



JANUARY 2015 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 20, Issue 1



Happy new year



PROGRAMS BY: Program Chair:
Annemarie Hunt
(All programs subject to change)

January 14th

Avast
by Bob G

January 28th

Identification Theft
by Annemarie

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Glendora Seniors Computer Club Membership



Membership Benefits

Monthly Meetings:
2nd & 4th
Wednesdays of
the Month

Board Meeting:
2nd Wednesday of
the month following
General Meeting

One-on-One
Computer Help -
Hardware &
Software
2nd Thursday of
the Month

Tech News

Virus Alerts
w/links

50/50
Drawing

4th of July &
Christmas
Potluck

Socialization

Software Demos

Professional
Speakers

Auctions

Free Stuff

All for Only
\$12 per year!

NEW

RENEWAL

UPDATE INFORMATION

Date: _____

Full Name: _____

Mailing Address: _____

City, State, Zip _____

Phone with Area Code _____

Email Address: _____

What Operating System(s) Are You Using:

Windows XP Windows 8

Windows 7 Other

Level of Computer Skills (Please Circle):

Novice Average Expert

How did you hear about us? _____

Pay your \$12 renewal dues at any meeting -- or --
Mail to:

Glendora Seniors Computer Club
La Feta Regional Senior Citizens Center
333 East Foothill Blvd.
Glendora, CA 91741

Office Use Only:

Date Paid: _____

Check No. _____ Cash: _____

Member No. _____ M _____ F _____

Card Given By: _____

Class offered, Winter Session

Windows 8/8.1 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. Do you want to know about charms, tiles, where the start button is, how to shut down your computer properly? We will cover the fundamentals for the new computer user.

You will learn to become comfortable and enjoy your computer, learn to navigate the Windows 8.1 operating system.

- Write letters and memos on the computer

- Send and receive messages by email

- Explore the World Wide Web

- Customize your computer settings

- Install and remove programs

- Keep you system virus free

- Connect to a wireless network add a printer etc.

Students should have a computer at home connected to the internet.

When: Thursday, January 22 thru March 11 - 1:00 to 3:00 pm

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

Limited to 10 Students

The classroom is equipped with PCs for class, and the instructor will provide all other learning material.

APCUG SUBMITTED Articles
Furnished by Judy Taylour, Santa Clarita Computer Club

Get Plain Text

By Linda Gonse, Editor & Webmaster, Orange County PC Users' Group, CA
October 2013 issue, Nibbles & Bits
www.orcopug.org
editor (at) orcopug.org

It's probably safe to say that everyone has copied text from a webpage at some time and pasted it into an email or into a Word-like program. So, of course, you can relate to my dismay of pasting the type complete with its formatting riding piggyback on it.

I always have to stop what I'm doing and unformat and reformat the type, so it blends in with what I'm working on.

I can hear "old timers" yelling, "Notepad! Use Notepad!"

That's true. And, it's a good option. I'm using Windows XP (still), so I have a short-cut to Notepad on my Start menu. It's very easy to click on Start while I have my browser open and click to open Notepad to paste the web text, then recopy it from Notepad, and repaste the text into a document.

But, I found a simpler method.

Really. There is no learning curve.

I only have to click once after copying from a webpage, and then I can immediately paste unformatted text into anything anywhere!

With our typical complicated programs to work with, this just doesn't seem possible. Or, maybe alchemy might be involved!

The short of it is that this is true, no hocus pocus. It is possible with a tiny program called Get Plain Text.

It's only 70Kb and it doesn't add an icon to your system tray or grab any memory when you use it.

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It works in less than a second to remove text formatting, including fonts, sizes, colors, and embedded images. It just leaves plain text.

Download the program from the developer's webpage (clipdiary.com) at <http://bit.ly/1bzFuea> or a secondary download site at <http://www.softpedia.com/get/PORTABLE-SOFTWARE/Office/Clipboard/Portable-Get-Plain-Text.shtml>. Save it to your preferred disk location. Click on the program to run it.

Add the icon that launches Get Plain Text to your Quick Launch bar or favorite program launcher.

I keep it on my Quick Launch bar. As soon as I copy something to the clipboard, I click on the Get Plain Text icon. Then, I paste the text anywhere I desire. That's it.

When I use Get Plain Text, no window opens. There are no dialog boxes or preferences to select. There are no flags, bells, or whistles to tell me it is finished. It simply works fast, silently, and unobtrusively.

What else? Oh, yeah. It's free!

Using Windows Task Manager to *Get Out of Potential Harmful Situations*

By Terry MacLennan, Member at Large, Sauk Computer Users Group, IL,

Originally published in The Computer Connection, the newsletter of the Sauk Computer Users Group

<http://www.saukcomputerusergroup.org>

wcseniorcenter (at) gmail.com.

There is an easy method of getting your computer out of two situations of potential harm. To do this, we will use the operating system's built-in program called the Task Manager.

The first situation is when you have too many programs running at one time and the computer locks up. This lockup can also be caused by a single program that, for one reason or another, fails to run properly. Reaching over and hitting the power button may seem to be your only option, but there is a much better choice.

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The second situation occurs when you are on a webpage and one of those realistic looking but totally phony "security alerts" pops up on your monitor screen warning you of imminent danger of viruses and other malware that "it" has detected on your computer. These scare popups trick many naive people into clicking on them only to find out that now their computer truly is infected and control has been lost. You are totally helpless when you have clicked on one of these so-called "security" scam programs.

You absolutely must not click anywhere on these pop-ups including buttons that say something to the effect of "No Thanks," "Decline" or even "Continue Unprotected." But, instead of clicking one of those, you may decide, almost instinctively, to click the "X" in the corner of the pop-up box. Doing any of these actions is almost like turning your house alarm off, opening the door and saying "come on in" to the masked bandit standing outside. Paying the "bandits" for their "security program" which is holding your computer hostage is an extremely poor choice. Do you really want to pay the thieves with your credit card and its number?

But you are now stuck in a situation where you may try to click off the web page by clicking on its "X" in the upper right hand corner. But you soon find out that that won't work as you first need to close the window (the pop-up in this case) that is on top.

Hard shutting down the computer by using the power button may seem to be your only option but again, there is a better alternative.

Your best friend in both situations is the Task Manager. To open this built-in program, press and hold the CTRL and ALT keys with your left hand, then tap the DEL key with your right hand.

In Win XP, this will automatically open the Task Manager while with Windows 7 it will take you to a page with a list of options. Click the bottom option and it will open the Task Manager which looks nearly identical to the XP one. From here, everything is the same for both systems.

Along the top edge of the Task Manager is a row of tabs. Click the Applications tab, if it doesn't happen to automatically be on that tab. When you have opened it up, you will see a listing of all the programs and web pages that are running.

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If your computer is locked up, look for any programs that are "Not responding." Click the program one time to highlight it then click on End Task at the bottom. This should close the nonresponsive program and free your computer.

If the computer remains locked up, use the same method to close all of the remaining Programs that are running. Then shut down as you would normally. Everything should be back to normal when you reboot the computer.

A hard shutdown with the power button is absolutely the last resort as this could potentially damage files.

To close a web page with the dangerous fake security warning pop-ups, use the same method by highlighting the web page in the list then clicking End Task. This will safely shut down the web page with its pop-up without installing the malware "security program.

Moving Beyond Windows XP and Office 2003? Try Office 365 Home

Nancy DeMarte, 1st Vice President, Sarasota Technical User Group, FL

June 2014 issue, PC Monitor

www.thestug.org

ndemarte (at) Verizon.net



With all the publicity recently about the dangers of staying with Windows XP since Microsoft has stopped updating and supporting it, you might have overlooked the fact that support has also been cut off for MS Office 2003. For those who have decided to upgrade to Windows 7 or 8, it should also be the time to consider upgrading Office. For a home user, Office 2013 makes the most sense. And for those who own multiple computers, Microsoft is offering a real deal if you purchase Office 2013 through a subscription, rather than a standalone package The subscription version of

Office 2013 is called Office 365 Home. Since its introduction in 2012, Office 365 Home has continually been enhanced with improvements to the programs, new benefits, and better pricing options. Here are nine of the current features:

1. Office 365 Home can be **installed on five PC's, Macs or tablets**. (The standalone Office 2013 Home and Student allows installation on only one PC.) Plus, you can uninstall the 365 suite and install it on another machine any time during the subscription period.
2. The Office 365 Home suite includes **automatic security and program updates** to its seven programs, all of which load automatically in the background as they become available.
3. OneDrive (formerly called SkyDrive) is available to anyone with a Microsoft account. Office 365 subscribers get **1 TB of cloud storage**.
4. Windows 8.1 owners who also have Office 365 can keep the contents of their OneDrive folders in a special **desktop OneDrive app**. As changes to files are made either in OneDrive or in the desktop app, the two folders are automatically synchronized.
5. Office 365 Home owners also receive 60 minutes a month of **free phone calls on Skype**, which Microsoft purchased in 2011. This includes international calls to a large number of countries and does not require a Skype account.
6. Office 2013 and 365 both offer **Office on Demand**, which allows a person with either version to use Office on a Windows 7 or 8 PC even though it's not installed. If you are using a computer without MS Office, you can log in to your MS account, go to OneDrive, open the file you want, and edit it in its application. This feature is not available yet for Mac computers.
7. For co-editing a document or spreadsheet with a person in another location, Office 365 and 2013 both offer access to **Office Online**, basic Office programs which are available across devices – tablets, PCs, Macs.
8. In April 2014 Microsoft introduced **free Word, Excel, and PowerPoint apps for the iPad**. Everyone can use these to open and view documents, spreadsheets, and presentations. But only Office 365 owners can edit these files.
9. The programs which are part of the Office 365 suite are constantly being upgraded. Some are just simple tweaks like placing an icon in a more logical spot on the ribbon. Others are new features altogether, such as the **pivot tables in Excel** and **the ability**

to open a PDF file in Word. The effect of the changes is subtle, but generally makes the applications easier to use.

So how does the cost of an Office 365 subscription compare with the boxed Office 2013? It depends on the version. Programs included in the Office 365 Home suite, Personal suite, and University suite include Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. These three suites are all subscription-based and non-commercial. The Home version costs \$99.99 per year or \$9.99 per month and can be installed on 5 PC's, Macs, or tablets, with transferrable licenses. The Personal version costs \$69.99 per year or \$6.99 per month and can be installed on 1 PC or Mac and 1 tablet. The University version is a four year subscription that costs \$79.99 and requires the owner be a full or part time student at an accredited college.

If you don't renew your subscription, the programs will remain on the device, but will not function. Files created with the programs, however, will be saved.

The standalone products have one time prices. Office Home and Student 2013, a standalone product, costs \$139.99 at the Windows Store and can be installed on one PC or Mac. The suite contains four applications: Word, Excel, PowerPoint, and OneNote. Office 2013 Home and Business includes five programs (Word, Excel, PowerPoint, OneNote, and Outlook) and costs \$219.99. Office 2013 Professional includes the same seven applications as the home subscription suites, but costs \$399.99 for installation on one PC or Mac.

So how will you decide what version of Office 2013 to buy? It all depends on your situation. In our home we have four computers, so Office 365 Home is the perfect choice. If we had one PC, then Office 2013 Home and Student or Office 365 Personal would be versions to consider. Whatever you choose, you will find that the Office programs in the 2013/365 suites have some interesting new features that make the suite easier to use and more powerful than earlier versions.

In the old west a .45 cartridge for a six-gun cost 12 cents, so did a shot glass of whisky. If a cowhand was low on cash he would often give the bartender a cartridge in exchange for a drink. This became known as a "shot" of whisky.





Ask Mr. Modem! – January 2015

www.MrModem.com

Print Folder Index

Q. Is there any way to print the contents of a folder so I can obtain a list of the file-names, sizes and dates modified?

A. Yes, you can print a list of the files and subfolders contained in any Windows folder, and while this can be accomplished within Windows itself, using a third-party program makes the task a lot easier. One such program is PrintFolder at <http://no-nonsense-software.com/freeware>. PrintFolder can print files, subfolders or both, and it includes several other customizable options.

If you're a purist and prefer to print your directory of files and folders from within Windows itself, using My Computer or Windows Explorer, display the list of the folders or files you want to print, then press ALT + PRINT SCREEN (PrtScr) to copy an image of the active window to the Windows Clipboard.

Next, click Start > Programs > Accessories > Paint. On the Edit menu, click Paste (or right-click and select Paste). Click Yes to display the captured image then click File > Print.

Q. Is there a way that the photos in the body of email I receive can be made smaller in size? Thanks in advance for help, Mr. M.

A. The problem with super-large photos usually lies with the senders of those photos. Pictures to be sent by email should be low-resolution photos. Most digital cameras have a setting for that, but instead, many people send higher resolution (called "high-rez" photos) that are great for making prints, but often result in huge files. It then becomes the recipient's re-

sponsibility to correct the problem.

You can resize the photos yourself, though you might want to politely suggest that the sender actually open the manual that came with the camera and learn how to take low-resolution photos, or determine what relevant settings might exist for that specific purpose.

As the recipient of a super-large photo, ShrinkPictures.com is a Web-based service that enables you to reduce the size of digital photos. No software is required and the service is free. As an alternative, Resize2mail.com is also free. Senders of photos would be well advised to use either of these sites before sending photos.

My suggestion for anybody who wants to share photos is to simply use one of the online photo albums such as Snapfish.com, Shutterfly.com, PhotoBucket.com, or Picasa.google.com, then send the URL of their uploaded photos to others who can view the pictures online.

Q. I have Windows 7. Can I download the Windows 8.1 upgrade for free?

A. Unfortunately, no. The Windows 8.1 upgrade is only free for those who already have Windows 8 installed. It functions in the way a Service Pack would for previous versions of Windows. If you purchase a download of Windows 8 now, it will most likely be Version 8.1. If you do, however, purchase Windows 8, the upgrades to Windows 8.1 will be free. The best way to obtain Windows 8, however, remains via the purchase of a new computer with the operating system installed.

Q. I'm not planning to use Internet Explorer anymore because of all the security problems associated with it, but is it safe to use it long enough to download the Google Chrome browser?

A. The fact that IE remains vulnerable is of no additional consequence in this instance, if you have been using it all along. And realistically, how else are you going to obtain another browser other than by using Internet Explorer, if that's the only other browser you have installed? You should be fine using your currently installed Internet Explorer to download Chrome

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

January 2015

MonkeySee

Free access to a large collection of professionally produced and user-generated how-to videos. Categories of videos range from Auto & Mechanical to Sports & Leisure. In the Beauty & Fashion section, I learned how to style my hair for the prom. Just my luck: Almost 50 years and 250,000 follicles too late.

www.monkeysee.com

Ruined Photos

A collection of photos that took an unfortunate turn just as the shutter was released. Sometimes it's the result of the positioning of the subject(s), sometimes it's somebody or something that wandered into frame at the last second, or a less-than-civil gesture on the part of some inebriated guest. While some of the photos are hilarious, sensitive or easily-offended individuals would be well advised to avoid this site as some of the photos are a bit coarse, racy and thus potentially offensive.

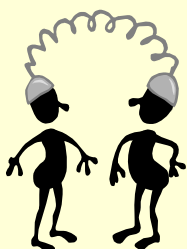
<http://ruinedphotos.paulherron.com>

Secrets Explained

Have you ever wondered how famous magicians and illusionists like David Copperfield, Criss Angel and David Blaine accomplish their magic tricks? If so, this site is for you! At the top of the page you will find categories for each magician. Mouse over the magician whose tricks you want to explore, then select an illusion or trick. You can also navigate by the type of tricks or techniques like Basic Techniques, Card Tricks, Coin Tricks and Rope Tricks.

www.secrets-explained.com

Use Promo Code MODEM when entering your six-month subscription to Mr. Modem's award-winning weekly computer-help newsletter and receive one month for free! Visit www.MrModem.com.



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

SECOND Thursday of the month: , January 8th

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: _____

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)live.com
Tech Advisor	Ell Fullmer	pakratt(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.

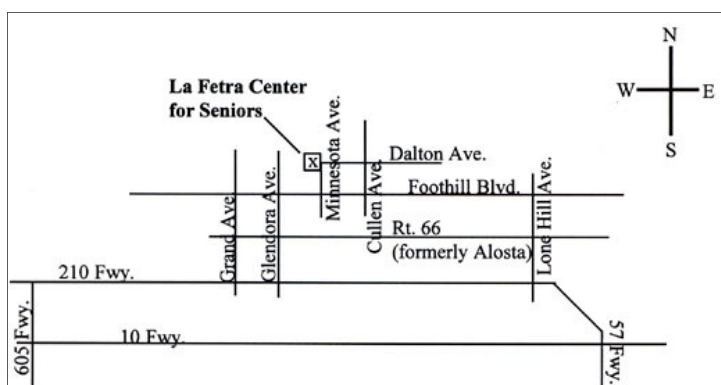
**Email to Dan Leddy
ranchitoave(at)yahoo.com**

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.gscclub.org

Email:

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