



# FEBRUARY 2016 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.



## Happy Valentines Day

Volume 20 Issue 2

### GLENDORA SENIORS COMPUTER CLUB General Meeting Minutes January 13, 2016

Barbara Denny handed over the gavel to our new president, Annemarie Hunt who welcomed everyone to the meeting.

APCUG Awards announced:

- a. 2015 Photo Contest Participation Certificate: Barbara Denny
- b. Participation Certificate: Dan Leddy, Newsletter Editor

Publicity: Barbara Denny announced that an article about our Club was published in: The Highlander, Tribune, and Pasadena Examiner.

Computer Guys meeting tomorrow, Thursday, 14 January 2016 from 9-1 am.

Annual Dues (\$12.00 per person) are due at this time. Please pay Rita.

“Windows 10” class, Teacher Connie Lang starts next month. If you are registered, please pay now as we have to order the text books.

**PROGRAMS BY: Program Chair:**  
**Barbara Denny**  
(All programs subject to change)

February 10th

Iphones, Droids, Tablets & PCs  
Part 1  
Barbara Denny

February 14th

Iphones, Droids, Tablets & PCs  
Part 2  
Barbara Denny

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Connie Lang will be leading our program today and at the next meeting.

Part I – Today is “Computer File Management”.

Part II – Next meeting will be hands-on as some members decided they wanted to bring personal computers. It will focus on transfer of camera pictures to your computer.

Great presentation Connie, Thank you.

Break for snacks: Zucchini Bread by Helga and cookies by Anne Marie.

Questions & Answers: Discussions centered on Routers, their capabilities, and different providers and misc. subjects. Thanks Ell

Anne Marie reviewed the January Newsletter, composed by Helga Djordjevic, and highlighted some very interesting articles.

Meeting adjourned at 2:45. Board meeting to follow and is open to all members.

Respectfully submitted by Margot Rossman

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**Two elderly women were eating breakfast in a restaurant one morning.** Ethel noticed something funny about Mabel's ear and she said,

"Mabel, did you know you've got a suppository in your left ear? " Mabel answered, "I have a suppository?" She pulled it out and stared at it.

Then she said, "Ethel, I'm glad you saw this thing. Now I think I know where my hearing aid is."

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**GLENDORA COMPUTER CLUB**  
**General Meeting Minutes**  
**January 27, 2016**

**President Annemarie Hunt** called the Meeting to order at 1 PM welcomed 27 members including one new member Jan Bell with her Service Dog.

**ANNOUNCEMENTS:**

- 1) Annemarie provided treats (chocolates) today.
- 2) Jeanine Foote;s husband Jim has taken another fall and they are unable to attend meetings.
- 3) Program Chair Barbara Denny announced February programs. The topics will vary from I phones, Droids, Tablets and PCs and lots of "I didn't know that" topics.
- 4) APCUG's FREE 2016 Winter Virtual Technology Conference (VTC) will be held on Saturday, February 20, from 1:00 pm – 5:00 pm Eastern Time.
- 5) Dale Huston has volunteered to help with setup; Bill Hart has had a stroke and is currently unable to continue with setup.
- 6) There is a need to purchase two new computers for the Club at a cost of approximately \$1100.00. Approval of the membership is needed for this expenditure.

**Program:**

Our Education Chair, Connie Lang, gave us Part 2 on "File Management" including ways to transfer and save pictures or other data from one device to another.

**MOTION:** President, Annemarie Hunt moved we approve \$1100 for the purchase of two new computers; seconded by Jim Glass; Motion carried.

**Break:**

**Q & A – Ell Fullmer, Annemarie Hunt and Barbara Denny** covered questions on the following topics:

- 1) Ell helped with a problem a member had with a router and no Wi-Fi service at home.

February 2016

2) Annemarie read an article on how to insert a hyperlink into a document.

**Next meeting: February 10, 2016.**

**Adjournment:** Meeting adjourned at 3:00 pm.

***Submitted by:***

Secretary Ruthann Mayrose

***Approved By:***

**President Annemarie Hunt**

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APCUG's FREE 2016 Winter Virtual Technology Conference (VTC) will be held on Saturday, February 20, 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 Q&A; the questions are answered by the presenter at the end of the presentation or via e-mail if there isn't enough time after the presentation.

Videos from earlier conferences can be found on APCUG's YouTube channel [www.youtube.com/apcugvideos](http://www.youtube.com/apcugvideos).

- To register for this VTC, please click on the below link:  
<http://apcug-2016-winter.eventbrite.com/>

February 2015

Spread the word by forwarding this e-mail to your members. VTCs are a great way for them to expand their technology experience and be introduced to new skills. Below are the sessions that are currently scheduled.

**Laptops**, Greg Skalka, President, Under the Computer Hood User Group. Do you have a middle-aged laptop? Greg has given a series of presentations for his group on how to upgrade a laptop. This is the first one: How to upgrade the RAM.

**Utilizing iCloud on the iPad**, Sheila Bigel, Member, Central Florida Computer Society. The iPad uses iCloud to share data between devices, both iOS and non-iOS. This data includes photos, email, contacts, calendars, app settings, and more. This is a discussion of the many options for sharing data including Family sharing, Photostream, iCloud Photo Library, iCloud Photo Sharing, iCloud Drive, etc. We will specify options that use iCloud Storage and the current cost of purchasing additional storage.

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The **Gramps Project**, Orv Beach, SoCal Linux Expo. Research, organize and share your family tree with Gramps, a free software project and community.

**Customizing Windows 10**, Hewie Poplock, APCUG Representative, Central Florida Computer Society. Learn how to customize Windows 10 so it works for you: the Desktop, Start Menu, Task bar, security / privacy options, and more.

If you would like further information, please send an email to [jtaylor@apcug.org](mailto:jtaylor@apcug.org)

Judy Taylour, Chair

Francis Chao

Jim Evans

John Kennedy

Hewie Poplock

David Williams

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**SUBMITTED ARTICLES FURNISHED BY Judy Taylour, Santa Clarita Cptr Club****Freeware** / Open Source SIG

March 26, 2015 Notes and Links

By Steve Costello, Moderator, Boca Raton Computer Society, Florida

[www.brccs.org](http://www.brccs.org)

president (at) brccs.org

**Freeware/Crapware**

Old freeware download site favorites, such as download.com, CNET downloads, Tucows, etc., are now bundling crapware, including Superfish style malware. Even others like Source Forge and File Hippo are not as safe as they once were; they don't wrap their downloads, but they do make it hard to find the right download link.

If what you want is on ninite.com, that is the safest way of getting it. If you must get it from somewhere else, make sure you don't install using the defaults, check and only install what you need, not the crapware. Further, make sure you research it to make sure it is really what you want, and check for/remove malware immediately after the install to make sure.

**Sources**

<http://www.howtogeek.com/210265/download.com-and-others-bundle-superfish-style-https-breaking-adware/>

<https://discuss.howtogeek.com/t/download-sites-distributing-spyware-crapware/12449>

<http://www.ghacks.net/2015/03/13/report-all-major-download-sites-serve-potentially-unwanted-programs/>

**Google Search**

Google Search now blocks crapware in the search results for downloads.

<http://www.howtogeek.com/210568/google-is-now-blocking-crapware-in-search-results-ads-and-chrome/>

f.lux

f.lux is an application to change your display to match the lighting by time of day.

<https://justgetflux.com/>

## **Web of Trust**

<https://www.mywot.com/en/aboutus> says:

"Web of Trust (WOT) is a website reputation and review service that helps people make informed decisions about whether to trust a website or not. WOT is based on a unique crowdsourcing approach that collects ratings and reviews from a global community of millions of users who rate and comment on websites based on their personal experiences. "

Web of Trust is an add-on for Firefox, Google Chrome, Opera, Internet Explorer, and Safari browsers.

From the FAQ:

<https://www.mywot.com/en/faq/add-on>

"WOT shows you which websites you can trust based on millions of users' experiences around the world to help you stay safe when you search, surf, and shop online."

<https://www.mywot.com/>

## **Wi-Fi Slow Down**

According to the HowToGeek blog, using slower Wi-Fi devices can slow your entire Wi-Fi network. The post explains why, and what you can do about it.

<http://www.howtogeek.com/210062/how-802.11b-devices-slow-down-your-wi-fi-network-and-what-you-can-do-about-it/>

Other Items Discussed

VPN - <https://www.witopia.net/>

Firefox Add-ons - <https://www.mozilla.org/en-US/firefox/hello/> and <https://addons.mozilla.org/en-US/firefox/addon/ghostery/>

On-line Spell Checker - [www.afterthedeadline.com/](http://www.afterthedeadline.com/)

### 3 Word Tools That Provide Quick Help

Nancy DeMarte, 1<sup>st</sup> VP, Sarasota Technology Users Group, Florida

May 2014 Issue, PC Monitor

[www.thestug.org](http://www.thestug.org)

ndemarte (at) Verizon.net

It doesn't matter how much experience you have with Microsoft Word, at times you run into little problems that need solving immediately. Here are three tools in Word that have helped me get out of some frustrating situations.

#### 1. Show/Hide:



Located in the Paragraph group on the Home tab in Word, the Show/Hide tool looks like a paragraph symbol. Its primary purpose is to assist you in proofreading a document, but it has other uses, too. When turned on by clicking, it displays a variety of otherwise hidden formatting marks which are only visible on the screen, not in the printed document. These marks give you basic formatting information, such as a dot for each space, a paragraph sign to show a new paragraph, and a right-pointing arrow where words are aligned to tabs on the ruler. Reading through a document with the tool enabled will help you find spots where you accidentally double-spaced between words or pressed Enter unnecessarily, adding extra space between lines. In longer documents, being able to see the dotted section break line can make it easier to position both a full page heading and a two column article on the same page.

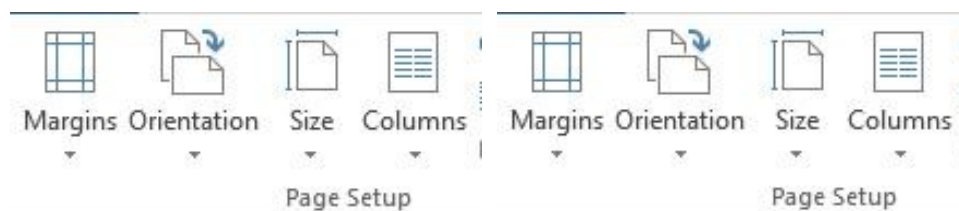
With all these marks visible on the screen, the document looks cluttered. For this reason, the Show/Hide tool has a bad reputation with some Word users. On the other hand, some users want certain marks to be visible all the time, not just when the Show/Hide tool is enabled. This can be set up in Word Options (File – Word Options



or Options – Display – “Always show these formatting marks on the screen”) by checking the marks you want to see all the time. I choose not to do this, but the list is a good place to view what the formatting marks mean.

The Show/Hide tool can be handy in several ways besides proofing. Let’s say you have completed a one page document, but find when you print it, a blank page comes out of the printer along with the document. If you turn on the Show/Hide tool, scroll down to the blank page, and delete any formatting marks that appear there, the blank page will disappear. Another special use of Show/Hide is controlling the spaces between paragraphs by changing the size of the paragraph marks between them. If you want to decrease the space, select the Paragraph mark between the paragraphs and click a smaller font size.

## 2. Margins:



All documents have margins around the outside of the page. Each new version of Word seems to have different default margin sizes. In Word 2003, top and bottom margins are 1”; the two sides are 1.25”. In Word 2010/13, the default margins are 1” on all four sides. Recent Word versions also have a Margins gallery. On the Page Layout tab in the Page Setup group, click Margins to see the choices. If none of these dimensions fits your needs, you can create your own custom margins using the command at the bottom of the gallery.

One kind of problem this tool solves is similar to one addressed by Show/Hide. Assume you’ve typed a document that is a bit longer than one page. Your choices are to revise the text, use a smaller font size, or reduce the size of the page margins. I often click the Narrow margins choice (.5” on all sides) to eliminate spillover

text. That's about the smallest margin setting possible to ensure all the text will print.



**Mirrored**

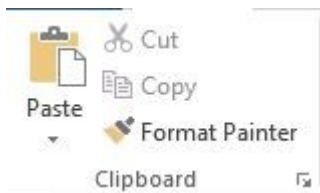
Top: 1"

Bottom: 1"

Inside: 1.25"

Outside: 1"

Another problem which margin changes can solve is the need to put a document into a ring notebook or bind it in book form. In this case you want the inside margin wider than the outside. Here's where the Mirrored option comes in handy, as shown.



### 3. Format Painter:

I wrote about this tool a couple of years ago, but it's so useful, it needs another mention. For those who are new to it, Format Painter copies text formats, like fonts, font effects (bold, italics), and font colors; and paragraph formats, like indents, line spacing, and bulleting from one place to another within a document.

Here's how it works. You are in the middle of a document and find you want to copy a paragraph into this one from another document saved on your computer. You open the second document, highlight the paragraph, and click Copy or press Ctrl+C. Click in the first document where the copied selection will go, and click Paste or press Ctrl+V. Now you notice that the new paragraph is in a different font and font size from the rest of the text. Instead of manually making these format changes, click anywhere in the original section of the document, and then click the Format Painter icon (Home tab – Clipboard group). Select the new paragraph (You can select a whole paragraph with a triple click.) and it will change to match the rest of the document. This works especially well to match the indenting pattern when using bullets or automatic numbering.

Sometimes you need to copy a format to more than one place in a document. Format Painter makes it easy. Pretend you have created a document with six sub-heads scattered throughout. After you finish, you decide to emphasize the sub-heads by changing the font, adding boldface, and making the text blue. You select the first sub-head and manually make these changes to it. Then you click inside this newly-formatted heading, and double click the Format Painter icon. Double clicking keeps Format Painter active until you click its icon to close it. Drag over each of the other sub-heads one by one, and each will take on the format of the first one. Then click Format Painter again to turn it off. You'll be surprised how often Format Painter can help you fix mismatched formats in an instant. That's why I put it on my Quick Access toolbar. Little tools can cure big headaches.

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### Broken Hearted

Mildred was a 93 year-old woman who was particularly despondent over the recent death of her husband, Earl. She decided that she would just kill herself and join him in death.

Thinking that it would be best to get it over with quickly, Mildred took out Earl's old Army pistol and made the decision to shoot herself in the heart, since it was so badly broken in the first place. Not wanting to miss the vital organ and become a vegetable and a burden to someone, she called her doctor's office to inquire as to just exactly where the heart was located. "On a woman," the doctor said, "your heart would be just below your left breast." Later that night, Mildred was admitted to the hospital with a gunshot wound to her left knee.



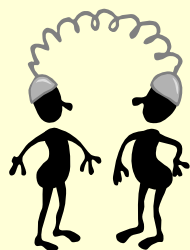
**www.MrModem.com**

## **Farewell, Dear Friends**

After more than 30 wonderful years as a writer, I have decided to retire at the end of this year (2015). I know what you're thinking, "“He's MUCH too young to retire.”" Okay, so maybe you are not thinking that, but it's my final column, so would it kill you to work with me here? Thank you.

All kidding aside, I have been the beneficiary of a long, rewarding career as a writer and I remain grateful to all newspapers and magazines that considered my work worthy of publication. As "“Mr. Modem,”" my words of occasional wisdom have appeared in The Reader's Digest, The Wall St. Journal, USA Today, The New York Times, Smart Computing magazine and hundreds of other publications. Special thanks are very much in order to all local editors with whom I have had the pleasure of working through the years.

simpler people back then. Technology, as we all know, moves ahead at an unremitting pace, with us or without us. And yes, it is exhausting just trying to keep up. Today I receive questions from readers using Windows XP, Vista, Windows 7, Windows 8, Windows 8.1, Windows 10 -- and heaven help us, the next version of Windows is already in the works. Add to that Apple, Android and Microsoft smartphones, tablets of all species, plus Kindle, Kobo, Slick, Nook and other eReaders -- it's enough to make one's head explode. The reality is that my one remaining neuron is no longer willing or capable of retaining all that information. (I can, however, still remember some of the 1960s, for which I am very grateful.)



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

*SECOND Thursday* of the month:

February **11th**

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

DO YOU HAVE A QUESTION FOR OUR TECH GUYS, *ELL FULLMER* and *JIM GLASS*

Fill Out the Form Below & Bring it to the Meeting

Name: \_\_\_\_\_

Cptr Operating System: Windows XP \_\_\_ Windows Vista \_\_\_ Windows 7 \_\_\_ Windows 8 \_\_\_ Mac \_\_\_ Other \_\_\_

Question: \_\_\_\_\_

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Elected Officers

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Email Address?  
Please Notify Membership  
Chair: Helga Djordjevic  
**hdjordjevic(at)  
verizon.net****

**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****

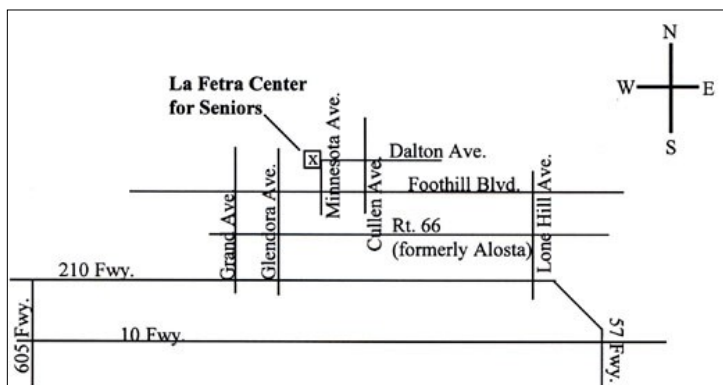
Thank you to the following mem-  
bers for help in this  
month's Newsletter::  
  
Helga Djordjevic

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