



# MARCH 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 3



First day of spring  
March 20th

### GLENDORA SENIORS COMPUTER CLUB GENERAL MEETING MINUTES February 11, 2015

**Vice-President Wayne Gue** called the meeting to order welcoming 34 members and one guest.

#### ANNOUNCEMENTS:

- 1) President Barbara Denny is on vacation.
- 2) Thanked Frank Duran for today's cookies.

#### Program:

**Jim Glass and Ell Fullmer** gave a very informative presentation on the *Getting the most out of using email*. Jim's presentation is available for the asking; email him at [jgsc@gmail.com](mailto:jgsc@gmail.com).

#### **Break:**

#### **Q & A with Ell Fullmer & Jim Glass:**

Ell and Jim answered questions including the following issues:

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

March 11th

**Members' favorite web-sites and apps**  
- Annemarie

March 25th

**Senior Sacms**  
- Annemarie

#### INSIDE THIS ISSUE

Meeting minutes	1
What does that icon mean?	4
Mr Modem	13
Question Form	16
Officers & Chairs	17



March 2015

- 1) Selecting a new Computer – A \$200 computer is going to be slow; depending on what you want to do with the computer.
- 2) Downloading programs from secure sites: Malwarebytes.org and FileHippo.com

**Next meeting: February 25 Program “Chain Letters, Snopes—True or False” Jim Glass; Leroy Overstreet and Barbara Huston will bring cookies.**

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

***Submitted by:***

Secretary Ruthann Mayrose

***Approved By:***

Vice-President **Wayne Gue**

**GLENDORA SENIORS COMPUTER CLUB  
GENERAL MEETING MINUTES  
February 25, 2015**

**President Barbara Denny** called the meeting to order at 1 PM and welcomed members and guests: **Michael Harrington and Carol Makela.**

**ANNOUNCEMENTS:**

- 1) Thanked **Barbara Huston** for today’s cookies.
- 2) Program note: April 22 Regular Meeting will be a “workshop” format on Smartphones (IPhones, Android, IPads etc.) with **Michael Harrington.**

**Program:**

**Jim Glass** – Hoaxes, Urban Legends, Myths and tales; Chain letters and Snopes – is that a Fact?? Some examples being: 1) Spider in the hair 2) Stolen Kidney 3) Lights Out 4) jokes/phishing 5) Friend stranded in ??? ...need to send money 6) Proctor & Gamble Logo (Satanic symbol) 7) Fake virus alert 8) Blair Witch Project 9) Chain letters “The sky is falling” type.

Some sites to verify suspect emails: Snopes.com, Google first line of suspect story, Urbanlegends.com, about.com, Mythbusters-Discovery Channel program, Vmyths.com

March 2015

Some Antivirus/malware sites: Sophos.com, F-secure.com.

**Break:**



**March 17th**

**Q & A with Ell and Jim**

Presentation and overview of password security specifically “Lastpass” password vault.

**Next meeting: Wednesday March 11, 2015** – Members’ favorite Websites and Apps – Session II (handout at meeting).

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

**Submitted by:**

Secretary Ruthann Mayrose

**Approved By:**

President **Barbara Denny**

Dave had just returned from a business trip when he sat down at his PC and found the following message addressed to him from his friend ,Albert.

“Dave, I’m writing you this note because my conscience is bothering me so **much** over what I did with your wife while you were out of town. I couldn’t stand the temptation, and I did things that will probably infuriate you. I jumped at the opportunity to do what I did trying to block out the fact that you’re my best friend, and I hope you will forgive me. There were times I attempted to stop, but I was so overcome with passion, I just ignored my better instincts and proceeded to go ahead and explore every technique I had ever dreamed of, and now I am so ashamed of myself. Please forgive me.”

Albert

Dave broke into a rage. Then he noticed a second message addressed to him

“Dave, I made a spelling error in my note to you. I was talking about your

Wi-Fi.”

Albert

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

### **What does that icon mean?**

By Veronica Valero, Member, Golden Gate Computer Society, CA; one-on-one computer tutoring through her business, Computer Tutor of Marin

March 2013 Issue, GGCS newsletter

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

editor (at) ggcs.org

When I took a recent airline trip to attend a family wedding, I planned to rely on mass transit during our visit to Seattle. But I almost didn't get out of the airport because I didn't correctly interpret airport icons on signs leading to the light rail transport.

I recognized familiar symbols for men's and women's restrooms, followed light rail symbols down several corridors and two escalators, and boarded the rail train. But it never left the airport. Turns out I boarded an internal rail system, not the Seattle light rail, as pointed out by kind passengers when we asked how to pay.

This situation is no different for computer users. These last few years the computer software industry has removed or hidden text-driven drop-down menus and replaced them with a plethora of icons that, somehow magically, users are supposed to interpret. Hovering over an icon may reveal the answer, but this method wastes time.

A little computer history In 1983, Apple Computers Inc. launched Lisa, the first personal computer with a graphic interface and its famous mouse, the point-and-click device that revolutionized the computer industry. At that time, commands were generated by keystrokes and our memories.

March 2015

For example, to bold text using the PC WordStar word-processor, you pressed the Command (Ctrl) key, then P, and then B to tell the computer to begin bolding when printing. Next, you typed the text. To stop bolding, you repeated the above key-strokes. If you forgot to stop bolding, you wouldn't know until you printed the document because computers were not yet WYSIWYG (What You See Is What You Get) until Apple entered the scene.

Apple Computer changed the command-driven way of computing that required you to memorize many exact commands. We can still use these key-based commands; common ones for Macs (Apple) and PCs include: To save a document = Press and hold the Ctrl key then press the S key and release (for the Mac, press the Command key in place of the Ctrl key). To print = Ctrl + P. To copy = Ctrl + C. To paste = Ctrl + V. To cut = Ctrl + X. To undo = Ctrl + Z. Unfortunately, the current computer trend toward turning all text into symbols has gone too far.

Keeping up with all the new imagery is counter-productive and frustrating to many. This move toward iconography has moved to our phones, smart phones, iPads, tablets, readers, and many electronic gadgets.

My experience at the airport demonstrates how this trend is infiltrating our world. To help you survive the next stage of the computer symbolic evolution, below are common cross-platform cross-application symbols. Memorize these icons and you may just survive the dawning of this new era. Note: These instructions below are all one-click/touch actions.



Power Button: Turns on/off your electronics. Note: Rather than pressing the power button to turn off, some computers require a Shut Down process by clicking a menu or icon.



Close a window or application: Windows PC: Click the X (top right corner) to close an application or a window. Mac: Click the red button (top left corner) to close an application or window. This action usually does not quit the application.



Arrow (black or white): When you move the mouse or move your finger around the track pad, the arrow tracks your movements. When you want to select something or press a button, left click once.



I-beam: The arrow becomes an I-beam when the arrow enters a text box or area where you can type. To activate the typing feature in the text box or area, you may need to click once to see the blinking line that indicates where text will appear when you type.



Hand: When the arrow hovers over text (often underlined or in color), when you click once it will take you to a different webpage or website, or a different part of the document. When the arrow hovers over an image and it becomes a hand, when you click the image once, it can open a new website, webpage, or window showing you the image in a larger format or give you more information.



Triangles (& Vs) Down or Up: (1) click to scroll down or up, or (2) click to see a dropdown menu and make a selection.

Doubles Triangles (& double-Vs )—Down or Up: (1) Page up or page down, or (2) next window or view, or (3) previous window or view.



Triangles (& Vs)—Left or Right: Can mean: (1) Play audio or video, (2) Click to scroll left or right, (3) click to go backward or forward, or (4) click to see more options, etc.

Doubles Triangles (& double-Vs)—Left or Right: (1) Takes you to the beginning or the end, (2) Fast-back or Fast-forward, or (3) Previous or next section, selection, or song, etc.



Back button and forward buttons: When pointing left, click it to go to the previous webpage(s) or window. When pointing to the right, click it to take you back where you were. It's like flipping back and forth through a book or magazine: It remembers where you've been.



Microsoft Windows "Start" button (four square icon): Click to see Microsoft's Start Menu (XP, Vista, Windows 7) or Start Page (Windows 8). Note: Some keyboards have a

Windows Start key to the side of the Spacebar: press once to open the Start Menu or Start Page.



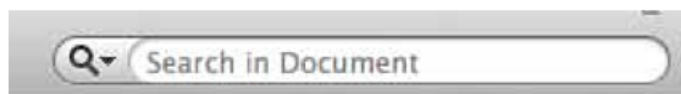
Apple's "Finder" (Square Smile) Icon on a Mac: Found on the left side of the Dock, this icon is your virtual filing system (like Window's Library/My Documents). Click it to access your storage folders: Documents, Pictures, Music, Movies, Downloads, applications, etc.



Delete/Trash/Recycle: Select your document, email, item, or text, and then click this icon to delete it. Sometimes to permanently delete the item, such as documents and emails, you need to empty the Delete, Trash, or Recycling folder. Note: In some applications, the X and Don't images (circle with line through) also means Cancel.

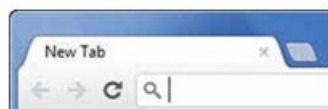
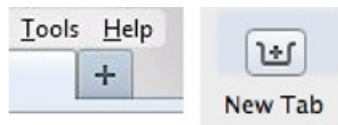


Search Magnifying Glass: Found in Internet browsers, at websites, in your computer, in applications, etc. Click once in the text box and type key word(s), and then click the magnifying glass icon or the Go, Search, or Find text to locate word(s) or topics, etc.



Zoom Magnifying Glass (in +, out -): Looks like a search but usually has the word Zoom, 100%, or plus and minus signs. Click to enlarge or reduce. Clicking this icon generally increases or decreases the font and image size.





**New Browser Tab:** To open a new window while keeping the current window accessible, click the Tab, the icon with the plus sign, or the blank tab to the right of an existing tab. This action lets you have your web-mail in one tab, your Google.com webpage in another, while you open another tab to do shopping, researching, or watching Youtube.com, etc. To delete a Tab: Without closing the browser, hover the mouse over the tab and click the X to close just that tab.



**House/Home:** In your Internet browser, clicking this icon once takes you back to your home website (the website/page that first appears when you open your Internet browser).



**Cogwheel or Tool image = Tools, Settings, Preferences, or Options:** Click to customize or adjust the settings/features of the application (Word, Outlook, Mac Mail, iTunes, Apps, etc.) or services (Online email such as Gmail, Comcast, DropBox, Skype, Pandora, online banking, etc.).



Menu: Click to see a dropdown menu of options. This icon is replacing the menu bars on several browsers, webmail applications, and tablet and smart-phone apps.



Undo: My favorite button! It un-does the last thing you did: (1) Brings back what you accidentally deleted or lost. (2) Deletes what you just typed. (3) Removes formatting that you decided not to do (bold, font style, color, etc.). (4) Removes any changes you just made (resized a picture, added color, added borders, etc.). Note: On some applications, when you keep clicking it, you will sequentially remove previous actions.



Redo: It puts back what the Undo button removed.



Refresh: Usually found in Internet browsers and other applications. This icon lets you update changes on webpages where content is constantly changing such as stock market prices, news items, weather updates, etc.; click the Refresh icon to update. Caution: Refresh looks similar to the Redo icon.



Checkmark: (1) Click to accept changes. (2) Click box to insert or remove a checkmark to agree to a setting, option, service, etc. Caution: When download-

ing, installing, or updating software, etc., pay attention to any boxes with checkmarks. Read the text to make sure you're not signing up (subscribing) to receive email advertisements or to download a free and possibly a problematic application or unsuspected viruses.



Editing Tools: Cut = scissors, Copy two pages, Paste = paper on clipboard.



Font (text) Color: Change text/font color. How: First select the text, and then click the dropdown triangle (bottom right) once to see color swatches, select your color by moving the mouse arrow down, and click once on your color selection. When done, deselect (unselect) the text by clicking the text box area once.



Email—Reply: A single arrow to the left. Click it to reply to the sender of the email you received. It will insert email address, subject, and include the original message. Next, type your reply message. Email—Reply All: A double arrow to the left. Same as Reply but it sends your message to all those who also received the original message from the sender (all emails listed in the To: and CC: sections). If you only want the sender to see your response, make sure you select Reply not Reply All. Note: If you received an attachment in the original email, Reply will not resend the attachment.



Email—Forward: Click to forward the email to one or more people. It will insert the subject and include original message. You will need to enter the email addresses and then type your reply message. Note: If you received an attachment in the original email, Forward will include the attachment unless you changed the default.

\*\*\*\*\*

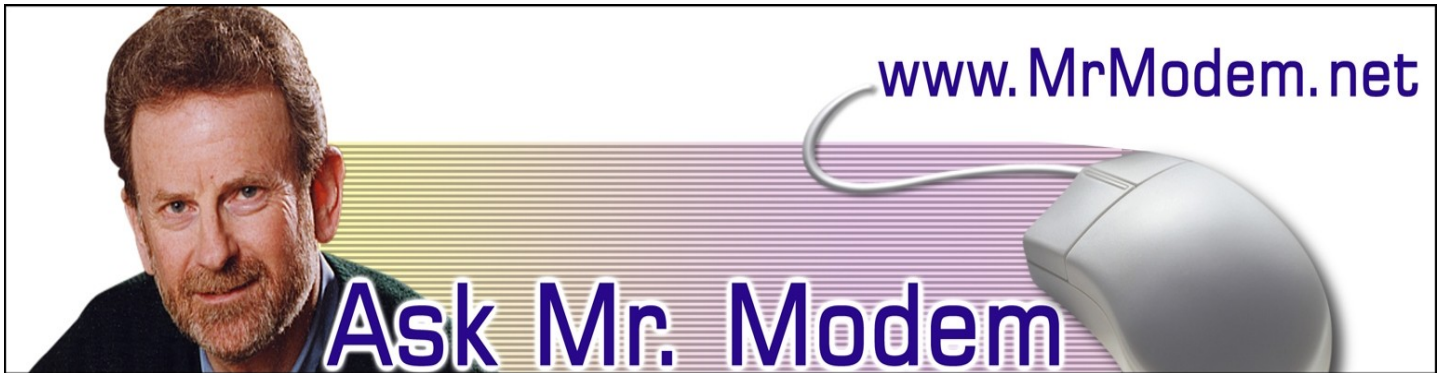
## 1. Mutual Defense Alliances

Over time, countries throughout Europe made mutual defense agreements that would pull them into battle. Thus, if one country was attacked, allied countries were bound to defend them. Before World War 1, the following alliances existed:

- Russia and Serbia
- Germany and Austria-Hungary
- France and Russia
- Britain and France and Belgium
- Japan and Britain

Austria-Hungary declared war on Serbia, Russia got involved to defend Serbia. Germany seeing Russia mobilizing, declared war on Russia. France was then drawn in against Germany and Austria-Hungary. Germany attacked France through Belgium pulling Britain into war. Then Japan entered the war. Later, Italy and the United States would enter on the side of the allies.

“Peace, commerce and honest friendship with all nations — entangling alliances with none.” George Washington in his farewell address on September 17, 1796.



**Ask Mr. Modem! – March 2015**  
**www.MrModem.com**

### **Windows XP: Let it Go**

**Q. I know you're probably sick of hearing from us XP user/whiners, but it is such a good operating system, I just don't want to move to something else. I have heard that Microsoft was losing money on XP, but why can't they just charge XP users and continue supporting it?**

A. Microsoft was not losing money on XP. In fact, it was one of their most successful products ever. But as an operating system, it simply ran its course and it was time for the company to move on -- exactly as it had announced years in advance. The same will hold true for Windows 7 and Windows 8. At the time of each respective release, it was announced that extended support would terminate for Windows 7 on January 14, 2020 and for Windows 8, January 10, 2023, so mark your calendars. Technology is destined to move ahead with us or without us, whether we want it to or not. That's just a harsh reality of computing life.

**Q. I have a program that is asking me to log into Windows 7 as Administrator. How do I determine if I am already logged in as such and if not, how do I do that?**

A. To check if you are logged into Windows 7 as a user with Administrative privileges, go to the Control Panel, open User Accounts and click Manage Another Account. (You can also go to Start > Search and type in User Account.)

All user accounts will be listed with each account assigned a status, such as Admin-

istrator, Standard User, etc. Make sure that you are logged into Windows under an account with the status of Administrator. If you are not sure under which account you are currently logged in, go to the main User Accounts page. The current user will be displayed on the right-hand side of the page.

**Q. What is the red arrow that shows up on occasion at the top-left corner of an Excel spreadsheet? The cells in question are filled in. I can usually get rid of the arrow if I erase the cell's contents, then rewrite it, but not always.**

**Thanks, Mr. M.**

A. That little arrow is a "formula error indicator." In other words, that arrow indicates that the formula within that cell contains an error that will prevent it from calculating properly. The IRS will not accept that as a reason for miscalculating your taxes, by the way. You might have better luck with, "My dog ate my tax return."

**Q. I use Windows Live Mail. Some newsletters I receive are always classified as "Undesirable" and placed in my Junk folder rather than in my Inbox where legitimate email should go. How can I change this?**

A. Open one of the miscategorized newsletters located in your Junk folder and select the Not Junk check box in the upper left. From the drop-down menu, make sure you mark Add Sender's Domain Name and Add Sender's Name to Safe Sender list. Then click the big green check again.

You can also choose to add the sender's address as a Contact. Click the Contact option in the upper left of the Inbox, then add the address. This will work for any mail that's mistakenly going into the Junk folder. It may not work the first time, but keep trying and your persistence will be rewarded. That's the theory, anyway.

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

Amazon Smile

Go to Amazon Smile and log into your Amazon account. You will then be given the

opportunity to select a from an extensive list. Each time you purchase something through this Web site thereafter, a small percentage of that purchase will be donated to your designated charity. You will not pay any more for your purchase.

[www.smile.amazon.com](http://www.smile.amazon.com)

### Ripe Track

Wouldn't it be great if you could search by a fruit or vegetable you crave to determine if it is in season? Or perhaps browse a list of what is currently in season? Well, dreams do come true, my fruit-loving friends! When you arrive on this site, use the Search field to type in a fruit or veggie. Beneath the Search field is a tiny link you can use to view a list of products categorized by state of ripeness. Red is out of season, yellow is in-between seasons and green is in season.

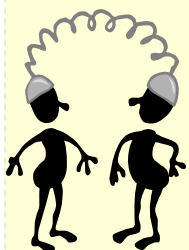
<http://ripetrack.com>

### MosaiCulture

Every three years an international competition in horticultural sculpture is held, called "mosaiculture." The focus is creating sculptures out of living plants. The greatest horticulturalists in the world submit plans a year in advance, then in late May, travel to Montreal and plant more than 3 million plants at the Montreal Botanical Gardens. Visit this site to view the blooming results. (And I thought my geraniums were something special.)

<http://tinyurl.com/m3vgpnc>

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



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

*SECOND Thursday* of the month: *March 12th*

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****

**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****

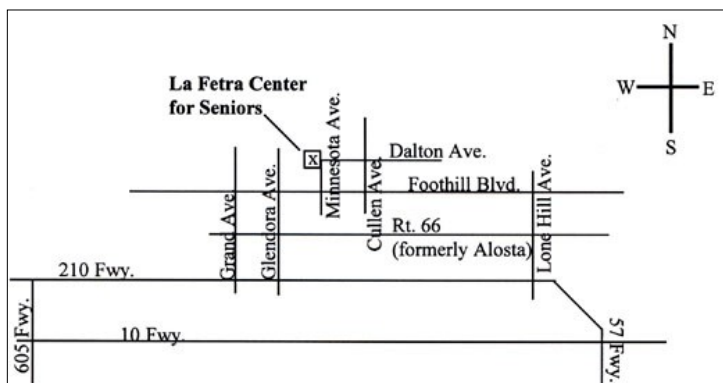
Thank you to the following mem-  
bers for help in this  
month's Newsletter::  
  
Helga Djordjevic

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



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



**We're On The Web**

Webmaster:  
Ell Fullmer  
www.gscclub.org  
Email:  
gsccl(at)gscclub.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.