlook, and Excel 2016.

Individual Office programs also got a few upgrades, too. Excel got several **new chart types**, with intriguing names like Waterfall and Sunburst. The new Forecasting feature predicts trends based on the current data and displays them in a Trend chart.



Office 2016 also offers a few brand new features. Anyone who uses a touch-enabled laptop or device with Office 2016 or Office mobile apps installed can use the new **Ink Notation** feature in Word, Excel, and PowerPoint. Click or touch the new **Draw** tab in the ribbon; choose a color and pen size and draw on the screen. Make a mistake? Use the eraser. You can highlight words using the Ink toolbar, too.

PowerPoint also allows you to convert your ink drawings into shapes.

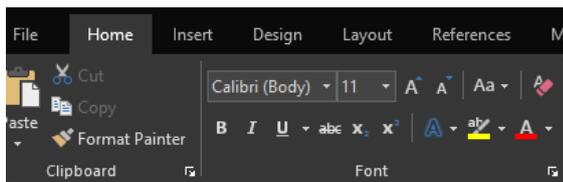
PowerPoint and Word 2016 have a fascinating new feature, introduced in Office 2013, that allows you to remove the background of a photo. (See example.)

To remove the background, insert a photo into Word or PowerPoint, select it,



and click the **Picture Tools Format** tab. On the left end of the Format ribbon, click **Remove Background**. If needed, you can adjust the size of the area inside the picture or mark areas to keep or discard. Then click “Keep Changes” to view a copy of the photo with the background removed, leaving the original safe in your Pictures folder.

Another new feature in 2016 is the **Black theme**:



a black background with white text, which is considered easier to read by some people with vision difficulties. Office 2013 featured the Colored theme, where each Office app had its own background color: green for Excel, blue for Word, orange for PowerPoint, and so on. This is still the default color theme. The other choices are Dark Gray and White. To change the background color, open any Office 2016 program, click File – Account, click the arrow next to Office theme and make your choice. This will change the background for all Office programs.

Every year, it seems Microsoft offers new temptations for Office users to move to one of the subscription versions of Office, called Office 365. Office 2016 contains some new features which are only available to Office 365 subscription users. For example, PowerPoint has two of these features: **Morph** and **Designer**. Morph is a special kind of transition, where a shape or group of text can be set to move across the screen. Designer offers design ideas for photos which appear in slides, such as arrangement on the page or coloration. It can be found on the right end of the De-

sign tab in PowerPoint. It does not work yet with all photos; a photo must be 200x200 or higher resolution.

Only Office 365 users of Word or PowerPoint 2016 can collaborate on projects in real time. Multiple editors can edit a file and watch each other’s editing changes as they happen through the new **Collaborative Editing** feature. This is a popular feature with the Business version.

A recent trend in Office improvements is that they often occur periodically through regular monthly updates if you have a subscription version. I noticed that my Office 365 Home subscription introduced some of the features of Office 2016 before my applications began being labeled Office 2016.

If you are thinking of trying Office 2016, you might wonder if it will open all those documents and spreadsheets you created in earlier Office versions. If you have files created with Office 2007, 2010, or 2013, you will find them completely compatible with 2016. If you have files created with earlier versions, you can get a free Compatibility Pack at the Microsoft website, which will make older Word, Excel, and PowerPoint files compatible with Office 2016. Searching for “Compatibility Pack for MS Office 2016” will lead you to the download page in a hurry. ♦

## INTERESTING INTERNET FINDS

(Continued from page 6)

### 5 Things You Need To Know About Password Managers

<http://www.pcworld.com/article/3085395/security/5-things-you-should-know-about-password-managers.html>

I know there a lot of you that don’t think you need a password manager. If you are one of them, read this post to learn some reasons why you should.

### Seven Tips on Keeping Your Phone Safe While Traveling

<http://www.cnet.com/news/seven-tips-on-keeping-your-phone-safe-while-traveling/>

Check out this post to refresh yourself on how to keep your phone safe while you are out there. ♦

**CASH FLOW**

As of August 31, 2016

Charlotte Semple, Treasurer

<b>Total Assets</b>	<b>\$13,952.92</b>
<b>Member dues</b>	322.00
<b>Memorial Donation</b>	40.00
<b>Total Gross Receipts</b>	<b>\$362.00</b>
<b>Expenses</b>	
Newsletter	212.25
Facilities Rental	60.00
Verizon Wireless	50.08
SM Collage Donation	1,500.00
<b>Total Expenses</b>	<b>\$1,872.33</b>
<b>Current Total Assets</b>	<b>\$12,442.59</b>



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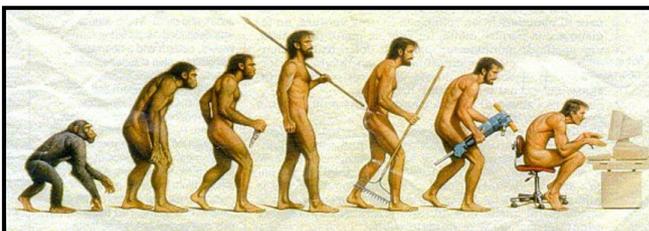
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The Editor of *User Friendly* will accept contributions of any suitable length from members. Send articles to Leahjc (at) sbcglobal.net as plain text in an e-mail message or as a Word document. The deadline for submitting articles is the **20th of the month**.

**LAUGHING OUT LOUD**

**Somewhere, something went terribly wrong!**

**Puns**

- I changed my iPod's name to Titanic. It's syncing now.
- Sign on the door of an Internet hacker: "Gone Phishing."
- Old programmers never die - they just lose their memory.
- My computer is so slow it hertz.
- Did you hear about the man who got his finger stuck in his computer? He was trying to insert his thumb drive!

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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.

