



FEBRUARY 2014 Newsletter



Glendora Seniors Computer Club

A Friendly Seniors Group Serving All Computer Skill Levels

General Meetings: 2nd & 4th Wednesdays of the month at 1:00 p.m.

Board Meetings 2nd Wednesday of the month at 3:00 p.m.

Volume 19 Issue 2

St. Valentine's Day
February 14th



2014 Winter Virtual Technology Conference

Saturday, February 22, 1:00 - 5:00 pm ET

APCUG's FREE 2014 Winter Virtual Technology Conference (VTC) will be held on Saturday, February 22, from 1:00 pm – 5:00 pm Eastern time. The sessions are 50 minutes in length and offer attendees the opportunity to ask questions via a chat window. Videos from earlier conferences can be found on APCUG's YouTube channel www.youtube.com/apcugvideos. To register for the VTC, go to www.http://bit.ly/APCUG-2014 registration.

PROGRAMS BY: Program Chair:
Annemarie Hunt

Feb 12th

Excel Part 1
Connie Lang

Feb 26th

Excel Part 2
Connie Lang

INSIDE THIS ISSUE

Membership Form	2
Computer Classes	3
Meeting Minutes	5
Goodbye XP	7
PDF converter	10
Mr. Modem	13
Q & A Form	16
Officers & Chairs	17



MEMBERSHIP DUES ARE NOW BEING ACCEPTED FOR 2014

To be a Member in good standing, dues must be paid by February 31. Print out the Renewal Application and bring it with you to any Club meeting, or mail it to the address below.

2014 Membership Renewal Form

To renew membership in the Glendora Seniors Computer Club, mail \$12 (one year dues) with this form to:

Attention: Membership
Glendora Seniors Computer Club
333 East Foothill Blvd.
Glendora, CA 91741

If there has been a change since you last paid your membership dues, please check the

appropriate box.

NAME _____

ADDRESS _____

CITY _____ Zip _____

PHONE NUMBER: _____

EMAIL _____

LEVEL OF COMPUTER SKILLS (Please Circle) Novice Average Expert

Method of Payment: Check Cash



PLEASE Paper Clip or Staple Your Payment to the Renewal Application before paying at the meeting.

Thank You For Supporting Your Club!

Computer Classes for 2014

Winter / Spring Sessions

Note: All classes are held in the Elm Room of the La Fetra Center. Minimum enrollment required 5 –students for each class offering

All class fees are due at time of registration Paid by check

All classes are taught in English

February 6 through March 27 – Windows 7 for Beginners

If you are new to PCs or have been using a PC for a while but want to use it more effectively, then this 8-week course is for you. We will cover the fundamentals for the new computer user starting with how to turn the PC on and off.

- Become comfortable and enjoy using your computer mouse and keyboard
- Write letters and memos on the computer
- Send and receive messages by e-mail
- Explore the World Wide Web
- Customize your computer settings

When: Thursdays, February 6 through March 27 1:00 –to 3:00 PM

Registration: at least one week prior to start of class \$40.00 paid by check at time of registration.

Limited to 10 students

You will need at home a PC, either desktop or laptop, running Windows 7 with an Internet connection. The classroom is equipped with PCs for class and the instructor will provide all other learning materials.

April 3 through May 8 –Ipad for seniors

The ipad is a user friendly, portable multimedia device with endless capabilities. Use it to surf the Internet, write e-mails, jot down notes and maintain your calendar. But these are by far not the only things you can do with the ipad. This practical tablet computer also comes with built-in apps (applications) that allow you to listen to music, take pictures and make video calls. In the Apple App Store you can choose from hundreds of thousands of apps to add extra functionality to your iPad.

- Navigate the screens
- Go through the settings screens
- Connect to a Wi-Fi or mobile data network
- Surf the Internet and use e-mail
- Use built-in applications
- Download apps from the App Store
- Work with photos, video and music

When: April 3 through May 8th 1:00 to 3:00 PM

Registration: at least one week prior to start of class \$40.00 paid by check at time of registration

Limited to 12 students.

You will need a home PC or Mac with an internet connection. The classroom is equipped with PC's for class. The instructor will provide all other learning materials.

ON GROWING OLDER

Some people try to turn back their odometers.

Not me; I want people to know 'why' I look this way.

I've traveled a long way, and some of the roads weren't paved.

— Will Rogers

GSCC General Meeting Minutes
January 8, 2014

President Connie Lang called the meeting to order at 1: p.m., welcomed members, and called for Election of 2014 Officers. **2014 Board (Elected Officers and Appointed Committee Chairs)**

There being no further nominations from the floor the following slate was confirmed for the 2014 Board

President – Barbara Denny
Vice President – Wayne Gue
Secretary – Ruthann Mayrose
Technical Support – Ell Fullmer
Treasurer – Rita Norkin
Past President – Connie Lang

Appointed:

Membership-Helga Djordjevic
PR – Barbara Denny
Newsletter Editor – Dan Leddy
Setup – Bill Hart
Education –
Program – Annemarie Hunt

50/50 Drawing – Jeannine Foote

Asset Management & LaFetra Senior Advisory Committee – Glen Moore

President Barbara Denny welcomed guests and new members.

Program Chair Anne Marie Hunt presented an overview of the benefits of Time Share vs. hotel properties as well as some helpful Travel sites on the internet including: RCI, Interval International, TVG2.net (a user group), VRI Diamond Resorts, TriWest RealEstate, Kayak.com, Flight Tracker, Skyscanner.com, Besttimetogo.com, Vacationtogo, Icruise.com, Krooze-cams.com.

Announcement

- 1) **Jeannine Foote** has information about computer Tech who charges just \$30 @ hour—see her for his phone number.
- 2) Thanks to: **Barbara Denny** for today's cookies.
- 3) **Computer Guys** tomorrow (Thursday 9th)

BREAK:

Q & A Ell Fullmer answered questions on the following topics:

- 1) Do NOT respond in any way to robocalls; any response will get you on a further call list.
- 2) Open port on Verizon – Ck with Gibson Research

Other - The 50/50 Drawing was won by **Luis Martinez**. A Mini Stylus donated by **Annemarie** won by **Barbara Klein**.

Next Meeting – January 22

Adjournment: Meeting at 3:00 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By:

President Barbara Denny

GSCC General Meeting Minutes
January 22, 2014

President Barbara Denny welcomed guests and new members.

Program Chair Annemarie Hunt introduced members Dan Leddy and Lucy Bejcha

Dan does the Club Newsletter and credits Lucy as his mentor with the publication software and production of the Newsletter.

Dan gave a comprehensive demonstration of the process of putting together the newsletter each month; he uses ***Publisher***, the Microsoft desktop publishing program that comes with Office. The program includes templates for newsletter production and accommodates text, pictures and PDF files among other features.

ANNOUNCEMENTS:

- 1) **Rita Norkin** provided today's cookies.
- 2) **Bill Hart** volunteered to bring cookies for the February 12th Meeting.
- 3) Program Chair, Annemarie Hunt announced the following programs for the next two months:

February 12: **“Introduction to Microsoft Excel”. By Connie Lang.**

February 26: **“Microsoft Excel”, Part II. By Connie Lang.**

March 12: **50-Minute Webinar by Geeks on Tour: “Picasa – Order Products from the Picasa Site”, and – “Greeting Cards – Have someone else make and mail your Greeting Cards anywhere in the World”.**

March 26: **“What are Apps and where and how do I get them”, presented by Jim Glass.**

BREAK:

Q & A Ell Fullmer answered questions from members including the following topics:

- 1) The Newsletter on the Club website and other features of the website including the Calendar, membership, classes and meetings.
- 2) How to set up email on Windows 8

Other - The 50/50 Drawing was won by **Lucy Bejcha**.

Next Meeting – February 12 Adjournment: Meeting at 3:00 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By:

President Barbara Denny

Goodbye XP

By Dick Maybach, Member, Brookdale Computer Users' Group, NJ

October 2013 issue, BUG Bytes

www.bcug.com

n2nd (@) att.net

On April 8, 2014 Microsoft will stop supporting Windows XP and Office 2003. After that date there will be no new security updates, non-security hot-fixes, free or paid assisted support options, or on-line technical content updates. However, all your software will continue to work just as well as it did on April 7, so you needn't panic, but it would be prudent to come up with a rational transition plan. There are three choices: (1) continue to use XP, but take some precautions, (2) keep your present hardware, but upgrade the software, and (3) purchase new hardware and software. The hardware and software vendors as well as the media in which they advertise prefer that you take the third approach, but let's consider all of them.

There are many advantages to staying with XP, which may not hold with the other two approaches.

- Your present hardware works with it.
- Your present applications run under it.
- It supports your present peripherals.
- You don't have to learn anything new.
- It costs less than the alternatives.

The main disadvantage is that as time goes on, you become increasingly more vulnerable to attack over the Internet and by malware. You can reduce this and its consequences by the following.

- Before April 8, 2014, use Microsoft Update to install the latest patches to all your Microsoft software.
- Update all your anti-malware software, and check that the vendor will continue to support it for XP after April 8. If not, change to a vendor that will.
- If you are connected to the Internet through a router, install the latest firmware

in it. If your PC connects directly to your ISP's modem, purchase a hardware router, and update its firmware if necessary. For good measure, if you haven't already, install a software XP firewall.

- Be very careful about what you download, and avoid doing it if possible.
- Review your backup program; improve it if needed, and resolve to follow it rigorously.

The wording on the MS Website implies that old patches will remain available, but why take a chance? Update your software early, as the download rate may slow near the deadline. At the present time, about 35 per cent of the computers in the world use XP. This is a sizable market for anti-malware vendors, and I would expect them to continue supporting XP for some time. Your first line of defense against Internet aggression is your router and its firewall. Most likely, your ISP's modem also includes a firewall, but how careful is he about keeping it up-to-date? You don't know. With your own router, you have ability to keep it up to date, and as a result, having one is desirable even if you have only one PC. Despite all your precautions, as time goes on, and the bad guys find more XP vulnerabilities, your risk will increase. Be wary of any download, including e-mail attachments from friends. The best malware defense is to keep it off your PC. Your last defense is your backup program. Any information you haven't backed up on an external drive is one mouse click or one device failure away from trash. Although it's most important to back up your data, you should in addition make an image backup of everything on your hard disk, because once XP becomes an orphan, applications and drivers for it will become increasingly difficult to find.

The second alternative is to keep your hardware, but change your operating system.

- Your vulnerability will be less than if you stay with XP.
- If your PC is old, it may not support some current operating systems.
- Your present applications may not run under the new OS.
- Drivers may not be available for some of your peripherals, requiring you to replace the devices.
- You will have to take care during the transition not to lose any data.
- You will have to learn new ways of working.

The hazard with this approach is that to install a new operating system, you generally must format your hard disk, but you must first insure that all your data is safe and readable by the applications in your new OS. For example, if all your financial records are stored in Quicken files and there is no financial program available in your new operating system that can understand them, you essentially have lost all your financial records. A second problem is to insure that your current hardware supports the new operating system before you format your disk. If you are considering a newer version of Windows, run the Windows Upgrade Advisor (available at <http://windows.microsoft.com/is-is/windows/downloads/upgrade-advisor> for Windows 7). Don't forget to check your peripherals; I found that there was no Windows 7 driver for my scanner and had to buy a new one when I upgraded from XP. If your PC is compatible except for insufficient RAM, this is an inexpensive upgrade, even if done by a shop. (You should have at least one Gigabyte of RAM, even if you stay with XP.)

Consider Linux, especially for a secondary PC. I've converted two XP machines to Xubuntu (<http://xubuntu.org/>), which is more responsive than XP on old hardware. It has the advantage that you can try it out with a "live-CD," which is bootable from a CD drive. It will be slow in this mode, but since it doesn't make any changes to the hard disk, you are just a reboot away from XP. While running Xubuntu, all the files on your hard disk are available, so you can check whether Linux applications can read them. (Instructions on how to create a live CD or DVD in Windows are available at <http://www.ubuntu.com/download/help/try-ubuntu-before-you-install>.) If you have room on your disk or can add a second one, consider a dual-boot system in which you can run either system. (All your Windows files will be accessible in Linux, and Windows applications are available that can read Linux disk partitions.) However, Linux is not Windows, which means there are many differences between the two systems. Try to find a sympathetic, experienced Linux user to help you get started, especially if you are less than comfortable in adventure mode.

The third alternative, buying new hardware and software is the easy and safe, but expensive. You are probably best off to purchase new components. XP-era processors, RAM, displays, and hard disks are woefully inadequate for any current OS. Keyboards and mice now cost just a few dollars, and your old ones may use obsolete connectors. You can keep your printer and scanner if drivers are available for the new OS; your old speakers will be fine.

- Your old PC with your data, applications, and peripherals remains available for

use.

- You will probably have to purchase new applications for your new OS and probably some new peripherals, especially if the existing ones are several years old.
- There will be a learning curve for the new system.

Spend some extra money; in particular, get more RAM and a larger disk than you think you can get by with.

I haven't considered a piecemeal hardware upgrade, because I don't think it's cost-effective. Most modern CPUs are incompatible with XP-era motherboards; new motherboards are usually incompatible with XP-era cases and expansion cards; and old RAM is incompatible with both modern CPUs and motherboards. My preference is to get a new PC up and running with all the essential software installed, and keep the old PC operating until you are comfortable with the new one and are sure that it has all the applications you need and that all your data has been successfully transferred to it.

Converting Documents to PDF

By Wayne Comstock, Member, South Walton Computer & Technology Club (SWCTC), Florida

<http://southwalton.apcug.org/>

Walaco (at) gmail.com

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. PDF documents can also be easily emailed to others as an attachment.

You can convert to PDF from **any** file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you

can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software to accomplish this. I recommend the Free PrimoPDF program. It's free, easily installed and available at:

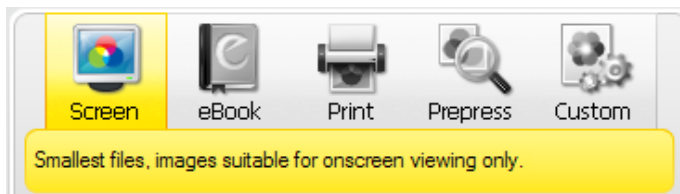
www.primopdf.com/index.aspx

1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.
2. When prompted, select a download location which you can find easily, such as your 'Desktop' or 'My Documents' folder, and click OK.
3. When the download is complete, double-click the file named FreewarePrimoPDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.
4. Follow the simple instructions to complete the installation. A system-restart is **NOT** required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality to output files to PrimoPDF for quick and easy PDF conversion.

To convert a document to PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select **File >Print**.
2. In the printer dialog, select PrimoPDF from the dropdown menu and click OK to complete the print, and launch the PrimoPDF interface.
3. Select one of the Creation Profiles for the document **Quality** you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide. Point your cursor at each button to define.



4. Select the Save As dropdown menu to set a name and location for the created PDF.
 - Ask when creating PDF – Allows you to rename the PDF and select a save-location.
 - Specific Folder – Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.
5. Click the Create PDF button to convert your document.
6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog.

There are many more options and features available. (Appending a PDF)

Go to the web site below and download the PDF Primo detailed User Guide.

http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf





www.MrModem.com

SD Card vs Thumb Drive vs External HD

Q. I'm dithering between purchasing an SD card and a thumb drive for the storage of photos and documents. Is one better than the other or should I get an external hard drive?

A. SD cards and thumb drives basically use the same technology. A thumb or flash drive plugs into a USB port and it is quickly removed so you can take it with you. Its small size also makes it easy to misplace so if your life is lacking drama and you enjoy a good adrenaline surge periodically, thumb drives are the way to go.

In your situation, you can't go wrong with either option. I have external drives, which have served me well, but in recent years I have gravitated more towards flash or thumb drives simply because of their size and convenience.

Q. How can I print a Web page when there is no printer icon or no “printed version” link for the item?

A. Your browser should have a print command on the Menu bar, so click File > Print and you should be able to print it. CTRL + P is also a fairly universal Print command, so give that a try.

Q. Is there a way to set a default font style and size in Gmail?

A. If you are not enamored with the font Gmail uses when you compose an email, you can change the default font. You can even change the color of the font, but before you go crazy with color creativity, have mercy on the eyes of your recipients.

To change the default font, log into Gmail then go to Settings (the little gear icon to the far right). Locate the Default Text Style section on the General tab. Choose your text style using the icons above, "This is what your body text will look like." Click Save Changes at the bottom of the page.

\

Q. Someone is using my email address to sign up for various mailing lists, seminars, meetings and other things. Aren't there laws against this? What can I do to prevent it?

A. While there are federal and state laws against email "spoofing" and other forms of misleading or deceptive online practices, the problem is tracking down and prosecuting the perpetrators.

On its face it probably appears that a despicable human bean (don't email me) is the culprit; however, in most cases of this type, automated scripts harvest email addresses from legitimate sources such as Web sites, message boards, blogs, social media and those dreadful "chain" emails so many people feel compelled to forward to others.

If you are receiving email from legitimate companies or Web sites that you recognize, it's usually safe to click an Unsubscribe link located at the bottom of those messages. Don't attempt to unsubscribe from messages that are not from legitimate senders. That type of Unsubscribe link is designed to trick you into verifying your address so it can then be sold to other spammers at a premium. (Of all the nerve!)

I recommend having a minimum of two email addresses, one being your primary address that you use to communicate with friends, family and other trusted individuals, and another address that you use for all other purposes, including making online purchases and registrations. I prefer free Gmail accounts for this purpose, but Yahoo! Mail (<http://mail.yahoo.com>) is also an excellent choice.

Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

An Optical Illusion

If you enjoy optical illusions, this site features modern interpretations of illusions. The site is presented blog style, so scroll down the page and prepare to be wowed. You can also use the Older Posts link at the bottom of the page to view previous entries. My suggestion is to just

dive in, but take a break if your eyes start to hemorrhage or if you feel your head is about to explode.

www.anopticalillusion.com

For the Love of Monet

I remember first becoming enamored with Monet's art while I was living in Paris, working on my doctoral dissertation, "The Influence of Renaissance Mimes on Baroque, Neoclassicism French Architecture." It was a magical time. If you're a Monet enthusiast, you won't want to miss this site. Once the site loads, you will have three paths from which to choose: Gallery, Journey and Practical Informations -- yes, the non-traditional spelling with the silent "s". Select Journey to begin your digital excursion. If you prefer a more traditional tour or to skip directly to the art, check out the Gallery, organized by the year of each work.

www.monet2010.com/en

Web Crosswords

If you're a crossword puzzle enthusiast, here you can select easy puzzles or L.A. Times crosswords, as well as other word-related games. In the unlikely event you get stuck, stymied or flummoxed, click the Solve tab or button to reveal a letter, a word, or the solved puzzle. The daily, theme-oriented crossword puzzles are fun. A little timer in the upper right-hand corner is informative, yet humiliating.

www.webcrosswords.com

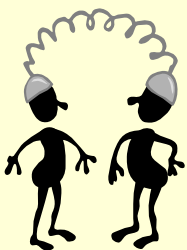
For more information about Mr. Modem's award-winning, weekly computer-help newsletter featuring personal answers to your questions by email, visit www.MrModem.com

The Computer Guys, *Jim Glass & Ell Fullmer*, will be meeting on the

SECOND Thursday of the month:

February 13th

9:00 a.m. to 12 noon — Second Floor — La Fetra Center



Elected Officers

President	Barbara Denny	dennyandassoc(at)verizon.net
Vice-President	Wayne Gue	wa212gue(at)verizon.net
Secretary	Ruthann Mayrose	ruthannmeister(at)gmail.com
Treasurer	Rita Norkin	rin369(at)verizon.net
Tech Advisor	Ell Fulmer	packratt(at)gmail.com
Past President	Connie Lang	connielang(at)verizon.net

Have a New

Email Address?

**Please Notify Membership
Chair: Helga Djordjevic**

**hdjordjevic(at)
verizon.net**

Committees & Chairpersons

Program Director	Annemarie Hunt	Ajhunt1447(at)aol.com
Asset Management	Glen Moore	mooretours(at)earthlink.net
Public Relations	Barbara Denny	dennyandassoc(at)verizon.net
Membership Chair	Helga Djordjevic	hdjordjevic(at)verizon.net
Nominations	Wayne Gue	wa212gue(at)verizon.net
Programs Chair	Annemarie Hunt	Ajhunt1447(at)aol.com
Webmaster	Ell Fullmer	pakratt(at)gmail.com
Education		
Newsletter Editor	Dan Leddy	ranchitoave(at)yahoo.com
Set-Up Chair	Bill Hart	Bobbibill(at)peoplepc.com

**Please submit Newsletter Arti-
cles by the last Friday of the
Month.**

Type GSCC in Subject Line.

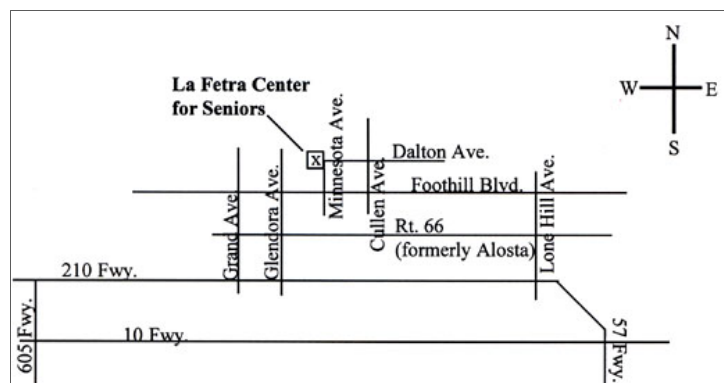
**Email to Dan Leddy
ranchitoave(at)yahoo.com**

Thank you to the following mem-
bers for help in this
month's Newsletter::

Helga Djordjevic



333 East Foothill Blvd.
Glendora, CA 91741
Telephone: (626) 914-8235



We're On The Web

Webmaster:

Ell Fullmer

www.gsclub.org

Email:

[gsccl\(at\)gsclub.org](mailto:gsccl(at)gsclub.org)

All opinions herein are those of the individual authors only, and do not necessarily reflect the opinion of the GSCC. The GSCC does not endorse, rate or otherwise officially comment on either products, services or vendors. Readers are cautioned to rely on the opinions presented at their own risk and discretion.

The GSCC, its editorial staff, and its contributors assume no liability for any damage arising out of the reliance upon any published article.

Articles are compiled without verification of accuracy or applicability of accuracy or applicability of any article.