

User Friendly

LACS
A Computer and
Technology
User Group

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ROSTER ENCLOSED

See note on page 2

APCUG EVENTS

March 24, 9:00 AM

Backing Up Workshop

LACS IS A MEMBER OF APCUG

www.apcug2.org

www.facebook.com/APCUG

www.twitter.com/apcug



An International
Association of Technology
and Computer User Groups

MARCH 9 GENERAL MEETING

MEETING TIME: 7:00 – 9 PM – Via Zoom

6:30 to 7:00: Socializing and Questions & Answers

Topic: **What Will 5G Mean for You in 2021?**

Speaker: **Ron Brown**, APCUG Speakers Bureau

In 2021 5G phones and fixed base 5G will roll out across the USA and Canada. All major cell phone carriers are upgrading their services to 5G. What does this mean for you? Is 5G ready and should you consider upgrading your phone? What are the advantages and limitations of 5G? The wireless companies are also promoting services called Fixed Base 5G for Television service and the Internet. How does this compare to existing technology and should you sign up? Q & A.



Meet Our Presenter

Ron Brown is a retired technologist. He was a Canadian Flight Surgeon and then started a family medical practice on Vancouver Island. Ron wanted an electronic office and bought an interest in a start-up software company in Calgary that made an Electronic Patient Record. As his family practice grew, so did his software company. For 20 years, he traveled across Canada and the U.S. giving papers at many conferences.

Ron retired, sold his medical practice and other business interests, and bought a 5th wheel trailer. He and his wife traveled full time for two years. They bought a home in the Silveridge RV Resort in Mesa Arizona. Ron is program director for the resort's 200-member computer club. He loves technology and spends his spare time doing presentations. He spoke to us in 2020 on "Saving Your Life with Wearable Technology" Parts I and II.

Tuesday, March 9, 7:00 - 9:00 PM

This meeting will be conducted via Zoom

6:30 - 7:00 Social Time and informal Q & A

More info: 310-780-3302

Guests may apply for the Zoom link by email to editor (at) lacspc.org

FROM YOUR PRESIDENT / EDITOR

LACS Roster

Members in good standing are receiving an updated LACS roster in the center of this issue. Please put it in a safe place where you can refer to it if you want to get in touch with a member. It will not be in the online version. Those who receive *User Friendly* digitally will receive a paper copy of the March issue.

Openings

LACS has openings for two directors and for a member or two to help with publicity.

Jere's Tech Tips

On the APCUG website, www.APCUG.org, Jere Minich has listed many helpful hints for using our computers. We are members of a computer user's group because we want to use our technology as efficiently as we can and to continue to learn. Here are a few of his tips that were shared in the Winter 2021 APCUG Reports.

How To Quickly Resize Multiple Images quickly on Windows 10? With Microsoft's PowerToys utility, you can do it directly from File Explorer with a right-click—no need to open an image editor. Here's how to set it up and use it. How-to Geek will help you here.

<https://bit.ly/3rycXTB>

Find an App by Its First Letter on the Windows 10 Start Menu – If you use the Start menu on Windows 10, it can be annoying having to scroll through a ton of apps to get to the one you want to open. A feature you might not know of is the ability to find an app easier by pulling it up by its first name. <https://bit.ly/37GmJvh>

IN MEMORIAM

Jordan Vincent Burkart

December 7, 1935

to

January 31, 2021



Jordan had been a member of LACS for many years. He was always friendly and fun to talk with at the general and special interest group (SIG) meetings. We will miss him, and we give our condolences to his family.

He grew up in Texas and graduated from SMU with a degree in geology. He served in the Navy, then earned a MBA from Harvard Business School. In 1963 he moved to Los Angeles to begin a career in finance.

Jordan loved reading – particularly books on WWII. He remembered Pearl Harbor happening on his sixth birthday. After retiring he took great pleasure in researching his family's history, compiling mountains of genealogical records.

Jordan is survived by his wife of 51 years, Marcia, along with his daughter, Ashley, and son, Fritz, and four grandchildren.

A celebration of his life will be held later this year. In lieu of flowers, donations in his memory may be made to the Clark Library Chamber Music Series. ❖

From the Los Angeles Times on Feb. 21, 2021.

6 MOST COMMONLY CONFUSED COMPUTER TERMS – Ah, the mystical world of computer terminology. It's not uncommon for people to confuse computer terms. Let's face it, they can often be inherently confusing. Here is an explanation of the differences between six commonly confused computer terms: <https://bit.ly/2W7CZhY>

GENERAL MEETING REPORT

February 9, 2021

How and Why To Backup Your Hard Drive

Speaker: **Judy Taylour**

Santa Clarita Valley Computer Club

APCUG Speakers Bureau

By **Leah Clark**, LACS Editor and President

March 31 is World Backup Day — Don't be an April Fool.

Having a good backup strategy can help you avoid losing all your hard work and memories. Grinding noises and beeps may indicate hard drive failure, losing everything. Viruses can target specific files, or they can erase an entire drive. A good backup plan can give you peace of mind. You need to have a backup that is not kept plugged into your computer, and you need to test your backup and save at least one copy offline.

BUZZWORDS

Backup: A copy of your data stored on your hard drive

Full Backup: Use after buying a new computer or installing a new hard drive

Incremental Backup: Copies newly created files

Differential Backup: Copies new and changed files

External Hard Drive: A storage device located outside of a computer, connected through a USB cable

Cloud Backup: A service to back up your data over the internet to a remote location.

Online Synchronization: Works like Cloud backup, OneDrive, Google One, DropBox

Drive/System Image / Full Backup:

Complete copy of everything on your hard drive — OS settings, Boot sector files, Drivers for hardware and software that let your computer talk to printers, external hard drives, video cards, etc. Restores system to look exactly like it was at the time of the backup.

For backing up your entire hard drive, **Clonezilla** has been recommended. It is a disk imaging/cloning program similar to True Image or Norton Ghost. It saves and restores only used blocks in the hard disk, and it is free and open-source.

BACK UP 3-2-1 RULE

3 different copies of your files, saved in three different drives or locations, one copy on the device you are using

2 different types of storage, external hard drive and cloud

1 copy stored off-site, e.g. on an external drive or CDs.

WHAT TO CONSIDER IN CHOOSING A BACKUP APP

- Ease of setup
- Cost
- How quickly your data can be backed up
- The security of your data
- Ability to restore and recover your data quickly
- Mobile and tablet apps to access your data

WHAT TO USE FOR BACKING UP

Use a USB 3.0 or an USB-C connection; Judy prefers Seagate. It must be larger than your internal hard drive, at least two TBs. For backing up to the cloud, Tom's Guide rates iDrive the best, Backblaze the easiest, and Acronis powerful and versatile. These are also rated highly by PCMag and Windows Central. Judy gets an email summary from iDrive every night.

You can do Online Synchronization with OneDrive with free unlimited storage with Office 365. Others like to synchronize with DropBox. With OneDrive and DropBox, your documents can be accessed from any place in the world. Google Drive is now Google One. EaseUs, Aomei, and Macrium Reflect are also recommended.

Acronis, iDrive, OneDrive, and Google One are recommended for backing up to a disk. You can back up with Windows 7. Windows 10 has File History, which copies your data each time they change. Type “File History” in the search box, and click on “Backup Settings.” Chose the external hard drive you wish to use. Choose how often to back up your files, how long to keep the backups., and what to back up.

Backing up your phone

You need to back up your phone because of theft, hardware failure, a malicious attack, or data loss by mistake. There is an Android Backup Tool; it’s easy to use. This backs up to your computer’s hard drive and then to the cloud or your external hard drive. For your iPhone, enable iCloud backups. Schedule it or do it manually.

Judy opened the meeting for questions, and attendees discussed other concerns. Judy stressed the importance of having a password manager and designating someone to know how to access your records if you are not able. I hope everyone made a resolution to back up and will follow through — before it's too late. ❖

VIRTUAL TECHNOLOGY CONFERENCE

February 13, 2021

By Leah Clark, LACS

Make an Informed Decision When Buying a 2021 Printer

Ron Brown, Silvercom Computer and Technology Club, APCUG Speakers Bureau, *Tech for Seniors*

Ron gave us an excellent presentation with information on different printers and what to look for when buying a printer, along with many handy hints. There is much more to consider than I ever realized. He described the functions and differences between inkjet and laser printers.

He recommended scanning with your phone and not buying a printer with an included scanner. He leaves photo printing to the pros like Costco, Walgreens, CVS, or Walmart.

Inkjet printers need to be used weekly, or the print heads clog up. They don’t do well in hot weather. Keep them plugged in and turned on, even when you're away. Cartridges are expensive. Other choices are the Ecotank printer which have bottles of ink, and ink subscription services.

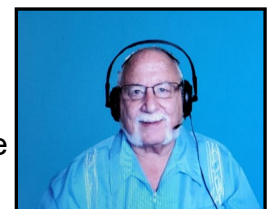
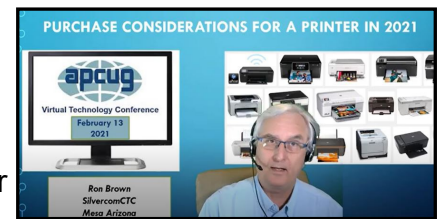
Laser printers are an excellent choice if you only need black and white. You fill a reservoir with a dry powder, so the temperature or printing amount is not a concern, and it lasts a long time. The printers are inexpensive, but color toner is costly. Ron likes the Hewlett Packard Laser Jet printer; Brother is also good. They are fast and quiet with your phone or PC.

Ron shared many more tips. He plans to have it on YouTube soon.

Use the Windows Tips App

Hewie Poplock, Central Florida Computer Society, Sarasota Technology Users Group

Hewie took us on tour through the **Tips App**, which is included in Windows 10. Type “Tips” in the search box to see 21 categories of tips. Each one has up to 12 separate “Cards,” with instructions for doing many tasks. Hewie demonstrated many of them. They include activities like pinning a website to your taskbar, using templates, emergency preparation, children’s activities, family history templates, changing tile settings in the Start menu, viewing update



history, a quick start guide, tips for Office programs, keyboard shortcuts, typing alt-key symbols, emojis, email tips, and much more useful help. We need to go through them gradually to see what will benefit us.

How to Use CCleaner for More than Cleaning Your Hard Drive

Bob Gostischa, Avast Evangelist

Bob pointed out that we can put a portable version of CCleaner onto a flash drive to use on other devices.



Always do a custom install. You can create a desktop icon to run CCleaner quickly.

Here is a list of some of the things CCleaner can do for you.

- Clean the registry — Always back up before making changes.
- Uninstall and repair programs
- List all programs on your computer
- Update software
- Control Startup and schedule tasks
- Manage plugins
- Analyzer your disk — What's taking up space
- Find duplicates
- Manage system restore points
- Wipe your drive so that deleted data is not recoverable

These three presentations were worth my time — I learned new things from each of them. I thank all those at APCUG who make these Virtual Technology Conferences possible. ❖



ONLINE SELLING, PART 5

By **Mark Presky**, LACS Director

This is a continuation of my Selling Online discussion in the previous issues in 2020.



When negotiating, one will often be offered less than the listing price. Don't give away your item, just to make a sale. Often, waiting and renewing a listing (perhaps many times) will result in better offers. But then again, that one offer may be your only one for months. I do this for fun, and part of the fun is receiving what I believe to be a reasonable price, based upon comparable sales and asking prices for similar items. I want a 'reasonable' reward for my time and effort. People will frequently offer 40%-50% of what you ask to see if you'll accept. And then sometimes they'll not bother to complete the sale after you agree to their offer. Don't take it personally. They may have decided that they don't need the item, or have decided that they don't like the color (despite that being shown clearly in the provided photos), or their kid is sick, or they had to work overtime at work and didn't have time to complete the sale. Or they simply bought a similar item from someone else. I've had people call me weeks after they informed me that they want an item, to arrange for its pickup, with any number of excuses. (Of course, they could have taken 30 seconds to contact me in the meantime.)

I once asked \$20 for a used Panasonic fan. A \$10 offer was received. I turned down the offer. The guy was surprised that I would 'dicker' over \$10. He was what I call a "bottom dweller." Perhaps he was planning to resell it. This occurred in May. I told him that by July I could ask for and receive \$25. Sure enough, in July of that year, I relisted the fan and received \$25 one day later.

Unless the buyer finds an item defect I didn't

notice, I generally don't negotiate prices when I meet with him/her. Some individuals will try to negotiate when they meet with you to pick up the item. Accepting a reduced price at that point is your choice.

I feel that if a buyer has taken the trouble to find your meeting place – he/she does not intend to leave empty-handed. But sometimes that happens. A few months ago, I had a buyer who was not certain that he wanted an item and negotiated a slightly lower price in front of my house, only to decide that he didn't want the item at the reduced price he had just negotiated.

After listing your item for a given asking price for weeks or months, you may decide to lower your asking price – or to raise it. I once listed a nice exercise bike for most of a year, and then I raised the price \$20 on a whim, and it sold. Was it that a higher price had persuaded the buyer that the item was of higher quality, or simply timing? Had I finally connected to the right buyer at the right time?

Obviously, lowering an asking price will attract more potential buyers. But one has to decide whether receiving less for an item is acceptable. How much time did you spend cleaning up and repairing your item? One might just want to get rid of an item after several weeks of relisting. I highly recommend not being emotionally attached to sale items. Usually, one just wants to get rid of them, turning them into cash. Remember, they are just things.

One wants buyers to enjoy the sales process with you. Sales transactions should be beneficial to both parties. I've experienced sales where a happy buyer was interested in additional items I had for sale or provided me with contact info for selling similar items. A few dollars less from someone nice is much better than an unhappy experience. The buyer might become a new friend or even become the love of your life. ❖

WHY ARE THERE SO MANY INTERNET JERKS?

By Leo Notenboom, AskLeo.com

Is the internet turning people into jerks? The internet and social media aren't necessarily creating more jerks, but they're definitely giving existing jerks a bigger audience with more visibility. It seems like there are more than ever, but they've probably been there all along.

With all that visibility, it's easy to overlook everyone else: the grateful, respectful people helping one another. Since they're less noisy, it may seem otherwise, but they overwhelmingly outnumber the jerks. I'm using the term "jerk" as a catch-all for any number of descriptive and colorful words. I'm sure you can think of a few ... I know I did. Feel free to replace "jerk" with whatever term comes to mind.

In my opinion, the internet hasn't created as many jerks as it's simply uncovered them, especially in recent years. There have always been jerks, certainly before the internet and probably before civilization itself. There was probably some caveman who pointed a finger and yelled, "Zug Zug!" when his hunting buddy tripped over a rock and impaled himself on his spear. That caveman lives on today in social media and email discussions and webpage comments.

It's not new. It's nothing special. It's just that these days, jerks have a much larger playground on which to show themselves. More people see 'em. If it seems like there are more jerks around, one reason is that we're exposed to more of them than ever before. The playground that is the internet not only gives jerks a place to be jerks, but it gives them something else: an audience. A huge audience. And many jerks thrive on that. It encourages their behavior. And we, as that audience, simply see more people being jerks than ever before. Not because there

are more of them, but because we now see more of them.

For example, in the past, jerks might have been filtered out by newspaper or magazine editors, or they just didn't have the opportunity to express their jerkiness to the world. Today, everyone's a publisher, everyone's a critic, and anyone can post whatever they like without negative consequences, and often anonymously. There aren't that many more jerks. We're just seeing more of the ones that have always been around.

There's something else that could be happening. With more jerks visible, the internet may be giving more permission by making "jerkiness" more socially acceptable. People see other people being jerks and getting away with it, so they start acting like jerks themselves. I think rather than having created a jerk, the internet has instead exposed or magnified one that was there all along. Perhaps seeing other people acting like jerks allows one's pre-existing inner jerk to come out. Perhaps it's some of both.

I know reading comments on YouTube on any contentious topic can make you start to wonder about humanity in general, and whether we even deserve to live on this planet. Regardless of where they come from or how long they've been around, there are most assuredly jerks out there.

But you know what? There are awesome people, too. In fact, there are way more awesome people than there are jerks. What I see much more often than jerks are people who are grateful, people who are respectful, people who are helping one another, and people who can disagree without resorting to acting like schoolyard bullies or my example caveman. I see them in my inbox, in my comments, on Facebook, and everywhere else. Like what I call "the bad news problem", jerks get the headlines. But in reality, however many there are, they're in the minority. They're just louder.

Don't feed the jerks. I probably don't have to tell you to not be a jerk and to treat everyone with respect. You already know that behind every comment, post, and question is a real live human being with problems, struggles, and issues, just like you and me. They deserve our respect.

What I do think is important to mention is what not to do when you encounter a jerk. Don't be a jerk in response. That'll only encourage 'em. Don't feed the jerk. I go either of two ways (and I recommend you do the same). I ignore the vast majority. As I own a platform on which they sometimes appear, I make them go away (deleting comments and whatnot) and do so with minimal regret. Sometimes, as with our Facebook friend above, I'll call them on it. Not in an abusive way (however tempted I might be), but in a way that may remind them there's a real live human being to whom they're "speaking." Sometimes a reminder is all they need. And sometimes, it's we who need the reminder: while there may be jerks out there, there's way more awesomeness. Just keep your eyes open and watch for it. ❖

TECHNOLOGY TRIVIA

Compiled by **Leah Clark**, LACS

- Only about 10% of the world's currency is physical money, the rest only exists on computers.
- There are more than 5,000 new computer viruses released every month.
- If there was a computer as powerful as the human brain, it would be able to do 38 thousand trillion operations per second and hold more than 3,580 terabytes of memory.
- Average persons normally blink 20 times a minute, but when using a computer they blink only 7 times a minute. ❖

LACS NOTICES

WELCOME ALL

Gavin Faught, LACS Treasurer

New Members (0)

Rejoined (1)

Mary Chiu

Renewals (12)

Kent Francisco**

Michael Napol

Allan Greenburg

Elliot Silverstein

Marcia Jacobs

James Somerville

Bruce Lane*

David Speer

Robert McDonald

Roger Wagner

Jim McKnight

* Contributor

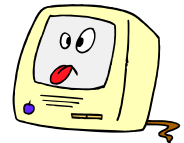
Penny McKnight

** Benefactor



FIX YOUR PC FOR FREE?

LACS Member and presenter, **Jim McKnight**, has an open offer to LACS members to diagnose, repair, disinfect, or upgrade members' PC's for free.



There are certain limitations to Jim's offer, so see the details by clicking the "Fix my PC for Free?" link at www.jimopi.net.

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

JOIN OUR MAIL LISTS

LACS members can join one, or both, of the lists shown by putting just their name in the message body of an e-mail to each of the lists they wish to join from the e-mail address they wish LACS to use. It's highly recommended to join both lists.

- **PC@LACS+subscribe (at) groups.io**
- **LACSLIST@LACS+subscribe (at) groups.io**

PC is for official LACS business only.

Lacslist is for any other computer or technology – related messages and questions.

New members will no longer be automatically added to the mail lists. They will receive one invitation to join each list; they must respond quickly or follow the above instructions.

If you have any problems or questions regarding joining the lists, please contact Stephanie Nordlinger: [nordlacs\(at\)aol.com](mailto:nordlacs(at)aol.com).

HYPERLINKS

Note that underlined text (blue in the colored editions) in User Friendly usually indicates it's a hyperlink to a website. Click on it.

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, email your changes to **membership (at) lacspc.org**, or mail it to LACS, 11664 National Blvd. #343, Los Angeles, CA 90064-3802.

ATTENDING A ZOOM MEETING

You should receive, via email, a link, Meeting ID, and Passcode to attend the LACS general meetings a couple of days before the meeting. Please let Leah Clark know the morning of the meeting if you don't have it.

You can put an icon to the link on your desktop so it's handy at meeting time.

1. Right-click a blank spot on your desktop.
2. Select **New** from the drop-down menu.
3. Select **Shortcut**.
4. Type or copy and paste the link in the box that says "Type the location of the item."
5. Click **Next**.
6. Type a name for the shortcut.
7. Click **Finish**.



LACS Board Meeting

Date: Monday, March 1, 2021 via Zoom

Time: 7:00 P.M. (Open from 6:30 P.M.)

Where: At your home via Zoom

General Meeting

Date: Tuesday, March 9, 2021 via Zoom

Time: 7:00 P.M. (Open from 6:30 P.M.)

Where: At your home via Zoom

March 1: **LACS Board Meeting**

March 9: **LACS General Meeting**

March 14: Daylight Savings Time Begins

March 17: St. Patrick's Day

March 24: APCUG Backing Up Workshop

March 27: Passover Begins

March 28: Palm Sunday

March 31: World Backup Day



VISIT OTHER COMPUTER USER GROUPS

Check out the URL below for information for visiting other user groups' Zoom meetings and for a lot more ideas for using Zoom and managing dealing with the stay-at-home restrictions.

<https://apcug2.org/tech-things-to-learn-while-sheltering-in-place/>

GENERAL MEETING PRESENTATIONS VIA ZOOM

March 9: What Will 5G Mean for You in 2021

April 13: The Fundamentals of Microsoft Word 365

Due to the pandemic, our future presentations may be uncertain. Check email and *User Friendly* for updates.

ZOOM MEETINGS

To join an Zoom meeting, click on the URL on the invitation you will receive via email before the meeting and follow the prompts.

Contact Leah Clark, leahjc (at) sbcglobal.net, if you have any questions, or if you don't receive the link by the morning of the meeting day. Please enter before the meeting starts in case problems need to be solved and to ask questions. We want the meetings to start on time.

PODCASTS & ZOOM RECORDINGS

To listen to the podcasts of most of our past in-person general meetings, go to <https://www.lacspc.org/category/audio-files/>.

Click on the session you want to hear. **LACS members will receive links to the recordings of Zoom meetings via email.**

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/>

To find a specific article or topic, use the search box on the top right.

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. - 10
Android Smartphones - 8
Apple devices - 11
Anti Malware and Backup - 7, 8
Dragon Naturally Speaking - 3
Genealogy - 8
Groups.IO - 8
Hardware - 7

Linux - 4
Lotus Word Pro, Approach - 7
Mozilla Firefox - 7
MS Excel - 8, 11, 12
MS Word - 1, 3, 12
MS Outlook - 8, 1, 10
MS PowerPoint - 11
MS Publisher - 2
Open Office - 6

Photoshop - 10
Quicken - 8, 12
Thunderbird - 7
Utilities - 7, 8
Visual Basic - 5
Websites - 5
Windows - 6, 7, 8
WordPerfect - 8
Zoom - 2, 9

Number	Name	Preferred Phone for Calls	From	To
1	Beckman, Loling	310-471-7893	10:00 AM	6:00 PM
2	Clark, Leah	310-677-2792	7:00 AM	5:00 PM
3	Hershman, Irv	310-397-9453	11:00 AM	11:00 PM
4	Hughes, Bill	424-259-1818	Any	Any
5	Ialongo, Gilbert	310-641-7906	9:00 AM	5:00 PM
6	Johnson, Carol	310-372-8535	10:00 AM	9:00 PM
7	McKnight, Jim	310-823-7829	8:00 AM	7:00 PM
8	Nordlinger, Stephanie	323-299-3244	9:00 AM	5:00 PM
9	Presky, Mark	310-780-3302	Any	Any
10	Rozek, E. J.	310-823-3811	Noon	8:00 PM
11	Van Berkomp, Paula	310-398-6734	9:00 AM	5:00 PM
12	Wilder, Joan	310-472-8445	9:00 AM	9:00 PM

OFFICERS, DIRECTORS AND LEADERS

Title	Name	Term	Telephone
President	Leah Clark	2021	310-677-2792
Past President	Stanley Johnson	2021	424-216-6984
Vice President	Stephanie Nordlinger	2021	323-299-3244
Secretary	Marcia Jacobs	2021	310-435-1457
Treasurer	Gavin Faught	2021	310-346-2637
Director	Newton Bernstein	2021	310-945-9111
Director	Open	2021	
Director	Paula Van Berkomp	2021	310-398-6734
Director	Howard Krivoy	2022	310-717-7465
Director	Mark Presky	2022	310-780-3302
Director	E. J. Rozek	2022	310-823-3811
Director	Open	2022	
APCUG Rep.	Leah Clark		310-677-2792
Car Pool Coordinator	Freda Sanders		323-230-3278
Corporate Counsel	Stephanie Nordlinger		323-299-3244
CCSC Computer Lab	Loling Beckman		310-471-7893
Database Manager	Sylvia Davis		323-293-5004
Greeter	Freda Sanders		323-230-3278
Assistant Greeter	Penny McKnight		310-823-7829
Groups.IO Lists	Stephanie Nordlinger		323-299-3244
Hospitality Chair	Sylvia Davis		323-293-5004
Newsletter Editor	Leah Clark		310-677-2792
Program Chair	Stephanie Nordlinger		323-299-3244
Publicity – Press	Mark Presky		310-780-3302
Publicity – Online Media	Open		
Quick Consultants	Leah Clark		310-677-2792
Webmaster	Paula Van Berkomp		310-398-6734

Mailing Address 11664 National Blvd., #343, Los Angeles, CA 90064-3802

Website www.lacspc.org

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Voice Mail 1-310-780-3302

Webmaster sitemaster (at) lacspc.org

E-mail ContactUs (at) lacspc.org **Change of Address** membership (at) lacspc.org

The **ContactUs (at) lacspc.org** address goes to our president and vice president.

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

E-BOOKS

By **Dick Maybach**

Brookdale Computer User Group

www.bcug.com

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Although still small in comparison to print versions, the market share of e-books is growing, <https://en.wikipedia.org/wiki/E-book>. In particular, the printed technical manual is disappearing. When you purchase equipment, the printed material covers little more than its power switch and the URL where you can download detailed information. If open-source software has a manual, it's available only on-line or as a downloadable e-book. Not surprisingly, the largest commercial e-book vendor is Amazon, and Barnes & Noble also has a substantial stock. Many print magazines are also available in lower-cost electronic form.

There are many good sources of free literature. Project Gutenberg, <https://www.gutenberg.org/>, has an extensive selection of classic books. The Internet Archive, <https://archive.org/index.php>, has free books, software, music, and movies. Open Textbook, <https://open.umn.edu/opentextbooks/>, as its name implies, has textbooks, most contributed by college faculty trying to lower the cost of education. Some organizations publish good e-zines covering topics they support, for example, the MagPi, <https://magpi.raspberrypi.org/>, covering the Raspberry Pi, and Full Circle Magazine, <https://fullcirclemagazine.org/>, on Ubuntu Linux. Finally, don't overlook your local public library.

E-book media can have several formats, https://en.wikipedia.org/wiki/Comparison_of_e-book_formats. The Portable Document Format (PDF) is popular, especially for manuals. It suffers from the disadvantage that line lengths are fixed, making the material awkward to read on small screens and difficult for those with impaired sight. True e-book formats, such as EPUB, are more flexible.

Unlike PDF, they aren't images of printed pages, but just their contents plus embedded formatting commands that the reader software uses to set the displayed font sizes and line breaks. There are many variants; in particular, Amazon, Barnes & Noble, and others have their own proprietary forms. Many readers understand several.

Some readers can convert the format, but this isn't always possible, and often the results are unsatisfactory. I've found that conversion from PDF to EPUB never works well, and it's always better to put up with PDF's fixed formatting. Conversion from a document format, such as docx to EPUB often fails, because EPUB is fussy about formatting. For example, if images are anchored as characters, the conversions can be satisfactory, but it fails if they are anchored to pages. The safest course is to save the document as PDF and put up with the fixed format.

Digital Rights Management (DRM) limits e-book usability, <https://blog.the-ebook-reader.com/2010/10/09/the-ebook-drm-guide/>. If you purchase a print book, you can sell it, loan it, or give it away, but this is usually not so for e-books encumbered with DRM. E-books are typically licensed to one person, and perhaps to only one device. The terms vary widely; some allow the use of any device that the purchaser owns, and some allow lending. Some have geographical restrictions. If you cross a border and your reader has GPS, you may find some media unreadable until you return to the United States. But despite the rants circulating on the Internet, DRM is a legitimate feature that was developed to ensure authors and publishers receive payment for their work, but this doesn't mean it's convenient for readers.

You can view e-books on your desktop PC, your laptop, a dedicated e-book reader, or a cell phone, and you will probably use more than one. At home, the large screens on desktops and laptops make for comfortable

viewing, and of course, the PC is right there for Internet searches and computing. Laptops are usable away from home, but unless power is available, only for relatively short times. You probably always have a cell phone, and using it is always convenient, although its small screen and limited battery life mean it's really useful only for very short reads. However, you can extend the time with an external battery that powers your phone through its USB port. Often, a short time is all you need. For example, I have my camera's manual on my phone, which has helped figure out its more obscure features when on a trip. Suppose you want to read a book on a long flight. In that case, there is no substitute for a dedicated reader, such as a Kindle, especially one with a passive, monochrome display, as the battery life of such devices is multiple days.

Many e-book software readers are available for Linux, OS X, Windows, iOS, and Android. However, I know of no Linux readers for books with DRM, although there are techniques, of at least questionable legality, for removing DRM. Suppose you like new e-books from sellers such as Amazon, and you want to borrow them from your public library. In that case, you will need a commercial reader that supports DRM, such as a Kindle hardware reader or the equivalent software, which means Linux users will be buying hardware. For reading DRM-free books on a PC, I prefer **Calibre**, <https://calibre-ebook.com/>. With it, you can organize your collection into virtual libraries, edit your books, and change file formats, but with the caveats I've mentioned. Organizing is straightforward. Editing is possible only if the book is in Amazon's AZW3 format (without DRM) or EPUB (both are a form of HTML), and this requires some expertise to edit.

As with most data sets, it's essential to keep your book collection organized. Calibre assists this with its virtual libraries. **Figure 1** shows Calibre's opening screens with my virtual libraries displayed in a bar just above the book

list. They are Calculator, Fiction, PC, Photography, and Technical. Photography has been selected in the figure.

Figure 2 shows an EPUB book open, with its table of contents displayed on the left. You click on the "X" icon at the top right of the panel to close it.

You can right-click any time on a page to display the menu shown in **Figure 3**. This is available only for books in EPUB or similar formats; in particular, it's not available for PDF books.

One of the advantages of EPUB and similar formats is that you can change the font size to suit your screen size and vision. **Figures 4 and 5** show the same passage with different font sizes. Note that the line lengths have adapted, and you don't have to scroll horizontally.

Calibre uses your default PDF viewer for such files, and this may provide some advantages. **Figure 6** shows an e-book with a note I've attached (highlighted with yellow). You usually see only the small icon to the upper left of the note and display the note by selecting the icon. (Selecting the "x" at the note's upper right hides it.) This feature is not available in Calibre when reading books with EPUB and similar formats.

Also, note the page thumbnails displayed in the left panel; They help navigate through the book. Some PDF books have a table of contents, but you usually have to scroll to their starts to see it. Fortunately, you can make a bookmark to return to your reading.

E-books will continue to proliferate, and to use them efficiently, you need a good reader that helps you keep your collection organized. Realistically, no single one will cover all your needs, as your collection will likely be spread over all your devices and into the cloud. As with all your data, ensure your books are securely backed up, especially if they reside on portable devices. ❖

Note: The figures are on pages 14-16.

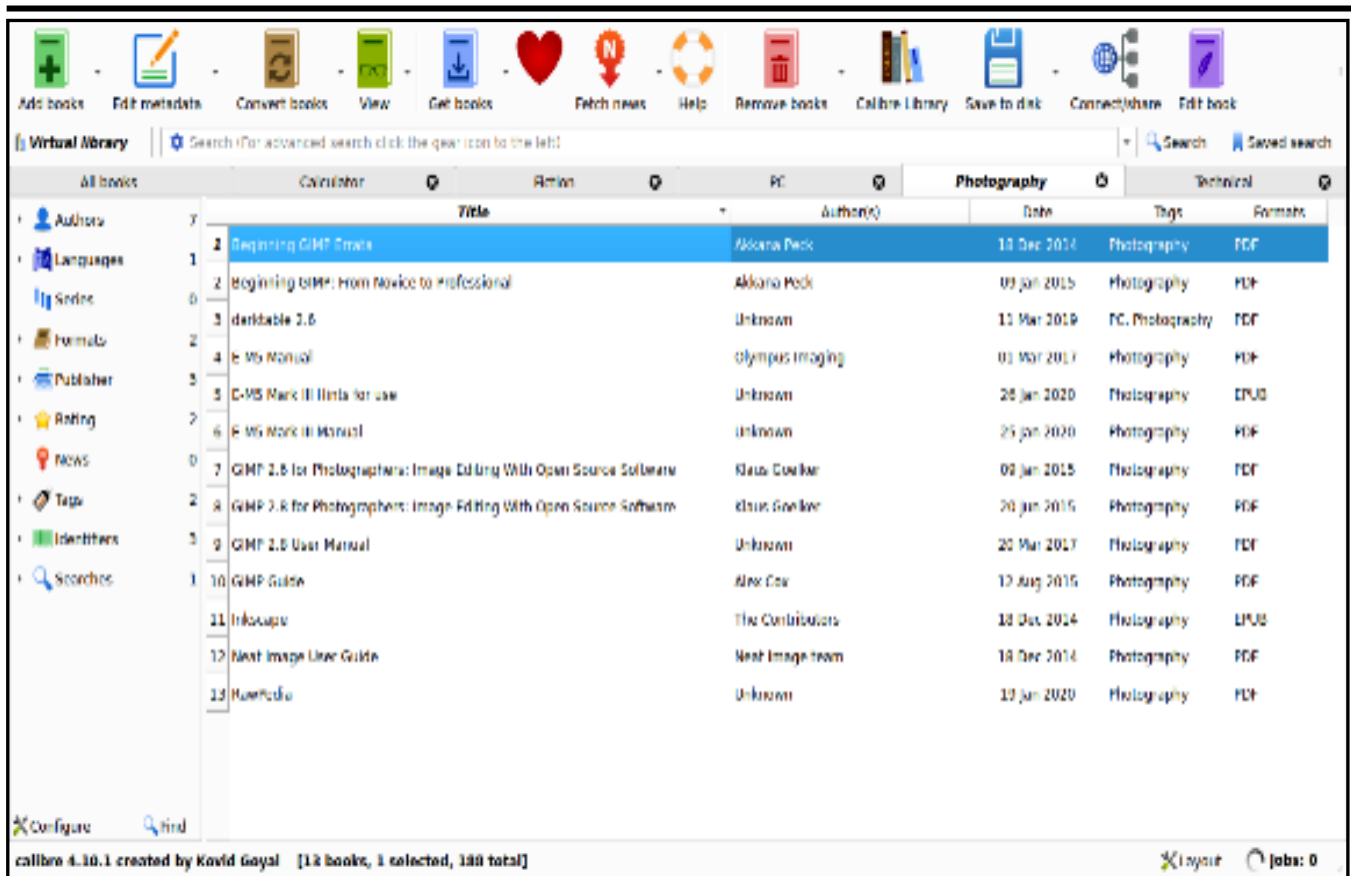


Figure 1. Calibre Opening Screen.



Figure 2. EPUB Book Open for Reading.



Figure 3. EPUB Book Menu.

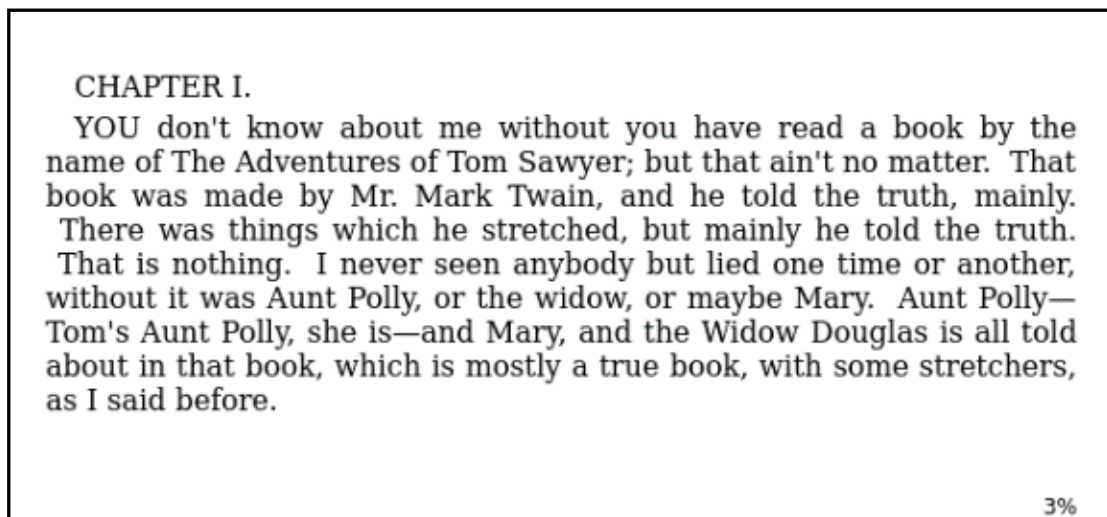


Figure 4. Passage in Normal Font.

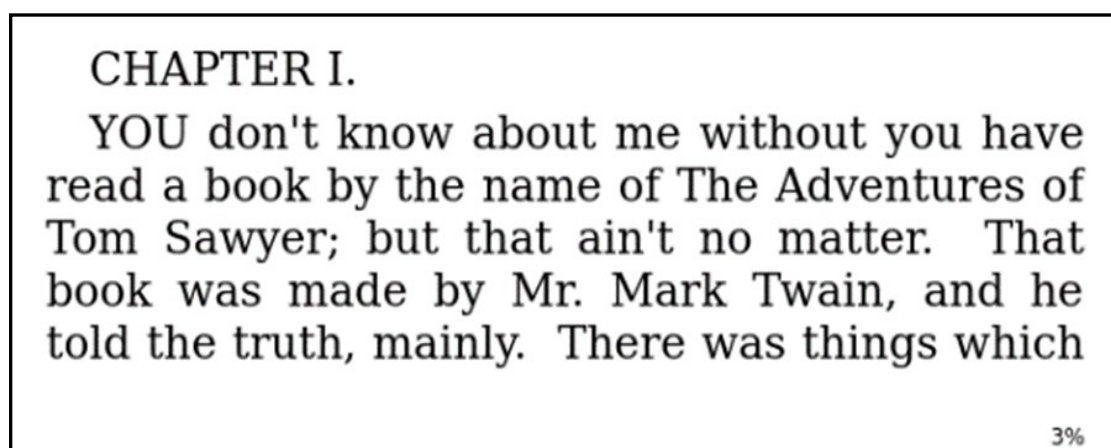


Figure 5. Same Passage in Larger Font.

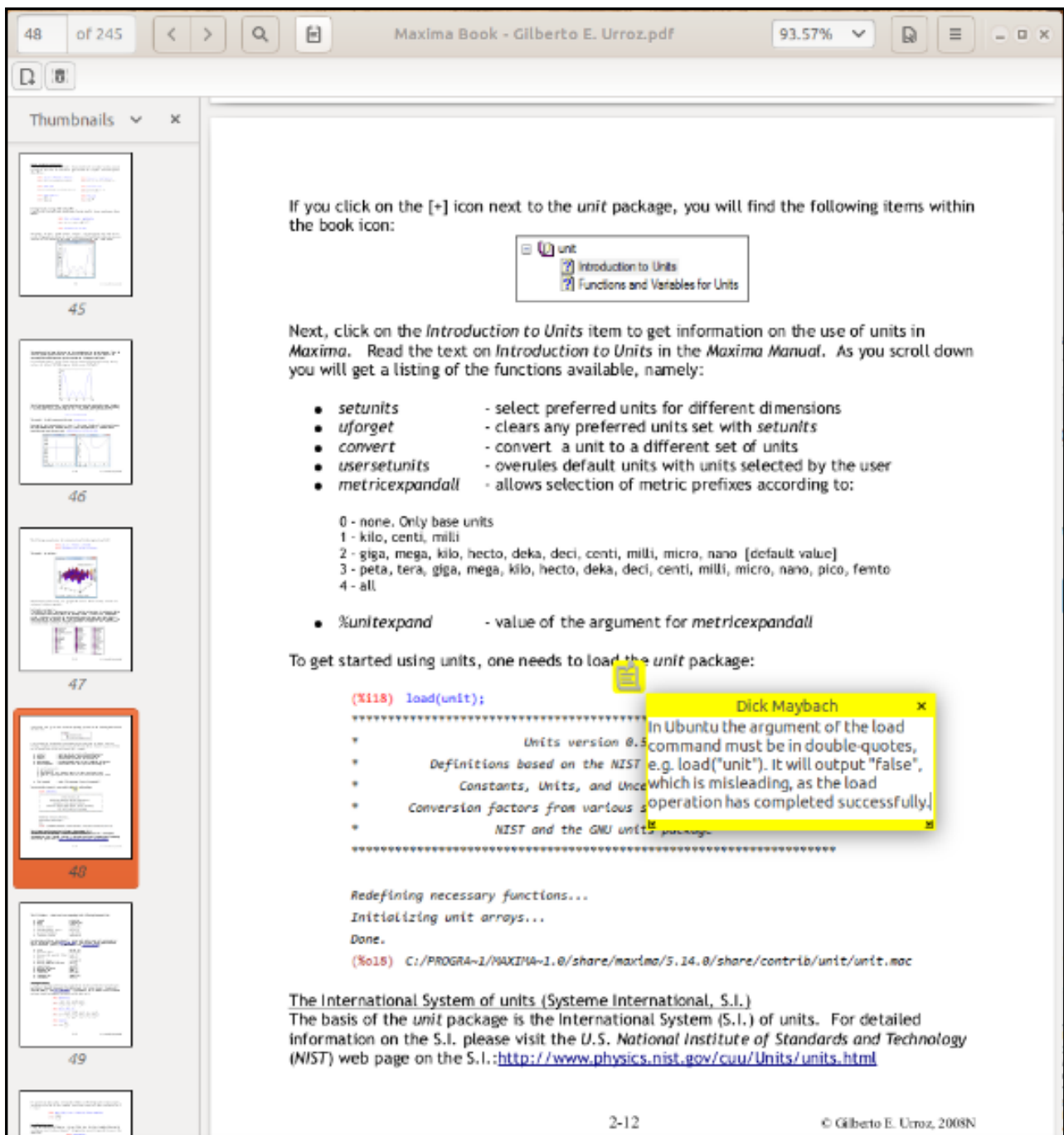
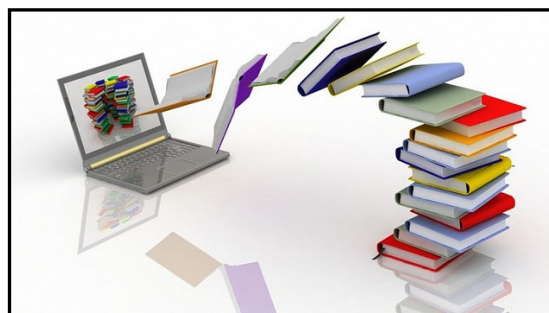


Figure 6. Note Added to a PDF Document.



HYPERLINKS ARE COOL

By **Jim Cerny**, Help Desk Host
The Saratoga Users Group
STUG Monitor, September 2020
www.thestug.org
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One of the really fun and easy things technology has brought us is hyperlinks. You probably use them all the time and don't even realize how cool they are. Click on a hyperlink and PRESTO you are instantly somewhere else – tele transported like Star Trek to another planet.

You may know hyperlinks by other names such as “hotlinks,” “hypertext,” or only as a “link.” Most often, a hyperlink text is in [blue](#) and underlined, but not always. Let's see how they work when we are using our web browser (Firefox, Microsoft Edge, Safari, or whatever internet browser you use) to explore the internet. On almost every web page, you will see some words underlined and in blue – if you click on them with your mouse (or touch them on a touchscreen), you will go to another web page. (The web page address will change in the address bar at the top of your web browser window). This is real magic.

The people who have created that first web page put in a hyperlink that will take you someplace else. If you click on the backward arrow at the top on your web browser, you will return to the previous web page where you started. As you explore the web, you create a “chain” of web pages you have viewed in this session, one web-page link after another. You can go backward or forwards along this chain by clicking the left or right arrows at the top.

Some helpful things about hyperlinks

A hyperlink can be text, an icon, or a photo. It can be indicated to be a link by a different color (such as blue), underline, highlight, or by nothing at all. If you “hover” your mouse over a hyperlink without clicking on it, it may

change color or be highlighted, and your mouse pointer may change to a hand.

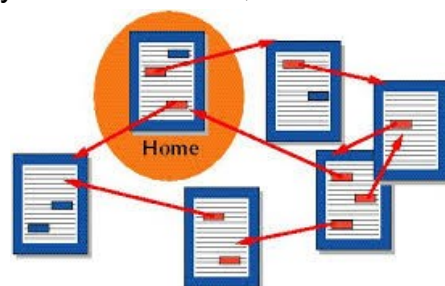
Hyperlinks are used to take you instantly to another web page, but they also have many other uses. For example, they can take you to a different place on the same web page, document, or spreadsheet. Or they may just open a small box or window on your screen, such as when using menus. It is up to the person who created the web page to put in any hyperlinks and to determine what happens when you click on them. Almost anything is possible.

Sometimes clicking on a hyperlink will create a new “tab” on your web browser and keep your previous web page on a previous “tab.” Each “tab” may have its own chain of web pages you have visited.

Yes, you can create your own “hyperlinks” in your documents or spreadsheets. Ask Google how to do this and watch some good videos on how to do it. It is not difficult. It is, basically, assigning a web page address to a word or photo in your document.

If a web page (or any file such as a document or spreadsheet) contains hyperlinks and you COPY it, the hyperlinks will go with it. Sometimes you may get a text box asking if you want the active hyperlinks to be there or to copy “just the text” without any links associated with them.

But most of the time we don't care how hyperlinks work or who put them in there – we just explore all we want by just clicking on whatever strikes our fancy. Think of a hyperlink as a free ticket to someplace else! Enjoy your surfin' safari, dude! ❖



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 Members of User Groups. 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
Code for print books: **ITCOMMUNITY**
Code for eBooks:
DIGITALCOMMUNITY
- See the latest books on digital imaging and photography, gaming, animation, film and video, post-production, audio, music technology, broadcast and theatre from [Routledge | Focal Press](#) today! They offer discounts to User Group members.



NOTICE

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

LAUGHING OUT LOUD

BORDER COLLIE WORKING FROM HOME



A woman, taking pity on a homeless guy begging on the street, gave him some change. "Thank you," said the man. "Your generosity is much appreciated. You know my life used to be great, but just look at the state of me now." "How do you mean?" asked the woman. "Well," he explained. "I was a multi-millionaire. I had bank accounts all over the world with hundreds of thousands of dollars in each." "So where did it all go wrong?" she asked. The homeless man sighed, "I forgot my mother's maiden name."

FINANCIAL REPORT

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

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MEMBERSHIP INFORMATION

Annual Membership Dues:

Regular New and Renewal,	
Printed Newsletter	\$ 40
Electronic Newsletter	30
Family-Associate	12
Students	18
Contributor	50
Supporter	75
Benefactor	100
Gift Membership	20

A subscription to *User Friendly* is included with membership.

Associate members 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. A member may give a 1-year, 1-time **gift** to a non-member.

Monthly general meetings will be via Zoom during the pandemic stay-at-home orders. Members also enjoy these special benefits:

- **Monthly Newsletter** *User Friendly*. We publish your article submissions or free classified ads to buy or sell your computer items.
- **Get FREE help** by phone from knowledgeable members who are Quick Consultants listed in *User Friendly*.
- **Get help by email** by using our LACSLIST Group Mail List. Send your questions by e-mail to lacslist (at) lacs.groups.io
- **Receive important news** and announcements via *User Friendly* and LACS's Group e-mail lists.

- **Free APCUG** (International Association of Technology and Computer User Groups) **Webinars**.
- **Free quarterly Virtual Technology Conference (VTCs)**
- **Information** on training and technical education.
- 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**
- **Social Interacting** with others who have like interests in computers and technology.
- **Special Interest Groups** (SIGs) on various topics may be created by members.

Date: _____
Check # _____



New or Renewal Membership Application

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

- Please PRINT Clearly** **New** **Renewal**
- New / Renewal with printed newsletter - \$40.00 Associate - \$12.00 Student - \$18.00
- New / Renewal with electronic, no paper, newsletter - \$30.00 Gift Membership - \$20.00
- Contributor - \$50.00 Supporter- \$75.00 Benefactor - \$100.00 Other

Name: First _____ Last _____

Name of Associate: First _____ Last _____
(Same address as primary member)

Address: _____

City, State, Zip + 4 _____

E-mail Address: _____ E-mail of Associate _____

Preferred Phone: _____ Publish Contact Info in Roster Yes No

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



First Class Mail

Editor..... Leah Clark
IndexerLeah Clark
Podcast Transcriber Irv Hershman
Photographer..... Vacant
ProofreadersLance Hegamin,
Jim McKnight, Stephanie Nordlinger,
and Charlotte Semple

FREE!

Earn 3 months of free
membership for every new regular
member you bring in.

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Los Angeles Computer Society

GENERAL MEETINGS WILL BE ON ZOOM UNTIL FURTHER NOTICE.

Before each meeting, members and invited guests will receive an email with the URL link to the meeting. If you haven't received it by the morning of the meeting, let Leah Clark know. When you click on the link, you will enter a waiting room. Then the host or a co-host will admit you to the meeting.

Please try to arrive at least a few minutes before the meeting start-time so you don't interrupt the meeting and any problems can be solved. If you need to take a break during a meeting, do not click on Leave or End. If you do, the meeting will be interrupted for someone to re-admit you from the waiting room. You may turn off your video when you are gone.