

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
Volume 20 Number 8 August 2008



Inside This Issue

President's Letter	Pg 2
LCCUG Officers List	Pg 2
August Programs	Pg 3
Minutes	Pg 4
Genealogy	Pg 5
Firefox 3-Browser	Pg 6
Thought about Linux	Pg 8
Need Help	Pg 9
Classes, Workshops & SIGs	Pg 10,11
Picnic pictures	Pg 10,13
Reader's Tips from Smart-Computing...	Pg 11
E-mailing Photos	Pg 12
The New, The Best, The Worst...	Pg 14
E-Mail Archiving	Pg 15
Your Next Computer Will Be Green	Pg 16
Easy Web Site Editing	Pg 17
Excel 2007...	Pg 18
Tips & Terms	Pg 19
Map	Pg 20

**Read about
New
Coffee Klatch**

No Meetings At Gould In



We're On
Vacation

The Lorain Public Library and LCCUG are co-sponsoring a new computer series
on the third Wednesday of each month

Computer Coffee Klatch

Wednesday - August 20, 2008 at 10 AM in the new media room at the
Lorain Public Library

We ask that you register for this program by calling 244-1192 ext. 272.

Monthly Meetings Held At Gould Auditorium
2nd Floor, St. Joseph Community Center, Lorain, OH
5:30 PM Doors Open With Outer Lobby Q & A Sessions
6:45 PM Meeting & Presentation Begins

A Word From Our President



Free Learning Opportunities

Learning new things keeps us young and lets us develop new skills. This helps challenge our minds and makes life more interesting. We in the computer club are particularly interested in learning new things about computers.

Other than classes you can attend free through the Computer Club and at the Public Library there are also classes for a fee that you can take through the Lorain County Community College or the Lorain County Vocational School.

But keep in mind that there are many classes available entirely online from your computer. Some of these require tuition while many of them are free. Many times it depends on whether the class actually offers college credit or just enables you to learn a new skill.

One good way to get started with online classes is at <http://www.e4meohio.org/>. Here you can start with a free non-credit course and experience what e-learning is all about from the comfort of your own home. E 4 ME is fun and will introduce you to e-learning. It is a month-long course and you can complete it at your own pace. From here you can discover hundreds of online courses that Ohio colleges offer leading to certificates and degrees.

A new service that the Ohio public libraries are offering their library patrons is access to Learn2. If an individual were to go to learn2.com and sign up for access to these learning opportunities, it would cost them at least \$20 per month. With your library card you can access Microsoft Office classes for free through your public Library website.

This service is part of the Learning Express collection of tests (<http://www.oplin.org/tests>) that allow you to practice for tests in many professional areas. This collection has been enhanced with a set of computer skills tutorials from Learn2.com. These tutorials appear under the heading "Computer Skills" in the list of tests and use a combination of audio, video, graphic animation, screen captures and text to teach computer skills. Using these requires you to download a free program that will enable you to use all the features of this multimedia tool. You will be asked to sign up and choose a password so you can stop and return to the site again and resume where you were.

There is another website that is called "Learn Anything: 100 Places to Find Free Webinars and Tutorials". You can either google this title to find this site or go to <http://www.collegeathome.com/blog/2008/06/17/learn-anything-100-places-to-find-free-webinars-and-tutorials>.

Here you will find a large list of websites with training in everything from Music, Science, Do-it-yourself, languages, computers, etc.

LCCUG Officers For 2008

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch vp_programs@lccug.com
Secretary	Don Hall secretary@lccug.com
Treasurer	Micky Knickman treasurer@lccug.com
Newsletter Editor	Pam Rihel newsletter@lccug.com
Web Page Editor	Kaye Coller webpage@lccug.com
Statutory Agent	Sandra Ruth statutory_agent@lccug.com
Director of Membership	Edie Lewandowski membership@lccug.com
Director of Advertising	Temporarily Filled by Peter Bateman
Director of Public Relations	Ken Ritchey public_relations@lccug.com
Director of Education	Open education@lccug.com
Hospitality Director	Keith Kuhn

The Virtual University (<http://vu.org/>) is the Internet's oldest learning community and a pioneer in Web-based education! Since 1995, more than two million learners from 128 countries have attended classes at their global village campus! Classes here cost a small fee and cover areas such as Computers, writing, and healing and self-discovery.

Another way to find online tutorials is to Google the subject that you are looking for. For instance you might type "Paint Shop Pro layers - tutorial" OR "How to cook a soufflé" into Google and have a large list of resources returned to you. Many simple things can be learned effectively by being demonstrated with a virtual tutorial on YouTube. For instance you might go to YouTube.com and search "How to change a tire" or "how to tie a tie".

There doesn't seem to be a limit to what you can learn online. Check out these learning opportunities and jump in and learn a new skill!!

Sandee

**No Regular Meetings on the
2nd & 4th TUESDAYs at Gould Auditorium
in August 2008**

No Meetings At Gould In



We're On

Vacation

The Lorain Public Library and LCCUG are co-sponsoring a new computer series
on the third Wednesday of each month



Computer Coffee Klatch



**Wednesday - August 20, 2008 at 10 AM - in the new media room at the
Lorain Public Library**

Join us for coffee and an introduction to Interesting Websites. Get your questions answered in a friendly atmosphere.
This meeting will be an informal gathering for those who want to learn more about computers the fun and easy way.
Join us for an information gathering as we explore and demonstrate how to use a computer.

We ask that you register for this program by calling 244-1192 ext. 272.



Executive Board Meeting Minutes

JULY 1, 2008

Attending were Sandee Ruth, Don Hall, Micky Knickman, Kaye Collier, Edie Lewandowski, Ken Ritchey and Vince Traina.

The club will buy out the Sept. 18th performance of the Workshop Players, "Lying in State". Tickets will be sold for \$12.00 due to our cost increase.

The board agreed \$25 should be given to the security guard at St. Joes for his action in saving the club's laptop computer the evening of June 27.

Ken gave a rundown on signups for the annual picnic. The board agreed to give two \$50 raffle prizes to adult registrants to the picnic. Edie will send out an Ediegram on the picnic. Kaye will try to get three restaurant coupons as prizes for bingo winners.

The board agreed to cancel the officers meeting, the two Gould meetings and the Problem Solving Workshop in August, 2008.

Kaye moved we give \$50 along with a mug showing the club's new logo to the designer for his work on the new club logo. Edie seconded, motion passed.

Edie will check with Royal to see if a discount for club members can be obtained. We would like to give our sponsors a link on page 1 of our web site.

Sandee suggested we take photos of people attending meetings along with their names. These would be shown at future meetings prior to the actual meeting.

Vince moved, Kaye seconded, to adjourn the meeting.

Smart Computing

In Plain English

Term Of The Day: July 17, 2008

off-peak

Used to describe times when network activity is at a minimum. Off-peak hours typically include evenings and weekends. Mobile phone companies often provide a greater amount of free off-peak minutes than peak minutes and may charge less for additional off-peak minutes compared to peak minutes. Off-peak can also describe the hours at which Internet traffic is at a minimum.

Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!



General Meeting Minutes

JULY 8, 2008

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the May issue of the interface on our web site was made by Edie Lewandowski, seconded by Micky Knickman. Motion passed.

Keith Kuhn gave an example of a phony E-mail alert by going to snopes.com for verification.

Sandee showed members how to delete the many addresses before forwarding an E-mail and how to send to multiple addresses using BCC (blind carbon copy), thus minimizing the possibility of spammers getting your addresses.

Sandee continued to show some of the many web sites she uses to find information. These varied from seeing a photo of a street address to finding information on movie stars to exchanging paperback books.

Elmer Myers won the money raffle, Ed Syrowski won the first software/hardware raffle.

Keith Kuhn moved, Ken Ritchey seconded that the meeting be adjourned.

You know you are a Genealogy addict when....

- You brake for libraries.
- You hyperventilate at the sight of an old cemetery.
- You would rather browse in a cemetery than a shopping mall.
- You would rather read census schedules than a good book.
- You are more interested in what happened in 1699 than in 1999.
- Eenrum, Baflo and Groningen are household names, but you can't remember what to call the dog.
- You store your clothes under the bed (or wear the same two outfits to save space), because your closet is full of books and papers.
- All your correspondence begins with "Dear Cousin".
- You have traced every one of your ancestral lines back to Adam and Eve, you have it documented and still don't want to quit.
- Your most important social life is meeting people who you run into while searching a family line.



Kaye Coller caseycatnip@gmail.com

Genealogy Blogs

Blog: a journal that is available on the web. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger."



If you'd like to know how other people go about searching for their ancestors, you might want to check out some of the many genealogy blogs available online. You might find some new search techniques, what some of the best genealogy websites are, or even learn something you didn't know about history in general. I couldn't begin to write about all the blogs I've discovered recently, but here are some I thought might be worth your investigation.

Kimberly's Genealogy Blog
<http://genealogy.about.com/b/>

About.com Kimberly is a professional genealogist who posts her blog on About.com. She writes about what's happening on some of the commercial websites, like FindMyPast.com,. She also gives tips to help you gather your information hidden in your home. It's a good blog to start with.



All My Ancestors

<http://allmyancestors.com/blog/>

This blog is about the writer's search and what she's found along the way. The stories are interesting even if they don't pertain to your own family, but the valuable thing about this blog is what you can learn about searching and then making the information more than just facts and statistics.



Family Matters

<http://moultriecreek.us/family/> The blogger, Denice Olson, writes, "Here you'll find articles discussing online search and research tricks along with tools, applications and services covering all aspects of family history - from research to organization to preservation and even publishing" I have a little trouble navigating this one, but it's worth checking out. It's combined with her website, Moultrie Creek which has some beautiful photos as well as other information.

Genealogy Reviews Online
[http://](http://www.genealogyreviewsonline.com/)

www.genealogyreviewsonline.com/

by Tim Agazio, provides "news, reviews, and other interesting items related to genealogy and history." He may include info about DNA & genealogy, what's happening on various genealogy websites, etc.

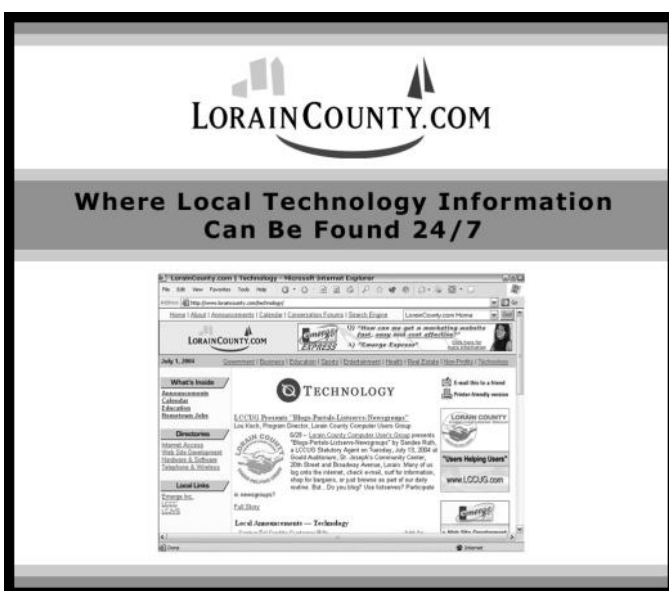
RootsMagic Blog

<http://blog.rootsmagic.com/>

My favorite genealogy program now has a blog. Of course RM's creator, Bruce Buzbee will be posting information about the new version due any time now, but he'll also be explaining how to use the new features and other information helpful to genealogists. Check it out. There's not a lot there because it's brand new, but there will be soon, I'll bet.



In order to find other genealogy blogs (and there are many more than you might think), go to: <http://creativegene.blogspot.com/2006/06/about-carnival-of-genealogy.html> You may be familiar with Web Rings which link sites with similar interests. For example, a number of people interested in scrapbooking link to each other to share ideas. A blog carnival is more polished and informative. It's described as a type of blog event. It is similar to a magazine, in that it is dedicated to a particular topic, and is published on a regular schedule, often weekly or monthly. Each edition of a blog carnival is in the form of a blog article that contains permalinks links to other blog articles on the particular topic. If you check out the link to The Carnival of Genealogy, you'll see many more blogs to look at. You might even find someone who can help you break down a brick wall or two.



Firefox 3 – Hot New Browser



By Ira Wilsker, APCUG Director; Columnist, The Examiner, Beaumont, TX; Radio and TV Show Host
lwilsker(at)apcug.net

WEBSITES:

<http://www.getfirefox.com> – Free Download

<http://www.mozilla.com/en-US/firefox/features/> - Features

<https://addons.mozilla.org/firefox/> - Add ons

After a lengthy wait, Mozilla has released the latest and greatest release of the very popular web browser, Firefox 3. This new release, available for free download from www.getfirefox.com, has many new features, making it a very strong competitor to Microsoft's ubiquitous browser, Internet Explorer.



Firefox evolved from an earlier browser, Mozilla, which in turn grew out of the Netscape browser as AOL announced the cessation of Netscape development. Since its first release several years ago, Firefox in its current and previous versions has developed a wide following, with hundreds of millions of copies downloaded. The newly released version 3 has tentatively set a Guinness world record with over 8 million copies downloaded in its first 24 hours of public release, despite overloaded servers that discouraged countless people from downloading it the first day of issue. According to published reports, the number of copies of Firefox 3 downloaded surpassed 14 million downloads in the first 72 hours. Obviously, many people are using it.

Rhetorically, so why are so many using Firefox 3 rather than Internet Explorer (IE), which is installed by default on all contemporary Windows computers? There are several other fine browsers in circulation, such as the newly released update to Opera, and Apple's Safari (for both Windows and Mac), but for Windows computers, Firefox is firmly in second place, right behind Internet Explorer. If Internet Explorer was not preinstalled on Windows computers and integrated into the operating system, there is a good chance that Firefox 3 could surpass IE in a fair competitive market. Firefox 3

is faster rendering web pages than IE, has superior tabbed browsing, is written in tighter code taking fewer system resources, and has many advantages over IE. There is no reason why PC users should not download Firefox 3 for Windows (7.8mb download), and install it, as it runs happily on computers that already have IE installed. On a fresh installation of Firefox on a Windows computer, Firefox will nondestructively import the favorites (bookmarks), cookies, and other information from IE, without making any changes or impeding IE in any way. If Firefox 3 is installed on a computer that has an older version of Firefox installed, it will automatically install it as an upgrade, including all bookmarks, passwords, cookies, and other information. Once installed, many users, such as me, prefer to use Firefox instead of IE. In my case I would say that I use Firefox for 98% of my browsing tasks; it would be 100%, but I have IE setup to access another internet account that I have, but rarely use.

According to the Firefox 3 website at www.mozilla.com/

Top New Features



One-Click Bookmarking

Bookmark, search and organize Web sites quickly and easily.

Instant Web Site ID

Avoid online scams, unsafe transactions and forgeries with simple site identity.

Browse By Category

- Personal
- Security & Privacy
- Customization
- Productivity
- Search
- Tabs
- Universal Access
- Performance
- Standards
- Help

Improved Performance

View Web pages faster, using less of your computer's memory.

Full Zoom

See any part of a Web page, up close and readable, in seconds.

Password Manager

Remember site passwords without ever seeing a pop-up.

Smart Location Bar

Find the sites you love in seconds – enter a term for instant matches that make sense.

Platform-Native Look & Feel

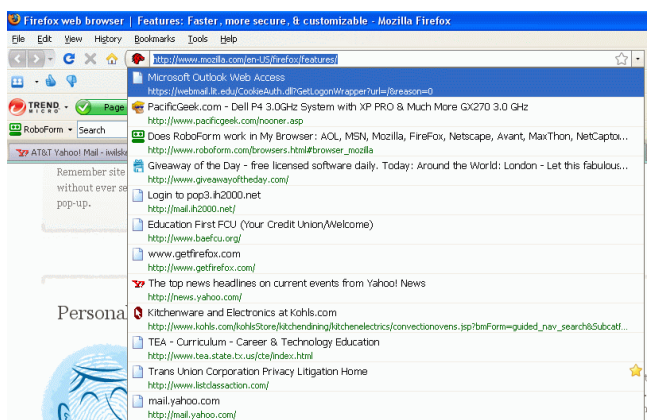
Browse with a Firefox that's integrated into your computer's operating system.

en-US/firefox, over 15,000 improvements were made to version 3 over version 2. The newly released version 3 is claimed to be faster, safer, and smarter than the previous version, and also IE! One of the new features, which I have personally verified, is the fact that web pages do indeed load faster than on IE and previous versions of Firefox. Firefox 3 also consumes less system memory and system resources, leading to improved computer performance when Firefox is loaded and running, compared to the previous version, or even IE. Firefox 3 is also more secure than previous browsers, and incorporates the latest technologies to help prevent phishing (identity theft), and other website forgeries. A neat new feature in Firefox 3 is "Instant Website ID", where clicking on the tiny website icon ("site favicon") at the left of the URL in the menu bar will display site information and identification, which will likely indicate if the site is as intended, or a web forgery. Firefox 3 has also been engineered to work smoothly and compliment Vista's parental controls, as well as most antivirus and other security programs.

Another interesting feature unique to Firefox 3 is the "Smart Location Bar" that shows detailed information

(Continued on page 7)

(Continued from page 6) Firefox 3 Hot New Browser



on websites recently visited, and is accessed by clicking on the right side of the menu bar. This Smart Location Bar is intelligent, in that it adapts to persona preferences to locate better website matches. Typing a “tag” or keyword in the menu bar opens a detailed list of previously visited websites containing that keyword, making it very fast and easy to locate websites that have previously been visited. Another very useful feature is the integrated spell checker, which underlines any misspelled words typed in a browser window; right clicking on the word opens a list of suggested spellings, which a mouse click will instantly replace the incorrect word with the correctly spelled word.

Malware of various types, including worms, Trojans, viruses, and spyware is a growing menace to internet users. Firefox 3 integrates a sophisticated anti-malware feature that provides some protection if the user either intentionally or erroneously accesses a website that contains attack code. If such a dangerous website is accessed, a full screen (browser window) display will appear as a warning. Firefox, working with other organizations (including Google) maintains a continuously updated list of so called “attack sites”, so there is nothing for the user to update or maintain. In the event the user does happen to fall into a suspect site, such as a very freshly created phishing (identity theft) website, the forgery can be quickly reported by simply clicking on HELP – REPORT WEB FORGERY; this will connect to a Google service that collects such information on a real-time basis, verifies the forgery, and automatically adds it to the malware list, as well as forwards the information to groups like Phish Tank (www.phishtank.com) for further action.

Many of us use multiple passwords and user names on countless websites. Firefox 3 has an excellent integrated and secure password manager. When a password is first entered, Firefox 3 asks if you want it to remember that password and logon information, without any annoying pop-ups. Speaking of pop-ups, Firefox 3 incorporates a sophisticated and easily configurable pop-up blocker which can stop pop-ups and popunders, speeding and making more enjoyable the surf-

ing experience. In some cases, pop-ups are not irritating advertisements, but instead contain important information; these can be easily allowed when desired.

Many of us choose to tweak the appearance and features of our browsers, and Firefox 3 happily obliges. Firefox has many themes and “personas” that can be selectively implemented to change the appearance of the browser to meet our individual tastes. For those of us who want additional features, Firefox offers over 5,000 free “add-ons” (addons.mozilla.org/firefox), which are easy to install devices to customize the browser to work as desired. I have installed about a dozen add-ons, including some security add-ons (PhishTank, McAfee SiteAdvisor, and others), as well as an enhanced download manager (the one integrated in Firefox 3 is very adequate for most users). I also have selected to use differently colored tabs on the top of the browser window, an add-on that can make a tab an IE window (for the rare cases when a website is intended for IE only), a PDF manager, and several other add-ons.

Firefox 3 is an outstanding and free product. It is a very worthwhile competitor to Internet Explorer, and users should try it to see if they like it. I like it, and use it almost exclusively on my desktop and notebook computers. That is the best recommendation I can give it.

This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).



ROYAL 
business equipment

365-2288 - Elyria 1-800-238-8973 - USA
591 Cleveland Street Elyria, Ohio 44035

- * COMPUTER REPAIR
- * PRINTERS & SUPPLIES
- * UPGRADES
- * CUSTOM PC'S & LAPTOPS
- * CALL FOR BEST PRICES
- * EDUCATION DISCOUNTS
- * LCD MONITORS & TVS



Shop at www.ROYALBUSINESS.com and save \$\$\$
Financing Available - 90 days same as cash

For Anybody Who Has Thought About Trying Linux



By Drew Kwashnak, Linux SIG Leader, Danbury Area Computer Society, CT
www.dacs.org
[dacseditor\(at\)dacs.org](mailto:dacseditor(at)dacs.org)



For anybody who has thought about trying Linux, it has become easier than ever before with Ubuntu 8.04 LTS Hardy Heron. As with most Linux distributions, Ubuntu is available as a free download and is freely distributable. It is even available already installed on Dell computers. The most common method is downloading the ISO image from Ubuntu's website (<http://www.ubuntu.com>) and burning it onto a CD.

From the site, you can download the Desktop version or Server for 32-bit and 64-bit systems. There is even an option to download what is called an alternative version which is just the installer and does not include the LiveCD portion, which also includes an installer. If you are like me, until a couple months ago, and living on dial-up or you do not have a CD burner handy or just don't want to put in that much effort then you can order a free CD through the corporate sponsor of Ubuntu, Canonical, Shiplt department. I have been very pleased with the speed with which their CDs arrive. Alternatively, the website contains links to vendors where you can buy the CDs from under \$5 to more, and they can handle large orders as well.

Once you have your CD in your hot little hands, trying Ubuntu is as simple as placing it in your CD-ROM tray and rebooting your system. The system will boot from the CD and after a short moment you'll be greeted with the Ubuntu welcome screen. If you want to "try before you buy," then you can choose the default "Try Ubuntu without any changes to your computer" and your hard drive will not be touched during your session unless you choose to. You don't even need a hard drive to select this option; you just will not be able to install it from the session.

If you are more certain or just daring then you can go straight into the installer and in about 60 minutes (45 minutes if you know what you are doing) you're booting to your new Ubuntu installation.

Ubuntu will scan your hardware and load the modules

and drivers necessary for your system. If you have hardware that has proprietary drivers available, Linux cannot include them in the CD for legal reasons. Ubuntu works around this by providing a Restricted Drivers tool that lists all such hardware found on your system and provides the ability to download and install the necessary drivers in a click or two, legally.

Now that you have Ubuntu up and running on your system, what can you do? Plenty! Ubuntu brings you a full featured operating system complete with:

- Firefox 3.05 beta web browser
- OpenOffice.org 2.4 full featured office suite compatible with pre-Office 2007 Word, Excel, PowerPoint and some Access files.
- Evolution personal information manager for email and calendar goodness, a Microsoft Outlook user can feel comfortable with. There are even plug-ins to allow Evolution to access existing Microsoft Exchange servers.
- Pidgin multi-protocol instant messenger including Yahoo, MSN, AIM, Jabber, IRC and more.
- Gimp (GNU Image Manipulation Program), a powerful Photoshop-like image editing program that includes filters, layers and a host of goodies.
- F-Spot image manager for categorizing and minor editing of all of your pictures as well as easily importing pictures from your digital camera.
- And much, MUCH more...

If Ubuntu doesn't come with a particular application, thousands of free applications are available from the Ubuntu online repository which are easily installed and updated from the Synaptic package manager.

When you decide to install Ubuntu onto your hard drive or virtual machine you only need to click the "Install" icon on the desktop to start the process. After seven or so easy questions the installer will copy the files over to the hard disk. Depending on your system's speed this could take about 60 minutes, more or less. It will even detect if you have Windows installed and offer to transfer over your files and compatible settings from your Windows accounts!

Of course, if you don't like the limitations of the LiveCD, such as settings are not saved from session to session, and you are hesitant to partition and install the full operating system on your hard drive Ubuntu offers yet another alternative called Wubi. Wubi is, from the Ubuntu website: "Wubi is an officially supported Ubuntu installer for Windows users that can bring you to the Linux world with a single click. Wubi allows you to install and uninstall Ubuntu as any other Windows application, in a simple and safe way.

Are you curious about Linux and Ubuntu? Trying them

(Continued on page 9)

(Continued from page 8) For Anyone Who Has Thought about Linux

out has never been easier!" Wubi can be downloaded as an .exe file directly. With Linux the installation is not the end, only the beginning! Whether you try the LiveCD, Wubi or a full installation you will find a wealth of quality applications, refreshing freedom and a community unlike any other! If you have problems, questions or want to find out more then you need look no further than the third Wednesday of every month for the DACS Linux SIG at 7:30 p.m. in the DACS Resource Center in Connecticut!

Drew Kwashnak: Has been losing more nights of sleep with Linux since 2002 and just can't keep from downloading and trying the latest versions! When not working with Linux he works with ASP.NET and Microsoft SQL Server for a small financial company. He is also the DACS Linux SIG leader and a father of 3.

Links:

Ubuntu:

<http://www.ubuntu.com>

Get Ubuntu:

<http://www.ubuntu.com/getubuntu>

Shiplt:

<https://shiplt.ubuntu.com/>

This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).



pcM.D.

• **VIRUS REMOVAL** •
UPGRADES & REPAIRS
• **NEW / USED COMPUTERS / PARTS** •
**SERVICE ON ANY COMPUTER MAKE AND
MODEL**
**CALL US WITH YOUR COMPUTER QUESTIONS!
FREE ESTIMATES!**

440-365-2380

• **THIS DR. MAKES HOUSE CALLS** •
405 Cleveland St., Elyria 44035
**10% DISCOUNT TO
LCCUG MEMBERS!**

NEED HELP?— **Here's Who to Contact:**

Neil Higgins

440-967-9061 - higgins.neil@gmail.com
Evenings 6 p.m. - 10 p.m. + Weekends
Hardware, Linux & Windows Operating Systems,
Tweaking your system

Micky Knickman

440-967-3118 - micky@knickman.com
Evenings 5 p.m. - 9 p.m. + Weekends
General Software Configuration, Hardware Installation,
Basic to Advanced Windows

Lou Koch

440-985-1585 - lkoch@centurytel.net
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &
Outlook, Basic to Advanced Windows

Eddie Lewandowski

440-282-4188 - elew@erienet.net
Daytime - midnight
Desktop Publishing, General File Management, Eudora Email,
MSWorks Tools,

Richard Barnett

440-365-9442 - Richard216@aol.com
Evenings & Weekends
General Software Configuration, Hardware Installation, Basic to
Advanced Windows & Web Page Design

Sandee Ruth

440-984-2692 - sandee29@gmail.com
6 p.m. - 10 p.m. except when at work
Basic Word Processing, Windows, & Web Design
Advanced Internet

Jeff Kasler

440-967-7142 - Jeffk@roadrunner.com
10 a.m. - 7 p.m.
Burning CDs using Record Now

David Kennett

440-327-8624 - w8kfj@yahoo.com
9 a.m. - 8 p.m.
Video Editing & DVD Burning

Cathy Ratcliff

therats1@verizon.net
Though she lives in Coshocton, you can call
740-327-1483 before 8 pm
Paint Shop Pro, other Photo Editing programs,
Microsoft Office programs

*We have lost some of our members willing to take
calls. If you would like to help us out, add your name
to this list by contacting the Newsletter Editor
newsletter@LCCUG.com*

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Microsoft Digital Image

Date: Cancelled for the Summer

Time: 3:00 to 4:30 pm

Place: LCCC Learning Center
St. Joe's Com. Center, 21st & Broadway

Call Dina Ferrer 366-4507 to register
Dial 0 if you can not get through on her number.

For Info contact Don Hall - secretary@lccug.com

Genealogy Class

Date: Cancelled until September

Time: 5 - 7 pm

Instructor: Pam Rihel

Place: LCCC Learning Center
St. Joe's Com. Center, 21st & Broadway

Learn more about finding your ancestors with public records & online websites. How to start & sources to use.

To register,

Email: LadyGeneo@roadrunner.com

Phone: 440-277-6076

Problem Solving Workshop

Date: Tuesday,

Time: 5:30 - 8 pm

Instructor: Micky Knickman, et al.

Place: Amherst Church of the Nazarene
210 Cooper Foster Park Rd., 44001

Learn how to repair or update your computer by changing hard drives, memory, CD ROMs, etc.

Members are encouraged to bring their computers anytime before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Ubuntu Linux

Date: Mondays, except Labor day

Time: 6:00 to 8:00 PM

Place: Amherst Church of the Nazarene
210 Cooper Foster Park Rd., 44001

Instructor: Neil Higgins

Learn all about using Ubuntu Linux Operating system

Digital Photography SIG

The LCCUG Photo SIG

Date: Tuesday August 19, 2008

Place: Lorain Public Main Library - 6th & Reid Ave.

Time: 7 - 8:20 pm

Sandee Ruth, President@lccug.com.

Check our blog for photo ideas in the meantime -
<http://lccugphotosig.blogspot.com/>

All Senior Center Classes

Date: Cancelled for Summer

Time: various times

Place: Lorain Senior Center
3360 Garfield Blvd.

Instructor: Sandy Strong & Mayle Green

Variety of classes for Seniors: Computer 1 & 2,
Keyboarding and Review

ERIENET

COMMUNICATIONS

LCCUG

Web Site Provider

www.erienet.net

Phone: (440) 960-5300

Leslie Ennis
And Ron Dix

Winners of the
\$50.00 Raffle
Prizes

LCCUG
Picnic



August 2008 Classes

Class Type	Location	Registration	August	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Cancelled For August		
Linux Neil Higgins	Amherst Church of the Nazarene 210 Cooper Foster Park	Higgins.neil @gmail.com	Every Monday Except Sept 1st	6 - 8 pm	Page 10
Digital Imaging SIG Don Hall	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Secretary @lccug.com or 440-366-4507	Cancelled For The Summer		
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	Cancelled Until September		
All Sr Center Classes Sandy Strong Mavle Green	Lorain Senior Center 3360 Garfield Blvd.	440-288-4040	Cancelled For The Summer		
Digital Photos & Graphics SIG Sandee Ruth	Lorain Public Library 6th & Reid	440-244-1192 or 1-800-322- READ x272	August 19, 2008	7 - 8:20 pm	Page 10

Smart Computing

Readers' Tips


Stay Organized & Get The Most Out Of Your Printer

Don't Change That Cartridge Yet

When the "out of ink" indicator on your printer says you need to replace your ink cartridge(s), ignore it and keep on printing. You may find that the cartridge will continue to produce quality documents. I have printed excellent-quality photos and documents long after the indicator suggested I replace my cartridges.

- Annie M., Cresson, Pa

Use The Correct Photo Paper




I recommend only using your printer manufacturer's own brand of photo paper with your printer. I was having trouble printing quality photos. I have an HP printer, and I tried just buying any photo paper on sale—Canon, Epson, etc. My photos kept printing out with wrong skin tones and were off-color, even though they looked great on the screen. Then I read that manufacturers formulate their own brands of photo paper to perfectly react

with the chemical composition of their brands of ink. When I started using HP paper, the same pictures printed out perfectly.

Jayson V., Hollywood, Calif.

Quick URL Shortcuts



I do a lot of shopping online, and I like to compare products and prices. I have created a folder called Investigating on my Desktop. I can put shortcuts to each Web page that I want to revisit by clicking the icon that appears before the URL in the Address bar and then dragging it into my Investigating folder.

The browser window must be in midsized mode so that you can view the folder, also. I find that it's a lot easier and more practical than adding pages to a Favorites list where they can languish forever without ever being deleted.

Stanley B., Hollywood, Fla.

Reprinted with permission from Smart Computing.

Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!

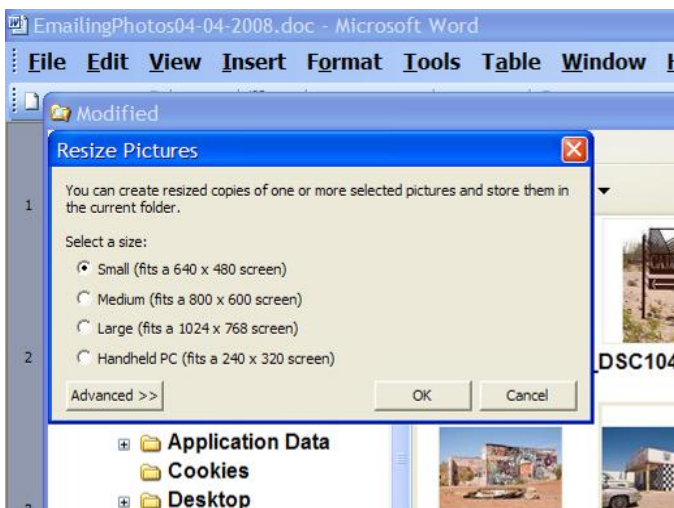
E-Mailing Photographs

By Richard Kennon, Editor, Amador Computer Users Group, CA
www.acug.net
Drtrdguy(at)volcano.net



First, we **must** understand that photograph (image) size in the camera and in the computer is measured in **pixels**. These are the basic dots of color that make the picture. **Do not** pay any attention to anything that says “inches” or “pixels per inch.” These terms are meaningless when we are considering a picture either in the camera or in the computer. They may come into play later if we want to print the photo on paper. But, that is another subject for another time. For now, we think only of pixels. Most cameras record too many pixels to e-mail. For instance a 6 megapixel camera will make a picture about 3000 pixels wide by 2000 pixels tall and the file size may be several megabytes. Our screens are usually only about 1000 pixels wide (some are larger and some smaller). So, if we e-mail the native picture, it will be wider than the screen for the recipient and the file will be so large, it may take “forever” to download to the recipient’s computer. It is possible the service provider will not even accept it.

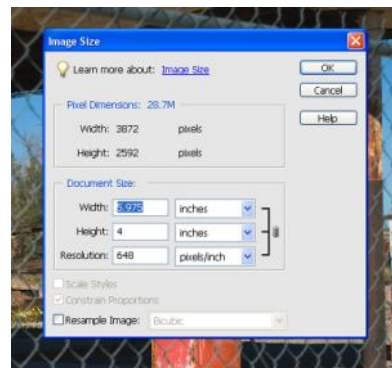
There are two things we must do to make a photo e-mailable. The first is to **resize** or **resample** the picture. We want to change the picture width from 3000 pixels to 800 pixels, for instance. This process is called resizing or resampling. We have to pick the best 800 pixels out of the 3000 to represent our photo. Well, no, that is not exactly correct but it simplifies things to think of it that way. We don’t have to worry about it because a lot of very smart programmers have developed ways (algorithms) to help us. Just remember, you want to resize or resample to get the photo down to a size convenient for e-mailing. I usually use 800 pixels or 900 pixels width for pictures I attach to e-mails.



The second thing to do to make a photo e-mailable is to save it in **JPEG format (.jpg)**. That is a format that reduces file size a lot and picture quality a little so the picture can be downloaded more quickly and still be nice to look at. Some software programs give you choices of compression amount with numbers ranging from 1 to 10. One will result in a very small file but the picture quality will not be good at all. A 10 will give the very best quality but with a very large file size. A reasonable compromise is to use 5 or 6. I usually use 6.

How do you do this? First, I will describe how to do it with a free Microsoft program. Then I will try to look at some other programs.

Microsoft Power Toys for XP has a Resize Pictures toy that is slick and easy but feedback says it only works on XP. It can be downloaded at <http://www.microsoft.com/windowsxp/downloads/powertoy/xppowertoy.msp>. Right click on an image name or thumbnail in Explorer or My Computer and choose **Re-size Pictures**. You are limited to four specific sizes but they are good choices. They don’t tell us what compression they are using but the results look OK. Unless you tell them under **Advanced** to replace the image in the file, it will make a copy. That’s good. They will add the word, “Large”, “Medium” or “Small” to the end of the name you have chosen.

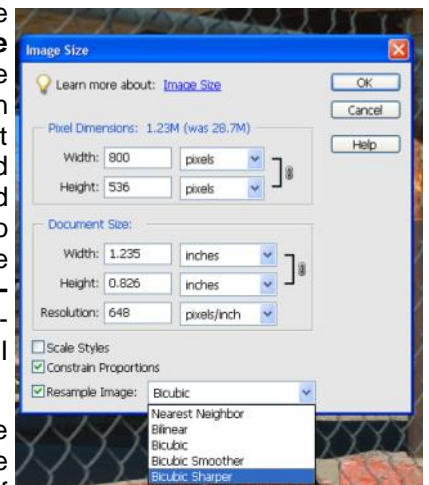


If you are happy with this solution, then read no further. But, if you want to use a picture editing program, maybe this will help.

In Photoshop Elements 5, click on **Image>Resize>Image Size** and this window will pop up. Note that there is some garbage

at the bottom about “inches” but we will ignore that. First we will click the **Resample Image** box. That puts the Pixel Dimensions in play and that is what we want. I selected the Width box and changed the width to 800 pixels. Since the **Constrain Proportions** box is selected, that is all I have to do.

Note, down at the bottom, that we have several choices of



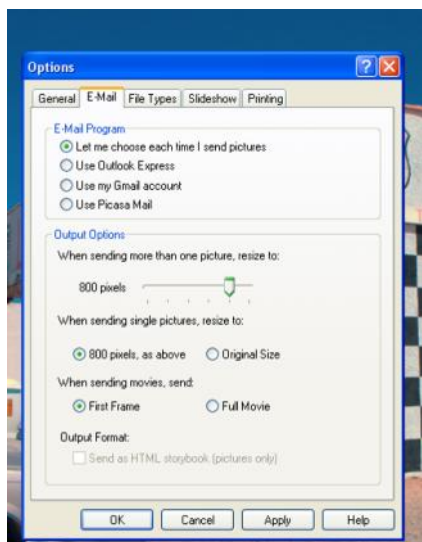
(Continued on page 13)

(Continued from page 12) E-mailing Photographs

sampling algorithms. This is frosting on the cake. I read somewhere that I should use **Bicubic Sharper** when downsizing so that is what I do. Most programs don't give us all these choices. Then we should click on **File>Save As** and give the photo a new name. I often just use the same name and add "_800px" so the next time I will know it is ready to e-mail. Here we can choose the JPEG format and the compression amount. Photoshop Elements 6 is out now and sells for about

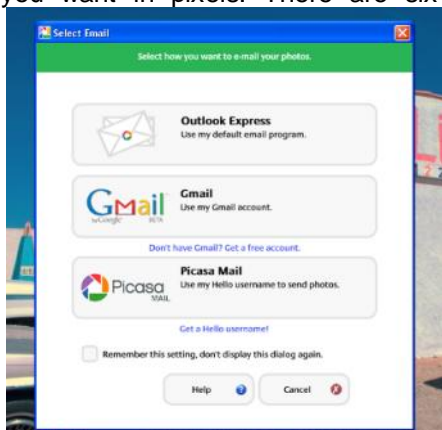
\$100. If you are able to spend that much and want one of the best editing programs, I highly recommend it.

Let's look at Picasa2. It is a free program from Google and looks really good but I do not have much experience with it. By all means, try it first because the price is right! When it comes to e-mailing photographs, it is a



little more automated but not any easier to use than Elements. First, click on **Tools>Options>E-Mail**. Then select the width you want in pixels. There are six choices. Then click on **Apply** and **OK**.

The next step is to click on **File>E-Mail** and you will get three choices of how you want to e-mail your photos. Fortunately, I use Outlook Express so my choice is listed.



When I clicked on Outlook Express, an e-mail page popped up with the photo attached. At this point we can write something else on the e-mail and send it. I recommend this so the recipient will know it is really from you and not something sent out by a virus. When I receive e-mails that only say "Attached", I **Delete** them without looking at the attachment. This saved me one time when I received a virus from my sister-in-law that she did not know she sent. She spent weeks and dollars getting her computer back up. Oh, I digress. If you want to send more than one picture (and, who doesn't?), you must select the picture and click on the Hold button

near the bottom of the screen. Do this for each photo you want to send and they will all be attached to the e-mail. The program automatically chooses JPEG format and a compression ratio but does not tell you. That is OK as the pictures I tried looked good. Picasa2 has considerable capability for editing photos in many respects. Try it!

There are many other editing programs that I haven't mentioned and have no experience with. In all cases you want to change the picture's size in pixels by resizing or resampling. Pay no attention to anything that says "inches" as that will have no meaning for this process. Sometime later we will talk about printing pictures and then we will use inches.

This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).

2008 LCCUG Club Picnic



On Sunday July 20th we had our annual picnic. The food was great and everyone had a great time. The winners of the \$50.00 raffle were, Leslie Ennis and Ron Dix (see picture on page 10.) 32 adults and one child showed up. The rains held off and the sun came out. All in all it was a great day for a picnic.

Sandee Ruth and Keith Kuhn brought the games, Corn Hole, Horse Shoes, Bulls Eye Washers and Ladder Golf.

Prizes we donated by the Club, Jean Griffith, Pam Rihel and Ken Ritchey

The Hamburgers and Hot Dogs were cooked by Micky Knickman (see picture above) and Lou Koch.



Stan
Lewandowski
(pictured to
the left)
looks to have
had his
share.

The New, The Best, and The Worst - Spring 2008



Collected by Pim Borman, Webmaster, SW Indiana PC Users Group

swipcug.apcug.org
swipcug(at)gmail.com

Tales of Woe

Sorry, Folks, I can't think of any New and/or Best to report on, only Troubles, with a Capital 'T.' So let's get started.

Spinrite 6.



Son Mike's computer recently refused to boot, and his main concern was the potential loss of some recent data files that he had not yet backed up. Regrettable, but it happens to the best of us - literally. The local school system lost all the students' test results of the current term because the computers crashed. The data were not securely backed up. Whom to blame? No one other than the operator, IBM, symbol of computing excellence. According to the local paper, the IBM representative claimed that this had never happened before and could not be explained. Sound familiar?

Back to Mike. When it was clear that he could not boot from the hard drive, not even in safe mode, the next step was to use a Windows XP setup disc and use its Repair function. Windows labored mightily, trying to repair his drive, but kept getting bogged down with a variety of obscure error messages. At one time he got a DOS prompt that allowed him to list the files on his computer, but when he tried to copy them he was denied access. When we booted his computer with a Live Ubuntu Linux CD he could also see his precious files, but access was again denied.

There is a lesson to be learned from this. The Windows XP operating system runs on a partition configured in the NTFS format. When data files are saved in that format, Windows XP (and Vista) by default protect those files from access by others. That is a nice safety feature for those who really need it, but it makes the data unavailable over your network, or evidently even from a DOS prompt. You can beforehand designate specific data files to be shared, but it is a lot of bother, easily forgotten. Here is the lesson: store all your data files on a separate partition set up in the older FAT32 format, and they'll be available whenever and wherever you need them. Even better, also back them up to an external drive in FAT32 format.

At this point I remembered reading about a terrific file recovery program, Spinrite 6, available for \$89 from Gibson Research Corporation, owned and operated by Steve Gibson, the well-known computer guru (www.grc.com). We downloaded the program and converted it to a bootable disc. After booting Mike's computer with the Spinrite disc it immediately announced that his drive was subject to imminent failure. Well, that's what we spent the \$89 for. We started the file recovery mode, with a warning that this could take a loong time, think 24 hours or so.

Several days later, after running something like 60 hours during which the program every so often would get bogged down and had to be restarted, the program had progressed to 93% completion and refused to go any further. No indication that any files were available to be recovered.

Mike installed Windows XP on a new drive and put the old wreck in an external hard drive enclosure connected to a USB port of his computer. The old drive was unreadable at this point. Still unwilling to give up, Mike tried the old standby, Windows' checkdisk with the /F parameter (for "fix") to let Windows try to repair salvageable parts of the drive. It worked! After several repeats of the procedure he was able to recover most of his lost files that meanwhile also had become accessible. So much for Spinrite, mark one up for good old DOS.

Acronis



After creating the Spinrite disc, and before using it on Mike's computer, I tested it on my desktop computer by doing a routine check of my hard drive, expecting it to be in perfect shape. To my surprise Spinrite halted about 5% into the inspection because the hard drive was overheating. Newer serial (SATA) hard drives are equipped with a SMART program that reports many operating parameters of the drive. Windows can't read SMART, but Spinrite can. On inspection I found that the cooling fan for the hard drive compartment was kaput. It was easily replaced by the local people who built my computer, but even then the drive continued to overheat, a clear warning that it may fail any time.

I bought a new 500 GB Maxtor drive (on sale for \$99!) which came with a utility, "MaxBlast" to copy an exact image of my setup to the new disc, avoiding the necessity to reinstall everything. The way it wanted to go about it was to do a three--way partition of the 500 MB drive, similar to the 3 partitions in the old (250 MB) drive, but twice as large. It was going to copy everything on the old drive to the new drive, including my Linux programs in their partition, with the warning that

(Continued on page 15)

(Continued from page 14) *The New, The Best, The Worst....*

the Linux system would no longer be bootable. That was not what I had in mind, I just wanted to copy an image of the C: partition from the old to the new drive. Since MaxBlast turned out to be version 10 of disk manager Acronis, I gave Acronis-11 a try in the hope that it would be more flexible. I uninstalled MaxBlast and tried to install Acronis 11, but it balked. I tried to remove all traces of MaxBlast from the Registry, but Acronis still wouldn't install. I uninstalled as much as possible of Acronis and tried to reinstall MaxBlast. No luck; darn. So much for Acronis.

After clean installations of Windows XP and Ubuntu Linux on the new drive, Windows could not find my Internet connection. After struggling several days I finally realized that my motherboard needed to be software-configured and that I did not have the correct drivers. Thanks to the local availability of the guys who originally built the system I got the correct drivers and all was well. Ubuntu never had any problem. It downloaded and installed the required Linux drivers automatically.

Ubuntu



Windows Vista is not the only operating system with compatibility problems on installation. Ubuntu and other Linux distributions have more than their share of installation problems. Most of these appear to be due to proprietary graphics systems for which Linux has no drivers (yet). I have been recommending for years that people ought to start using Linux, but on both occasions where I convinced someone, it turned out that Ubuntu was incompatible with their systems. Computers with integrated graphics and many laptop computers have low-cost proprietary hardware (made in China) that is attuned to Windows, but unlikely to have Linux drivers. Standard graphics cards from major manufacturers are more likely to have Linux drivers available, and those based on the NVidia chip set have Linux support from the manufacturer.

You can try to run Ubuntu from the CD-ROM without installing it on the hard drive, a so-called "live" installation. If that works, your system is probably compatible and you can proceed with a permanent installation. If it doesn't work, not much is lost since the distribution is free. In any case, Linux is a large program and requires at least 256 MB of RAM and 10 GB of hard drive space.

This article has been provided to APCUG by the author solely for publication by APCUG member groups. All other uses require the permission of the author (see e-mail address above).

Email Archiving

Genie Archive For Outlook 2.0

Reviews

August 2008 • Vol. 19 Issue 8

Page 25 in print issue



\$34.95; Free trial
Genie-Soft
sales@genie-soft.com
www.genie-soft.com

Key Benefits:

- Automates and expands upon Outlook's archival capabilities

If you're an Outlook user, you may have discovered that the program's personal folders can become corrupt at far smaller sizes than the theoretical maximums. Furthermore, finding messages in a packed inbox can be a crapshoot. If you store many messages, Genie Archive For Outlook might be your ticket to sanity. (NOTE: Genie also offers a free backup product for Outlook Express, not reviewed here.)

Genie Archive For Outlook monitors your email folders and moves messages to an archive on an ongoing basis. It can delete messages from the archive as you move their local counterparts to the Deleted Items or Junk Mail folders, and/or it can delete items after it copies them to the archive. It can also encrypt and password-protect your archives.

After installation, Genie Archive For Outlook adds a toolbar to your Outlook interface where you can adjust archive options. It also adds a Search box that lets you search the archive for emails. Type a keyword in the box and press ENTER, or click the Search button and the program will open a Web-based search interface. The program also has a Timeline feature that lets you view emails chronologically or within date ranges.

Genie Archive For Outlook is not the most full-featured Outlook backup program. However, it is a handy, set-it-and-forget-it utility that can organize and protect your messages without affecting Outlook's performance.

by Jennifer Farwell

Reprinted with permission from Smart Computing.

Visit <http://www.smartcomputing.com>

to learn what Smart Computing can do for you and your user group!

Your Next Computer Will Be Green



By Marjie Tucker, Editor, Mountain Computer User Group, GA
www.mcug.org
[mcug\(at\)dnet.net](mailto:mcug(at)dnet.net)

With Europe leading the way, the computer industry is decidedly becoming "green." The Waste Electrical and Electronic Equipment (WEEE) and the Restriction of Hazardous Substances (ROHS) directives went into effect earlier this year. These two directives state that certain electrical and electronic equipment must cut down on hazardous materials such as lead, mercury, and cadmium. They also give customers the right to return their equipment free of charge. Companies have several years to fully implement these directives, but the leaders have already started to make changes.

Dell, for example, is advertising Energy Smart workstations and notebooks that can reduce power consumption by as much as 78%. The Energy Smart configuration uses a default power setting that is designed to reduce consumption and energy costs right out of the box. In addition, the power supply, fan, and motherboard use significantly less energy to maintain cool internal temperatures.

HP is using 80 Plus power supplies to lower energy bills and AMD technology that reduces heat output and PC power consumption. In addition, they have already introduced an HP recycling program where you can trade-in or donate the products.

Government Initiatives

Many U.S. government agencies have implemented standards and regulations to encourage green computing. The Environmental Protection Agency launched an Energy Star program in 1992 and strengthened its requirements in 2006. In 2003 the California State Senate enacted the Electronic Waste Recycling Act and in 2007 President Bush issued Executive Order 13423 requiring all federal agencies to use the Electronic Products Environmental Assessment Tool when purchasing computer systems. In addition, a global consortium called The Green Grid was founded in 2007 by AMD, APC, Dell, HP, IBM, Intel, Microsoft, Rackable Systems, SprayCool, Sun and VMware.

Another initiative formed by a group of Global-minded IT executives, the Green Computing Impact Organization (GCIO), was created to be an active participant in transforming the IT community from an environmental liability to an Earth conscious example of responsibility. GCIO is a nonprofit organization that is based on environmental audit programs for consumers and small business homes with respect to general energy-

efficiency programs (including lighting, heating, insulation, etc.). GCIO's mission is to educate and assist enterprise technology users in the design of environmentally aware and responsible information system operations. They help consumers become more environmentally responsible by reducing energy consumption and electronic waste in an effort to protect the Earth.

GCIO is sponsoring educational programs across the country and participating in a Green Computing Summit that will be held in Washington, DC on May 20th. The summit will address how public sector IT managers, procurement officials, and program managers public sector professionals can transform their IT and data center operations into more environmentally conscious yet efficient solutions. This conference will attract senior government IT professionals and their industry partners tasked with helping agencies become greener in the coming years. Attendees will represent federal, state and local governments, public policy organizations and suppliers to government. You can read more about this event at www.e-gov.com/EventOverview.aspx?Event=SGCS08.

Features of Green Computing

Power management is the most popular method. The operating system of the computer can be set to directly control the power saving aspects of the hardware. It can automatically turn off the monitor or hard drive after a period of inactivity. Or, the entire system may hibernate, turning off most of the components such as even allowing the user to manually adjust the voltages supplied to the CPU to reduce the electricity consumption and the amount of heat that is produced. As of July of 2007, all new Energy Star certified desktops must have a power supply that is at least 80% efficient.

Other features include using motherboard video output instead of a video card, hard disks that consume less power, flash based solid state drives that require fewer write cycles, and lower energy monitors. And, manufacturers of networking equipment are developing switches and routers that reduce energy costs.

Recycling Materials

Obsolete computers can be reused for charities, nonprofit organizations, and developing countries. Parts from really old systems can be recycled through some recycling centers. Some recycling charges can be passed back to the manufacturers.

Recycling this equipment keeps the lead, mercury, and chromium out of our landfills. In addition, computer supplies such as cartridges, paper, and batteries can be easily recycled.

How Can We Work Greener?

Visit the website for Climate Savers Smart Computing at www.climatesaverscomputing.org to view a three step program to go green. Here are the basic steps that

(Continued on page 17)

they suggest:

Step One - Turn on Power Management. Since the average desktop PC wastes nearly 50% of the energy it consumes as heat, it makes sense to use the power management features that are built into Windows XP and Vista. The benefits? You will reduce your electricity bills and your energy footprint will be lowered as you reduce your greenhouse gas emissions. The Climate Savers organization predicts that the power management features on your computer can save nearly half a ton of CO₂ and more than \$60 a year in energy costs.

Step Two - Buy an energy efficient computer. Energy Star, the program designed by the U.S. Environmental Protection Agency, specifies the standards that equipment and appliances must meet to wear the Energy Star badge. You can visit their website at www.energystar.org for specifics. Basically an Energy Star compliant PC uses 15 to 25 percent less energy. This program is expected to save U.S. consumers and businesses more than \$1.8 billion in energy costs over the next five years and prevent greenhouse gas emission equal to 2.7 million vehicles.

Step Three - Unplug from phantom power. As long as your computer is plugged in it still uses electricity, even while it is turned off or in standby mode. A computer that is turned off, but still plugged in, can use up to 10 watts. The Climate Savers estimate that you can reduce your electricity bills by as much as 10% by unplugging your appliances and electronics when they're not being used.



Special Thanks

to those at the Murray Ridge Production Center in Lorain, a worksite of the Lorain County Board of Mental Retardation, for collating, folding, and stapling our newsletter. If any other organizations or businesses would like to acquire their help, contact them at (440) 284-2720 or www.mrpcinc.com.

Newsletter Editor: Pam Rihel using Microsoft Publisher, Corel Paint Shop Pro X & American Greetings CreatoCard

This Month's contributors: Micky Knickman, Lou Koch, Edie Lewandowski, Sandra Ruth, Kaye Collier, Don Hall, Ken Ritchey, Richard Kennon, Drew Kwashnak, Ira Wilsker, Pim Borman, Jennifer Farwell, Trevor Meers, Marjie Tucker, Smart Computing Magazine, APCUG, and Microsoft Office art online.

Printing Done In House
Assembly Done By:
Murray Ridge Production Center of Lorain, OH.

Easy Web Site Editing

EZGenerator

by Jennifer Farwell

Would-be Web site builders who strain at the limitations of free online Web tools but don't want the hassle of



\$129; Free trial
Image Line Software
info@image-line.com
www.ezgenerator.com

Key Features:

- **Highly automated Web site generator**
- **Extensive collection of ready-made templates.**

learning HTML (Hypertext Markup Language) coding may love EZGenerator. Its price places it a bit above some competitors. However, its ease-of-use and broad functionality may compensate for the price, depending on your needs.

Installation is a snap, and the program provides both a sample site and a functional site-creation wizard to get you started. Finishing your site once you run the wizard can be as basic as keying text to replace the placeholder copy and uploading the site, or you can enhance the project by replacing images, adding flash, and making other adaptations.

The interface is fully WYSIWYG (what you see is what you get—graphic rather than HTML code views) with menus and button bars that afford access to formatting options, SEO (search engine optimization) setup, and more. A central window shows the working page, while a side pane displays the site's organizational structure. When you are finished, a temporary "test account" lets you see how your site will perform online prior to live upload via FTP (File Transfer Protocol—talk to your Web host about this).

EZGenerator misses the mark in a few places, though. There is no way to search the thousands of templates by theme, category, or even color scheme. Furthermore, Web design can be complex business, and fully utilizing the features of EZGenerator takes skill and time. For code-challenged Web builders who want an advanced site, this is not a bad choice. If your final site will be basic, however, there are less expensive ways to make the journey.

Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!

Excel 2007

How To Find Almost Anything

by Trevor Meers

Your worksheets don't have to get very big before you start wishing for a better way to find things than scrolling around and hunting for them. Read on to learn about Excel's methods for taking you directly to the information you seek.

In the Home tab's Editing group, select Find & Select for almost a dozen options for finding information based on what it contains, what it looks like, or how it behaves.

◆ Basic Find Jobs

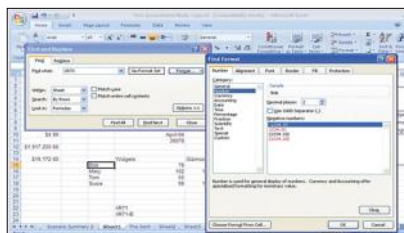
Let's start simply: looking for one piece of information such as the sales quota for Steve Dinero in a large worksheet. Click Find & Select and Find to open the Find And Replace dialog box. Type Steve Dinero into the Find What box and click Find All. This automatically selects the first cell Excel finds containing that text and lists all cells containing the text. To move the selected cell to the next one containing the text, click Find Next. To back up, hold down the SHIFT key while clicking Find Next.

◆ Find Options

Searches get more powerful when you click Options in the dialog box. The Format button lets you search for only data that matches your target string and the selected formatting. Let's say you want to find all products priced at \$1,999 in the spreadsheet. If you select Currency formatting, Excel skips over the year 1999, for example. You also can search by Format alone, telling Excel, for example, to locate all cells formatted as Currency. After a search, open the Find Format dialog box and click Clear. Otherwise, the format search remains in effect and could confuse your next search.

A variety of Find options lets you locate specific kinds of content, including data that carries the kind of formatting you indicate.

Next, you can expand the search from the default setting of the worksheet you're currently in to searching through the entire workbook.



A variety of Find options lets you locate specific kinds of content, including data that carries the kind of formatting you indicate.

The Search drop-down list handles searches where you specifically want Excel to look for the next occurrence of the target in the current row or the current column. The Look In op-

tion lets you search through values displayed in cells, formulas behind the cells, or comments attached to cells. These are seldom-used options.

◆ Send In Replacements

The Replace tab of the Find And Replace dialog box shares most of the Find tab's options. But, as you might guess, it includes a Replace option, which is pretty self-explanatory. Excel looks for whatever you put in the Find What box and swaps it for what you put in the Replace With box.

Remember a couple of tips, though. Click Replace to replace only the next occurrence of the info in the Find What box. Click Replace All to change every occurrence in the worksheet or workbook. To delete all occurrences of a certain string, enter it in the Find What box, leave the Replace With box blank, and click Replace All.

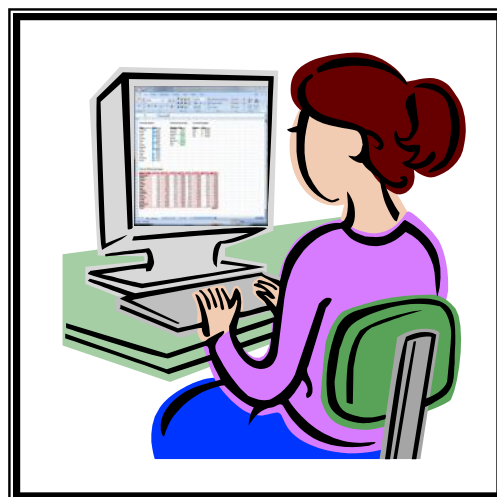
◆ Find Other Types Of Content

The Find & Select button includes a few tools for jumping to specific kinds of content. The ones you're most likely to use involve comments, formulas, and conditional formatting.

Excel adds a little triangle flag to cells containing comments, but for an overview of all cells holding comments, click Comments under Find & Select. Similarly, the Formulas choice helps you spot which cells are data and which contain formulas.

Conditional formatting changes a cell's look, depending on the info it contains. You may, for example, set up negative figures to appear in red. Finding these cells can be hard as you can't see the formatting unless the data meets your conditions. To find them, click Conditional Formatting.

Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!



Tip Of The Day: July 17, 2008

Keep It Clean

For best scan quality, you should clean the glass bed of your scanner before every scan, but most people don't have the patience to be that conscientious. If you're careful and you don't allow anything other than a clean original to contact the glass, you can probably get away with cleaning it less frequently.

When you do clean your scanner's bed, though, it's important to use the right cleaner. Check with your scanner's manufacturer for specific recommendations or warnings. Generally speaking, it's best to use a soft, lint-free, grit-free cloth; the chamois used for cleaning camera lenses is a good choice. Don't use paper towels because they can contain small amounts of grit in the fibers. HP recommends using a window cleaner that doesn't contain ammonia; Microtek believes pure alcohol is the best choice. Don't use rubbing alcohol because it can contain lanolin and other ingredients. Instead, use denatured alcohol, available at paint and hardware stores. Be sure to check your work as you clean. After cleaning the glass, raise or remove the scanner lid and perform a scan with nothing on the glass. You should get a completely black image. Haze or streaks indicate areas that need more cleaning. Sharp white spots may be dust or electronic noise. Noise is random and won't appear in the same place in subsequent scans; dust usually stays put.

And finally, clean only the outside surface of the glass bed; don't remove the bed or attempt to access or clean any of the mirrors or other optics inside the scanner.

Tip Of The Day: July 16, 2008

Check For New Drivers

You can use Windows Update in Windows Vista to check for newer versions of device drivers. Select Start, All Programs, and then Windows Update. In the left pane of the Windows Update window, click Check for Updates. When the search is complete, click the View Available Updates link. If any new drivers are available, they will be listed. To install a new driver, place a check mark next to the driver and then click Install.

Tip Of The Day: July 12, 2008

Cell Phone Plans

If you're looking for a new cell phone service provider, it's also a good time to look for a new cell phone. Most companies offer deep discounts on new cell phones when you sign a contract with them. Although we don't recommend basing your decision on a service provider solely on the phones available, remember that some phones are only offered through one company. Shop around for several models you like and compare service plan options among the companies that offer those models.

Tip Of The Day: July 11, 2008 Email This

GPS Devices

When shopping for a GPS (global positioning system), keep in mind that different GPS models have different ways of providing spoken directions to the user. One option is text-to-speech, which provides you with precise, spoken directions, such as "In one block, turn right on Claire Street." Text-to-speech is particularly helpful if you're driving in unfamiliar areas or with potential distractions because the detailed directions enable you to keep your eyes safely on the road without needing to refer to the GPS' map for street names.

Turn-by-turn, on the other hand, offers simplified directions, such as "Turn left in 200 feet," that are spoken when you reach pivotal points in your route. GPS devices with turn-by-turn directions are great if you can navigate with fewer directions or are budget-conscious and don't want to spend more for a GPS with text-to-speech.

Tip Of The Day: June 24, 2008

Camera Battery Life

Whether it's a family picnic, climbing Pike's Peak, or an all-too-rare moment of sibling togetherness, dead batteries can kill a photo shoot. To avoid that awful sinking feeling, always carry spare, charged batteries, as well as your camera's AC adapter. Your flash and LCD (liquid-crystal display) eat up batteries, so shut them off when you're not using them.

Fun Facts & Stats Of The Day: July 17, 2008

New Technology Lets You Find The Cool Places In Town

A new tracking software service created by computer science professor Tony Jebara tracks the signals from thousands of GPS (global positioning system)-equipped mobile phones, vehicles, and other data devices to locate where people are gathering. Besides tracking group movement, the software may also be useful for showing the most common routes.

Fun Site Of The Day July 17, 2008

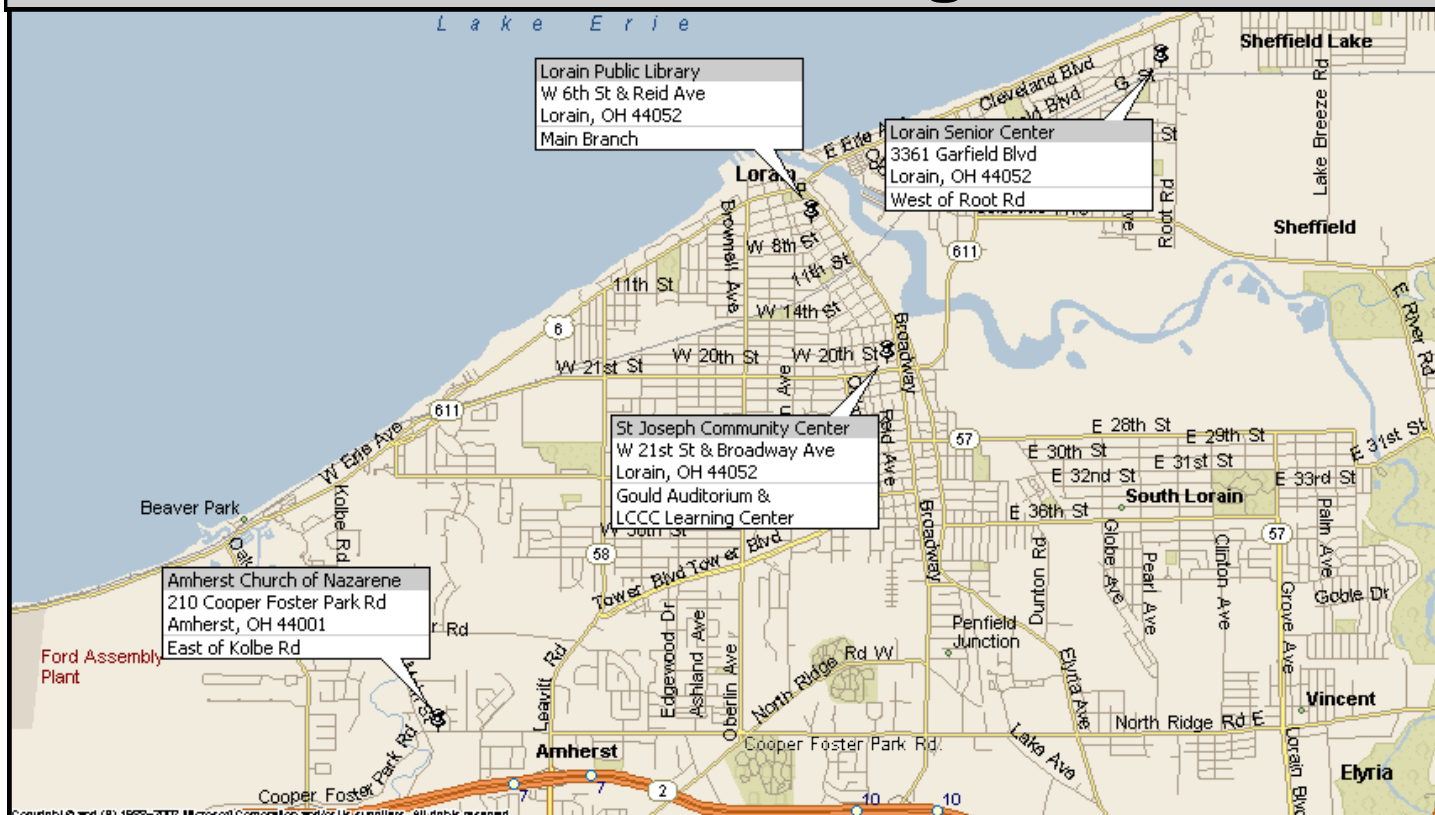
The Budget Casa

With the economy slumping and gas prices hitting record highs, almost all households are looking for ways to cut down on costs. At The Budget Casa (www.thebudgetcasa.com), you can pick up tips on how to enjoy life on a budget. This site includes decorating tips, do-it-yourself projects, ideas for entertaining on a budget, and more. Additionally, this site has tips for gardening and how to use homegrown plants to cut down on your grocery shopping. <http://www.thebudgetcasa.com>

Reprinted with permission from Smart Computing.

Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!

Various LCCUG Meeting Locations



Gould Auditorium

All General Meetings are held at Gould Auditorium - St Joseph Community Center, Lorain, OH.

Park in the parking garage attached to the building. Go west at the corner of Broadway and W 21st St to the next block, Reid Ave., turn north and the entrance for our parking is on the west side of the garage.

Go up the ramp and park anywhere on the 2nd floor and up. Use the elevators to go to the 2nd floor, which opens to Gould Auditorium.

Note: Parking on the South, W. 21st St side is only for the Emergency Vehicles.



**POSTMASTER:
SEND ADDRESS CHANGES TO:
LCCUG**

P.O. BOX 792
AMHERST, OH 44001-0792

**TIME VALUE
MAIL
PLEASE
DELIVER
PROMPTLY**

**NON-PROFIT ORG.
U.S. POSTAGE**

PAID

Permit # 792
AMHERST, OHIO

MEMBERSHIP WITH LCCUG

Yearly dues are \$25 for a single membership.

Family membership dues are \$25 annually for the first member, additional members in the same household are \$12.50 each. (Family memberships receive only 1 newsletter per household).

Interested persons wanting more information should contact:

Edie Lewandowski, Director of Membership,
(440) 282-4188 or membership@lccug.com.

Look Here
For Membership
Renewal Date



Place Label Here