

User Friendly

LACS
A Computer and
Technology
User Group

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An International
Association of Technology
and Computer User Groups

JANUARY 14 GENERAL MEETING

Topic: **Windows 10 Intro and Walk-Through**

Speaker: **Jim McKnight, LACS Member**

Jim will do a live demonstration of setting up a new Windows 10 system, how to understand its parts, and how to make it look more like Windows 7.



He will demonstrate live and explain:

- The Start Icon, the Start Menu, the Taskbar, the Desktop, and the Action Center.
- How to create and set up a new LOCAL User Account to avoid the Microsoft LIVE Account
- How to do a Manual Windows Update and pause Windows Updates.
- How to set up the Mouse and Track-pad
- How to set up FIREFOX or CHROME as alternatives to the EDGE browser.
- How to set up optional views in the File Explorer Windows.
- Privacy Settings

If time allows, Jim will demo two free utilities that make Windows 10 easier to see and use: Winaero Tweaker Utility and UltraFileSearch Standard.

Meet Your Presenter

Jim McKnight worked for the IBM Corporation for 38 years where he installed, diagnosed, and repaired room-sized data center computer systems, developing learning and diagnostic skills. After retiring in 2003, he joined LACS, where he taught and assisted members, ultimately resulting in his website, www.jimopi.net. This website is a depository for all that he has learned about PCs written so that users can print his self-help guides to help solve their problems. He provides free services to LACS members.

Tuesday, January 14, 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

Holiday Potluck Party

LACS ended 2019 festively with good friends and good food! We thank those who came early to set up the heavy tables and to arrange everything so efficiently. All the food was delicious. I didn't know LACS had so many gourmet cooks!

It was so special to see some long-time LACS members we haven't seen for a while and to meet some members' families. Everyone looked so well and happy. Let's carry some of this holiday spirit into 2020 to keep LACS flourishing.



User Friendly Award

I was greatly honored when Stephanie presented me at the party with a certificate that *User Friendly* had won first place in the Association of Personal Computer User Groups 2019 Newsletter Contest with a 128 GB mini Flash Drive. I thank my predecessors as editor, Charlotte Semple and Stephanie Nordlinger, who laid the foundation and mentored me. It is hard for me to believe I have been doing this for six years now. It takes time, but it has also been fun. I am learning so much along the way.

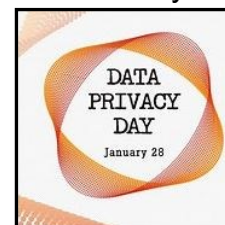


LACS Email Lists

I thank Stephanie for all the work she has done in transferring our email lists from YahooGroups.com to Groups.io. See pages 3 and 8 of this issue and check your email for information on its use. The transition is going easily and smoothly. Do not use the YahooGroups anymore. Your emails may reach members, but the emails will not be part of our current records.

Data Privacy Day

Data Privacy Day is an international holiday that occurs every **January 28**. The purpose of Data Privacy Day is to raise awareness and promote privacy and data protection best practices. It is currently observed in the United States, Canada, Israel and 47 European countries.



To learn what you can do to **Stay Safe Online**, go to <https://staysafeonline.org>.

LACS Roster

I plan to publish the LACS updated 2020 roster in the March issue of *User Friendly*. Please be sure I have the email address and phone number you prefer to have in the roster by **February 1, 2020**. Please let me know if there are any changes from the 2019 roster.

**“Everybody can be great
because anybody can serve.
“If I cannot do great things, I
can do small things in a
great way.”**

Martin Luther King, Jr.

GROUPS.IO EMAIL LISTS ESTABLISHED

By **Stephanie Nordlinger**, LACS

Because Yahoo recently changed its policies for managing its Yahoo Groups' e-mail lists and reduced what we could put on Yahoo's website and use the groups for, the board directed me to contact Groups.io to see if LACS could use its platform instead of Yahoo's. As a result, LACS has a new account called **LACS.Groups.io**. We created three sub-accounts for our most active email lists and transferred the Yahoo Groups data to them. We can create more lists if we need them. LACS members who were members of the old lists are now members of the new lists. You do not need to change anything. Using these new lists is easy: You use them the same way you used the old YahooGroups' lists.

- Instead of sending computer-related questions or comments to the old LACSLIST@yahoogroups.com, you now send them to LACSLIST@lacs.groups.io
- Instead of sending LACS Business related messages to the old LACSPC@Yahoogroups.com, you now send the messages to PC@lacs.groups.io
- For Directors/Officers and some other LACS Leaders, instead of sending messages to the old dirlacs@yahoogroups.co, you now send them to [Lead-ers@lacs.groups.io](mailto:Leaders@lacs.groups.io)

We did not bring over four, small, mostly old unused e-mail Yahoo group lists: GENE (genealogy), FOTO (digital photography), MISC (non-computer-related), and the Culver City Senior Center Computer Lab's list. These four may still be accessed via Yahoo Groups as before.

Default replies for each list now go to "All members and sender." This will put two names in your TO: box – the list's name and the person to whom you are replying. *Please save us*

a lot of unnecessary email by choosing whom you want to reply to and deleting the second name. If you don't do that, the sender gets two copies and about 100 other members will get mail that they don't need.

There are many ways to configure these accounts. It may take us a while to figure out the best choices. Attachments will be allowed for the PC and Leaders' lists.

Membership

These lists are restricted to LACS members unless we set up a list for visitors and others who only want meeting announcements. If you are a LACS member but not on lists that you want to join, you get on a list by sending an email from the e-address you plan to use to the appropriate list, as follows:

[PC@LACS+subscribe \(at\) groups.io](mailto:PC@LACS+subscribe(at)groups.io) with the same pattern for LACSLIST and Leaders. The Leaders list is restricted, so your membership will have to be approved.

To unsubscribe from a list, do almost the same thing from the appropriate address to the appropriate list: For example, send your email to [PC@LACS+unsubscribe \(at\) groups.io](mailto:PC@LACS+unsubscribe(at)groups.io). Please include your real name and phone number. We need real names in our database, not just email addresses. At the Groups.IO website, you can set your mail to individual emails or a daily digest, etc. Groups.IO has very good Help files.

Future Developments

We have discussed combining the two main lists since they have similar memberships. However, some members may want to receive emails of one kind and not the other. If you have strong feelings, let your officers and directors know. Historically, we have moderated the PC list, which reduces the amount of mail on official meeting topics.

If you have any problems or questions, please contact Stephanie Nordlinger. If you have an interest in helping to maintain these lists, let me, Leah or Sylvia Davis know. ❖

WHAT ARE THE DIFFERENCES BETWEEN AN EMAIL ACCOUNT, ADDRESS, PROGRAM, AND SERVICE?

by Leo A. Notenboom

Terminology around email can be confusing, and lead to incorrect answers to misstated questions. I'll review some common and important terms.



I want to change my email program from Hotmail to something else. How to do?

I'm going to use this as an opportunity to clear up a piece of confusion that I see *all the time*. A lot of folks might not believe me when I say this, but the confusion is *extremely* common. (And Microsoft isn't helping any, as we'll also see.)

In short: Hotmail is **not** an email program. An email program is not at all the same thing as an email service, or an email account, or even an email address.

It's time for some definitions.

Email Service

An email *service* is something like Outlook.com, Yahoo! Mail, Gmail, or perhaps the email services provided by your ISP, domain registrar, school, or place of employment. The "service" they provide are the servers and software that do two things:

- Route the email you *send* on the first leg of its journey to its recipient.
- Collect the email you *receive* in a location where you can access it.

To begin building a metaphor, think of an email service as an apartment building in which you live. Email services determine *how* you access your email. There are two approaches:

- A website that you visit in your web browser.
- Download your email to your computer.

Note that these are two different things. An email service can choose to provide either or both. Most of the popular services now support both.

To build on the apartment building metaphor, it's as if your apartment building has two options for you to get your physical mail.

- You can visit the mailroom yourself anytime you like.
- You can have the mail delivered to your apartment on-demand, whenever you request it.

Email Account

An email *account* is something you establish with an email *service*. In most cases, your email account is the inbox or folders provided by the service.



An account is often uniquely identified by a single email *address*, which I'll define in a moment, *but that is not always the case*. Some email services let you have multiple different email *addresses* that all deliver to the same email *account* / inbox, such as Outlook.com aliases.

Many services use the email address you've been assigned to uniquely identify your account. A different email address is usually, then, a completely different account.

Other services use some other kind of log-in ID to be that of your *account*, different than your actual email address.

Think of an email account as the apartment you rent in the apartment building and in which you and your family live.

Email Address

An email *address* uniquely identifies both the email service you are using, and your mailbox as provided by that service. When email is

sent to your email address, it's collected by your email service and placed in an inbox, which you access through your email account. Email addresses are always of the form, name@domain.

The domain part of an email address – the part after the “@” – is the only part used to route email to your service. Either the domain obviously identifies the service (outlook.com, gmail.com, and so on), or additional information is used to identify the mail server assigned to handle email for that domain. While traveling between the sender and recipient, the name part – the part before the “@” – is completely ignored until it arrives at the email service that handles that account.

After the email arrives at the email service's servers, the email name is examined to see which account should receive the mail. The mail is then placed in that account's inbox or another account-related folder.

In our apartment building, your email address is like the apartment number and street address used to get you your physical mail. The street address (like the domain name) gets the mail to your building. Then, in the mailroom, it's your apartment number (like an email name) that tells the mail clerk into which box (account) to place the message. If you have more than one address that delivers to the same apartment (such as an outlook.com “alias”), the clerk knows to put that message in the same box.

Email Program

As soon as you say “program”, you're talking about computer software. An email *program* is the software that *you run on your computer* to access your email. Examples include Microsoft Office Outlook, Thunderbird, and many others. An email program must be configured with your email account information in order to access your email. That includes your email address, password, and account information, as provided by your email service.

The key point here is that when you use an email *program*, you are downloading or copying email *to your computer* in order to view it. When you visit an email website, such as <https://gmail.com> or <https://outlook.com>, you're not using an email program. You're using your general-purpose web browser to visit a website where your email is displayed to you. The email remains on the service's servers.

An email program is like the person you hire to run and get your email from the mailroom and bring it to your apartment. Using your web browser is like going down to the mailroom yourself, and leaving all of your mail in the mailroom, to boot.

Confusion #1: it's a floor wax and a desert topping¹

So, is “gmail.com” an email service? An account? An address? A program?

- Gmail.com is the domain associated with Google's mail service: Google Mail. While Google Mail can be delivered via other domains, it's safe to think of “Gmail” (without the .com) as being synonymous with Google Mail. Thus, yes, we do think of it as a mail *service*.
- Gmail.com is not enough to identify an email account or address. It's not until we add a name – like askleoexample – to @gmail.com, resulting in askleoexample@gmail.com, that we get a valid email address. Gmail uses that email address to uniquely identify a Google account, which has access to many different services in addition to email, such as Google Photos, Google Maps, YouTube, and more.
- Gmail.com is not a program. It is, however, a *website* you can visit to access the email associated with your email account.

As you can see, “Gmail” is many things, and exact context matters. Of course,

¹ <https://www.epsilontheory.com/its-a-floor-wax-and-a-dessert-topping/>

Microsoft makes things even more confusing.

Confusion #2: The many faces of Outlook

Outlook is not an email service. Outlook is not a website. There's no such thing as an "Outlook" account. Outlook is a program you run on your PC that is part of Microsoft Office. Outlook – or more formally, Microsoft Outlook – is an email program that allows you to access email from almost any email service by downloading it to and managing it on your computer.

Outlook.com is an email service. Outlook.com a website you visit to access the email associated with your Microsoft account. Email addresses that end in @outlook.com are Microsoft accounts, provided by the Outlook.com email service.

The ".com" matters A LOT. Why? Because *Outlook and Outlook.com are completely unrelated* to one another. Other than both being Microsoft products... and both being called Outlook.

Thanks, Microsoft. You've no idea what confusion you've created down here in the trenches.

Moving Between Machines

So just what is it that you move when you move email from one *machine* to another?

If you're using an actual PC email program, you need to:

- Install that program on the machine you're moving to.
- Move your email messages and contact list from your old machine.
- Configure that program to access your email account, which typically means telling the program your account information, email address, and other information provided by your email service.
- Start downloading any new email on the new machine, and stop downloading

email on the old.

The only thing really "moved" is your collected email and contacts. Everything else is installation and configuration to access email properly from the new machine.

If you're using web-based email, conceptually, things are much simpler:

- Open a web browser on the new machine.
- Visit your email service's web site.
- Log in.

There's really nothing to move from one computer to another.

Moving Accounts

The original question was changing from Hotmail to something else. By now, we know you're not changing your email program; rather, you're changing your email *service* – which means getting an *account* on a new service, and then getting a new email *address*.

At a high level, changing email accounts means you'll do this:

- Create a new email account with a new email service. This will give you a new email address.
- If you're using a PC-based email program, configure it to use your new email account and address.
- If you're using a web-based email service, just log in to it using your browser to access your new email account.
- Tell all your friends, business relations, newsletter subscriptions, and anyone else who might care what your new email address is.

It's really no surprise that people get confused – there are several layers of complexity here, and many terms aren't always as specific as we might want them to be.

Unfortunately, when it comes to computers, and *particularly* when seeking help for computer problems, *terminology matters* – a lot. ❖

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SMARTPHONE MAP APPS VS. DEDICATED GPS DEVICES

By **Dorothy Fitch**, Green Bytes Editor
GVR Computer Club, AZ
Greenbytes, October 2019
www.ccgvas.org
Newsletter (at) ccgvas.org

I recently heard an interesting report on a local television station about the pros and cons of using your Smartphone vs. a GPS device to find your way when you travel. I am certainly not an expert on this topic but wanted to share a few things I discovered as well as some links so that you can learn more, too. I hadn't really thought about it, but perhaps the biggest difference between the two is that Smartphone map apps use cell tower signals to provide your location and generate maps. GPS devices, such as Garmin or TomTom, use satellites for positioning. What this means is that if you are in a remote area that doesn't have cell coverage, maps on your phone will likely not work.

Other interesting considerations:

- GPS devices are more accurate—to within 15 feet of your location—because they are using satellite technology.
- Smartphone locations are accurate to about 164 feet. Your location is determined by triangulating signals from several cell towers.
- A Smartphone app uses your phone's battery (though you may be able to charge it in your car via USB). On a recent trip, my Android phone was plugged in. During the half-hour trip, the phone's battery level dropped by 4% because the power used by the app was greater than the rate of charging.
- A GPS device will plug into your car's cigarette lighter or USB port.
- Using a GPS device will leave your Smartphone available for other purposes (though not when you are driving,

of course.)

- A Smartphone app will use up mobile data, which may be of concern if your phone service doesn't include an unlimited data plan.
- GPS devices often come with a way to mount them to your dashboard, which makes it easier to check your route.
- The Google Maps Smartphone app gives you up-to-the-minute accident reports. It even prompts you to respond as to whether the accident someone reported earlier is still there. It provides an estimated time delay, as well as alternate routes. Some GPS devices offer traffic alerts, as well.
- When using the Google Maps Smartphone app, I was surprised one time when I entered the address of my destination, which was a store. I got immediate feedback that the store had already closed for the day, very useful information to know (and saved me a stop).
- Many GPS devices include lifetime map updates. You can also download (or purchase) maps for foreign countries. You can likely use your Smartphone app abroad, but I haven't tried that.
- Some GPS devices can store your trip data, which you can then download to a map, where it displays your route. This is interesting if you are hiking or on a boat.
- If you are car-shopping, you may be offered a package that includes a built-in GPS system. That option may cost more than the price of a hand-held device.

Articles on the subject:

- [Do I need a dedicated GPS device if I have a smartphone?](#)
- [Can you trust your phone's GPS driving directions?](#)
- [Smartphone vs. Dedicated Car GPS \(PND\)](#)
- [The 7 Best Traffic Apps of 2019](#)
- [44 Google Maps Tricks You Need to Try](#)

LACS NOTICES

WELCOME ALL

Sylvia Davis, LACS Database Manager

New Members (0)

Renewals (0)



JOIN OUR MAIL LISTS

LACS members can join our lists by sending your name in the message body of an email from the address you want LACS to use to the list / lists you want to join:

PC@LACS+subscribe (at) groups.io

and/or to

LACSLIST@LACS+subscribe (at) groups.io

PC is for official LACS business.

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

LACS IS ON TWITTER

On **Twitter**, follow us at:

https://twitter.com/LA_CompSoc or click on this icon to see what's there.

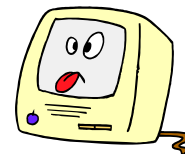


LACS WEBSITE

www.lacspc.org posts current and back copies of the color version of *User Friendly*, calendar information, and podcasts of most of the 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.lacspc.org. Click on **Member Forms** in the bar under the picture. Under **Membership Update**, select **Click Here** to select either the DOC or PDF form. Fill it out and bring it to a meeting, mail it, or email your changes to **membership (at) lacspc.org**.

LACS HAS JOINED MEETUP

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

Please join and **RSVP** for our general meetings - it's free. Go to <http://www.meetup.com/Los-Angeles-Computer-Society-and-Technology-Meetup/> or click on this icon. Then click on "Join Us."



LACS CALENDAR

January 2020
Bring on the New Year


General Meeting**Date:** Tuesday, January 14, 2020**Time:** 7:30 P.M.**Where:** Westchester United Methodist Church, Fellowship Hall.
8065 Emerson Ave. Westchester, L.A. 90045**LACS Board Meeting****Date:** Monday, January 6, 2020.**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 January.**

New SIGs can be created if there is sufficient interest and leadership. Please contact the board to make your wishes known and to offer ideas or help.

January 1: New Year's Day**January 6:** LACS Board Meeting**January 14:** LACS General Meeting**January 20:** Martin Luther King, Jr. Day**January 28:** Data Privacy Day**GENERAL MEETING PRESENTATIONS**

January 14: Windows 10 Intro and Walk-through by LACS member, Jim McKnight

Note: This schedule is subject to change. Check email, *User Friendly*, and the LACS website for updates, but mark your calendar now.

PODCASTS

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

USER FRIENDLY BACK ISSUES AND INDEXES

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

For indexes to past issues 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.

January 14E through I**February** J through N**March**O through S**April** T through Z

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	Hardware - 12	Photoshop - 17
Android Smartphones - 5	Linux - 11	QuickBooks -18
Apple devices - 15	Lotus Word Pro, Approach - 12	Quicken - 3, 5
Anti Malware and Backup - 5,12	Mozilla Firefox - 12	Thunderbird - 12
Digital Imaging, Editing - 8	MS Excel - 3, 5, 15	Utilities - 5, 12
Digital Photography - 8	MS Word - 3, 4, 10	Visual Basic - 13
Dragon Naturally Speaking - 4	MS Outlook - 5, 15, 17	Websites - 13
Genealogy - 5	MS PowerPoint - 15	Windows 5, 12, 16
Groups.io - 5	MS Publisher - 7	WordPerfect - 5
	Open Office - 16	Yahoo Groups - 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	2020	310-677-2792
Past President	Stanley Johnson	2020	424-216-6984
Vice President	Stephanie Nordlinger	2020	323-299-3244
Secretary	Marcia Jacobs	2020	310-838-1409
Treasurer	Gavin Faught	2020	310-346-2037
Director	Paula Van Berkom	2021	310-398-6734
Director	Newton Bernstein	2021	310-945-9111
Director	Charlotte Semple	2021	310-398-5052
Director	Howard Krivoy	2020	310-717-7465
Director	Mark Presky	2020	310-398-0366
Director	E. J. Rozek	2020	310-823-3811
Director	Open	2020	
APCUG Rep.	Leah Clark		310-677-2792
Car Pool Coordinator	Freda Sanders		323-230-3278
Change of Address	Sylvia Davis		323-293-5004
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		323-293-5004
Asst. Hospitality Chair	Open		
Membership Database	Sylvia Davis		323-293-5004
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Stephanie Nordlinger		323-299-3244
Assistant Program Chair	Open		
Publicity - Press	Mark Presky		310-780-3302
Publicity - Online Media	Stanley Johnson		424-216-6984
Quick Consultants	Leah Clark		310-677-2792
Webmaster	Paula Van Berkom		310-398-6734

Website www.lacspc.org**Voice Mail** 1-310-398-0366**E-mail** ContactUs (at) lacspc.org**Newsletter Editor** editor (at) lacspc.org**Webmaster** sitemaster (at) lacspc.org**Change of Address** membership (at) lacspc.orgThe **ContactUs (at) lacspc.org** address goes to our **president** and **vice president**.

If the message is for another officer or member, they will forward it to the correct person.
 To contact other officers, directors, leaders, or members directly, members may use our roster for phone numbers and e-mail addresses.

WINDOWS 10 HELPS WITH VISION PROBLEMS

By **Nancy DeMarte**, 2nd Vice President
Sarasota Technology Users Group, FL
STUG Monitor, September 2019

www.thestug.org

education (at) thestug.org

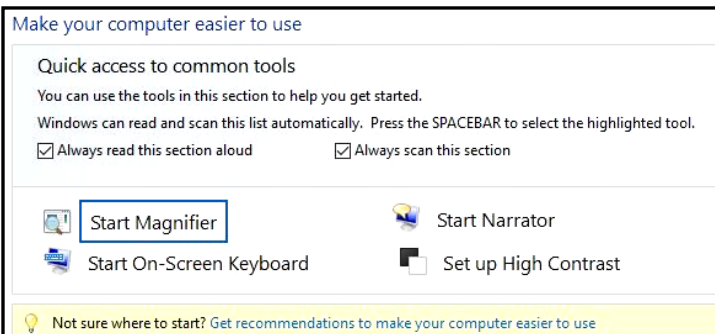
As we age, many of us find that our vision begins to deteriorate, making it difficult to read the computer screen. Windows has a long history of aiding users with this problem, but Windows 10 has increased the number of vision assistance features and made them easier to use. This article explores the vision tools located in the **Ease of Access Center** on the Control Panel.



Ease of Access Center

Type "Control" in the Windows Search box and click Control Panel > Ease of Access Center. If you intend to visit the Ease of Access Center often, you can save time by pinning it to the Start menu or Quick Access toolbar (located above the ribbon). To do this, open the Control Panel, then right click Ease of Access Center and click your choice of locations.

The vision section of Ease of Access has several tools. Some have so many options they can be confusing.



To help you begin, Windows 10 offers a survey which will help you know where to start, given your specific vision problems. (See the yellow box above.) Your answers will generate recommendations for which tools

will give you the most help. The four most popular tools are listed above the yellow box. Below the box is a partial list of settings that can be personalized. (See below) After a setting is selected and turned on, it starts up the next time you open the Ease of Access Center and stays on until you turn it off.

Explore all settings

When you select these settings, they will automatically start each time you sign in.



Use the computer without a display

Optimize for blindness



Make the computer easier to see

Optimize visual display



Use the computer without a mouse or keyboard

Set up alternative input devices



Make the mouse easier to use

Adjust settings for the mouse or other pointing devices



Make the keyboard easier to use

Adjust settings for the keyboard



Use text or visual alternatives for sounds

Set up alternatives for sounds



Make it easier to focus on tasks

Adjust settings for reading and typing



Make touch and tablets easier to use

Adjust settings for touch and tablets

Here are brief descriptions for some of the Vision tools featured in Windows 10:

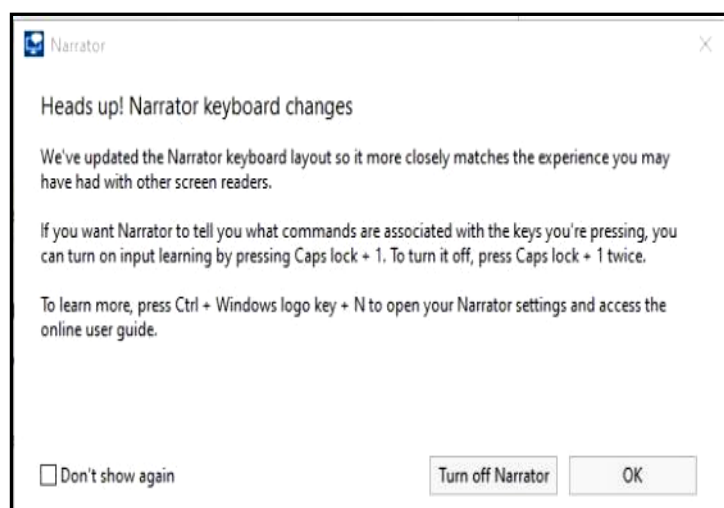
Magnifier can enlarge the contents of the whole screen, locate or dock the magnified text at the top of the screen, or create a magnifying lens which you can move with a mouse or touch to magnify specific sections of the screen. To turn on Magnifier, hold down the Windows logo key and press the + key. To turn it off, hold down the Windows logo key and press the Esc key. Magnifier has many optional settings. It is usually safer to stay with the default settings until you find you need to change one.

High Contrast makes text or graphics easier to see by emphasizing their difference. For example, a black background with white or light-colored text might be easier for some people to read. Others might prefer a white background with black text. To turn high contrast on or off,

hold down the Shift and Alt keys on the left side of the keyboard and press the Print Screen key (PrtScr) on the top row of the keyboard.

Narrator is a screen reader. After you choose a male or female voice, Narrator reads aloud everything on the screen and can describe the content of videos (Audio Description).

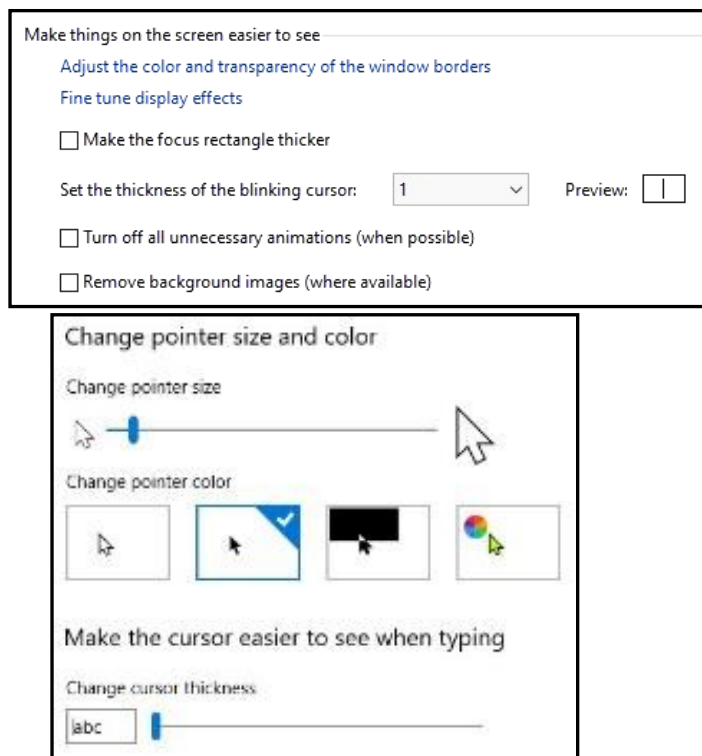
Narrator is easy to turn on and off from Ease of Access Center or by typing Narrator in the Search box. Adjustments can be made to the reading speed. You will need speakers to use this tool. Some recent changes made to Narrator are explained in the box below:



On-Screen Keyboard is a keyboard which appears on the screen with a black background and white characters. This keyboard option may be easier for some users to see. It can be used with a mouse or touch if you use a touch screen computer.

Display includes tools to make your screen easier to read. Use the slider to change the text size or brightness of the display. A few other settings are shown in next column:

Cursor and Pointer lets you choose the size and color of the mouse pointer and cursor. This is a good option for those who have trouble finding the pointer on the screen. More settings for a mouse pointer can be found in the Control Panel in "Mouse".



Color Filters are options for those with color blindness. Choose between grayscale or various color groupings until you find one that makes it easier to see photos or colored graphics.

Speech Recognition: If you have your PC connected to the Internet and have turned on 'speech recognition' in the Control Panel, your computer will type your words as you speak them. You must also turn on the computer's microphone. To do this, type 'microphone' in the Search box. As of now, speech recognition includes six languages.

Cortana: Microsoft's digital assistant, Cortana, is an easy-to-use shortcut to many types of tasks, such as opening an app, sending an email, and answering questions. Just turn on Cortana by typing her name in the Search box and talk to her.

Not all the tools described here are found in Ease of Access. Type a tool's name in the Windows Search box to find it. Most of the accessibility tools have a "Get Help" link to click if you need assistance. If you need even more help, talk to Cortana. ❖

APPLE APP: YOU SEEM TO HAVE AN ASSISTIVE TOUCH, YEAH

A review

By **Frank Petrie**

YMP NOW, September 2019

<https://ympnow.com>

Recently Apple acquired **Workflows**, added some features, cleaned it up, and Voilà! - **Siri Shortcuts**. But I stumbled across a few articles that showed me an additional plethora of shortcuts that can be had in iOS using an additional method. That's **AssistiveTouch**, which perfectly dovetails with Siri Shortcuts.

As you command Siri Shortcuts via your voice, you order AssistiveTouch to do your bidding with your fingers. It's just that simple and I've found that it can perform several actions that I have found irksome to do.

You access AssistiveTouch in Settings > General > Accessibility. Scroll down a little and click on AssistiveTouch to turn it on.

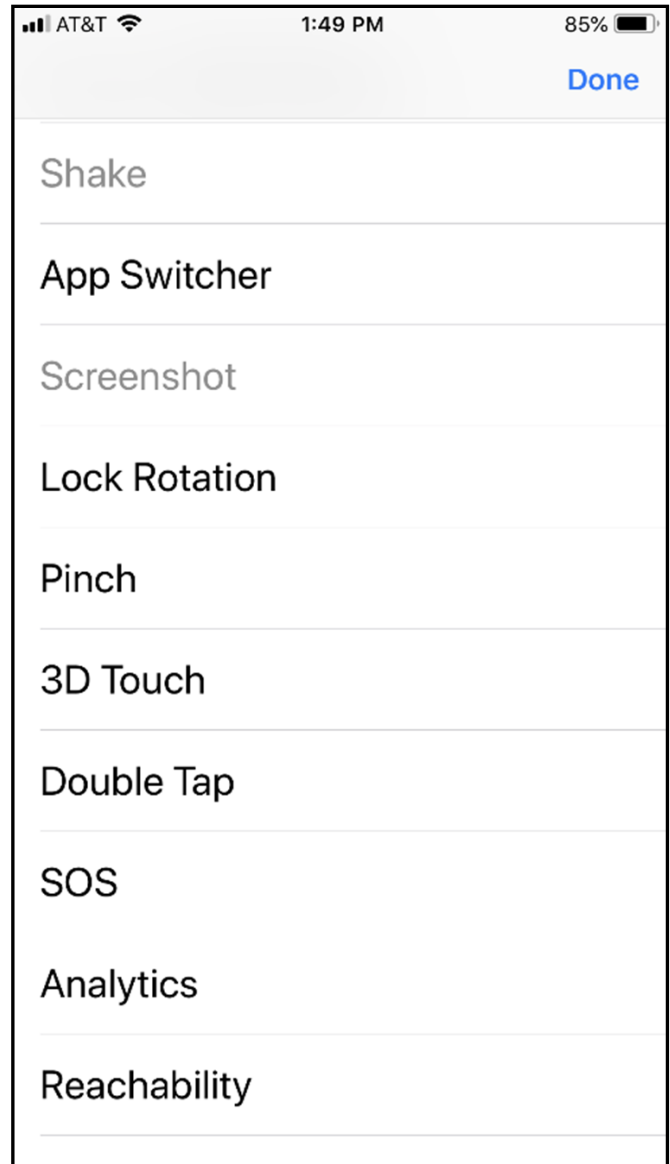
When you click on the bar, you're presented with a base configuration of six commonly used actions. You can stay with the preset actions or personalize it to your needs. Click on the "Customize Top-Level Menu" bar and you can work its magic.

The preset screen has six buttons. But you can either lessen the number or increase it. It's accomplished by touching the '+' or '-' buttons at the bottom of the screen. (See page 15.)

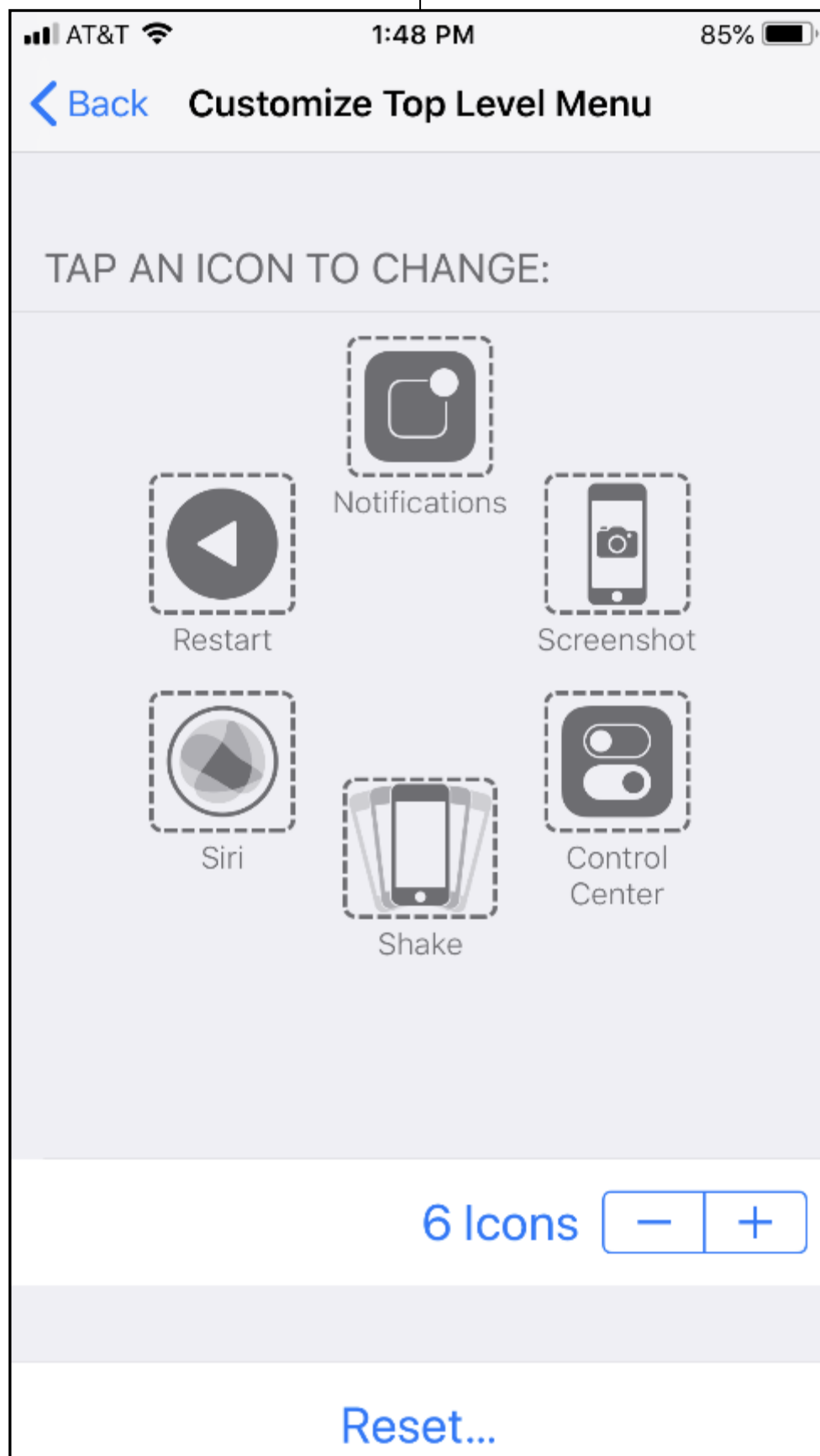
To change a function, tap on its icon. This will present you with a screen with roughly two dozen functions to choose from that run the gamut of actions you might wish to execute regularly or find obnoxious to do. Choose the function(s) you desire, click Done, and it will replace the current functions in the box.

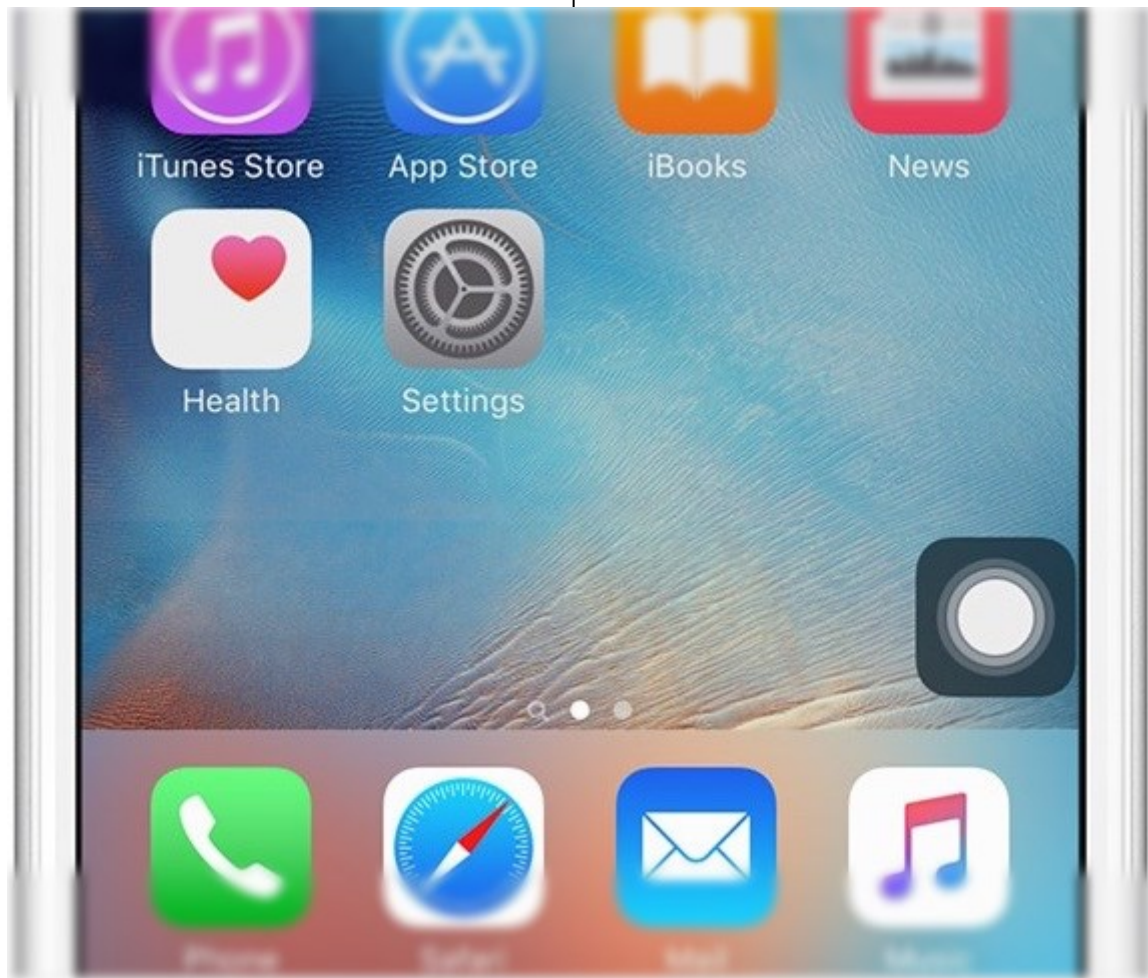
Among the selections are: Lock Screen, Mute, Pinch, 3D Touch, SOS, Analytics, Pay, and many others. And you're not

limited to Apple's presets. You're free to create your own. Again navigate to AssistiveTouch and click on Create New Gesture. You can create a series of taps or swipes and combine them into one gesture!



To navigate using AssistiveTouch, you will find a round button encased in a square. You can drag it to anywhere on the perimeter of your screen. In certain instances, I've found that with some apps it will move itself if it's covering a button. Click on the button and your selections are presented.





Personally, I immediately replaced two of the boxes with functions I find a real pain - Restart and Undo.

To Restart the iPhone 8+, you must press the Volume Up button, then the Volume Down button, then press and hold the Power button until the Apple logo appears. With AssistiveTouch, I merely tap the Restart button and all of this is performed electronically. No more dexterous gymnastics.

Another pet peeve I have solved is Shake, which is iOS's equivalent to \square -Z (Command + Z.) Instead of shaking the iPhone to erase what I've just typed (and it normally only works about half of the time), all I need do now is push the Undo button and the offending passage is removed immediately. (Supposedly, Apple will incorporate this as a feature in iOS 13.)

Basically, I've used AssistiveTouch to replace any action that requires me to physically utilize the iPhone's buttons. I've chosen screenshot, which captures your screen sans AssistiveTouch's on screen box (and that's how I captured some of my screenshots for this review).

You can set-up Custom Actions. Choose from: Single-Tap, Double-Tap, Long Press, and 3D Touch. For example, I have set 3D Touch to take me back to my Home Screen and Long Press to start Restart. As with choosing your gestures, you have a multitude of choices for your custom actions.

Using Siri Shortcuts and AssistiveTouch reminds me of a joke by Jay Leno. As he's driving, the car in front of him keeps slowing down and speeding up. The result: the lead car gets through the yellow light and he's stuck at the

red light. He becomes aggravated and screams, "Who are you to waste 20 seconds of my life?"

I'm using both apps in most cases to accomplish something by touching one button instead of two or three. Definitely a first-world problem.

Yet, if I can make accomplishing something as simple as me, I'm there. AssistiveTouch definitely saves me difficulty when I'm operating the iPhone's physical buttons. But, to be honest, if I can accomplish something with a single touch ...

Give it a bash. ❖

HOW GOOGLE CALENDAR CAN KEEP YOU FROM MISSING AN EVENT BY SETTING YOUR DEFAULT NOTIFICATIONS.

By **Jim and Chris Guld**, Geeks on Tour
Geeksontour.com, December 6, 2019



Don't you just hate it when you see your friends, and they say, "Where were you last night? We missed you at the party."

When the only reason you missed it was that you forgot!

I've been using Google Calendar to notify me of upcoming appointments ever since I started using a smartphone, and yesterday I found it especially useful. I want to make sure that all of you know how to set the default settings so that you get a notification before any upcoming event.

I had completely forgotten about my Yoga class at 10:30. I also completely forgot about a dinner party we were going to at 6:00 pm. Because of my default settings in Google Calendar, I get a ringing automatic notification an hour before any appointment. Whew! I made it just in time. Thank you Google Calendar!

You can even set your default to give you two notifications if you want, like one at 2 hours and another at 1 hour before any event entered in your calendar. Here's how.



- Open Google Calendar (on Android or iOS – just make sure it is the Google Calendar, not Apple or Samsung.)
- Tap the 3-line menu at top left
- Scroll down and tap on Settings
- Tap Events (under your account)
- Tap Notifications
- Select your choice

You're done, just tap the Back arrow at top left ❖

January						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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>

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LAUGHING OUT LOUD

New Years Resolutions for Web Addicts

- I will have a cup of coffee in the morning and read my newspaper like I used to, before the Web.
- I will eat breakfast with a knife and fork and not with one hand typing.
- I will get dressed before noon.
- I will make an attempt to clean the house, wash clothes, and plan dinner before even thinking of the Web.
- I will sit down and write a letter to those unfortunate few friends and family that are Web-deprived.
- I will call someone on the phone who I cannot contact via the Web.
- I will read a book...if I still remember how.
- I will listen to those around me and their needs and stop telling them to turn the TV down so I can hear the music on the Web.
- I will not be tempted during TV commercials to check for email.
- I will try and get out of the house at least once a week, if it is necessary or not.
- I will remember that my bank is not forgiving if I forget to balance my checkbook because I was too busy on the Web.
- Last, but not least, I will remember that I must go to bed sometime ... and the Web will always be there tomorrow!

FINANCIAL REPORT

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

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

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Associate members are those who live in the same household or work at the same address as a regular member; they do not receive their own subscriptions to *User Friendly*, but may read it on the LACS website. **Students** must prove full-time status.

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

— **Monthly Newsletter**
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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 Group Mail List. Send your questions by e-mail to lacslis (at) lacs.groups.io

— **Receive important news** and announcements via *User Friendly* and LACS's 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.

— **Virtual Technology Conferences**

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

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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
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.

