

User Friendly

LACS
A Computer and
Technology
User Group

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See Pages 2 and 3 for election news for the 2020 LACS Board. Nominations will be taken from the floor at the September 10 meeting. We need candidates for a secretary and directors. WE NEED YOU!

LACS IS A MEMBER OF APCUG

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



An International
Association of Technology
and Computer User Groups

SEPTEMBER 10 GENERAL MEETING

Topic: **Cut the Cord: New Ways to Watch TV**

Speaker: **Hewie Poplock**

Sarasota Technology User Group, Florida
APCUG Speaker



This program will show various ways to watch TV shows over the air and over the internet with free and inexpensive alternatives to expensive cable or satellite TV. New equipment will save money and give you better program choices. He will also discuss using the internet for your home phone (VOIP). This talk will help you understand many of the newest possibilities for TV viewing and what to look for.

Meet Our Presenter

Hewie Poplock joined the Tampa Bay Osborne User Group and was amazed at how computer users helped each other. In 1987, he joined the Central Florida Computer Society and was its President for four terms and Program Chair for many years. He is chair of its Windows SIG (Special Interest Group) which gives a live remote monthly presentation to CFCS members and, via the internet, to other user group members. You can sign up for a monthly emailed newsletter for the meeting links and Windows news at <https://hewie.netwinsig/>. Hewie recently joined the Sarasota Technology User Group. He was vice president of APCUG. Hewie is a former teacher, college instructor, business owner and manager, IT Manager and web designer. He is active in technology user groups and frequently speaks to groups. Hewie has tutorial videos on YouTube and recorded windows SIG presentations on his website. An advocate for Chromebooks, Hewie maintains a Chromebooks 4 Seniors website at <http://cb4s.net/>.

Tuesday, September 10, 7:30 - 9:00 PM

Westchester United Methodist Church

Fellowship Hall

8065 Emerson Ave., Westchester, 90045

6:30 to 7:20 Social Time and an Informal Q & A

Roundtable to Answer Individual Questions

7:00 to 7:30 Refreshments

More info: www.lacspc.org or 310-398-0366

FROM YOUR PRESIDENT / EDITOR**It is Election Time!**

See page 3 to meet the candidates for the officers and directors for the 2020 LACS board.

The candidates will be introduced at the September 10 general meeting, and there will be nominations from the floor.

We still need a secretary and at least two directors.

You may nominate yourself!

The new board members will take office in January 2020. They may come to the board meetings before then to get acquainted with the procedures.

If there are any contested positions, we will mail a ballot to all members to be returned to our mailbox by October 12, the Friday before the October general meeting. If there is no contest, we will pass a motion at the September meeting to elect all the candidates.

Change of Date for the October General Meeting

Because of the Yom Kippur holiday on October 8, the October meeting will be on October 15. Please mark your calendars so you don't forget. A blessed Holiday to our Jewish members.

APCUG Photo Contest

If you are on the lacspc mail list, on August 19 you received a notice of the 2019 photo contest. Please consider entering. APCUG people do a lot of work to put on the contests. It's disheartening if only a few enter. If you did not receive it, email Leah Clark for a copy. If you would like to be on the list, please see the column to the right.

Join LACS Mail Lists

It has come to our attention that some LACS members are not on our two main mail lists. The access to these two lists are among the benefits of membership. You are really missing out if your not on them. Only members can join, so there is no privacy concern. There are options on how to receive email, for example, you may opt for a weekly digest.

When you joined LACS you should have received two invitations to join the lists, but there were some mix-ups after our former list manager died. So now we want to make sure all members have access.

Please distinguish between the two groups.

lacspc@yahoogroups.com is for official LACS business, such as meeting announcements, and other LACS announcements. It is moderated and accepts attachments. "Moderated" means that every message is reviewed for acceptability before it goes out.

lacslist@yahoogroups.com

This unmoderated email list is for all other computer-related messages from members to members. It works well for solving problems and sharing information. It does not accept attachments. Many people will see your question and respond, and you may be able to help another member.

There are several ways to join the lists or make changes. See the "Join Our Mail Lists" on page 8 of this issue. If you receive an invitation to join, answer it within a week. If you get two invitations, answer both of them separately. If you have any trouble, contact Stephanie Nordlinger via ContactUs (at)LACSPC.org or via her email address. Our website has forms for changing your contact information under "Member Forms."

If you have an Yahoo ID, you can search and read old messages and make changes in your account. Contact Stephanie if you want help getting an Yahoo ID.

NOMINEES FOR THE LACS BOARD

These are the nominees we have so far for the 2020 LACS board. There are still openings for secretary and at least two directors. The secretary takes the minutes at the monthly board meeting on the last Monday of the month. A director attends the board meeting, offers suggestions, and votes on LACS policies. To keep LACS operating, please volunteer for one of these positions.

President, Leah Clark

Incumbent

During the 22 years I have been a member of LACS, I have been Welcome Chair, SIG leader, Director and Secretary. I am currently the President and Newsletter Editor. Through all this, I have constantly been learning. After a year as president, I may have learned enough to do it again! I earned a BA in microbiology at UCLA and worked as a Clinical Laboratory Scientist at UCLA for 43 years. I'm busy with the DAR, gardening, needlework, neighborhood committees, my church, and my dog. I hope LACS will continue to serve the needs and interests of its members. I welcome member's help to accomplish this.



Treasurer, Gavin Faught

Hi there. My name is Gavin Faught, and I am running to become Treasurer of LACS. I have been a member for about a year now and am ready to take it to the next level. I do have leadership experience. At UC Davis, my alma mater, I was Vice President for the fraternity Phi Beta Lambda and at CSU – Sacramento, I was Treasurer for the Accounting Society. Computer topics that interest me are Information Technology, cybersecurity, and programming. My hobbies include Thai boxing and playing and recording music. I am looking forward to making LACS the best it can be.



Vice President, Stephanie Nordlinger

Incumbent

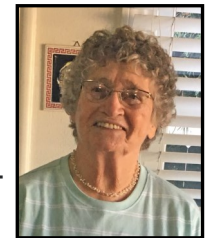
I like this job because the VP helps to select and invite general meeting speakers and may stand in for the president. I was a member of the UCLA PC Users Group (mid-1980s-1991) and helped to incorporate LACS in 1991. I have served as President, VP, Editor, Counsel, Smartphone SIG Leader, product review coordinator, product reviewer, etc. I am a semi-retired Los Angeles attorney with degrees from UCLA (Political Science), Berkeley (Economics) and Loyola University School of Law/ Los Angeles. My aim is to have varied and stimulating programs to interest and inform many people. I welcome your input. The VP provides information to the members who publicize our meetings. I try to find ways to bring new people in and encourage them to be active. My involvement in LACS teaches me new ways to use PCs and other technologies effectively.



Director, Paula Van Berkomp

Incumbent

I have a certificate of completion in Computer Science from WLA College. As a member of LACS, I have taken part in the Basics & Beyond and other SIGs. I have volunteered teaching computers to seniors at Emeritus Santa Monica College and at the computer Lab at Culver City Senior Center. I have learned much from LACS and have decided to share all this knowledge with the community by returning to the Board for another term as Director. As a member, I plan on reaching out to our members and to other computer users to expand our scope of activities. I trust that you share my confidence in making LACS a premier computer user group.



GENERAL MEETING REPORT

August 13, 2019

Buying and Selling on the Internet

By Leah Clark, LACS Editor and President

Speakers: Mark Presky, LACS Director

Marsha Saltman

Mark and Marsha have accumulated experience selling online, and it has become a hobby. Mark likes to tinker with things, so if he finds an item, like a vacuum cleaner or leaf blower, he'll clean it up and put it on craigslist (<https://craigslist.org>). An old file cabinet can be turned into a dinner out. Most of what he has sold are things he no longer uses or has upgraded, and items from his parents' estate, including artwork and furniture.

Craigslist is probably the easiest way to start, but there are certain general rules. There are many different venues, including craigslist, eBay, Amazon, OfferUp, and NextDoor. Each has its niche, advantages and disadvantages. When you go to any of these sites, read the policies. eBay is trying to protect buyers and wants to be sure the item is described accurately and that the sellers send it when they agreed to, so that buyers are not taken advantage of. Sellers should take lots of good photos. Mark and Marsha agree that a smartphone is best for taking pictures because it's easy to put them on the computer to send them. eBay needs a larger file size than other sites. You'll get positive feedback from the buyers when you deliver items that are as you represented them. Positive feedback will encourage other buyers to buy from you. If the buyer is unhappy, they may force you to pay for returning it, and you will get negative feedback.

You can set up an account on craigslist or eBay, but that isn't necessary if you sell only an occasional item. Mark showed us how to enter information on craigslist – owner, location, category, add photos, etc. You can choose to have potential customers eMail,

text, or phone you.

To decide on a price, look on craigslist, eBay and other sites to see what others are asking for similar items. Consider how many people are selling that item. A rule of thumb is to never sell an item for more than half of what you paid for it.

eBay is an auction site, but it also has a "Buy It Now" function with a fixed price. You can check a box allowing a lower offer. Mark quipped about an item that sold after he raised the price! Sometimes you can negotiate the price with a customer.

Several members had helpful suggestions. One thinks it helps to know how to buy online, before trying to sell. Amazon has good buys on used books. Another stressed the importance of comparing the price for the same item on more than one site, and also to compare the shipping cost. Check the seller's ratings. A woman was concerned about having a stranger deliver something to her home when she is alone. You can arrange to meet in a public place or, if it is a large item, plan to have someone with you at the time of pick-up. Let the buyer know how the item will be shipped – in an envelope or box, by USPS (first class or Priority), FedEx, or UPS.

To figure shipping costs for eBay, you can enter the type of box or envelope, the dimensions, and weight, and click the box to calculate. When you go to Help on eBay and Amazon, you can get a live person to answer your question.

There is no fee to become a member on eBay or craigslist eBay charges fees to the seller when items are sold. There are no fees for sales on craigslist.

To avoid scams require cash payments, never deliver an item, and never sell outside of eBay or other sites.

You can listen to the podcast of this presentation for more information at

<https://www.lacspc.org/category/audio-files/> ❖

ONLINE SHOPPING

By **Stephanie Nordlinger**
LACS Vice President



Online shopping is useful, but it has its hazards. If you are not careful, you may not get a bargain or even what you expected to get when you expected to get it. Be awake and alert when you are shopping. Take your time.

Make purchases only on secure, authenticated websites. Look in the address bar for a URL beginning with "https://" and the rest of the URL should clearly be a known party, or at least one that you can research. Don't click on a link in an email without running your mouse over it to see if the address is short and reasonable. The link will go to the first website shown by a domain name. If that's not the proper company, do not use this URL.

You can check out a seller in various ways. Amazon sub-sellers and Yelp.com have ratings from previous buyers. You can also Google a corporate name or brand or check the local Better Business Bureau for that company's rating. I look for independent reviews of products, especially technical products. You may want to check the seller's privacy policy to see if it will share information you provide with other marketers. Business and professional licensees and companies can be checked on governmental websites. No street address and foreign addresses on websites are suspicious. Street addresses can be checked on Google Maps or something similar: are they real or just a mailbox? You should deal with honest, solvent people and companies that can be found (and possibly sued) if anything goes wrong.

The best things to buy online are hard to find or configure otherwise and specific things (e.g., a particular year and version of *Quick-en*). Things that are hard to find include out-of-print books (e.g., on Amazon or eBay) and anything that isn't readily available at retail

stores at comparable prices. Since travel agents are no longer readily available, you need to do much of your research and purchasing of airline tickets and travel online.

Do not assume that Amazon's or any other online price is cheaper than buying locally or from another website. Search various websites and always consider the cost of shipping, if any. Even Amazon Prime is a cost if you don't use it for entertainment. Click on the "coupons" button even if you don't know of any you are entitled to. I was surprised and pleased to find a \$10 coupon applied to my J.C. Penny's purchase, which offset the \$8.50 shipping fee.

I bought my new Windows 10 computer from Dell.com because I could specify exactly what I wanted and because I had a good experience with my previous Dell purchase. Cheaper deals were available, but they would usually provide less speed and capacity or charge me for something I didn't want. Still, there were glitches: what the website called a "tower" turned out to be a "mini-tower" which had the same space and ports. Also, I had four Fed-Ex delivery dates; my computer arrived five days earlier than originally promised.

Websites contain lots of data, and some of it is inevitably wrong. Or you may accidentally choose something other than what you were about to buy earlier. The main non-financial problem with buying online is not getting what you expect. I ordered a laundry bag in an attractive color, but the one that arrived was nowhere near the color shown on the website. I returned it and bought one locally so that I could tell what I was getting. I have had the same problem with shoes and clothing. Shortly before an international trip, I bought two pair of walking shoes. They arrived as a man's medium (size D) instead of a woman's medium (size B). I returned one pair but had to keep the other because I needed it for my trip. Similarly, I thought I

chose nylon panties online, but they came in cotton. I didn't notice this in the sales confirmation email (read it promptly!) and discarded it too soon. Both items had the same number on the website; it turned out to be a style number, not an unique SKU. I was able to exchange the panties at a local store, but I had to wait another week for the ones I wanted to arrive. You should hold onto your confirmation emails at least until the time for returning the item is past. I might not have had to pay the transportation charge if I could have shown that the error was theirs, not mine.

Financially, you should: always use a private computer and network to access the net for shopping purposes. (Some people use smartphones, but I don't.) The computer should be properly maintained (software updated, working anti-malware software, etc.). Use a PayPal account or a credit card, never a debit card. Under the federal Fair Credit Billing Act, you can dispute bad charges on a credit card. While technically limited to disputes involving \$50 or more, the major credit card companies will accept any amount if you have a good reason because they want your business. Debit cards don't have this protection. Don't provide information that isn't necessary to complete the transaction, and don't provide it by phone unless you know the other party or you call a recognized number.

Never accept an amount that is more than what you are due with the request that you send the other party the difference. This is a standard scam: the amount received will disappear, and your check or Venmo (a digital wallet) transfer will clear.

Always be cautious: if something is too good to be true, it probably is. If the price is less than at other places, is there something missing? When buying a monitor, I discovered that a store had the same model but with a shorter warranty than the manufactur-

er normally provided. This is a choice, not a bargain.

If the vendor won't treat you properly, complain to at least one appropriate entity - e.g. Amazon or eBay (if the transaction took place there) or the Federal Trade Commission's Consumer Complaint website at

<https://www.ftccomplaintassistant.gov/>,

the BBB, the company's Facebook page, etc. Such complaints will protect all of us. ❖

IS THERE A BETTER GIFT ONE CAN GIVE THAN MONEY?

By **Jerry Heaton**, Past Editor
Central Kentucky Computer Society
June 2019 issue, CKCS newsletter
www.ckcs.org

jerheat (at) gmail.com

If it is not money, what is it? It is your time – volunteering your time.

Before you say, "I'm too busy to do that," you are probably wrong! Everyone, particularly retired persons, has some idle time. You ask, "why would I want to volunteer?"

Let me give you a few reasons.

- When you volunteer, you help other people, other groups, or organizations. People will appreciate you and thank you.
- It's a great opportunity to increase your skills and learn new ones.
- You will meet and know new friends.
- You exercise those brain cells, your whole body, and you eliminate boredom.
- You are your own boss and decide how much, or how little, you want to do.
- You can set your own goals.
- You can pick your own schedule.
- You get much satisfaction from completing and doing a good job.

- You can decide to do more or less, and you can quit anytime, preferably with some notice.

What are you doing today for your neighborhood, your community, an organization or the country, or people in general?

Where would you look to volunteer? There are so many places. May I suggest one close by you might consider? **Your computer club.**

There are many opportunities.

Think about it. There are plenty of places to start. You will feel better about yourself if you volunteer. It may be the best thing you have done in months or maybe years! ❖

NEW AMAZON ALEXA SKILL (PLEX)

By **Jeff Wilkinson**

Sun City Summerlin Computer Club, NV

www.scscclb.com

pres.scscclb (at) gmail.com

In a constant search for new things to try, I came across a new Amazon Alexa skill that I thought would be of interest to club members.

Requesting music on an Amazon Echo smart speaker or an Echo Dot always seems to get an invitation to subscribe to more songs than I could ever listen to, for a monthly fee. Since I have a CD collection of the artists I enjoy, I've avoided signing up. The problem is – how do I play my music collection on my Amazon Echo smart speakers? I began looking for a solution and came across an Alexa skill that makes use of my Plex (www.plex.tv) media server.

What, you ask, is a Plex media server? In my case, it's an always-on Windows 10 PC that resides on my network and has multiple drives with media such as music, movies, and photos. The Plex media server organizes my music, photos, and movies from various locations on my network and streams them to other devices such as a television, computer or per-

sonal device or an Amazon Echo. There is a free version of the Plex Media Server app and various paid versions which offer additional features. I am using the free version of Plex Media Server in conjunction with my Playon (www.playon.tv) app to record streaming videos from free services such as Tubi, Prime Video, the Roku Channel and many paid services you may subscribe to.

You can enable the Plex skill on your Amazon Echo smart speaker by opening the Alexa app on your computer or mobile device and looking for skills on the list on the menu on the left of your screen, select and then enter Plex in the search box. With your Plex media server on your same network and configured properly you can say "Alexa, ask Plex to play (artist, song or album). I am still organizing my music collection, but I am amazed at how the Plex skill can locate specific songs or artists multiple folders deep. You can also add a Plex channel to your Roku device and watch movies, view photographs, and play music stored on your Plex server.

While this may not be for everyone since it requires some "tweaking," it is a challenging task that lets you play your music collection on your Amazon Smart speakers. ❖

WYSIWYG WEB WATCH

by **Paul Baecker**, Editor

Sterling Heights Computer Club, MI

WYSIWYG, June 2019

www.sterlingheightscomputerclub.org

webwatch (at) sterlingheightscomputerclub.org

This column attempts to locate sites containing valuable, amusing, and free content, with no pressure to purchase anything.

✓ Why do some web site addresses start with WWW2?

<https://www.maketecheasier.com/sites-with-www2>

✓ Find wood imperfections with mineral spirits (2-min. video).

(Continued on page 17)

LACS NOTICES

WELCOME ALL

George Wolkon, LACS Database Manager
New Members (0)

Renewals (12)



| | |
|---------------------|--------------------|
| Ros Cirlin | Michael Price |
| Paul Cooley | Mildred Rucker |
| Ian Cowan | Regina Sims |
| Stanley Epstein | Robert Swarthe |
| Lee Freehling | Betty Weatherspoon |
| William Oppenheim * | Ronald Wisansky * |
| * Contributor | |

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

lacspsc-subscribe (at) yahoogroups.com
 and to

lacslist-subscribe (at) yahoogroups.com

These lists are for members only.

Lacspsc is for official LACS business.

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

LACS IS ON TWITTER

On **Twitter**, follow us at:

[https://twitter.com/](https://twitter.com/LA_CompSoc)

[LA_CompSoc](https://twitter.com/LA_CompSoc) or click on this



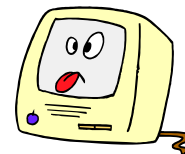
icon to see what's there.

LACS WEBSITE

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

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.

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.

HOW TO CHANGE YOUR CONTACT INFORMATION

Go to www.lacspsc.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) lacspsc.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/> or click on this icon. Then click on "Join Us."



LACS CALENDAR



General Meeting

Date: Tues, September 10, 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, September 30, 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 September.

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.

September 1: Islamic New Year
September 2: Labor Day
September 8: Grandparents Day
September 10: LACS General Meeting
September 11: Patriot Day
September 23: Autumn Begins
September 29: Rosh Hashanah
September 30: LACS Board Meeting



GENERAL MEETING PRESENTATIONS

September 10: Cut the Cord: New Ways to Watch TV

October 15: Protecting Your Digital Life

November 12: Windows 10 Topics

December 10: Holiday Party

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/>.

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**.

September 10.....O through S

October 15.....T through Z

November 12A through D

December 10.....Holiday Party

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.



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, 5, 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 |

| 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 | | |
| Membership Database | George Wolkon | | 310-459-2671 |
| Newsletter Editor | Leah Clark | | 310-677-2792 |
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TWO WAYS TO ADD STYLE TO A WORD DOCUMENT

By **Nancy DeMarte**, 1st Vice President
Sarasota Technology Users Group, FL
STUG Monitor, June 2019

www.thestug.org

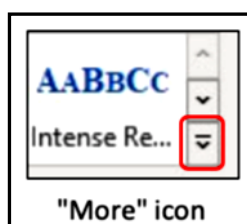
ndemarte (at) verizon.net

Microsoft Word is loaded with features that give style to documents. “Style” in this case means modifying the look of text and paragraphs. To do this, many users change the font or font size, add effects like bold or color and maybe change the space between lines. These changes are made one at a time and can be time-consuming. Plus, you’ll have to do it again the next time you want that style.

There are tools, however, that add style in easier and more coordinated ways. The first one is on the **Home tab > Styles group**. This gallery contains what could be called “Style Parts” because they add style to parts of documents like titles and headings. The other style-adding feature is the **Document Formatting** group on the **Design tab**. This gallery lets you apply a group of stylistic features to a document all at once. These are called “Style Sets.” Here are a few tips for using Style parts and Style sets.

Style Parts

The Styles group on the Home tab offers several styles which can be applied to parts of documents or used to create a special kind of document, like a company or club logo. To see the entire Styles gallery, click the **More** icon at the right end of the Styles group. Let’s say you have a document with headings above each paragraph, as this article has. You would like to give them a different appearance from the rest of the text. To preview how some options would look, select your first heading



"More" icon

and move your mouse pointer over the styles in the gallery to see how they change the heading. When you find one you like, click it to apply the style to the first heading.

But what about all the other headings in your document? This is where **Format Painter** can help. Select the heading to which you just applied a style. Then double click **Format Painter** on the **Home tab > Clipboard** group to keep Format Painter enabled. Drag your mouse across each of the remaining headings to apply the same style as the first one. When done, click Format Painter once to turn it off and save the document. I created and applied a style to the headings in this article as an example. It has a different font, font size, and color from the rest of the text.

Modify or Create a New Style

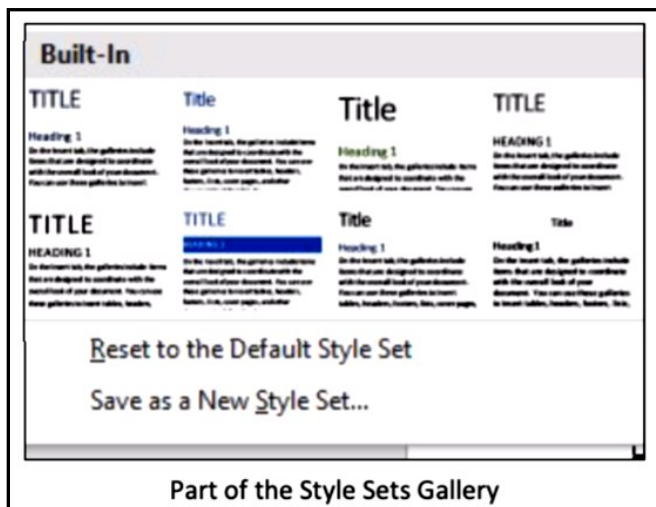
Sometimes, you won’t find the style part you want in the gallery. This is when you can change a gallery style or make your own. To create a new style and add it to the gallery for future use, open a document and select a heading. Using the tools in the **Home tab > Font** group, make your changes. With the newly styled text selected, click the **More** icon and then click **Create a Style** to open the **Create New Style** from Formatting’ box.



Give the new style a name that relates to its features and click OK. Your new style will appear in the Styles gallery. I named my heading, “Blue Antique Heading,” based on the font I used. If you don’t find your new heading style in the gallery, click the **More** icon again, click **Apply Styles** and then click the new heading style name. Now you should see it in the gallery.

Style Sets:

You can apply a group of style features to a whole document at once using Style Sets. This includes features on the Home tab in the Font and Paragraph groups. In Word version 2013 and later, Style sets are found on the Design tab. Open this tab and click the More icon at the right end of the Document Formatting group to see the Built-In style sets.



Part of the Style Sets Gallery

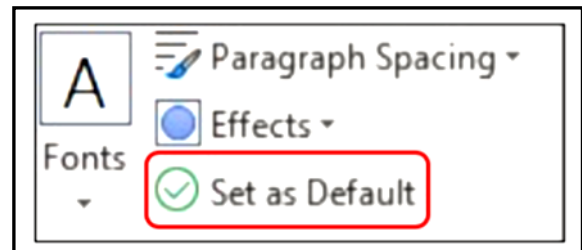
Preview how these would look on your document by clicking anywhere in the document and moving your mouse pointer slowly over the gallery. Click a set to apply it to your document. If you change your mind, remove the style by clicking the Undo icon (a left-curving arrow at the top left above the ribbon) or pressing Ctrl+Z on the keyboard.

For those with Word 2007 or 2010, the steps differ a bit. Click the Home tab, and in the Styles group, click Change Styles, then point to Style Set. Preview it the same way as described above. Then click a style set to apply it to your selected document.

Set a Style Set as Default

The default style set in Word is called **Normal**. This means whenever you type in a blank document, all the features of the Normal style set will be used. If you wish to modify the Normal style, make your changes, but give it a new name, which will leave the Normal style set

intact. We do this so it doesn't cause a problem when you open older documents. Microsoft has changed its Normal style properties over the years. (For example, Arial was at one time the default font; now it's Calibri.)



You can choose any Style set to become the default. First, apply all the features you want. Then preview how it would look and add it to the Document Formatting gallery. Finally, click its gallery thumbnail, and click "Set as Default" which appears at the right end of the Document Formatting group. Now all new documents will be formatted according to your default Style set. You can change the default style at any time.

The way to master Styles is to start small, such as applying headings or titles using the Styles gallery on the Home tab. After Microsoft changed the default line spacing from 1.0 (single space) to 1.15, I created a style that was single-spaced. That was the only change I made to the Normal style, but it comes in handy when I want to save space. ❖

CLEAN YOUR COMPUTER!

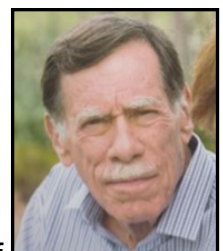
By **David Kretchmar**,
Computer Technician

Sun City Summerlin Computer Club, NV
Gigabyte Gazette, April 2019

www.scscc.club/

tomburt89134 (at) cox.net

Windows 10 does a fine job of maintaining your system, but over time, users will tend to accumulate bits of



data and programs that serve no purpose other than cluttering up your hard drive. Files such as documents and pictures residing on your hard drive are unlikely to noticeably slow down your system if you have adequate hard drive space. However, software that loads every time the computer is used will eventually cause a significant drag on your system. Many users are running smaller solid-state drives (SSD), so cleaning files can yield improved performance.

Look at MSConfig

Type “msconfig” in your search box. Left mouse click on the application, and you’ll be at System Configuration. Click on the Services tab, then click on the square to “Hide all Microsoft services.” Review the services that are running at startup and uncheck any that you don’t need.

Click on the Startup tab then on “Open Task Manager” and disable all the items you don’t need.

In MSConfig, we are not uninstalling any apps, just stopping them from loading. If you have unchecked or disabled a process you find you need, it is easy to back into this area and recheck or enable something.

Check Your Apps

Examine which programs or applications are residing on the system. Right click on the Windows 10 Start button, and then left click on Settings then click on Apps. Sort the Apps by Installation Date. Start at the bottom of the list and on programs you don’t use by left clicking on the App then clicking Uninstall.

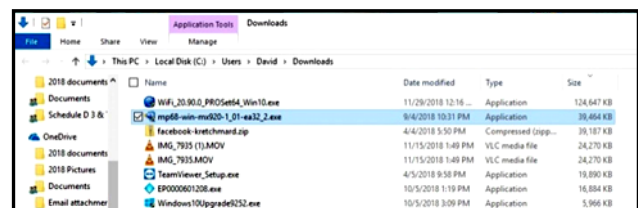
Remember the Control Panel?

Once you’re done with removing programs in the Apps view, you can review them in the Control Panel. The Control Panel’s importance has been degraded by Microsoft and it is not as easy to use as it once was. You’ll have to type “Control Panel” in your search box, click on Control Panel then

“Programs and features > “Uninstall a Program.” You can sort this list more logically by clicking on column holders. Remove programs you no longer use. You can also locate the Control Panel by doing a search in the Settings area.

Look at Your Downloads Folder

Your Downloads folder should be at a peer level to your Pictures folder and Documents



folder and is a prime candidate to hold some large files that are no longer needed. Your Downloads folder might still contain the installation files for your printer from 2 years ago, as well as any other software or other files you might have downloaded over the years.

It is a good start to sort the files in Downloads by size to identify which downloads is hogging the most space. A sort by date might also reveal files that are no longer needed.

You should review the contents of the Downloads folder carefully, since by default any attachments to emails you have viewed, such as pictures or PDF documents (as well as any software) are saved to this folder.

It is common for users to download the same programs and email attachments more than once. You can easily identify duplicate copies of downloaded files. Duplicates will have the same file name as the original, but the file name will be followed by a (1) or (2), etc. and of course can be deleted.

During this review it is a good idea to move pictures and documents you want to save by moving them to the appropriate folder. This might also help you discover duplicates.

Run CCleaner

It is now time to clean up little bits and pieces by running the newly upgraded version of

CCleaner. This program is not going to free a significant amount of space, so it is only important if you are running a small SSD drive. I would not bother to run the Registry cleaner, since this is very unlikely to yield a performance improvement and could cause problems with over aggressive cleaning. Be sure to uninstall CCleaner after you run it, or you'll be forever plagued by popups.

The Time-Consuming Part

Now you're going to have to do the most tedious part of the job. Go through individual folders, such as your photographs, and delete blurry or redundant ones. Yes, you want to have backups of your favorite photos, but multiple copies of the same or virtually the same photo in the same directory provides little protection from loss. Digital cameras make it easy to take several pictures and most of us have saved many more shots of the same subject than we really need.

Your Documents folder also no doubt contains many documents that are no longer needed. Another massive folder still present might be the "Windows.old" folder that somehow wound up there. If you've recovered any files that might have been lost on your last major install of a Windows 10 Operating System, just delete the "Windows.old" folder to free up many

gigabytes of space.

Consider Cloud storage

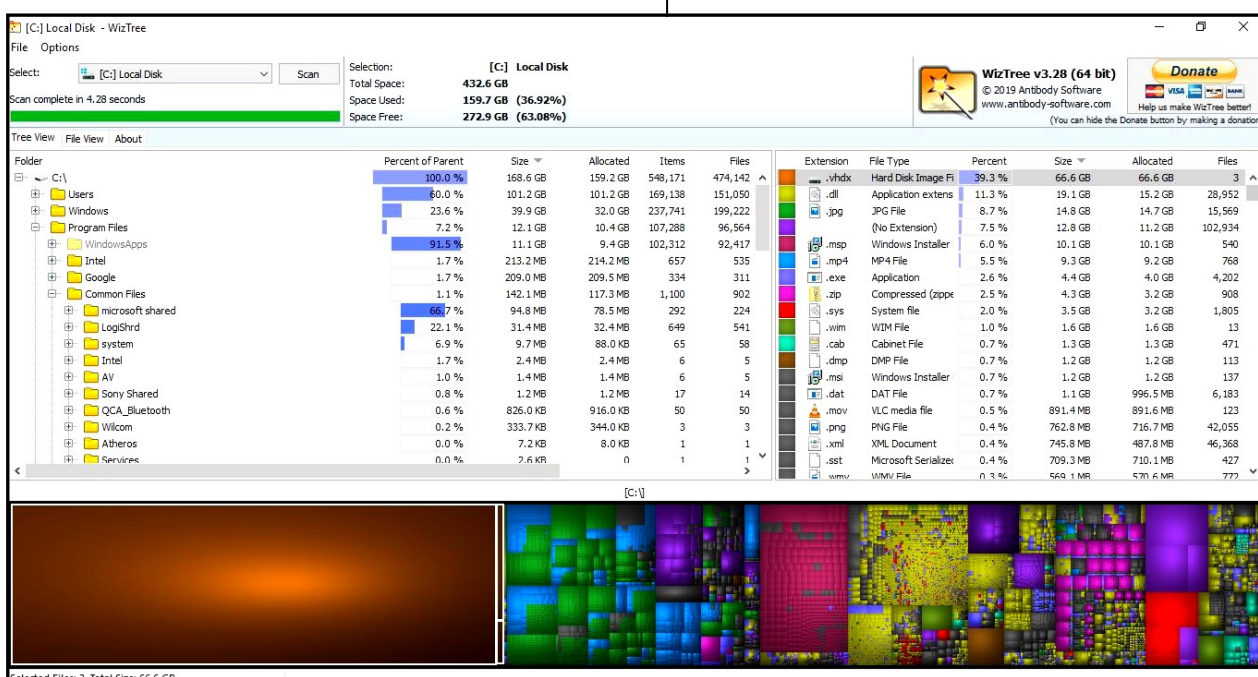
Cloud storage services such as Microsoft's OneDrive can hold files that might otherwise be cluttering your hard drive. You get 5 GB of OneDrive storage space with Windows, and if you need much more space you might have to pop for a subscription to Office 365, which provides 1 TB of storage.

Google Drive is similar to OneDrive and provides 15 GB of free storage and creates a mirrored folder on your hard drive, which you can use the same way as OneDrive. Google also provides unlimited picture and Google document storage, but photos are stored at a reduced resolution.

One More Helpful tool - Wiztree

Performance only suffers on a mechanical drive when it is over half full, and on an SSD as it begins to totally fill up. Still, there is usually no good reason to keep massive files on your C: (boot) drive. To find big files, a graphics representation is often the best option.

Wiztree (<http://antibody-software.com>) is a Shareware program that does a remarkably fast job of scanning your drive and seeing what files are taking up too much space.



This program creates a graphic to help you visualize your drive.

Note that when I ran Wiztree I identified a massive drive image file residing on my hard drive. I did not remember creating this file, but this happens when you run a back-up imaging program without attaching a destination drive. I have seen this file on several computers I have examined, but never believed it would be on my system. I deleted this group of files and freed a massive amount of disk space.

As with CCleaner, you'll want to uninstall Wiztree when you are done with it. ❖

SOFTWARE LITERACY BEGINS WITH LEARNING TO CODE

By **Dick Maybach**

Brookdale Computer Users Group, NJ
BCUG Bytes, June 2019 issue,
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If you're reading this, you probably work with computers almost every day, and you probably also find yourself repeating some tasks many times, not because you enjoy them but because they have to be done. Often, you could reduce the tedium by writing a simple program.

For example, I belong to a club that uses its website to manage registrations for its activities, and we wanted to make available to the members a list of those registered for each event.

The registration feature can download its data in the form of an Excel spreadsheet, but it includes data that we didn't want to make available on our site. It's of course possible to use Excel commands to extract and organize the information, but we often have several changes each day. Here's what has to be done.

1. Download the spreadsheet.
2. Extract the first names (from column 4) and the last names (from column 5).
3. Create a list with the format (last name, first name).
4. Sort the list and format it with one item per line.
5. Add HTML code so that it displays properly on a Web page.
6. Paste the result onto our site.

I wrote a 13-line Python program that reduced the steps to these.

1. Download the spreadsheet to my PC.
2. Call the program with the spreadsheet file as an argument, which performs the above steps and places the result on my PC clipboard.
3. Open the website and paste.

The program makes keeping the rosters updated much easier and with a greatly reduced chance of error.

I chose Python for this task, because it has extensions to read and write to applications such as Excel, and Word, download data from websites, schedule tasks, and send e-mail, see <https://docs.python.org/3/py-modindex.html>.

That there are hundreds of applications is not an unmixed blessing, as many are evolving rapidly and keeping up can be challenging. You'll be making some Internet searches to find the current information. There are many tutorial books and articles on Python, for example see <https://www.python.org/>

For me, *Automate the Boring Stuff with Python*, by Al Sweigart, provided a good introduction to writing programs that access and manipulate data in office applications. However, *Python Crash Course* by Eric Matthes is a better introduction to the language with applications in computer games, data plotting, and Web page design.

As brick-and-mortar bookstores close and reduce their inventories, it becomes more difficult to find good programming books. If I can't find what I need locally, I make an Internet search on, for example, "Python Tutorial Books," and I usually find some good guidance on purchases and free books I can download. I've found computer-language reviews in magazines less helpful, as their space is too limited for adequate coverage. That Python was a good choice for me at this time, of course, says nothing about what language might be best for you. Learning one takes time and effort, and you want to take some care in your choice from the scores of those available. Some factors that might influence you are these.

- What operating systems and hardware support it?
- What are the costs of a development environment (editor, compiler, debugger, etc.)?
- Are tutorials, references, and application articles available?
- Is there an active user community?
- Is it currently under active development?

You may find better information in a group or publication interested in your application than one concerned with computers in general. For example, if you want to work with smart phone software, you might look to an Android interest group. I favor open-source approaches, as they reduce the costs.

Things may not work out, and that's OK. I once spent several weeks learning the Forth programming language, and my conclusion was, "I never want to do that again." I don't regret the effort, as learning is always worthwhile. If we never learn, we just repeat our daily lives, and there is a big difference between 12 years of experience and one year of experience repeated 12 times. ❖

* * * * *

(WYSIWYG WEB WATCH)

(Continued from Page 7)

<https://www.todayshomeowner.com/video/find-wood-imperfections-with-mineral-spirits/>

✓ How to install and use Microsoft Office on Linux (with a license key, of course).

<https://www.makeuseof.com/tag/install-use-microsoft-office-linux/>

✓ Still using your kid's birthday as your universal password? You're in for trouble. Here's a review of password manager software choices.

<https://www.pcmag.com/roundup/300318/the-best-password-managers>

✓ Kodi was described in an April 2019 newsletter article. Here is a list of 10 legal Kodi add-ons for free movies.

<https://www.makeuseof.com/tag/best-legal-kodi-add-ons-free-movies/>

✓ A list of 'best' WordPress hosting providers recommended by the author.

<https://www.makeuseof.com/tag/best-wordpress-hosting-providers/>

✓ Backstabbing, disinformation, and bad journalism: The state of the VPN industry. In the Internet era, everyone needs a VPN — just be cautious with your choices.

<https://www.pcmag.com/commentary/368081/backstabbing-disinformation-and-bad-journalism-the-state>

✓ They don't always get away with it. Here is a rundown of cybercriminals who have done (or are doing) hard time for their misdeeds.

<https://askbobrankin.com/>

✓ Don't erase, overwrite: Avoid being a person who resells or recycles a drive with data on it.

<https://www.pcworld.com/article/3390742/dont-erase-overwrite-how-to-avoid-being-that-person-who-resells-a-drive-with-data-on-it.html>

✓ "The ultimate guide to your PC": Near the top of this article is a link to download the entire guide to your PC as a .pdf file — go get it!!

<https://www.makeuseof.com/tag/download-your-pc-inside-and-out-part-1/> ❖

JERE'S TECH TIPS

For many helpful tips and tricks for all aspects of computing see *Jere's Tech Tips* at <https://apcug2.org/jerestips/>.

TECHBOOMERS.COM

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



"This little computer," said the salesclerk, "will do half of your job for you."

Studying the machine, the senior VP said, "Fine. I'll take two."

FINANCIAL REPORT

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

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| Supporter | 75 |
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In addition to monthly general meetings, members enjoy these special benefits:

— **Monthly Newsletter**
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— **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

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— **Special Interest Groups** (SIGs) on various topics may be created to help you to learn, to share interests, and to solve your computer problems.

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Last

Name of Associate: First

Last

Address:

City, State, Zip + 4

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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
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Place. Fellowship Hall is on the
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and W. 80th Place. There is
street parking and a small
parking lot West of the church.

