

February, 2019

User Friendly



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Ctrl-Click on this icon to see our Meetup Page.



Ctrl-Click on this icon to follow us on Twitter.



Member of
An International
Association of Technology
& Computer User Groups

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

FEBRUARY 12 GENERAL MEETING

Topic: **Translating Thoreau's Walden into a Videogame**

Speaker: **Tracy Fullerton**

USC professor and game designer

www.tracyfullerton.com



Tracy Fullerton has spent the last decade translating Henry David Thoreau's classic text *Walden or, Life in the Woods* into a videogame about Thoreau's experiment in living at Walden Pond. The result, *Walden, a game* is an open world experience that immerses players in Thoreau's writings and ideas through its system, world, and narrative design, providing an open-ended experience where players make their own choices about how to live a life of simplicity and balance. The game is based in a faithful digital reproduction of Walden Pond and surroundings circa 1845, including the political, social and natural environments that are reflected in Thoreau's works. In this discussion of the project and process of its creation, Fullerton explores how experimental games like *Walden* point the way to a rich potential for the future of play.

Meet Our Presenter

Tracy Fullerton is an experimental game designer, professor, and director of the USC Games program. Her research center, the Game Innovation Lab, has produced many influential independent games, including *Cloud*, *fIOW*, *Darfur is Dying*, *Reality Ends Here* and *The Night Journey*, with artist Bill Viola. Her recently released project, *Walden, a game*, was awarded Game of the Year and Most Significant impact by Games for Change. It has been on exhibit around the world at venues including the Smithsonian American Art Museum, San Francisco Museum of Modern Art, Sundance, the Museum of the Moving Image, and the World Economic Forum at Davos, Switzerland.

Tuesday, February 12, 2019, 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 PRESIDENT - EDITOR

- Some LACS members may not know that I publish a biannual index to *User Friendly*. I started doing this when I had remembered reading about something that I wanted to refer back to, but I couldn't remember which issue it was in. Go to <http://lacspc.org>, and find *Index* in the right-hand column.
- I just read in "Dave's Computer Tips" at <https://davescomputertips.com> that Microsoft's Cortana and Amazon's Alexa are becoming friends. This project is now in Beta. Cortana will be able to communicate with Amazon's Alexa. If you are currently using these digital assistants separately, you will be happy to learn that you will be able to say, "Hey Cortana, Open Alexa" or "Hey Alexa, Open Cortana." I think it will be fun to be able to open Cortana from your Alexa device to get complete access to any of Microsoft's software that currently works with Cortana. Using Alexa, you will be able to set appointments, read email and use Alexa to better surf the web. I wish there was more time to play with all this new stuff!
- For a lot of interesting information on many subjects, go to "Jere's Tech Tips" on the APCUG website at <https://apcug2.org/jerestips/>. A couple of examples of the many topics available now are, "Best Windows 10 Apps" and "What It Means When Microsoft Stops Supporting Your Version of Windows?".
- All URL links in *User Friendly* are clickable from the online version at www.lacspc.org/category/user-friendly/.
- Please let me know what you would like to see in *User Friendly* and hear at the general meetings.

The Editor of *User Friendly* accepts most contributions of any suitable length from members. Send articles to <editor (at) lacspc.org> in an email message or as a Word document by the **20th of the month**.



For years, our member, Jim McKnight, has been coming early to the general meetings to set up the audio-visual equipment. This is most important when we have remote presentations. He is all alone doing this. If he should be unable to attend a meeting for any reason, there will be no presentation. If there is any problem it is very stressful for him. It is not fair to put all this pressure on one person. We must have a couple of other members who know or are willing to learn how to set up and operate the equipment. Please contact Jim at <jimopi (at) ca.rr.com> to learn what needs to be done and how you can help.


LACS ROSTER

We plan to publish a new roster in the March issue of *User Friendly*. Please let me know if you have any changes in your contact information, or if you have any preferences on how you want to be listed. I will need any new information by February 15. Email or call Leah Clark at <editor (at) lacspc.org> or 310-677-2792. Many thanks.

Ride Sharing

If you need a ride to a General Meeting, or if you are able to give a ride, please contact Freda Sanders at 323-230-3278.

Contest

A copy of this icon  is somewhere in this issue. If you find it, send an email with your name and the page number to <editor (at) lacspc.org>. The 1st two received each month may win a small prize. Proofreaders and board members are not eligible. The same person won't receive more than 2 prizes.

So far no one has found the January icon.

GENERAL MEETING REPORT

January 8, 2018

By Leah Clark, LACS Editor

Digital Literacy with TechBoomers

Speaker: Kay Fleury, www.TechBoomers.com

The goal at TechBoomers has always been to spread quality digital knowledge and to help groups like LACS with learning and teaching. TechBoomers.com



contains articles on how to use your favorite websites and apps. Digital literacy is important in the life of the average person. In the past 20 years, technology has taken a massive leap. Especially in the last 10 years, everything has started migrating almost exclusively online. For a lot of people, this has made life easier. But others, who didn't grow up with access to digital technologies, struggle to adapt to this world. Digital literacy means being able to navigate through the digital world on your own without help from others. TechBoomers believes that being digitally literate is extremely important in modern society.

One of the things that gets people interested in using technology is the social aspect. Keeping in touch with friends and family, getting updated news, and meeting people with similar interests has never been easier. Sites like MeetUp.com bring people together. We cannot underestimate the impact the Internet has on social interaction.

People are getting interested in technology through on-line learning by searching for answers to questions and taking courses online. You can stay up-to-date on any topic and gain skills you never thought you would. You can find ways to save money by ride-sharing, booking travel, comparing rates, or getting coupons. You can shop from home, store your information on the cloud, and improve security in your home. You can navigate your routes, find and get reviews of businesses, and book vacations. You have to know what these websites are and how to use them. That's where TechBoomers comes in.

Everything seems to have moved online over night! TechBoomers has step-by-step tutorials that teach everyday people how to use the websites and apps that would most improve their quality of life, and it is **free**. Most courses start out with 'What is this' and 'How does it work.' Each tutorial has articles on how to sign up for it, whether the site is safe, how to delete the account, and then anything else that is specific to the actual website with detailed instructions on how to use the site or app.

TechBoomers has partnered with a lot of organizations like LACS and APCUG that aim to spread digital literacy. Librarians, teachers and groups may use the TechBoomers' tutorials any way they want for slide shows or PowerPoint presentations. They may make handouts and screen shots from the tutorials for presentations.

When TechBoomers had over 100 courses on their site, they decided to create a blog to give more information on individual topics that didn't fit in with their current course model. These included things like, "How to order flowers on line." They then started an individual article file to direct people to sites where they can get information not covered on TechBoomers. One article lists 30 of the best literacy resources online. It has a link to each website with a few sentences about what that site has to offer. Another is, "The Ultimate Guide to Fake News." It shows how to identify a news story that is fake and gives a list of known websites that host fake news stories. Some of those sites are no longer running. TechBoomers' aim is to spread digital literacy, and to encourage other organizations that want to do the same.

Another big success has been the TechBoomers' **YouTube** channel. Many of the tutorials have been turned into YouTube videos. They have over 31 million viewers! The YouTube videos may also be used for teaching and presentations by user groups and educators.

There are things that an average person needs to know to protect themselves online. This type of information is a mandatory component of

teaching someone how to use on-line tools. On-line safety and privacy practices are not always obvious, especially to a new user. That's why these scams work so well. You need to know what phishing scams are and how to avoid them. Each TechBoomers tutorial has at least one article on safety issues related to the website. They try to make a distinction between safety and privacy online. Many think about the former, but not the latter. Privacy is related to your personal information. Any time you enter your address, phone number, social security number, show your face, or track your location, you give information about who you are and where you are. This can result in identity theft. Digital literacy will protect you from these things.

The first step is understanding the dangers. When you know what they are, you will get the skills to avoid them. Every website in existence has the potential to compromise your safety or privacy. You need to use the proper protection tools like anti-virus software, spam filters, and password managers. Know what you are putting out there and the consequences of what you do online. You need to stay up-to-date on all these things. The internet changes rapidly; new dangers are coming up every day.

Digital literacy is a life-time effort. That's why TechBoomers puts so much effort into making the content available to everyone. They try to keep everything as up-to-date as possible, so new users know the most important things about the service they're signing up for.

There is now an YouTube video on how to use the TechBoomers' website. Kay showed the video demonstrating TechBoomers.com. Go to <https://www.youtube.com/watch?v=O2-bwYIYu1I>.

Kay asked us to share TechBoomers with our families, friends and colleagues. She said we may add a link to our website, newsletter, or social media pages. ❖

NIGHT LIGHT

A Little-Used Feature of Windows 10

By **Martin Arbagi**, Editor,
The DataBus,
Dayton Microcomputer Association, OH
www.dma1.org
Martin.Arbagi (at) Gmail.com

An increasing amount of scientific evidence now indicates that bluish-white light—the kind that typically occurs at noon of a clear day—tends to stimulate the brain centers that keep us awake. On the other hand, light from the red-orange bands of the spectrum—the type that usually occurs at dawn or evening—either makes us sleepy or at least does not actively excite the “waking centers” of our brains.

Unfortunately, bluish-white light is precisely what the screens of most computer monitors and other digital devices usually emit. Thus, for example, reading yourself to sleep with an e-book can actually keep you awake, as can taking that spreadsheet home from the office so you can work on it after dinner.

Microsoft's latest operating system, Windows 10, has a feature that can mitigate this problem. It's called “Night Light,” and is frequently ignored when setting up or customizing a PC. I, myself, initially thought it was designed to have monitors glow softly at night, thereby making the computer easier to find in a darkened room. I finally blundered into the correct use of Night Light almost by accident. Night Light is easily set up. Merely go to your desktop and right-click your mouse. (Left-click if you use a left-handed mouse, as I do.) The familiar screen shown in **Figure 1** (page 5) shows up. Now click on “Display Settings.” The screen shown in **Figure 2** (page 5) now appears. Finally, move the slide switch labeled “Night Light” (circled in red) to the ON position.

Two comments before finishing:

(1) *Night Light knows when to turn on.* If you look closely at Figure 2, you'll see that on the day I wrote this article, my PC switched to Night Light at sunset: 8:58 P.M. Obviously, I was writing during the summer! Windows 10 knows

your approximate location by, among other things, your IP address, and it will adjust for time zone, latitude, longitude, and Daylight Savings Time.

- (2) Turn Night Light OFF if you are working on something that requires true color rendition. For example, if that project you brought home from the office is not a spreadsheet, but rather an advertising campaign with lots of graphics, you don't want the color distortion that Night Light will inevitably generate.

Figure 1

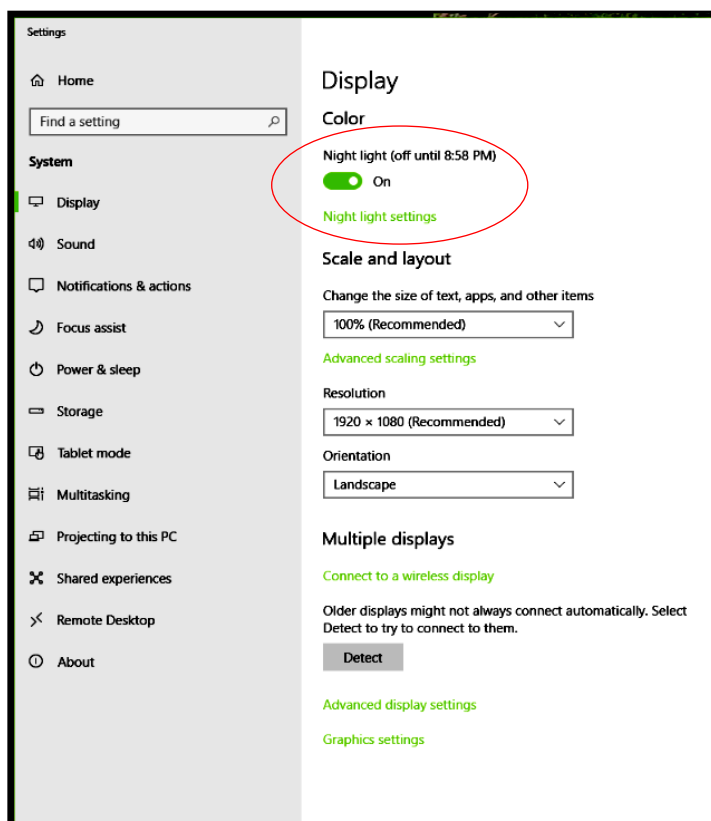
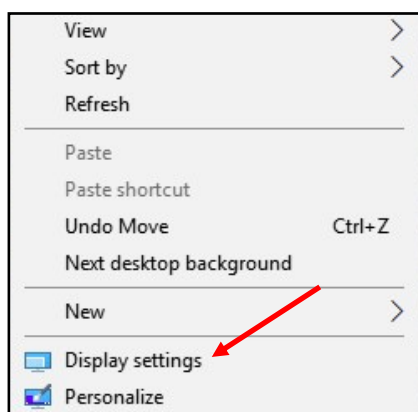


Figure 2

THE AMAZING CLOCK ON YOUR IPHONE

By **Jim Cerny**, Instructor

Sarasota Technology User Group, Florida

www.thestug.org

jimcerny123 (at) aol.com

Just like everyone says, the iPhone does a lot more than you think. With all the apps to choose from and the apps already on your iPhone, such as the **CLOCK** app, so much is available to you. Are you shy? Do you think finding out more will be painful? Maybe it can actually be fun! Like having a toolkit with hundreds of tools, having an iPhone provides so much – so why keep using only the screwdriver? Let's explore the Clock app that comes with your iPhone and iPad. The app icon, it just so happens, actually looks like a clock, and if you look closely, it is always showing you the correct time, even to a moving red second hand. Touch the clock icon to open up the clock options.

At the bottom of the screen that appears, you will see *World Clock*, *Alarm*, *Stopwatch*, and *Timer*. Let's look at each of these.

World clock - will show you the time anyplace in the world. If nothing appears here, you need to create your list of places. Just touch the plus sign at the upper right to find a city or place and touch on the one you want. If you cannot find a city near the exact place, just select one close to it, and it will be added to your list. Each position on your list will display the current time, the day it is at that location (today, yesterday, or tomorrow), how many hours difference (plus or minus) from your current time, and whether it is a.m. or p.m. Touch "edit" to remove a place from your list. Remember those old movies or TV news programs that would have a wall of clocks with the names of cities under them? Well, now it's all on your iPhone.

Alarm – This should be easy to understand if you are awake. But don't answer yet, there's more. Here you set your alarm to wake you up tomorrow morning, but you can set as many alarms as you want. If you create a list of five or

six alarm times, you can turn each one on or off as you need them. Changing an alarm time or deleting an alarm is easy (touch “Edit” or “+”). But how is this for a wow factor – you can choose the sound tone you want each alarm to use – or you can even select a song from your iPhone music! It’s like using a radio alarm clock tuned to your favorite station and always playing your favorite song when you wake up!

Bedtime (New in iOS 10) I go to bed when I am tired, but some research reports that you get healthier and better sleep if you go to bed the same time each night. Maybe you will enjoy this option. To find out touch “get started” on the screen that appears. After setting your initial bedtime and wake up time, you are good to sleep. You can change your times by dragging them on the “sleep arc” or “circle” that appears. One advantage with Bedtime is that you can select from more pleasant sounds to wake you up in the morning. I wish they had a screaming train wreck sound option.

Stopwatch – Anytime you want to time anything this is the option to use. If you happen to be driving a fast sports car around a track, you can hit the “Lap” button to get the time for each lap while the time continues. You will see each “lap” time appear in a list below the clock. And you can switch from a digital clock to a nice old-fashioned analog stopwatch face by just swiping left or right on the clock. Sometimes the old-fashioned look is just so much more visually comfortable, like reading a good book. ❖

Add Bookmarks to Your Word Documents

By **Nancy DeMarte**, 2nd Vice President
Sarasota Technology Users Group, FL
STUG Monitor, July 2018

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ndemarte (at) verizon.net

If you have composed a multi-page Word document, especially if it has a table of contents, you can make it easy to go to specific locations within the document by adding bookmarks. A

bookmark is used to jump to a place in a document. It is a cousin to a hyperlink, which is most often used to go to a specific place on the Internet. Let’s say you have written a tutorial that has a Table of Contents. By adding a bookmark to each section in the tutorial, the reader can go to any section by clicking its title in the Table of Contents. Anything in a document can be bookmarked: text, a picture, or section, for example. Here are steps for creating a bookmark for section 4 of the tutorial below:

TABLE OF CONTENTS

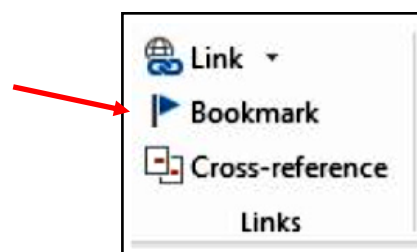
This tutorial includes a few methods for backing up your PC files:

1. Backing up to a flash drive (page 2-3)
2. Backing up to a CD or DVD (page 4-8)
3. Backing up using Windows 7 Backup and Restore (page 9-10)
- 4. Backing up using Windows 10 File History (page 11)**
5. Creating a System Image & System Repair Disk (page 12)
6. Backing up to OneDrive (page 13)

1. Go to and select the title of the chapter where it is located in the document.

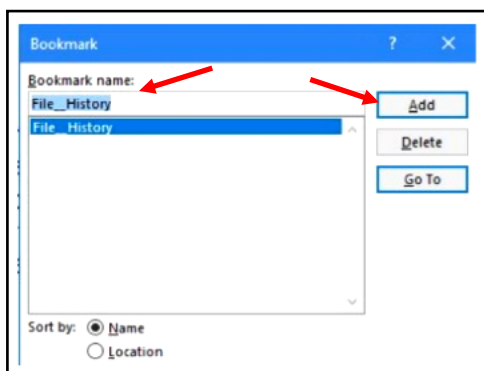
4. Backing up using Windows 10 File History

2. On the Insert tab in the Links group, click Bookmark.

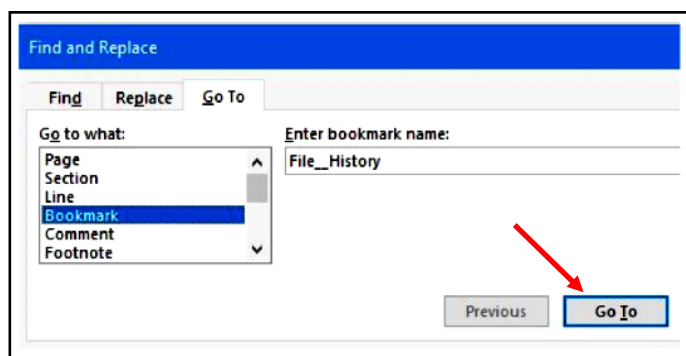


3. Under Bookmark name, type a word or short phrase and click Add. Bookmark names must begin with a letter and must not contain any spaces. They can also include numbers or

underscores, as shown.



4. Test your bookmark by typing Ctrl+G to open the Go To tab in the Find and Replace tool. In this example, we only have one bookmark (File_History). If you have created several bookmarks, choose the one you want. Then click Go To. You will immediately jump to the title of that section.



How to add hyperlinks to get to your bookmarks, rather than use the Find and Replace tool.

Below are the steps you will need to create hyperlinks to the bookmarks in your document.

1. Right click the word or image you want to become the link and then left click Link.
2. In the Link to box, click Place in this Document (left pane)
3. In the list, select the bookmark you want to link to, and click OK. Now you can use the keyboard combination, Ctrl+click, with each hyperlink to go directly to its bookmark in the document. ❖



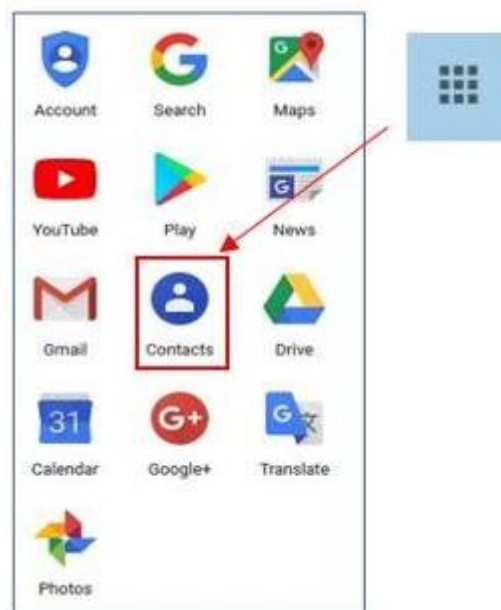
MEET THE NEW GMAIL

By **Nancy DeMarte**, 1st Vice President
Sarasota Technology User Group, FL
STUG Monitor, October 2018

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

ndemarte (at) verizon.net

Gmail is a popular email service for good reason. Located in the cloud, it can be accessed from any computer, smartphone, or tablet. Once you get familiar with the interface, it is simple to use. A few months ago, I began to notice little changes to my Gmail screen. Some things were moved; others were new. After a brief search, I found that Gmail is involved in a big makeover which began in the spring of 2018. Gmail users are getting features as they become available, although everyone is not getting them at the same time. Here are a few of the changes that are included:



Moves and Changes

1. The Contacts list has been moved from Gmail to the center of the Googles app grid. Click the grid (top right of the Gmail screen) to open it. This change has frustrated users looking to add or edit a contact. When composing an email, though, Gmail still lists relevant contacts when you begin to add a name.

(Continued on page 15)

LACS NOTICES

WELCOME ALL

George Wolkon, LACS

Database Manager

New Members (3)

Sparky Sotcher

Mickey Waring

Renewals (12)

Milton Ash

Jack Crane

Sylvia Davis

J. Garellana

Monique Marie

Robert McDonald

Stavros Olympios*

Dorothy Redmond

David Speer

Roger Wagner

Rich Waters

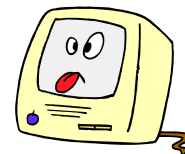
Lisa Wilson

* Contributor



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.

JOIN OUR MAIL LISTS

All you have to do to join our lists is send your name only in the message body of an email from the address you want LACS to use to

lacspc-subscribe@yahoogroups.com.

and to

lacslist-subscribe@yahoogroups.com

These lists are for members only.

Lacspc is for official LACS business.

Lacslist is for any other computer-related messages and questions.

If you have question about the lists, please contact our "Mail Guy" at mailportal (at) lacspc.org.

LACS IS ON TWITTER

On **Twitter**, follow us at:

https://twitter.com/LA_CompSoc

Click on the above link, or go to the URL, to see what's there.

REVIEWS

Your editor wants to publish members' reviews of things they like or don't like. Your opinions about software, hardware, books, and other technology could be very useful to other members. Articles can be edited for grammar and spelling - only the content is important. Thanks!

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** to select either the DOC or PDF form. Fill it out and bring it to a meeting, 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 and **RSVP** for our general meetings - it's free. Go to <http://www.meetup.com/Los-Angeles-Computer-Society-and-Technology-Meetup/> and click on **"Join Us."**

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.

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.

LACS CALENDAR



General Meeting

Date: Tues, February 12, 2019

Time: 7:30 P.M.

Where: Westchester United Methodist Church, Fellowship Hall.

8065 Emerson Ave. Westchester, L.A. 90045

LACS Board Meeting

Date: Tuesday, February 26, 2019

Time: 7:00 P.M.

Where: At the home of Charlotte Semple
Contact a board member for address.

LACS members in good standing may attend.

No Special Interest Group (SIG) meeting is scheduled for February.

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

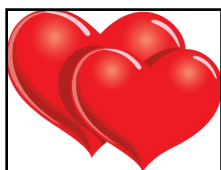
Please contact the board to make your wishes known, or to offer ideas or help.

February 2: Groundhog Day

February 5: Chinese New Year

February 14: Valentine's Day

February 18: Presidents' Day



GENERAL MEETING PRESENTATIONS

February 12 Translating Thoreau's Walden into a Videogame

March 12 How to Get Better Google Search Results

Note: This schedule is subject to change.
Check e-mail, *User Friendly* and our website for updates, but mark your calendar now.

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.

USER FRIENDLY BACK ISSUES

To see back issues of *User Friendly*, go to <http://www.lacspc.org/category/user-friendly/>.

For indexes, go to

<https://www.lacspc.org/category/uf-index/>



GENERAL MEETING SNACK SCHEDULE

By **Sylvia Q. Davis** Hospitality Chair

Refreshments and socializing will be at **7:00**.

The meeting starts at **7:30**. Please bring refreshments at **7:00**.

February 12 E through I

March 12 J through N

April 9 O through S

May 14 T through Z

June 11 A through D

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

LACS provides hot drinks.

See your email for updates and reminders.

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



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 know a 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 and Backup - 5,12
Digital Imaging, Editing - 8
Digital Photography - 8
Dragon Naturally Speaking - 4
Genealogy - 5
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
Utilities - 5, 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 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
18	Semple, Charlotte	310-398-5052 M-F	9:00 AM	5:00 PM

OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone
President	Leah Clark	2019	310-677-2792
Past President	Stanley Johnson	2019	424-216-6984
Vice President	Stephanie Nordlinger	2019	323-299-3244
Secretary	Stanley Johnson	2019	424-216-6984
Treasurer	Charlotte Semple	2019	310-398-5052
Director	Paula Van Berkomp	2019	310-398-6734
Director	George Wolkon	2019	310-459-2671
Director	Open	2019	
Director	Carol Johnson	2020	310-372-8535
Director	E. J. Rozek	2020	310-823-3811
Director	Howard Krivoy	2020	310-717-7465
Director	Mark Presky	2020	310-398-0366
APCUG Rep.	Leah Clark		310-677-2792
Car Pool Coordinator	Freda Sanders		323-230-3278
Change of Address	George Wolkon		310-459-2671
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The **ContactUs (at) lacspc.org** address goes to our **president** and **vice president**. If the message is for another officer or 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.

WINDOWS 10 PAINT 3D

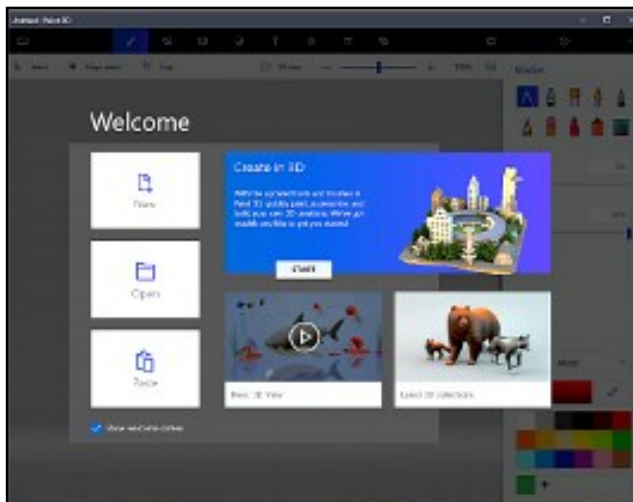
By **Len Nasman**, Editor

Bristol Village Computer Club, OH
BVCC Newsletter, April-May 2018

<http://bvres.org/bvcchome.html>

webmaster (at) bvres.org

Microsoft has included a simple paint program with all earlier versions of Windows. In the latest update to Windows 10, a new version of Paint, called Paint 3D, is included. The addition of being able to create and edit 3D images is a significant change to the Paint program. You can open Paint 3D from the Start menu.



If you search YouTube for Paint 3D, you will find a long list of efforts by various individuals to create Paint 3D tutorials. Microsoft has provided their own introduction video.

If you want to see a list of YouTube videos from Microsoft that deal with Paint 3D, click on this link, or cut and paste it in your address bar.

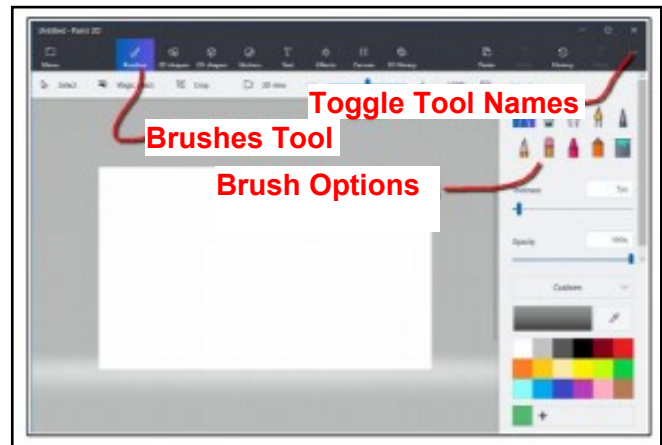
https://www.youtube.com/playlist?list=PLWs4_NfqMtozAC5tdXutbdiu28Tk4rG5j

For 3rd party YouTube tutorials for Paint 3D, enter Paint 3D tutorials in the YouTube search box.

Microsoft has not provided a user manual for Paint 3D. Instead, they seem to be relying on YouTube videos to demonstrate various features of the program. If you are new to this

stuff, it might be helpful to learn some of the basics of the user interface. Here are a few tips for using Paint 3D.

- ✓ **Open** Paint 3D
- ✓ Select **New** to start a new project
- ✓ Select the **Brushes** tool from the top menu.

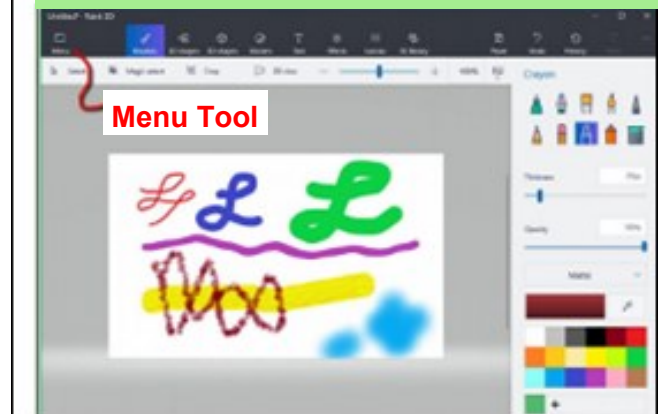


Selecting the **Brushes** tool displays ten brush choices in the right-side panel. This panel also provides options for Thickness, Opacity, Material, and Color. You can adjust Thickness and Opacity either by entering a value in a text box or by using a slider found beneath the option.

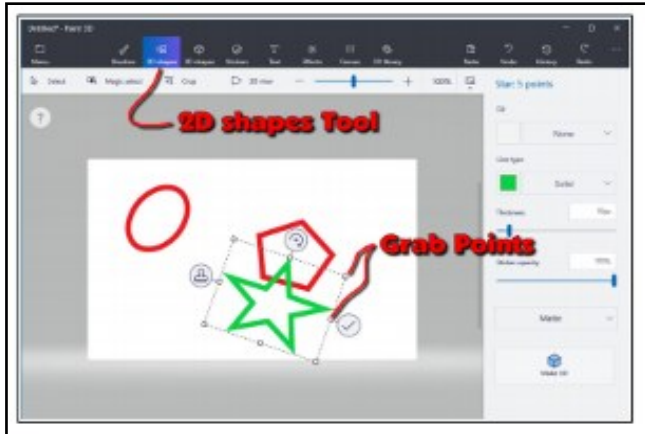
Windows tip: Whenever you want to undo an action, for example drawing a line in Paint program, press **Ctrl+Z**.

If you hover the mouse cursor over a brush, a tooltip will pop up showing the name of the brush.

- ✓ Experiment with the different brushes. Try different colors and thickness settings.

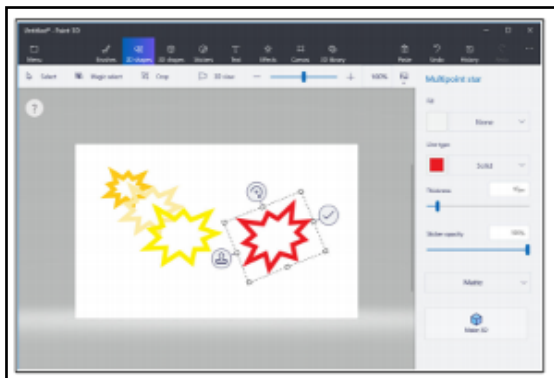


- ✓ From the **Menu**, select **New**. You will get options to **Save**, **Don't Save**, or **Cancel**.
- ✓ Experiment with the **2D shapes** options.
- ✓ Once you have selected a shape, drag out (left click at the start point and hold down the left mouse button and drag to the end point) the shape on your drawing.



Once you drag out a shape, the right-side panel will show options for modifying the shape.

- Change the Fill, Line Type, Thickness, and Opacity options.
- Grab Points at the corners and midpoints of the shape let you change the size and proportions of the shape.
- Rotate Tool is used to rotate the shape.
- Check Mark tool completes the shape. You can also complete a shape by clicking somewhere away from the shape.
- Clone Tool makes a copy of the shape. Here is an example of using the clone tool. See if you can duplicate the drawing.

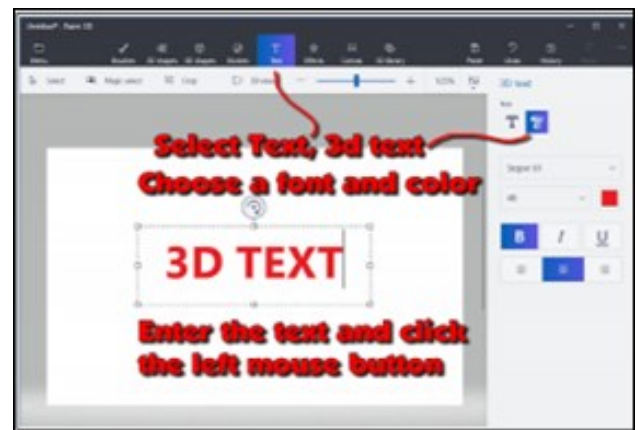


First, a multipoint star was dragged out. The clone tool was selected, and the new star was moved, resized, and the color was changed.

This cloning process was repeated to make the yellow star. The process was repeated again, and the red star was rotated.

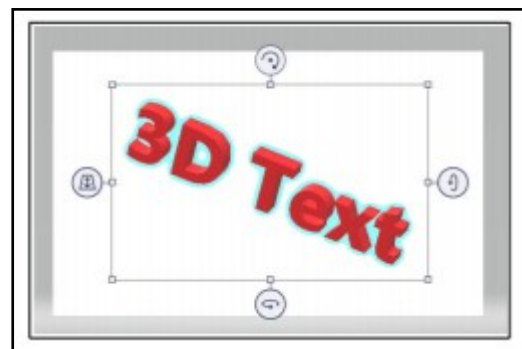
What about 3D? Here is an example of creating 3D text. Select the Text tool, and then select the 3D Text option.

- ✓ Select the desired **Font**, **Size**, **Color**, **Style**, and **Alignment** options, then enter your text.

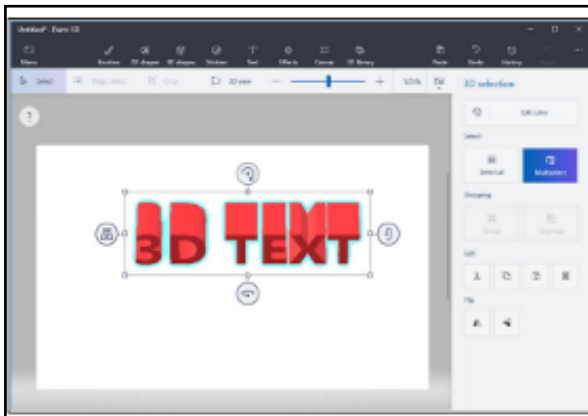


- ✓ When you have entered the text, click the mouse cursor outside the text box.

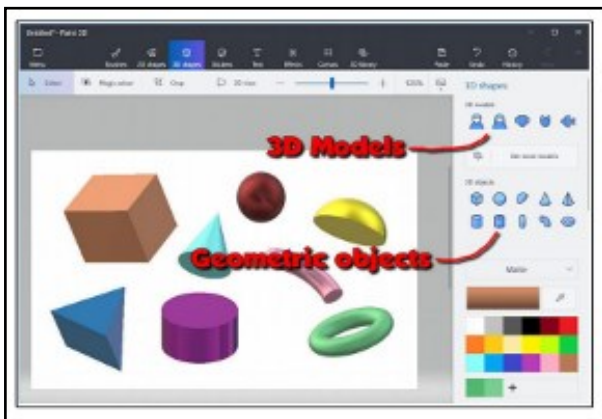
This will open 3D text control tools. When the control tools are open, the text will be highlighted in cyan.



To increase the text depth, use the right side rotate tool to rotate the object more than 45 degrees. Then use the top mid-point grab point to drag the text to a new depth.

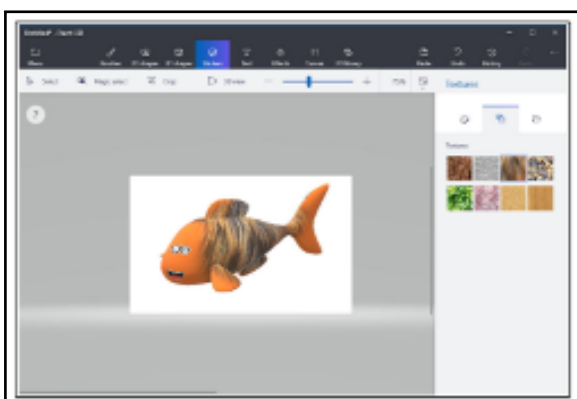


Paint 3D provides a collection of geometric shapes that can be added to a drawing. Here are some 3D shapes.



In addition to 3D geometric shapes, several 3D models are available.

Once you have created and selected a 3D Model, you can use the Stickers tool to add stickers or textures to the surface of the model.

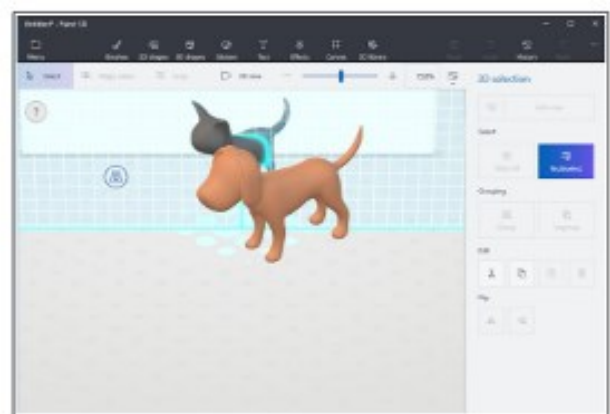


There is an extensive collection of 3D models available online. Use the 3D Library tool to get models.

One last thing to discuss is how the canvas is related to the position of 3D models. The canvas is like a sheet of paper that lies somewhere in the 3D space.



The illustrations show a dog and a cat. These models live in 3D space somewhere with respect to the canvas, and you can control who is in front of whom.

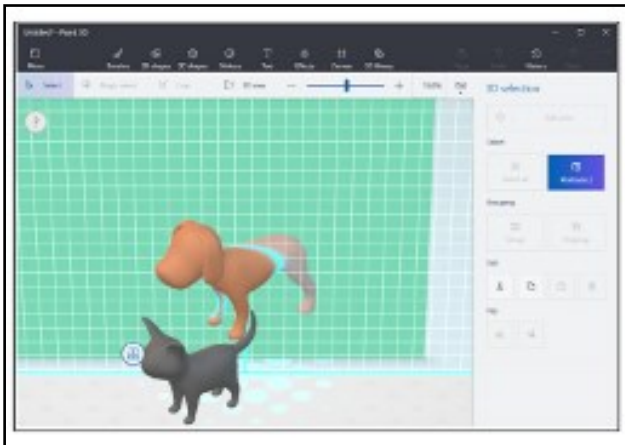


The tool on the left side of the selected 3D model is used to slide the model in and out of the 3D space.



In the next illustration (page 15), the fill brush was used to paint the canvas green.





The dog model was selected and then dragged so that the dog model was half in front of the green canvas, and half behind the canvas.

This provides a very brief tour of some of the features of Paint 3D. Perhaps it will give you enough information so that the YouTube videos about Paint 3D will make a little more sense.



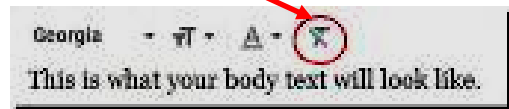
Meet the New Gmail

(Continued from page 7)

- The Google calendar icon has been added to the right side of the Gmail screen. Now you can add events to it without leaving Gmail.
- When composing a message, you will now find four options for text size: Small, Normal, Large and Huge. To set your personal font, size and text color, go to Settings (gear icon > Settings) and find the Default Text Style heading.



Click the Remove Formatting icon at the right

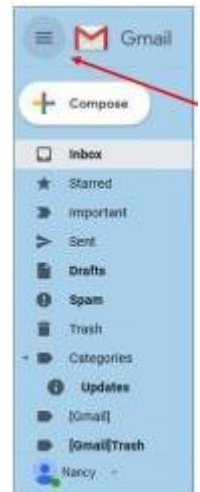


end of the toolbar, then set your preferences using the down arrows. To save changes in Settings, scroll to the bottom of the page and click Save Changes.

- If you want to forward or reply to all recipients in the new Gmail, skip the reverse arrow in the top right corner of the message. That sets up a reply only to the sender. Instead, click the three vertical dots icon next to the arrow, and make your choice.

New Gmail Main Menu (left side of the screen)

Most of these commands are familiar to anyone who has used Gmail. To save space, however, only the icons are visible until you move your mouse over them. Then the list opens to include the icon names. You can make it stay open by clicking the 3-lined icon in the top left corner of the screen, as shown.



New Gmail Icons & Features (right side of the screen)

Google uses a lot of icons. The tiniest of them can have the biggest functions. To see what an icon means, hover your mouse pointer over it without clicking, and its name will appear, sometimes with more information. To use one of the features below, click it, and it opens as a right sidebar.

Google Calendar lets you view or edit your calendar without leaving Gmail.



Keep lets you make notes and share them with others.

Use **Tasks** to create a To Do list and check off items as they get done.

Get Add-ons takes you to the G Suite Marketplace which has add-on features and apps you might like.

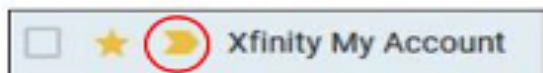
Ten New or Updated Gmail Features – Available Now or Coming Soon

Got it, thanks!

Thank you!

Got it!

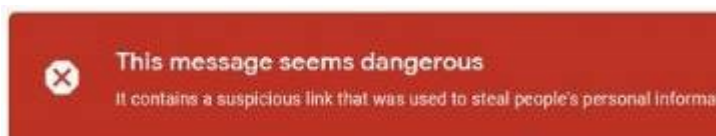
1. **Smart Replies:** These are canned, informal replies which appear at the bottom of some emails. When in a hurry, click one and send it as your reply.
2. **Snooze:** Snooze lets you remove an email from the Inbox and return it after a time you set, such as 'tomorrow.' It is useful for emails that you want to answer at a later time.
3. **Nudge:** When enabled, this function will suggest emails that you should reply to or to sent emails to follow up on. Go to [Settings](#) to enable or disable it.
4. **Confidential Mode:** These functions are designed to increase security. You can set a message to self-destruct at a specific time, or you can send an email that requires the recipient to enter a code before opening it.
5. **Importance Markers:** Google determines which messages are "important" by putting a gold arrow next to them. In this sample from my Inbox, I clicked the star to show that I also considered it important.



6. **Smart Compose:** This feature is similar to the tablet or smartphone "auto-complete" function. As you type a message, a few grayed out words complete the thought. If you like these words, just keep typing over

them. If not, type something else. You must enable this feature in Settings.

7. **Labels:** Labels (much like folders) are found in classic Gmail, but now have new icons. You can create labels (travel, personal, etc.) and put emails into them. Just open an email to reveal the icon group shown. Click the 'Label' icon to view the labels list or create a new label. To move an email into a label, click the Label icon, check the box next to a label, and click Apply. Click the 'Move To' icon to get extra labels, like Spam or Trash.
8. **Offline Support:** We know we can't send or receive email without the internet. But Gmail computer users can now compose, open or read Gmail when not on the internet. The Mobile Gmail version already has this capability.
9. **Assisted Unsubscribe:** This feature targets people who have online subscriptions to newsletters and other regular columns which come via email. If you don't open one of your newsletters often, Gmail will bring up a notice that lets you unsubscribe.
10. **Improved Spam Warnings:** Gmail has always popped up a notice when you try to open an email known to be unsafe. The new Gmail has larger warnings with colors based on the level of danger. Gray means Suspicious; Red indicates Dangerous.



Many of the new features can help you keep your mail organized or save time, but I found a few of them annoying. For example, I'm not sure I want to be "nudged" every time I wait too long to open an email.

Fortunately, most features can be enabled, disabled or hidden in Settings.



A tip: Don't ignore the little icons which can be crucial to make Gmail function the way you want it to.

To find out if you already have the new Gmail, open Gmail and click the Settings icon. If the top line says, "Go back to classic Gmail," you have the new version. You can click that line and return to the old Gmail. Since you can do this at any time, consider trying out the new version for a while before you decide whether to keep it. ❖

HELP, I'M STUCK! WHAT DO I DO NOW?

By **Dorothy Fitch**, Editor
GVR Computer Club, AZ
Green Bytes, October 2018
www.ccgvas.org
newsletter (at) ccgvas.org

Have you ever forgotten how to do something you have done before in a software program or operating system? Or perhaps you know you should be able to do something you need to accomplish, but don't have a clue how to do it? Wandering through menus and settings can be laborious and often, not very productive. So, how can you get "unstuck" in your task?

There are lots of resources you can try. If you aren't in a hurry, you can check out your local library.

If you need immediate help, your first instinct might be to use the program's Help system. However, I sometimes think that people who write Help information aren't really using the program in a "real-world" setting and don't cover everything you might encounter. They tell you what they expect you want to know, not what you really do need to know.

The best way I have found to get "unstuck" is to search the Internet instead. In your favorite search engine, type name of the program and exactly what you are trying to do. I am relearning **InDesign**, an Adobe product for graphic design,

and it is very complex. The version I have is older and pressing F1 for Help doesn't work, as the product is no longer supported. All I wanted to do was to put a box around some text, and so I googled this: *InDesign put box around text*.

I immediately got lots of answers, some with video tutorials (which you aren't going to find in the application's Help system). Not only did I find many ways to put a box around text, but I also learned how to remove a box, which might come in handy someday. And how was I to know to look for the Glyphs menu to insert a special character? The Web to the rescue yet again.

Sometimes, a Help system doesn't mention what you are looking for because the product can't do it. I had to search the Web to learn that Paint.net, my favorite (free) graphics editing software, supports RGB color format, but not CMYK, which was what I needed. Their Help information didn't even mention CMYK.

And what do you do if you get an error message you don't understand? Just google the text of the message! I encountered this cryptic error message in InDesign when creating a PDF and couldn't figure out how to resolve it.

The document's transparency blend space doesn't match the destination color space specified in the Export Adobe PDF settings. To avoid color appearance changes in the PDF, click cancel and change either the document's transparency blend space, or the destination color space.

When I searched for "*InDesign the document's transparency blend space doesn't match*," I got several suggestions of what to do, and eventually figured out how to fix the problem.

The bottom line is that people who answer questions in a User Forum or blog, those who take the time to create tutorials and videos, and authors of Tips and Tricks columns are more likely to get you "unstuck" than any product's Help system. All you have to do is ask the Web for help.

❖



TECHBOOMERS

teaches how to use various websites and internet-based applications.

- <https://TechBoomers.com>
- <https://www.youtube.com/watch?v=O2-bwYIYu1I>

SPECIAL OFFERS

Go to the APCUG website <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, and several book, media and training sites offer discounts including the two mentioned below.

Members can save at the **Pearson Technology** websites: InformIT, Cisco Press, Pearson IT Certification, Que Publishing, Adobe Press, and Peachpit Press.
Informit.com/user_groups/index.aspx
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LAUGHING OUT LOUD

- The truth is out there. Anybody got the URL?
- If you give someone a program, you will frustrate them for a day; if you teach them how to program, you will frustrate them for a lifetime.
- Programmers are tools for converting caffeine into code.
- My attitude isn't bad. It's in beta.

Alpha

Software undergoes alpha testing as a first step in getting user feedback. Alpha is Greek for "doesn't work."

Beta

Software undergoes beta testing shortly before it is released. Beta is Greek for "still doesn't work."

Computer Technical Support Hotline

"Defragment your hard drive, reinstall your operating system, update your drivers, and buy more memory. That will keep you busy while I figure out what's wrong with your computer."

FINANCIAL REPORT

A LACS member who wishes to see or has questions about our financial reports may contact our treasurer.

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

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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 lacslis (at) yahoogroups.com

— **Receive important news** and announcements via *User Friendly* and 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.

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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

☐ **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 \$_____

Name: First _____ Last _____

Name of Associate: First _____ Last _____

Address: _____

City, State, Zip + 4 _____

Email: _____ Email of Associate: _____

Preferred Phone: _____ Publish Contact Info in Roster ☐ Yes ☐ No

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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.

