



NOVEMBER 2014 Newsletter

Glendora Seniors Computer Club

A Friendly Seniors Group Serving All Computer Skill Levels

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

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

Volume 19, Issue 11



Thanksgiving Day
November 27th

Glendora Seniors Computer Club General Meeting Minutes October 8, 2014

President Barbara Denny welcomed 24 members and guest, **Barbara Nelson**.

ANNOUNCEMENTS:

- 1) Board Meeting to follow today.
- 2) Proposed By-law changes presented & sent via email.
- 3) XP Essentials updates ending.
- 4) Nominating Committee needs names for 2015 Officers.
- 5) Computer Guys tomorrow (10-9)

Thanked **Rita Norkin** for today's cookies.

Program:

Jim Glass showed a video, gave a demonstration and tips for setting up a PowerPoint Presentations in 2007 Office including: 1) Slide shows 2) Images and Audio 3) Video.

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

November 12th

Mail Merge in MS Word
by Connie Lang

November 26th

No Meeting
Thanksgiving on the 27th

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Tips – Put all pictures in one file before putting together the PP presentation; other programs are better for photo sharing

BREAK:

Q & A Ell Fullmer answered questions covering:

- 1) Email using Outlook
- 2) Setting up email accounts

Other - The 50/50 Drawing won by **Helga Djordjevic**.

Next meeting Wednesday October 22--Mary Scott and Luis Martinez will bring cookies.

Adjournment: Meeting adjourned at 2:45 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By:

President **Barbara Denny**

Glendora Seniors Computer Club
General Meeting Minutes
October 22, 2014

President Barbara Denny called the meeting to order at 1 PM and welcomed members.

ANNOUNCEMENTS:

- 1) By-laws Revisions were presented for the second time and approved by unanimous vote of the members present. Revisions and additions approved will be posted on the Club Website.
- 2) Motion by **Jim Glass**/seconded by **Glen Moore** and approved unanimously: \$500 for maintenance and upgrade of Club computers including 2 new hard drives and 2 DVD/CD drives. **Ell Fullmer** has been reimbursed for purchases to date and authorized to secure other items needed for maintenance and upgrade of the Club equipment.
- 3) Executive Board has approved a \$50 gift for **Newsletter Editor Dan Leddy**, who continues to do our newsletter though he has moved out of state. (Thank you, club members –Dan)

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- 4) **Glen Moore** has agreed to handle the 50/50 Drawing ticket sales at future meetings.
- 5) **Vice-President Wayne Gue** is still seeking candidates for 2015 including the position of Vice-President.

Thanked **Mary Scott and Jim Glass** for today's cookies.

Program:

Member's Favorite Websites

Ell Fullmer, Jim Glass, Clint Stone, Glen Moore, Rita Norkin, Phyllis Sain and Annemarie Hunt gave us tips on their favorite sites.

See handout. – **See page 2 (Attachment to Minutes.)**

Holiday Potluck/Auction (December 10th Meeting) – **Annemarie** will survey the membership as to interest in this annual event.

BREAK:

Q & A questions covering:

- 1) Kindle Service (Ereader from Amazon) – Jim Glass
- 2) Half.com, Baenebooks.com, and ProjectGutenberg.com (sites to buy, sell or search for online books) – Jim Glass

Other - The 50/50 Drawing won by **Helga Djordkevic**. Participation in the 50/50 Drawing has been down and so, after some discussion, has been discontinued until after the first of the year at which time the issue will be revisited.

Next meeting Wednesday November 12th – **Connie Lange** will give a presentation on “*mail merge*” just in time for holiday letters.

Adjournment: Meeting adjourned at 3 pm

Submitted by:

Secretary **Ruthann Mayrose**

Approved By:

President **Barbara Denny**

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FAVORITE WEBSITES OF GSCC CLUB MEMBERS

October 22, 2014

1. From Ell:
<http://savvysenior.org/>
Excellent site with tips for Seniors. Subscribe to the Monthly Newsletter.
www.salecircular.com
Compare prices at retail stores for electronics
2. From Annemarie:
<http://www.rxlist.com/drug-interaction-checker.htm>
Before you take any medicine, check on this site for possible drug interactions.
<http://www.flightradar24.com/planes.php>
Track airplane flights all over the world in real time
<http://www.krooz-cams.com/>
Live webcams mounted on cruise ships to show their current locations and ports all over the World
<http://showmystreet.com/>
Faster than Google Street View to find an address and pictures
<http://www.oceanweather.com/data/>
Ocean weather and storms, wave heights all over the world
3. From Clint Stone:
<https://familysearch.org/hr/search>
For Genealogy Research, by the LDS Church
4. From Glen Moore:
www.webMD.com
5. From Rita Norkin:
www.rings-things.com
Jewelry making and supplies
6. From Phyllis Sain:
Amazon.com
For just about everything
7. From Jim Glass, jggsc.com
Pandora.com
SalesCircular.com shows what's on sale at local retail stores

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

FAVORITE WEBSITES OF GSCC CLUB MEMBERS

10 Tips for Online Shopping Safety

By Sandy Berger, CompuKISS

www.compukiss.com

sandy (at) compukiss.com

Amazingly, in today's topsy-turvy world, because of vulnerabilities in the processing of credit and debit cards used at retail stores and the hackers who are focusing on those vulnerabilities, right now shopping online can actually be safer than swiping your card at a local store. For safety sake, however, there are a few online shopping rules that you should follow.

1. The first of these is to always have a good antivirus program installed on your computer and to update your antivirus program and other software like the operating system whenever an update is available. When in doubt, don't click on links. This is especially true of email where phishing schemes are prevalent, but you should also be careful when you are surfing the Web or visiting social media websites.
2. Shop at trusted, established websites. Don't use any sites that you've never heard of. If you want to try a new website, check to see if any friends or acquaintances have used it successfully.
3. Pay only through secure sites. Typically the address in your browser will change from "http:" to "https:" during a secure connection.
4. **Never** email your credit card number, social security number, or personal information to anyone. No reputable seller will request it by email since email is not secure.
5. Do your banking and shopping from home where you are on your own secure network. Wi-Fi hotspots at local coffee shops and other establishments usually do not offer enough protection unless the user takes some added precautions, which can be cumbersome for the average user.
6. Create strong passwords consisting of numbers, letters, and symbols. Do not use words or names. Make the password for each banking and shopping site unique. Keep your passwords private.

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7. Credit cards are generally the safest option for shopping online. When using a credit card, you have limited liability and the ability to have the credit card company intervene if something goes awry. Debit cards can also be a good choice as long as you have investigated their liability limits, which may be higher than those of credit cards.

8. Keep a paper trail. Let's face it, none of us have perfect memories. Print and save records of your online transactions, including the name of the seller, product description, price, and date of purchase. Most reputable merchants allow you to print a receipt after the transaction is complete. You can use these printed receipts to compare to your bank and credit card statements.

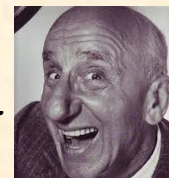
9. **Monitor** your bank accounts and credit card purchases regularly. Report any discrepancies or unusual charges to your financial institution immediately.

10. Your social security number is the key to your identity. Be miserly about sharing it with anyone, especially online. No reputable merchant will ever ask for your social security number to make a purchase.

Credit card theft is pretty easy to get through. Usually you notify your financial institution and they issue you a new card. Identity theft is much more difficult to handle because a thief can open lines of credit in your name, buy a car, and obtain new credit cards. In order to steal your identity, the thief needs personal information like social security number, address, phone number and financial information. So be careful when giving out any such information.

Many financial experts say that having your bills sent to you electronically and paying them electronically is safer than sending and receiving them by mail. They also recommend shredding paper documents with personal information. So whether you use a credit card at a physical store, you shop and pay bills online, or you pay bills by mail, the key word is "caution." Our mothers taught us to watch our wallets and keep the doors closed. Now we have a lot more convenience, and also a lot more to watch out for.

Your eyes are always the same size from birth but your nose and ears never stop growing. —*Body Beautiful*



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Back to Basics

Finding Programs on Your Computer

Jim Cerny, 2nd Vice President, Sarasota PCUG, FL

May 2014 issue, PC Monitor

www.spcug.org

[jimcerny123 \(at\) gmail.com](mailto:jimcerny123@gmail.com)

When you turn your computer on, Windows (the master supervisor program, (also called the “operating system”) starts and, after a few moments, displays your start screen called the Desktop. This is where you begin using your computer and decide what you want to DO with your computer – that is, select what program you want to run on the Desktop are:

ICONS – those little symbols with words underneath them. Most of these icons represent programs, and you “double-click” your left mouse button on the icon of the program you want to run and use. Each program runs in a “window” (hence the term “Windows” for the operating system). The programs you use should have an icon on the desktop. However, most people new to using a Windows computer may not realize that your computer – all computers – come with many programs already installed on the computer. And, over time, you (or someone else using your computer) may have downloaded or installed more programs. Not all these programs have icons on your desktop.

To see ALL the programs on your computer, left click once on the “Start” button (or “Start orb”) which is in the lower left corner of your desktop screen. This will open the start MENU which has all kinds of goodies. On this start menu, very near the bottom, is a rectangular box with the words “All programs” on it. Move your mouse arrow to that box and wait - it will open a list of ALL your programs on your computer. There are two important things about this list that you should know. First it is a long list, and you will have to use the scrollbar on the right side to see the whole list. You can “scroll down” by putting your mouse arrow on the scrollbar gray slider, hold down the left mouse button, and then drag the mouse down. This will “drag” the scrollbar and show you the rest of the list. The second thing is that there are so many programs, they are organized into FOLDERS. Scroll down this list until you see the list of folders – a “folder” has a small yellow icon that looks like a folder to the left of the name.

The first FOLDER in the list should be the “Accessories” folder of programs. It is this particular folder that we will use for the rest of this article because all Windows computers have it (no matter what version of Windows you are running on your computer). Left click once on the Accessories folder to open it. This will give you a list of all the programs in that folder. All these programs come with Windows, so they are on ALL Windows computers. To open or run any program from the “All programs” list, you just left-click once on the name of the program you want to start.

We are going to look at three of these programs, so left click on each of these to open them:

- Click on “Calculator,” and a small calculator window will appear on your screen. You can move this window around by dragging the top part of the window with your mouse. It works just like any calculator – just click on the keys with your mouse. Notice that you can click on the “View” menu and change it to a “scientific” calculator, and you can click on the “History” option (Windows 7 version or later) to see a list of your calculations. The nice thing about using this calculator is that you can “Copy” and “Paste” any result into your document or email.
- Click on the “Paint” program, and you can draw and have fun creating your own work of art. You can learn how to use this enjoyable program by clicking on the small blue circle with a white “?” in the upper right of the window.
- Click on “WordPad”. This is a free word-processing program that works just like the Microsoft Word program – except that WordPad has far less features. It works fine for writing letters and creating documents. The beauty of using WordPad is knowing that everyone who has Windows has it, whereas not everyone may have the Word program.

The “All Programs” list contains all the programs on your computer, and you can run any program on this list by left-clicking on it once. But to REMOVE a program from your computer, you need to use the “Uninstall or change a program” feature which we will not go into here.

If you want to create a shortcut on your desktop to one of these programs, here is one way to do it: Find the program you want on the all programs list. Move your mouse arrow on that program:

1. Hold down the “Ctrl” key (the Control key) on your keyboard
2. Hold down the left mouse button and DRAG to your Desktop area

The reason you must hold down the Ctrl key first and hold it down while you drag is so that you will make a COPY (also called a “shortcut”) icon on your desktop and NOT MOVE the program from the all programs list. You should ALWAYS keep ALL programs on your All Programs list. If you DELETE a program icon from your desktop,, you will not be deleting the program from your computer, only removing the “shortcut” icon from your desktop.

You can also find any program from the start menu by entering the name of the program you want in the “Search programs and files” box just below “All programs”.

Personally, I find the Calculator, WordPad, and Paint programs fun and helpful, and I am sure you will too. I have made icons (shortcuts) for them on my desktop.

Google Voice

by Dick Orenstein, Member, Sarasota PCUG, FL

June 2014 issue, PC Monitor

www.spcug.org

dicko (at) spcug.org

Google Voice is a free telephone number that you can direct to forward calls to any other telephone number. In addition, you can block calls, receive transcribed messages, and do numerous other activities. Google Voice will also dial and connect calls for you; however, the call will be connected to another telephone number, i.e. your cell phone or your land line, as you direct.

For a visual introduction you can go to this YouTube link:

<http://www.youtube.com/watch?v=cOZU7BOeQ58>

If this link does not work here are two things you can do: first, copy the link to the URL window of your browser, not the search window, the window with the web page address in it. And second, you can search Google (or any other search engine) for “Google Voice” and find a long list of assistance.

You may be able to get a Google Voice number that is within your area code, but in today's world, the area code of the number is not necessarily an indication of the location – witness mobile phones. Most of us have a mobile number from our home base, but if we move, most don't change the number. And in my case, I have a mobile number from there but have a Google Voice number from this 941 area code,, and calls get routed to my cell phone!

To get a Google Voice number, sign into Google Voice (you do have a Google Account don't you?) by going to the URL, www.google.com/voice. If you don't have a Google Account (some-name-you-choose.gmail.com), you can do it right there.

Once there, you can answer the questions and select your phone number from a list that will be presented.

Once you have your number, you'll now have to set up certain parameters so that the number works for you as you desire.

The first thing you'll want to do is to establish your **settings**. Click on the gear on the right side of the screen, and then click "Settings." The first tab is "Phones."

Since you already chose a number, you will see that number and "Change/Port" and Delete and Transfer as available options. I do not recommend porting your mobile number as that will limit choices down the road. You will want a **NEW GOOGLE VOICE NUMBER**.

Then you will see a list of options for forwarding calls. I forward calls to my mobile number, but you can select other options which include forwarding calls to up to six (6) other numbers. You can "Add another phone" by clicking on that link.

The next tab, "Voicemail & Text" allows you to record a greeting, play your greeting, set up an email alert, forward texts, add a PIN and to turn on transcribing messages.

The "Calls" tab allows you to turn on Call Screening, and a number of other pretty self-explanatory options.

"Groups and Circles" tab allows you to establish actions by grouping. In order to use this feature, your address book has to be part of Google Contacts. That feature is beyond the scope of this article at this time, but I'll make a follow up. For now, all incoming calls will be treated the same.

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“Call Widgets” can be put on any web page, and allow people to call from that web page. When somebody clicks on the widget, we call them and connect them to you. Your number is always kept private. You can create multiple call widgets and have different settings for each of them. This, too, is beyond the scope of this article.

“Billing” will allow you to set up Calling Credits. These can be used to make calls (outgoing) to other number, mostly in our case international numbers, at low rates. You can look up the rates for international calls.

And, “Account” is some simple setups, language, time zone passwords, etc.

On the left of the Google Voice page are two red boxes, “CALL” and “TEXT” that allow you to call another number using Google Voice. US numbers can be called for free and are connected to the phone you specify. For example, I can call someone from my Google Voice number and speak to them from my cell phone. I might do that because I do not want that person to see my real cell phone number. So, I click “CALL,” enter the number I wish to call and specify to connect the call to my cell phone. You may do the same for text messages by clicking the “TEXT” box and entering the mobile number and the message.

So, let’s summarize the advantages that Google Voice provides:

1. A new phone number with lots of control. The ability to allow or block callers, screen calls, forward calls to numbers by who made the call, and to transcribe and received messages by email.
2. An ability to make calls from you Google Voice number and speak from any device that’s handy to you at the time.
3. It’s free.
4. Depending upon your use, you will find many more advantages as you use these features.

I am also referring you to a great article by Kim Komando at

<http://www.komando.com/tips/248497/3-great-things-you-never-knew-you-could-do-with-a-free-internet-phone-number/all>

Again, if the link does not work, copy it into your browser’s URL window.

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www.MrModem.com

Explore Gmail Settings

Q. How can I explore the various settings in Gmail without messing up what I currently have? Is there any place I can see demonstrations of what the various Gmail features and options do? Thanks, Mr. M.

A. Any changes you make to Gmail through its user settings are easily reversible by returning to the setting in question and changing it back to the way it was. As an alternative, since Gmail is free, you can create a test email account for yourself, then experiment until your head explodes. If you test settings in this manner and find something you particularly like, you can then apply it to your primary account.

Q. In using Excel spreadsheets on my Windows 7 computer, I cannot establish a uniform procedure to enter dates. If I enter 8/2/2014 it may appear as 8.2.14 or 8-2-14. How can I format my dates so they appear the same every time? If I could not rely on your help, Mr. M., this old goat would hang it up, so thanks for being there.

A. By default, the “short date” display format for Windows (and thus Excel) is “M/d/yyyy,” so August 2, 2014 would be displayed as 8/2/2014.

For various reasons, you may want to zero-fill your dates and have August 2, 2014 appear as 08/02/2014. Doing this actually involves a Windows setting, not an Excel setting. I only mention that because if you change this format, it will affect how dates appear throughout Windows and other programs running under Windows. It is not

just confined to Excel, so caution is advised. I would suggest jotting down any changes you decide to make in case you aren't enamored with the result, so you can then change things back to what you had originally.

To change the default date format in Windows, go to your Control Panel and select "Regional Settings" or "Region and Language." In the Short Date format list, select whatever format you prefer, then click OK when you're done.

From this point forward, unless the dates in Excel were formatted using Excel's Format menu for a given spreadsheet, they will display as you have defined them.

Q. At work we just converted to Linux Ubuntu for our computer operating system and I will attend training next week. One thing I've been wondering about: If I send clients an attachment using a word processing or spreadsheet program, will they be able to open it?

A. As long as you save it in a file format your client's computer can accommodate, there should be no problem. If you use a program such as OpenOffice or LibreOffice (comparable to MS Office, but free and frequently used with Linux) to create a document or spreadsheet, you will be able to save it in a format that Windows or Apple systems can read. I use LibreOffice and I work with a large number of publication editors who require .DOC-formatted articles. It is not a problem to simply select the .DOC format when saving my document as opposed to the native LibreOffice .ODT format.

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

Chordify

Chordify transforms music from YouTube, SoundCloud or your private music collection and converts it into chords that you can play along with on a guitar, ukulele, or piano. It's a freemium service, meaning it is available in free and paid versions. The free version allows you to keep three songs in music storage, a maximum song duration of 10 minutes, a maximum file size of 10 MB, and .PDFs of the chord dia-

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grams. Visit <http://chordify.net/premium> to compare the freebie to the Premium version. In the center of the page is the field where you can either upload a song from your collection or the field below it where you can paste in a URL to the song you want to convert. The page created displays the chords to your selected song and a Play button. When you click or tap Play, it starts the song and the chord field begins scrolling. Very cool!

<http://chordify.net>

Greatist

Not just another health-oriented Web site, the focus here is not to tell you what healthy means, but rather to help you define what healthy means to you. It takes all the typical fat-shaming/skinny-shaming, fad preaching and tosses it out the window. The link below will take you to the site's About page so you can read more about its mission. After reading it, click the Menu icon at the top and select one of the three main topical areas: Fitness, Health, Happiness. If you prefer tropical areas, check out

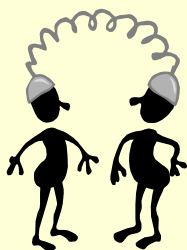
The Seychelles, Maldives or Bali.

<http://greatist.com/about>

Great Language Game

When you begin, you will hear a short recording of a language being spoken. You are then given multiple choices from which to select your answer. You can make three incorrect guesses before the game terminates. If you have an ear for languages, give it a try. If it all sounds like Greek to you, better skip this one.

<http://greatlanguagegame.com>



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

SECOND Thursday of the month:

November 13th

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.

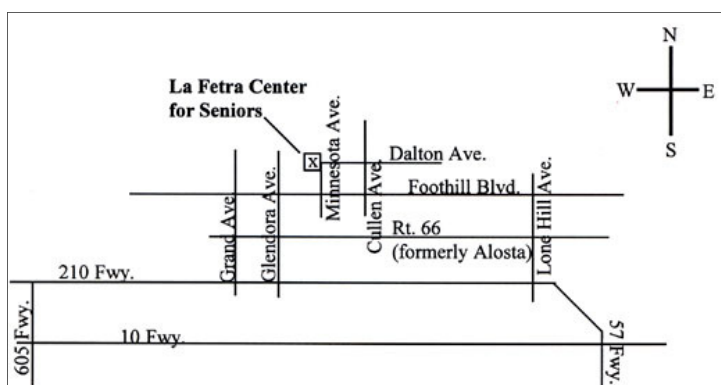
Email to Dan Leddy
ranchitoave(at)yahoo.com

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:

gsccl(at)gscclub.org

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