



**St. Patrick's  
Day**

## 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 3

**March 17th**

### MEMBERSHIP DUES

Membership dues are due by February 28, 2014. If you are delinquent, there is a membership renewal form on Page 2 of this newsletter that can be copied, filled out and submitted to our treasurer at the address indicated in the form.

### SIGNIFICANT DATES IN MARCH

**March 9:** Daylight Saving Time Begins

Set your clocks ahead one hour.



**March 20th:** First day of spring  
Pollen is in the air. Break out the antihistamines.

**PROGRAMS BY:** Program Chair:  
Annemarie Hunt

Mar 12th

Picasa (Webinar)  
by Geeks on Tour

Mar 26th

Dropboxx & Google  
Tutorials

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## MEMBERSHIP DUES ARE NOW BEING ACCEPTED FOR 2014

To be a Member in good standing, dues must be paid by February 28th. 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

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### Winter/Spring Session 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 8 – 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.

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## GSCC Meeting Minutes, Wednesday February 12, 2014

President Barbara Denny welcomed members and guest, Dan Dagan. **HAPPY VALENTINES DAY!** tomorrow!

**Program Chair Annemarie Hunt turned the meeting to Connie Lang**, who talked about a new meeting setup for today's and some future programs: Members with Laptops at tables, others in the chairs.

Connie presented the program: *AT THE BEGINNING WITH EXCEL= beginning/basics of Microsoft Excel* covering Excel 2007, 2010 and 2013. Part I including some uses for Excel and the basic default files "WorkBook"/sheets.

### ANNOUNCEMENTS:

#### Upcoming Programs:

**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) I Phones Security and upgrade to 7.14 needing secure lock password.
- 2) Braille keyboard
- 3) Security Updates
- 4) Short Cuts vs. files/programs
- 5) AVG Internet toolbar
- 6) CCleaner on laptops
- 7) XP Support ending April 14<sup>th</sup>?

**Other** - The 50/50 Drawing was won by **Wayne Gue**.

**Next Meeting – February 26<sup>th</sup>.**

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

**Submitted by:**

Secretary Ruthann Mayrose

**Approved By:**

President Barbara Denny

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## GSCC Meeting Minutes, February 26, 2014

**President Barbara Denny** welcomed thirty one (31) members and guests.

**Program Chair Annemarie Hunt** turned the meeting to **Past President, Connie Lang**, who presented the second half of her program on **Excel: Mastering Excel Made Easy** covering 2013 – 2007. **Some possible uses for the Excel Program: Address lists, prescription/med lists, books etc.**

Connie discussed the possibility of a formal eight week class in Excel this spring; a minimum of five students for the course at approximately \$30. A deadline of March 26 for anyone interested was set.

### **ANNOUNCEMENTS:**

#### **Upcoming Programs:**

**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.**

**Volunteers are needed at 12:15 to help set up the room with tables for these programs: Bill Skaggs volunteered.**

### **BREAK:**

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

- Battery life
- Credit Card Fraud (calls)
- Downloading films? Turn Off Security? “No!
- FBI Fraud Scam
- XP after April 14<sup>th</sup> – Create New User Account under Administrator; DON'T CLICK on ANYTHING!
- How to convert MBR disc to GPT disc.
- Lennox

**Other** - The 50/50 Drawing was won by **Barbara Houston**.

**Next Meeting – March 12th. Wayne Gue will bring cookies.**

**Adjournment:** 3:00 pm

**Submitted by:**

Secretary Ruthann Mayrose

**Approved By:**

President Barbara Denny

## Submitted Articles

Furnished by Judy Taylour, Santa Clarita Computer Club

### Get creative with Text Boxes

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida

September 2012 issue, Sarasota PC Monitor

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

ndemarte (at) Verizon.net

it text all the time. Word, of course, is by text; Excel and PowerPoint both use text in many of their functions. All recent versions of Office also include a tool called a “text box” for special uses of text. Let’s find out what it is and how to use it.

A text box is a specialized shape in which you can enter text. It functions outside the regular margin constraints of a document and can be moved or resized as needed. A text box is useful for adding a caption to a photo or annotating a diagram or chart. If you want to emphasize an important statement in a document, you can use a text box to repeat the statement in a “pull quote” and locate it in an unexpected spot, such as along a margin (known as a Sidebar) or across columns in the document. Its flexibility makes a text box useful in many situations.

Text boxes have most of the same properties as shapes. In Word 2007 and 2010, when you click the Insert tab, then Text Box, you open the Text Box gallery of 36 preformatted text boxes, as well as the “Draw text box” option. If one of the preset boxes meets your needs, click to insert it into the document. Older versions of Word lack this gallery, but you can still draw a text box, which is most often my choice. Click “Draw text box” at the bottom of the gallery. Then click anywhere in your document where you want the text box to appear and drag diagonally down the page to the right to create the text box. At first the box covers a portion of the normal text. This is because the default text wrapping setting is “in front of text.” If you don’t want the text box to hide the document text, select the text box so “handles” appear around the box. At this point, the Text Box Tools Format tab appears on the ribbon. Click Format, and then Text Wrapping in the Arrange group. Change the setting to Tight, which will position the text box within the existing text and also allow you to move the text box. Do this by clicking an edge so a crossed arrows icon appears and dragging it to a new location. You can also resize the box by dragging an edge or corner. To enter text in the box, replace the informational text with your own.

Once a text box is created and located in the document, it can be formatted in many ways. To format the text, select it, and a small version of the Font group on the Home tab will appear. Use these tools to change the font style, size, color, and other attributes. (You can also click the Home tab and use the full set of options in the Font group.) To format the text box itself, select it and use the tools on the Text Box Tools Format tab. For example, you can fill the box with a color, remove or change the border styles, make the text read vertically, or add special 3-D effects.

In Office 2007 and 2010, text boxes are not limited to a rectangular shape. You can add text to any of the items in the shapes gallery. Click Insert – Shapes and click a shape. Click in your document and draw the shape in the same way you drew the text box. Change the text wrapping to Tight as you did above, then right click inside the shape and choose “Add Text.” The large number of shape choices gives you many options for text boxes. Another approach is to begin with a classic text box, even after it is filled with text. Select it, which opens the Text Box Tools Format tab. Click Format and select “Change shape,” which opens the shapes gallery. Click a new shape, and the text box transforms into that shape with all its contents intact. Another interesting possibility is inserting a photo or piece of clip art into a text box. With the text box or shape selected, click the Insert tab – Picture. Click the photo you want, then Insert. The photo appears in the text box, resized to fit. The same steps work to insert clip art, charts or tables within text boxes.

Text boxes can be rotated for a dramatic effect. In Office 2010, select the text box, and click and drag the little green rotator circle above the box to rotate it left or right. In Word 2007, for an unknown reason, classic text boxes cannot be rotated, even though shapes can. One way to work around this problem is to create a text box, cut it using the Cut command on the Home tab, and then paste it as a “Picture (Windows Metafile)” using the Paste Special command option under the Paste icon.

Occasionally, you might create a text box in Word that you’d like to reuse at a later time. You can save it by selecting the text inside the box and then clicking Insert and the arrow under the Text Box icon. Choose “Save Selection to Text Box Gallery.”

Besides Word, text boxes appear in Excel and PowerPoint 2007/10. Neither program contains a text box gallery, but each has the “Draw a Text Box” tool, which gives you all the functions that Word does, including rotation. You can also start with a shape and include text by right clicking and using the “Edit Text” command.

Have a little fun. Create a few text boxes in your next document, spreadsheet or presentation.

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### **Keeping fit at the computer**

By Mike Hancock, Member of the GGCS Board of Directors and Steering Committee Golden Gate Computer Society, CA

October 2013 issue, GGCS Newsletter

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

editor (at) ggcs.org

Gary Brandolino, a certified fitness trainer, warned us during the September General meeting that extended use of the computer, while in an inappropriate posture, can lead to injuries and physical conditions that could require therapy. This warning, he said, applies to any repetitive motion and a sedentary life style. How to prevent injuries? Motion!

Gary said we can take a cue from almost any pet which, from time-to-time, will stand up and stretch. In fact, babies stretch too, as they roll and sit up. Posture is one of the most important factors in a healthy lifestyle, because your body tends to compensate for a poor posture, potentially leading to pain once you move out of that posture.

Note these key requirements when sitting at a computer:

- Use back support—otherwise you will slump.
- Keep arms level.
- Keep your head back; take your finger and touch your chin such that your head
- goes back.
- Exercise: sit and stand. This motion is best done with the legs spread and the head/eyes looking up, as if in a plane taking off. Do not bend over when sitting down or rising; use your hands to press down on your legs or the chair if necessary. Doing sets of sitting/standing will make your legs stronger.



Gary emphasized stretching; see artwork on the graphic for 12 recommended stretches while working at a computer or at a desk.

Stretches should be fashioned to suit the individual. Not shown in the figure are neck exercises, where you move your head, in the vertical plane, from left to right, leaning the ear down toward the shoulder; and up and down, over the chest and toward the back. To lean toward the shoulder, hold your shoulder down with the opposite hand while stretching.

Also not shown is the arm/wrist stretch where, with one arm stretched out in front of you at shoulder height, the wrist is first gently pushed down by the other hand, while the other hand resists the push, and is held, then pushed up and held.

Referring to the figure, Gary warned us to be careful when doing #3, the side stretch; and said that #5, the shrug, should be done while sitting straight up; #6 is a good exercise, with your hands behind your back, where you hold each arm in turn as you stretch that side of your body. #11, arching the back, is also a good exercise.

Any fitness routine should be designed for the individual's specific physical condition. If you decide to design a program for yourself and hire an instructor, mention your physical history.

In closing, Gary exhorted us to:

- Set goals; write them out.
- Be realistic with goals.
- Be patient and don't lose heart.
- Be consistent.

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### **As a Matter of Fact ...**

Borrow money from a pessimist—they won't expect it back.  
Half the people you know are below average.  
82.7% of all statistics are made up on the spot  
A conscience is usually the sign of a bad memory  
A conscience is what hurts when all your other parts feel so good  
All those who believe in psycho knesis please raise my hand.

## Securing Your iPad and/or iPhone

By Bill Crowe, 2<sup>nd</sup> Vice President, Sarasota PCUG, FL

December 2013 issue, PC Monitor

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

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It is an extremely good idea to secure your device (iPad or iPhone). If it is taken and not secure, then all the information can be and probably will be used if the person who took it has malicious intentions. Your entire list of contacts, emails, notes, everything on your device is now compromised. Let alone the fact that you may get a very large phone bill from your cellular provider.

There are steps you can and should take to protect your device(s). The first is to add a lock code. This will prevent anyone from using your phone unless they have the pass code. You can make this code a simple 4 digit code or a more complex code, if desired. I prefer the simple 4 digit code. But not 1234 or 1111. Those are the first codes a thief will try.

In order to set up the code use the following steps. Go to **Settings>General>Passcode lock>turn Passcode on**. Then enter your passcode twice. Be sure to write down this code and keep it in a place you will be able to access. (Not on your device). **If you forget this code you will not be able to use your device**. And the Apple guys can only restore your device back to store conditions. Meaning that all your data is lost

One of the options on the **Settings>General>Passcode lock screen** is to “Erase data”. If you turn on this feature, all data will be erased if there are 10 sequential unsuccessful attempts to enter the passcode. Use this at your own discretion.

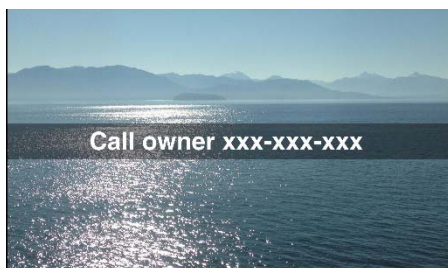


Now you have your phone secure. When you wake up your phone and get to the lock screen, you need to enter a code. This is great. Now if you “lose” your phone, all is not lost. At least your data is safe.

I like to believe that at least 80%-90% of the folks who find a device like this would like to return it. There is a way to let them know some information that may very well get your device back to you. This can be done by putting a note on your lock screen. See figure 1.

There are several ways to do this and I will cover a couple with you. The first way is to create a new note using the **Notes application** on your device. Then put text like “IF LOST CALL XXX\_XXX\_XXXX” in the middle of the note. Then take a picture of the page. You do this by pressing and holding the home button and the sleep/wake (on/off) button at the same time and then releasing them. A picture will be taken of your screen and placed in your camera roll album.

Now you need to make that picture your lock screen wallpaper. Click Setting >Wallpapers and brightness. Then tap in the box below, choose wallpaper, tap camera roll in photos, and locate your picture and tab on it. Move and scale the picture using one figure to move and two figures to make it larger or smaller. When it looks good to you, tap set as lock screen and you are done.



Another way to do this with a little more panache is to put text on a picture you have in your photos. This can be done using the App call “If Found Lock Screen”. It costs \$0.99. Download this application, tap on it and select a picture from your photos as

directed. Tap on the box in front of the picture and enter the desired text then position the text. Now tap the pen on paper icon at the bottom left of the screen and position the text on the picture. Tap save and follow the directions that come up that tell you how to make this picture your lock screen.

Next month we will have an article on the actions to take if your device is taken by a bad guy. In order to prepare for that ensure your device has “Find My iPad/iPhone” turned on.

To enable “Find My iPad/iPhone”

1. Enable iCloud by going to Settings>iCloud, and entering your Apple ID and Apple passcode(password)
2. Turn on Find My iPad

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## But it's an emergency!

One day a man opened his back door to find that there were burglars stealing his property out of his shed.

The man immediately phoned the police.

“Is someone in your house?”asked the officer. “No, they are not in my house”said the man, “but they are in my shed stealing from me.”

The officer told the man that all patrol cars are busy and for the man to lock his door and that an officer would be there when available. “Okay,” said the man. After about thirty seconds, he called the police again.

“I just called you a few seconds ago because there were people in my shed. Well, you don't have to worry about them now because I just shot them all.”

Within five minutes, three squad cars, a SWAT team and an ambulance pulled up to his front door. They all raced into his backyard and caught the burglars in the act..

One of the policemen said to the man, “I thought you said you shot them all.” The man replied, “I thought you said there was no one available.”



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[www.MrModem.com](http://www.MrModem.com)

### **Upload Video from iPhone to YouTube**

**Q. How can I upload a video from my iPhone or iPad to YouTube? Do I have to save it to my computer first and if so, in what format?**

A. If you create a video using your iPhone or iPad, you do not need to save it to a computer in order to place it on YouTube. Simply tap the Send button (the square with a little arrow), then tap the YouTube option.

**Q. Sometimes I long for the days of the floppy disc because they had labels on which I could write the disk's contents. These days I use several USB flash drives which are too small to write anything on. How do you keep track of the contents on your flash drives, Mr. M?**

A. I use different flash drives for different purposes so I don't really have any need to label the contents in any specific manner on the exterior of the drive. For example, I have one flash drive that I use for backing up documents, one that I use for Quicken backups, a drive that I use for photos and one for music backups. When I insert a drive into a USB port, I can then easily view its contents.

Because I primarily work with documents, that's the flash drive that I leave plugged into the USB port most of the time. I use Quicken on another computer, so that flash drive resides in one of that system's USB ports. The photo and music flash drives I insert as needed. Some "experts" recommend that flash or thumb drives not be left in a computer when not being used, but having used flash drives since they first arrived on the digital scene, I have never

experienced any problem leaving them inserted. And that way I know where the drive is, as well.

I generally purchase different color flash drives or at least flash drives that don't look identical, which makes it even easier to keep track of what's what.

**Q. When I move the cursor on my laptop over the icon that lets me know whether the laptop is plugged in, a bubble pops up that shows “94 percent available. Plugged in, not charging.” Shouldn't the battery be charging?**

A. It's possible that your particular battery won't begin to charge until it is at a certain level, such as below 50% or 25% capacity. Plus, depending on the type of battery, you may not want small, partial charges because the battery may only have X number of charging cycles. If that's the case, it doesn't matter whether you charge it 10% or 90%, both count as one charge cycle, so the fact that it's not charging could be to protect you from wasting finite charge cycles.

For a truly definitive answer as it relates to your specific computer/battery, I would recommend contacting the manufacturer of your laptop through its Web site Support area. In the alternative, look at your battery, note the brand, type or model number, then go to the manufacturer's Web site where specific charging details and recommendations will be available.

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

#### **CRAYON**

The acronym CRAYON, stands for “CReAtE Your Own Newspaper,” the name of one of the longest running sites on the Web, having made its debut in March 1995 -- long before many people even heard of the Internet. To get started, I'd suggest going to the Help area, which will guide you through the process of creating your own newspaper with step-by-step instructions. If you have ever experienced the desire to only get the parts of a newspaper you enjoy reading, CRAYON can make that happen.

[www.crayon.net](http://www.crayon.net)

#### **Jamie's Home Cooking Skills**

Whether you are a college student who has just entered the world of having to cook meals for yourself, someone who wants to learn more about cooking, or a parent who wants to teach

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children how to cook, this site (created by celebrity chef Jamie Oliver) is for you. The site was designed for people with a desire to obtain their home cooking certification (who knew?), and to help enlist schools to provide the appropriate educational courses. Use the Index to select a course from the drop-down menu. It will display the recipes, skills, fact sheets, videos and images that go with that course. You can also head directly to Recipes, Skills, Activity Sheets or Fact Sheets from the navigation menu at the top of the page.

[www.jamieshomecookingskills.com](http://www.jamieshomecookingskills.com)

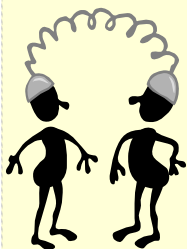
### NIH Senior Health

The National Institute of Health's site for Senior Health information. I particularly like this site because it was designed for mature eyeballs, meaning the font is easily changed to something more readable. You can even change contrast colors to make it easier to read. The menu at the top of the page contains Health Topics A-Z and Video A-Z, from which you can select subjects or videos of interest.

<http://nihseniorhealth.gov>

**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](http://www.MrModem.com)**

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

**SECOND Thursday of the month:**

March 13th

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





**Elected Officers**

President	Barbara Denny	dennyandassoc(at)verizon.net
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Treasurer	Rita Norkin	rin369(at)live.com
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Past President	Connie Lang	connielang(at)verizon.net

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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****

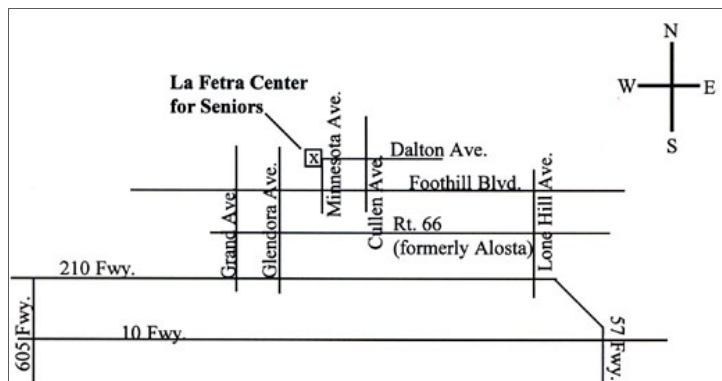
Thank you to the following mem-  
bers for help in this  
month's Newsletter::  
  
Helga Djordjevic

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