

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
Volume 23 Number 3 March 2011



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Computer Forensics & Computer Crime

Presented by

Jason Perkins

Lorain County Sheriff's Department



**Tuesday
March 22, 2010**

What's New in the Computer World

Presented by

Glenn Pubal

Royal Business Supply



**Monthly Meetings Held At Gould Auditorium
2nd Floor, St. Joseph Community Center, Lorain, OH
5:30 PM Doors Open With Q & A Sessions
Meeting & Presentation Begin Between 7:00 & 7:15 PM**

A Word From Our President



March! At least, to me, March sounds like spring. Hopefully most of the snow is behind us. Maybe if I was talking about April it would be a more realistic wish.

All of our members should have received a mailing from LCCUG (a pink flyer) that lists our upcoming meetings and reminds you about important links to important features that the club offers you.

We hope you will hang the flyer on your kitchen bulletin board or refrigerator and keep it too refer to.

Please let us know if you find the mailing of a print flyer like this useful. If you would like to see us do this again, we need to know. So please stop and tell us at a meeting or send us a note.

One of the links you are reminded about in the flyer is the link to the club blog. That is where I have been posting useful web links and articles relevant to the club users. Be sure to check out this blog for up-to-the minute information. You can easily get to it from the club's webpage <http://lccug.com> and click on the link to the BLOG at the top. I would love it if you would leave a comment.

If you have any suggestions or information to share or questions you would like answered, email me president@lccug.com and I will post it on this blog or email you an answer.

You will find the links to the information from my presentation on eBooks there. Let me know if you have more questions on that subject. I would be glad to do some hand-holding on the subject.

I also want to remind members about the ongoing laptop raffle for a new laptop computer! For \$5 you can get a chance on this HP EliteBook 2 GB computer. Only 200 tickets will be sold so you have a reasonable chance to win! This computer has a Corei5 2.4 GHz Dual Core Intel processor and a 14 inch screen and built in camera.

The club can make some extra income and you have a chance to become the owner of a nice new Windows 7 laptop!!

Again the leadership of LCCUG is anxious to hear from the membership about topics they would like to see covered at future meetings.

Stay in touch!

Sandee

LCCUG Officers For 2011

President	Sandee Ruth president@lccug.com
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440-322-0259

210 East Second St., Elyria 44035

TUESDAY
March 8, 2011

Computer Forensics
&
Computer Crime

Presented by

Jason Perkins

Lorain County Sheriff's Department

Along with a bit of history about the Lorain County Sheriff Department this presentation will cover three areas that the Sheriff's Department deals with on a fairly regular basis.

Computer Crime - What is it, how has it advanced and what can we do to protect ourselves from it?

Computer Forensics - Did you know that there are 3 people in Lorain County trained and working in this field? One of these people will be present this evening to explain how the field of Forensics got started, how it has changed, and how computers and forensics programs have helped to advance this field.

Sheriff Department Vehicle Computers - How have these changed and been updated?

APCUG CONFERENCE NOTICE

The APCUG executive board has decided to hold their annual meeting in Ohio this year. There was a choice between Cincinnati and Cleveland. It appears that Cleveland is a more suitable location.

Now here is how you and your groups members can help make this a truly successful event.

I would like to have all the Region 3 user groups assist with the conference by volunteering to help at the conference, providing or volunteering to do presentations, and contact your vendor sources and ask for their assistance in doing presentations for the conference.

Thank you for all the help that you are willing to give to this effort. You can also contact an LCCUG officer.

Your APCUG Region 3 Advisor
Robert Lee Vance (Bob)

TUESDAY
March 22, 2011

What's New
in the Computer World

Presented by

Glenn Pubal

Royal Business Supply

Glenn is a popular program presenter and supporter of LCCUG. Tonight he will let us know what is new with Windows 7, how the new updates are working with the program and what we should be aware of.

He will also give us more information on the new Notebooks that are on the market and why you can or can not live without one.

Along with these two topics he will let us know what else is "hot" on the market and what other computer updates we should be aware of.

Come and see what is new in technologies today.

WIN A NEW HP
LAPTOP!



Laptop tickets are now being sold now for \$5.00 each and they are going fast, as we only had 200 to sell.

Hurry and purchase your tickets now. Drawing will be held, at one of our regular meetings, when all tickets are sold.

If you took tickets to sell please return the ticket stubs and any monies you have collected at our general meetings or contact Carole Doerr at:

vp-programs@lccug.com

We do need you to return any unsold tickets, so our ticket count can be verified.

Good Luck All



Executive Board Meeting Minutes



FEBRUARY 1, 2011

**MEETING CANCELLED
DUE TO BAD WEATHER**

Marvel

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Marvel.com is your one-stop shop for anything dealing with Marvel Comics. You can read actual comic strips, see trailers for superhero-themed movies, and get information on your favorite comic book characters. You can also watch videos, play games, catch the latest superhero news, and download images of all of your favorite crime fighters.

<http://marvel.com>

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Ohio Computer Repair Service

47375 Cooper Foster Park Road
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The Problem:

Computers can be 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.

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

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Coller, Pam Rihel, Carole Doerr, Don Hall, Sandy Malitz, APCUG, Dick Eastman, Bruce Buzbee, Audri & Jim Lanford, Wordtips.net, Exceltips.net, Smart Computing Magazine, Microsoft Office art online, PC Computer Magazine, www.worldstart.com, http://sangrea.net/free-cartoons/comp_elderly-internet.jpg

Newsletter is now
Online
at
lccug.com/newsletters or lccug.com



General Meeting Minutes

FEBRUARY 8, 2011

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

Sandee mentioned Pam's genealogy class this month, the Club's laptop raffle and the meetings flyer sent out to all members.

Henry Lipian, a former State Highway Patrolman and present owner of a crash reconstruction company in Grafton presented an informative and interesting program about a crash between a pickup truck and a semi tractor/trailer, where the pickup driver was killed.

Henry walked us thru the phases of data taken from the scene and from the "black box" from the semi. This gives them the necessary information to reconstruct the accident which then, with the help of computer programs, allows them to make a real time video of what they feel happened before and after contact.

David Kennett won the money raffle and Enio Fernandez won the first software/hardware raffle. Mary Zelek's name was drawn for the attendance raffle, however she was not present.

Sharon Kohler moved, Dennis Smith seconded that the meeting be adjourned.

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.

Get involved with your club to make it better for everyone.



Pam Rihel LadyGeneo@roadrunner.com

How To Be Successful At Doing Immigrant Research

Before you begin to trace your family across the seas, you must first find out as much as you can about your ancestors on this side of the ocean.

The more you know about them from the records here in America, the better chance you have of finding them overseas.

Before Doing Foreign Research You Need To Know:

- ✓ The Country, Province (state), county, & town where your family lived. In Ireland you also need to know the township and parish of your ancestors.
- ✓ The years when your family lived in each locality.
- ✓ The Family name. Preferably the way it was spelled in the old country.
- ✓ Their religion background.

Identify~Organize~Review

- ✓ What do you want to know about your ancestors?
- ✓ Who is involved?
- ✓ Where did they live? State, County, Township.
- ✓ When? Dates involved.
- ✓ Pedigree Chart Showing two to three generations before you start searching your ancestors overseas.
- ✓ Family group sheets for two generations, this will show you the problems that need to be addressed.
- ✓ Review previous research. This may have the answer you are looking for.
- ✓ Check & re-check home sources kept by family members.
- ✓ Interview & re-interview family members and friends of the family.

Search U.S. Records To Find Information Needed To Do European Research.

- ✓ Vital Records-birth-marriage, death.
 - ◆ **Death Record:** most recent record, amount & type of information depends on informant.
 - ◆ **Marriage Record:** Depending on time period & locality, license application may include place of birth & parents, where buried.
 - ◆ **Birth Record:** usually least amount of information.
- ✓ Other Records of Death - Obituary, Cemetery, Funeral Home.
 - ◆ **Obituaries & Death notices** in English language & ethnic newspapers.

*May include birth place in Europe, spouse, date of immigration, names family members, etc.

*Available at libraries, historical societies, universities and on inter library loan from most public libraries.

◆ **Cemetery**

May include birth place, parents, foreign language inscription, fraternal organization symbols, pictures, etc.

- ◆ **Funeral Home** - from early 1900's depending on locality. May include birthplace, parents, number of years in U.S., spouse, etc. Check city directory for funeral homes where your ancestors lived to determine the funeral home. Check out: *Yellow Book of Funeral Home Directors* and also check out: www.funeralnet.com

◆ **Census Records**

- * General Information: Taken every 10 years since 1790. Most recent is 1930 with 1940 due out in 2012.
- * Immigration Information:
 - 1830 - head of household an alien
 - 1870 - male over 21 & able to vote
 - 1880 - birth of person and his parents
 - 1900 - 1910 year immigrated, # years in U. S., citizenship, native language, # years married, # children born & living

NA = naturalized

AL= alien

PA= process started

1920 - same as above plus year of naturalization

1930 - years of immigration, citizen status, #years in U. S.

Additional information may include the names of parents, brothers, sisters, or other relatives you thought stayed in the "Old Country."

◆ **Record Location**

*Available on line at Ancestry and Heritage Quest. Libraries such as Western Reserve Historical Society (WRHS) Allen Co. Public library (Fort Wayne IN) have all the population schedules. Other libraries have schedules for their local area or state. You might try LDS libraries also.

◆ **Research Strategy**

Begin with the MOST RECENT census in which your ancestor appears. Check each census (every 10 Years) back to the time when your ancestor entered the country.

(Continued on page 6)

(Continued from page 5) Genealogy

1. Next start searching newspapers, especially ethnic newspapers. Both in English and foreign language.
2. Church Records, marriage, births, deaths, baptisms, memberships, etc. Ethnic church (i.e.: Hungarian Reform Church, St. Peter's Catholic Church etc. for records that may be especially valuable. Members from a town or region may have founded a church.
3. U.S. Military Records are also very helpful, check record types, service records, discharge papers, draft registration. (All men 18 & older had to register for the draft, whether they were drafted or not. Some of the information may include, naturalization, date & place of birth, family members residence, occupation, etc.
4. Probate Records can include: wills, guardianship, adoptions, insanity inquests, etc.
5. Powers of Attorney, depending on why POA was applied for, info may include: relatives, dates and places of birth, etc.
6. Board of Elections, this includes voter registration in particular - date, place and court where person was naturalized.

Naturalization

- ✓ Colonial Records (Pre 1790), laws that applied to people not British citizens.
 1. Example, in the colonial era, residents of Tennessee could appear before any court of record and declare their allegiance to the Commonwealth of North Carolina. A 1790 federal law allowed immigrants to declare their allegiance to the United States before any U. S. circuit or district court, state supreme court or a local court of record.
- ✓ Record Location - State Archives, the process goes as follows: After residing in the U. S. for 2 years, you could file a **Declaration of Intent**. (a.k.a. first papers), then after 3 additional years, the alien could **Petition for Naturalization**. After the petition was granted a **Certificate of Citizenship** was issued.
- ✓ U. S. Records After 1790 - The laws went like this: U. S. government passed laws dealing with citizenship starting 1790. (You can check out: American Naturalization Process and Procedure 1790-1985 (John J. Newman) and other books can also be found for information about various time periods.
- ✓ General Requirements - varies with time period;
 1. Male only until c. 1922, over age 21
 2. In U. S. 5 years & good character
 3. Women & minor children naturalized with husband or father - derivative citizenship
 4. After c. 1922 women naturalized on their own
 5. Naturalized citizen lost citizenship if living outside of the U. S. over 5 years.

From 1824 to 1906 *Minor Aliens* who lived in the U. S. 5 years before their 23rd birthday could file both their declarations and petitions at the same time.

Between 1906 and 1922, any woman born in the U. S. who

marries an alien loses her U. S. citizenship. She becomes a citizen of her husband's country. In 1936, the women could sign an oath of allegiance and regain her citizenship.

Record Types - *not all kept for all time periods, not all available for each individual.*

- ✓ Declaration of Intent first papers filed, generally 2 years after arriving in the U. S.
- ✓ Certificate of Arrival
- ✓ Petition for Naturalization - 2nd papers, had to be filed at least 5 years after arriving in the U. S. and filing of the Declaration of Intent.
- ✓ Oath of Allegiance - signed as part of Declaration of Intent and Petition for Naturalization.
- ✓ Record of Naturalization - the final papers
- ✓ Certificate of Naturalization - carried by naturalized citizen as proof of citizenship.

Where naturalizations Took Place

- ✓ 1790 - 1906, they could be done in any court that kept minutes and had a clerk - Federal, state, county, and local level, example: Probate, Common Pleas, U. S. District, Superior Court, etc. Name of local court varies according to state.
- ✓ *State Research Outlines* at www.familysearch.org Search then *Research Helps*, then select your state, select subject, *courts*.
- ✓ After 1906, officially the function of the Federal government but many local courts continued to naturalize into the 1940's.
- ✓ Military camps especially around WWI.

Information

- ✓ Depending on the time period and locality, records include date and place of arrival, name of ship, name of spouse & children, final destination, etc.

Record Locations

- ✓ City and county courts.
- ✓ U. S. District courts (ca. 1920 - present)

Call the Federal Information Center for the address and phone number of the U. S. District Court which serves the area where your ancestor was naturalized. Also available at www.usa.gov.
- ✓ Regional branches of the National Archives.

Listing available online at www.archives.gov (Locations/Visit Us).
- ✓ Family History Library (Mormon) through local Family History Centers.

Check Family History Library Catalog - www.familysearch.org
Example: Indiana - Tippecanoe Co., Naturalization Records.

Passenger Lists

- ✓ **Needed Information**
 1. Date and port of arrival in U. S.
 2. Ships' name or line (if possible)
 3. Date and port of departure (if possible)

(Continued on page 7)

(Continued from page 6) Genealogy

4. Traveling companions (if possible)

✓ **Types of Passenger Arrival Records**

1. Baggage lists (1800 - 1820) - mainly port of Philadelphia
2. Customs lists (1820 - 1890's) major ports
 - * Baltimore, Boston, New Orleans & Galveston, Philadelphia, New York, plus many other minor ports along the Atlantic and Gulf coast .
3. Immigrant passenger lists (1890s - 1940's)
4. St. Albans Border Crossing Records (1895 - c. 1920s), between U. S. and Canada.

✓ **Types of Information**

1. 1820 - 1900, name, age, sex - country of birth only, country of destination, # of bags. Determine family members travelling together.
2. C. 1900 + information depends on year but include: name, age, sex, nationality, race, literacy, last permanent residence in Europe, occupation, relative or friend left in Europe, final destination, who they were going to, amount of money, physical description, birthplace, who is traveling together.

✓ **Accessing Records - Index**

1. Colonial - c. 1890 - Printed Indexes & Abstractions - also see bibliography. Read introduction to books to determine how to read the lists.
 - * *Passenger & Immigration Lists Index* (P. William Filby & Mary Meyer) 3 volumes plus all supplements.
 - * *Famine Immigrants: Lists of Irish immigrants arriving at the Port of New York 1846 - 1851* (Ira Glazier & Michael Pepper).
 - * *Germans to America - Lists of Passengers Arriving at United States Ports 1850 +* (Ira Glazier & Michael Pepper).

✓ **C. 1820 - Present**

1. Microfilm Indexes
 - * Available at National Archives, through Family History Centers, libraries archives and now on www.Ancestry.com for a fee.
 - * **Featured Immigration Records:**
 1. New York Passenger Lists, 1820 - 1957
 2. U. S. Passport Applications, 1795 - 1925
 3. Baltimore Passenger Lists, 1820 - 1948
 4. Canadian Border Crossings, 1895 - 1956
 5. California Passenger and Crew Lists, 1893 - 1957
 6. New Orleans Passenger Lists, 1820 - 1945
 7. Philadelphia Passenger Lists, 1800 - 1945
 8. Passenger & Immigration Lists Index, 1500s - 1900s
 - * Ellis Island & Castle Gardens can be found on

Steve Morse website at: www.stevemorse.org

1. Abstracted in genealogical periodical articles.

* **PERiodical Source Index (PERSI)**

PERSI available on line at Heritage Quest & possibly Family Search website. It is also available at libraries.

2. Miscellaneous

* *Cyndi's List of Genealogy Sites on the Internet* over 3,000,000 links, categorized & cross-referenced, in over 200 categories, her website is: www.cyndislist.com

3. Record Location

* National Archives - full run of all available records

* Family History Library - borrowed through local FHC - full run

* Ancestry.com

Websites are within this article. Next issue of the Interface will have the continued information.

Most of this information came from Sandy Malitz, volunteer at WRHS until she became ill and could no longer volunteer

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Mental Floss

If you like quizzes, trivia or just knowledge in general, then you've come to the right place with [Mental Floss](http://mentalfloss.com). You can peruse Mental Floss, the magazine; trivia of all sorts; quizzes covering a variety of subjects; and the amazing fact generator which gives you any number of random facts on command.

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* **Computer Systems Unlimited is happy to offer a 5% discount on all computer systems ordered by LCCUG members.**

* **Computer Systems Unlimited will also offer a free computer diagnostics check, (a \$25 value), for all LCCUG members.**

Visit our web site at www.csuoberlin.com for more of what we can do.

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

Email Safety

~Kevin

<http://www.worldstart.com/email-safety/print/>

The WorldStart newsletter is delivered via email, and replies to it arrive in one of several inboxes that I monitor each day. When a response is called for, I reply, in an often vain attempt to answer readers' questions.

Some of the replies to the newsletter are, to say the least, interesting, some a little disturbing, but most are just straightforward questions. Some, however, contain more personal information than they probably should. For example, one from a reader interested in making a purchase from WorldStart, included the reader's full name, along with his credit card number, and its expiration date.

A recent message that I found particularly alarming was an announcement that the individual who sent the email, was about to go on vacation. He included the date of his return and contact information for a surrogate, as he would be unavailable to answer his own email. Since there was no apparent reason for WorldStart to be aware of his plans, I assume this was a blanket email sent to everyone in his address book. When this arrived, I happened to have a little time on my hands, and decided to spend a few minutes trying to learn more about the sender. Armed with only his email address, in roughly ten minutes, I was able to discover his full name, his wife's name, their home address, and some basic personal information. Given more time, this could have been cross-checked and verified, and more information could easily have been obtained.

So now, I had this gentleman's name, his home address, his wife's name, and their vacation plans. And I was a complete stranger. It should also be noted that I'm someone with limited computer skills. Someone more skilled and with more malicious intent, might have pursued this in depth, and used it as an opportunity to take advantage of the situation. What I did was reply to his message, informing him of the hazards of sending this kind of information by email.

The risk of personal exposure on the internet, through Facebook or other social media is frequently discussed (and just as frequently ignored). It was in fact, a news story on that subject I'd seen the night before I received this email that probably heightened my own awareness. However, probably because email is a more selective method of communication, many who would never consider posting personal information on the web, are often less careful in email.

The bottom line is, before hitting the Send button, make sure that the recipients you've selected are the ones to which you actually want your message delivered. And this doesn't just apply to security issues, as anyone can confirm, who has inadvertently sent something embarrassing to a boss, coworker, or family member.

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Changing the Startup Directory

Summary: *When you start Word, it makes an assumption about where your documents are stored. If you want to force Word to change that assumption, you can follow the steps in this tip. (This tip works with Microsoft Word 97, Word 2000, Word 2002, and Word 2003. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: [Changing the Startup Directory.](#))*

When you first install Word, the working directory is set to a default directory, which is normally "My Documents." You may want to change the default location to match your working habits. You can quickly change the default [startup](#) directory by following these steps:

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Click on the File Locations tab. ([Click here](#) to see a related figure.)
3. Make sure the Documents file type is selected, then click on the Modify button. Word displays a dialog box in which you can browse and select directories.
4. Select the directory you want used as the startup directory for your documents.
5. Click on the OK button.
6. Click on the Close button.
7. Exit and restart Word.

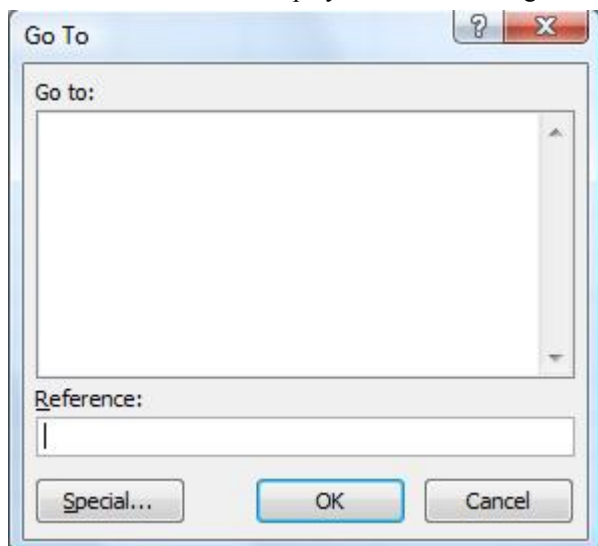
Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

Displaying a Hidden First Column

Excel makes it easy to hide and unhide columns. What isn't so easy is displaying a hidden column if that column is the left-most column in the worksheet. For instance, if you hide column A, Excel will dutifully follow out your instructions. If you later want to unhide column A, the solution isn't so obvious.

To unhide the left-most columns of a worksheet when they are hidden, follow these steps:

1. Press **F5**. Excel displays the Go To dialog box.



The Go To dialog box.

2. In the Reference field at the bottom of the dialog box, enter A1.
3. Click on OK. Cell A1 is now selected, even though you cannot see it on the screen.
4. Unhide the column. (In Excel 2007 or Excel 2010, display the Home tab of the ribbon and click Format | Hide & Unhide | Unhide Columns. In older versions of Excel choose Format | Column | Unhide.)

5.

Another way to display the first column is to click on the header for column B, and then drag the mouse to the left. If you release the mouse button when the pointer is over the gray block that marks the intersection of the row and column headers (the blank gray block just above the row headers), then column B and everything to its left, including the hidden column A, are selected. You can then unhide the column.

A third method is even niftier, provided you have a good eye and a steady mouse pointer. If you move your mouse pointer into the column header area, and then slowly move it to the left, you notice that it turns into a double-headed arrow with a blank spot in the middle as you position the pointer over the small area immediately to the left of the column B header. This double-headed arrow is a bit difficult to describe; it

looks most closely like the double-headed arrow that appears when you position the pointer over the dividing line between column headers. It is different, however, because instead of a black line dividing the double arrows, there are two black lines with a gap between them.

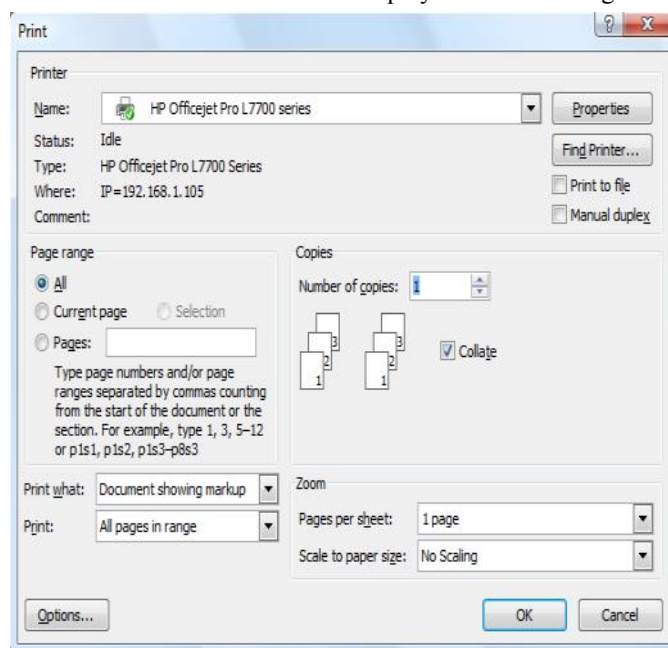
When your mouse pointer changes to this special double-headed arrow, all you have to do is right-click and choose Unhide. Your previously missing column A magically reappears.

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Printing Odd or Even Pages

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. This is easy to do in Word by following these steps:

1. Press **CTRL+P**. Word displays the Print dialog box.



The Print dialog box.

2. Adjust the printing settings as desired.
3. Using the Print drop-down list at the bottom of the dialog box, choose either Odd Pages or Even Pages, as desired. (Make sure you use the Print drop-down list, not the Print What drop-down list.)
4. Click on OK. Your document is printed.

The above steps work great in any version of Word up through Word 2007. If you are using Word 2010, then the

(Continued on page 11)

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
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David Kennett

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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: Tuesday March 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 anytime before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Genealogy Class

Date: Tuesday March 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

Intermediate Computing

Date: March 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-mating text, saving files, basic file management, basic PC maintenance, etc

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

Jean Griffith will be teaching **Intermediate Computing** at her March 8th class. If you are a beginner this class is not for you.

Jean will be holding beginner classes in the near future.

YOU HAVE TO REGISTER for this class, look at the information listed above. Jean needs to know how many students she will be teaching so she can be better prepared. Thank You



MARCH 2011 Classes



Class Type	Location	Registration	March	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	March 15, 2011	5:30 to 8:00 pm	Page 10
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	March 15, 2011	3:00-5:00 pm	Page 10
Intermediate Computing Class	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-366-4507	March 8, 2011	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 :

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

April 11, 2011 - Using Maps in Genealogy - Speaker: Tom Edwards

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>

(Continued from page 9) Printing Odd or Even Pages

Print dialog box was done away with. You should follow these steps, instead:

1. Press **CTRL+P**. Word displays the File tab of the ribbon, with printing options visible in the tab.
2. Adjust the printing settings as desired.
3. Using the first drop-down list under the Settings heading, choose Only Print Odd Pages or Only Print Even Pages, as desired.
4. Click on Print. Your document is printed.

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Microsoft vs. OpenOffice.org - - Office Suite Standoff

An office suite is a software product that includes a group of programs which perform typical office functions; that is, creating and working with documents, spreadsheets, presentations, and databases. Some suites include specialized programs like email or calendars. There are many office suites available, such as Corel's WordPerfect Office, Lotus Symphony Suite by IBM, and ThinkFree3. Among the best known suites are Microsoft Office and OpenOffice.org.

My original intention this month was just to compare features and compatibility between Microsoft Office and OpenOffice.org. I installed OpenOffice.org on my computer and have been testing it against my familiar MS Office for several months. In researching the history of the two suites, however, I stumbled across a story that I felt needed to be part of this article. Let's start with that.

History

Microsoft introduced its Office suite in 1992 with Office 3.0. It included Word, Excel, PowerPoint, and Mail (later to become Outlook). Since that time, the suite has expanded to MS Office 2007, which comes in eight versions that include from 3 to 13 programs and runs on both Windows and Mac platforms. MS Office 2010, its newest suite, has reduced the versions to three, including 4 - 7 programs. Because it is a commercial product with a profit goal, MS Office is expensive, although non-profits can get substantial discounts through websites like TechSoup, and businesses can get deals on volume licensing. Office 2007 and 2010 are full-featured suites with frequent updates and great customer support and security.

OpenOffice.org has a different kind of history. The origins of OpenOffice.org (OOo) began in Germany in the mid-1980's with a suite called Star Office, created by the Star Division Company. It ran on several platforms, including Windows 98 and NT, Solaris, Java!, and Linux. In 1998, Star Office version 5.0 was offered free to users. The next year Sun Microsystems purchased Star Division, mainly to get free software for its thousands of employees and to compete with Microsoft.

In 2000 Sun first offered the source code for Star Office 5.2 free over the Internet. In October, the new OpenOffice.org website went online both as a free

downloadable office suite product and a collaborative project. Anyone could participate in improving the suite by submitting ideas or code. OpenOffice.org immediately became popular; the open philosophy was embraced by software developers around the world. By 2005, the free suite had reached 20 million downloads and over 150,000 registered members. It was a David and Goliath situation: big corporation versus the little guys.

All this time Sun had also continued to market its commercial office suite, Star Office, for a nominal cost to businesses, but free to educators. In January 2010, the large company Oracle bought Sun Microsystems and acquired the OpenOffice.org brand. Before that year was over, Oracle had stopped making Star Office free to educators and had introduced a new commercial product, Oracle Open Office (standard version for \$49.95 for 5 users or and enterprise version for \$90.00 for 25 users). Oracle is planning to offer its own office suite soon, an online product called Cloud Office, using Java FX and open document format, but not based on OOo code. It will be competing against the new rash of "cloud" office suites, such as Google Docs and Microsoft's Web Docs on SkyDrive.

As 2010 ends, the OpenOffice.org website remains intact; the suite is still a free download. But some Sun developers and many OpenOffice.org contributors are unhappy about changes that Oracle has made and worried that the company will soon remove "free" and "collaborative" from the OpenOffice.org vocabulary. Late in 2010 a new organization, this group formed the Document Foundation (TDF), to keep the open philosophy alive. They are working on a new office suite, LibreOffice, which is now offered for free download in beta. Its final version, based on the OOo code, is scheduled to come out in early 2011 with sponsorship from Novell, Red Hat, and IBM. How all of this drama will impact OpenOffice.org as a product is unclear. But the little guys are again making a stand against another Goliath.

Feature Comparison

MS Office clearly beats OpenOffice.org in features and formatting options, especially those introduced with Office 2007, such as themes, Quick Parts, picture styles, Word Art, macros, and content controls. Office 2007 offers encryption, more templates and an extensive Help system. It also has the new ribbon interface, whereas OpenOffice.org uses menus like MS Office 2003.

OpenOffice.org includes the common programs found in an office suite plus some interesting features such as font effects, backgrounds, and sounds. It is a solid office suite, especially for home and small business. Its advantages over Microsoft Office are cost (It is free

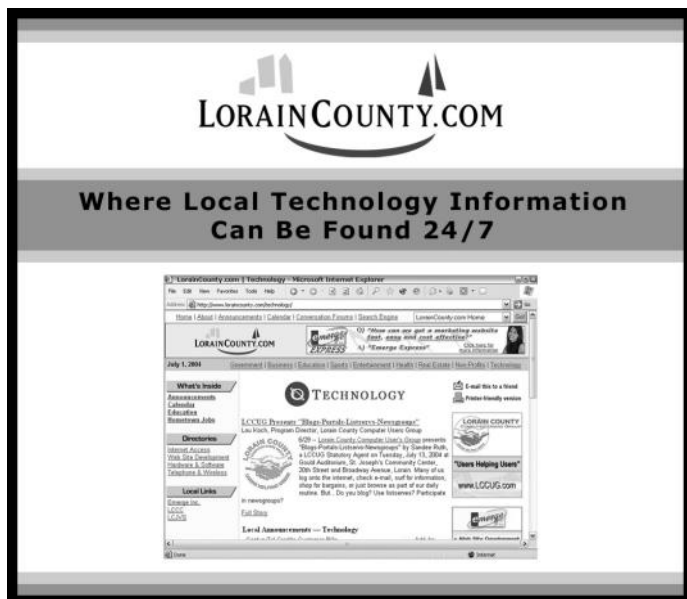
with an unlimited number of installations.), its ability to work with Linux and many other operating systems besides Windows, and its open philosophy. OOo runs a bit slower than MS Office, but takes up less disc space. Because it is a collaborative, it issues fewer updates and has fewer support options, but it also is less frequently attacked by malware. Even if you have never used an office suite, you can download this efficient little suite at www.OpenOffice.org and use it without much instruction.

Compatibility

As a Microsoft Office user, I was interested in how easy it would be to save files between the two suites since I have hundreds of Word documents and Excel spreadsheets. When I created a feature-filled Word 2007 document (.docx) and saved it as an OpenOffice.org file (.odt), it did save, but there were changes in margins and line spacing, and I lost all the Word 2007 features. When I created a document in OpenOffice.org (.odt), it would not save as a Word 2007 document (docx). I had to save it as a Word 2003 document (.doc), and then open it with Word 2007 in compatibility mode.

I concluded that it's best to choose one office suite and stick with it. In short, if you are a current MS Office 2007 or 2010 user, you will probably be happier staying where you are. If you are new to office suites, by all means give OpenOffice.org a try.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.



Custom Menu Stays, but Options Disappear

Summary: It can be disconcerting when a custom menu you've used for years suddenly loses all the options it previously contained. Here are some things you can check out to help track down the problem. (This tip works with Microsoft Word 97, Word 2000, Word 2002, and Word 2003.)

Long ago Norma created a "Macros" menu to which she added her most frequently used macros. Recently the menu emptied itself; her macros disappeared from it. (They still exist; Norma can get to them in the VBA editor, where they're attached to my Normal template.) She's tried adding them back to the menu, but every time she closes Word and restarts it, the menu is there, but the commands are gone again.

These sorts of problems can be difficult to track down. The first thing to check is if the problem is related, in some way, to document corruption. Specifically, it could be that your Normal.dot file is corrupted. Get out of Word and rename the file. Start Word and a new Normal.dot is automatically created. Stick a short, do-nothing macro in the template and then assign that macro to a custom menu. Get out of Word and back in again and see if the macro is still on the menu.

If it is still on the menu, then the problem has to do with the original Normal.dot file. The best solution is to rename it to some other name (like OldNormal.dot) and then transfer the macros from that file to the new Normal.dot file.

If the macro is not on the menu, then the problem probably isn't the Normal.dot template. Instead, you should take a look to see if there are some changed security settings on your system. Perhaps they were instituted by your company or they were installed automatically through some update to Windows or Word. If you can track down what setting changed, then you can modify the setting to allow your macros to appear on the menu.

It is also possible that some third-party add-in is causing a conflict, or a recent update to an existing add-in is causing problems. Disable your add-ins one at a time and see if the problem disappears.

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Using Google in Genealogy Searches

-by Kathi Reid

New to Genealogy?

<http://www.searchforancestors.com/gettingstarted/>

Step by Step Google Genealogy

Step by Step interactive instructions to creating your own google genealogy queries

<http://www.searchforancestors.com/archives/googlegenealogy.html>

Microsoft Office 2010

New Photo-Editing Tools

Thanks to the mainstreaming of digital photography, we're all awash in photos, not to mention how we're conditioned to expect that we can fix any shortcomings in our photos and manipulate them in creative ways with minimal effort. The latest version of Office acknowledges all of those realities by building robust new photoediting features into key programs of the suite. These tools aren't intended to rival those in a true photo package such as Adobe Photoshop, but Office's tools are good enough to let you do a lot of everyday photo work without leaving the program where you're creating documents.



Picture Styles & Layout

You can start experimenting with the tools by placing an image in a Word, Excel, or PowerPoint document or Outlook message (click Insert and Picture). When you click the photo, you'll see a Picture Tools/Format tab appear on the Ribbon. One familiar feature is Picture Styles, which lets you choose a new border for the photo. You can add a picture frame, an oval shape, faded edges, reflections, shadows, and more with almost 30 looks available in this gallery. For even more options in this area, click the drop-down menus for Picture Border and Picture Effects.

Here, you can choose from a variety of additional effects using beveled edges, 3D looks, shadows, and more. Under Picture Effects, try the Presets category for looks that use preassembled designs of elements drawn from the various menus.

The Picture Layout drop-down menu lets you format images using designs similar to the Smart Art photo options also added in Office 2010. With these designs, Office adds various graphical shapes and text boxes to an image, making it easy to label the photo or use it as a larger design element.

Fun Extras

The really fun photo tools are located on the left side of the Picture Tools/Format tab. Remove Background is the feature that probably does the most to convince you of how serious the photo editing tools are in this Office edition. The tool lets you quickly highlight part of a photo and remove all the background elements. It's perfect for jobs such as pulling a person's face out of a crowded shot or isolating an object such as a vehicle in a shot taken amid scenery.

The Corrections and Color buttons handle tweaks that are probably familiar from even the basic photo-editing software that came with your digital camera. Here, you can change a photo's brightness, fix its contrast, and recolor it (including adding some cool black-and-white poster-style looks).

Artistic Effects

You'll truly start feeling artistic when you spend some time playing with the options under the Artistic Effects button. The gallery here lets you apply a variety of Photoshop-style filters to an image, turning a relatively average-looking photo into one with lots of impact.

As you're developing photo styles you like, don't forget the Change Picture button, which lets you insert a new image while preserving the size, position, and most of the formatting that you've already applied to the existing image. (Artistic Effects will need to be reapplied.)

Regardless of how great your photo looks, one aspect that's sure to get frustrating in Microsoft Word is the way text wraps around the photo. To get the layout you want, use the options under the Position and Wrap Text tools.

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nonresident virus

A term used to describe a virus that activates when the user opens an infected program, wreaks its havoc, and resides in RAM (random-access memory) only long enough to perform the intended operation before turning off. Unlike resident programs and viruses, nonresident infectors do not use TSR (terminate-and-stay-resident) programs to remain active in a computer's memory and have a much shorter activation time.

This fact can make nonresident viruses harder for the user and some antiviral utilities to detect, because the computer's available memory is only reduced for a short time.

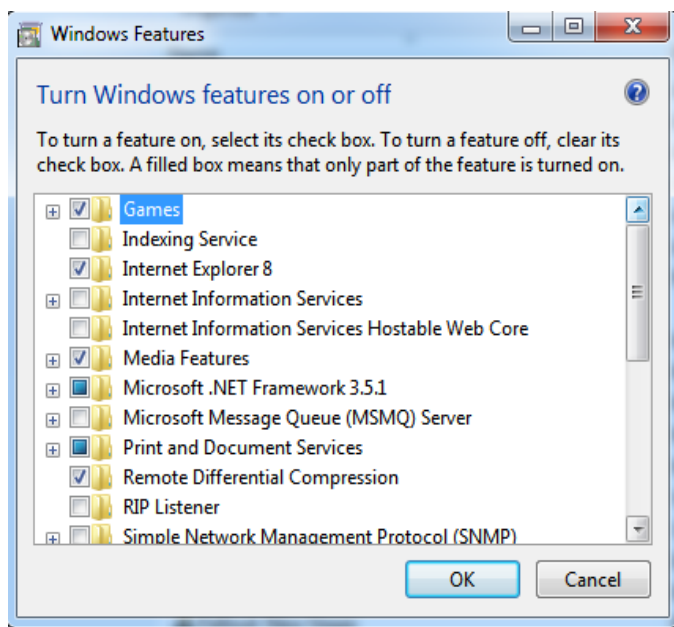
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You've got them. Why Not Use Them?



People configure their desktops in different ways for an all encompassing assortment of reasons. Most use the Windows defaults which are quite reasonable, but operate from a false assumption that “factory specifications” are enough. Windows has lots of useful features not included in the default settings which could have great benefits, but if one doesn't know the features are there, one can never enjoy these prospective benefits.

Let's start by opening the **Control Panel** and clicking on **Programs**. In the **Programs and Features** section click the **Turn Windows Features on or off**. A dialog box appears which will enable you to turn features on or off. (See illustration).



There's probably much more here than you want, so let's examine several features that you are more likely to use rather than the ones which require professional technical knowledge to be useful.

The Indexing Service got a bad reputation in Vista because it was annoyingly slow. There is no doubt that Vista was a resource hog so any service or utility that had additional requirements tended to bog down the system even further. Microsoft resolved the problem in Windows 7 by turning the Indexing Service off by default. That's too bad because the utility can actually be very helpful in locating files and other content through flexible inquiries. Try it, you just may like it.

Internet Information Services (IIS) and Internet Information Services Hostable Web Core: You will not be held accountable if you don't know what these tools do or if you choose to ignore them. IIS is mostly regarded as a major component of a server while the **Hostable Web Core** performs fewer functions and needs fewer resources. If you

write web based applications or wish to experiment hosting a web site on your desktop, these tools may be essential.

Microsoft Message Queue Server: This utility has been around for years and most application developers have come to ignore it because it's not new. If you send and receive messages on a regular basis with people who are in remote locations on the planet, and have “iffy” connections, you now have a tool to build a message queue, store a message within it, and send it when the connection to the recipient is up and running. You can also create a similar structure for receiving messages. Using this tool effectively requires basic programming skills.

Simple Network Management Protocol (SNMP): Everyone who uses a computer on a regular basis should be concerned about unauthorized access to personal information or attempts to trick people into revealing information which should remain private. If you have a home network, wireless or not, SNMP gives you better control over devices on the network. You can configure hardware, troubleshoot more effectively, and in many cases even track down attempts to crack into your network. This tool requires a working knowledge of how a network operates.

Telnet Client: This is a great diagnostic tool if your email client is acting strangely and normal diagnostics can not resolve the problem. Turn it on when you need it, and turn it off when you're not using it as there are security issues with it.

These tools are not for everyone, especially those with little computing experience, but your level of knowledge shouldn't remain at the novice stage. Challenge yourself and you won't be like the guy who thinks he has twenty years of experience when in reality all he has is one year of experience twenty times.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

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Samsung PC 7 Series: When Tablet Meets Netbook

Finding the perfect balance of netbook and tablet computer can be an exercise in frustration. For some users, tablet PCs strike the right mobile chord, but the lack of a physical keyboard on some models can be a hindrance. For others, netbook just aren't quite portable enough. The new Samsung PC 7 Series seeks to bridge the gap with a hybrid netbooks-tablet design that bundles the best of both worlds.



With its unique hybrid design, the Samsung PC 7 features a Touch screen and a keyboard that slides beneath the display when in tablet mode.

Like tablets, such as Samsung's own Galaxy Tab, the PC 7 (starting at \$699; www.samsung.com) includes a touchscreen, but unlike the Galaxy Tab, this device features a slide-out keyboard that rests beneath the screen when not in use.

Also, whereas the Galaxy Tab uses Google's Android operating system, the PC 7 travels a more traditional notebook OS (operating system) route with Windows 7 Home Premium.

In fact, although the PC 7 assumes the guise of a relatively thin tablet that weighs just 2.2 pounds, it packs a bit of a punch beneath its hood. This hybrid (also called a "convertible tablet") includes a 1.66GHz Intel Atom Z670 processor and 2GB of DDR2 (double-data-rate 2) RAM, along with a 4-in-1 memory card reader; 1.3MP (megapixel) Web cam; HDMI (High-Definition Multimedia Interface) port; a lithium polymer battery with up to nine hours of charge time; and integrated Wi-Fi, WiMax, and 3G technologies. The PC 7 comes equipped with either a 32GB or 64GB solid-state drive that provides a quick boot time through Samsung's Fast Start technology, which powers up the unit in about 15 seconds.

The PC 7's 10.1-inch touchscreen has a native resolution of 1,366 x 768 pixels, and an Eco Light Sensor helps conserve battery power by sensing available ambient light in the room and accordingly adjusting the screen's brightness.

PC 7 users won't need to initially go hunting for touch-enabled applications, because the hybrid comes preloaded with several apps optimized for its display. For example, Samsung bundles touch apps for music, video, notes, photos, weather, time, compass, and other tasks, though users can also search for more apps through the Samsung App Manager and Windows Product Scout. Also included is Samsung's AllShare, which lets users control, search, share, and play multimedia content across other DLNA (Digital Living Network Alliance)-certified Samsung devices, such as TVs, PCs, cameras, and smartphones.

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Accessing Old Excel Data

Summary: *If you have some legacy data stored in very old spreadsheet files, you may be wondering how to get that data into an Excel worksheet. Here's some ideas that can help you track down a solution. (This tip works with Microsoft Excel 97, Excel 2000, Excel 2002, Excel 2003, and Excel 2007.)*

If you have used computers for some time, you have accumulated quite a bit of data over the years. Unfortunately, not all that data is accessible any more. I have very old spreadsheet data stored in Multiplan files, and if I search around a bit longer, I can probably find some disks containing VisiCalc information.

Accessing information stored in old formats can be a big problem. If you update your computer every couple of years—hardware and software—there is a very good chance that you have old data that is essentially lost because you can no longer load it into a program.

There are several approaches you can take if you need to access older data. First, you can install the older versions of the software on your system (if you have the software) and then save the data files in some "exchange" format. For instance, you can save old Multiplan or early Excel information in SYLK format, which can then be read into newer versions of Excel.

Second, you can search through the Microsoft Knowledge Base for information on doing conversions. For instance, when I searched through the Knowledge Base for "Multiplan," I was able to find several pertinent articles that discussed different ways to update information for use with recent versions of Excel. The Microsoft Knowledge Base is available online at this URL: <http://support.microsoft.com/>

Third, you could contact a user in your community who has the older version of the software and use their computer to do the upgrade. Many times you can find such users through a local user's group or through a computer store that sells used computer systems.

Finally, there are companies that specialize in doing data conversions. You can search on the Web for such companies and get quotes for updating your data.

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RootsMagic Webinar's

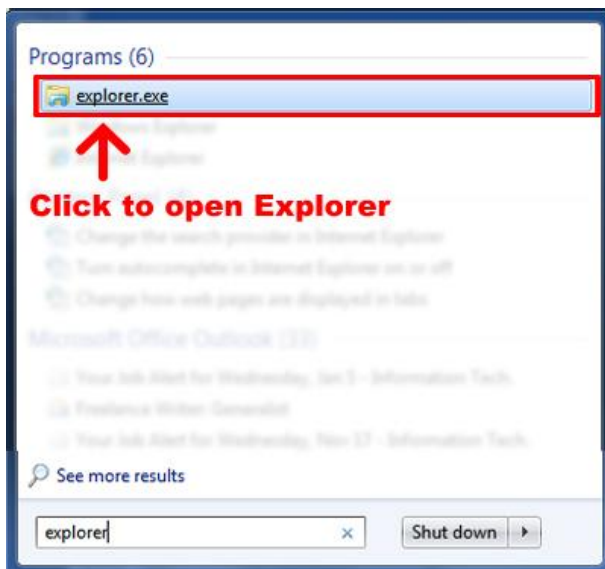
Creator Bruce Buzbee is now having webinar's to help you RootsMagic3 fans better understand how to use, RootsMagic3, Personal Historian & Family Atlas. These webinars are free and if you have missed any they are at the website listed here: <http://www.rootsmagic.com/Webinars/>, these webinar's are a great help. Check them out.

Search Date Range in Windows 7 Explorer

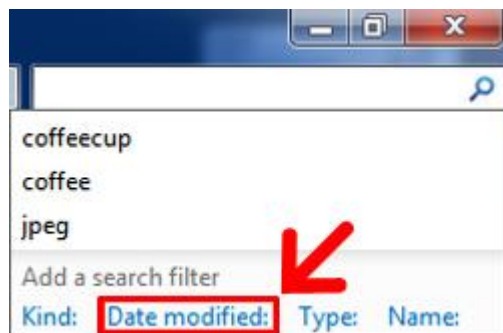
Posted By [Andrew](#) On February 28, 2011 @ 9:38 AM In [Windows Explorer](#)

Have you ever wanted to search for a file or folder in Windows 7 and had a specific date range in mind? Well, good news, then! Windows 7 Explorer has just the function you're looking for!

So, open Windows Explorer by going to **Start**, then typing **Explorer** in the Search Box. When the results pop up, click Explorer.exe.



Once in Windows Explorer, either hit **Ctrl+F** or just click the search field in the upper right-hand corner. You'll notice some filter options along the bottom, like **Kind**, **Date Modified**, **Type** and **Name**. Type in what you're looking for in the box and then click **Date Modified**.

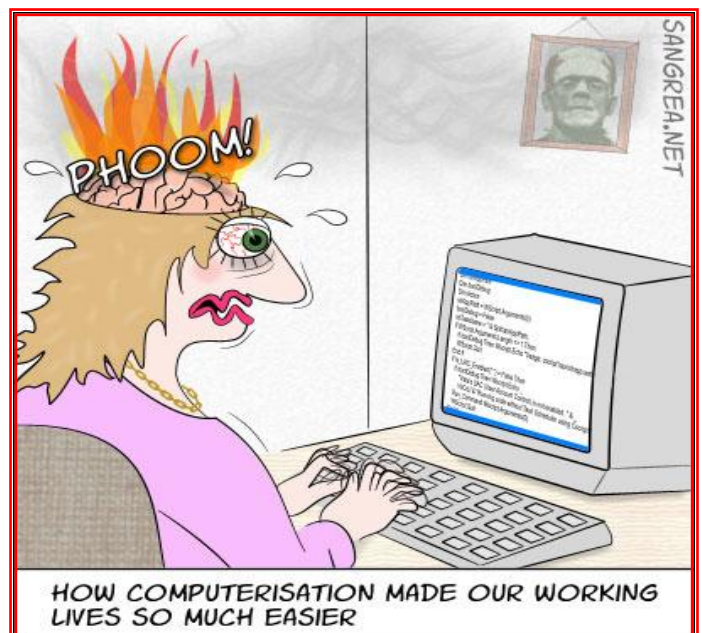


The calendar should pop up. With it, you can search by day, month or from a list of generic timeframes like "Earlier this week" or "A long time ago". As you specify, your results will pop up on the left side of your Explorer window.



Searching by date made easy!

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President Requests \$423M for National Archives FY12 Budget

Eastman's Online Genealogy Newsletter

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Standard Edition (Free) & Plus Edition (\$)

Washington, D.C. . . President Barack Obama today sent to Congress a proposed Fiscal Year 2012 budget request for the Federal Government that calls for \$422,501,000 for the National Archives and Records Administration (NARA).

The requested amount for NARA is an 8.2 percent decrease from the FY 2011 President's Budget request of \$460,287,000. NARA still has not received an annual appropriation for FY 2011 and is operating under Continuing Resolution Authority which holds our spending to FY 2010 levels.

"This is a difficult budget climate that has required extraordinary actions such as freezing Federal Government civilian employee pay for two years. NARA's budget reflects that reality. However, with the resources provided we will be able meet our vital mission to preserve the nation's important records and make them accessible to the public as soon as possible," said Archivist of the United States David S. Ferriero.

The greatest budget savings will come from the earlier decision to stop development of the Electronic Records Archives (ERA) and move directly into an operations and maintenance mode. This transition at the end of FY 2011 will reduce program expenditures by \$36,300,000. Beginning in FY 2012, ERA will become an operational system and will be moved back into the Operating Expenses (OE) appropriation.

In FY 2012, the President is requesting \$403,742,000 for the merged OE and ERA appropriation. This is a net decrease of 7 percent or \$30,447,000 from the combined FY 2011 President's Request for OE and ERA of \$434,189,000. While the majority of the decrease is within the ERA program, NARA followed Administration guidance in reducing or eliminating a variety of programs to ensure that available resources are going towards our most critical mission requirements.

New priorities that the National Archives will be able to accommodate within available funding include: hiring 15 new employees to improve government-wide and internal electronic recordkeeping; obtaining storage space for archival records to address the critical shortage of records storage space in the Washington, DC, area; supporting records storage space requirements for ar-

chival records at the new National Personnel Records Center in St. Louis, MO; continuing to build and expand the IT infrastructure for the National Declassification Center; and hiring 11 employees to improve research room holdings protection in the Washington, DC, area.

The President also recommends a 3.5 percent decrease in the budget for NARA's Inspector General which returns their funding to FY 2010 levels of \$4,100,000.

For Repairs and Restoration (R&R) to NARA-owned buildings, the President is seeking \$9,659,000, a decrease of 18.5 percent from the FY 2011 request. These resources will be applied to NARA's base R&R requirements. The Budget also requests the removal of restrictions placed on \$6,341,000 in previous fiscal year building project funding. We will use \$341,000 to support base R&R requirements and the remaining \$6,000,000 will be used for the top priority project in NARA's Capital Improvements Plan, which calls for changes to the infrastructure on the ground floor of the National Archives Building in Washington. This will complete the work planned to begin in FY 2011 with

Congressional support to prepare the infrastructure for creation of an orientation plaza to improve visitor circulation to the Charters of Freedom, Public Vaults, McGowan Theater, and Lawrence F. O'Brien Gallery temporary exhibit gallery. It will also create space for a new Freedom Hall gallery and expand the gift shop. The Foundation for the National Archives has committed to raising matching funds for this project.

For the National Historical Publications and Records Commission (NHPRC), the grant-making arm of the National Archives, we will be able to maintain a viable grant program with the President's \$5,000,000 request for this program. This is a 50 percent reduction from the FY 2011 request.

Mobile Firewalls

Smart Computing
In Plain English

If you're going to connect to public wireless hotspots, you should consider using a personal firewall to help protect your system. Windows XP includes an integrated firewall that provides basic protection, but you might want to consider additional protection. You can find some personal firewalls, such as Zone Labs' ZoneAlarm, available for free via the Web. Commercial software, such as Symantec's Norton Personal Firewall, help you control both inbound (attacks against your computer originating from the Internet) as well as outbound data (data being sent from a Trojan horse accidentally installed on your system).

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Commodities Watchdog Warns of Precious Metals Scam

The government organization responsible for overseeing trading in commodities has issued a warning about a precious metals scam that's hooking scores of gullible investors.



Recent surges in the price of gold have attracted inexperienced speculators into the metals and currency markets, in their quest for high returns and quick profits.

Most sane investors know that the promise of fast, juicy profits is either laden with high risks or, even worse, a scam.



In an earlier issue of Scambusters, **Heavy Metal -- How to Avoid Rare Coin Scams**, we exposed precious metal scam tricks relating to rare coins. The risks we outlined then are still relevant today, and some apply to the whole field of metals trading, not just coins.

But the particular precious metals scam that has the Commodity Futures Trading Commission (CFTC) worried right now is a "buy now -- pay later" scheme that seems particularly attractive because of the low initial outlay.

The Commission explains: "Certain companies advertise on radio, television or Internet websites, or make telephone 'cold calls,' to promote the purchase of precious metals such as gold, silver and platinum.

"In the CFTC's experience, the advertisements, infomercials and telephone solicitations often promise quick riches -- such as the ability to double or triple the customer's initial **investment** in just two or three months -- all with low risk."

These firms often tell customers they need pay only a fraction of the total purchase price.

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ScamBusters at <http://www.scambusters.org>*

Counterfeit or Real?

7 tips for avoiding counterfeit items online:

Internet ScamBusters #31 Internet ScamBusters™

By Audri and Jim Lanford Copyright © Audri and Jim Lanford Issue #31

Seven Tips for Avoiding Counterfeit Items Online

We're often asked how to avoid buying counterfeit items on the Net. Here are 7 tips to avoid getting taken:

•Don't ever buy an item that you learn about via bulk email ("spam"). Your chances of receiving the item *at all* are only 45%, and the chance of your getting what you think at a reasonable price (so you're happy with the transaction) is less than 5%. In other words, as Jim likes to say, "If it's spam, it's scam."



•Always use a credit card to purchase online. This protects you. Your maximum exposure is \$50, and often you won't even lose that amount if you get scammed.

•If you are buying something at a reputable online auction site, always check out the references for the seller and only buy from sellers who have good references. And take advantage of online auction guarantees, such as those offered by amazon.com.

•Don't conduct business with an anonymous user. Get the person's real name, business name (if applicable), address, and phone number. Verify this information before buying. And don't send your payment to a post office box.

•Be more cautious if the seller uses a free email service, such as hotmail, yahoo, etc. Of course, most people who use these free services are honest. However, most problems occur when a free service is used. After all, with a free email service, it is very easy for the seller to keep his or her real identity and information hidden.

•Save copies of all of the emails and other documents involved in the transaction. Then, if you discover that an item is counterfeit, you have documentation to help you deal with the problem.

•Use common sense and trust your intuition. If you have a funny feeling about an item, don't buy it. You're very likely right that it is counterfeit.

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Keep It Cool

Computers generate quite a bit of internal heat, especially if they are running video or audio applications or multiple programs simultaneously. Excess heat over prolonged periods of time can damage components and connections, not to mention affect performance. All computers are equipped with fans that dissipate the heat, but sometimes they can't keep up, especially if the vents are blocked or occluded by dirt and dust. In addition to keeping the vents clear, you can keep your computer cool and healthy by keeping the room temperature lower and making sure air can circulate around your computer.

Insert Symbols In Word

There are hundreds of symbols, icons, and foreign letters that are not present on a standard QWERTY keyboard but still find daily use in documents across America. The symbols available in Word include copyright and trademark icons, umlauts, accents, monetary symbols from all over the world, and many more. To insert a symbol, click Insert, then Symbol. When the dialog box appears, scroll through to find the symbol you need, click on it, and click Insert. Click Close to get rid of the dialog box.

noosphere

An ambiguous term created by French theologian Pierre Teilhard de Chardin in the early 1940s and used to describe a hypothetical realm containing all human knowledge. Many researchers view Chardin's definition of the noosphere as a prediction of the Internet decades before its creation. Others feel that the noosphere is actually much more—a place of collective consciousness and super-human thought, ideas, creation, and communication that unites all human beings—and that advancements in the Internet and artificial intelligence

technologies hold the key to making the noosphere a reality.

Keyboard Shortcuts In Word

When your fingers are flying across the keyboard, isn't it nice to just tap a few buttons to make something happen rather than having to stop, grab the mouse, and start clicking around? Learning keyboard shortcuts for various operations is wise, but you can also program your own. In Word 2003, click Tools and select Customize. When the dialog box appears, click the Tools tab, then check all the toolbars you want to edit. Click the Commands tab. Click on a toolbar button to change it; then click Modify Selection and type a name for the button, an ampersand, and the new shortcut letter in the Name box. Hit enter and close the dialog box.

Online Radio

If you're tired of listening to your MP3 player or the set of CDs you have lying around your desk, try an online radio station. There's a variety of free Internet radio stations, so you can select a format that's both entertaining and helps you focus on work. One of our favorites is Pandora, which suggests songs you might like based on the songs or artists you tell Pandora to play.

Regular Backups

It's important to do regular backups, especially for a notebook you use for business. But in this scenario, you should really make sure that your backups are truly ready to assist in disaster recovery for your PC. This means the backup media should be kept in a separate location from your notebook; be bootable in case your hard drive must be replaced; and be able to restore your entire OS, along with your apps and data files.

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