

# Interface

Lorain County Computer Users Group  
www.LCCUG.com info@LCCUG.com  
Volume 23 Number 2 February 2011



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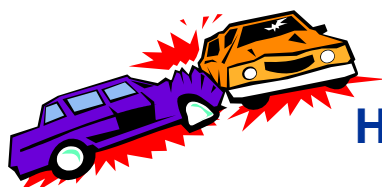
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**Tuesday**  
**February 8, 2011**



## Computer Crash Reconstruction



*Presented by*

**Henry Lipian**



**Tuesday**  
**February 22, 2010**

## Learn All About Ebooks



*Presented by*

**Sandee Ruth**



**Monthly Meetings Held At Gould Auditorium**  
**2<sup>nd</sup> Floor, St. Joseph Community Center, Lorain, OH**  
**5:30 PM Doors Open With Q & A Sessions**  
**6:55 PM Meeting & Presentation Begins**

# A Word From Our President



## New Year Resolutions for the PC User

1. Start recycling your old electronics. Do you have old computer parts, dead electronics, and outdated gadgets? It is time to clean house. But we want to consider the environment and not just throw these items away. Locally we are fortunate that we have the ability to easily recycle them at the Lorain County Collection Center <http://tinyurl.com/4srgz5e>. They accept all of these kinds of items for proper handling and more! If you are not a Lorain County resident there is probably a similar program in your community.
2. Back up your hard drive! If a hardware crash hasn't happen to you yet – this could be the year!! Get a good computer back up program or use the one that comes with Windows 7. These programs will make it easy to start a regular backup program. External hard drives that can be used for back up storage have never been cheaper! Or try one of the online automatic backup services. This is the year you WILL do a regular backup routine!!
3. Digitize your old photos and slides. Equipment available to do this is also cheaper and easier than ever to use. Check the services available locally at places such as Walgreens or Costco. There are also online services such as <http://www.scanmyphotos.com/>. Using such a service is a lot less expensive than you would think and they promise same day turn around.
4. Clean up your computer so it will run better. This is probably something you have been intending to do regularly every month as recommended. If, like most PC users, you don't keep to that schedule at least do this now at the start of the year! A good article on what to do to make this happen <http://www.sync-blog.com/sync/2010/10/7-ways-to-speed-up-a-slow-pc.html> or look back on the PowerPoint that Lou Koch shared with us after his talk on this topic. You will find that on the club webpage under <http://lccug.com/nlinks.html>. After you do this, your computer will start quicker and run smoother!

## *LCCUG Officers For 2011*

<b>President</b>	Sandee Ruth <a href="mailto:president@lccug.com">president@lccug.com</a>
<b>Vice President</b>	Lou Koch & Carole Doerr <a href="mailto:vp-programs@lccug.com">vp-programs@lccug.com</a>
<b>Secretary</b>	Don Hall <a href="mailto:secretary@lccug.com">secretary@lccug.com</a>
<b>Treasurer</b>	Micky Knickman <a href="mailto:treasurer@lccug.com">treasurer@lccug.com</a>
<b>Newsletter Editor</b>	Pam Rihel <a href="mailto:newsletter@lccug.com">newsletter@lccug.com</a>
<b>Web Page Editor</b>	Richard Barnett <a href="mailto:webpage@lccug.com">webpage@lccug.com</a>
<b>Statutory Agent</b>	Sandra Ruth <a href="mailto:statutory_agent@lccug.com">statutory_agent@lccug.com</a>
<b>Director of Membership</b>	Dennis Smith <a href="mailto:membership@lccug.com">membership@lccug.com</a>
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<b>Director of Public Relations</b>	Carole Doerr <a href="mailto:public_relations@lccug.com">public_relations@lccug.com</a>
<b>Director of Education</b>	Kaye Collier <a href="mailto:education@lccug.com">education@lccug.com</a>

5. Learn something new! Learn to use a new program, master some tips and tricks in using your computer's operating system. Learn to do something online that you've never done before! Keep in mind that there are many online tutorials available to help you learn just about anything!
6. If you're younger – make it a goal to not text or use social media overly much and to do more constructive things. If you are older, learn how to use the features of your cell phone, twitter and facebook.
7. Take the time to discover your digital camera's manual modes. Many users just set the camera on auto and are satisfied with the results. But learn to understand the elements of exposure to help you take better pictures. Again there are MANY online tutorials to walk you through the steps.

(Continued on page 8)

## TUESDAY February 8, 2011

### Computer Crash Reconstruction

*Presented by*

**Henry Lipian**

Mr. Lipian owns his own Crash Reconstruction Company and is located in Amherst.



He will be presenting information on the history of this process, how he got into the business, what is it all about, including computer programs and who uses his information

besides insurance companies, police departments, and hospitals.

Crash Forensics provides complete motor-vehicle forensic crash reconstruction also documentation and analysis of physical roadway evidence, including forensic mapping of vehicle damage profiles

Mr. Lipian will also have a question and answer time for those inquiring LCCUG minds.



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## TUESDAY February 22, 2011

### Learn All About Ebooks

*Presented by*

**Sandee Ruth**

What are e-books, where do you get them, what do you read them on, and just how cool is this concept? Sandra, a retired librarian, will try to help us sort it all out and provide us with a wealth of interesting information and updates.

Sandee Ruth's background is library work and books galore! She also loves to be on the cutting edge of anything new with computers, so when Ebooks came out it was a match made in heaven!

Sandee knows where to find all kinds of books from all kinds of places and what is the best and most up-to-date equipment to read them on.

Come hear all about Ebooks and what is happening with this interesting concept along with lots of hints and tips.

Learn about the various Ebook readers available, the various Ebook formats and the issues with compatibility. Both audio books and Ebooks will be touched on.

The program will be followed by a question and answer period.

Amazon is now selling more Ebooks than paperbacks. Find a out what it is all about!

### GENEALOGY SITES I HAVE VISITED:

<http://www.gengateway.com/>

Ancestor Hunt

<http://www.ancestorhunt.com/>

Check out some of these sites and just maybe you'll find your own long lost ancestor. You just never know.



## Executive Board Meeting Minutes

**JANUARY 4, 2011**

Attending were Sandee Ruth, Carole Doerr, Don Hall, Micky Knickman and Dennis Smith.

Carole will prepare a write-up for the newsletter and web page promoting our Laptop Raffle. Tickets will be 5 dollars each and the drawing will take place when 200 tickets have been sold.

The Membership Raffle will start with the January 11th meeting. Dennis will prepare the numbered cards for the drawing.

Richard will be responsible, Micky backup, for getting an e-mail notice out to all members of a meeting cancellation due to inclement weather, building emergency, etc.

Micky will present KeePass on the 7 PM portion of the January 11th meeting.

Carole will have hand-outs at the January 11th meeting explaining the CERT program for those members interested in participating.

The LCCUG Facebook page needs updating. Kaye will be responsible.

Carole will work on a brochure promoting better meeting attendance.

Micky moved, Dennis seconded the meeting be adjourned.

### Ohio Computer Repair Service

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



#### 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.



## General Meeting Minutes

**JANUARY 11, 2011**

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the January issue of the *INTERFACE* was made by Ken Kohler, seconded by Nancy Smith. Motion Passed.

Sandee then told of the club's upcoming trip to the Homeland Security Office in Elyria, the laptop computer the club will raffle and Pam and Jean's classes this month.

Mark McKinley of the National Weather service located in the Oberlin FAA center gave an interesting and informative presentation on the many organizations and facilities available across the country that follow and predict weather up to a year in advance. Mark's own office has 18 computers on all the time, some showing reports from the other 121 offices across the US. He told of the 80 weather balloons in the air at heights from 90,000 to 100,000 feet in the air all the time. There are 150 ships and buoys reporting weather conditions along with 7,000 small stations.

An interesting fact about the Doppler radar was that it can show the conditions at 50 to 64 vertical layers in height.

John Louzy won the money raffle and Stan Ketcham won the first software/hardware raffle. Claudia Jones name was drawn for the attendance raffle however she was not present.

Ray Stevens moved, Carole Doerr seconded the meeting be adjourned.



**Newsletter Editor:** Pam Rihel using Microsoft Publisher, Corel Paint Shop Pro X3, CreatoCard 8.

**This Month's contributors:** Micky Knickman, Sandra Ruth, Kaye Collier, Pam Rihel, Carole Doerr, Don Hall, [Wordtips.net](http://Wordtips.net), [Exceltips.net](http://Exceltips.net), Smart Computing Magazine, Dick Eastman, Stephen Bigelow, Trevor Meers, Microsoft Office art online, PC Computer Magazine, [www.worldstart.com](http://www.worldstart.com), <http://sangrea.net/free-cartoons/>, [comp\\_elderly-internet.jpg](http://comp_elderly-internet.jpg)

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Pam Rihel [LadyGeneo@roadrunner.com](mailto:LadyGeneo@roadrunner.com)

## WHY WRITE YOUR STORY?

By Pamela M. Rihel  
2011

I feel that writing about your life is important for many reasons. You are here and can remember your memories from events that took place in your life. Ask yourself questions like; what is my first memory, what was that memory, how many other childhood memories can I write about?

I have been writing things about my life for some time now and I hope to pass in on to my sons and grandchildren when I am gone. This will help them understand what my childhood was like in the past years as compared to theirs now.

You have to write the good with the bad memories and add as many photos as possible to make the story more interesting. I have many black & white photos of my younger years and I don't know if my grandchildren even realize that we didn't have color photos until the early 60's.

When I got married in 1968, we couldn't afford to have our wedding photos done in color, so all my wedding pictures are in black & white. Now that would be a surprise to the children of today, don't you think?

I also use my tape recorder to record what I am thinking and doing on certain days and then I transcribe them to paper. I never erase the tape recordings just in case I lose what I have written. Some memories come in flashes for me. Sometimes it will be a familiar smell from my past or a little De Ja' vu of places or even people that remind me of someone I may have met in my past.

There are really so many ideas that you can put to paper and it seems the more I write the more I remember. I describe the houses I have lived in and where they were located, what stores were around when I was young, what animals we owned and what kind of personality did they have. You would be surprised at the stories you can tell that are very

interesting and even fun to read.

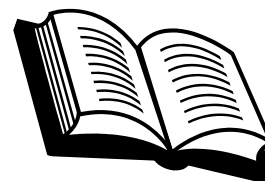
I like to look back and remember my family and friends, my school days, my marriages, etc. I don't have a really exciting life, but for me it is all I have and I am mostly proud of what I have done with my time on this earth. Not to say I didn't make mistakes along the way, but who hasn't?

I went to Germany from 1968 to 1969 and we lived off base for 14 months, I loved every minute of it. I was also lucky enough to go to Ireland twice, once with my sister-in-law and her mom and sister in 2002 and again in 2004 with three friends. We did some research on the later trip, but alas I didn't find any information on my ancestors. I wrote 2 journals while on these two trips and I wish I would have thought to do the same while I was in Germany, but at 20 and pregnant I didn't even give it a second thought. I must now rely on my memories to write about my stay in Germany. Even after 41 years I can still remember my time spent there like it was last week. It is fun to re-read these stories and remind myself just what life is all about.

Later I want to start writing about my time spent with my own boys and now my grandchildren and what fun we have when they come to visit. I am also very close to my nieces and nephews and so they will be added to my stories as well. I really hope that they will enjoy the stories as much as I had writing them.

Things you can write about:

- You childhood
- Your parents
- Your grandparents
- The homes you lived in
- The cars you owned
- The pets you had and have now
- Your children
- Your grandchildren
- Your jobs
- Places you lived other than your hometown
- Favorite foods then and now
- Friends
- Schools, colleges, trade schools
- Books you like to read
- Boyfriends or girlfriends you have had
- Marriages
- Places you have visited



Now what can you think of to put into your story? I bet it will be interesting not only to your family but to you as well. Don't be afraid to write about yourself; you matter to your family and friends and to your descendants. Good Luck

## Changing How Links are Activated

*Summary: Got some active links in your document? Do you want to have them activated when you click on them, or do you want to require another step and have them activated when you hold down the Ctrl key and click on them? The choice in behavior is up to you; here's how to change it. (This tip works with MS Word 2007.)*

Fay has two documents linked to each other—a form linked to an information document. On her work PC when she hovers the mouse pointer over the link it shows as a "pointer hand." On her PC at home she doesn't get the hand, but can right-click and select to open the link. Fay is wondering why the behavior is different on the two systems and what she can do to fix her home PC.

The behavior difference that Fay notes is actually controlled by a configuration setting within Word. Click the Office button and then choose Word Options. Click Advanced and display the Editing Options portion of the options. (This is the options at the very top of the advanced options.) (**Click here** to see a related figure.)

Pay attention to the setting named Use CTRL+Click to Follow Hyperlink. If this check box is selected then Word requires the use of the Ctrl key to activate the link (or, as Fay did, right-clicking the link and selecting to open it.) If the check box is unselected then you'll get the "pointer hand" and be able to simply click on a link to follow it.

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## Don't Bring In a Virus **Smart Computing.**

Although USB flash drives give you the ability to transport your files between work and home, you'll want to make certain you don't introduce a virus, which may have been on your home computer, onto your office network. If you have antivirus and antimalware software on your home PC, use the software to scan your USB flash drive before you take the flash drive to work.

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

Short video of the usefulness of 140-year-old technology: <http://www.wimp.com/neatexperiment/>

## WIN A NEW LAPTOP!

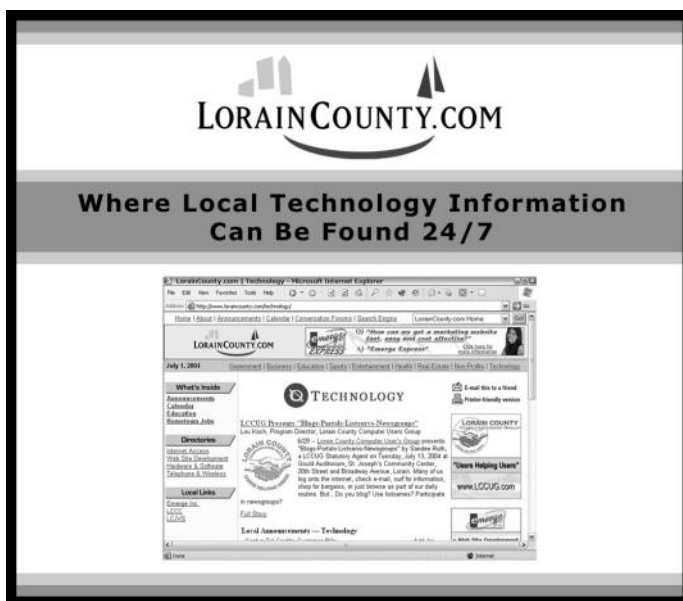
LCCUG Board members are excited to announce that our club will be sponsoring a raffle to win a brand new HP Laptop computer, starting in January. There will be only 200 tickets sold.

HP EliteBook 8440p laptop  
Core i5 2.4 GHz Dual Core Intel processor  
2 GB Ram  
250 GB Hard Drive, Sata 7200 rpm  
DVD/CD RW  
14 inch screen  
Nvidia graphics processor 512K  
2 megapixel integrated camera  
Fax/modem  
SD/Multi-card reader  
Intel Wireless Network Interface card  
Windows 7 Professional  
Includes the following software:

WinZip, HP Quick Launch Button Software, HP ProtectTools Security Manager, HP Client Manager Software (free download), HP Wireless Assistant, Synaptics Touchpad Driver, HP QuickLook 3, Microsoft Office Professional 2007 (60 days trial), McAfee Total Protection for Small Business (60 days trial), HP Webcam Software, PDF Complete Special Edition, HP SoftPaq Download Manager, HP Recovery Manager.

Please help support LCCUG by purchasing tickets. You could win an outstanding laptop computer for the mere price of a ticket. Odds of winning are 1 in 200.

Thank You,  
LCCUG Board

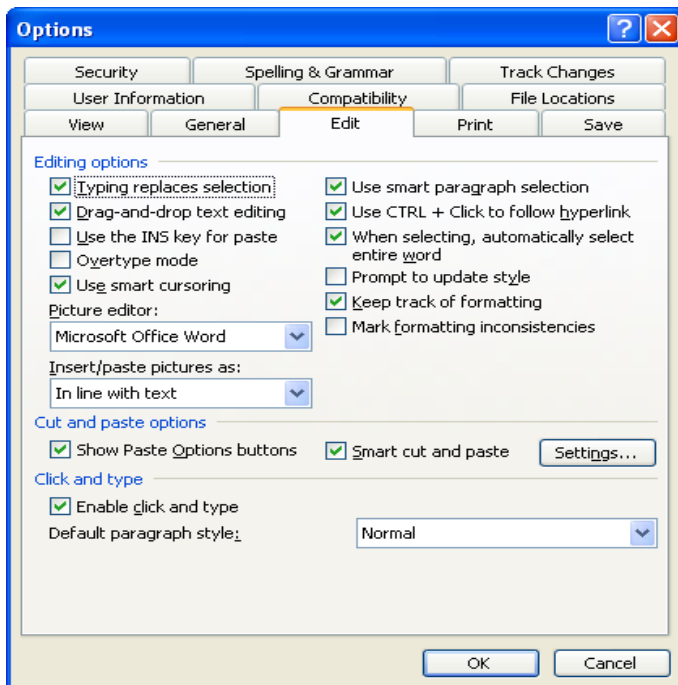


## Automatically Selecting Words

When you are editing your document, there are many times that Word tries to guess what you are doing and then complete your task for you. This helpfulness can be aggravating at times. One such instance is when you are trying to use the mouse to select text from the middle of one word to the middle of another. Whenever you click inside a word and then start dragging the mouse, Word assumes you want to make a selection. As soon as you move the mouse pointer outside the word, the program assumes you wanted to select the entire first word in which you originally clicked.

If you want to ensure that Word doesn't make that assumption, you need to follow these steps to turn off the offending feature in Word 97 through Word 2003:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Make sure the Edit tab is selected



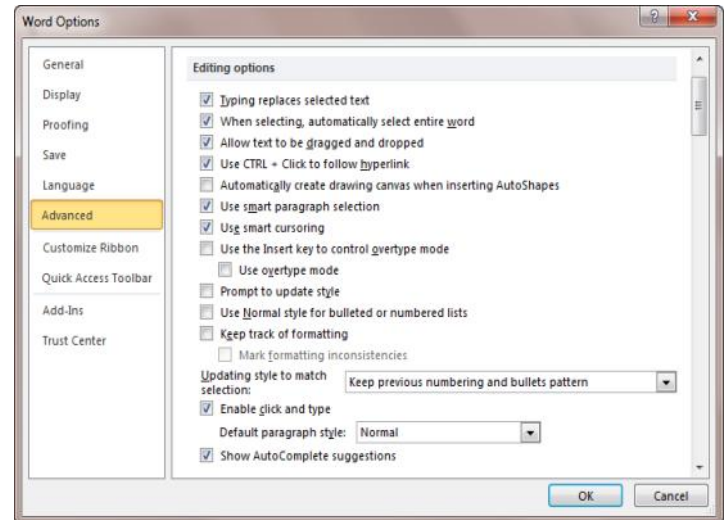
*The Edit tab of the Options dialog box.*

3. Make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

You can follow these steps if you are using Word 2007 or Word 2010:

1. Display the Word Options dialog box. (In Word 2007 click the Office button, then choose Word Options. In Word 2010 display the File tab of the ribbon, then click Options.)

2. Click Advanced at the left side of the screen.



*The Advanced area of the Word Options dialog box.*

3. In the Editing Options area, make sure the When Selecting, Automatically Select Entire Word check box is cleared.
4. Click on OK.

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The most useless machine ever: [http://www.youtube.com/watch?v=Z86V\\_ICUCD4](http://www.youtube.com/watch?v=Z86V_ICUCD4)

Hallelujah Chorus in a Christmas Food Court: <http://www.youtube.com/watch?v=SXh7JR9oKVE>

Flash Mob video from a little closer to home (OSU): [http://www.youtube.com/watch?v=UJux\\_VTITfl](http://www.youtube.com/watch?v=UJux_VTITfl)

### Computer Systems Unlimited, Inc.



We are a full service computer/peripheral sales and repair Company specializing in custom built Pc's, network design, software integration, and everything in-between. We are located in the small college town of Oberlin, Ohio, and for fourteen years have been providing unrivaled service to home users, small and large businesses all over Ohio as well as State and local government agencies. All of our systems and networks are tailored to meet the individual needs of our customers.

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**Store Hour Monday 9-5:30 - Thursday 9-5:30 - Friday 9-5 - Saturday 9-1**

# Facebook Hacker Spreads Nasty Photos of Victims

By Micky Knickman

What's your favorite color? Who was your best friend in High School? What's your favorite food?

If you answered any of these questions truthfully, you could be exposing yourself to online security risks.

Most Web services that require a User ID and password also require that you create "Secret Questions" that will be asked if you should need to reset your password in the future. Hackers will scour the Internet looking for information about people (Facebook is a treasure trove of information that people willingly divulge about themselves) and then compile that information and go to various web sites, like Facebook itself, and then click on the Forgot Password link. The site presents them with the previously created Secret Questions, which the hacker now knows because people willingly give out that information in social media and other sites.

Recently, one such hacker was arrested who, after getting access to lots of peoples' accounts, found nude photos of them and sent those photos to all their friends. The story can be read here:

[http://www.infopackets.com/news/inter-net/2011/20110117\\_facebook\\_hacker\\_spreads\\_nasty\\_photos\\_of\\_victims.htm](http://www.infopackets.com/news/inter-net/2011/20110117_facebook_hacker_spreads_nasty_photos_of_victims.htm) and the original story is here: [http://news.cnet.com/8301-17852\\_3-20028656-71.html](http://news.cnet.com/8301-17852_3-20028656-71.html)

It's important to learn from this that you should NOT create Secret Questions that can be found out by your friends, family or anyone else. I personally ALWAYS LIE when filling out forms on Web pages other than bank sites, or where I'm purchasing something and need to be truthful. It's none of these sites' business about our personal information. When I'm filling out a new registration, sometimes I'm male, sometimes I'm female, and I never use my correct birthdate. My favorite food might be "pine cones" on one site and "small rocks" on another site. My Mother has had many Maiden Names at various sites: "Sassafras", "NoneOfYourBusiness", etc. Note that these are NOT really the ones that I use, but examples of how outrageous your answers should be; NEVER answer truthfully. Even on Bank sites, I use different Mother's Maiden Names, because it really doesn't matter what you create as long as you give the correct answer when you need to prove it's you. In one of the articles linked above, someone uses "Michael Jackson" as his Mother's Maiden Name. I think that's great, although I'd be inclined to use something more obscure.

Speaking of giving the correct answer, with all these different, false answers, you really need a good system to keep track of all your IDs, passwords and Secret Questions.

I personally use Keepass (<http://keepass.info>) for all my credentials. This small program uses one master password to open the database and then allows you to see & edit all your other logon IDs & passwords. When not in use, the database is encrypted, so no one without the password can see any of the information. Keepass also can be kept on a portable USB drive and carried with you to other computers.

So, start being creative with your personal information and "lie like the devil". Remember, "on the Internet, no one knows you're a dog!"



(Continued from page 2) Presidents Letter

8. Take advantage of your membership! Lorain County Computer Users Group exists to help the members learn more and discover what is happening in the world of technology! Decide to go online and read the monthly newsletter (<http://lccug.com/newsletters>). Another excellent New Years Resolution would be to attend more meetings. Ask the members who attend regularly and they will tell you the value they get from doing so! This is a place to ask a question and get an answer! And definitely learn about NEW technologies. Discover things that you didn't even know you didn't know.

Let LCCUG show you the way!

*Sandee*



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## Calculating Week-Ending Dates

Do you keep track of information based on week-ending dates? Many businesses do, and therefore need a quick way to calculate the week-ending dates for the complete year. The dates could be easily calculated with a macro, but you can do it just as easily with formulas.

There are two formulas you can use in order to calculate your week-ending dates. Let's assume, for the sake of this example, that your year is stored in cell A1. You could then figure out the first Saturday of the year by using this formula in cell A3:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) )
```

This works because the WEEKDAY function returns a value of 1 (Sunday) through 7 (Saturday) for any date. If you subtract that value from 7, then you have a value of 6 (Sunday) through 0 (Saturday). When you add that value to the DATE value for January 1 of the year, you end up with the first Saturday of the year.

If you prefer to have your weeks end on Fridays, then the formula needs to change a bit:

```
=DATE (A1 , 1 , 1) +7- (WEEKDAY (DATE (A1 , 1 , 1)
```

Finally, if you prefer to have your weeks end on Sundays, then the formula needs to be like this one:

```
=DATE (A1 , 1 , 1) +7-WEEKDAY (DATE (A1 , 1 , 1) , 2)
```

This formula uses a parameter for the WEEKDAY function that calculates weekdays that range from 1 (Monday) through 7 (Sunday).

Once you have the first week-ending date for the year (in A3, remember?), then you can calculate the rest of the week-ending dates for the year. Place the following formula in cell A4:

```
=IF (YEAR (A3+7) =$A$1 , A3+7 , "" )
```

This checks to see if one week past the previous date is still in the year. If it is, then the new date is returned. If it isn't, then an empty string is returned. If you copy this formula from A4 down through A55, then you will have all the desired week-ending dates for the year. With the formulas in place, simply change the year in cell A1 to see how the dates change.

The range A3:A55 provides room for 53 week-ending dates, which is possible for any given year. Because you used the IF statement in the formula in cells A4:A55, then the very last value (A55) will be blank if there were only 52 week-ending dates for the year.

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## Adding and Using a Combo Box

Excel includes several different form controls that you can add to your worksheets. One of these controls is a combo box. This control allows you to pick an option from a drop-down list, and then determine what was picked. To create a combo box, follow these steps:

Somewhere in your worksheet, create a list that specifies what you want to appear in the combo box. For instance, if you have a list of names you want to appear in the combo box, create that list of names in your worksheet. (For this example, let's assume that you create the list in cells K7 through K13.)

1. In versions of Excel prior to Excel 2007 make sure the Forms toolbar is displayed. (Choose View | Toolbars | Forms.) In Excel 2007, click on the **Developer tab** of the ribbon. (The controls are visible when you click the Insert tool in the Controls group on the ribbon.)
2. Click on the Combo Box tool in the toolbar or ribbon. The mouse pointer changes to a small crosshair.
3. Create the actual combo box by clicking and dragging to define the parameters of the control. When you release the mouse button, the combo box appears in your worksheet.
4. Right-click on the newly created combo box. A Context menu appears.
5. Choose the Format Control option from the Context menu. Excel displays the Control tab of the Format Control dialog box. ([Click here](#) to see a related figure.)
6. In the Input Range box, specify the range used by the list you created in step 1. (For instance, K7:K13.) You can also click once in the Input Range box and then use the mouse to select the range in the worksheet.
7. In the Cell Link box, specify the worksheet cell that you want to contain the index value of what is selected in the combo box.
8. Click on OK.

Your combo box should now work properly. If you click on the down-arrow to the right of the combo box, you should see the items from your list. If someone selects an option in the combo box, the cell you specified in step 7 is updated to contain the relative position of the item selected in the combo box. In other words, if someone selects the fourth item in the combo box, then the cell specified in step 7 will contain the value 4. (Similarly, if you change the value at that cell—the one specified in step 7—to a different value, then Excel changes what is displayed in the combo box.)

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Funny video of a talking photo booth:  
<http://www.wimp.com/photobooth/>

# 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: February 15, 2011**

**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.

### Genealogy Class

**Date: February 15, 2011**

**Time: 3:00 - 5:00 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](mailto:LadyGeneo@roadrunner.com)

### Intermediate Computing

**Date: February 8, 2011**

**Time: 3:00 - 5:00 pm**

**Instructor:** Jean Griffith

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

Bring your questions if you'd like. Jean will start with the basics and move on to intermediate topics if time allows. Learn MS Word, copying & pasting, for-matting text, saving files, basic file management, basic PC maintenance, etc

Register by calling LCCC Learning Center:  
440-366-4507

**We are looking for teachers.** Volunteer to teach something you know something about. You don't have to be a master of the subject; both teachers and students usually learn! LCCC has a great computer lab at St. Joseph's Community Center, that we are able to use. You just have to call Dina and set up a time for your class and to let her know if she is taking the reservations or if you are.  
Dina: 233-7240 or 366-4507

Let one of the officers know so we can put it in the classes section of our newsletter and on our web pages.

# February 2011 Classes

Class Type	Location	Registration	February	Time	More Info
Classes / Workshops					
<b>Problem Solving Micky Knickman</b>	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	<b>February 15, 2011</b>	5:30 to 8:00 pm	Page 10
<b>Genealogy Class Online &amp; Off Pam Rihel</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	<b>February 15, 2011</b>	3:00-5:00 pm	Page 10
<b>Intermediate Computing Class</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-366-4507	<b>February 8, 2011</b>	3:00-5:00 pm	Page 10
<p>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.</p> <p>We want to fill this last row with something new to be taught.</p>					

## The Lorain County Chapter of OGS

is having it's next meeting on :

February 14, 2011- Finding Your Ancestor's Military Papers in the War of 1812 - Speaker: Eric Johnson, OGS Trustee, Lt. Col. USAF, retired.

March 14, 2011 - "The Holdings of the Office of Lorain County Clerk of Courts of Common Pleas" - Speaker: Ron Nabakowski & Sally Pack

Meetings are held the 2nd Monday of the month in the North Ridgeville Library on Bainbridge Rd., east off Rt. 83-just south of Rt. 20.

Meetings start at: Social time 6:30; and 7:00 PM for the program. Meetings are free and open to the public.

*Come and enjoy some interesting genealogy programs.*

*For direction's to North Ridgeville Library follow this link.*

<http://maps.yahoo.com/#mvt=m&lat=41.385239&lon=-82.014903&zoom=16&q1=35700%20Bainbridge%20Road%20North%20Ridgeville%2C%20OH%2044039>



## Predictions for the Top 10 Scams of 2011

10. Travel and vacations. Americans are still vacationing at home in the weak economy and amid safety fears about traveling to Mexico. But with the world economy still unsteady, scammers are more desperate than ever to catch out those who do journey abroad. Watch out especially for a huge ticket scam for the forthcoming London Olympics 2012.
9. Investment scams. Investors have become more cautious about Ponzi schemes, which draw in new money to pay earlier investors until the whole scheme collapses. But low interest rates will continue to push investors into high-risk and shaky projects. Expect also to see more computer trading programs with dubious claims that they can "beat the market."
8. Doorstep scams. With the Census out of the way, this crime drops two places, but bogus contractors, charity collectors, utility workers and others who knock at your front door bent on crime keep it strongly in the charts. And, of course, a major natural disaster, such as hurricane, earthquake or floods, could push this higher.
7. Skimming. European banks report a huge increase in debit and credit card information theft, especially at ATMs that have been rigged either to collect card details or to trap the card so the crook can use it. Expect to see a similar trend in the US during 2011.
6. Bogus and fraudulent Internet sales. As mentioned above, this category now embraces bogus retail sites selling nothing but thin air, as well as online auctions and classified ads. We think this will be more than enough to push this category up one further place in our Top 10 scams list.
5. Lottery and gaming scams. We've also broadened this category to include online gaming scams, featured in an earlier Scambusters report. We expect to see significant growth in bogus gambling-related sites, and a continuing stream of phony lottery schemes.
4. Nigerian scams. In their report referred to earlier, PandaLabs points out that the latest version of the Nigerian scam claims that a compensation fund has been set up and invites previous victims to put in a claim. Then, of course, the scammer requests a fee before the supposed compensation can be released.

Nigerian crooks are also muscling in on the bogus girlfriend scam previously dominated by the Russians. Victims, befriended online, end up paying supposedly for airfares and other expenses for their new but non-existent sweetheart.

3. Economy related scams. The economy is taking much longer to recover than hoped, so expect to see foreclosure and loan modification scams to continue. Plus, as mentioned above, we now include work-from-home scams in this category.
2. Malware. As many as 60,000 new pieces of malicious software appear every day, says McAfee. The growing use of USB drives to store and transfer data may also contribute to the spread of malware.
1. Phishing and identity theft. The growth of malware mentioned above, coupled with hijacking of social networking accounts and more sophisticated hacking technology, means that identity theft will remain the Number One Internet crime for the foreseeable future.

Copyright Audri and Jim Lanford. All rights reserved. Reprinted with permission. Subscribe free to Internet ScamBusters at <http://www.scambusters.org>



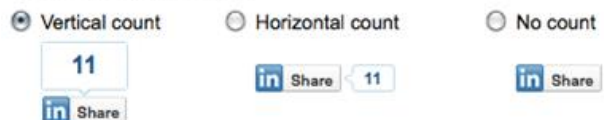
## LinkedIn Adds a Share Button



As part of the professional social networking site's push toward better social capabilities, LinkedIn ([www.linkedin.com](http://www.linkedin.com)) has added the ability to embed a LinkedIn share button to Web sites. Much like the familiar row of Facebook, Twitter, and other share buttons you may see on some sites, the LinkedIn share button provides users a quick and easy way to share whatever they're reading with people in their LinkedIn network.

Users can choose between three different styles of share buttons – a vertically oriented button with a counter, and a horizontally oriented button with no counter.

### Get your Share Button



URL to be shared (Optional)

Note: Defaults to the current page. If you want to share a specific URL, enter it above.

Copy and paste the code below into the HTML for your website

```
<script type="text/javascript"
src="http://platform.linkedin.com/in.js"></script>
<script type="in/share" data-counter="top"></script>
```



# Are You Giving Away Your Personal Information?

Saturday, January 22nd, 2011 |

By Dick Eastman

**NOTE:** *This article has nothing to do with genealogy. However, I will suggest that every computer owner and every owner of a digital camera should be aware of the issues mentioned here. Please feel free to send this article to others or to republish it elsewhere, as you see fit.*

Would you give a stalker the street address of your home? Would you give a pedophile the precise location where your children play? If you have posted a picture online, you may have already done that. Pictures taken with GPS-equipped digital cameras usually embed the GPS coordinates within each picture. Most cameras have an option to turn this capability on or off, but the default setting usually is ON. Unless you have taken action to specify otherwise, the camera probably is recording the exact location of every picture you take, plus or minus 10 feet to perhaps 50 feet.

Did you take a picture of your children playing in the back yard? That picture probably contains the exact location of that back yard, plus or minus a very few feet. The same is true for the pictures taken at the Little League ballpark, at the school play, or most any other place. Did you take a picture of your fancy new car sitting in the driveway? Yes, a car thief now knows where to find it.

Not all digital cameras are GPS equipped although most "smartphones" do have both camera and GPS capabilities. Do you have an Apple iPhone? An Android phone? A Windows Phone? If so, I'd bet money that you are including precise locations with every picture you post online.

**NOTE:** *I might lose a few of those bets but I'd win the majority. I only bet on sure things.*

*Social networking sites are notorious for sharing personal information from people who do not realize how much privacy they are losing. Did you snap a picture with your cell phone and post it on Facebook? Or on any of the photo sharing sites? Facebook Places is especially bad, perhaps the worst. I bet that I or anyone else can tell you precisely where you took the picture. Again, I only bet on sure things.*

Luckily, there are several easy solutions. Probably the best solution is to turn off the inclusion of GPS data with the metadata of the pictures. The exact instructions will vary from one camera or cell phone to another. See the owner's manual or perform a Google search for your phone to find the exact instructions.

Another solution, although not nearly as convenient, is to use a photo editing program to edit your photo before

you upload it. Programs like Photoshop Elements can erase metadata, including GPS latitude and longitude. Since I am a rather devious person and would enjoy sending thieves and perverts on a wild goose chase, I'd rather CHANGE the information than erase it. I'd prefer to change one or two numbers in the coordinates rather than erase them. Now the photograph points to a location several hundred miles away.

Not all photographs need to have the info deleted or altered. When I write a newsletter article about a genealogy conference held in Mesa, Arizona, I don't care if the accompanying photographs indicate a location in the convention center. However, if I take a photograph in my own living room, I might want to obfuscate that information.

Please think about the implications before you upload. For more information, look at the **I Can Stalk U** web site at <http://www.icanstalku.com> and at the **7online.com** video.



## Inserting a New Hyperlink

**Summary:** *Adding a hyperlink to a text selection is easy to do in Word. All you need to do is make a couple of clicks and specify the target for the link. (This tip works with MS Word 2007.)*

*Word allows you to add hyperlinks to your documents. This can come in handy if want active links between documents, or if you are creating a Web page using Word. You create hyperlinks by following these steps:*

1. Select the text in your document that you want to use for the hyperlink.
2. Display the Insert tab of the ribbon and click Hyperlink in the Links group. Word displays the Insert Hyperlink dialog box. ([Click here](#) to see a related figure.)
3. The text you selected in step 1 shows up in the Text to Display box. You can change the text if you want.
4. In the Address box specify the address for the page that will be loaded when the user clicks on your hyperlink. Typically this is a URL, but it can also be a document or resource on your system. You can also select an address from the drop-down list or use the Browse button to help locate the resource.
5. When completed, click on OK.

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November 29, 2010

Lorain County Computer Users Group  
PO Box 792  
Amherst, OH 44001

Dear Friends,

Thank you for adopting me from Lorain County Metro Parks' Raptor Center. My home, the Raptor Center, is a housing facility for permanently injured birds. My raptor friends and I were all in the wild at one time, but our injuries prevented us from surviving in the wild. Now we call the Raptor Center our permanent home. The Raptor Center, along with the time and care of volunteers and staff, gives us the security we need to live long lives.

I was found on the ground between Snow and Ridge Roads in Cleveland unable to fly. Through an examination it was found that I had a severe wing fracture. A veterinarian performed surgery on my wing before transferring me to the Medina Raptor Center for rehab. Sadly, my injury was too severe leaving me permanently unable to fly. My species is listed as endangered in the state of Ohio. Therefore, soon after I hatched on April 16, 2005, I was banded by state officials. This means that I had an ID band placed on my legs to help humans identify me among other peregrine falcons. This helps them study my species so they can help us become common again in Ohio. The band didn't hurt - much like you wearing a watch or a bracelet. But my parents were not very happy when they banded me and my siblings. They are very protective of their nest and children. Nests and hatchlings are monitored and well documented by humans. Because of this, the rehabbers were able to track exactly where I came from. I am from the nest below the Hilliard Road Bridge. My parents are named Hillary and Buckeye, and I have two siblings named Bedlam and Chaos that we think are still in the wild. On November 7, 2005 I was transferred to my permanent home Lorain County Metro Parks' Raptor Center.

The Raptor Center is a great place to call home. It is a facility that is dedicated to the professional care and management of captive raptors. But, this care comes at a cost. Your generous donation will go towards food, veterinary care, medical needs and housing expenses for me and my other fine feathered friends. If it wasn't for humans like you, my fate might have been doomed! Through your kindness, my future looks bright and fulfilled.

At the Raptor Center, we're considered true ambassadors for all wildlife. We remind humans that they are not alone in this world. We remind them that their actions and reactions will determine the fate of wildlife and wild places. We go on multiple field trips throughout Lorain County teaching school children, teachers, scouts and citizens of all ages these important lessons. I love passing on these important lessons to others through sharing my personal story. I thank you for supporting me!

Respectfully,

Havoc  
Peregrine Falcon  
LCMP Raptor Center



Board of Park  
Commissioners  
Sherrill M. McLoda  
Robert M. Campana  
Frederick L. Alspach

12882 Diagonal Road  
LaGrange, Ohio 44050

(440) 458-5121  
1-800-LCM-PARK  
(TDD or Voice)  
Fax (440) 458-8924

www.  
loraincountymetroparks.com

# Gift Certificate

ADOPT-A-RAPTOR



Lorain County Metro Parks  
Carlisle Visitor Center  
12882 Diagonal Road  
LaGrange, Ohio 44050  
Raptor Visiting Hours:  
8:00am-4:30pm

***This certificate entitles: Lorain County Computer Users Group***

***to: recognition on "parents board" outside the raptor center for one year***

This gift directly supports the birds of the raptor center in the form of food, veterinary care & medical needs. Thank You!

\*The term "adoption" does not imply ownership rights to individuals. Your name will automatically be placed on the parents board, no need to submit certificate.

## ADOPTION CERTIFICATE

***This certificate is awarded to:***

***Lorain County Computer Users Group***

***On the Twenty-ninth of November, Two Thousand Ten***

***To recognize the adoption of:***

***Havoc  
The Peregrine Falcon***



*[Signature]*  
Witness



# Mr. Modem

## The End of the Web?

by Richard Sherman

For more than 10 years, I have been reading articles proclaiming, "The Web is Dead," attributing its passing to a variety of causes, including intrusive advertising, malware, pornography, and the rise of device-based social networking.

I recently attended an online conference in which the demise of the Web was a topic of interest. Within the Web-based presentation (Irony? What irony?), the following scenario (paraphrased from a *Wired* article by Chris Anderson) was presented as the average Internet user's typical day:

"You arise and check email on your bedside iPad. During breakfast, you review your overnight texts and tweets. At the health club, you work out to tunes on your iPod. While driving to the office, you listen to a podcast on your smartphone. At work, you scroll through RSS feeds and engage in Skype and text conversations. At night, you listen to Pandora, play games on Xbox Live, and watch a movie on your Netflix Roku. Conclusion: You spent most of your day on the Internet, but not on the Web itself." (NOTE: If that ever becomes my typical day, just shoot me and get it over with.)

What is described above is a world that younger consumers are increasingly choosing, not because they reject the concept of the Web, but because other platforms are a better fit with their pseudo-busy, self-absorbed, desperate-to-stay-in-touch lives. As an added benefit, the screen comes to them; they don't have to go to the screen. Me, me, me.

According to some of my techie colleagues, not only is the Web on its way to extinction, but email itself is also hanging by a thread. (Blasphemers!) Contributing to its rumored demise is the advent and evolution of texting, smartphones, and mutant teenagers with muscular thumbs. "It's too formal," declared Facebook-founder and boy billionaire Mark Zuckerberg, at the same time (coincidentally) that he announced his company's new messaging service that has been nicknamed "Gmail killer." All the hype and hoo-ha notwithstanding, I disagree. Email isn't dead or dying, either. It's fine, and it's going to be around for many years to come. Some have even speculated that email is making a

comeback—though I must have missed the memo, because I didn't know that it ever went away.

Within five years, some experts predict that the number of individuals accessing the Internet using mobile devices will surpass the number of people who access it using desktop, laptop, and netbook computers combined. Because devices are smaller and infinitely more mobile, younger users (primarily) will forego their parents' generation's general-purpose Web browser.

Application developers have observed the phenomenal success of low-priced iTunes and iPhone applications that appeal to tens of millions of users. This provides an infinitely more lucrative business model than selling software on the Web

for an annual \$29.95 registration fee.

In "The Future of the Internet—And How to Stop It," Jonathan Zittrain writes, "It is a mistake to think of the Web as the apex of the computer's evolution." My sentiments exactly—well, except for the use of the word "apex." So what does all this mean for most of us? As is frequently the case, there is good news, and there is bad news. The good news is that we will have many more communication and access-to-information options in the future. The bad news is that most of them will appear on screens too small to read. Mobile devices such as the iPhone, iPod, iPad,

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### LCCUG Treasurer's Report

12/19	Beginning balance	\$ 8,648.44
	membership dues	\$ 50.00
	Raffle purchases	\$ (416.94)
1/18	<b>LCCUG Certificate of Deposit</b>	<b>\$ 5,000.00</b>
1/18	<b>General Fund balance</b>	<b>\$ 3,281.50</b>

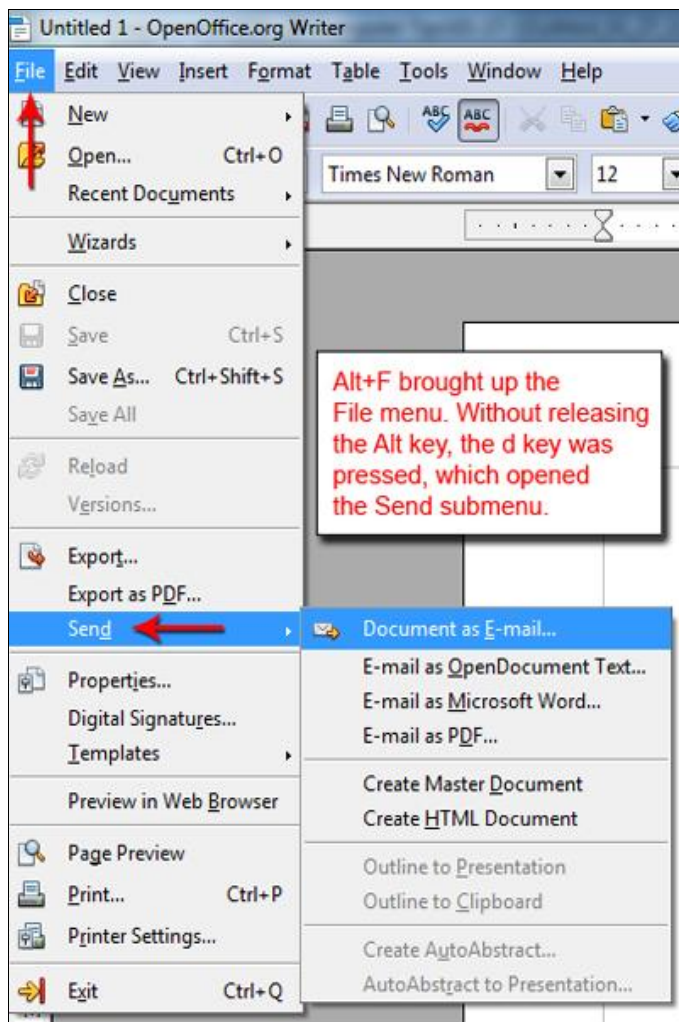
Thirty-minute video of close-up card magic: [http://www.ted.com/talks/lang/eng/lennart\\_green\\_does\\_close\\_up\\_card\\_magic.html](http://www.ted.com/talks/lang/eng/lennart_green_does_close_up_card_magic.html)

Antwerp Train station musical: <http://www.youtube.com/watch?v=bQLCZOG202k>

Coollest business card ever: [http://www.youtube.com/watch?v=13Z7o5Tum\\_E](http://www.youtube.com/watch?v=13Z7o5Tum_E)

*In many programs, I notice that certain letters in the toolbar words are underlined. Why is that?*

These are keyboard shortcuts using the **Alt** key. For Instance, if the word **File** in the toolbar had a line under the letter **F**, then I could hold down **Alt+F** to open the File menu.



Now, it doesn't stop there. Once inside the menu, you can use the keyboard to select any of the features listed using the underlined key. Actually, in the image above, the D key needed to be pressed twice. The first time, it went to Export as PDF.

You can go anywhere just by typing the underlined letters with your keyboard. Just follow the dotted line.

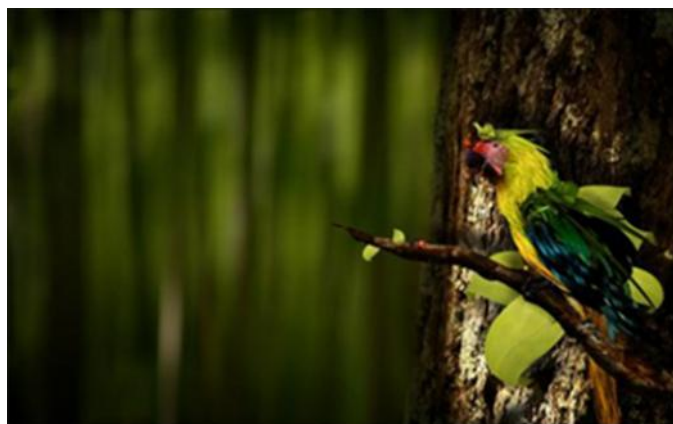
~ David

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## Fantastic Desktop Wallpapers



I often get bored with what's on my desktop, so I'm always looking for new sites that offer awesome desktops for free. What I like about this is that they've already searched for some of the best desktops out there, and have put them all together in one location making it easy for you to browse.



To browse the desktop wallpapers, just scroll down the page. If you click the title of the desktop (just above the image), or the image itself, you'll be whisked away to the site that hosts the image (it could be desktopography, deviant art, wallpapers-room, etc.). There you can download the appropriate size for your desktop.

You'll need to follow the download instructions at each site to download it. You may just need to click a download button and then right-click the image and chose Set as Background.



I hope you enjoy this collection of desktop wallpapers as much as I did! They're fantastic!

<http://wordpressindeed.com/fantastic-desktop-wallpapers/>

~Amanda

## Use Safety Features In Internet Explorer 8

by Stephen J. Bigelow

The Internet has emerged as a pivotal tool for communication and commerce, but our reliance on Web sites has also spawned a series of threats that can potentially compromise our security. Generally speaking, we don't like for Web sites to gather information about us or share that information without our knowledge. There are also an increasing number of malicious Web sites that leverage advanced HTML (Hypertext Markup Language) code, Java scripts, and ActiveX controls to infect our PCs. Internet Explorer 8 is touted as one of the safest and most reliable Web browsers available, but this article looks at some additional features that can further improve your safety.

### Use InPrivate Browsing

The problem with typical Web browsing is that it leaves a trail of cookies, temporary files, Web page history, form data, and other traces that often remain on your PC long after you're finished with the day's browsing. Some of these traces can be visible to other PC users (such as the page history), while other traces (such as cookies) can be viewed by other Web sites.



**Open a new Internet Explorer 8 window in InPrivate Browsing mode to prevent IE8**

The InPrivate Browsing feature of IE8 creates a new browser environment where all of that potentially sensitive data is held temporarily and then discarded for you when the browser window is closed. For example, cookies are held in memory and cleared when the browser closes. Temporary files are stored on the hard drive but deleted when the browser closes, and so on.

To start an InPrivate browsing session, click the Safety menu in IE8 and select InPrivate Browsing, or simply use the CTRL-SHIFT-P keyboard shortcut. This opens a new IE8 window, and many users will then close the previous instance of IE8 from which they launched the InPrivate Browsing session. Once you're working in the InPrivate Browsing instance of IE8, any additional tabs will automatically be private. Closing a tab will clear the

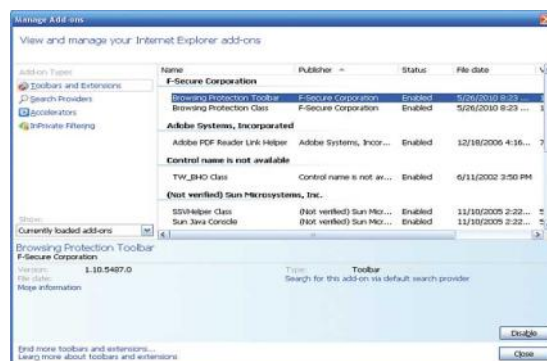
content for that page.

Also, keep in mind that InPrivate Browsing disables add-on toolbars and other extensions by default. To use specific toolbars, you may need to enable them specifically. For example, click Tools, select Manage Add-ons, select Toolbars And Extensions, select the feature to use, click Enable, and then click Close.

### Use InPrivate Filtering

Another security concern with Web browsing is the way that some sites collect information about your browsing habits. Many Web sites use that information to push content from third-party providers that is tailored to your interests; this content includes media such as video, advertisements, maps, and more. All of the content may look like it's originating at the site you visit, but in reality, some information about you and your visit are sent back to the third-party content provider. Some third-party providers offer content to a large number of sites, and they can eventually assemble a profile of your browsing habits based on the sites you visit.

The InPrivate Filtering feature of IE8 prevents third-party content providers from collecting information about the Web sites that you visit. The feature looks at content on the sites that you visit. If it detects the same content on multiple sites, you can opt to block that content as well as any third-party Web site that is identified in the analysis. Chances are that InPrivate Filtering is active by default, but you can check it by clicking the Safety menu and locating the InPrivate Filtering entry in the drop-down menu. If there is a check mark next to the entry, the feature is enabled. Otherwise, click the entry and the feature should activate (and a check mark will appear). You can also press CTRL-SHIFT-F to toggle InPrivate Filtering on or off.



**InPrivate Browsing disables add-on toolbars and extensions. You'll need to enable any outside tools in order to use them during InPrivate Browsing sessions.**

### Use The SmartScreen Filter

There are more malicious Web sites than ever. Some attempt to distribute malware in order to infect or take control of your PC, others use phishing tactics to try and

(Continued on page 19)

scam you to gain your personal information, and some sites do both. With the release of IE8, Microsoft provides a service that can compare the Web site you are visiting against a list of known malicious Web sites. If that site is on the list, IE8 blocks the page and the Address bar turns red. You can then go to your home page, continue to the blocked site, or select another site. It's your call, but at least you have some warning.

You can toggle the SmartScreen Filter by clicking the Safety menu, highlighting the SmartScreen Filter entry, and then selecting Turn Off SmartScreen Filter or Turn On SmartScreen Filter. Further, you can opt to Check This Website to specifically run a check of the URL against Microsoft's list of malicious sites. And if you believe that you've stumbled across a fraudulent or malicious Web site, you can select Report Unsafe Website to submit a report to Microsoft for further investigation. It's a simple way of keeping the list up-to-date.

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## Microsoft Office 2010

### Fresh Looks for SmartArt

BY TREVOR MEERS



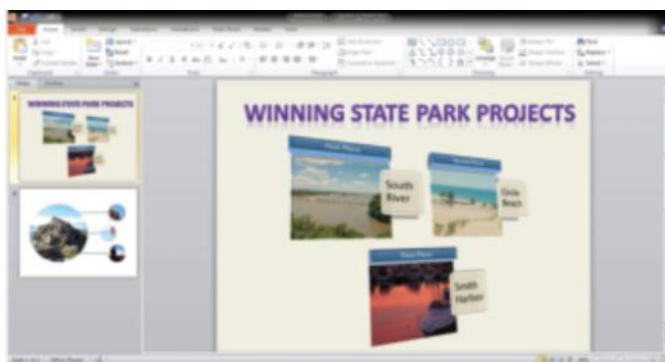
If you're unfamiliar with Office's SmartArt, you may confuse it with charts. Although charts give numbers a graphical face, SmartArt provides a more versatile visual platform for a wide variety of ideas in Word, Excel, PowerPoint, and Outlook. SmartArt's professional-looking diagrams help you quickly summarize processes, organizational structures, cycles, and more. The 2010 edition of SmartArt preserves much of the design and function from previous Office editions. But there are enough new designs—including compelling photo options—that make the new SmartArt worth exploring, even for experienced users.

Start using SmartArt by clicking the Insert tab's SmartArt button. The list on the left side sorts the available diagrams by type, such as List, Process, Hierarchy, and Matrix. Scroll through the designs in the center box until you find one you like. Next, click it to see a bigger example of it to the right, complete with text explaining how the graphic works and the situations for which it's best suited.

Once you choose a graphic and click OK, Office inserts it into your document. A box to the left lets you type text and automatically insert it into the appropriate place on the graphic. (If you don't see the box, click the arrows beside the graphic.) If you have trouble making sense of where the text box entries will appear on the graphic, you can click directly on parts of the graphic and type the appropriate text.

### Customize SmartArt

You can customize most of the elements in a SmartArt diagram. In a Cycle Matrix diagram, for example, you



*A fresh batch of SmartArt diagrams lets you add your own photos to graphics, making your point instantly more memorable.*

can click one of the central arrows and drag it to a larger size. You can click any shape within the diagram, such as one level of a Pyramid List and change its fill color. Click a text box, and you can use the Home tab's Font section to choose a new font, size, and color.

For a quicker overhaul of the entire diagram, click it and then click the Design tab. In the SmartArt Styles section, click the Change Colors drop-down list to choose from a variety of color schemes. These options remake various parts of the diagram with several complimentary colors, rather than the single color the diagrams originally use.

In addition to altering colors, you can use the gallery of designs beside the Change Colors button to add various shading and 3D effects to the SmartArt. These styles can quickly elevate your graphics to a pro-style look that lends your concepts not only clarity but also credibility.

You can quickly experiment with different types of SmartArt diagrams for the same information. On the Design tab, look in the Layouts section for other diagram styles Office considers a good fit for the information you've already entered. If you want even more options, click More Layouts and choose a look to try.

### New Picture Options

The new option really worth trying out in Office 2010 is the Picture category of SmartArt. These designs let you click a link to add your own photos to a big selection of diagrams. It's an easy way to make information more vivid and memorable by using images of real people, places, and products. And, of course, adding your pictures helps reach a key goal of any user of a mass-market product such as Office: creating documents with a look that's uniquely yours.

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### Mobile Gmail

Don't get stuck behind a monitor the next time you want to check your email. Gmail, Google's email service, offers Mobile Gmail, which lets users access Gmail from mobile devices such as smartphones and PDAs.

### nanojet

The term for an extremely small jet nozzle (about one-thousandth the width of a piece of hair) that can stream out microscopic material onto silicon surfaces or clean impurities or errors off of microchips. Research is currently being conducted at universities around the world to expand upon and perfect various nanojet applications, such as atomic etching.

### Polarizing Posts Are Popular

Researchers studying forum postings on the BBC's online discussion site and digg.com have determined that angering or upsetting blog posts tend to be the most popular. The researchers arrived at this conclusion by assigning a "happiness score" to the online postings based on emotional content translated from items like keywords, emoticons, and misspellings. The posts that generated the most responses turned out to be the ones that had very low happiness scores. According to one of the researchers, "If you want a long chat, don't start by saying 'I love this!'"

### IMDb

You know that John Wayne was tall, but did you know that he stood at 6 feet, 4 inches? Whether you're a fan of movie trivia or simply want to know more about your favorite star, IMDb (the Internet Movie Database) has everything you want to know. The site's comprehensive information has plenty of hyperlinks. Follow the links, and you'll likely soon discover new (to you) movies that interest you. <http://www.imdb.com>

### Presenter, Know Thy Laptop

Before you take your laptop with you on the road for your first presentation to a group, be aware that many laptops with a video-out port require a keyboard combination to toggle the display signal from the laptop to the projector it's connected to. For example, one such combination might be CTRL-F5. If you push CTRL-F5 once, it will shift the video output to the projector; pushing it twice displays the image on your laptop and the projector. This can vary from laptop to laptop, so consult your manual for specific instructions on running your computer through a projector.

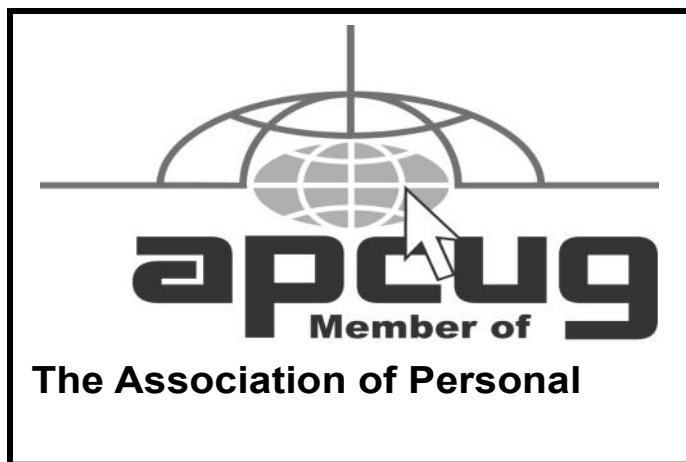
### Helpful Stickiness

Notebook PC keyboards are notoriously cramped and difficult to use, but there are Windows options that make your life easier. The StickyKeys feature simplifies the process of pressing multiple key combinations (such as CTRL-ALT-DELETE) by making these keys "sticky" so you can press them one at a time. This feature is especially helpful if you have less than agile fingers. From the Windows Control Panel, double-click Accessibility Options, and then click the StickyKeys checkbox. Click Settings to make any changes to your preferences.

### Spare Your Hard Drive

Notebook hard drives are designed to work in a fairly motionless environment. That's why when you turn off your computer; it retracts its hard drive head to protect it from damage during transport. If you continually run around with your notebook powered up you increase the chances that your hard drive will incur damage.

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