User Friendly

IN THIS ISSUE

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apcug

An International Association of Technology & Computer User Groups

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

MAY 10 GENERAL MEETING

Chromebooks

Speaker: **Dr. Ronald Brown,** Director
Silvercom Computer and Technology Club,
Mesa Arizona

Are you looking for a computer that isn't complicated to use? How about one you can't wreck by making a mistake from the keyboard? No maintenance, malware, Trojans, and viruses? No subscription cost and it's always up-to-date with web technology? The Chromebook is for you!

Chromebooks are relatively inexpensive laptops and tablets manufactured by the usual companies that use the Google Chrome operating system (not Windows) and many other Google and Android programs. Your data is stored in the Google Cloud and can be instantly restored if it is lost on the device. The software, utilities and data of your Chromebook and Android phone are automatically kept up to date and synced.

Meet Our Presenter

Dr. Brown spoke to us on January 9 on Google Photos. He received his M.D. degree from the University of Alberta in 1976. He was a Family Practitioner on Vancouver Island and bought an interest in a start-up software company in Calgary that made an Electronic Patient Record. The company grew, and he represented it at conferences in Canada and the U.S. for 20 years. After he retired from medicine and the company, he settled in Arizona but kept his summer home in British Columbia. He loves technology and spends his spare time doing presentations.

Tuesday, May 8, 2018, 7:30 - 9:00 PM
Westchester United Methodist Church, Fellowship Hall
8065 Emerson Ave., Westchester, L.A. 90045
An informal Computer Q & A Roundtable meets from
6:30 to 7:20 to answer individual questions.
Refreshments and socializing at **7:00**
More info: www.lacspc.org
or at 310-398-0366

FROM YOUR EDITOR
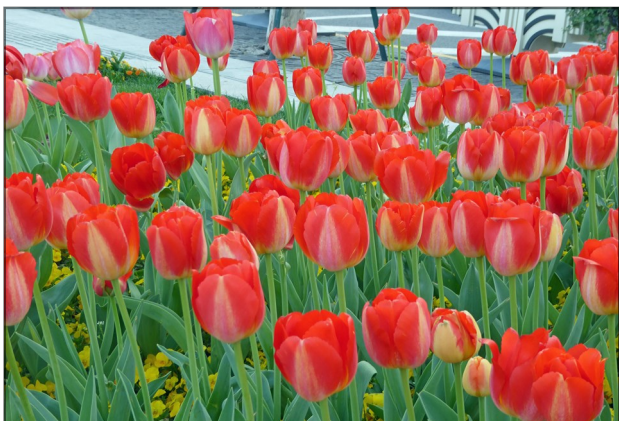
Tulips in Shanghai   Photo by Leah

Happy Spring to LACS Members.

Secretary Needed

LACS is in desperate need of a secretary. The secretary writes and keeps the minutes of the board meetings on the first Monday of each month. Board members will help you and answer any questions. As a member of the board, you will have input on the future of LACS. Officers who are doing other tasks now have to write the minutes, too. Is that fair?

LACS Website

www.lacspc.org posts back copies of the color version of *User Friendly*, calendar information, and podcasts of most of our general meetings. There is also a biannual index to past issues on the website. Check the menu on the right side.

URLs are clickable in the online version of *User Friendly.*

Elliott Stern passed away at the end of March, 2018. He was a member of LACS from about 2014-2016, and he served as treasurer in 2015. He was on the APCUG Speaker's Bureau, had given an excellent presentation to LACS in April 2014 on Computer backups, and he was a speaker for APCUG Virtual Technology Conferences.

He was the owner of Maestro Computing Services, so named because he could make your computer "sing". He had been servicing computers since 1985.

Elliott will be missed by many.

FREE 2018 SPRING VIRTUAL TECHNOLOGY CONFERENCE (VTC) SATURDAY, MAY 5 10:00 am – 1:00 pm PDT

REGISTER AT:
http://bit.ly/ May5VTCRegistration

DOWNLOAD THE CURRENT VERSION OF ZOOM:
https://zoom.us/download

DETAILED INFORMATION ABOUT THE PRESENTATIONS AND PRESENTER BIOS:
https://apcug2.org/apcug-2018- spring-virtual-technology- conference-vtc28/

The Editor of *User Friendly* accepts contributions of any suitable length from members. Send articles to Leahjc(at)sbcglobal.net as plain text in an email message or as a Word document by the **20th of the month.**

IN MEMORIAM
Karl Springer
March 6, 1934 to April 13, 2018

Karl Eugene Springer, 84, passed away on April 13, 2018 in Culver City, California. Karl was born in Chicago, Illinois on March 6, 1934. He earned a bachelor of Engineering degree from Marquette University in Milwaukee, WI in 1956 and a master's degree from USC in 1958. Karl married Cleoria ("Cleo") Antoinette Serritella on February 1, 1958. They were married for eighteen years. Karl and Cleoria had one son, Kyrt, in October 1959.

Karl worked as an electrical engineer at Hughes Aircraft for thirty-three years. He was involved with the Trailblazers Square Dance Club and joined the Los Angeles Computer Society in December 1991. He enjoyed square dancing and computers.

For 27 years in LACS, Karl performed many services that kept the organization highly functional. He worked quietly in the background: members may not have been aware of all he did. Using his skills with FTP and HTML, he maintained the LACS website by keeping the "Contact Us" pages up-to-date, uploading the newsletter and meeting notices, and making any needed changes. Karl also maintained the LACS Yahoo! Groups mail lists by adding new and dropped members to the two main lists and other special lists. He notified the membership chair of changes and corrections to the lists and was a member of the Mail List Moderator team. He was known as the "Mail Guy".

Karl led the question and answer forum before every general meeting where he helped members with their computer questions and problems. He was a faithful volunteer at the Culver City Senior Center Computer Lab.

Karl was preceded in death by his wife in 1976; his parents, Lena and Max; stepmother, Clara; brother, Paul; and sisters, Sr. Ellen and Sr. Agnes (née Margaret).

Karl is survived by his son, Ky; daughter-in-law, Stacy; and nephews, Jim, Tom, Bill, and Pete.

In lieu of flowers, memorial donations may be made to: Congregation of the Sisters of St. Joseph or the Juvenile Diabetes Research Foundation.

The family wishes to thank

- Always Best Care
- The Los Angeles Computer Society
- The Trailblazers Square Dance Club
- St. Jerome Roman Catholic Church.

LACS Members' Tributes to Karl

Paula Van Berkom

Karl was the backbone of LACS. He worked behind-the-scenes and made sure everything kept running smoothly.

He was my dear friend, my mentor, the backup for the website and many more. He was an old-time DOS guru!

He surely will be missed.

Bobbi Gold

Despite his increasingly frail health, Karl was always delighted to supply helpful information to anyone's questions. I was often amazed that no matter how obscure the

question, Karl knew something about it and was happy to share it. He was one of the many generous members who kept LACS functioning.

Carol Johnson
Yes, Karl will be missed. I have missed him already.

Ros Cirlin
Thanks, Karl, for your constant contributions to LACS. I'll never forget you. In the late 90s, Karl Springer served on the Membership Committee, as did Charlie Semple, Gene Jacobs, Paul White and me. Stephanie Nordlinger would attend from time to time.

Maurice Stephenson
As a former President of LACS, I truly enjoyed working with and knowing Karl. Karl, Leah, the other Members of the Board and I worked very closely and tirelessly, for two years, to ensure that LACS continued its excellence and scholarship. Karl was always polite, respectful and dedicated, a true model of the best of his generation. I will always be grateful for his support and direction. May his family be comforted by our love and caring, and may Karl rest in peace!

Stanley Johnson
I'm truly sorry to hear about Karl's passing. He contributed so much to our organization. He handled many technical responsibilities, including updating the website and managing our email lists. He diligently held board members and officers accountable for decisions. His absence is a great loss. I'm grateful for the opportunity to work with him.

Stephanie Nordlinger
Karl was always eager to help – even quite recently when he was very seriously ill (waiting for heart surgery, etc.) and we were trying to figure out how to do some of the tasks he had done for us for years. He was smart and cheerful to the end. He will truly be missed.

Charlotte Semple
With deep sorrow, I send my thoughts to all of you. Karl, as Charlie, was one of the backbones of LACS. Lately, when I attended a General Meeting, I felt something was missing - Karl was not there. With his quiet dignified demeanor, putting everyone at ease, answering any question asked of him, giving knowledgeable advice. Yes, he will be sorely missed. He fought the good fight to stay, but, I guess Our Lord needed him. I send my love and condolences to everyone and his family.

Fred Kong
Unseen usually, quiet in the background, but always ready with an answer when asked. And the answers he gave along with the wheres and whys were just always right! We've lost another of our giants! We miss them all so much.

Leah Clark
Karl was a very kind, generous and cheerful man, always seeing the positive in each situation. He was my go-to person when I was having any problems with email or mail lists, or needed help with links in *User Friendly*. I am wondering now if I can pray to him in heaven to help me?

Gilbert Ialongo
The MailGuy will be delivering mail from the sky. I have first met Karl when I joined LACS more than 15 years ago. He was a powerhouse at the club and his participation in the

Society activities and functioning was remark-able and mostly behind the scenes. He was the one I could talk to about DOS, share Batch files and obscure but important utility programs. Now all of that is gone. Karl, thanks for all the great work for LACS.

Howard Krivoy

I knew Karl from square dancing, long before I joined LACS. Karl liked to dance at the higher, more intricate levels and was also always a helper at the beginners' classes. Only re-cently did I learn that, like at LACS, he was actively supporting their web pages. He was the same easy going, likeable Karl that we knew at LACS. Both organizations are better for having known him. Rest easy Karl, you've earned it.

Mark Presky

Karl had a wry sense of humor and a Cheshire Cat sort of smile. He tended to be a quiet sort of guy and seemed to prefer to work in the background. When called upon, he was always there to help, but you never heard much about it - again, he was unassuming. He introduced me to several solutions to prob-lems, including Go Daddy personal do-main name registration. I might not be mark@markpresky to some of the world if it weren't for him.

I have been missing him at the meetings, and should have realized sooner why he wasn't able to make them for so long. I really miss him. I hope that he is now with Charlie, Henry, Meyer, Todd, and the others from LACS that have moved on and who I was priv-ileged to have known. I imagine that where they are, there are no computer problems as every computer and program updates itself seamlessly in the background without fanfare, and there are no computer glitches or failures.

In fact, they're probably helping the U.S.

Founding Fathers convert handwritten docs to digital format. I can just see John Hancock being shown how to increase the font size and being shown 'Bold'. I can also imagine Karl, with his smile, enjoying Mr. Hancock's look of joy. ❖

There are moments in life when you wish you could bring someone down from heaven. Spend the day with them just one more time, give them one more hug, kiss them goodbye or hear their voice again. One more chance to say I love you.

OPEN A DOCUMENT AFTER A FILE CORRUPTION ERROR

Sometimes a file can be damaged in such a way that Word, Excel, or PowerPoint can't open it normally. But all is not lost. The **Open and Repair** command might be able to recover your file.

1. Click **File > Open**, and then go to the location or folder where the document (Word), workbook (Excel), or presenta-tion (PowerPoint) is stored. Don't try to open the file from the **Recent** section as this won't go into the Open dialog box. **Note:** Word, Excel or PowerPoint 2007 don't have a **File** tab. Instead, go to the Office 🔲 button, and click **Open**.

2. Click the file you want, then click the arrow next to **Open**, and click **Open and Repair**. ❖

GENERAL MEETING REPORT
April 10, 2018

By **Leah Clark**, LACS Editor
Speaker: **Joe Melfi**
Digital Camouflage - Virtual Private Networks

When you are provided public Wifi in a Starbucks or a restaurant is the best case to be using VPN. Today it is pretty easy to set up, to use, and it is affordable. Joe Melfi told us why and where we should use it. We need to keep our data private; our privacy has been violated. Protections like the Do-Not-Call list are ignored, and there is no enforcement. We are responsible to ourselves to protect our privacy. To be secure, there is not just one thing to do. It puts a heavy burden on the user. Google Maps gets input from users to tell us where there's an accident, how long a trip will take, etc. This is referred to as "Crowd Sourcing." That's a benefit.

VPN is new and is changing. The business world uses AAA security, that is Authentication, Authorization, and Accounting. As private users, we want to borrow some of the less complicated parts because the information we have in our computers about our finances, our family, and our health is our business and should be protected.

Who should be using VPN? It is something everyone could use, but not necessarily should use. It depends on your computing habits. Joe pointed out things we can do to protect ourselves in public environments. That includes the smartphones that we take everywhere. Everyone should be keeping their computer and software up-to-date. Pop-ups that say that updates are available can be scary. Often they are valid, but they could be coming from bad people. Clicking is a big danger! Our security software has branched into other things to take care of adware, malware, and phishing scams.

A firewall blocks stuff from the outside from coming into your computer. Your computer should make a request, and things on the internet should only respond to your request. A firewall is efficient in monitoring the data you request to come into your computer. It is not 100% foolproof, so the router into your house should have a firewall on it. Your router and modem must be kept up-to-date. Your provider takes care of it, but if you have an old router, the technology may not be updated anymore.

If you are in your house, and you get service from your provider, that's a private network. If you go to a library, a coffee shop, or any shared network, that's public. If there is no password required, it is open. There is very little protection in a public network. We can't depend on the government to protect us. They just repealed Net Neutrality and other things that opened up the internet to be a sham gallery. Your internet provider now can monitor everything you're doing and use it for any purpose they want, and it can resell it to third parties. Those third parties can do whatever they want with it. They get away with everything by requiring you to click that "you agree to these terms." Permissions to steal our data should not be a requirement for service!

We have two users who are trying to communicate with each other. Something happens to cause the direct communication to be interrupted. Someone has inserted himself in the middle. If you're at a Starbuck's and see several Starbuck's networks listed, you select the strongest one. Only one might be valid. The one you selected is "a man in the middle" recording everything you do. Ask for the right way to connect.

A *Packet Sniffer* is a tool that records all the data that comes across the network and tries to decrypt it. It is free for download. So it doesn't take much for someone to start sniffing your data in a coffee shop.

Information over wireless has been improved by using WPA (Wireless Protected Access) that

encrypts the information wirelessly almost anywhere, except open networks. Also, there is Secure Socket Layer (SSL) which is supposed to encrypt all your traffic, but criminals always seem to find a way to hack into it.

This is where VPN is going to help. It encrypts some of the information that goes from your device to the internet and back. VPN relies on a principle called *tunneling.* Cryptography, encryption, and protocols are the basis of what makes your computer secure. VPN uses all of these things and public keys, private keys and certificates. The CA Certificate Authority issues certificates that authenticate persons are who they say they are. If you own the computer and log in with your credentials, you should be *authenticated* by your login, and your computer should *authorize* you to do things on that computer. If someone else should try to access your computer, they should say, "No." *Accounting* is where they record a log of security events.

When Dave and Alice want to send messages back and forth, they want them to be private. Everything is made up of bits; so we scramble up the bits. Anyone who sees the information sees only scrambled bits. The receiving person's computer must descramble them to read the message. The sender and receiver use the same algorithm to encrypt and decrypt. So they use a "key", a numerical value which comes from the certificate. It's an algorithm to scramble up whatever is in the message. Because of the protocol in the certificate, the receiver's computer knows how to decrypt the message. It is a very complicated, math-based system. The Transmission Control Protocol/Internet Protocol (TCP/IP) is a protocol suite used for communication transmission. Joe went into more details of its history and function which you can hear on the podcast of this presentation.

It is complicated to set up your own VPN, but there are services to set this up for us. *https* is the secure way of doing browsing. When you open your browser, there's an address bar at the top. Look for green lettering on the left side and a lock icon with a closed shackle to indicate you are at an authentic website. This goes back to the certificates.

You want data going across the internet to be encrypted. One way to do that is to create a virtual tunnel using VPN. Endpoints are the two devices that want to talk to each other securely. The VPN client is one endpoint, and the VPN server is the other endpoint. A server runs the VPN protocol that you need to connect to to be secure.

A person working from home logs into the company network, and he does his work. The company runs a VPN client on its devices that connects to a VPN server. A tunnel is created between these two endpoints. Once data gets out onto the internet, it is accessible anywhere on the internet. We pretend that we have a direct connection that no one else can see by creating a virtual private tunnel between two endpoints.

Today there are a lot of third-party programs that will setup VPN for us; some cost money, and some are free to try. The internet browser, Opera, is a free browser with VPN and a built-in ad blocker. They are putting VPN into some anti-virus programs that may be free trial teasers. Then there are charges. Be wary of free programs - there may be a catch.

The most important time to use VPN is when on a public network. But even at your house, it may be useful. Be sure to clear your history, cookies, and cache when done browsing. You should use a password manager. You need a total solution to keep secure.

For more benefits of VPN, like geofencing, for pricing, available companies, etc. listen to the podcast at https://www.lacspc.org/Podcasts/VirtualPrivateNetworks.mp3

Joe suggested Private Internet Access (PIA) as a good starting point. Look at their website to see if they provide what you need. See the slides from this presentation at

https://apcug2.org/wpcontent/uploads/2017/09/Digital_Camouflage_With_VPN_Joe Melfi_APCUG_VTC-11-4-17.pdf ❖

LACS NOTICES

WELCOME ALL

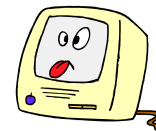**George Wolkon,** LACS Database Manager

New Members (1)

Paul Taylor

Renewals (12)

Richard Balsam	Carolyn Griswold
Loling Beckman*	Robert Hirsho
Guy Clark	Marcia Jacobs
Juan Dominguez	Howard Krivoy
Patricia Downing	Marcia G. Maiten*
Roxanne Goodrich	Patrick Zilliacus*

*Contibutor

HOW TO CHANGE YOUR CONTACT INFORMATION

Go to 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 email your changes to membership@lacspc.org.

LACS HAS JOINED MEETUP

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

Please join - it's free. If others see that a lot of people are interested, they will be encouraged to join LACS. We hope this will result in new members.

Go to http://www.meetup.com/Los-Angeles-Computer-Society-and-Technology-Meetup/
and click on **"Join Us."** Also, **RSVP** for our general meetings**.**

LACS IS ON TWITTER

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

The LACS board voted to discontinue the **Facebook** page for now.

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 .

Non-members can wisely invest in a one-year new Regular LACS membership ($40.00), and Jim will fix your PC problem, too. Contact Jim for specific considerations.

GENERAL MEETING PRESENTATIONS

May 8   Chromebooks
June 12   Become Your Own Computer Expert
July 10   Google Apps at Home and on the Go

Note: This schedule is subject to change.

Check your email, *User Friendly,* and our website for updates.

PODCASTS

Listen to the podcasts of our general meetings. Go to http://www.lacspc.org/category/audio-files/. Click on the session you want to hear.

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**.

May 8	O through S
June 12	T through Z
July 10	A through D
August 14	E through I
September 11	J through N
October 9	O through S

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 and reminders.

MAY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 **May Day**	2	3	4	5
6	7 Board Meeting 7:00 PM	8 **General Meeting 7:30 PM**	9	10	11	12
13 Happy Mother's Day!	14	15 Ramadan Mubarak	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

No SIG meeting is scheduled for May.

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.
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 (SIG's)

The Daytime and the Basics & Beyond SIGs may resume **IF** there is enough interest. Please contact the leaders to make your wishes known, or to offer ideas or help. New SIGs can be created if there is sufficient interest and leadership.

Basics & Beyond SIG: Paula Van Berkom, 310-398-6734, 2nd Mon. 7 PM SMC, Bundy Campus

Daytime SIG: Jim McKnight, 310-823-7829, 4th Tues. 1 PM Felicia Mahood Center

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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
Charlotte Semple, 3474 Beethoven St. LA 90066
Santa Monica College Bundy Campus, 3171 S. Bundy Drive, LA 90066.
Go west on College Dr. (1 block South of Airport Avenue, 2 blocks North of Rose.) Drive to the back to park in the lot behind the building. 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. You don't have to be an expert.** 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, and more categories 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
Android Smartphones - 5
Apple devices - 15
Anti Malware - 12
Digital Imaging, Editing - 8
Digital Photography - 8
Dragon Naturally Speaking - 4
Genealogy - 5, 7
Hardware - 12

Linux - 11
Lotus Word Pro, Approach - 12
Mozilla Firefox - 12
MS Excel - 3, 15
MS Word - 3, 4, 10
MS Outlook - 5, 15, 17
MS PowerPoint - 15
MS Publisher - 7
Open Office - 16

Photoshop - 17
QuickBooks -18
Quicken - 3, 5
Thunderbird - 12
Visual Basic - 13
Websites - 13
Windows 7 - 16
Windows - 5, 12
WordPerfect - 5

No.	Name	Preferred Phone for Calls	From	To
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	10:00 AM	7:00 PM
7	Clark, Leah	310-677-2792	7:00 AM	5:00 PM
8	Silverstein, Elliot	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
15	Van Berkom, 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
18	Semple, Charlotte	310-398-5052 M-F	9:00 AM	5:00 PM

OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone
President	Stanley Johnson	2018	424-216-6984
Past President	Maurice Stephenson	2018	310-625-0450
Vice President	Stephanie Nordlinger	2018	323-299-3244
Secretary	**VACANT**	2018	
Treasurer	Charlotte Semple	2018	310-398-5052
Director	Leah Clark	2018	310-677-2792
Director	Jim McKnight	2018	310-823-7829
Director	E. J. Rozek	2018	310-823-3811
Director	Annette Tossounian	2018	310-559-2847
Director	Paula Van Berkom	2019	310-398-6734
Director	George Wolkon	2019	310-459-2671
APCUG Rep.	Leah Clark		310-677-2792
Car Pool Coordinator	Freda Sanders		323-230-3278
Change of Address	George Wolkon		424-646-3410
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	Freda Sanders		323-230-3278
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 Chair	Annette Tossounian		310-559-2847
Publicity - Press	Mark Presky		310-398-0366
Quick Consultants	Leah Clark		310-677-2792
Webmaster	Paula Van Berkom		310-398-6734
Welcome Chair	Irene Mussack		310-672-3077
Asst. Welcome Chair	Linda La Roche		310-645-4546

Website	www.lacspc.org	**Newsletter Editor**	Leahjc (at) sbcglobal.net
Voice Mail	1-310-398-0366	**Webmaster**	sitemaster (at) lacspc.org
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.

Creating a Newsletter with Writer

By **Joel Ewing**, President
Bella Vista Computer Club, AR
Bits & Bytes, October
www.BVCompClub.org
president (at) bvcompclub.org

There are software applications designed explicitly for creating formal publications, but many small organizations don't require newsletters with highly professional formats, and secondly, many such groups depend on volunteer editors who lack the time to produce such a document, even if they were able to afford the software.

The purpose of this article is to demonstrate that a few simple techniques with a completely-free, open-source word processor, **LibreOffice Writer**, can be used to create a newsletter in 8.5x11 format which looks reasonable with minimal effort. These same techniques could, no doubt, be applied using MS Word, since there is considerable overlap in functionality between MS Word and LO Writer, despite major differences in the user interfaces. But, if the object is to encourage someone who might not have access to MS Office to become an "editor", the availability of free alternatives is a definite plus.

The most common newsletter format is to have a full-width header at the top of the first page, followed by content on that and following pages. Many people seem to find it easier to visually follow an article that is not full-page width, so typically the article content uses a multi-column format with two or more columns. There is multi-column-format support in LO Writer and also support for "frames", which facilitates creation of a header that follows different conventions.

My personal preference is to go with two columns for content. Dividing into more than two columns complicates fitting larger images within an article, and makes it more likely that long words or long URLs will cause visual problems with line justification and line splits.

The Header

This is the place to start. Although it will take some experimentation and time to create, this is also the part of the Newsletter that will be relatively constant, with possible exception of date, and can be cloned for future Newsletters. I like the header to dominate and be a little wider than the default margins. I find a width of 7.65" will still print reliably, but you may want to verify that width will work if you have a specific printer you use to make hard copies of the Newsletter.

Start with a blank document. Then Insert→ Frame…

- Type: Set Width **7.65 inches**
- Height **Autosize**
- Position Horizontal **Center**
- Vertical **Top**, Anchor **To page**
- Borders: **all**, Line Width **1.0 pt.** (adjust to taste-- you may want to adjust **Spacing to Contents**, as this determines the light-gray inset from the borders where heading contents may be placed.)
- Area: may want to adjust Fill later
- Columns: should default to "1". This will give you an empty frame (Figure 1), almost full-page width, high enough for one line of text, but it will expand as content is added.

Figure 1

Start typing information into the frame. Which lines come first, font used, font size, and left-right alignment are variable and subjective. This text should include Title, various organization information, date of newsletter, etc. Keep text that you might want to position or size separately as separate paragraphs (followed by "Enter").

Bits & Bytes
Arkansas' Premier Computer Club
October 2017
Bella Vista Computer Club - John Ruehle Center
Highlands Crossing Center, 1801 Forest Hills Blvd Suite 208 (Lower Level), Bella Vista, AR 72715
Website: http://www.bvcompclub.org   Email: jrc@bvcc.arcoxmail.com

Figure 2

Just keying in the basic information using default font and size choices gives the result seen in Figure 2. It's not particularly impressive!

Now comes the experimentation part – trying out different fonts, font sizes, font effects (bold, shadow, etc.) until you find some combinations that appeals to you. Starting from nothing may take some false starts and an evolving design. In my case I was trying to come as close as possible to some historical versions of the Newsletter that had been produced with other tools. I used those as a guide. I finally settled on:

- Title: "URW Chancery L" size 60, bold, with shadow
- 2nd line "Liberation Sans", size 11'
- Date: "Liberation Sans", size 24, bold;
- Bella Vista... line: "Liberation Sans" size 14, bold;
- Highlands... line: "Liberation Sans" size 11, bold
- Website line: "Liberation Sans" size 10

Right-justifying the date, adding several trailing blanks, and centering the next two lines, gave this effect: (Figure 3)

On the final line, I want the Website left justified and the Email right-justified, which can't be done automatically. The simple solution is to insert enough blanks to put the Email in the desired location. This is getting close. I would like to have just a little more space above the Website line. Select that line and format the paragraph by adding 0.06 spacing above the paragraph.

We have an image that normally goes in the upper right corner of the heading that has black lines on a white background. Set the cursor at the end of the Title and insert the image. It won't go in the right place, but manually click and drag it to the upper right corner of the heading frame. To make things slightly more elaborate, you can choose to modify the "Area" properties of the frame to include a light color fill, or in our case we have a lightly-colored bitmap background of our logo that we use on the web site which can be specified, resulting in the following: (Figure 4)

Notice the white rectangle background around the image is not what was intended. We need to instead use a version of the image where all the white

Figure 3

Figure 4

areas are transparent. This can be done easily with the free GIMP image manipulation utility (a tale for another day), by selecting all the white areas, inverting the selection, copying the selected pixels, pasting as a new image and exporting that as a PNG image. Deleting the original image from the heading frame and inserting the new version gives us the final version shown in Figure 5. The fine guide lines showing the borders of the image will not

Figure 5

be in printed nor seen on PDF versions of the document.

As one final observation on the header, the easiest way to update the Date in the header without upsetting the formatting is to insert the cursor somewhere in the middle of the existing date (to get the same formatting) type the new date, then deleted the unwanted characters from the old date. If you delete the old date first, you will likely have to re-do all the font and size customization that was done for the date.

The Content

- Set the cursor below the heading frame, right click, select Page…,
- Set the Page Style for left/right margins of 0.75" (or possibly as low as 0.5")
- Set Columns to "2". I like a black Separator Line of 0.25pt, but that's personal preference. You should probably also set a "Spacing" of at least 0.1" between columns to get some visual separation.

Articles may either be copied and pasted from some other source or manually typed into the newsletter starting with the left

column. I would recommend using a consistent article heading style and a consistent font type and size. It is sometimes useful to play with inter-line or inter-paragraph spacing, and perhaps even with font size to get an article to fit in the available space.

I would find a heading style that is close to what you want for article headings, modify the style to force the desired font, font size, and other heading options, and then consistently use that style for all headings.

For separating articles, I would recommend inserting a horizontal line (Insert → Horizontal Line). The action name is a little misleading because what it actually does is mark the current paragraph with a "horizontal line" style which causes the paragraph to have a bottom border drawn. That style can also affect paragraph font and size and line spacing, which is not usually what you want for a paragraph of text. So, the proper usage of the horizontal line (from painful experience) is: at the end of an article, press Enter, type one space (to get a non-visible paragraph of one space), and then Insert the Horizontal Line at that point, so it is at the bottom of that invisible "space" paragraph. You can edit the "Horizontal Line" style to increase the width of the horizontal line (it is the bottom Border) to make it more pronounced or a different line style, and you can adjust the amount of vertical space before and after the "Horizontal Line" paragraph.

If you want to begin work on the right column of a page before finishing the left, or if you just want to force the column break to occur at a better separation point, you can use Insert → Manual Break… and select "Column Break." You can similarly use Insert → Page Break to force text to begin a new page before the current page is full.

Working with articles with images can be tricky; LO Writer likes to "anchor" the images to a paragraph which can limit how it can be moved. If necessary you can alter the properties of the image to change how it is anchored. When the image is selected, the anchor point is displayed (an anchor icon) and it may be moved to a different point in the article. Sometimes attempting to move the image makes it fly to unexpected locations or even disappear, at which point "undo" is your friend. You can find many suggestions on-line about how to deal with images in Writer, but none of the solutions are very elegant or foolproof.

Experience with this article showed that copying and pasting a single-column document into a two-column target does not handle embedded images well. You are better off saving the images separately, deleting any images copied with the document, and manually re-inserting the images at an appropriate point so that they get properly sized for the narrower columns. ❖

Highlands Crossing Center, 1801 Forest Hills Blvd Suite 208 (lower level), Bella Vista, AR 72715

Website: http://www.BVCompClub.org   Email: editor@bvcompclub.org

HOW TO FIND US

All meetings are on the lower level of the Highlands Crossing Center in Bella Vista. You may use entrance A on the West side or entrance C on the South side and take the elevator or stairs to the lower level. Turn left (West) to reach the General Meeting room, right for the John Ruehle Training Center. Additional information is on our web site.

Start of new column

Forced column break

A TALE OF TWO PRINTERS

By **Greg Skalka**, President
Under the Computer Hood User Group, CA
Drive Light, November 2017
www.uchug.org
president (at) uchug.org

It was the best of times, it was the worst of times . . .

It was time to buy a new printer.

It seems that all the traditional computer input/output devices are falling out of favor. The rise in popularity of the tablet computer and now especially the smartphone have played a major part in this. The previously iconic combination of desktop computer, monitor, keyboard, mouse and printer has not been the norm in the personal computer/tech world for some time. The laptop or notebook PC, which generally eliminates the need for a separate display, keyboard and mouse, has been outselling the desktop for quite many years already. Now the ultra-portable smartphones and tablets, with their integrated touch-screen displays, have surely put monitor, keyboard and external pointing device sales in a steep decline.

Printer sales are also declining. I'm like most people in wanting to cut back on the amount of paper in my life, both to reduce clutter and help the environment. I'd much prefer a paperless life, where my bills and financial statements come as downloaded pdfs, rather than hard copies in the mail, and my file cabinet of personal and financial data is a USB external hard drive. Smartphones are helping in this trend. More and more, tickets, coupons and other identifying documents are being accepted when displayed on a smartphone or tablet screen, instead of having to present a physical piece of paper (barcodes have also helped make this happen).

While my goal is to eliminate my home file cabinets by scanning my existing paper documents and insisting on electronic

documents in the future, there are still times when I do need to print. Some of the continued interest in computer printing is probably generational. I still own printers; my adult children do not. Just as most millennials have "cut the cord" in their switch from cable TV (or televisions in general) to streaming content from the Internet, they have also abandoned the personal printer. My son and daughter, both in their late 20's, each still own a laptop in addition to their smartphones, but have no interest in having a printer. They have no need to print photos, preferring to post them online or display them on their phones. The few hard copies they need to make can be printed at work, or at the copy center at Staples or Office Depot (or at Dad's house).

I started my work life in the early 1980's, so I've witnessed the evolution of the personal computer and the personal printer. I've owned dot-matrix and daisy-wheel impact printers, as well as ink jet and laser printers. When my children were young, they had their own individual printers and desktop computers for school work, resulting in four printers in the house. Every computer needed its own printer as each stood alone and disconnected in the days before the internet. Since the development of modern home networking and networked printers, my wife and I have been sharing a single printer for the past eight years.

The HP OfficeJet Pro 8500 all-in-one network printer I bought for my wife in 2009 has always resided in the downstairs bedroom that is her home office. She uses it weekly to print stock lists for her job as a retail seed merchandiser. It is a printer / scanner / fax machine in one unit, with a single-sided scanner feeder in addition to flat-bed scanning capability (it can automatically scan a stack of pages on one side only). It can also automatically print double-sided to save paper. It has a wired Ethernet connection to my home network, so I can print to it from my "office" upstairs. It is not so useful for me to run downstairs to scan, so I have kept my old USB flat-bed scanner in my office.

I still have an old HP Deskjet 5650 printer and an Epson Stylus Photo R340 printer in my office, but I've not used either in over eight years and should probably get rid of them. The Deskjet is old and slow, and I get better quality for the few photos I need printed by going to the photo center in Costco, rather than using the finicky Epson. I also have a Samsung ML-2510 low-cost black laser printer, but I don't use it much. Laser printers use heat to fuse powdered toner to the paper, and this printer seems to generate quite a lot of heat. I can feel an excessive amount of heat coming off the top of the printer when it has been on for just a few minutes, so to reduce energy usage (and fire risk), I only leave it on long enough to print.

One thing I have always wanted in a printer is the ability to print on 11" x 17" paper. I have this capability at my work and find it is really useful when printing CAD drawings and diagrams, as well as large spreadsheets. Another useful feature I've been looking for is the ability to scan double-sided originals automatically (this is a special feature of the scanner's document feeder). Late last year I saw an HP OfficeJet 7740 all-in-one printer advertised with a great price at Fry's; it had both features, so I bought it as a birthday present to myself. I planned to set it up in my office in place of my scanner, so I would have printing and scanning at hand. Unfortunately, my life is often too busy, and so this new printer sat in its box for most of 2017.

Over the years, the HP8500 printer served us well with few issues. Occasionally the print quality would drop, with blank streaks in the printed output. Using its diagnostic software to clean the print heads usually solved the problem, though with time, multiple and more

frequent cleaning cycles were needed. Finally, this spring, even three head cleaning cycles didn't completely restore good print quality, and the HP diagnostic software reported that new print heads were needed.

With most HP printers I'd owned, the print heads were part of the ink cartridges, so you got fresh heads with each cartridge replacement. With the HP8500, the ink cartridges were just ink reservoirs; the heads were separate replaceable modules. Despite their supposed simplicity, the HP940XL ink cartridges it used still cost around $100 per set (three color cartridges and one black). Even though the two print head modules cost around $80, I was happy enough with the performance we had gotten out of the printer over the eight years we had used it, and so bought a set.

Replacing the heads was easy to do, and at first solved the problem completely. The print quality was once again excellent. A month later, however, the printer abruptly stopped working. It gave an error message that no heads were installed, thus it refused to print at all. I tried removing and reinstalling the heads, with no improvement. Only then did I go online to search on this fault and found many other users with the same problem after replacing heads. The only solution reported by these users was to temporarily reinstall the old print heads until they were recognized, and then swap the new heads back in. Even this was not often a permanent solution; some reported having to perform this swap periodically. Since I'd listened to my wife and thrown the old heads away right after installing the new ones, this solution was not an option. Because a new printer's cost was not much more than another set of heads for this one, it was time to go shopping.

My wife, of course, needed to print for her work activities the next day, and it was too late to get her a new printer that evening. Fortunately, I had the new HP7740 printer I had bought for my own use but had not set up

yet. The setup for this network printer was far easier than the old HP8500 was eight years ago. Once the new printer was powered and connected with an Ethernet cable to my home network (it could also connect via Wi-Fi), the printer software and drivers could be installed easily from the HP website. The software automatically searched for the printer on my network and configured everything. Creating an HP printer account on their site allows you to obtain an email address for the printer. Any emails sent to that address are printed (up to 10 MB and up to 10 attachments), making it easy to print remotely or from any device that can send emails, including smartphones, tablets and Chromebooks. I installed the software on her computer as well, so we could both use my new printer.

Later that week we went printer shopping for my wife and bought an HP OfficeJet Pro 8715 from Costco. It had all the features of the HP7740 but had only one paper tray for 8.5" x 11" paper. It was just as easy to set up and, as a bonus, it uses the same HP952XL ink cartridges as the 7740. I set it up in place of the broken HP8500 in her office, and she has been happily printing ever since.

Our old HP8500 served us well for many years. These two new printers provide many new capabilities and are easier to set up and use. Hopefully we can look forward to many years of good use out of them as well.

It is a far, far better printing situation than I have ever known. ❖

CASH FLOW
as of March 31, 2018
Charlotte Semple, Treasurer

Total Assets	$7,876.35
Receipts	
Member Dues	432.00
Total Gross Receipts	$432.00
Expenses	
Newsletter	164.10
Facilities Rental	60.00
Verizon Wireless	50.08
QuickBooks Repair	59.95
Presenter Travel	98.30
Total Expenses	$432.43
Current Total Assets	$7,875.92

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https://apcug2.org/discounts-special-offers-for-user-groups/ for discounts and special offers for User Groups Members. Avast Anti-virus and Acronis True Image, as well as several book, media and training sites, offer discounts, including the two mentioned below.

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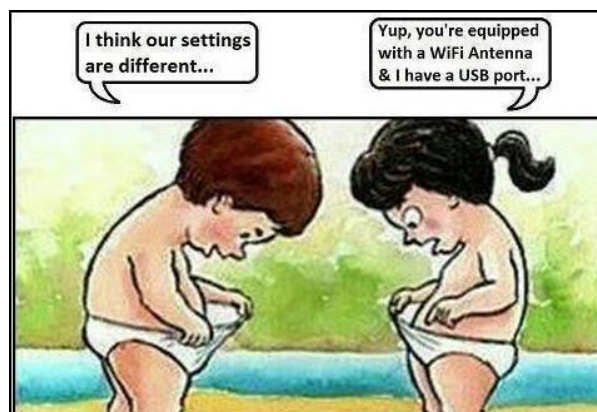Code for print books: **ITCOMMUNITY**
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NOTICE
The columns, reviews and other expressions of opinion in *User Friendly* are the opinions of the writers and not necessarily those of the Los Angeles Computer Society. LACS became a California non-profit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

LAUGHING OUT LOUD

I think our settings are different...

Yup, you're equipped with a WiFi Antenna & I have a USB port...

Computer Sayings
1. Home is where you hang your @
2. The E-mail of the species is more deadly than the mail.
3. A journey of a thousand sites begins with a single click.
4. You can't teach a new mouse old clicks.
5. Great groups from little icons grow.
6. Speak softly and carry a cellular phone.
7. C:\ is the root of all directories.
8. Don't put all your hypes in one home page.
9. Pentium wise - pen and paper foolish.
10. The modem is the message.
11. Too many clicks spoil the browse.
12. The geek shall inherit the earth.
13. A chat has nine lives. (Given that La Chat in French means a Cat, this is especially cute.)

MEMBERSHIP INFORMATION

Annual membership Dues:

Regular New and Renewal,
    Printed Newsletter $ 40
    Electronic Newsletter   30
Family-Associate   12
Students   18
Contributor   50
Supporter   75
Benefactor   100

A subscription to *User Friendly i*s included with membership.

Associate members are those who live in the same household or work at the same address 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 email 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 topics may be created to help you to 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 and Virtual Technology Conferences

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LACS   New or Renewal Membership Application

Please bring your dues and this form to a meeting or mail them to:
Los Angeles Computer Society, **11664 NATIONAL BLVD. #343, LOS ANGELES CA 90064-3802**

[ ] New   [ ] Renewal   Please PRINT Clearly

[   ] With printed newsletter [   ] $40.00   [   ] Associate $12.00   [   ] Student - $18.00

[   ] With electronic newsletter, not printed [   ] $30.00

[   ] Contributor [   ] $50.00   [   ] Supporter $75.00   [   ] Benefactor $100.00   [   ] Other $___

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Name: First   Last

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Name of Associate: First   Last

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Address:

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City, State, Zip + 4

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Preferred Phone: [   ] Do not publish in roster

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Email: Email of Associate:

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Did a member of LACS invite you to join? If so, who? If not, how did you hear about LACS?

Revised: July, 2017 ljc

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Westchester United Method-
ist 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.