

# User Friendly



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## FEBRUARY GENERAL MEETING

### What's New in Microsoft Office 2016

Speaker: **Sean Legier**

Sean works as a Product Advisor at Microsoft Century City. He has been doing so for the past year and some change.

The three versions of Microsoft Office 2016, Home & Student, Home & Business, and Office 365, have four, five, or seven programs respectively. Sean has worked with many customers who are still using 2007 or 2010. Someone even insisted on installing 2003! These people spend \$2000 on new computers, only to put 10 - 15-year old software on them! There are a lot of helpful and even life-saving features in the newest versions of Office.



**Please attend on February 14 to learn all about the latest in Microsoft Office.**

The *Fundamentals of Office 2016* program series at the Microsoft Store is designed to introduce both new and upgrading users to the key features and functions of Office 2016 applications.

**Microsoft has agreed to provide two copies of Office 365 Personal for our Lucky Draw for LACS members who are present.**

**Tuesday, February 14, 2017, 7:30 - 9:00 PM  
Fellowship Hall, 8065 Emerson Ave.  
Westchester, L.A. 90045**

An informal Computer Forum meets from **6:30 to 7:20** to answer individual questions.

All are welcome.

Refreshments and Socializing at **7:00**

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



**The 2017 LACS roster is in the center of this issue. Be sure to keep it!**

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)

## GENERAL MEETING REPORT

January 10, 2017

By Leah Clark, LACS Editor

Speaker: Jim Mc Knight, LACS

### Favorite Utility Programs

Jim introduced us to several of his favorite utility programs. He finds some most helpful when he is troubleshooting computer problems.



Go to [www.lacspc.org/category/audio-files/](http://www.lacspc.org/category/audio-files/) to hear the complete podcast of his informative presentation. Go to <http://www.jimopi.net/pdfs/word%20pro%20-%20utilities1.pdf> to see Jim's list of utilities. You can learn more about these programs with YouTube tutorials.

Jim warned about downloading unwanted stuff and crapware when downloading utilities as well as when installing those utilities. Always use the custom option, never the express option, and be mindful of what is checked to download. He likes Ninite.com for downloading utilities; it does not download crapware.

Jim makes a full backup when he works on a computer, so if anything gets messed up, he feels comfortable he can restore everything to where it was before.

### Moo0 System Monitor

Moo0, as well as many other utilities, come in a portable version that can be saved in a folder on your computer or flash drive. When you double click on the Moo0 file, an analyzer bar comes up. You can choose the transparency and color of the bar to make it easier to read. Jim set it up to run all the time, but he can make it invisible when he wants.

If your system is running slowly, you can identify the problem. Maybe it's the hard drive, the processor, the graphics processor, the program itself, not enough memory, etc. All these things can be possibilities. Anything that turns red on the bar is a bottleneck. It may also be that the Internet is slow, not your computer. There are many choices of what to monitor including the temperature, memory, the CPU, and the network. You can take a snip of the bar and save it as a baseline to compare with later findings. Moo0 is a useful utility for finding out what's happening on your computer.

### SpeedFan

SpeedFan is a system monitor that reads temperatures, voltages, and fan speeds of computer components. It calls anything over 49° C too hot, but Jim calls anything over 59° C too hot. He finds computers are usually running in the 50's. If it gets up to the 60's or 70's, there is probably dust clogging your computer. SpeedFan is a very simple program. It does not run all the time - you run it only when you want to check the temperature.

Jim runs Prime95 in conjunction with SpeedFan. It maxes out the CPU's processor to 100% to test the heat tolerance of the computer.

### CrystalDiskInfo

CrystalDiskInfo is the first place to go for a quick check if you suspect your hard drive is the source of a problem. It shows all your hard drives, and it uses colored dots to indicate the condition of each drive. On a hard drive, when a sector goes bad, the drive can move that data to a better place, a safe spare space, that's not counted in the size of the drive, but is hidden away. The bad space is never used again. Over a period of time, all the spare spaces get used up. Then CrystalDiskInfo will say, "Caution. The drive's working, but you don't have any spare space to continue." This means that your drive is at risk of failing because if a critical piece of data can't get relocated, it will keep your computer from booting.

CrystalDiskInfo will tell you the exact size of your hard drive and other information about the drive like the manufacturer's part number. This data may be useful if you want to replace the drive. This is a really excellent program.

### CCleaner

CCleaner used to do just a few things like deleting temp files and cookies. CCleaner keeps adding new functions. The user can choose what to save and what to delete. It can not delete cookies if the browser is open. SuperAntiSpyware removes tracking cookies, but CCleaner does not. CCleaner only cleans for the current user. It includes many other useful functions.

- **Registry Cleaner:** Jim does not use any registry cleaners, except when doing a malware removal. There is always risk, that if you

(Continued on Page 4)

## FROM YOUR EDITOR

### 2017 MEMBERSHIP ROSTER

An updated LACS membership roster, for members only, is in the center of this issue. Please remove it and keep it handy.

I did not include the complete annual financial report as I did last year. Any member who wants to see it may contact our treasurer.

### WE HAVE A SECRETARY

We are very happy that Lee Freehling has agreed to become our board secretary. She was duly appointed at the January 4, 2017 board meeting. She had been secretary in the past. Many, many thanks to Lee for taking this position again. We are most grateful for her.

### WE NEED A PUBLICITY CHAIR

Now LACS needs a publicity chair. Mark Presky has held this position for many years, but work and family obligations are making it difficult for him to keep up.

The publicity chair prepares press releases, and may coordinate information for the editor, webmaster, social media and Meetup about upcoming meetings and events. He/She should not need to do it all by him/herself. A publicity plan needs to be developed, and new ideas will be welcomed. If you are interested, please contact our president, Stanley Johnson or our vice president, Stephanie Nordlinger.

*Happy  
Valentine's Day*



Virtual Technology  
Conference  
Saturday, 02/11/17  
10:00 AM PT

Conference Description  
& Registration Links go to

[Apcug2.org/content/virtual-conferences](http://Apcug2.org/content/virtual-conferences)

### LACS YAHOO GROUPS EMAIL LISTS

LACS has two primary mail lists: **LACSLIST** and **LACSPC**. Every member should be on **BOTH** of these lists to get the full value of membership. We have found that there are members who have not been taking advantage of these lists.

[lacspsc@yahoogroups.com](mailto:lacspsc@yahoogroups.com)

This official moderated e-mail list is **only** used for LACS business, including meeting announcements, other LACS information, and notices of a new *User Friendly* or podcasts. "Moderated" means that every message is reviewed for acceptability before it is released. Messages are archived. Attached files are permitted.

[lacslist@yahoogroups.com](mailto:lacslist@yahoogroups.com)

This unmoderated e-mail list is for computer-related messages from members to about 150 other members. Requests for help, questions about a program or a piece of equipment, or comment about a neat program, are examples. This list is not moderated. Messages are archived. Attached files are not accepted.

Within a few days of becoming a member of LACS, you will be sent invitations to subscribe to the above mailing lists. If you did not receive these invitations, or if you no longer have them, send a message with your name and Yahoo ID, if you have one, in the body of the message to [mailguy@lacspsc.org](mailto:mailguy@lacspsc.org). You do not need to have an Yahoo address or ID to participate in our Yahoo groups. You can use your current e-mail address to send to and receive mail from our Yahoo groups.

**To get a Yahoo ID**, which is needed to use all of the mail group features like files and history, go to and fill out the form.

<https://login.yahoo.com/account/create> .

If you have a problem with a LACS mail list that you cannot resolve, send a message to [mailguy@lacspsc.org](mailto:mailguy@lacspsc.org). You may find what you need, as well as information about other mail lists, how to customize the way you receive your mail, and more at

<http://www.lacspsc.org/mail-list/#1>.

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

remove a critical extension in the registry, the computer might not boot. CCleaner is the most conservative registry cleaner around.

- **System Restore:** In the Windows System Restore, you cannot delete old restore points, but you can in CCleaner. Restore points take a lot of space.
- **Uninstaller:** Since Jim uses Revo Uninstaller, he doesn't use this function in CCleaner.
- **Startup Programs:** You can select programs you don't want to start up automatically when you turn on your computer. Too many startup programs slow down the booting of your computer. You can make your computer unbootable by deleting the wrong things.
- **Scheduled Tasks:** You can set up CCleaner to run certain tasks at specific times. Malware can hang around, so look for anything that doesn't look familiar.
- **Context Menu:** When you right click on any icon, a list of tasks comes up. If you don't want to see them all, CCleaner can remove what you don't want.
- **Browser Plugins:** CCleaner shows what extensions are in each browser on your computer.
- **Disk Analyzer:** This tells you the biggest to the smallest files on your hard drive. If you run out of space on the drive, you can come here to see what may be removed.
- **Duplicate Finder:** This will find duplicate files based on their content, even if the file name is different.
- **Drive Wiper:** You can wipe free space on any drive on your system so that in every area where you have deleted stuff, it will write 1's and 0's over the space multiple times. No one will ever recover anything after that!

**Icon Restore**

This utility will put desktop icons back to where they were before they got messed up after you change the screen resolution or the icon size. It will save to the last restored positions. It doesn't work on every computer or every program. Even though Icon Restore doesn't work 100% of the time, it does a pretty good job.

**Bitdefender Traffic Light**

This may be a replacement for Web of Trust after it was accused of selling personal information. It notifies you of unsafe websites.

(Editor's note: See page 7 of the January 2017 issue of User Friendly.)

**Adblock Plus**

This is a popular ad-blocking program that blocks annoying banner, pop-up, and video ads. It seems, that for a fee, it won't block your ad, but will block everyone else's!

**uBlock Origin**

This ad-blocker is 100% reliable, fast and efficient.

Jim recommends that you don't use Internet Explorer, but use Firefox or Chrome. He emphasized that you should **always** use Sandbox-

**DAYTIME SIG REPORT**

By Leah Clark, LACS

Jim started out by discussing some of the utilities he may present at the January general meeting.

**CCleaner** monitors your computer and finds and removes junk files and errors on Windows PCs. A context menu offers a list of commands that apply to the current selection. You may right click on any icon to reach its Context Menu. CCleaner can disable anything in the Context Menu that you don't like by double clicking on it. You may always re-enable them.

Jim doesn't like programs that run all the time because they slow down your computer. Check and kill automatic start-up programs. You can find duplicate files with CCleaner. CCleaner can manage System Restore points. Too many Restore Points can fill up your hard drive. Jim likes Revo Uninstaller because it automatically sets a restore point.

**Belarc Advisor** tells a lot about your computer, including product keys. Most people aren't interested in all the data it provides.

**SpeedFan** monitors your computer's temperature and fan speed. You should run it every three months. Dust blocking air flow can cause your computer to run hot.

**Recuva** restores deleted files.

**ShouldIRemoveIt.com** helps you decide which programs to remove. It scans your computer for installed programs and tells the percentage of people who remove them.

**Fast.com** tells how fast your Internet speed is. Speed can vary.

**The Searchqu Toolbar is spyware.**

**CrystalDiskInfo** is a popular hard drive analyzer to check the health of your computer.

**VeraCrypt** is a free encryption program.

Windows updates your drivers, so you don't need a driver updater program.

Some programs won't install unless you log in to the PC as an administrator user.

One member said that he doesn't have a printer, and asked about saving documents to his computer. It was suggested he save them as .pdf files.

Another member is having a problem with his computer freezing up. Jim suggested that he scan his hard drive to check for errors and to run SpeedFan to check the temperature.

A Solid State Hard Drive (SSD) will speed up your computer. There is no need to defrag an SSD.

A member asked what the function keys (F1 - F12) do. Jim explained that they are different for each operating system and for the software running.

There were more questions, answers, and comments from Jim and the ten other members present. I could not write fast enough to keep up with everything. The next Daytime SIG meeting will be on January 24. Come to get your questions answered, and perhaps to answer some questions, too. ♦

See how to remove junkware, get information on various utilities, and things to watch for on Jim's website at [www.jimopi.net](http://www.jimopi.net).

## HOW TO CREATE A CHART IN A WORD DOCUMENT

By **Nancy DeMarte**, 1st Vice President, Sarasota Technology User Group, FL  
Sarasota Technology Monitor, October 2016

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

ndemarte (at) verizon.net

**W**ord is full of features and tools, but most of us use this popular application strictly for typing letters or other simple documents. There are many things besides text that can be created in a Word document. A lesser known one is a chart or graph. This feature is an excellent way to display budgets, trends, or other concepts that a collection of data can reveal. Here are the simple steps for adding a chart to Word:

### Choose a Chart type and enter your Data

Open Word and click the **Insert** tab on the ribbon, then **Chart** in the **Illustrations** group. You will see numerous types of charts in the left pane, such as pie, column, bar, and other innovative types. Moving your mouse over each chart type shows a preview of it in the right pane. When you find the one you want, click OK. (You can always change the chart type later.) At this point, two items appear in your document: the chart you chose and a small data worksheet which contains sample data.



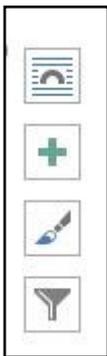
Let's say you want to determine the proportion of your monthly budget that is spent on certain categories. In the first row of the datasheet, type over the sample header to add 'Item' and 'Amount'. List some items and the average amount spent on them. You can use the keyboard arrows to move around within the sheet. The worksheet in Word displays only 20 rows and 10 columns,

but clicking or holding down the arrow at the end of a row or bottom of a column gives you many more of each. So you can create a fairly large data worksheet, which is displayed above the sheet in your chosen chart. If your chart choice is not suitable for your data, click the chart and, in the ribbon, click the Chart Tools Design tab, click “Change chart type,” and make another choice.

**Format the Chart**

When you select the chart in the document, two important things become visible: four small tool icons to the right of the chart and the **Charts Tools** contextual tab, which appears on the ribbon and has two sections, **Design** and **Format**.

**Formatting Icons**



The top icon, **Layout Options**, is a big help if you want to fit your chart within or next to a paragraph. Click the icon and choose the Square or Tight option to allow text to wrap around the chart. The **Plus** icon lets you hide or display items on the chart, such as the title or data labels. The **Chart Styles** paintbrush icon allows you to change the style or color of your chart. I find the Styles tab within this icon gives me some interesting variations on the way the chart can look. The Color tab lets you choose a new six-color scheme by clicking one of those shown. The last icon, **Chart Filters**, lets you select specific data from your worksheet to be included in the chart.

**Chart Tools Design and Format tabs**, which appear on the ribbon when a chart is selected, have much the same tools as the four icons to customize your chart. One good feature of chart creation in recent versions of Word is you can make a clean, professional chart without doing much customization. If you want to experiment, the **Design** tab has some new changes you can make to a chart that you might want to try.



**For Excel users**, there is another way to add a chart to a Word document. If you use the Excel program in Office, you can set up your data worksheet and create your chart in Excel (Insert tab – Chart), copy it (Ctrl+C), and paste the chart into Word (Ctrl+V).

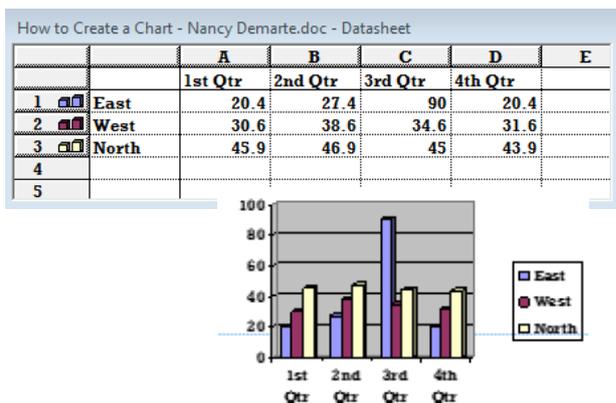
The key skill here is choosing your desired **paste option** from the five choices that appear when you click the Paste Options icon. Options 1 and 2 will “embed” the chart in the docu-



ment, which means it will become part of the document, but can be edited manually in Word. Option 1 will adapt the chart to the

theme of the Word document, such as font and color scheme; Option 2 will keep the formatting that was present in Excel. Options 3 and 4 will “link” the chart to its data in Excel, so that when you change the data sheet in Excel, it will also change in the Word chart. Option 3 uses the destination (Word) theme; Option 4 keeps the Excel formatting. Option 5 pastes the chart into Word as a picture, which means the chart can’t be edited. Moving your mouse pointer over each paste option will give you its definition. If you want to use the same paste option in all future charts, click “Set Default Paste.”

Charts add a visual dimension that many of us find useful in understanding data. Although a Word chart lacks some of the more sophisticated features of Excel, it can work well for many kinds of charts for a home user. Adding a chart to Word is easier than it used to be. ♦



## APPLE COREner

By **Gary Roerig**

Front Range PC Users Group (FRPCUG)  
Fort Collins, CO

**Did you know . . .** Your calendar App can consume a lot of data on your iPhone/iPad, depending on your settings. Normally keeping only six-months worth of information is sufficient for most of us but your setting may be for All Events so if you have been using a calendar app for 4-5 years that can be an unnecessary data hog. Go to **Settings**, and scroll down to **Mail, Contacts, Calendars**. Tap on it and then scroll down near the bottom and look for **Sync**. Tap on Sync and change to one of the following: Events 2 Weeks Back, Events 1 Month Back, Events 3 Months Back, Events 6 Months Back (my preference) or All Events.

### Calls on your iPhone using Wi-Fi

Some of us live in areas where our Cellular Carrier's signal is not very strong. If that is the case, and you have a Wi-Fi Router, AND your carrier offers it, you can set your phone to use Wi-Fi for calling. Go to **Settings, Phone**, and tap on **Wi-Fi Calling** and then tap Wi-Fi Calling on This Phone to ON (Green).

I have had great success with this setting, but there is a caveat. Not all businesses or carriers accept a Wi-Fi call. If that happens, simply go into Settings as above and reverse the setting, make your call, and reset it again. It is rare, but it does happen. Also, note that you can use this over free Wi-Fi such as in hotels or such places in case you have a poor signal.

### In Need of a Quick Level?

There are times you may want to quickly use a level to see if a picture frame or other such item is level. Simply get your iPhone, tap on the **Compass App**, then swipe to the left and a level appears. You can use in Portrait (not real helpful) or Landscape mode. Place on top of your picture frame and straighten the frame until the level shows 0 Deg and Green. Swipe right to return to Compass mode and close as you would any App.

### Need to make a quick note of things but do not have a pen or paper handy?

Your iPhone has a built in App (often hidden in a folder called Extras) named **Voice Memos**. You simply tap on the App, tap on the red **Record**

button and speak. Then tap on the red square to stop recording (remember to do so, or it will keep recording in your pocket). If you want to, you can Tap on **Done** and give your recording a quick name. You can then play the recording at a later date.

Another App to take notes is **Notes**. You can tap on the symbol for **New** in the lower right corner, then Tap the **Microphone** in the keyboard and speak. Remember to speak the punctuation, e.g. Period at the end of your sentence. It will return to a new line for your next sentence. When you are finished, be sure to tap on **Done** at the bottom of the screen. Now you can read your notes at your leisure when you get home. ♦

## 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 September 2016.

### The Flaw in Secure Logins

<http://askbobrankin.com/the-flaw-in-secure-logins.html>

Bob Rankin talks about some flaws in two-factor secure logins.

### Top 10 Ways to Secure Your Mobile Phone

<https://blog.malwarebytes.com/101/2016/09/top-10-ways-to-secure-your-mobile-phone/>

Malwarebytes talks about ways to secure your mobile phone.

### How To Create Strong Passwords: 6 Expert Tips For Online Safety

<http://www.geekersmagazine.com/create-strong-passwords-expert-tips-online-safety/>

To be secure online, you need to use strong passwords. This post gives you tips on creating them.

(Continued on Page 17)

## LACS NOTICES

### WELCOME ALL

#### George Wolkon

Data Base Manager, LACS



#### New Members (1)

Phillip Nadler, Esq.

#### Renewals (13)

Gordon Bergelson\*      Allen Greenberg

Jordan Burkart          Cora Kamerman

Guy Clark                Monique Marie

Karen Johns              Robert Mercer\*

William Garber\*        Mark Presky

Judith Garellana

Robert Ginsberg\*

\* 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."

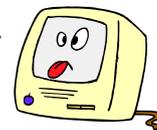
### LACS HAS JOINED MEETUP

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.

### HOW TO CHANGE YOUR CONTACT INFORMATION

Go to [www.lacspc.org](http://www.lacspc.org). Click on **Member Forms** in the bar under the picture. Under **Membership Update**, select **Click Here** for either the DOC or PDF form. Fill it out and bring it to a meeting or mail it. Or send your changes to [membership@lacspc.org](mailto:membership@lacspc.org).

### GENERAL MEETING PRESENTATIONS

February 14: Microsoft Store presentation on Office 2016

March 14: How People and Computers Make Metro Run Safely

Note: This schedule is subject to change. Check email and *User Friendly* for updates.

### GENERAL MEETING SNACK SCHEDULE

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

Refreshments and socializing will be at **7:00**, with the meeting starting at **7:30**. Please bring refreshments at **7:00**.

**February 14:** T through Z

**March 14:** A through D

**April 11:** E through I

**May 9:** J through N

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



See your email for updates.

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

**FEBRUARY 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 GROUNDHOG DAY	3	4
5	6 Board Meeting 7:00 PM	7	8	9	10	11 Virtual Technology Conference
12	13 Basics & Beyond SIG 7:00 PM	14  General Meeting 7:30 PM	15	16	17	18
19	20  Presidents' Day	21	22	23	24	25
26	27 Digital Photo SIG 7:00 PM	28  Daytime SIG 1:00 PM				

See page 3.

Watch your email for the dates of future meetings at the Microsoft Store.

**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 7:30 PM.

Most SIGs meet at the Santa Monica College Bundy Campus, room 235, unless otherwise noted.

The **Daytime SIG** meets at the Felicia Mahood Senior Center.

The **Board** may meet at Charlotte Semple'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>	Paula Van Berkomp	310-398-6734	2nd Mon. 7 PM SMC, Bundy Campus
<b>Daytime SIG</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 7 - 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	Stanley Johnson	2017	424-216-6984
Past President	Maurice Stephenson	2017	310-625-0450
Vice President	Stephanie Nordlinger	2017	323-299-3244
Secretary	Lee Freehling	2017	310-837-4022
Treasurer	Charlotte Semple	2017	310-398-5052
Director	Leah Clark	2018	310-677-2792
Director	Jim McKnight	2018	310-823-7829
Director	Emil (E.J.) Rozek	2018	310-823-3811
Director	Paula Van Berkomp	2017	310-398-6734
Director	George Wolkon	2017	310-459-2671
APCUG Rep.	Leah Clark		310-677-2792
Car Pools	Vacant - Please volunteer		
Changes	Karl Springer		424-646-3410
"	George Wolkon		310-459-2671
Corporate Counsel	Stephanie Nordlinger		323-299-3244
CCSC Computer Lab	Loling Beckman		310-471-7893
Hospitality Chair	Sylvia Davis		213-924-4927
Asst. Hospitality Chair	Vacant - Please volunteer		
Membership Database	George Wolkon		310-459-2671
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Stephanie Nordlinger		323-299-3244
"	Stanley Johnson		424-216-6984
Publicity	Mark Presky		310-398-0366
Quick Consultants	Leah Clark		310-677-2792
SIG Coordinator	Vacant - please volunteer		
Webmaster	Paula Van Berkomp		310-398-6734
Welcome Chair	Irene Mussack		310-672-3077
Asst. Welcome Chair	Linda La Roche		310-645-4546

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**e-mail** ContactUs (at) lacspc.org      **Change of Address** membership (at) lacspc.org

The **ContactUs (at) lacspc.org** address goes to our **president** and **vice-president**.  
 If the message is for another board member, they will forward it to the correct person.  
 To contact other officers, directors, leaders or members directly, members may use our roster for phone numbers and e-mail addresses.

## 7 EVERYDAY TECHNOLOGY SKILLS EVERY BOOMER (AND UP) SHOULD HAVE

By **Pam Holland**, President and Instructor, TechMoxie, January 30, 2016, Blog Article [www.tech-moxie.com](http://www.tech-moxie.com)  
pam (at) tech.moxie.com

**T**echnology is both magical and daunting. It gives us the ability to do so many wonderful things – apps that measure your heart rate, show the constellations in your night sky, and stream radio from anywhere in the world. But with that comes the challenge of keeping up with our devices, new features, apps, and websites – not to mention when things go wrong. For those eager to move beyond the basics of email and Google, we believe these 7 tech skills are key to getting the most out of technology – both today and going forward.

### 1. Use Your Voice



Who would have thought that dictation would be a contemporary tech skill?

Every device, from computer to smartphone now has the capability to turn your speech into text. Speech recognition, also known as voice-to-text, has improved dramatically, providing a wonderful alternative to the awkwardness of using an onscreen keyboard. Even commands can be spoken (“open email” ... “send a text”).

At first, speaking text or commands into a smartphone or tablet takes a bit of practice and may feel like patting your head and rubbing your stomach (think what you want to say...tap microphone icon...speak...tap 'done'...repeat). But with a little practice, it quickly becomes natural.

Going Forward: More and more devices have voice features, including virtual personal assistants such as Apple's **Siri**, Windows' **Cortana**, and **Google Now**. These programs recognize natural speech patterns making it easy to get driving directions, find a restaurant or play music. The **Amazon Echo**, for example, is exclusively voice activated. Request it to play music or news, or current weather. It can be paired with devices to control your home environment. And importantly, voice commands are empowering for users with vision impairment or physical limitations such as a tremor.

### 2. Conduct a Search



Basic Internet searching is pretty simple – just plugging in a few words will usually get you what you need. But having good search skills is like having a super power. Find an old email with a favorite recipe, locate a ‘missing’ App on your smartphone, or locate a specific phrase in a document or website.

Going Forward: Using search is more than the Internet. Rather than trying to remember where Microsoft, Apple or Google hid a particular setting, use the search feature on your device (e.g., printer setup). Apple has even added a search feature on iPad and iPhone for settings alone – a nod to the frustration that many of us have experienced trying to locate a feature.

### 3. Send Text Messages



We are often asked about the advantage of texting versus email. The appeal of texting is in the immediacy – like a non-verbal phone call. There are far fewer steps to sending (and receiving) a text message, and a much greater likelihood that the recipient will see the text right away (assuming, of course, that their cell phone is at hand...). Texting is a great way to communicate on the fly.

Going Forward: You can use text messages to access and manage online accounts, send a photo, receive emergency alerts, schedule airport pickups, and more. If you're running late, need to send a phone number, or don't have time for email to load, texting lets you get in touch quickly. And you can also send a voice recording text – one more way to avoid typing on that small screen.

### 4. Get to Know Your Accessibility Settings



All devices have “accessibility features” that help you make your computer, tablet, or smartphone easier to touch, see, and hear. You can make icons bigger/bolder on smartphones, increase the font size on email, and increase the size of the mouse “pointer” on your computer screen (something TechMoxie recommends to all our clients).

Importance Going Forward: These features help us accommodate for what may be poor

tech design, but also help as we age and need a little “extra” to see and hear better.

### 5. Order an Uber



Access to transportation is freedom. With Uber, reasonably priced transportation is available with a few taps on the app. Your credit card information is stored when your account is set up and all payment is done through the app. And Uber’s no tipping policy means that at the end of the ride, neither cash nor credit card need be presented. The Uber app shows available cars in your area, giving you immediate information on the wait time for a car (which in even suburban neighborhoods may be only a few minutes).

**Importance Going Forward:** Using Uber is increasingly essential to older adults who may not wish to drive at night, or may want to not keep a car at all. It is also a great emergency backup transportation mode in the event of a car breakdown or bad weather. Tip: try using an Uber when you don’t need to so you will be ready when you really need to get somewhere.

### 6. Download an App



Mobile devices come loaded with a great assortment of apps, but there the fun really begins when you find apps that leverage your interests. Downloading an app is not particularly difficult, but entails recalling the (correct) password and knowing how to occasionally update credit card information. Getting comfortable with apps is a key skill, particularly as entertainment, health and the latest innovations are available via apps on smartphones and tablets. Beyond pure fun, there are many practical apps such as for paying parking meters, making dinner reservations and ordering an Uber.

### 7. Be Curious



Curiosity...we think this is why technology comes so easily to children. They are naturally programmed to explore through touch, to ask questions, and to practice. If you want to stay up-to-date, let your curiosity loose. Try tapping unfamiliar icons and let yourself play (really...it won’t break!). As you master the first six skills, you’ll find that new innovations will be easier as they build on your existing skills. ♦

## What’s New?

Reviews by **George Harding**, Treasurer, Tucson Computer Society, AZ  
August 2016

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

georgehardingsbd (at) earthlink.net

### Eton

I received three products from Eton for review. Eton, incorporated in 1986, is a Canadian company providing products in partnership with the Red Cross.

**Blackout Buddy** is a small unit about the size of a cell phone and provides you with a night light, blackout alert and an emergency flashlight. It has prongs for a wall socket, which turns it into a night-light. If power goes out, the flashlight automatically turns on and gives you a bright beam from its three LED bulbs. If you remove it from the wall socket and fold the prongs in, it is now a flashlight. This is a handy product for your home, very reasonable priced at \$15.



**FR1** is a combination radio and cell phone charger. It has an internal battery that can be charged with the included cable or by using the embedded crank. Four minutes of cranking gets you 10-15 minutes of radio time. There are three radio bands, AM, FM and Weather. Controls on the face of the FR1 allow you to change band, change radio station and change volume. There is a collapsible antenna on the side of the FR1. Another button on the face activates the cell phone charging port. When in Weather band mode, you can set a monitor to turn the FR1 on whenever the station issues an alert for hazardous weather. You can also set an alarm to sound at a particular time. This product is versatile and would be an essential item to have on backpacking and camping trips, or even on a driving trip. It’s modestly priced at \$45.

**Satellit** is a multi-purpose radio receiver with many features. It receives AM, FM, LW, shortwave and aircraft bands. It includes a clock, alarms that can be set, and a sleep timer, as well. There is capacity for up to 700 memory channels. It is powered by either a wall plug or by 4 AA batteries. If the batteries are NiMh rechargeable, running the radio on wall power will charge the batteries. A collapsible antenna is stored on the back of the box. The box includes a very nice carrying bag. Both audio in and out are supported. The unit includes a very thorough User Manual with sections in English, French and Spanish. With the many features and options available with this product, the complete manual is a necessity. It is priced at \$230 through the company, although Amazon advertises the product at \$159 at this writing.



Etón Corp. [www.etoncorp.com](http://www.etoncorp.com)

### I-Sleep

If you have trouble getting to sleep, this product may be for you. It is scientifically designed to use your brain's impulses to enhance the likelihood of sleep.

The kit comes with several parts. The first is a controller which outputs a signal to your circulatory system and ultimately your brain. It includes a control for you to increase or decrease intensity of the signal. It has an internal battery and a charging cable is included to enable this. The controller has a monitor screen which shows information.



The kit also includes a set of what might be earbuds if the ends were to go into your ears. In this case, though, the ends clip onto your

ear lobes. There are cloth pads that fit onto the clips, that must be moistened for connectivity. The manual suggests eye drops as a moistening agent.

When you are ready to go to sleep, you attach

an ear clip and turn on the controller. Twenty minutes' time is shown on the monitor and countdown starts. After twenty minutes, the controller automatically turns off.

While on, you may adjust the intensity of the signal put out by the controller. You increase or decrease as needed.

The Company description of operation is: "The product uses advanced bioelectricity to balance brainwave technology to increase the activity of Alpha wave, reduce the activity of Delta waves, in order to improve sleep quality. About 20 minutes after using it, you will fall into a deep sleep."

This innovative product is not yet available to the public. I received it for review as an Xberts Pioneer.

I-Sleep by Xberts

There is no web access at this time .

Price: \$169

### Nite-Ize

This is one of the most innovative companies I've come across. They develop useful tools for you and me that are easy to use and reasonably priced. Here are a few that the Company provided me for review.

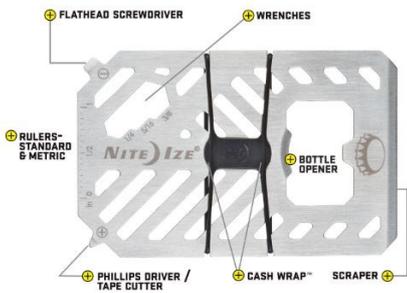
**Steelie Pedestal for Tablets** is a pretty simple device, that fills the need for a support when you use a tablet on a flat surface. There is an adhesive-backed magnetic disc, the Steelie stalk and mount for a desk or other flat surface. You attach the magnetic disc to the back of your iPad or other tablet and place the mount on a flat surface. The Steelie stalk head fits into the magnetic disc and the end goes on the mount. The tablet can be rotated and tilted as needed. Price \$50.



**Steele Vent Mount Kit** is similar to the Pedestal product, but has a mount that clips easily to most vehicle vents. It keeps any cell phone securely attached, yet is easy to manipulate. Don't drive and manipulate! Price \$40



**Financial Tool** holds currency, driver's license and credit cards securely and serves as a multi-tool as well. Tools are: screwdriver, tape cutter, ruler, windshield scraper, wrench and bottle opener. All of this is in a stainless-steel frame! Price \$10.



**Mini Flashlight** has functions for flashlight, lantern and safety light. The flashlight has two levels of brightness: high and low. The lantern also has two modes: high and low. The safety light has three modes: glow, flash and SOS. All this in a machined aluminum body, and it takes only one AA battery. Price \$12



**BetterBand** are stretch bands that can hold things together, link cords, bags of chips, etc. They can be used as tie-downs to something else. Price \$4

There are many other versions of these bands in different lengths. They are handy for keeping thing together.



**PowerKey** is a small container for a cable with an iPhone 5 or 6 attachment and USB plug. Price \$18



**GearTie** is a flexible rubberized wire, useful for keeping items together. Comes in various lengths. Price \$4.50 for 6-inch pair.



There are many more useful products in the Nite-ize catalog. See <http://www.niteize.com> ♦

## IT'S INNOVATION TIME

### Best of Innovation Honorees for CES 2017

By **Lou Torraca**, President

MOAA-The TUG, Hawaii

Around Hawaii, Oceanic Time Warner Cable

<http://www.aroundhawaii.com/lifestyle/innovation-time-vegas/>  
[www.the-tug.org](http://www.the-tug.org)

The Consumer Technology Association (CTA) producer of the Consumer Electronics Show (CES), the world's gathering place for all who thrive on the business of consumer technologies, announced the Best of Innovation Honorees for CES 2017. The annual CES Innovation Awards honors outstanding product design and engineering across 28 product categories. The show, in January, annually attracts around 150,000 folks to Las Vegas, who represent consumers, company CEOs, venture capital money folks as well as a huge contingent of media who document it all. With 28 categories, you can imagine how much time it takes to see it all.

Since each category picks a winner, I have picked six I think will interest you. Next time, I'll cover another six in different categories. To give you an idea of how these winners are chosen, here are the criteria the judges use:

- Engineering qualities
- Aesthetic and design qualities
- The product's intended use/function and user value. For *Tech for a Better World* entries, this also includes how it can make a positive impact on the quality of life for its users or those affected by its use.
- Why the product deserves the Innovation Award, including specifics regarding its unique/novel features and features that consumers would find attractive
- How the design and innovation of this product directly compare to other products in the marketplace

Here are the winners in six of the categories:



Lou and Pooky

## (1) WEARABLE TECHNOLOGIES



**uBolt**, an innovative and unique multi-factor authentication personal identity wearable device combining biometric fingerprint and voice recordings and a secure element to ensure “you are who your say you are” to establish trust and verifiable confidence in a user identity.

## (2) COMPUTER PERIPHERALS



The **Acer Predator Z301CT** is the world's first 21:9 curved monitor with eye-tracking functionality.

## (3) HOME APPLIANCES



**Sleep Number's 360** smart bed will forever transform the way people sleep. The new integrated design includes a proprietary algorithm (powered by SleepIQ technology) and machine learning to intuitively sense and automatically adjust all night for an effortless and optimized sleep experience.

#### (4) IN-VEHICLE AUDIO-VIDEO



The **Integrated Connectivity Cluster (ICC)** by Bosch is the all-in-one information and communication system for motorcycles – and riders. It is the first of its kind integrating head-unit functionality into a cluster. The HMI clearly displays nothing more (and nothing less) than the information essential to riders looking to take their experience to the next level.

#### (5) TECH FOR A BETTER WORLD



The **Tobii Dynavox PCEye Mini** featuring IS4 eye tracker is the world's smallest and most robust eye tracker. Optimized for individuals that do not have use of their hands due to various disabilities, the device enables users to control a computer, laptop or tablet using only their eyes.

#### (6) SMART HOME



**Smart Remote** by Sevenhugs is the world's first contextual control system for connected homes. It lets you control everything at home with just one touch. When you point Smart Remote at a device, the screen automatically adapts, so you just need one touch to control it. A seamless and intuitive control system.

That's it for January, hope your New Year will be a wonderful one for you and yours. Aloha. ♦

#### (Interesting Internet Finds)

*(Continued from page 7)*

#### What Is Email Spoofing & How To Protect Yourself & Stay Safe

<http://www.thewindowsclub.com/email-spoofing>

This post explains how an email can look like it comes from a trusted place, but is actually from somewhere quite different. It also tells you how to identify this and what to do to stay safe.

#### Common Questions About Two-Factor Authentication

<https://www.telesign.com/blog/post/common-questions-about-two-factor-authentication-2/>

This post answers some of the most common questions about two-factor authentication. If you haven't started using two-factor authentication yet, and you should be using it, check this out for answers to your questions about it.

#### 3 Videos to Help You Be #CyberAware

<https://www.consumer.ftc.gov/blog/3-videos-help-you-be-cyberaware>

This post from the FTC (Federal Trade Commission) contains three videos: (1) *Protect Your Computer from Malware*, (2) *Public Wi-Fi Networks*, (3) *Tech Support Imposter Scams*. ♦

**CASH FLOW**

As of December 31, 2016

Charlotte Semple, Treasurer

<b>Total Assets</b>	<b>\$10,920.50</b>
<b>Member dues</b>	280.00
<b>Misc. Income</b>	16.36
<b>Total Gross Receipts</b>	<b>\$296.36</b>
<b>Expenses</b>	
Newsletter	187.51
Facilities Rental	60.00
Verizon Wireless	50.08
General Meeting Equipment	1,283.38
Software	112.00
Holiday Party	147.27
Web Hosting	85.00
Liability Insurance	901.00
<b>Total Expenses</b>	<b>\$2,826.24</b>
<b>Current Total Assets</b>	<b>\$8,390.62</b>

**LAUGHING OUT LOUD**



Sticke Notes are fun, but not the best password managers.

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

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.**



Apparently Mac supports Windows now.

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**MEMBERSHIP INFORMATION**

**Annual membership Dues:**

Regular	\$ 40
Family-Associate	12
Students	18
Six- Month Trial	25
Renewal, Electronic Newsletter	30
Contributing	50
Supporter	75
Benefactor	100

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. Send your questions by e-mail to lacslist (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**

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

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

**Please PRINT Clearly**

New  Renewal

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

Renewal with electronic, no paper, newsletter - \$30.00  6 month trial membership - \$25.00

Contributor - \$50.00  Supporter- \$75.00  Benefactor - \$100.00  Other \$\_\_\_\_\_

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Name of Associate: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip + 4 \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Do not publish in roster

e-mail Address: \_\_\_\_\_

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



# First Class Mail

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 Electronic Editor ..Karl Springer  
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 Photographer.....Vacant  
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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.

