

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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**Tuesday
May 11, 2010**

ADOBE PHOTOSHOP

PRESENTED
BY

RAMONA FLORES

*LORAIN LIBRARIAN
&
GRAPHICS DESIGNER*



**Tuesday
May 25, 2010**

GENEALOGY & USING GENEALOGY PROGRAMS

PRESENTED BY

PAM RIHEL

NEWSLETTER EDITOR



**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



At the April 27th meeting I talked about Google and all of its many bells and whistles, what's new and why I like it.

In reviewing for this presentation I was in awe of some of the history and overview of the company that I'd like to share – much of it from Wikipedia and Google's own website.

- It is hard to believe that the domain *google.com* was registered on September 15, 1997. Less than 13 years ago. Before that we were using Yahoo, AOL, Alta Vista, Hotbot, Lycos, Excite etc. to find our way on the Internet.
- The name "Google" originated from a misspelling of "**googol**" - which refers to the number represented by a 1 followed by one-hundred zeros.
- Having found its way increasingly into everyday language, the verb, "**google**," was added to the *Merriam Webster Collegiate Dictionary* and the *Oxford English Dictionary* in 2006, meaning, "to use the Google search engine to obtain information on the Internet."
- Because of its popularity and numerous products, **Alexa** lists Google as the Internet's most visited website.
- Google's Philosophy : <http://www.google.com/corporate/tenthings.html> - often simplified to: Do no evil!
- Innovation Time Off: As a motivation technique (usual called Innovation Time Off), all Google engineers are encouraged to spend 20% of their work time (one day per week) on projects that interest them. Some of Google's newer services, such as **Gmail**, **Google News**, **Orkut**, and **AdSense** originated from these independent endeavors. In a talk at **Stanford University**, **Marissa Mayer**, Google's Vice President of Search Products and User Experience, stated that her analysis showed that 50% of the new product launches originated from the 20% time.
- Google runs over one million servers in **data centers** around the world, and processes over one billion search requests and twenty **petabytes** of user-generated data every day. Google's rapid growth since its incorporation has triggered a chain of products, **acquisitions** and **partnerships** beyond the company's core **search engine**. The company offers online **productivity software**, such as its **Gmail e-mail** software, and **social networking** tools, including **Orkut** and, more recently, **Google Buzz**. Google's products extend to the **desktop** as well, with applications such as the

LCCUG Officers For 2010

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch & Carole Doerr 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

web browser **Google Chrome**, the **Picasa** photo organization and editing software, and the **Google Talk instant messaging** application. More notably, Google leads the development of the **Android mobile phone operating system**, used on a number of **HTC** phones such as the **Nexus One** and **Droid Eris**."

- For a full List of Google Products from Wikipedia: http://en.wikipedia.org/wiki/List_of_Google_products
- Google's initial public offering took place on August 19, 2004. A total of 19,605,052 **shares** were offered at a price of \$85 per share. Of that, 14,142,135 were floated by Google and 5,462,917 by selling stockholders. The sale raised **US\$ 1.67 billion**, and gave Google a **market capitalization** of more than \$23 billion. The vast majority of Google's 271 million shares remained under Google's control. Many of Google's employees became instant paper millionaires. **Yahoo!**, a competitor of Google, also benefited from the IPO because it owns 2.7 million shares of Google.

I wish I would have had \$85 extra dollars in 2004!!
All I can say is, I wonder what is next.

Sandee

TUESDAY
May 11, 2010

ADOBE PHOTOSHOP

Presented By

Ramona Flores
Librarian & Graphics Designer



Discover the ease of improving your photos using the industry's top program, Photoshop.

The presenter, Ramona Flores worked for 15 years as a Graphic Designer at Nordson Corp. Currently she is a Librarian with the Lorain Public Library System.

The presentation will introduce people to changing and retouching photos with Photoshop, including:

An introduction to the magic of using layers to make changes to a photograph, such as adding a person who was "absent when photo was taken;" also find out just why those celebrities look so great in print when we cover basic retouching, or what we used to call "airbrushing."

Basic tools for these techniques will be introduced, such as the clone stamp tool and the eraser. She will also show how one can easily correct color and adjust contrast to make a photo look its best.



TUESDAY
May 25, 2010

GENEALOGY & USING GENEALOGY PROGRAMS

Presented by

Pam Rihel
Newsletter Editor



Tonight's program will feature two genealogy programs and their many uses for the genealogist. I will be talking about Family Tree Maker 2010 and Rootsmagic 4.

I do use both mainly because they both do different charts and forms. It does make me have to add to both programs

when I find information on my family, but I don't mind.

I will also be talking about how to go about starting in genealogy and where to start looking for your information.

Genealogy is very addictive, but exciting to do. I have found out a lot about myself



and my family. The main thing that I have found is on the death certificates, finding out what my ancestors died from and making sure I keep myself and my family healthy.

Genealogy is not just about finding names and dates, it has to do with the history that had taken place in our ancestors' times.

So come and enjoy an evening checking out these two programs and some genealogy information.

Where to find this chart:

<http://freepages.genealogy.rootsweb.ancestry.com/~ruthann/charts/5gen.gif>



Executive Board Meeting Minutes

APRIL 6, 2010

Attending were Sandee Ruth, Don Hall, Micky Knickman, Pam Rihel, Kaye Collier, Richard Barnett and Carole Doerr.

Board members were advised articles and reports should be forwarded to Pam no later than the 3rd Friday of the month.

Pam will revise the Ohio Computer ad size to meet our published standard size and send to Richard for approval.

During Micky's absence, Richard and Dennis will set up equipment for the April 13th meeting. Dennis will be responsible for the April 27th meeting.

Richard and Kaye will work on the web site front page.

Sandee will print 500 club brochures on blue paper for Richard.

Carole will be chairman for the annual picnic and get a site reserved for either July 18th or 25th.

Pam moved, Carole seconded the meeting be adjourned.



General Meeting Minutes

APRIL 13, 2010

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the April issue of the *INTERFACE* was made by Pam Rihel, seconded by Dennis Smith. Motion passed.

Sandee informed members the Annual Picnic will be held at Sandy Ridge in North Ridgeville on July 18th. She gave a rundown of the classes for April.

Glenn Pubal of Royal Business Equipment gave an educating and interesting program on Windows 7 features including a new search window, action center, user account control, Outlook 2010 and fast download speed from thumb drives. He also gave us a look at the new Office 2010 software.

Glenn brought in a 3D display complete with glasses for members to view the latest in this new technology.

Anita Clark won the Windows 7 Ultimate software brought in by Glenn. John McNair won the money raffle and Ron Dix had the firsts software/hardware raffle ticket.

John Dunn moved, Don Hall seconded the meeting be adjourned.



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

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Collier, Pam Rihel, Carole Doerr, Allen Wyatt, Hank Pearson, Louise Maye Huddelston, Tom Thiel, Word.Tips.net, Joseph Moran, Chad Denton, www.glasbergen.com, Smart Computing Magazine, APCUG, and Microsoft Office art online, CreaCard 8,

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Online
at
lccug.com/newsletters or lccug.com



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Virus Removal	System Tune Ups
Rebuilt Systems	

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210 East Second St., Elyria 44035



Pam Rihel - LadyGeneo@roadrunner.com

TEN IMPORTANT FACTS YOU ABSOLUTELY MUST KNOW WHEN RESEARCHING YOUR FAMILY TREE

*Part 3
Fact 8,9 & 10*

FACT 8 - Where Oh Where Did My Family Go?

Being completely lost is not a pleasant experience. Having lost your family is no less of a pain, particularly if you've done a lot of digging out of bits and pieces for your family tree. But what if they just do not seem to exist? Take heart, they had to come from somewhere. Finding that somewhere may be a bit tricky.

Unfortunately, family may not always be found by the name you know or from the country from where you think they left. They may not have arrived to the area where you think they landed or migrated. The ebb and flow of human migration and political dynamics occasionally make such information recovery difficult, if not impossible. There have been many great catastrophes over the centuries, some natural, while others are man made or imposed by a regime. Each time these occur, something major is lost, even family history.

Of special concern particularly during religious wars and revolutions, can be the faith with which one associated and this may have been a cause for the risk of life, limb and family. During the Cromwellian period, for just one instance, Irish not of Protestant faith often sacrificed their land and their lives for papist beliefs. Many were killed, others were exiled, and it is said that still others were forced to hide out. They escaped during dark of night to surface elsewhere, changed their names and became a different person. Some countries sent their criminals to places like Australia.

Such has been the case for similar and for dissimilar reasons in various countries around the globe time and time again. Hopefully, these persons were able to leave documentation or family legends

which give evidence to their past lives and tribulations. Others may have wished to hide the embarrassment and dishonor imposed upon them. If such is the case and if it is uncovered, such history gives balance, background and character to surviving family members and becomes enriched information for preservation to all future generations.

FACT 9 - Life Can Be Different Outside Of Your Country

Whether you reside in the USA, Canada, UK, Australia, Europe, Asia, the Far East or elsewhere, locating information outside of your national boundaries may be much different. The mere fact that countries are organized differently politically, should be a clue. For instance, in some countries the religious institutions maintain the major repositories of certain records, while in other countries the government does this, and still others have private organizations that are organizing and storing information.

There are some countries in which it is much easier to identify and obtain records of ancestors than others. Obviously, some are much more difficult and present serious challenges to even the most advanced professional researchers. There are countries which only have records past certain dates for various reasons, such as wars, fires, sensitivity of the information and political subdivision. Often times boundary lines are drawn and re-drawn over the years and centuries, so that where one country may have controlled things earlier, now another performs these same or similar functions.

Fortunately, there are guides available which assist in familiarizing newcomers to the trials and errors of international research and in finding long lost family. Even more seasoned researchers must occasionally defer to written text. Be that as it may, to be quite candid, there are few points reached that are especially challenging and that one may not be able to bypass successfully. You may encounter these circumstances either nationally or internationally.

By way of only one such example, an event occurred in the USA around the time of the Civil War. Many of the colonial records for some southeastern counties of Virginia were destroyed by fire, some think maliciously. A few records seem to have made their way back to England, for some others there are handwritten copies, but for many no record now exists at all. Both similar and different circumstances have occurred elsewhere to

(Continued on page 6)

(Continued from page 5) *Genealogy*

make some important information completely unavailable to us today. Similar things have also occurred with various types of records in several countries around the world. These facts must be understood and accepted in some instances.

FACT 10 - What Is Written Is Not Necessarily So.

Call me skeptical, but I do not believe everything I read, even if a genealogist did write it. Sometimes, we do not always believe what we hear, even if an authority or a personality said it.

For instance in terms of the records of heraldry, only certain identified persons officially documented these. Today they are typically known as Heralds or Chief Heralds. Thinking logically, if a medieval King had ever wanted a certain thing written in a certain way at the risk of personal life and limb, does any reasonable person really think it would be written differently? Stories of legitimacy's and illegitimacies and "this and such", have circulated for years. Whether or not such was ever the case, is not the point. Instead, skepticism can be a healthy thing for both genealogists and occasional family seekers if used wisely.

An example of possible inaccuracies in written records, is that while delving into the submitted records of a certain and anonymous historical society, it was discovered that a certain named person had been listed as a "French Huguenot". The man was even cited within the submission by a naming variation to reflect a French heritage. However, from primary source records it was determined that the individual named in that area was in fact an Englishman and who had been transported to that colony for crimes against the crown. Even so, that material ignited a family legend giving cause to many in thinking that they were of French origin. How surprising it was for them to find no such records existed of the person in France nor found in records of the international Huguenot societies.

Another example often cited by genealogists is in regard to illiteracy which is said to have permeated populations of the colonies of the US during the pre and post Civil War periods. The point apparently being that name spellings of that time are not necessarily absolute for tracing genealogies, even if written by an official in an official capacity. Even so, some families of the period are said to have changed the spelling of their surnames over family rivalries. Somehow, Those changes seem to be consistent from place to place afterward. This may or may not mean that illiteracy was not as

serious of a problem in record keeping as some may think that it was.

Always taking things at face value may not be to one's advantage when attempting to complete your family tree, even though it is generally a reflex for us to be trusting of named authorities. It is okay to question things and also to do your homework well. A rational person well prepared can stand toe-to-toe with an advanced genealogist and make "heads from tails" consistently.

As mentioned previously, the process of completing a genealogy can be intuitive. It may even be well worth trying something unconventional or looking to alternatives. This is especially true if you find yourself at a dead-end or if you have a sneaking suspicion that some things may really be different than otherwise presented.

I truly hope that these 10 facts that I have given you will help you in your search for your family histories.

Pamela M. Rihel

Ohio Computer Repair Service

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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.



**The Association of Personal
Computer User Groups**

Deleting a Hyperlink



Part of Microsoft Excel's compatibility with the Web is to allow you to define hyperlinks in your workbooks. There may come a time when you no longer need a particular hyperlink. Fortunately, deleting a hyperlink in Excel is very easy to do. All you need to do is follow these steps:

1. Right-click on the hyperlink. Excel displays a Context menu.
2. Choose the Hyperlink option from the Context menu. Excel displays a submenu.
3. Choose Remove Hyperlink from the submenu. Excel dutifully removes the hyperlink.

You should note that in some versions of Excel (such as Excel 2003 and Excel 2007) there is a Remove Hyperlink option directly on the Context menu displayed in step 1. If this is the case, consider yourself fortunate—you can directly remove the hyperlink without the extra steps.

Don't make the mistake of thinking that you can get rid of a hyperlink simply by clearing a cell (moving to the cell and pressing **DEL**). You can do this in the newer versions of Excel, but you cannot in the older versions. If you do this, the hyperlink text is gone, but the hyperlink itself is still lurking in the background. If you type some information in the cell again, you will notice it is underlined, indicating it is still a hyperlink. The reason for this is because Excel considers the hyperlink to be a format of the cell. Pressing **DEL** only clears the contents of the cell, not its format. You can use other editing techniques to get rid of a hyperlink, however, provided those techniques result in getting rid of formatting or overwriting the formatting.

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Quickly Inserting a New Worksheet

Going through the process of adding a new **worksheet** to your workbook can sometimes be a drag. The number of menu choices or ribbon selections you need to make can really slow you down.

If you are on a roll and you don't want to take the time to wade through the menus, you can use a keyboard shortcut to quickly add a new worksheet.

If you need to add a new worksheet before the current worksheet, you can do so by pressing **Shift+F11**.

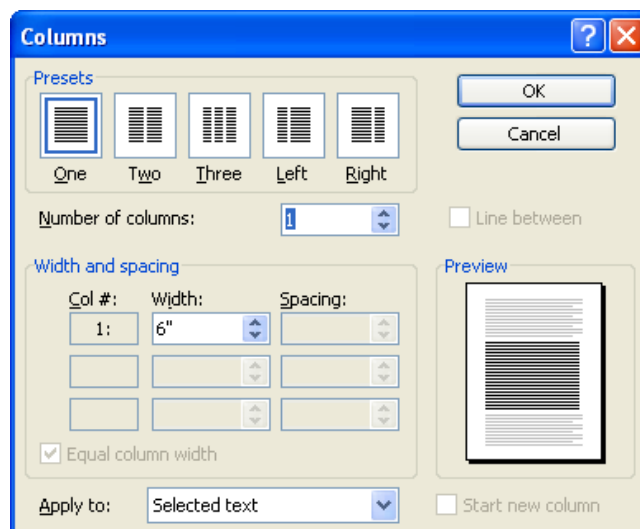
Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

Mixing Column Formats On a Page



It is not uncommon to have a document that mixes different column layouts on a single page. For instance, let's assume you have a five-page document, and you want to format the center part of page two as three columns. You want the rest of the document to remain a single column. To overcome this formatting challenge, you can follow these steps if you are using Word 97 through Word 2003:

1. Select the text that will appear in the columns.
2. Choose the Columns option from the Format menu. Word displays the Columns dialog box.



The Columns dialog box.

3. In the Number of Columns field, specify the number of columns you desire.
4. In the Apply To box, make sure it says Selected Text.
5. Click on OK. Word places the selected text into its own section and sets it in the number of columns you specified.

If you are using Word 2007, then the steps are a bit different:

1. Select the text that will appear in the columns.
2. Choose the Page Layout tab for the ribbon.
3. In the Page Setup group, click the Columns drop-down list.
4. Pick the number of columns you want to use for the selected text.

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Google Voice, Free Long Distance



Reviewed by Hank Pearson, Webmaster, and has served in many capacities including President, Treasurer, and Editor, ASCli (Arizona Society for Computer Information, inc.) The ASCli Clipboard, October 2009 www.asciigroup.org
hank.pearson@asciigroup.org

What is Google Voice?

A phone line? No
Instant messaging? No
A new Google telephone? No
A new wireless phone plan? No
VoIP (Voice over Internet Protocol)? No

It is totally free? Yes!
Free long distance? Yes!
Free phone number? Yes!
Intelligent forwarding? Yes!
More versatile voicemail? Yes!
And a lot more free features? Yes!

Do you have to be at a computer to use Google Voice?
No. Use Google Voice from any phone. Google Voice is free, but you need an invitation.

Just Google for 'Google Voice invitation.' When you receive your invitation, select a free phone number.

When someone calls your Google number, some or all of your phones can ring at once - your home phone, mobile phone, work phone, your cousin's phone where you are visiting. You can answer from any of them.

You can organize your contacts into groups and let some contacts ring all your phones, others ring certain phones, others go straight to voicemail, and still others get blocked.

You can personalize your voicemail greeting for groups or even individuals.

You can listen to your voicemail from any phone or listen online, or receive email or SMS (texting) notification. You can read voicemail transcripts visually online, and see each word underlined as it is spoken by your callers.

When you are online, you can just click a contact to call local or long distance. Or you can call from any phone by dialing extra digits. You can call any number without setting up a contact. All calls to the contiguous 48 states are free! Check out the rates for other locations

You can send, receive, and store SMS (texting) messages.

You can screen calls and record calls.

Similar to a mobile phone interface, you can review calls placed, received, missed, and so on.

Can you port your existing phone number? Officially, not quite yet. "We hope to offer this option in the near future." But a few people have been reported to have ported their numbers. News on this subject might change fast. To keep up with the latest stories, Google for 'Google Voice port existing number.'

There's even more to Google Voice! And it's free!

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).



LCCUG Treasurer's Report

3/31	Beginning balance	\$ 8,181.98
	SmartComputing subscription	\$ 22.00
	Gould Auditorium rent	\$ (425.00)
4/18	LCCUG Certificate of Deposit	\$ 5,000.00
4/18	General Fund balance	\$ 2,778.98



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MEMO

Annual LCCUG Picnic

Sunday, July 18th from 1-5 at the only pavilion/shelter at
Sandy Ridge.

Carole Doerr has volunteered to work on our picnic and try to get raffle items. She is looking for volunteers to help her out.

There will be a sign up sheet at our meetings, so please let us know if you can help out.

We will be asking you to sign up and let us know how many adults and children (and their ages) that are coming to our picnic.

You will be asked to bring a dish to share, we would also like to know what dish you are bringing, so we don't get doubles. It can be anything from salad to desserts.

For the picnic you will have to furnish your own place settings & beverages. The club will furnish the meat, buns and catsup and mustard.

There is a playground, the Perry F. Johnson Wetland Center with restrooms and parking all nearby.

More info in June's NL.



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

Edie Lewandowski

440-282-4188 - elew@erinet.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

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 May 18, 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 any-time before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Microsoft Digital Image

Date: Monday, May 3rd & 17th, 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: May 5, 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: CANCELLED UNTIL FALL at the earliest

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

May 2010 Classes

Class Type	Location	Registration	May	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	May 18, 2010	5:30 to 8:00 pm	Page 10
Microsoft Digital Imaging SIG Joe Harrold	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	440-967-5847or Jncharrold @centurytel.net	May 3, & 17, 2010	3:00 to 4:30 pm	Page 10
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	May 5, 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 UNTIL FURTHER NOTICE		Page 11
Computer 1 Sandy Strong Mavle Green	Lorain Senior Center 3360 Garfield Blvd.	440-288-4040	CANCELLED UNTIL FURTHER NOTICE		Page 11
Computer for Beginners Jean Griffith	St. Joe's Com. Center 21st & Broadway	440-366-4507	CANCELLED FOR THE SUMMER		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 short-cuts, 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/>

Adobe Photoshop Elements 8 + Premiere 8: *Still Top Notch.*



By Louise Maye Huddelston, a HAL-PC family member and partner of a graphic outsource company
www.hal-pc.org editor@hal-pc.org

If you're new to the worlds of digital photography and image manipulation, Photoshop Elements 8 offers everything you need and more. Elements 8 is a powerful, well-balanced consumer photo editing and organizing tool. Photo Recomposition feature as amazing as its larger sibling - Photoshop. Tight integration with on-line services and Premiere 8 and extensive selection of help and tutorials. Users of Elements 7 are unlikely to find a reason to upgrade.

When you open Photoshop Elements 8, you're greeted with just two real options: Going to the Organizer or opening Photoshop Elements 8 proper. Elements 8 remains the best option for consumer photo editing. It offers more than the competition in a package that's as attractive and unthreatening as this kind of software can be. The novice can rest assured they're getting the tip of the top. This is a very powerful program, though you might not think so with such a friendly face.

The Organizer is a large project folder with shortcuts for handling quick jobs without opening the individual programs. The Organizer bridges both Photoshop and Premiere Elements 8. The Editor has remained largely unchanged from Elements 7. That means it includes a healthy amount of the features found in its more robust and expensive sibling.

Elements 8 boasts a number of new features in an attractive and an intuitive, tabbed interface. Best improvements include an Auto Analyzer to practically automate image tagging and a new People Recognition feature that identifies people in images, plus new one-click image editing tools.

It can't be easy for a software developer to keep products fresh year after year. I like the familiarity which actually reduces the learning curve! Because the software remains remarkable for the breadth and depth of its capabilities, it remains my pick. But for the new user, it's a steal with a breath taking feature/tool set.

The most exciting new addition – is the Recompose

Photo tool. A refinement of the astounding content-aware scaling that appeared in Photoshop. It allows you to redefine a photo selectively to fit into a specific size or orientation by choosing which elements of the picture to remove and which ones to keep. This is digital voodoo! Quick Fix previews in Quick Edit mode now let you examine prospective changes, making it a lot easier to get the effect you want.

The biggest changes to PE 8 come in the area of organizing. Tags are even easier to use, with a "tag cloud" to help you rapidly sort or search for files matching your most frequently used criteria. The new Auto-Analyzer can automatically apply Smart Tags to files you import.

Of more immediate usefulness is the software's expanded help section, which includes tutorials that help you learn how to perform certain common tasks. Unfortunately, you can't derive the full benefit from them without paying an extra \$40 on a one-year Plus membership.

The new Auto QuickFix tools (Smart Fix, Color, Tone, Contrast, Detail, Color, and Red Eye) in the Organizer's full-screen mode can handle all of the editing that many photos require before you move on to the Create and/or Share tabs. Use Elements' full edit in-

terface for more complex issues.

Among Elements 8's handful of new or extended photo editing tools is PhotoMerge, which now includes an Exposure tool that allows you to combine two nearly identical photos, taken with different exposure values, to attain the optimum exposure.

For those users who want a bit more assistance, you will find yourself pretty well taken care of. By clicking the down arrow next to Edit, you'll see an Edit Quick and Edit Guided menu.

Though Edit Guided presents you with what is at first a fairly intimidating list of options, it actually works quite well by telling and showing you exactly what to do to get the result you want. "Picture too blurry? It pops up with the blur-correction tool itself, instructions, and even an Auto button to see if the software can figure it out by itself." Very friendly.

The output features of Photoshop Elements 8 include Flickr which is under More Options while YouTube is right out front. You share your images via iPhone, e-mail, and web/TV.

System requirements: Adobe has historically been resource hungry and for a reason. Best minimum: Win7

(Continued on page 13)



(Continued from page 12) Adobe PhotoShop

64-bit, at least a 2.1GHz processor and four, preferably six, GB of RAM. It was not worth my time to save a \$150 for less RAM and a slower processor.

Users who already have Elements 7 should pass on this "upgrade," since the move will feel lateral. Having said that, if you're in the market for photo editing software, Photoshop Elements 8 has a lot to recommend it, specifically the stripped-down, easily used, implementation of Photoshop-proper, balances ease of use and flexibility. It's beginner friendly but not oversimplified and remains sophisticated for the experienced user. For more info and updates go to www.adobe.com.

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Work Smarter, Let Google Alerts Do Your Grunt Work.



By Tom Thiel, Programs Director, Lake-Sumter Computer Society, Florida

www.lscs.us/ [tthiel5 \(at\) comcast.net](mailto:tthiel5@comcast.net)

The web is a treasure-trove of information. But maybe you are too busy doing other things to always remember to look, or maybe you just do not think of it. Then let Google do it for you on a regularly-scheduled frequency and deliver it to your inbox.

I do. I have Google search all sorts of things for me—material for my *Taro Leaf* publication of the 24th Infantry Division Association, personal things, family obituaries for my family tree—all sorts of very helpful items.

It's with Google Alerts. Let me explain.

Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic. Some handy uses of Google Alerts include:

- monitoring a developing news story
- keeping current on a competitor or industry
- getting the latest on a celebrity or event
- keeping tabs on your favorite sports teams

Interested? It's really quite simple. Here's how.

Open Google, i.e., www.google.com. Click on "more." And then on "even more."

Google Alerts is the first entry under the Search products listing. Click on it, and you will see the form shown below.

Create a Google Alert

Enter the topic you wish to monitor.

Search terms:

Type:

How often:

Your email:

Create Alert

Google will not sell or share your email address.

(Continued on page 14)

(Continued from page 13) Work Smarter...

Place your search term in the first box, "Search terms." That can be, in my case: "Thiel +obituary" or "24th infantry division" +obituary" or "Lake Sumter Computer Society" as examples.

Type offers you six choices: News, Blogs, Web, Comprehensive, Video and Groups. I use Comprehensive for all of mine.

For How often, you can select from: as-it-happens, once a day, or once a week. Most of mine are as-it-happens.

For the Your email block you may enter any valid email address, it does not have to be Gmail.

With my Gmail Google Alerts, it also gives an option of email or feed. I have never used feed.

Well, what might you expect when you send in your Google Alert? The two figures below are two examples of my Gmail inboxes.

Google Alerts	Google Alert - "Eustis, FL" - Google B	Nov 5
John, me (2)	Award - Thank you John. I really appre	Nov 5
Google Alerts	Google Alert - "lake sumter compu	Nov 4
wsswriter@netzero.net	Golden Corral - Wed evening - at leas	Nov 4
Google Alerts (2)	Google Alert - "Orians" +obituary -	Nov 4
Google Alerts	Google Alert - Thiel +obituary - Goc	Nov 4
Google Alerts	Google Alert - "Upper Sandusky, OH"	Nov 2
wsswriter, me (5)	Postcard - William S. Stokes 304 Bal	Nov 2
Google Alerts (2)	Google Alert - Wagner +obituary -	Nov 2
Thomas, me, Bob (3)	Fw: Barlow Newsletter - Announcing A	Nov 1
Google Alerts	Google Alert - "Orians" +obituary -	Oct 29
Google Alerts	Google Alert - "Park Place on Lake Jc	Oct 29
Google Alerts (3)	Google Alert - "Orians" +obituary -	Oct 29
Google Alerts	Google Alert - "Upper Sandusky, OH"	Oct 28
Google Alerts	Google Alert - "Eustis, FL" - Google B	Oct 28

The two "Orians +obituary" hits highlighted near the bottom of the above figure pointed me to the obituary of my third cousin, Rev. Father David M. Orians, 57, of Newark, OH, who died Monday, Oct. 26, 2009. I did not know David, but a quick Legacy Family Tree index search revealed that he was indeed in my list of Orians family members. So, I now have much new information to add to my genealogy family file, albeit, as a secondary source.

I also am editor of the *Taro Leaf* publication of the 24th Infantry Division Association, which is a quite nice glossy 48-page +/- that is sent to 2,200 members every quarter. As such, I am always looking for materials to publish, especially, TAPS notices of our members, historical or feature articles, and sometimes just filler materials.

The Google Alert near the middle of the above figure was the obituary of Association member, Norman Treadway. Clicking on it reveals the listing below, and

clicking on that took me to the actual obituary, which I copied to the clip board and used "paste special" to paste it either into a Word or Publisher file in the format of the receiving document. This latter is convenient and very time-saving. Treadway's obituary is below and it is followed by the actual TAPS notice.

Google Alert - "24th Infantry" +obituary

Google Alerts to me show details Oct 28 (12 days ago) Reply

Google Web Alert for: "24th Infantry" +obituary

Norman Treadway Obituary: Norman Treadway's Obituary by the Star-Ledger.

Oct 11, 2009 ... Online obituary for Norman Treadway. Read Norman Treadway's life story, ... Norm for his outstanding work for the 24th Infantry Division. ...

Thomas J Thiel	Fw: Re: FW: When does it end. - Orig	Nov 2
ibolt3337, me (2)	(no subject) - The son of Lonnie Murdi	Nov 1
Google Alerts	Google Alert - "24th infantry" +divi	Nov 1
me .. Rick, mario (14)	Robert J. Milie - Tom, I FOUND MY Ki	Oct 31
WesM8	TAPS-Cofer, James D. "Bill" - Receiv	Oct 29
Google Alerts	Google Alert - "24th infantry" +divi	Oct 29
Google Alerts	Google Alert - "24th Infantry" +obit	Oct 28
JOKDUNN, MEL (2)	minutes, etc. - John Thanks for the rec	Oct 27
Google Alerts	Google Alert - "24th infantry divisio	Oct 27
ediller	Hello - When we moved to our new ho	Oct 26
Susan Rasmussen	Jerry Rasmussen - Legacy.comGuest	Oct 26
wesm8 (2)	TAPS-Rasmussen, Jerome E. - Jeror	Oct 26
Legacy.com	Your Guest Book entry has been appr	Oct 24
Google Alerts	Google Alert - "34th infantry regim	Oct 24
Don, me (5)	Getting Together - Thanks are all from	Oct 24
me .. Mail .. Mail .. Mail .. Mail	Norman Treadway's Obituary by the	Oct 24

Obituaries & Guest Books
Provided By Funeral Directors & Family From The Star-Ledger

Notices From Other Newspapers | News Obituaries | Sentiments & In Memoriam

Resources Send Flowers Find Charities Gift

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Norman Treadway
Visit Guest Book E-mail Share

Norman Treadway, 72, of Dunellen, died Thursday, Oct. 8, 2009 at Somerset Medical Center in Somerville. Visiting will be Monday, Oct. 12, 2009 from 2 to 4 p.m. and 7 to 9 p.m. at the Sheenan Funeral Home, 233 Dunellen Ave. Dunellen. There will be a 9:30 a.m. Mass of Christian Burial on Tuesday at the Resurrection of Christ Polish National Church in Dunellen. Interment will be in Hillside Cemetery, Scotch Plains. Norman was born in New York City, lived in Plainfield, then moved to Dunellen in 1972. He was a police officer for the Plainfield Police Dept. and was also a retired marketing manager for AT&T in Bedminster. He attended North Plainfield and Plainfield schools and earned a bachelor's degree from Rutgers and a master's degree from George Washington University. Norman served in the Army during Korea in the 101st Airborne Division and 4th Army Honor Guard. A member of the following organizations, he was past distinguished president, Tri-Diamond Toastmasters Club, Bedminster; past area governor, Toastmasters International; past president, Future Pioneers, Bedminster; he was also a member of Jerusalem Lodge 26 F&AM, Plainfield, and past master of Anchor Lodge 149 F&AM, Plainfield. He was also a life member and past post commander of VFW Post 5479.

(Continued on page 15)

The Taro LeafTAPS

<p>company, 19th Infantry was wounded three times and 28 months. He is survived by wife, Ma Guillot Rabalais, 340 E. LA 71355-3076.</p> <p>en, IL, passed away August 25th, 2009. Elmer served with the 24th Infantry Regiment in Korea. Address: 1111 N 61832-8240.</p> <p>ey, 83, of Tampa, FL 33602, 2009. She is survived by 51 years and best friend friend, 24th Infantry Regiment, Jarskey, 14667 Village Glen 2733, 813-962-8242,</p> <p>80, passed away on April 1, 2009. He was with H & S Co, 1st Infantry Division, August 1951 to November 1953. He is survived by wife, Mrs. Patricia Treadway, 422 Lincoln Ave., Du-nellen, NJ 08812-1127.</p>	<p>James Patrick Sullivan passed away in Sun City, AZ on August 13, 2009. Life Member #872, he was born in Manhattan, New York. Jim was with the 34th Infantry Regiment, company K, during WWII. He was awarded the Silver Star for combat on Mindoro, a Bronze Star for service in Luzon, and a Purple Heart for wounds received on Biak Dutch New Guinea. Among his family survivors is his brother: Thomas J. Sullivan, 10011 N 103rd Dr, Sun City, AZ 85351-4414.</p> <p>Norman E. Treadway, Life Member #1412, passed away on October 8, 2009, at the Somerset Medical Center in Somerville, NJ. He served with the 24th Military Police Company in Korea. For several years he maintained his "24th Infantry Division" website, which served as the official website for the Association. Norm is survived by his wife, Mrs. Patricia Treadway, 422 Lincoln Ave., Du-nellen, NJ 08812-1127.</p>
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Manage your Alerts

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Your Google Alerts

Sending HTML emails [Switch to text emails](#)

Search terms	Type	Deliver to	How often
<input type="checkbox"/> "19th infantry regiment"	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "21st infantry regiment"	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" + "ft niley"	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" + "ft stuart"	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" +germany	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" +korea	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" +lebanon	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry division" +somalia	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th infantry" +division	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "24th Infantry" +obituary	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "34th infantry regiment"	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "5th rct" -Manne	Comprehensive	Email	as-it-happens edit
<input type="checkbox"/> "Taro Leaf" +24th	Comprehensive	Email	as-it-happens edit

The magic of Google Alerts. For the last issue I found a 10 or so page history of the 24th Infantry division that after a wee bit of reformatting and placing into columnar format nicely filled five published pages.

Bet it would work for you too. Try it.

Allen Wyatt's
EXCEL TIPS
Menu Interface

Quick Access toolbar. The short answer is that we can't find a way to add custom icons to the toolbar. You can select one of the built-in icons provided by Excel by following these steps:

1. At the left side of the dialog box click Customize.
2. Use the Choose Commands From drop-down list to choose Macros.
3. In the list of macros choose the one you want added to the Quick Action toolbar.
4. Click the Add button. The macro is copied to the right side of the screen.
5. On the right side of the screen, select the macro you just added.
- 6.

1. Select the graphic you want to use for your tool button.
2. Click OK.

Click OK to dismiss the Excel Options dialog box. If you don't want to use one of the 181 buttons available in step 8, you are out of luck. It is possible to set up your own tabs on the **ribbon**, but such changes are beyond the scope of a simple tip and, in any case, it is unclear whether the same techniques used to change ribbon tabs will affect the Quick Access toolbar. (Those interested in pursuing this area may want to refer to the excellent tutorials at <http://www.rondebruin.nl/getimage.htm> for more information.)

ExcelTips is your source for cost-effective Microsoft Excel training.
This tip (6951) applies to Microsoft Excel versions: 2007



Windows News, & Tips

Compiled by Joseph Moran

Microsoft News

Office 2010 Set To Launch; Upgrade Program Established

Microsoft reports that the consumer versions of Office 2010 will be available for retail and online purchase by June. The company has also announced that customers who buy Office 2007 (or a PC that includes it) between March 5, 2010, and Sept. 30, 2010, may be eligible to receive a free upgrade to a comparable version of Office 2010. The upgrade will be provided as a download, though discs are also available for a fee. Program details are available at tinyurl.com/y87kve2.



Microsoft Takes Aim At Waledac Botnet



Microsoft released a recent snapshot of worldwide Waledac botnet infections.

Microsoft has thrown a monkey wrench into the operations of the Waledac botnet, which (according to Microsoft) had the capacity to generate 1.5 billion spam emails daily and was responsible for about 651 million spam messages aimed at Hotmail accounts alone in an 18-day period last December.

Botnets are networks of infected computers (typically unbeknownst to the owner) that are centrally controlled for the purpose of distributing spam and malware and launching Internet attacks. Waledac was one of the 10 largest botnets in the United States, estimated to comprise hundreds of thousands of computers worldwide.

As a result of Microsoft's effort, which was internally dubbed Operation b49, a restraining order shut down 277 Internet domains—without notice—that were believed to be associated with Waledac, which severed the link between the botnets' control centers and most of the infected systems. Microsoft says it is also taking technical steps to block the ability of the infected systems to communicate with each other.

Configure Wireless PCs Quickly With A USB Flash

Drive (Windows Vista/7)

To have the most secure Wi-Fi network possible, it's important to use a long security passphrase made up of random characters. But because typing a long and complicated passphrase can be error-prone and time-consuming—especially when you have to do it on multiple computers—most people choose a short word that's easy to remember, and, often, just as easy to guess.

But with Windows 7 and Vista, you can configure a USB flash drive that will automatically copy your Wi-Fi network's configuration settings to other Windows computers (including WinXP systems). This will give you the protection of a long passphrase with minimal hassle because you'll only have to type it twice—into the wireless router and again on a single PC (though you'll still need to enter it manually on any non-Windows computers or devices).



By copying your Wi-Fi network settings to a USB flash drive, you can easily transfer the settings to another Windows PC.

To configure a USB drive, insert one into the system that's already set up for wireless access and search for and open Manage Wireless Networks from the Win7 Start menu. (In Vista, you'll find Manage Wireless Networks in the Network And Sharing Center, which you can open by right-clicking the Network icon in the Windows Notification Area.)

Next, right-click your wireless network in the list provided (make sure you choose your network), choose Properties, and then click Copy This Network Profile To A USB Flash Drive. Run the short wizard, and your Wi-Fi network name and security passphrase will be copied to the drive. Then, plug the drive into another PC, select Wireless Network Setup Wizard from the AutoPlay (USB Flash Drive in WinXP) menu, and click Yes when asked if you want to add the computer to your wireless network.

Though you can store other data on a flash drive that's set up for Wi-Fi configuration, it's best to put the drive in a safe place because it's the key to your wireless network. If you do need to use the drive for something else, delete the SMRTNTKY folder as well as the Autorun and SetupSNK files before doing so.



Save Clicks With Handy Windows 7 Taskbar Hotkeys

One of the lesser-known features of the Win7 Taskbar is the slew of new keyboard shortcuts that help you

(Continued on page 17)

quickly open programs and switch between running ones.

For example, holding down WIN (the Windows logo key) while pressing a number will open the corresponding Taskbar window. (So WIN-3 opens Windows Media Player, assuming it's in the default position.) Adding ALT to the WIN-number key combination will open a program's Jump List (whether the program is running or not). And SHIFT plus the combo on a program that's already running will open a new copy of the program.

Windows 7 Gets Antipiracy Update

Microsoft has released a Windows Activation Technologies Update for Windows 7 that the company says is designed to warn and protect customers who may be running a counterfeit or pirated copy of the operating system (which may contain viruses or other malware).

The update, which is categorized as "Important" but is not a required download (and can be uninstalled if desired), determines whether or not Win7 is genuine and properly licensed by scanning for known methods of tampering with and disabling the operating system's activation process.

Microsoft says the update will periodically contact the company's servers to update itself, but does not collect personally identifiable info.

Support Ends For Windows XP SP2, Vista

If you still have a Windows XP system running SP2 (Service Pack 2), consider upgrading it to SP3 (Service Pack 3) ASAP. Microsoft will end support for WinXP SP2 on July 13, 2010, and after that date, WinXP SP2 systems will no longer be able to receive downloads—including security patches and device drivers—via Windows Update.

To remain eligible for updates, users should update WinXP SP2 systems to SP3 via Windows Update before the cutoff date, or visit tinyurl.com/yb5dj8u for a link to download the service pack manually.

April 13, 2010, marked the end of support for Windows Vista's original release (prior to service packs). At support.microsoft.com/kb/935791, you'll find links to Vista SP2 as well as SP1, which must be installed first.

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Compatibility Update For Windows 7

Compiled by Chad Denton

Update: This update works out compatibility issues between Win7 and several applications, where the application may not be installed correctly, is unstable, or does not function correctly. Examples of applications or games that will be compatible after the update include HP TouchSmart, Corel Photo Downloader, Tony Hawks Pro Skater 4, and Spy Sweeper. For a complete list, navigate to tinyurl.com/y9a2cn4.

Installation: To install this update, go to www.microsoft.com/downloads. In the search field at the top of the page, type KB976264 and press ENTER. On the next page, click the link that reads Update For Windows 7 (**KB976264**). Choose the link for x64-based systems if you have a 64-bit version of Win7. On the Download page, you may have to validate your copy of Windows by clicking Continue in the yellow box. You may also be prompted to download the Genuine Advantage plug-in, which only takes a moment. Once your OS (operating system) has been validated, click Download, and on the resulting page, click Start Download and save the file to your hard drive. Once the file has downloaded, locate the file and double-click it to start the installation.

www.microsoft.com

Firefox Version 3.6.2

Update: The newest version of Firefox includes fixes for several security issues, including an issue that could let a malicious user execute code on your computer. The update also resolves stability issues.

Installation: To download the latest version of Firefox, point your browser to www.mozilla.com. On the main page, click Download Firefox – Free in the green download box. A new page will appear, and your download should begin automatically. If not, you can start the download by clicking the Click Here link. Save the file to your hard drive. Once the download is complete, locate the file and double-click it to begin the installation. www.mozilla.com

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Mr. Modem's Desktop

Gmail Goodies

Smart Computing[®]
In Plain English



If I had to use one email service for the rest of my computing life, it would be Gmail (www.gmail.com). Why? Because it's free, it's reliable, and it's incredibly easy to use. It's also laden with features, options, and lots of cutting-edge technology that we computing professionals refer to as "cool stuff." This month,

we'll take a look at a few of my favorite Goodies—pronounced G-oodies, for those not fluent in Gspeak.

Using Gmail is convenient because you don't have to download or install anything. All tasks are performed through your current Web browser. If, however, you hate doing mousework, keyboard shortcuts can save time and energy. Keeping my hands on the keyboard also provides additional stability, which prevents embarrassing falls off my chair during intensive surfing.

Gmail offers a plethora of keyboard shortcuts, all of which are case sensitive and thus susceptible to irritation and chafing. To enable, click Settings and the Keyboard Shortcuts On radio button. (Be sure to click Save Changes and then sign out and sign back in to Gmail for your changes to take effect.)

The Learn More link will display a complete list, but a few of my most beloved keyboard shortcuts include "c" to compose a message, "r" to reply, "f" to forward; and TAB-ENTER to Send. There are more than 50 keyboard shortcuts, but for \$19.99, the Gboard (www.gboard.com) aggregates 19 of the most frequently used shortcuts on one colorful USB keypad.

I have seven Gmail accounts—thankyouverymuch—so in order to minimize LFS (Login Fatigue Syndrome), I have mail from six accounts forwarded to the seventh. It's so clever, it makes my head hurt. To do this, click Settings, then Forwarding And POP/IMAP. In the Forward A Copy Of Incoming Mail To field, insert your forwarding address. Forwarding isn't limited to Gmail accounts, so to forward Gmail to your Earthlink, Comcast, or other account, simply insert that address instead.

If you want to add some snazz to Gmail, give it a makeover by clicking Settings, then Themes. Select any of the available themes or create your own. Personally, I like to coordinate themes with whatever I'm wearing. I mean, what's the point of computing without color coordination? ("Honey, does this theme make me look fat?")

Some themes change throughout the day, which I find disorienting and somewhat spooky. If you select a location-based theme, Gmail will coordinate theme changes with your local sunrise, sunset, or weather. You will be

presented with a Country/Region drop-down menu from which you can select a country. Then type in the name of a city. For the fun of it, I entered Dushanbe, Tajikistan, which resulted in a snippy message from Gmail telling me to stop fooling around. Ouch!

Gmail is continually developing new features, which you can try by clicking the Labs tab in Settings. A few of my favorites include:

Quick Links. This feature adds a frame to the left side of Gmail that provides one-click access to just about any area within Gmail. I use it for fast access to Settings, Labs, and important individual messages—well, on the off-chance I have any important individual messages. With a Gmail page or area displayed, click Add Quick-Link. Very handy.

Canned Responses. Save, then send prepared messages by clicking the Canned Responses link in the Compose screen..

Got the Wrong Bob? At one time or another, you probably sent a message to the wrong Bill or Helen or Bob, perhaps emailing Bob (your employer) instead of Bob (your bookie). Uh-oh. When this is enabled, Gmail will ask if you meant to include Bob Anderson, Bob Johnson, or Bob Aleaux, based on the similarly named individuals you most frequently email.

Inserting Images. Allows you to place images, including photos, within the body of a message.

Undo Send. If you accidentally click Send, this feature gives you a few additional seconds within which to abort the Send—if you can react quickly. Bonus Tip: Practice screaming, "Arrrrghhhh! Too late!"

Sender Time Zone. If you have ever received an email and thought it best to follow up by phone, enabling this feature displays green icons next to senders who are probably awake and reachable, if it's between 9 a.m. and 6 p.m. in the sender's local time zone. Red icons appear next to those who might be sleeping, intoxicated, or out of the office.

I've barely scratched the surface when it comes to Gmail's capabilities, but if you're intrigued, fascinated, or simply desperate for something to do, go to Settings, then Labs where you will find 49 easily enabled features and enhancements.

Have fun and happy Gmailing!

Mr. Modem (Richard Sherman) is an author, syndicated columnist, radio host, and publisher. "Mr. Modem's Weekly Newsletter" provides personal responses to subscribers' computer and Internet questions, plus weekly computing tips, Web site recommendations, virus alerts, hoax warnings, and more. For additional information, visit www.MrModem.com.

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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 drop-down 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.

Password Do's & Don'ts

Here are some preventive rules you can follow to ensure that all of your passwords are reliable.

- Don't reuse the same password on different sites. For instance, don't use your Facebook password to log in to your bank account.
- Do change your password regularly. Updating it will give you an extra security boost.
- Don't share your passwords with others. If someone wants to use your computer, ask them to log on as a Guest.
- Do mix upper and lowercase characters and symbols if possible.
- Don't choose passwords that would be obviously vulnerable, such as your name, birth date, spouse's name, or car statistics.

Shortcuts For Windows Vista/7

Pressing WIN (the Windows logo key)-TAB cycles through your open windows in 3D mode, and releasing that key combination brings the top window in the stack to the forefront. Pressing and releasing CTRL-WIN-TAB drops you into persistent 3D Flip mode so you can use the directional keys to rotate through the 3D windows;

pressing ENTER brings the top pane in the stack to the front.

LearnVest

This site's (www.learnvest.com) mission is to provide financial information to all women so they can make the best financial decisions possible. Why women? According to the site, women have come a long way financially over the past few decades, but studies show that they still lag behind men when it comes to handling their personal finances. LearnVest provides tips and guidance on topics ranging from budgeting for college to planning for retirement to saving for a rainy day. Sign up for a free membership to receive a variety of tips, tools, and other content; create a personalized Action Plan to track financial progress; and utilize the site's helpful tools and calculators, including a budgeting tool, credit card finder, and checklists. LearnVest also offers a daily newsletter and Financial Basics articles that focus on a number of categories, such as Investing, Retirement, Car Loans, Taxes, and more. <http://www.learnvest.com>

Windows 7 64-bit

Windows XP and Windows Vista were available in 64-bit versions that promised to deliver snappier performance and an increase in available memory space, but both operating systems suffered from poor driver and application support. WinXP also suffered from the lack of available 64-bit compatible hardware.

Win7 is available in both 32- and 64-bit versions, but you don't need to figure out in advance which one you want. Microsoft ships both versions in retail copies of Win7, letting you pick the one you want to install. These days, 64-bit processors and systems are the norm, at least for desktops and most laptops, so 64-bit compatible drivers and applications are readily available.

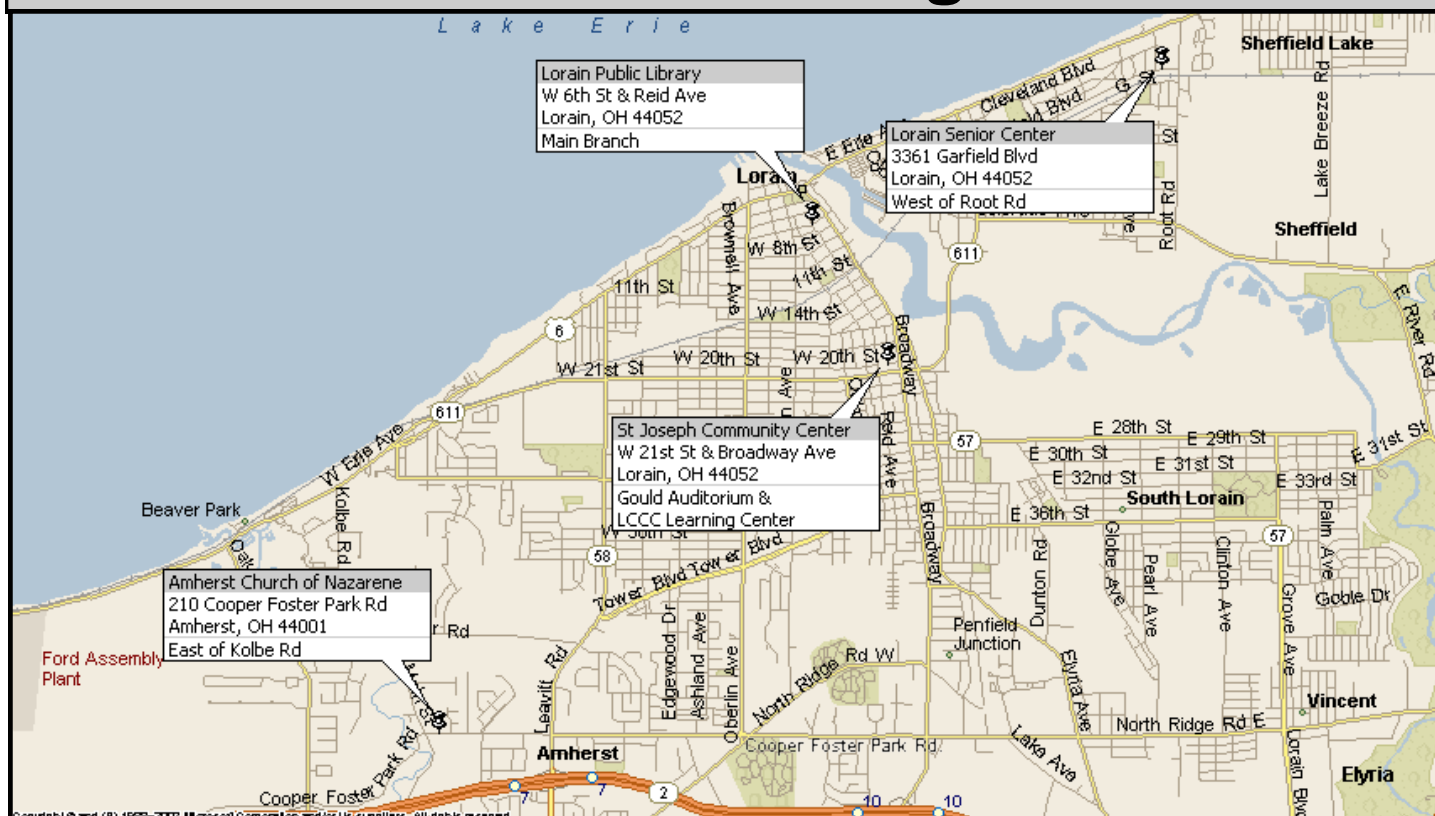
The Memory Meter

Historically, advice to new PC buyers has been to buy as much RAM as able. If you only email, Web surf, and run basic office apps, however, 8GB RAM is overkill. Microsoft, in fact, only recommends 1GB RAM for 32-bit Windows 7 versions and 2GB for 64-bit versions. Further, 32-bit Windows versions can only handle about 4GB RAM.

In general, any new PC buyer should look for 2GB RAM minimum (1GB if buying a netbook). Frequent multitaskers, multimedia users, and home-office owners should start at 3GB but consider 4GB. High-end gamers, multimedia editors, and those running resource-taxing applications should start at 4GB but consider more if running a 64-bit Windows OS. Conveniently, most PC manufacturers detail the RAM options available for their models.

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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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