# Interface

**Lorain County Computer Users Group** www.LCCUG.com info@LCCUG.com Volume 22 Number 4 April 2010



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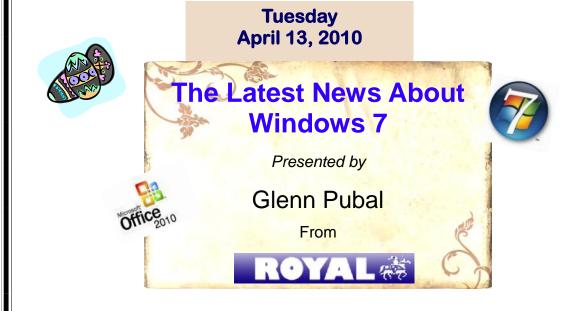
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Monthly Meetings Held At Gould Auditorium 2nd Floor, St. Joseph Community Center, Lorain, OH 5:30 PM Doors Open With Outer Lobby Q & A Sessions 6:45 PM Meeting & Presentation Begins

# A Word From Our President



#### What I like about computers....

**Email** for quick easy communication! Can you imagine suddenly losing this convenience? I must not be alone in this or the post office would not be hurting like it is. Long live gmail.

**Games** .... I am not a huge online game person but I have some games on my palm pilot that have gotten me through long boring waits for appointments and given me a great diversion in times of stress. Those are my addiction. There are many my age who are addicted to the games on FaceBook. I know an 85 year old who lives alone and can't imagine what she would do without her online games and chatting!

**Music** – my favorite CDs reside on my computer for instant access. I will go to an Internet radio site such as Pandora to explore music I don't own. I've also been known to listen to my favorite radio station online morning show when I am out of the area. Because I will pay to download a song if I like it,I seldom buy a music CD anymore. But for real portability, I use my mp3 player.

**Research** – Of course the ability to "Google" anything I want to know about is an incredible asset. Hear something on the news that makes you curious? Need more health information concerning something? Or if I just want to know what, how, where, when.... you name it.... All that information is at our fingertips!

**Computer support** – when I have a problem with my computer, my first line of action is to search the problem on Google. 95% of the time I will find out how to diagnose my problem and how to cure it!

How to do something – How to slice a pineapple? How to cook fajitas? Best way to hang a picture? How to thread an older sewing machine? How to hem a skirt? I go to YouTube and do a search and instantly you will have videos to watch to guide me through the steps of my project.

**Recipes** – I could get rid of all my cookbooks for how often I look at them anymore. The only problem with looking for recipes online is that there are too many versions to choose from. Next time you need a recipe for low-fat peach pie with walnuts - just put the key words in Google and stand back.

**Movie information** – what was the movie? Who was that actor? What else was he in? What movies were made on a subject? Anything you want to know! Start with IMDB or just Google the storyline and chances are the title of the movie will be revealed.

## LCCUG Officers For 2010

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	Dennis Smith webpage@lccug.com			
Statutory Agent	Sandra Ruth statutory_agent@lccug.com			
Director of Membership	Kaye Coller membership@lccug.com			
Director of Advertising	Richard Barnett advertising@lccug.com			
Director of Public Relations	Richard Barnett public_relations@lccug.com			

Movies and TV Shows – These are becoming very available online. The networks and Cable channels and sites like Hulu enable you to watch all kinds of these by viewing on your computer. These are all free (right now, though they are trying to figure out how to charge us for them). A \$9 Netflix subscription gives you the ability to stream a large portion of their movies to your computer and with some configurations to your TV. I am all about exploring these options.

**Doing business online** – I pay bills online, do my banking online, order tickets, shop.... You name it! Comparison shopping is invaluable! How else can you get the opinions of so many on the pros and cons of a product before you buy it.!

**Opportunity to learn more** about what I can do on my computer and online - I read newsgroups, sign up for listservs, follow "twitters" and "feeds" for all the subjects I am interested in. There is no end to new services, products and trends to discover. Everyday something new.

P.S. At the **April 27 meeting** I will be showing some of the hidden power of Google. Be sure to be there and bring a friend.

Sandee

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## TUESDAY April 13, 2010

## The Latest News About Windows 7

Presented by

Glenn Pubal



And a sneak preview of Microsoft Office 2010



## Everyone is invited!

Windows 7 has been with us since late last fall and most of us have had time to "play" with it and learn some of the new ways that this operating system has improved our computing experience. In this evening's presentation, Glenn Pubal of Royal Business Equipment, who is one of our club sponsors and a frequent guest presenter, will discuss the latest and greatest tweaks, shortcuts, little known facts, and general new information about Windows 7.

Glenn will also present the latest information that he has concerning the newest edition of the Microsoft Office Suite, appropriately entitled, MS Office 2010. Glenn Pubal is a dynamic and knowledgeable individual and will no doubt give us information that will be very useful to us as we learn more and more about the latest Windows Operating Systems and Microsoft Office Products.

Please try to attend this informative and interesting meeting. You will not be disappointed!



## TUESDAY April 27, 2010

## **Discovering Google**

Presented by

Sandra Ruth
LCCUG President

Google is currently THE most popular search engine. It has a deceptively simple start page keeping you from being distracted and getting right to it. Even a simple search here will most often get you just what you need.

But Google also has many very powerful tools available as well. During this presentation we will explore how to find many of these cool Google extras that you can utilize from this simple interface.

Have you used Google maps, directions, Google earth or Google sea and Google sky? Do you know all the power of Gmail? Are you aware of the office compatible programs such as Google Documents, Presentations, and Spreadsheets and what they offer?

Come and hear about Google translate, shopping, news, photos, health, business, videos, and blogs.

Learn about new products such as Google voice, Google wave and Google buzz.

By the time it is the evening of the presentation, there will probably be several more new developments. Join us as we attempt to keep on top of this ever-changing technology.





# Executive Board Meeting Minutes

March 2, 2010

Officers attending: Richard Barnett, Kaye Coller, Micky Knickman, Pam Rihel, Sandra Ruth, Dennis Smith.

President Sandee Ruth opened the meeting.

- \* Officers discussed who would handle the different tasks necessary for the club to function.
- Presenters of programs at the club meetings are responsible for providing the program information to Pam, and when possible, the presenter should enter the program information on the Members' Page.
- \* Pam will then send the newsletter's page 3 to the officers.
- \* Lou Koch and Carol Doerr will be co-vice presidents in charge of programs.
- \* Dennis will update the LCCUG webpages.
- \* Other discussions included nametags, training on the Members' Page, updating membership forms, finding presenters for meetings, and the summer picnic.

Newsletter Editor, Pam moved to adjourn the meeting.

LCCUG Treasurer's Report						
2/28	Beginning balance	\$	7,805.71			
	membership dues	\$	150.00			
	Sponsorship	\$	100.00			
	raffle donations	\$	116.50			
	Amazon.com rebates	\$	29.77			
	Member printing & refreshments	\$	(20.00)			
3/30	LCCUG Certificate of Deposit	\$	5,000.00			
3/30	General Fund balance	\$	3,181.98			



# General Meeting Minutes

March 9, 2010

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the February issue of the INTERFACE was made by Ben Poplar, seconded by Richard Long. Motion passed.

Sandee informed members of the topics for programs in March, April and May. She also mentioned the 3 classes in March.

Sandee then gave a program on e-books. She showed many web sites which have e-books available for free along with those you pay for. She listed the many, many formats e-books come in depending upon the company.

She told of Google's goal to digitize every book.

Ellen Endrizal won the money raffle and John Louzy had the first software/hardware raffle ticket.

Nancy Smith moved, Micky Knickman seconded the meeting be adjourned.





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Pam Rihel - LadyGeneo@roadrunner.com

## TEN IMPORTANT FACTS YOU AB-SOULUTELY MUST KNOW WHEN RESEARCHING YOUR FAMILY TREE

Part 2 Fact 4, 5, 6 & 7

## FACT 4 - If You Don't Use It, Then Surely Don't Lose It.

An orderly and understandable filing system is essential to your success in genealogy. Try to think of your projects as jigsaw puzzles in which you are only able to obtain one or two pieces at a time. If each piece is not properly placed or secured away for future use as you receive them, then your final picture will obviously be incomplete, repetitive and more difficult to visualize when completed.

Any genealogy project is only as good as "O. R. M.", that is the information which is Obtained, Retained and Maintained. The filing system you employ is critical to O.R.M. A computer may help to organize and database your information, but a manual system of family group sheets and subject – based folders should be developed as a hard-copy master file.

In thinking ahead, plan for your excursions to county court houses, to state archives and to the on-line information resources. Think about how you will O. R. M. each piece of information, so that it will be clear later how to identify and utilize the data you collect. There can be little more frustrating to an energetic and hopeful family researcher, than to accumulate dozens of information items and then to become confused over how it relates to the overall project or how it fit into your thinking at the time you obtained it.

So, does one take along all folders on visits? That is doubtful, unless it is preferred to be conspicuous to everyone. A solution? Take a note pad of some sort with you for a hard copy, or you can also take along a thumb drive, jump drive, laptop, etc. These hold all of your data and in some

cases, even hold your family tree program, depending on if it can be put on your thumb drive as a portable program. One such family tree program that can do that is Rootsmagic. I happen to own 2 family tree programs, Family Tree Maker 2010 and Rootsmagic. I like different things in each of these programs. Just remember to source your found information no matter what form you are using.

## FACT 5 - "...A Vapor Appears for A Little While & Then Vanishes Away."

Good information sources are limited. For example, usually the very best resources for an immediate picture of your known family are your parents and grand parents, if they are still living. And that is the point, if they are alive. There is no doubt that our lives are limited and so are those of our relatives.

The old saying of "making hay while the sun shines" is probably the best way to approach this idea. If you have not yet availed yourself of the intimate knowledge of your family's history, then do so now! Trust me I wish I had asked more questions of my grand parents when they were still here. I was lucky enough to get a lot of information from my mother before she passed away, as my father didn't like to talk about his childhood or army days.

Run, do not walk to your nearest relative while they are alive and engage them in a conversation about your family genealogy, if you are smart you will take along a tape recorder and/or video camera. You just can't write fast enough when you are asking questions and besides you will also have them recorded for all time.

When one connects with family members on these terms, the most important step in the journey toward family discovery has been taken. In this way, it may also provide one of the richest experiences of our lives. Everyone will probably enjoy the experience and gain fond memories for many years to come. These family memories can help to support and sustain us on the darkest of days. Try to keep a daily diary of your life as well, it will be very important to future generations and it will give them an insight into just who you were.

## FACT 6 - The Heart Of The Matter.

There are the occasional family members who are difficult to approach and even more difficult from whom to elicit information. If you encounter such a person, do not be disheartened. There are likely deeper reasons why an individual responds the way that they do, which you will probably never

(Continued on page 6)

#### (Continued from page 5) Genealogy

fully understand. Sometimes persistence can break through an awkward situation, but more often than not, these people are best left alone. The sage old saying of "letting the sleeping dog lie" is best borne in mind.

What I did to get my dad's last remaining sister to start talking, was to take my mom with me and then I asked my mother something about my father's home town and when she started talking so did my Aunt. I now have it all on tape for future generations.

Sometimes, a difficult person may only need time to work through their distrust. It is possible that later on a good day, the person may call or write you or another member of your immediate family and ask for a visit. Take one step at a time, very cautiously and let them lead the way. Do not forget to care and do not forget to subtly communicate to the difficult person that you care. Communication of your care to the closest family members though, is a privilege best exercised frequently.

It is with these thoughts in mind that the following statement is advanced, Blood is thicker than water. Probably it means many different things to many persons. However, the saying may actually infer "personal integrity" within the family. Being true to oneself is something to which we aspire, but being true to one's family may even be a step higher on the values scale. Keep these ideas in mind when dealing with family members. Be challenged to try to always use good judgment, common sense, respect and tolerance in all your interactions.

## FACT 7 - Have Some Fun And Good Things Will Happen.

There are some very intelligent and talented people who believe that their involvement in genealogy has changed their lives for the better. There are also some equally impressive persons who take things just a wee bit too seriously and make life difficult for everyone. You know the ones. Birds of a feather flock together, as it has been said. And it seems that newsgroups are home to at least some of them Just ignore them and hopefully, they will go away. But you may prefer to find their haunts and steer clear. Hopefully, none are family members, but patience is a virtue.

It goes without saying that life and family are what we make it and so it is with genealogy. Genealogy can be an avocation or a vocation for anyone. Some think of it as part of a lifestyle - - that rather than being or not being a genealogist, it is more

akin to being a traveler on a journey. For instance, families take trips together here and there. Often, the trip has little or nothing to do with it being an occupation or necessarily a reoccurring activity. It may rather be something that one does as a part of a family related lifestyle: part recreation, part social, part experience building and part learning. All of these parts mix well into a total experience. It may be an experience that one can pick up or put down at will, along with other activities within the lifestyle. People today seem to generally be multi - faceted in their lifestyles and appear more well - rounded overall.

Sometimes the best things that happen to us are not planned and not a part of any agenda, but are serendipitous to other things we do. And sometimes, just having some fun with your genealogy pursuit can lead to some really good things that happen along the way. So, try not to take genealogy or yourself for that matter, too seriously. Enjoy it, make friends and discover unknown living family members along the way. Good things happen! I know this for a fact. I have made the best of friends and found many family members that I didn't even know I had, but now I do.

Genealogy pursuits also make good activities for family focused involvement with spouses and children, even grand children can enjoy this with you. It seems everyone loves to hear about ancestors and the stories of long ago. Even if anecdotal, most of the children and grand children will remember the stories long into their adult lives.

Last Part in May's Issue Facts 8, 9, & 10



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## **Ohio Computer Repair Service**



LCCUG welcomes Ohio Computer Repair Service as a new club sponsor. Ohio Computer Repair Service is a full service computer repair company located at 47375 Cooper Foster Park Road in Amherst, just off the

Oak Point Road exit of Route 2. Ohio Computer Repair Service specializes in the following:

We fix your computer right and show you how to maintain it-period!

We specialize in speed, performance, security optimization, and training. Yes, we can also provide the usual services as well . . . Hardware/Software Installation and Upgrades, Custom-built Computers, Networking, etc. . , but have focused attention on the most needed repair of all:

Proper computer configuration and set up.

## What this means is this:

All computers come set up with a generic configuration, and the rest is up to you.

After all, the manufacturers could not possibly know what each and every individual's computer will be used for.

The settings that we change go hand in hand with the type of work that you do on your computer. Most people only require a few key changes in order to experience visible improvement in their computer's performance.



There are over one thousand settings on your computer, ranging from very simple settings to advanced registry modifications. Depending upon how these are configured, your computer will perform like either a Ferrari or a station wagon. We specialize in optimizing these settings and making them work for you. Additionally,

we can teach you how to maintain your own computer to keep it running smoothly for many years so that you do not have to "visit" us again.

#### The Result:

A computer that runs all the time with no errors, no surprises, and does it faster and better than when it was brand new.

This is our specialty. This is what we do.

Stop by and visit Tane Maselli, Owner of Ohio Computer Repair Service, or just drop off your computer at their convenient and secure drop off center located in the lobby.

Again, LCCUG proudly welcomes Ohio Computer Repair Service as one of our sponsors. Please stop by and visit them.

## Ohio Computer Repair Service

47375 Cooper Foster Park Road Amherst, Ohio 44001 (440) 984-5265 CompTIA



The Problem:

Computers can be very fun and frustrating at the same time.

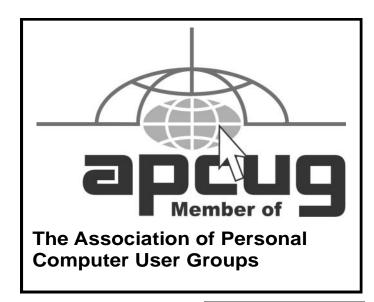
This may be a surprise to some, but 90% of everything that goes wrong with a computer is configuration related. The problem is, there are just too many settings to change and modify, and most people don't even know where these settings are.

#### The Answer:

You could read and study like I did for the last 14 years. You could experiment with your computers on a daily basis until you get it right, or search the Internet and find more sites than any ten people could read in a lifetime. You could accidentally break your computer more times than you care to remember, or you can call us, Ohio Computer Repair Service.

#### The Result:

A computer that runs all the time with no errors, no surprises, and does it faster and better than when it was brand new.



## ScamBusters.org

# Investment scam prevention:

How do you spot potential scams and distinguish frauds from legitimate investment opportunities?

The main regulator of US security firms, the Financial Industry Regulatory Authority (FINRA) offers this list of what they call "rip-off tips" -- things that should put you on alert:

- \* Unsolicited communication such as faxes, emails, text messages, tweets (on Twitter), and strategically placed "opinions" in blogs and message boards.
- \* Seminars and webinars that use short-term incentives and bonuses.
- \* Price targets or predictions of swift and exponential growth.
- \* The use of facts from respected news sources to bolster claims of the size of the market for a new product or technology.
- \* Mention of associations with or actions by governments that bolster a company's product or service.
- \* References to actions by well-known companies used to justify growth of the company being touted.
- \* Claims that they're the next big thing (yes!).
- \* Products that are only at the development stage.
- \* Unverifiable claims of enormous energy efficiency.
- \* Pressure to invest immediately.

Naturally, there are legitimate investments that use some of these tactics (such as predictions of swift or exponential growth, facts from respected news sources, well-known companies or government actions to bolster claims, and development stage products). However, it is good to be very skeptical.

Actually, FINRA has a useful "scam meter" on its website that allows you to check out your thoughts about an investment opportunity.

http://apps.finra.org/meters/1/scammeter.aspx

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## **WUBI?**



## What The Heck Is A WUBI?

By Jim McKnight, Director, Los Angeles Computer Society, CA www.lacspc.org jim.mcknight (at) lacspc.org

The Windows-based Ubuntu Installer (WUBI) is a program that allows you to install and remove Ubuntu-Linux from within Microsoft Windows (98, 2000, XP, Vista, or Windows 7). WUBI automatically creates a dual boot option that lets a Microsoft Windows user try Ubuntu without risking any data loss due to disk formatting or partitioning. Normally, installing Ubuntu or any version of Linux on a system that is also running Windows Is intimidating and very risky. Total failure to boot Windows is a common result.

WUBI to the rescue: The WUBI installer is now included on every Ubuntu Live CD and easily installs Ubuntu IN-SIDE of windows (all versions), and in the same partition (drive letter) as Windows if you like. The install process is like any other program installed in Windows. Installing this way is sooooo easy. Also, when you want to remove Ubuntu, you just go to Add/Remove Programs and remove it like any other program running under Windows.

Dual-boot: After the installation, a new (dual) boot option screen appears right after power up, allowing you to select whether you want to run either Windows standalone or Ubuntu standalone.

Wow, what a great way to play with Linux/Ubuntu without the hassle of partitioning the hard drive and dealing with those messy dual-boot managers like GRUB or GAG. Yuck (Yes, those are real acronyms. Not the Yuck. It just means yuck).

To start the process, you need an Ubuntu Live (Install) CD that you or a friend has downloaded and burned. You can also go to the Ubuntu website and have them mail you a free CD (10 weeks).

To install Ubuntu using WUBI, just insert the "Ubuntu Install CD" while Windows is running. Do not boot the CD. The CD should start. If not, go to My Computer, open the CD and click on wubi.exe. When you see the opening window, simply select "Install Inside Windows". After that, you answer a few questions about what drive letter, and how much drive space you want to allow for Ubuntu.

That's it!

I have tried this under XP and Windows 7 and it is flaw-(Continued on page 9)

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## Get your dose of free daily software

## FreeAppADay.com

http://www.freeappaday.com/ has been around since late January and provides iPhone and iPod Touch users with a free application every 24 hours. Each "app" is free only on the day of its promotion, and visitors cannot view a future day's release until it goes live. The user can download the app and use it for a full 24 hours without paying a cent. Once the app has been offered for free, it will stay on the website for one month as a paid app for those that might want to purchase the app.



## GiveawayOfTheDay.com

http://www.giveawayoftheday.com/ makes available for download each day some program that is free only that day. Each application or game that is available is ONLY available for that day. You must download AND INSTALL it within the 24 hour window if you want it to work. This is fully licensed software. If you don't get it free that day, it won't be free the next day, etc. Lots of times, it might be software you don't care about, but it's definitely worth checking out every day. Since you only have 24 hours to install the software you may find yourself installing software that you don't want or need. Of course, you can always uninstall it if you find you don't like it. Another hidden golden nugget is to click on the "Proceed to download page" link and read not only users' reviews, but also some of their suggestions for

Your low cost supplier for...
Computers Parts Service

DCParts Computer Parts

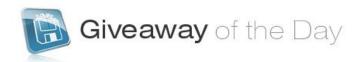
New Systems
Discount Computer Parts

Upgrades
Installations
Virus Removal
Rebuilt Systems

On Site or Walk In Services

440-322-0259
210 East Second St., Elyria 44035

other programs that do exactly the same thing or better and are free all the time.



## Game.GiveawayOfTheDay.com

http://game.giveawayoftheday.com/ is a sister site of giveawayoftheday.com but focuses mainly on games. Although the title states "of the day", they have been hurting for content and have typically only put up new game downloads on the weekends and sometimes don't even have anything new for two weeks.

GameHouse.com has a site that will give away a differevery Visit http:// ent game day. www.gamehouse.com/todays-free-game each day to see what's available. Once you download and install the installer, it will then download the real game and install it on your computer. The annoying thing about this method is that GameHouse will run 30-second advertisements at different intervals regularly throughout the game. Again, this is annoying, but at least you get to check out whether you will like a game or not before purchasing it or you can just live with the ads and revel in the fact that you didn't spend a dime on the game!



## (Continued from page 8) WUBI less.

#### NOTES:

- Hibernation is not supported when installing Ubuntu via WUBI (for either Windows or Ubuntu).
- \* Follow these links for detailed WUBI operating instructions:

http://wiki.ubuntu.com/ WubiGuide and here: http://help.ubuntu.com/community/Wubi

\* Ubuntu 32 bit can run under Windows 32 bit or Windows 64 bit.

This article has been obtained from APCUG with the author's permission for publication by APCUG member groups; all other uses require the permission of the author (see e-mail address above).

## **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. - 8 p.m. + Weekends General Software Configuration, Hardware Installation. Basic to Advanced Windows

#### Lou Koch

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

#### **Edie 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, HardwareInstallation, 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

### Keith Kuhn

440-967-6509 - kthkuhn@yahoo.com 8 a.m. - 11 p.m. Downloading Music & Burning CDs

Don't forget to check the Members' page for up-to-date information about programs & events: http://www.lccug.com/members

## LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

## **Problem Solving Workshop**

Date: 3rd Tuesday April 20, 2010

**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.

## **Microsoft Digital Image**

Date: Monday, April 19th, 2010

Time: 3:00 to 4:30 pm Leader: Joe Harrold

Place: LCCC Learning Center

St. Joe's Com. Center, 21st & Broadway

Improve your graphic manipulation skills by trading ideas and tips with others using this software programs.

> For Info, contact Joe Harrold - 440-967-5847 or Jncharrold@centurytel.net

## Genealogy Class

Date: April 7, 2010 Time: 3:30 - 5:30 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.

> You must register - Phone: 440-277-6076 or Email: LadyGeneo@roadrunner.com

## **Beginners Class**

Date: April 13, 2010 Time: 3:00 - 5:00 pm Instructor: Jean Griffith Place: LCCC Learning Center.

St. Joe's Com. Center, 21st & Broadway

Come join Jean Griffith and begin to understand using your PC. This will be a beginners class and a refresher for maintenance.

> Register by calling: 440-366-4507

April 2010 Classes										
Class Type	Location	Registration	April	Time	More Info					
Classes / Workshops										
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	April 20, 2010	' 15'30 10 5'00 00						
Microsoft Digital Imaging SIG Joe Harrold	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	440-967-5847or Jncharrold @centurytel.net	April 19, 2010	il 19, 2010 3:00 to 4:30 pm						
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	April 7, 2010	3:30 to 5:30 pm	Page 10					
Digital Photos & Graphics SIG Sandee Ruth	Lorain Public Library 6th & Reid	440-244-1192 or 1-800-322-READ x272	CANCELLED UN NOTI	Page 11						
Computer 1 Sandy Strong Mavle Green	Lorain Senior Center 3360 Garfield Blvd.	440-288-4040	CANCELLED UN NOTI	Page 11						
Computer for Beginners Jean Griffith	St. Joe's Com. Center 21st & Broadway	440-366-4507	April 13, 2010 3:00 to 5:00 pm		Page 10					

Is there a class you would like to teach or a class you would be interested in attending, please let one of our officers know.

We want to fill this last row with something new to be taught.

## Computer 1

Date: CANCELLED UNTIL FURTHER NOTICE

Time: 9:30 am to Noon
Place: Lorain Senior Center
3360 Garfield Blvd.
Instructor: Sandy Strong

#### Helper needed:

Sandy Strong is resuming her beginners' classes at the Lorain Senior Center on Garfield Blvd on the East side of Lorain on September 22 & 24. These classes will be held on Tuesdays and Thursday mornings and she would like a helper who could assist their students at their computer as she teaches.

If you have any questions about this , please call Sandy at 365-6401

This six hour class will help you understand how to use a computer, from turning it on to saving and printing out your information. It will include using a mouse, cut and paste, making shortcuts, and working with text.

## Digital Photos & Graphics SIG

**Date: CANCELLED UNTIL FURTHER NOTICE** 

Time:

**Instructor:** Sandee Ruth, president@lccug.com. **Place:** Lorain Public Main Library - 6th & Reid Ave

#### **Detailed Description:**

Sandra Ruth will be doing an introduction to using digital cameras for beginners. Watch a demonstration viewing, changing, or printing digital images and have your questions answered. Preregistration is required by calling the Main Library at 440-244-1192, ext. 272 or 1-800-322-READ, ext. 272.

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



# A Clean PC Is A Happy PC

## The Importance Of Proper Computer Hygiene

by Blaine Flamig (April, 2010 issue)



Every neighborhood has that one guy who spends several hours every weekend painstakingly washing, waxing, and polishing his coveted car, truck, or motorcycle in the driveway to keep it looking like new. Ah, if only more of us gave our PCs the same attention. The fact is many of us are more devoted to the upkeep of our cars, jewelry, golf clubs,

yards, gardens, and other possessions than our PCs—despite the considerable financial investment a computer can represent and the heavy reliance we place on them for work and personal purposes.

On one hand, it's understandable that some owners rarely pay heed to the physical well-being of their computer systems. Some people simply aren't aware of the benefits of periodically giving a PC's interior and exterior a good cleansing. Others avoid getting anywhere near the inside of a PC in fear of touching the wrong part and doing irreversible damage. These factors carry over to virtually tidying up Windows, hard drives, applications, and files, all of which can detrimentally affect system performance if left unchecked.

On the other hand, even if the idea of tinkering with a PC paralyzes you with anxiety, there's too much to gain from consistent PC maintenance not to do so. By doing a bit of dusting periodically, for example, you can easily extend the life of your PC's components. Similarly, by occasionally running a program to detect and remove duplicate files, you can regain hard drive space and add back some pep to system performance. What's important to note is that even if you've neglected your PC's cleanliness up to now, it's not too late for a sprucing up, and the improvements you see may just surprise you.

#### The Need To Clean

Establishing a consistent PC-cleaning regimen is vital for many reasons, but focus on these four for now. One, the better shape you keep your PC in, the less likely that hardware and software errors will pop up. That means less time seeking out tech support later on and less money spent replacing prematurely worn out components. Two, regularly cleaning your PC's vents, fans, filters, and other components will promote better airflow, meaning less chance of heat-related damage to components. Three, using good maintenance practices, such

as removing unnecessary files and controlling programs that start at launch, will make you more efficient and your PC operate faster. Four, regular cleanings create a healthier and more aesthetically pleasing workspace. Consider the countless germs a shared keyboard and mouse attract if you need proof.

In the following articles, you'll find explanations, tips, procedures, and products all geared toward helping establish good PC cleaning and maintenance practices. In "Windows Washing" (page 55), for example, we walk you through basic software-related cleaning, organization, and maintenance tips that will enhance system performance, including deleting unused programs, cleaning up the Desktop, and paring down the Start menu. In "Bust The Dust" (page 57), we detail how, armed with a can of compressed air and a damp rag, you can banish most of the dust and debris accumulating on your PC's vents, filters, and fans. We also spell out how to organize a PC's internal cables to create better airflow and reduce the chances of heat-related damage.

In "Keep Germs At Bay" (page 60), we explore the benefits of cleaning such germ-riddled peripherals as keyboards and the products available to help do so. On page 62, we spell out the special cleaning considerations that laptop owners need to know about, while in "Cable Wrangling" (page 64), we'll detail how to corral the unseemly cables and power and data cords snaking around your workspace.

The benefits of giving a PC a good shine and polish speak for themselves. Beyond adding months and possibly years to the system's life, a PC will typically run faster while simultaneously making you better organized and more efficient. Nearly as important as actually cleaning a PC, however, is establishing a regular cleaning schedule. If needed, set a recurring event in your favorite calendar application to remind yourself every three months or so that it's time for a PC cleaning. A good cleaning should only take about an hour, and your system will thank you with faster, smoother performance for the effort.

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**Newsletter Editor:** Pam Rihel using Microsoft Publisher, Corel Paint Shop Pro X2, CreataCard,

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Coller, Pam Rihel, Blaine Flamig, Vinny La Bash, Jim McKnight, Patrick Libert, Allen Wyatts, Jennifer Farwell, Smart Computing Magazine, APCUG, and Microsoft Office art online, CreataCard 8, Scambusters.org, http://lauder.community-learning.org.uk, http://img179.imageshack.us

Newsletter is now Online at

lccug.com/newsletters or lccug.com

Volume 22 Issue 4 | Page 12 April 2010 | Interface



## Controlling SystemRestore

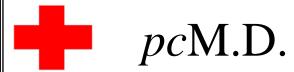
By Vinny La Bash, Member and Regular Columnist, Sarasota Personal Computer Users Group, Inc., Florida www.spcug.org vlabash (at) comcast.net

Did a shareware application you were enamored of turn out to be an unmitigated disaster? Perhaps a device driver installation, system update or modification to a registry key went bad, and your system wandered into an alternate universe. Windows has a utility called System Restore that takes a picture, called a *Restore Point* of your system before certain types of operations are started. System Restore is a very handy feature that allows you to go back in time to erase actions you have come to regret. If a problem occurs you can revert back to the way things were, and all is well again.

System Restore, for all its utility and convenience, has its drawbacks. Some argue that if there is not enough free disk space, System Restore will fail to create a restore point, so an unsuspecting person may discover that there is no restore point available when trying to put things back to normal. There is also no way to make a permanent restore point that will not get deleted after a time when automatic restore points need the disk space. This could be a predicament if a problem is intermittent.

It is possible that System Restore may be responsible for your disk drive running out of room. While today's super-sized drives make that less likely than a few years ago running out of disk space could still happen, especially if you load up your system with videos. You can reduce that likelihood even further by configuring System Restore properly.

The snapshots we talked about in the first paragraph are taken by a built-in program called the Volume Snapshot Service (VSS). There is no way to access this utility in the standard Windows Graphical Utility Interface (GUI). This means you can't get to it with a menu option. You need to open a Command Prompt window with elevated administrator privileges.



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Click on the Start orb located down at the bottom left corner of your screen, select All Programs, and open the Accessories folder. Right click on the Command Prompt icon, and then select Run as Administrator from the menu. That will open up a Command Prompt window with enough authority to configure System Restore.

Before doing any configuration, let's take some time to understand how System Restore works. You can do this with the vssadmin tool. At the Command Prompt type vssadmin /? (Press Enter after typing a command.)

You see a list of all the commands supported by the utility.

(Note: Shadow copy = Restore Point)

Enter the command vssadmin list shadows

This displays a list of all the restore points currently on the system.

The **list shadowstorage** command displays the amount of disk drive space currently being used to store restore points, how much space is set aside to accommodate restore points, and the maximum permitted size for restore points.

To see what's available on your own system, at the Command Prompt type:

#### Vssadmin list shadowstorage

Take a few minutes to understand the way the information is displayed. If there is enough free disk space you can store up to 64 restore points before Windows automatically starts deleting old restore points to accommodate new ones.

Making backups is an essential task, but there is no reason why Windows should be allowed to consume every available byte of storage with System Restore points. The default settings allow Windows to run amok but you can reset the maximum value with the resize shadowstorage command.

#### Here is an example:

Vssadmin resize shadowstorage /for=c: /on=c: /maxsize = 12GB

The /for= switch specifies the disk drive where the storage space is to be resized.

The **/on=** switch tells Windows where to save the Restore Point.

The /maxsize= switch tells Windows how much space it can use for Restore Points.

If you don't specify a maximum size you are giving Windows permission to do anything it wants. The minimum size is 1GB. I have seen references stating that the minimum size can be as low as 300MB, but I could not verify that information.

After entering the resize command the system needs to be restarted to take effect. Configuring System Restore points won't solve every problem you may have with Windows, but it will give you more control of how Windows allocates resources.

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## Windows Central News, Views & Tips

## **Microsoft News**

Bill Gates Starts Personal Web Site, Gets Twitter Account .



Follow Bill Gates' musings at his official Web site.

Although no longer officially running the company he co-founded, Bill Gates is still a busy guy with a lot on his mind. The Microsoft chairman has set up a personal Web site called The Gates Notes (www.thegatesnotes.com), which features articles and podcasts about the work of his charitable foundation as well as personal thoughts on various global issues including health, energy, and climate change. Bill Gates also re-

cently set up a Twitter account; you can follow his musings at twitter.com/billgates.

#### Microsoft To Improve Bing Search Privacy

In response to concerns about the privacy of search results—as well as the need to comply with European Union regulations on data privacy—Microsoft has announced it will reduce the amount of time Bing saves the IP (Internet Protocol) address of users who perform queries.



Bing will soon cut the time it retains searchers' IP addresses

Under Bing's new privacy policy,

the IP address associated with search queries will be deleted after six months, rather than the current 18 months. The new policy doesn't go into effect immediately; Microsoft plans to implement it sometime within the next 12 to 18 months.



Some Win7 users with older systems are getting notification that it may be time for a new battery.

## Microsoft Investigates Windows 7 Battery Complaints

Microsoft recently found itself investigating a possible problem with Windows 7 and laptop batteries after receiving a flurry of complaints from users that the operating system was draining batteries too quickly and/or warning users to "consider replacing your battery." After researching the situation with users and system manufacturers,

Microsoft has concluded that Win7 is not actually causing batteries to fail, but rather is accurately detecting and reporting the status of degraded batteries on some systems that are more than about 18 months old. The company says it has no confirmed reports of problems with new systems or batteries.

The battery replacement notification reported by users is new to Win7 and is designed to appear when a battery reaches 40% of its original capacity.

Record Info Quickly With Sticky Notes (Windows 7)

If you're in the habit of jotting quick notes down on paper even when you're sitting at the computer, check out Windows 7's Sticky Notes (just search for "Sticky" via the Start menu), which lets you type up bits of information onscreen. Sticky Notes can be resized and arranged anywhere on your Desktop, and by right-clicking a note, you can choose one of six colors.

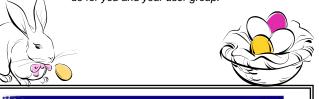


Win7's Sticky Notes let you jot down quick info on your Desktop.

Sticky Notes doesn't let you hide or

show individual notes—the X in the upper-right corner of each note actually deletes it, albeit after confirming that's what you want to do—but clicking on Sticky Notes' Taskbar icon will alternately hide or show all of your notes. Also, although Sticky Notes doesn't support drag and drop for text, you can use cut, copy, and paste to rearrange text within a note or move it between notes.

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## **Editorial Bits**



By Patrick Libert, Editor, Danbury Computer Society, CT www.dacs.org dacseditor@optimum.net

#### **Computers and Healthcare**

We have all probably had it "up to here" with the health care debate. Medicine is in the twenty-first century; medical record keeping in the nineteenth!

Pet peeve? When I visit my physician's office, a new computer monitor adorns the exam room. Is it used to access my medical history during my visit? Not in the least! It's much easier to leaf through a copious file folder, unable to find (once again) whether or not I had a recommended exam the previous year. Time wasted: several minutes which could have been better utilized to discuss current health topics.

In my opinion, the only way in which we are going to accelerate this modernizing process is to use the populist approach. Tell your doctor(s), your hospital, your medical insurance company that you **demand** an immediate improvement. You will be pleasantly surprised at the power of a letter or of an email. I do it all the time; so can you!

## **Social Networking**

That relatively new phrase now permeates our daily conversations and actions. The press sometimes depicts this new web-based activity as a waste of time, a fad which will eventually disappear. On the contrary, this is a technological evolution which can help everyone.

Whoa! Hold on for a minute. Let's not just think of this as an online dating service, or an activity reserved for teens. On the contrary, social networking is a remarkable way to communicate with existing and long-lost friends and family with little delay.

In my case, having several siblings and friends in Europe, we are now able to rapidly exchange comments, photo albums and various files thanks to social networking sites such as Facebook, Twitter and LinkedIn. I would even include Skype as a form of social network because we can speak to and see each other and bring our family communications to a degree never before possible without crossing the Atlantic.

Were I not retired, I surely would be actively participating on LinkedIn to broaden my professional knowledge and network.

## New and Notable Readability!

## http://lab.arc90.com/experiments/readability/

How cool is this! How many times have you opened the link to a web page and seen a gobbledygook of mixed

messages and ads surrounding the article you really want to read?

Install this free bookmarklet in your browser's bookmark bar, click on the bookmark after you have chosen the page you want to see. Abracadabra! All the clutter on the page is removed.

Many of you may already be aware of this site <a href="http://www.komando.com/">http://www.komando.com/</a>. Kim Komando has a syndicated nationwide radio show and column. Her site has a multitude of useable information for all computer users, PC or Mac. I have bookmarked many links found on her web site.

## Snowtape http://snowtape.com/

I have been experimenting with the free version of Snowtape. This software allows me to listen to a radio stream and record at my choosing any portion of the broadcast. It then transfers automatically to my iTunes music gallery for future listening. There are other similar applications but, so far, this is my favorite.

## **Browser Speed**

Being primarily a Mac nut, my principal browser is Safari. I also use Firefox and Opera 10.10 regularly. Less frequently, I have used Flock and, very recently, Chrome now that I have an Intel mac.

I like Firefox but find it to be at times a little slow compared to Safari 4. There appears to be a lot more going on in the background with Firefox which may explain the speed differential.

Chrome is mean and lean. It is very fast on my Mac and as it adds more functions and extensions, I may use it more often, ever mindful that as a Google product, it probably is the equivalent of having a spy cam watching all my actions.

Opera continues to amaze me with its multiple capabilities allowing the browser to serve as your email program, your RSS reader and many other functions integrated in the browser. The latest release is version 10.10 but there is much more coming from the developers. I have been a beta tester for Opera since mid-2003 and I can tell you that this is an exciting venture. The speed of the latest version matches that of Chrome but in a much more complex offering. Stay tuned.

## Lala http://www.lala.com/

After reading last month that Apple had bought lala, I joined their site and began to delve into their music library. According to some, Apple's motivation for this investment was to have the capability of having members not only download their mp3 music but to have the option of assembling a music collection "in the cloud." Great idea!

(Continued on page 16)

Lala has an extensive music library which one can download to one's computer or, at a much lower cost, buy and add to one's lala "cloud" collection. I used the free 30 songs credit offered for joining to save many different songs in my new account. I can sign on to my account on the lala.com site, access my "collection" and play it through my computer. If networked to my home audio system, I can listen to this music in different rooms.

The cost? The price to download a song varies from \$0.79 to \$1.29. However, adding a song to the cloud collection: TEN CENTS! In my opinion, that makes it a very attractive way to compile a substantial collection of one's favorite music.

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## Smart Computing.

## Microsoft & Amazon Sign Patent Deal

Microsoft and Amazon have entered into an agreement that will give each company access to the other's patents. The companies disclosed few details of the deal, but it does include Amazon's Kindle ebook reader and involves Amazon paying Microsoft an undisclosed sum.

## **Piano World**

If you're a pianist, or you're just looking for pianorelated information, this (www.pianoworld.com) is a great resource. Here you can locate piano dealers, do some research, and even buy your own set of ivories. And the online forum lets you get in touch with others who share your interest in the piano.

#### http://www.pianoworld.com

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"THE COMPUTER SAYS I NEED TO UPGRADE MY BRAIN TO BE COMPATIBLE WITH IT'S NEW SOFTWARE."



# Microsoft Word Bullets and

# Numbering, Tips, Tricks, and Answers

## By Allen Wyatt

The following articles are available for the 'Bullets and Numbering' topic. Click the article's title (shown in **bold**) to see the associated article.

## **Applying Bullets from the Keyboard**

Most people use the toolbars or ribbon to apply bullets to paragraphs. If you want to apply them using the keyboard, then you can do so with a bit of preparation.

## **Applying Formatting in Lists**

If you want to change the formatting applied to numbers or bullets in your lists, you'll appreciate the information in this tip. All you need to do is format the end-of-paragraph marker for each item in the list.

## **Applying Numbers from the Keyboard**

Creating a numbered list is often done by using tools on the toolbars or the ribbon. With a bit of preparation you can create numbered lists using keyboard shortcuts.

## **Automatic Question Numbering**

Sometimes an automatic number isn't the only thing you need at the start of a paragraph. For instance, this tip explains three different methods of how you can put a standard underline space before the numbers in a numbered list. This can come in handy if you need to include the underlines as an "answer area" for each question.

## **Changing the Bullet Type**

When you apply bullet formatting to paragraphs, Word allows you to choose from a variety of different bullets. If you want, you can switch between those different bullet types, or you can define your own bullets. This tip shows you how.

## **Chapter Numbers in Indexes and TOAs**

Word allows you to define prefixes for page numbers. These are often used for chapter or section numbers in a large document. Getting these prefixes to appear in all the places you want them can, at times, be tricky. This tip provides a step-by-step way to make sure they are included.

## **Combining First and Second Numbered Levels on One Paragraph**

Want to customize your paragraph numbering in Word? There are a few tricks that can be used to automatically

(Continued on page 17)

#### (Continued from page 16) Bullets & Numbering...

display the numbering you want, in spite of Word's default system.

## **Continuing Your Numbering**

If you have a couple of numbered lists separated by regular text paragraphs, you might want the secondary lists to be continuations of the first one. Setting this up is rather easy, depending on your version of Word.

## **Creating a List**

You can format both numbered and bulleted lists very easily in Word. The tools available on the Formatting toolbar or on the Home tab of the ribbon make it a snap.

## **Creating a Numbered List**

Numbered lists provide a 1-2-3 way of organizing your document. You can create numbered lists very easily using the techniques in this tip.

## **Ensuring Standardized Numbering**

Word's built-in numbering capabilities are, in the words of many experts, not very "robust." This means that your numbering can produce undesired results and even look entirely different on other people's systems. This tip explains why this happens and provides some ideas of how you can address the problem.

### **Following a Number with Different Characters**

When creating numbered lists, the normal characters that follow the number are a period and a tab. Here's how to force Word to use a different character sequence more to your liking.

## Increasing Space between Numbers and Text in a List

You can easily create numbered lists in your document. Most versions of Word even allow you to modify the distance between the numbers and the text that appears in the list. Here's how to do it.

### **Lining Up Numbered List Numbers**

Do you want the numbers in your numbered lists to be aligned differently than they normally are? You can adjust the alignment by following the steps outlined in this tip.

#### **Problems Using Words as Bullets**

If you know the secret, you can use actual words as "bullets" in a bulleted list. The built-in bulleted lists in Word aren't the way to achieve what you want to do, and this tip explains why. It also provides a macro that you can use to apply the formatting you want to the list.

#### Randomly Resetting Numbering

Have you ever been frustrated by the automatic numbering feature in Word? You are not alone. Fortunately, there are a few options that can work around this

problem.

## **Removing a List**

If you have lists in your document, either bulleted or numbered, you may want to change them back to regular text at some point. This is easy to do, using the same tools you used to create the lists in the first place.

#### **Reverse Numbered Lists**

Numbered lists are easy to generate in Word; it is part of the built-in formatting capabilities of the program. If you want reverse numbered lists (lists that count down toward 1), then you need to create your own lists that are a bit more tricky in nature. This tip explains how to get just what you want.

## Stubborn Highlighting

When you make extensive edits to a document and those edits include changing the formatting of numbered or bulleted lists, you can end up with some strange (and stubborn) results. Here's a look at the problem and how you can regain control of your list formatting.

### **Turning Off Automatic Numbered Lists**

Type what Word thinks is a numbered list, and it will helpfully format the text to match what it thinks your numbered list should look like. If you don't want Word to automatically do such formatting, you need the info in this tip.

### **Understanding and Creating Lists**

There are two types of common lists you can use in a document: bulleted lists and numbered lists. This tip explains the differences between the two and shows how you can easily create them both.

#### More Information

The following are additional topics related to the subject of 'Bullets and Numbering'. A bracketed number after the topic indicates how many articles are related to that subject.

Automatic Bullets [2] Automatic Numbering [37] Manual Numbering [1]

http://word.tips.net

http://excel.tips.net









# Powerful Text Recognition Nuance OmniPage 17

by Jennifer Farwell



\$149.99 Nuance Communications (800) 654-1187 www.nuance.com Windows XP/Vista

Key Features: The world's leading text-recognition software touts increased accuracy (99+%) and can retain formatting and searchability of documents for review and editing.

With the release of OmniPage 17, Nuance Communications continues to make it easy for users to archive and access printed documents. For years, OCR (optical character recognition) has been a bugbear for PC users who need to extract the text from printed pages.

OmniPage has always been one of the better options in this regard, supporting scanning and OCR directly within the program. With this release, Nuance has further enhanced its engine to ensure the greatest accuracy possible. Users will still experience mixed results with handwritten documents, depending on how clearly they are written. However, the OCR results are excellent with printed documents—even those that have been faxed or otherwise replicated in a less-than-perfect fashion. An added treat is OmniPage's ability to recognize and import text from photo and other nondocument file types—150 recognized formats in all.

## **Getting Started**

Installation is easier than before with OmniPage 17. By default, OmniPage will install the full feature set, so users don't need to change settings unless they need to save space. Installation takes less than 20 minutes.

Once installation is complete, OmniPage does not offer to launch and run tutorials. Rather, users should open the program from the Start menu (click Programs and then open the Nuance OmniPage 17 folder) to get started. From there, they can run the scanner wizard to integrate OmniPage with an installed scanner or open the program to begin. Nuance touts its faster launch time (200%), letting users get down to business more quickly.

For newbies, the Getting Started and How-To Guides options on the Help menu offer assistance. Nuance touts the update of its How-To Guides with OmniPage 17, but we think training is an area where the program could still use improvement.

## **Up & Running**

Once you are in OmniPage, you can perform such a world of functions that they are hard to cover here. You can view and open multiple documents at once, convert scanned forms to editable digital forms, scan and convert text into Kindle format for transmission to a Kindle Reader, and more. With OmniPage 17, the program's ability to retain formatting of documents has improved, with users selecting from several default formats (such as single or multicolumn) or being able to specify a custom layout.

You can take snapshots with your camera or iPhone, and OmniPage will adjust for the text distortions common with these formats. You can also access some of OmniPage's features from within Windows Explorer and Microsoft Office. Everything you convert will be fully searchable.

Once conversion and other work is complete, you can save your results to a variety of formats including PDF or transmit them via email or Internet upload. OmniPage also lets you rearrange its interface to suit your personal tastes, and you can automate complex processes using a new Workflow Assistant.

#### Powerful & Precise

OmniPage is so feature rich that it will take you a while to master it. However, for someone who processes a lot of printed documents—or who has ever had to rekey them—the product is worth its weight in gold. If you face large archival and retrieval tasks, take a look at Omni-Page Professional 17 (\$499.99), which includes Paper-Port (a paper management program) and is even more powerful.

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## Tips

# Smart Computing.

# Terms

## **Fun Facts**

### **Multimedia Routers**

Multimedia routers are designed with dual-band technology, which allows for better handling of media content. These are N routers (the fastest wireless Internet standard available) and operate on both the 2.4GHz and 5GHz frequencies and are able to parse out more than one stream of data to and from the Internet.

For example, if you're gaming online and downloading a big file at the same time, a multimedia router will route those two streams in such a way that they won't interfere with each other, which results in better performance. The 5GHz band, which handles the heavy traffic for activities such as HD video streaming and online gaming, is less cluttered, leading to less interference and better performance.

## Computer

A machine that accepts input, processes it according to specified rules, and produces output. The ENIAC, a massive calculator built during World War II that was one of the first electronic computers, and other early computers were based upon vacuum tubes. In the early 1960s, transistors replaced the vacuum tubes, and later that decade, integrated circuits replaced the individual transistors. By the mid-1970s, it became possible to incorporate thousands of circuits onto a single chip. This allowed smaller, faster, inexpensive computers to spread in businesses and homes. Computers today are much more advanced than their early predecessors and can perform operations thousands of times more complex.

#### Mensa Workout

Do you fancy yourself a master of puzzles and riddles? Would you fit in at a Mensa meeting? On this portion of Mensa's Web site (www.mensa.org/workout.html), you can take the Mensa Workout, and while it won't actually qualify you for membership, it's a fun way to challenge yourself.

http://www.mensa.org/workout.html

## Improve Photos With A Remote Switch

A camera remote switch (or remote release) is perfect for photography enthusiasts who are interested in snapping the clearest photos. You can use a remote to release the shutter from a few feet away from the camera itself, preventing camera shake, as you are not actually touching the camera when releasing the shutter. Be sure you look for a camera remote that is compatible with your particular brand of camera.

## **Defragment Automatically In Vista**

Defragmenting the hard drive makes sure that related files are located as physically close to one another on the hard drive as possible, letting the drive access these files more quickly. Over time, as software is added to and removed from the drive, files from applications tend to drift apart, so it is important to defragment the drive regularly to put everything back together again.

Click the Windows button, click Computer, right-click the icon for the hard drive you want to defrag, and click Properties. Select the Tools tab and click Defragment Now. Check the Run On A Schedule box and click Modify Schedule, and the Disk Defragmenter: Modify Schedule window appears. The default Weekly option in the How Often drop-down menu is perfect for most users. but even monthly is better than nothing. You can also choose settings in the What Day and What Time dropdown menus. Pick a day and time you know the computer will be on but you won't be using it. Defragmentation can take a long time, depending on the capacity of the drive and the number of files stored there, so although your lunch hour might work, it's often better to schedule it for an overnight defragmentation session after other automated tasks such as antivirus scans and file backups are complete.

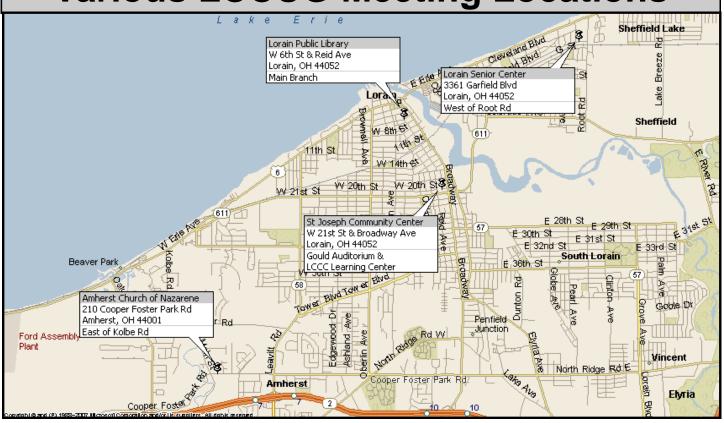
## **Get Free HD Programming**

In some areas, HD programming is offered free as an OTA (over-the-air) broadcast. Most major networks broadcast HD signals that you can receive with an ATSC (Advanced Television Systems Committee) antenna, which is likely to be integrated in new HDTV models. Depending on how far you live from the transmitter and how many signal-blocking obstructions exist, OTA may be the quickest and most affordable way for you to connect your HDTV to the HD programming it's designed for.

As part of the migration to HD, most local broadcasters are required to make their programming available as unencrypted OTA broadcasts. Also, OTA broadcasts are immune to some of the signal problems that plague SDTV (standard-definition television) broadcasts such as snow and jittering. Instead, your HD signal will either come in, or you'll see a black screen.

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## **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.



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Yearly dues are \$25.

Interested persons wanting more information should contact:

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