

April, 2019

Computer and
Technology Users

User Friendly

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APRIL 9 GENERAL MEETING

Topic: **Technology and Interesting Birds of the World**Speaker: **Dave Weeshoff**

Conservation Chair and former President of the San Fernando Valley Audubon Society



Dave Weeshoff will present a visual summary of the numerous technologies, historical and current, that ornithologists, paleontologists and climate scientists employ to study the history, behavior and destiny of wild birds throughout the world. Examples include satellite tracking, genomic DNA studies, ultra-high-speed photography, and sophisticated real-time data analysis.

Meet Our Presenter

Dave earned a B.S. in Experimental Psychology in 1968 from Utah State University and immediately joined IBM. He retired in 2004 after enjoying his 35 year career with IBM. Dave is a frequent public and classroom speaker on environmental issues including wild bird protection, climate change, ocean plastic pollution, urban runoff and oil spills. He has spoken on behalf of Audubon, Heal the Bay, 5-Gyres, the Climate Reality Project, and International Bird Rescue. He is quite familiar with the Audubon Society's Climate Change Initiatives.

Dave has traveled extensively in Alaska, Arctic Canada, the Antarctic, Greenland, Iceland, the Galapagos, Chile/ Easter Island, the Midway Atoll, New Zealand, Madagascar and various U.S. destinations to further his knowledge and to photograph the state of our oceans, wildlife, and their habitats.

If desired, any contribution to International Bird Rescue would be appreciated. Its website is: <https://www.bird-rescue.org/>.

NEXT GENERAL MEETING

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

FROM YOUR PRESIDENT / EDITOR



Happy Easter!

and



to all

*LACS members, their
families and friends.*

Errata: The dates in the headers of the roster printed in the March, 2019 issue of *User Friendly* should say February. Two of the pages say March. The roster is up-to-date through February.

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.**

ARTICLES FROM LACS MEMBERS



Most of the articles I publish in *User Friendly* come from members of other user groups. Since there are a lot of knowledgeable and experienced members in LACS, I have been wondering why I never have anything written by our own members to print?

Can you tell other PC and technology users what you like or don't like? Have you learned something from experience that you could share? I think we could all learn from your experiences. Any computer or technology subject is fair game. Even a humorous story?

NEXTDOOR ONLINE

Nextdoor is a social networking service for neighborhoods. Most of our local communities belong to a *Nextdoor group*. Through this network, neighbors can report missing or found pets, recommend services and businesses, report happenings, and post events in their neighborhoods. **Many LACS members post the flyers for our general meetings. If you don't already, please consider making LACS known in this way.** If you are not a member of a Nextdoor group, visit www.nextdoor.com to join. Enter your street address and select *Find Your Neighborhood*. Complete all required fields. This publicity may help LACS to grow.

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.

Bobbi Gold, Charles Mahan, Annette Tossounian and Lee Freehling found the March icon!

Winners may pickup their prizes at a general meeting.

GENERAL MEETING REPORT

March 12, 2019

By Leah Clark, LACS Editor

Google Searching with Better Results

Speaker: **Hewie Poplock**, Sarasota Technology User Group, APCUG Speaker

<https://hewie.net>

Hewie (at) hewie.net

This presentation was about how to find people and things on your computer. Hewie Poplock, who is in Florida, speaks to user groups all over the country using Zoom and other means. He maintains a website called [Hewie.net](https://hewie.net), and he has a Windows Special Interest Group for the Central Florida Computer Society. The presentations are on the internet and are open to all user group members. He also has a website called Chrome-books for Seniors at cb4s.net.

Hewie shared with us many tips for searching with Google. A search engine is a website connected to a database that catalogs other websites. A computer search program or spider follows the links on the webpage to regularly and automatically rebuild this database. It searches huge databases very quickly. There are 1.6 billion visitors per month on Google. It processes 40,000 search queries every second!

When you enter a letter into the Google search box, it brings up a little menu. You can search all, videos, images and more. Narrow down your search by clicking on Tools. You can select results from a specific time period.

words found on the resulting pages.

To exclude a specific word from a search, put a minus sign in front of the unwanted word. This will omit the word following the minus sign from the search. (*Editor's note: If the minus sign appears to be a hyphen, this may not work.*)

Place quotes around a search term to keep words together in a specific order, so Google doesn't search on each word separately. Use the Boolean words, **and**, **or**, or **not** to get more relevant results.

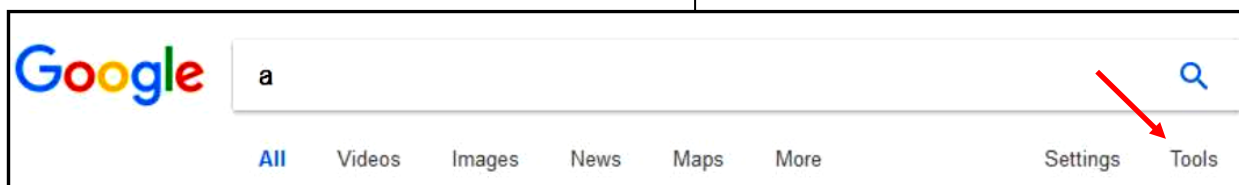
Sometimes results that come at the top are ads and are not your best results. They may even be unsafe.

If you're looking for answers in a particular file type like .pdf, enter the topic followed by **file type: pdf**. To find related pages type **related: followed by an URL** to find similar websites.

If you order something online, put the tracking number into the Google box to track the package. To find the time in another zone, type in **Time: whatever place**. For currency exchange, type in the **amount in one currency in another currency**. To find the weather in another location, type **weather: a place or ZIP code**. To see stock quotes, type **stock: the code for the stock**.

To find your internet speed, type in **speed test**, then click on the button, **Run Speed Test**.

Type either/or to compare two items. Also, use



Advanced search syntaxes will make your searches better by giving more relevant results. Start simple. If your spelling is close, Google will figure it out. Search is not case-sensitive; you don't need to be concerned with capitalization or punctuation. Start by using simple one or two-word search terms, then refine your results by adding

vs. to find the difference between two things.

Google can track down error messages. Write down the error message or do a screen capture so that it can be entered accurately. Put it in quotes, so all the words are kept in order. It can be narrowed down by time to eliminate old, obsolete replies. The word **solution** or **solved** can

be added to get results with an answer.

Use the **asterisk *** as a wild card if you can't remember a word. To get the definition of a word, type **define: the word**. For a **calculator**, type in whatever the problem is and the answer will come up. Search in a range of numbers by putting two periods between the numbers. For example: to find the number one songs between 1958 and 1960, type in **number one songs 1958..1960**. Enter an **URL: search subject** to search only within a specified site.

Type in a UPC code to track an item. This may be a way to see if an item is still available or to find the manual for it.

If you're not sure exactly what word to use to describe a situation, type a **tilde ~** before a similar word. To find who is linking to your website, type in **Link: the URL**.

Enter **a number = English**, and Google will write out the number in words.

Type in **Reverse Image Search** to identify an image. You can upload an image to get a description of it or to see visually similar images. After hearing this presentation, our search time should be more productive!


To listen to the podcast, go to www.lacspc.org/Podcasts/SearchingWithGoogle.mp3. If you want a copy of the excellent PowerPoint slides Hewie used, email Stephanie Nordlinger or Leah Clark. It is a 5MB file. ❖



Six Little Word Problems and Their Solutions

By **Nancy DeMarte**, 1st Vice President
Sarasota Technology User Group, FL
STUG Monitor, November 2018
www.thestug.org
ndemarte (at) verizon.net

1. You print a multi-page Word document and get an unexpected blank page at the end of the document. Because it has a footer, you won't be able to use that sheet for anything except scrap paper.

Solution: Before you click Print, press the Show/Hide key on the Home tab > Paragraph group and scroll or press the Ctrl+End keys to get to the end of the document. You will see one or more paragraph icons on the last blank page.  Select them and press Delete.

Then save the document to avoid the blank page in future printings.

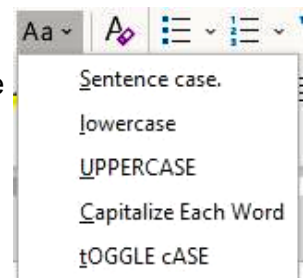
2. You open a document and find you have to squint to see the small type.

Solution: Go to the Zoom slider at the bottom right of the screen and click the + sign a few times until the document text is large enough to be comfortable for your eyes. This will not affect the text size when printed.



3. You are just about done typing a Word document and notice that all the text in the last couple of sentences is in upper case. You had pressed the Caps Lock key on the keyboard accidentally.

Solution: First select the text you want to reformat. Then click the Change Case tool (Aa) on the Home tab > Font group. Click the case pattern you want from the list, which in this situation is probably "Sentence case."



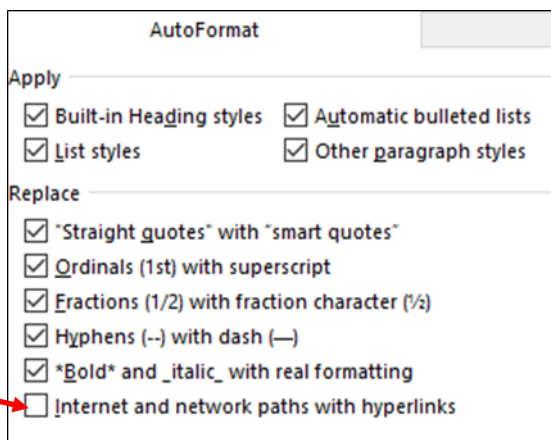
4. Sometimes you forget what version of Windows you have on your computer. "Version" includes the operating system (Windows 7, 8.1, or 10) and the Windows update version number, such as the recent update, 1809. But you're not sure how to find the answer.

Solution: To find the version of your Windows operating system, type in the Search box at the bottom left of the taskbar the word **winver**. Then click the winver run command to see your computer's details.



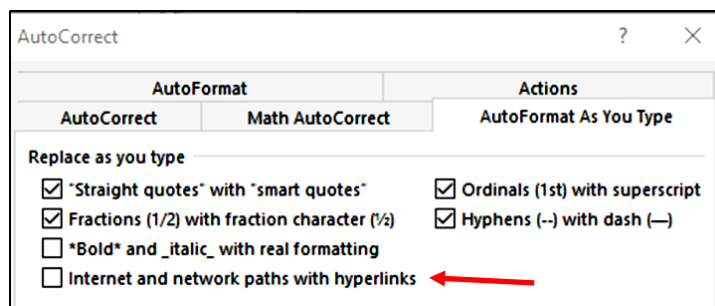
5. When you enter an email or web address in a document, by default Word automatically adds a hyperlink to the address. You can identify a hyperlink by its blue text and underline. Many times, you don't want the hyperlink included.

Solution: There is a way to change the setting to stop the automatic hyperlink from being added. Click the File tab (top left of the ribbon), then click Options (last item on the menu). Click Proofing > AutoCorrect options > AutoFormat and uncheck the last item on the Replace list, "Internet and network paths with hyperlinks," then click OK. Just to be safe, also click "Auto Format As You Type" and uncheck the same box there, followed by OK.



While you are in the Word AutoCorrect area, check to see if you are being bothered by any other automatic action. If so, uncheck it and click OK.

If you change your mind, return to this screen and re-check the boxes.



6. You have typed a long list of items, such as book titles, taking up several pages of a Word document. Each title is on a separate line. You would like to find out how many items there are in the list, but counting them would be tedious.

Solution: Select the entire list using Ctrl+A. Then on the Home tab - Paragraph group, click the numbering tool (top row, second from left) to place a number in front of each item. Then press Ctrl+End to jump to the end of the list, where you can view the last number. If you wish, then press Ctrl+Z or Undo to remove the numbering.

MY FAVORITE ANDROID APPS

By **Mary Phillips**, Secretary
Interactive Computer Owners Network, MO
The ICON, December 2018
www.iconusersgroup.org

Mary (at) iconusersgroup.org

Because our ICON membership includes folks who have both iPhone/iPad tablets AND Android phones and Microsoft PCs, we try to include diverse articles to help everyone learn something.

However, I don't see many articles about Android apps so I'll share a little about the ones I especially like. My smartphone is a Samsung Galaxy S8.

- **Google Assistant with Voice Recognition**

I really like being able to talk to her and ask her for information, directions or ask her to call individuals or businesses for me.

- **Do Not Disturb**

My husband complained because my phone was making notification noises during the night and waking him up. One day I discovered Do Not Disturb. I set it to turn on at 10 PM each day and turn off at 7 AM the next day. (Under Sounds and Vibrations)

- **Location**

I especially like this when we're traveling and need directions to specific places.

- **Voice Recorder**

I used this when I wanted to record an audio book for my son and his wife.

- **Flashlight**

I have a practice of staying up late after my husband goes to bed and he's turned off all the lights except in my computer room. I turn on the flashlight to avoid running into walls, etc. At one of our meetings a friend demonstrated how he carries his phone in his shirt pocket and when he's in a darkened restaurant, he tells his assistant to turn on the flashlight.

- **Calculator** – I use my calculator every time to go to the grocery store to compare prices.

- **Texting**

I like texting because it's so much faster than email, though I do check my email if I'm expecting something.

- **Portrait mode only**

I keep this turned off so I can rotate to landscape mode especially when I'm watching a YouTube "How To" video.

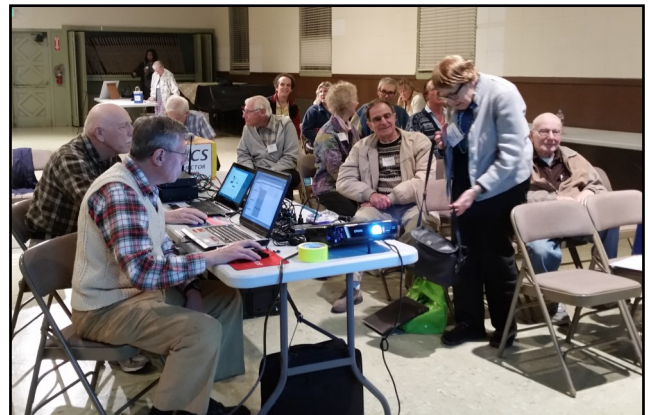
- **Camera Zoom feature**

This I like when I'm taking a picture of something at a distance and want it closer up.

- **Clock**

I like to take frequent naps and I set the alarm to awaken me.

I should use the calendar for making appointments and plans, but I haven't weaned myself from my little daily planner yet. ❖



**Setting Up for the March 12, 2019
General Meeting.**



It Was a Good Meeting



FILEMENU REVIEW

By **Tiny Ruisch**, Member
Cajun Clickers Computer Club, LA
CCCC Computer News, February 2019
www.clickers.org
tsa70785 (at) gmail.com

Computers make excellent and efficient servants, but I have no wish to serve under them!

Mr. Spock in the "Ultimate Computer" was right. Computers can be really efficient if you have the proper programs to do the job. I'd like to tell you about a really efficient utility program that I've been using for more than ten years.

FileMenu tools let you customize the right click menu of Windows Explorer. The program adds utilities to perform operations on files and folders and adds customized commands that let you run external applications, copy or move to a specific folder or delete specific file types.

With the built-in commands you can:

- **Run With Parameters** - Runs a program with parameters you input in a dialog box.
- **Command Line From Here** - Opens a command line window.
- **Copy/Move** - No need to cut and paste. You can also use filters in file selection.
- **Duplicate Files** - Make a copy in the same folder.
- **Pack to Folder** - Moves all the selected elements to a new subfolder in the current folder.
- **Copy Path/Name/Content** - Copies the selected item(s) to the clipboard.
- **Attributes** - You can view and change them without opening a properties dialog box.
- **Find and Replace** - Lets you find or replace a text for all the files in a selected folder.
- **Advanced Rename** - With lots of options
- **Change Icon** - Quickly and easily change folder options.
- **Advanced Delete** - Lets you delete specific file types in a folder.

- **Synchronize Two Folders** - Lets you synchronize two folders quickly and easily.
- **Shred Files** - Overwrites several times, so it is impossible to recover the file in the future.
- **Send to Mail Recipient** - Lets you send an e-mail with selected elements as attachments.

These are about half of the FileMenu commands you can select. In the configuration menu, a simple checkmark will turn off the commands you don't want to use. If you can't find the FileMenu function you need, just add a customized command to run external applications, copy/move to a specific folder or delete specific file types.

FileMenu tools let you configure the "Send to" submenu. You can add new items, change the properties of the existing items or delete them. You also can disable existing "Send to" items to hide them from the menu.

FileMenu tools will also let you enable/disable the commands which are added to the context menu of the Windows Explorer by other programs. This is the only function that is not one hundred percent reliable. When it works, it works well, but it doesn't catch all of the programs that add to your right click.

FileMenu is a 7.3 MB download and runs on all Windows platforms. Did I mention the price? This program is freeware: It's FREE!

I'm pretty sure that Mr. Spock would say, "Fascinating"; it's a word I use for the unexpected. In this case, I should think "interesting" would suffice."

Download FileMenu and give it a test. I'm pretty sure that you'll like it.

Keep on clicking and thanks for reading. ❖



LACS NOTICES

WELCOME ALL

George Wolkon, LACS Database Manager

New Members (1)

Milan Garcia

Renewals (5)

Irv Hershman

Howard Krivoy

Jack McGruder

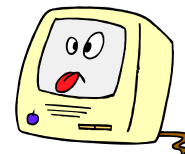
Sheila Moncavage

Anne Uski



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 **lacs pc-subscribe (at) yahoogroups.com** and to **lacs list-subscribe (at) yahoogroups.com**. These lists are for members only.

Lacs pc is for official LACS business.

Lacs list is for any other computer-related messages and questions.

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

HOW TO CHANGE YOUR CONTACT INFORMATION

Go to www.lacs pc.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 (at) lacs pc.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."**

Or click on this icon to see our Meetup Page.



LACS IS ON TWITTER

On **Twitter**, follow us at:

https://twitter.com/LA_CompSoc or click on this icon:



LACS IS A MEMBER OF APCUG



An International
Association of Technology
& Computer User Groups

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

LACS WEBSITE

www.lacs pc.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, April 9, 2019

Time: 7:30 P.M.

Where: Westchester United Methodist Church, Fellowship Hall.

8065 Emerson Ave. Westchester, L.A. 90045

LACS Board Meeting

Date: Monday, April 29, 2019

Time: 7:00 P.M.

Where: At the home of Charlotte Semple
Contact a board member for her address.
LACS members are invited to attend.

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

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.

April 1: April Fools' Day

April 19: Passover, Good Friday

April 21: Easter Sunday

April 22: Earth Day

April 24: Administrative Professionals' Day



GENERAL MEETING PRESENTATIONS

April 9 Technology and Interesting Birds of the World

May 14 Digital Asset Estate Planning - Your Identity Isn't Safe Even After You've Died

Note: This schedule is subject to change. Check email, *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**

April 9 O through S

May 14 T through Z

June 11 A through D

July 9 E through I

August 13 J through N

September 10..... O through S

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 email Leah Clark at Leahjc (at) sbcglobal.net or call her 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	Linux - 11	Photoshop - 17
Android Smartphones - 5	Lotus Word Pro, Approach - 12	QuickBooks -18
Apple devices - 15	Mozilla Firefox - 12	Quicken - 3, 5
Anti Malware and Backup - 5,12	MS Excel - 3, 15	Thunderbird - 12
Digital Imaging, Editing - 8	MS Word - 3, 4, 10	Utilities - 5, 12
Digital Photography - 8	MS Outlook - 5, 15, 17	Visual Basic - 13
Dragon Naturally Speaking - 4	MS PowerPoint - 15	Websites - 13
Genealogy - 5	MS Publisher - 7	Windows 7 - 16
Hardware - 12	Open Office - 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	Open	2020	
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
Corporate Counsel	Stephanie Nordlinger		323-299-3244
CCSC Computer Lab	Loling Beckman		310-471-7893
Greeter	Freda Sanders		323-230-3278
Assistant Greeter	Penny McKnight		310-823-7829
Hospitality Chair	Sylvia Davis		213-924-4927
Asst. Hospitality Chair	Open		323-230-3278
Membership Database	George Wolkon		310-459-2671
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Stephanie Nordlinger		323-299-3244
Assistant Program Chair	Open		
Publicity - Press	Mark Presky		310-398-0366
Publicity - Online Media	Stanley Johnson		424-216-6984
Quick Consultants	Leah Clark		310-677-2792
Webmaster	Paula Van Berkomp		310-398-6734

Website www.lacspc.org**Newsletter Editor** editor (at) lacspc.org**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 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.

PRINTER PROBLEMS

By **David Kretchmar**

Computer Hardware Technician

Sun City Summerlin Computer Club, NV

The Gigabyte Gazette, January 2019

www.scscc.club/

Tomburt89134 (at) cox.net

Printers are the most problematic piece of computer equipment, next to the computers themselves. Just like computers, you can't live with them, and you can't live without them. Even if you've decided you can live without a full computer and have moved to a tablet or maybe just your smartphone; there are still going to be occasions when you want to have a "hard copy" (printed copy) of a document. Also, with the multi-functionality of most printers today, most of us are used to the convenience of having a photocopier, scanner, and maybe even a FAX machine in our homes.



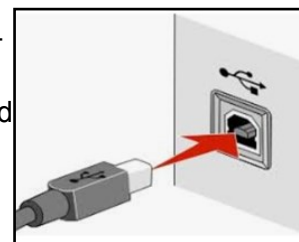
It's easy to understand why printers are such a pain; there are so many moving parts and opportunities for something to go wrong. Fortunately, you can address many printer

problems using the techniques I'm going to describe. If none of the following work, it is probably time to bite the bullet and invest in a new printer. If something mechanical is shot in a printer, the fix is often prohibitively expensive (just buying some new printer heads can cost over \$100).

The USB connection

Unless you're using a printer wirelessly, you need a working USB connection between your computer and your printer. Sometimes a wireless connection is necessary, such as when printing from a cell phone, tablet, or from a computer not proximate to the printer. But if you are printing from a computer adjacent to the printer,

a wired USB connection is always more reliable and highly recommended. Most of us know how to connect the standard USB male connector to our computer, but there is more confusion with the other end of that USB cable that attaches into (usually) the back of the printer. See the picture to the right.

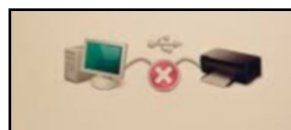


Unfortunately, the printer end of the USB cable also fits into the similar looking telephone line connection on the printer. Usually, there is a pair of these female telephone line connectors on printers that include FAX capability; at least one will often be covered with a plastic cap.

One way to tell if you are using the USB connection on the printer is to listen for the USB "handshake" tone from the computer. If both your printer and computer are on, you should hear a couple of notes when you plug in or remove a USB device. If not, most likely you have missed that USB connection on the printer. Be especially aware of this possibility if you are setting up a printer new to your system, or if for some reason the cable has become disconnected from your printer. It is rare for the USB cable to go bad, but I have seen this on occasion.

Drivers can drive you crazy

The printer and the computer must be able to communicate with each other, and this is accomplished with specialized



software known as drivers. Windows 10 has printing drivers for most

of the newer printers available today, but I strongly suggest installing the drivers furnished by the computer's manufacturer. This is especially true if you want to do more than print, i.e., if you're going to scan a document into a file.

A new printer will usually come with a CD that can be used to load the drivers appropriate for your operating system. If you have a tablet or other device that does not include an optical drive you can go the printer manufacturer's website, i.e.,

hp.com/support, and download and install the appropriate drivers. If you have a choice between downloading the basic or full-featured software package, I suggest downloading the full-featured package then doing a custom install, installing only the software you will be using. For whatever reason, the full-featured software package sometimes works when the basic package does not.

Manufacturers will often keep their website drivers more up to date, fixing bugs that have appeared after the printer has been on the market for a while. So, if you are having issues with your printer, it's a good idea to download drivers from their website.

When you do the custom install of your printer software, I suggest you deselect features such as the customer participation programs and supply ordering programs. I would also pass on the free optical character recognition (OCR) program, unless this is something you will use. OCR programs can be a real resource hog.

After the driver installation and a reboot see if any new programs are loading automatically by seeing if any new icons are appearing on the right side of your taskbar. If so, you might want to open MSCONFIG and stop these programs from loading on startup. If you get a popup asking if you want low ink notifications immediately or "only when printing," select "only when printing," so this program will not constantly be running.

If you are buying a printer to use with a wireless device such as a Kindle Fire, Smartphone or iPad, do some research and make sure you are getting a printer that is supported by your device.

As you might expect with the popularity of the iPad, many printers will support the iPad with a free download from Apple. I've noticed

that especially newer Hewlett Packard wireless printers are made to be compatible with the iPad. ❖



COMPUTER FLU SEASON ON WINDOWS

By **Jim Cerny**, Forum Leader
Sarasota Technology Users Group, FL
The STUG Monitor, January 201
www.thestug.org
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Did you get your flu shot this year? It's always good to protect your health from those nasty germs and viruses – and the same is true with your Windows computer. In this short overview, we will cover some essential basics of computer protection.

There are many FREE anti-virus protection programs (apps) out there, and almost all of them offer an "upgraded" version for a monthly or annual fee. I really have no experience with what the upgrades (\$) versions offer compared to their free version, but I have used the free **Windows Defender** for quite a few years now and so far, so good. Windows Defender comes with Windows, and it may already be active on your computer. Just left-click on the little Windows icon in the lower left corner of your screen, and you will see an alphabetical list of all your apps. Left-click on **Windows Defender Security Center** and you will see if this program is running on your computer.

You do need an active "running all the time" virus protection program on your Windows computer to protect you from the nasties. If you use another virus protection app, remember that only ONE virus protection program should be active or running; do NOT try to run two at the same time – they will interfere with each other and bring your system back to the stone age of slowness. I think it is wise to delete all other virus protection apps from your computer except the one you are actively using. On my computer, if I delete an active virus protection program, Windows Defender steps right in to protect me right away. That's very nice of it. Whatever virus protection app you are running, check the options for "automatic updates" and turn it "on". That way it will update itself without you having

to do anything.

Like they say on TV – “But wait, there’s more...” and there is. Besides active virus protection, you also should use some free software that will SCAN your system for problems. In my case, I use **CCleaner** (note the two-letter C’s) and **Glary Utilities**. There are probably at least a dozen more you can pick. These apps are not “always active” type of virus protection – you have to run them. I usually run both of them every day; it only takes a minute.

Of course, ALL of these apps have multiple options, tools, and things you can do with them. For example, Windows Defender has an option to scan your computer for problems, too – a “quick,” “full,” or “custom” scan. Whatever app you choose, please take some time to learn about it by searching YouTube – “How to use Windows Defender” for example. You do not have to learn all the options – there are way too many, anyway – but only the basics.

As another example, Glary Utilities can also tell you what software upgrades you need and install them for you – a very nice option. Please ask your friends and relatives, “What do you use to protect your computer?” And searching the internet for the “most popular” apps is always a good idea too. I am sure you are aware of how great it is to use Google or YouTube to find very helpful videos on how to use whatever apps you pick. If you run ANY app, it is always a good idea to watch a ten-minute video about it. You will learn not only how to use it for the “basics,” but also will learn some of the popular options that may also be helpful to you. Most of the options or choices offered are way over my head, so I just stick with the basics.

Unfortunately, nothing is guaranteed. You could pay good money for protection and still get a virus. But it is always better to have something than nothing. And if that something costs nothing, well, that’s not a bad deal.



IS CHANGING MY PASSWORD ENOUGH?

Ask Leo by Leo Notenboom

I regularly hear from people who've had their email or other online account compromised, are able to recover access to it, and change their password, only to have the account stolen again almost *immediately*.

The problem is simple, but the solution is a bit of work.

First, you have to realize that while someone else has access to your account, they have access to *everything* related to that account.

As a result, *changing your password just isn't enough*. You need to do more.

Recovery Information

You authenticate with most online systems by providing a user name and a password. Your user name might well be publicly visible, but your password should be known only to you.

Most systems also provide a mechanism whereby you can recover or reset your password should you forget it. They use a variety of means, but they all boil down to the same thing: they use one or more additional pieces of information — often referred to as *recovery information* — to validate that you are who you say you are, and thus entitled to regain access to the account.

It's that recovery information that presents the greatest risk once your account has been compromised.

Let's look at some examples of what I mean, why it's a risk, and what you should do about each, in addition to changing your password.

Email Addresses

Many, if not most, online accounts require your email address. In the case of an email account, like Outlook.com, Gmail, or the like, there's also often an "alternate"



email address.

Systems often provide the ability to send a password reset message to the email address of record, or the alternate email address, should you lose your password. Since only you could have set it up, by definition, that email address should be yours. Your ability to receive a message at that address confirms you are the rightful account holder.

Once your account has been compromised, a smart hacker will immediately change the email address or the alternate email address to one he or she has access to. That way, if you request a password reset, *they'll* get it, not you. Similarly, if you change the password, all the hacker has to do is request a password reset, and she'll regain access to the account.

What you should do: once you've regained access to your account, immediately verify that all email addresses associated with that account are yours. If they aren't, change them right away.

Secret Questions

It's falling out of favor these days, but as a second layer of security, many systems have you set up answers to security questions. The answers you choose verify your identity should you lose your password, and so are questions only you should know, such as your mother's maiden name, the name of your first pet, or your favorite teacher. If you forget your password, the system asks you one or more of these questions. If your answer matches what you set up originally, then you must be who you say you are, and you regain account access.

One of the problems with the technique is that often, the answers aren't secret at all. Even a little browsing on your social media sites can tell potential hackers a great deal about you, including many of the answers to these so-called secret questions.

Of course, once a hacker has access to your account, he can change all the answers to his own. That way, should you regain access to the account and change the password, she can just invoke the password recovery mechanism and regain access herself.

What you should do: once you've regained access to a hacked account, change all your secret answers *immediately*. Even if they've been untouched, the attacker could simply have written them down. Change them to something new — ideally, answers that are completely unrelated to the questions, but that you'll remember.

Mobile Numbers

Many service providers are now replacing secret questions with the use of mobile or phone numbers instead. The concept is that when account recovery is needed, they can text or voice call that number with a code. You provide that code, which proves you have the phone. Since you set up that phone number, you must be the authorized account holder.

By now, you probably realize that once a hacker has access to your account, they can and do change that number to be their own, too. Any mobile-based account-recovery attempts are now redirected to the hacker.

What you should do: as soon as you get back into your hacked account, confirm that the phone numbers associated with it are still your own.

Billing Information

It's rare, but some systems use billing information, such as a credit card number already on file or your billing address, in account recovery-and-validation attempts. If you have this kind of information on file, 1) a hacker may be able to start using it, potentially racking up charges that you may or may not be liable for, and 2) a hacker can change it, so if it's used for account recovery purposes, it's the hacker who regains access, not you.

What you should do: change or remove this information as soon as you get your account back, and check with your credit card provider immediately for any improper charges.

The Bottom Line

By now, you should see a distinct pattern: **any and all** information that can be used to recover your account should be validated, removed, or

changed the instant you get your account back. That includes personal information, PINs, secret questions and answers, alternate email addresses, and more: anything the system you're dealing with might use for account validation and recovery.

If you don't, and the individual who hacked your account has even half a clue (and many do these days,) it's very possible you could recover your account only to find it hacked again within hours or minutes.

You should also consider increasing the security of your account by adding [two-factor authentication](#) to prevent future hacks, as well as setting up any single-use or pre-defined [recovery codes](#) for those systems that support it.

This is an update to an article originally posted November 6, 2009

Originally published as [Is Changing My Password Enough?](#) on [Ask Leo!](#)

Have a question? Use [Ask Leo! for Subscribers](#) to drop me a line. ❖

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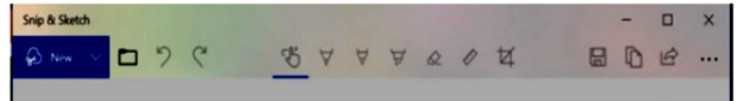
THE WINTER 2019 WINDOWS 10 UPDATE

By Rosita Herrick, Forum Moderator
Sarasota Technology Users Group, FL
The STUG Monitor, January 2019
www.thestug.org
hrosita (at) aol.c

By now, some of you have already updated to the current version of Windows 10 and, if not, you should soon receive the update on your computer. Once your PC is updated, the Windows version will show as Version 1809 (OS Build 17763.134)

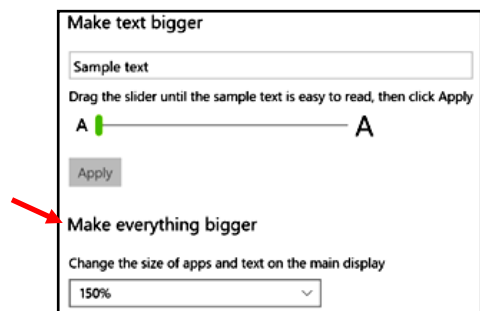
Listed below are five additions that come with this update and that I found useful for the average user.

1. A new **Snip & Sketch** app (that will eventually replace the Snipping Tool) was added that supports the use of a stylus and the option to start it with the shortcut Win key + Shift + S.



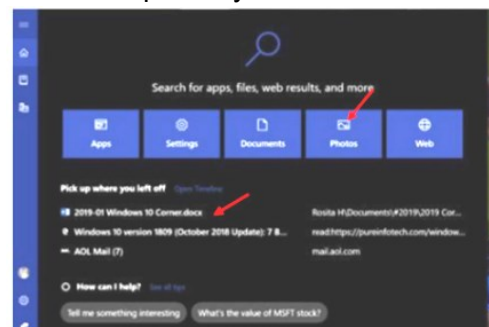
2. Change System font size

Using a new slider, it is easy to adjust the font size for the Start menu, titles, message boxes, and tool tips for all apps. Select Settings and enter Make text bigger in the search box. To increase the size of text on your screen, adjust the slider under Make text bigger. To make everything larger, including images and apps, choose an option from the dropdown menu under Make everything bigger.

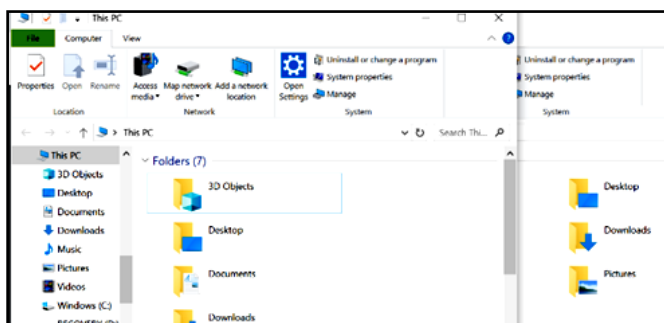


3. Cortana

The display that pops up when the user clicks on the Cortana search box has changed. As you can see below, you can click on any of the blue boxes to limit where Cortana looks for the search argument. Also, below the boxes the links displayed are the items the user had worked on previously. As you can see, the first item is the title of the Word document that I am preparing for the Monitor, so I can pick it up later if I have to stop at any time.



4. There is now a new **keyboard short cut to start a second screen of an active app**. The shortcut is **Ctrl + N**. For example, in the picture below I have an open File Explorer screen. Pressing the shortcut Ctrl + N gave me a second screen. This is very handy when you want to copy or move either a file or folder from one place to the other. The pages can be separated by clicking on the blue bar of the active screen and dragging the page.

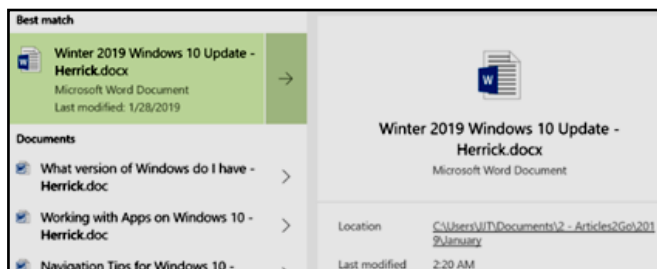


5. The new Cloud-powered clipboard introduces a new interface (which you can invoke using the **Windows key + V** shortcut) to view your history, paste previous content, and pin items that you may need to paste on a daily basis.



6. Search experience

Searching for an app or document, the right pane will now show common actions, including options to run an app as an administrator, file information, such as path and the last time the document was modified, and more.



Editor's note: The screenshots in this article may be difficult to read in print. But they do give an idea of what to look for. Follow the instructions to see them clearly on your screen. ❖

INTERESTING SITES TO VISIT ON THE INTERNET

By **Nancy Preffitt**, Member

Interactive Computer Owners Network, MO

The ICON Newsletter, January 2019

www.iconusersgroup.org

mphilip1.mary (at) gmail.com

SPAM BLOCKER THAT WORKS?

Spam has become a real nuisance for all of us who have phones. It's worse on our house phone than the cell, and for those of you who use cells exclusively, it must be the same nightmare. I just ran across Truecell which can allegedly block calls, show you spam before you answer, and even chat. It's free and lets you find out who's behind that unknown number. Just copy and paste the number to the search bar embedded in the app. There's a lot of potential good with the app, and maybe it really does work well.

The Federal efforts have been a flop! Download it from the Play Store and see what you think.

<https://play.google.com/store/apps/details?id=com.truecaller>

WHAT EXACTLY HAPPENS WHEN I TURN ON MY COMPUTER?

We all turn on and off our computers without thinking much about it. Hit the button, and the screen lights up, and the programs become viable, and we do whatever. If you'd like to understand the process, read this How-To Geek article that explains it very nicely. [https://](https://www.howtogeek.com/398493/what-exactly-happens-when-you-turn-on-your-computer/)

www.howtogeek.com/398493/what-exactly-happens-when-you-turn-on-your-computer/

P. S. – I just learned something! At the top of one of these articles (I was on Firefox) I noticed a little box that said "Toggle Reader View f-9". Hmm ... never noticed that before. I poked the F9 button and, magically, the page turned into an ad-free, nicely arranged page that was much easier to read than dodging ads and videos and such! Did you know about that? ❖

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.

TECHBOOMERS

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

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

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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.
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LAUGHING OUT LOUD

Mom had just returned from shopping and was surveying the ghastly scene in the den. The family computer had been totally smashed into a dozen pieces.

"What happened to the PC?" she asked of her 14 year old son.

"That was dad's doing," he replied. "As usual he couldn't get it to do what he wanted. I told him to reboot it. That's exactly what he did."

A police officer said to a motorist, "What were you doing?"

Your car was zigzagging like crazy!"

"I'm learning to drive."

"Without an instructor in the car?"

"Oh, yes. It's an online course."

**FINANCIAL REPORT**

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

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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* is 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 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.

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 \$_____

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

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



First Class Mail

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Indexer Leah Clark
Podcast Transcriber ... Irv Hershtman
Photographer..... Vacant
Proofreaders Lance Hegamin,
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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.

