

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
Volume 23 Number 6 June 2011



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**Tuesday
June 14, 2011**

Open Source Software Alternatives



Presented by

**Mike Zellers
LCCC Professor**

**Tuesday
June 28 2011**

NO Meeting

***Annual Picnic
July 31, 2011***

***French Creek Reservation
Read All About It on Page 6***



**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 Begins Between 7:00 & 7:15 PM**

A Word From Our President



Why a smart phone

Smartphones may be thought of as handheld computers integrated with a mobile telephone. While most feature phones are able to run applications based on platforms such as Java ME, a Smartphone allows the user to run and multi-task applications that are native to that hardware. Smartphone's run complete operating system software providing a platform for application developers. Thus, they combine the functions of a camera phone and a personal digital assistant (PDA).

Many people who haven't used a Smartphone can't imagine why they would want a computer that small to carry with them all the time. They probably have a desktop computer or laptop and a "regular" cell phone and don't see why they would need anything more.

While I don't have a "Smartphone" I encouraged my daughter to get one a few years ago when it was time for her to upgrade her phone. Although, she was reluctant to pay the added data fees, now that she has had it for a while, she would be very reluctant to go back!

I have had a cell phone for many years, but it has always been a pre-paid phone and has always suited me just fine. My cell phone expenses seldom are more than \$100 for the year. I have it for convenience, to make a quick call to a business to see if they are open or if they have a product I want, to talk to family and for an emergency. It has worked just fine.

That is probably the main reason I haven't moved to a Smartphone. My gadget loving self would love to be able to do what a smart phone does. But the expense, especially since my cell phone needs are so modest, cannot be justified. Yet!

I have "always" carried a palm PDA and know the usefulness of such a tool. As these many new mobile devices came along, the compromise that I have found for myself is an iPod touch.

This is basically an iPhone without the cell phone service or the data service. I just need to be in a Wi-Fi area to get the fun bells and whistles. Therefore, when I am at home, at most friends homes, public library, a McDonalds or Wendy's, etc. I can use the full features of the iPod touch.

When I am in a Wi-Fi area, I can read my email, access all contacts, my Gmail calendar, Twitter, Facebook, any blogs I read, the news, weather, etc, etc, etc.

LCCUG Officers For 2011

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch & Carole Doerr vp-programs@lccug.com
Secretary	Don Hall secretary@lccug.com
Treasurer	Micky Knickman treasurer@lccug.com
Newsletter Editor	Pam Rihel newsletter@lccug.com
Web Page Editor	Richard Barnett webpage@lccug.com
Statutory Agent	Sandra Ruth statutory_agent@lccug.com
Director of Membership	Dennis Smith membership@lccug.com
Director of Advertising	Richard Barnett advertising@lccug.com
Director of Public Relations	Carole Doerr public_relations@lccug.com
Director of Education	Kaye Coller education@lccug.com

Most all of my apps are free ones. I have paid 99 cents to 1.99 for a couple if I thought they were worth it. The hard thing is not to want to try everything. There are over 350,000 apps for the iPhone in the iTunes store.

If I am not in a Wi-Fi area, I can still play almost all of the games I have downloaded, read dozens of books I have downloaded, listen to my whole collection of music, view all of my recent photos, watch a movie, check a recipe I saved, write a memo or to do list.

I can always amuse myself for hours with this device – as long as the batteries hold out!

When I am in Wi-Fi and can use the extra value tasks, I can appreciate how nice it would be to have those available to me ALL of the time. But at this point, I am waiting for a better cost for the data plans to make that more affordable – justify that expense.

Presidents Column (Continued on page 19)

TUESDAY
June 14, 2011

Open Source Software Alternatives

Presented by

Mike Zellers
LCCC Professor

Professor Mike Zellers will describe exactly what open source means, how it is developed, and why this unlikely process does work so well. He will also review some of the most common Open Source applications.

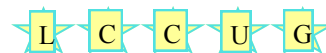
"Open Source is where the source code which makes up the application is freely available to download, to distribute, to review," said Paul Holt of open source technology company Red Hat.

"It's essentially developed by any number of organizations, individuals, or academic institutions. The advantages of it are numerous because there are many eyes on the code itself and it tends to be much better in terms of the quality of software - peer review etc."

This should be a very interesting and enlightening evening.

TUESDAY
June 28, 2011

No Meeting Tonight 2nd Monthly Meetings are Cancelled for the Summer



READ ALL ABOUT IT!!!!

Our 2nd meeting of the month is **cancelled** for the Summer. The board thought that a lot of our members would be going on vacation or just wanting to spend summer time with their family friends, so only one meeting a month until September.

We have some exciting meetings coming up:

- ✓ **July 12, Cloud Computing Updates by VP Lou Koch**
- ✓ **August 9, What's in Your Hard Drive? Here are the A,B,C's by member Neil Higgins**
- ✓ **September 13, Networking Your computers By Lloyd & Carl from Discount Computer Parts**

So be there or be square....





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Executive Board Meeting Minutes

MAY 5, 2011

Attending were Sandee Ruth, Carole Doerr, Don Hall, Pam Rihel, Richard Barnett, Dennis Smith and Kaye Coller.

The board discussed awarding certificates for years of membership. We will check with Lou Koch to see what records are available.

The Q & A and tips will begin at 7 PM with the meeting to follow.

Carole and Sandee will attend the APCUG conference.

The 200 tickets have been sold, so the laptop computer drawing will be held at the May 10 the meeting.

Kaye will have forms available for attendees at the next meeting requesting their wishes for future classes.

Sandee will make inserts for the new program brochure listing the annual picnic and the APCUG conference.

Dennis reported the computers/printers have been removed from the Senior Center and delivered to the recycle center.

The June board meeting will be held May 31.

Pam moved, Carole seconded the meeting be adjourned.



General Meeting Minutes

MAY 10, 2011

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the May issue of the *INTERFACE* was made by Ken Kohler, seconded by Neil Higgins. Motion passed.

Sandee told attendees about Pam's upcoming genealogy class and a beginner's computer class at LCCC.

Seaman John Larrison of the US Coast Guard Station in Lorain then talked about the two primary responsibilities of the local station: Search & Rescue and Enforcement. He told of the importance computers have in their encrypted Internet Messaging System. How they communicate between ship & shore and the adjacent stations – Marble Head and Cleveland. There was an extensive question and answer period which he handled very well although limited due to security constraints.

Carole Doerr won the money raffle, Carl Italiano won the first software/hardware raffle, Janis Mason won the Laptop raffle.

Terry Deshon's name was drawn for the attendance raffle, however he was not present.

Joe Harrold moved, Pam Rihel seconded the meeting be adjourned.

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.

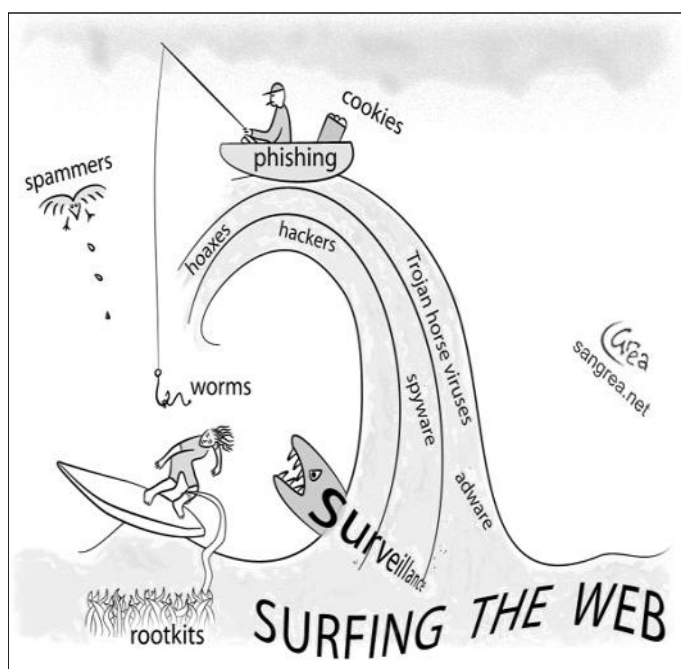
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*** Computer Systems Unlimited is happy to offer a 5% discount on all computer systems ordered by LCCUG members.**

*** 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





Pam Rihel LadyGeneo@roadrunner.com

Important Information That Can Be Found On Religious & State Documents:

The document below is my grandma Ryan's Baptismal Certificate. On this certificate, there is all kinds of great information. Make sure you read the whole certificate.

Things to look for on a certificate:

- * Ancestor's name/given name
- * Parent's names
- * Mother's maiden name
- * Place the Rite took place
- * Date of the event
- * Sponsors
- * Priest

The Holy Sacrament of Baptism

This is to Certify

That Mary Schuller

The Daughter of John Schuller

and Mary Anna Schneider

born in New Bavaria, Ohio on March 1, 1893

was Baptized on March 12, 1893 in the Church of Sacred Heart, New Bavaria, Ohio

according to the Rite of the Roman Catholic Church

by Rev. William A. Harks

Sponsors were George Thomas

and Barbara Gilgenbach

as recorded in the Baptismal Register of this church.

Joseph P. Brobst Pastor

Date June 4, 1965

SEAL OF CHURCH

Symbol—The fishes, or souls of the faithful, seek Baptism at font, then enter basket, or Church.

Form No. 56 © Benziger Brothers, Inc., 1950 Made in U.S.A.

My grandmother's given name was Mary Barbara, she always hated that name so she went by Marie.

Next is my parents Marriage License, note the information on this document:

- * State in which the marriage took place.
- * Groom's name
- * Bride's maiden name
- * Date of marriage
- * Witnesses
- * Pastor's name
- * Address where marriage took place, some licenses list the church's name, this is the State issued license

Check out all the documents in your families household to see if you can find anything you didn't know and remember to make copies and to **DOCUMENT** where you found the information and **SOURCE** in your family tree.

No. 24 - Vol. 18

MARRIAGE LICENSE

STATE OF OHIO }
LORAIN COUNTY }

TO ANY PERSON LEGALLY AUTHORIZED
TO SOLEMNIZE MARRIAGES IN THE
STATE OF OHIO:

GREETINGS:

I, H. H. NYE, JUDGE OF THE PROBATE COURT, within and for the County and State
aforesaid have licensed and do hereby

LICENSE AND AUTHORIZE

Mr. Robert Casper and
M.iss Dorothy M. Ryan

TO BE JOINED IN MARRIAGE

IN WITNESS WHEREOF, I have hereunto sub-
scribed my name and affixed the seal of said Court
at Elyria, Ohio, this 19th day of
September, 1941

H. H. NYE, Probate Judge.

By E. Bradbury Deputy Clerk.

MARRIAGE CERTIFICATE

I DO HEREBY CERTIFY, That on the 27th day of September
in the year of our Lord, 1941, I solemnized the Marriage of
Mr. Robert Casper and M.iss Dorothy M. Ryan
in accordance with the Laws of the State of Ohio.

Witnesses:

Urban L. Casper Albert A. Casper
Phyllis Schuller Assistant Pastor

310-F 14 St. Lorain Ohio
Address

This copy for the contracting parties.

Not All the information on documents are correct. My mothers birth certificate lists my grandmother maiden name as Schneider, when in fact it was Schuller.

I think that where it asked to list mothers maiden name my grandmother thought they meant her mothers maiden name and so that is what she wrote in. I found another copy of the same birth certificate and the mother's maiden name had been corrected.

LCCUG

2011 Annual Picnic

French Creek Reservation Metro Parks

Pine Tree Picnic Area Shelter #1

(off French Creek Road)

in Sheffield Village, Ohio

July 31, 2011

1:00 pm to 5pm



The Picnic Committee will supply the hot dogs, hamburgers and the condiments.

Your obligation is to bring a dish to share, your own place settings & your preferred drinks.

We will have door prizes and games.



***You can sign - up
at our
June 14th Meeting***



We are in need of volunteers to help set up and clean up after the picnic.

Interested in volunteering email
Carol Doerr at: public_relations@lccug.com
or me, Pam Rihel at: newsletter@lccug.com

Looking forward to seeing all our members there with their family and friends.

NASA Plum Brook Tour

April's tour of the Plum Brook Facility in Sandusky, with many of our members and friends attending and enjoying the tour.

Are you interested in taking more tours? Just let the officers know what facility you would like to tour and we will certainly try to make it happen.

Thanks to all who came on this tour.

L C C U G



Free Credit Reports are Not Always Free

How Can You Get a Copy of Your FREE Credit Report?

You've probably already heard by now that you are entitled to a free copy of your credit report from each of the three [credit reporting agencies](#). Locating a genuinely free credit report can take a bit of effort, as you'll see below.

When Free Isn't Really Free

On many websites where consumers are offered free credit reports, they are also simultaneously signing up for monthly [credit monitoring](#) services. After the first month, if the consumer doesn't want to continue with the service he or she will have to cancel or continue to be billed.

The problem is that many consumer know that they are guaranteed a free [credit](#) report with no strings attached, but they fail to read the fine print after stumbling on a website that offers a free credit report in conjunction with signing up for a service that company offers.

You Have a Friend In The FTC

The [Federal Trade Commission](#) website is at [www.ftc.gov](#). On their website, the FTC lists information about how consumers can obtain a copy of their free credit report. [Annualcreditreport.com](#) is a website that the FTC directs consumers to in order to get a free copy of their credit reports.

Consumers can only get one copy of their [credit report](#) from each of the three agencies per year. Ultimately if you are ordering a free credit report from a website make sure you thoroughly read the terms and conditions before going any further to make sure that you aren't signing up for some service that you don't want.

Your Report Is Not Your Score

You may notice this [free credit report](#) is deficient of the well-known FICO score. The FICO score is a proprietary number calculated using formulas to determine your credit worthiness. The exact formulas are not available to the public.

We live in the world of automation, and your FICO is used to determine everything about your credit history. For example, when you apply for a department store credit card, you get an [instant credit](#) decision on your credit. This instantaneous decision is based upon on a quick look at your FICO score.

To get your FICO score, you need to pay money on a

website like [www.myfico.com](#). However, your free credit report will in most cases be good enough. Instead of paying money to find your exact FICO score, just use your free credit report to view or repair your credit.

A General Clue

Although the exact FICO recipe is hidden from the public, looking at your free credit report will give you a rough estimate of your score. FICO score improve over time with established credit and no delinquencies of 30 days. Delinquency of 60 days or greater cause even more damage. Too many high balances relative to your credit limit causes your score to drop. Order a copy of your free credit report and take a closer look at your credit history to see where you can make improvements.

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Copy An Entire Excel Worksheet

It's easy to copy data from one worksheet to another, but if you have reformatted the width and height of columns or added headers and footers, you should copy the entire worksheet to avoid making those changes on your second worksheet. To copy and paste everything, press and hold the CTRL key, click the tab of the worksheet you want to copy, and then drag it to worksheet tab where you want to paste the data.

Keep Up With Updates

Many types of viruses and malware use known vulnerabilities in Microsoft's Windows operating system to find a loophole into your computer. Typically, the Windows Update patches fix the known issues and help keep your PC secure. If you don't want to Windows to automatically update, at least configure Windows Update to notify you of the latest patches, so you can check out if there are any security updates that may be needed to fix holes in Windows.

Customize Windows Explorer

The toolbar of Windows Explorer offers a few quick navigation tools, but you can also add button to the Explorer toolbar to make it easier to access the options you use most often. To add features to the Toolbar, right-click it and select Customize. Under the Available Toolbar Buttons heading, you'll see a list of items you can add. Select the items and then click the Add button. Error! Hyperlink reference not valid.

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

Inserting Tomorrow's Date

You may want to insert tomorrow's date into a cell in your worksheet. This is easily done by simply creating a formula that includes the function for today's date, as in the following:

```
=TODAY () + 1
```

This formula first determines today's date and then adds 1 to it, resulting in tomorrow's date. You can then use Excel's formatting features to display the resulting date in any manner desired.

Besides displaying tomorrow's date, you can modify the formula to display a date at any time in the future. Simply change the formula so the desired number of days are being added to today's date. For instance, if you wanted to determine a date two weeks in the future, you could use the following:

```
=TODAY () + 14
```

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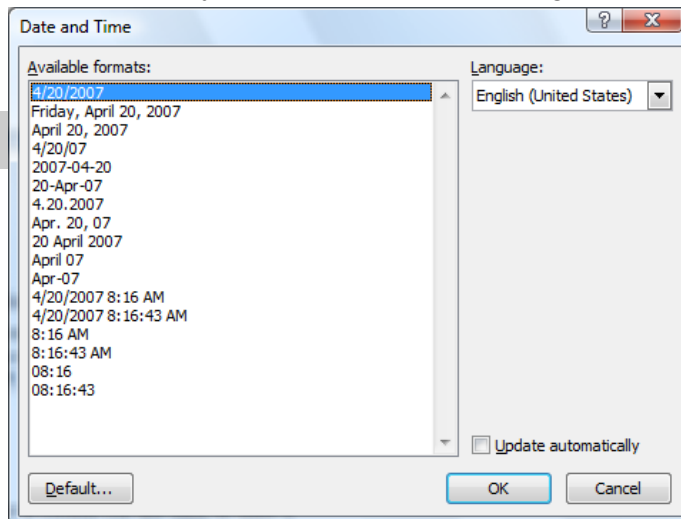


Inserting the Date and Time

Undoubtedly, the time will arise when you need to insert the current date or time in your document. This may be in the introduction of a letter or in a header or footer. Word allows you to quickly insert the date or time in several different formats. This information is inserted as a field which can be updated manually or is updated automatically when you print the document.

To insert the date or time into your document, follow these steps:

1. Position the insertion point where you want the date or time inserted.
2. Display the Insert tab of the ribbon.
3. Click Date & Time in the Text group. Word displays the Date and Time dialog box.



The Date and Time dialog box.

4. Select a format for the date or time.
5. Select the check box at the bottom of the dialog box if you want the selected date or time to always reflect whatever is current. If you choose this, it means that Word inserts the date or time as a field so that it always represents the current date or time.
6. Click on OK. The date or time, as specified, is inserted in your document.

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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: Tuesday June 21, 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: is Cancelled until September

Time:

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

Beginning to Intermediate Computing

Date: Cancelled for June

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-mattting text, saving files, basic file management, basic PC maintenance, etc

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

LCCUG Treasurer's Report

3/29	Beginning balance	\$ 9,496.75
	membership dues	\$ 225.00
	Raffle proceeds after purchases	\$ 279.16
	Sponsorships & Ads	\$ 310.70
	Interest earned	\$ 47.17
	Meeting expenses for presenters	\$ (126.00)
	Membership printing & supplies	\$ (39.12)
5/28	LCCUG Certificate of Deposit	\$ 5,000.00
5/28	General Fund balance	\$ 5,193.66

June 2011 Classes

Class Type	Location	Registration	June	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	June 21, 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	Cancelled until September	3:00-5:00 pm	Page 10
Beginning to Intermediate Computing Class	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-366-4507	Cancelled for June	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 :

June 13th, "The Importance of Staying Organized" Presented by Debra Abbott, PhD, she will discuss inexpensive ways to create file systems, materials needed, genealogy software and other items that will keep your genealogy neat and under control. The use of descendants' charts, spread sheets, research logs and other forms will also be discussed

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: 7:00 PM for the program, with Social time at 6:30 PM; 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>

Ohio Computer Repair Service

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



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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, CreaCard 8.

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Coller, Pam Rihel, Carole Doerr, Don Hall, Art Gresham, APCUG, **Wordtips.net, Exceltips.net**, Smart Computing Magazine, Microsoft Office art online, PC Computer Magazine, CPU,

Newsletter is now
Online
at

lccug.com/newsletters or lccug.com



7 Little Word Annoyances and Their Easy Fixes

By Nancy DeMarte, Columnist, Office Talk,
Sarasota PCUG, Inc., FL
March 2011 issue, Sarasota PC Monitor
www.spcug.org
[ndemarte \(at\) Verizon.net](mailto:ndemarte@verizon.net)

Below is a collection of frustrating things that can happen when using Microsoft Word. These annoyances can occur in any version of Word although most are geared to Word 2007 and 2010. In Word 2003, the fix-it steps may be different.

Annoyance 1 -- You accidentally press the Caps Lock key on your keyboard before typing a paragraph. When you finish, you find everything in capital letters.

The Fix: Rather than retyping the whole paragraph, highlight the text, then click the "Change Case" button (Aa), located on the Home tab in the Font group. Click "Sentence case" to transform your paragraph into normal sentences.

Annoyance 2 -- You create a party invitation with a light blue background (Page Layout tab - Page Color). But when you print it, the background is white.

The Fix: Office has set Word to not print full page background colors, probably to save users from wasting ink. You can, however, make the colored background print. Click the Office button, then Word Options -- Display. Put a check mark next to "Print background colors and images," then click OK. Until you remove this checkmark, all colored backgrounds will print.

Annoyance 3 -- You're working on a document where you've set the text size to be a fairly small 10 points. But you find that the text is too small to view comfortably while you're typing.

The Fix: Drag the Zoom slider located in the bottom right corner of the Word window to the right to enlarge the screen view of the text. When printed, the text will be 10 points no matter how big it appears on the screen.

Annoyance 4 -- You find that the spaces between lines of text in your document are wider than you want.

The Fix: If all the spaces are wider than expected, you can change the line spacing for the whole document at once. On the Home tab, in the Editing group, click Se-

lect -- All to highlight all the text. Next click the Line Spacing button in the Paragraph group and select 1.0 for single-spacing or one of the other choices.

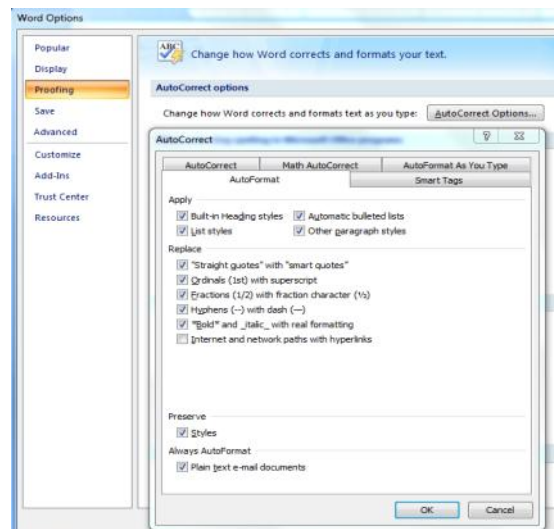
Note: Word will not remove extra space after paragraphs when you choose a line spacing size. To remove extra space after a paragraph, select the paragraph before the extra space, click the Line Spacing button and choose "Remove Space After Paragraph." A more permanent way to create no extra space between paragraphs is to open the Paragraph group dialog box launcher (small diagonal arrow) on the Home tab and put a checkmark in front of "Don't add space between paragraphs of the same style."

Annoyance 5 -- Every time you type an email or web address into a document, it turns into a clickable hyperlink with underlined blue text, even if that isn't your intention.

The Fix: The quickest fix is to right click the address and select "Remove Hyperlink." But this is only a one time remedy. To remove this action permanently, click the Windows button, then this sequence: Word Options -- Proofing -- AutoCorrect Options -- AutoFormat As You Type. Remove the checkmark next to "Internet and Network paths with hyperlinks" and click OK.

Annoyance 6 -- You find that as you type, distracting wavy red and green lines show up under words and phrases.

The Fix: Word is set to check spelling (red lines) and grammar (green lines) as you type. This is another Proofing option which comes enabled from the factory. To turn off one or both of these features, go to Word Options (Office button - Word Options) and click Proofing. Remove the checkmarks next to "Mark grammar errors as you type" and "Check spelling as you type." You can always check spelling and grammar after your document is complete by clicking Spelling & Grammar



(Continued on page 13)

at the left end of the Review tab.

Several of these fixes involve the settings found in the Options area of the Office 2007 menu (File menu in 2010). Options are available for all the Office programs (Word Options, Excel Options, Access Options, etc.) These default settings were determined by interviews with thousands of people who use Office regularly in the workplace. If you find that the factory settings are causing you more trouble than help, changing them is a simple task. All Office users should take a personal tour of the Options menus, which resemble this Word Options window with the AutoCorrect box open:

Annoyance 7 -- You often save documents to the same folder which is buried within other folders in My Documents. It takes several clicks to find this folder each time you want to open or save a document to it.

Fix 1: You can find almost any folder on your Windows Vista or 7 computer by typing its name into the Start Menu search box just above the Start button. Often it takes only a letter or two before the folder appears in the search results. On the downside, you have to do this each time you want to open the folder.

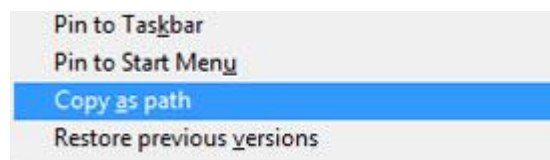
Fix 2: A way to make any folder immediately available is to add it to the Favorites section of the navigation pane. This pane appears on the left side of any explorer window where you are viewing, opening or saving files and folders. To make a folder a Favorite, start by creating or opening a file, like a document, and click Save As, which opens the Save As dialog box. This reveals the navigation pane on the left, showing a list of possible places to save the file. Navigate to the folder you want to make a favorite so that it is the last item in the history bar across the top. Then right click the word Favorites in the left pane. From the drop down menu, click "Add current location to Favorites." Your special folder will now appear in the Favorites list. It will also appear in the Favorites list of the other MS Office programs on your computer, such as Excel and PowerPoint. To remove a folder from Favorites, right click the folder and select Remove.

Using a computer should be fun as well as useful. Take a few minutes to think what your personal computer annoyances are and try to find fixes for them. Customizing your programs makes using the computer much more enjoyable and efficient.

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.

Windows Vista and 7: Copy as Path

Everyone knows that right-clicking on a file or a folder usually brings up a menu with basic choices, like "Open" or "Copy". For those that crave a little more out of their right-clicks, however, might I suggest holding the Shift key when you right click? In Windows Vista and 7 the usual menu that pops up will now include an option called "Copy as Path". This actually copies the entire path of the file or folder to your clipboard, and allows you to paste it wherever you want.



This is useful for when you've located a file in Explorer and you want to upload it to a Web site. So, instead of taking the time to browse for the file on the site, you can just copy and paste its path directly.

Pretty neat, if I do say so myself!
~Andrew

Pin Thumbnails in Google Chrome

So, if you're a Google Chrome user, then you've probably seen the nifty dashboard screen at one time or another. Among other options, it's a place that shows you your most visited sites in thumbnails form for quick an easy access.



That being said, those thumbnails tend to shift around a bit as your browsing habits change. If you want to keep one up there permanently, though, it's pretty easy. Just hold your mouse pointer over the thumbnail you want to keep and click the little pin icon.

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Tell-tale Signs of a Fake Blog

It's commonly known as a "flog" -- a fake blog -- and the con-artists who run them and bogus news sites are currently raking in an estimated \$750 million a year selling products of questionable value, from supposed miracle cures to phony anti-virus software.

They're easy to set up and, even though the Federal Trade Commission (FTC) recently filed lawsuits to try to stop some of them, the tricksters often skirt their way around the law to stay in business.

What's a fake blog? Well, first, let's think about what a blog is: it's usually a personal or company website that's regularly updated with the latest news, views, and comments.

People use them to promote their products, air opinions and, sometimes, just to think out loud about the issues that interest or affect them.

But when a blog pretends to be something other than what it really is, that's what we mean by a fake blog.

Sometimes they only have one article, often posing as an impartial news report commenting on some kind of "miracle" product.

We reported on this bogus "news" activity in one of our earlier issues.

http://clicks.aweber.com/y/ct/?l=5pX.p&m=1Zl_F9XrpGtWfo&b=HTsAIF_zXmcqycDVW4TfLQ

One of the earliest and most notorious examples of a phony blog, a few years back, was a running account by an individual of his journey across the United States visiting stores owned by one of the nation's biggest retailers.

It's not that the reports were false. But red faces glowed all-round when the blog was exposed as a marketing trick, secretly paid for by the retailer (or at least its PR company) and written by a professional journalist.

Even though he really did make the trip, the blog itself was held to be deceptive because the true purpose and funding were not disclosed.

You might consider that harmless, but in recent years the fake blog has taken on a more sinister guise, frequently used by individuals to lure consumers into spending their money on "miracle" products.

Just to be clear, it's not illegal to make claims about a

product's supposed wondrous properties -- subject to following certain rules.

The trouble starts when bogus bloggers pass themselves off as interested but impartial reporters and consumers who just happen to have tried the product and supposedly found it worked... like a miracle.

And this doesn't just happen with a fake blog. Sometimes, the sellers of these questionable products pop up as commenters on legitimate blogs, promoting their products or services.

In other cases, companies have been known to pay individuals to pretend to be satisfied customers, posting positive comments in blogs.

The FTC already has guidelines against this practice. Its Ad Practices director Mary Engle says: "An ad disguised as a blog or a blog where companies get people to pose as satisfied customers and write reviews, both are deceptive."

Then in April 2011, the FTC filed its lawsuits to shut down fake news sites pretending to report independently on acai berry supplements, when, in fact, they were entirely fabricated.

Although all different, most of the sites carried the same report about the supposed effectiveness of the products, attributed to a journalist whose photo was used or with exactly the same comments from a purchaser using different names. The FTC alleged that none of these were genuine.

More Fake Blog Tricks

One particularly sneaky trick is for phony blogs to pose the question -- either in the main text or in a comment -- asking something like: "Is such-and-such a product a scam?"

Someone always answers to the effect that, of course it's not a scam. They claim they tried it and it works. Oh really?

Then, whenever someone like you or us does a legitimate Internet search to check out the product by asking the same question, chances are they'll be directed to the fake blog site, just because they used the same words.

In yet another variation, people set up scores of fake blog sites using mixtures of frequently searched-for phrases, strung together into paragraphs.

Sometimes the words make sense, sometimes they don't. But they'll probably have nothing to do with the subject you're searching on and, if you land there, you'll find a page plastered with advertisements.

Again, this is not illegal, but let's face it, it's highly mis-

(Continued on page 15)

(Continued from page 14) Tell Tale Signs of a Fake Blog leading, and a dubious marketing practice.

One activity that has been outlawed by the FTC is when genuine bloggers accept a payment to promote a particular product without telling readers. They're now obliged to disclose the payment, even if it's payment-in-kind.

As if all that's not bad enough, some varieties of fake blogs trick people into believing their PCs are infected with a virus.

Again, you might arrive there through a search engine, like Google or Yahoo, because they contain the words you're looking for, but when you get there, a window pops up saying your PC is infected and offering to remove the virus -- for a fee.

If anyone is naive enough to click on one of these pop-ups, the crooks will not only take their money but also upload malware to the PC to steal information.

Read more about this type of scareware in our earlier report.

http://clicks.aweber.com/y/ct/?l=5pX.p&m=1ZI_F9XrpGtWfo&b=FIXGd.hO0j3l21o13dxW0Q

Is it a Fake Blog Site?

So, how can you tell if you're visiting a fake blog site or reading a phony comment?

Well, unfortunately there's no foolproof way to detect them. But there are some telltale signs you can be on the look-out for:

- * Personalized ads that appear on legitimate websites, often suggesting someone in your area (which is easy for the scammers to identify) has discovered or tested a miracle product. The ads usually lead to a site promoting that product.

When you get there, it may appear as an individual's personal blog but the chances are it's not.

- * The "blog" only has one story, with a recent date, discussing a particular product or service.

- * Many use one of the common blog programs -- like Wordpress, Blogger, and Typepad. Although pages are customizable, fake blog operators usually don't bother, so they're rather plain in appearance.

- * Someone (a commenter or the "blogger") asks if the product is a scam and then the claim is rebutted.

- * The site has no contact information other than links or ads to the product it promotes. It usually had no ads for other products.

- * It contains jumbled text that doesn't make sense.

- * The comments include sensational claims, such as "it

changed my life."

- * Phony comments, even on real sites, often give themselves away by including links to other websites or having a poster's name (which may be clickable) that's either a blatant promo -- like "miracle_weight_loss" or a single first name followed by a number, like "Jon123."

Of course, you should never click on a pop-up that claims your PC is infected with a virus. If this happens, exit your browser and run a scan using your own security software. You do have it installed and updated don't you?

We always encourage our readers to be skeptical and cautious about anything they read on the Internet. When it comes to the risk of encountering a fake blog, you should double your guard!

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

Internet Explorer 10 Under Development

Smart Computing
in Plain English

The paint may barely be dry on Internet Explorer 9, but Microsoft's already begun work on the browser's successor.

The company released the initial test version of Internet Explorer 10—dubbed "Platform Preview 1"—and plans to issue updated versions about every 12 weeks.

The IE10 Platform Preview is intended for developers, but if you're feeling curious—and brave—you can download it at ie.microsoft.com/test-drive. The preview version of IE10 is compatible with several Web standards not supported by IE9, and it requires Windows 7.

Microsoft Office 365 Enters Public Beta

Microsoft has launched a public beta of its upcoming Office 365 Web-based subscription service. Office 365 offers online access to browser-based versions of Microsoft productivity applications Word, Excel, PowerPoint and OneNote, as well as other Microsoft communication and collaboration products such as Exchange for email and calendar, SharePoint Online for document sharing, and Lync Online for instant messaging and videoconferencing.

When Office 365 beta program ends, subscription pricing for Plan P1—intended for professionals and small businesses—will start at \$6 per user per month. For more information or to sign up for the Office 365 beta, visit tinyurl.com/3sgal4.

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Window's News & Tips

Problem Steps Recorder

When you need help solving a computer problem, the best approach is to allow remote access to someone knowledgeable so he or she can directly see, and if necessary, control your system.



Problem Steps Recorder can help with troubleshooting by creating a detailed record of activities

But remote access isn't always an option, and when it's not possible or practical, the next best thing is to provide your helper with detailed information about what you're doing when the problem occurs. As it turns out, there's a little-known utility built into Win7 called Problem Steps Recorder that makes obtaining such troubleshooting info pretty simple.

To launch Problem Steps Recorder, click Start, type **steps** in the Search box, and then select Record Steps to Reproduce a Problem. The Problem Steps Recorder utility will appear. Before performing whatever actions lead to your problem, click the Start Record button. The utility will now keep track of everything you do, including where you click, what you type, and which programs you open; capture a screen shot for each step; and collect some additional background technical data regarding any error messages encountered.

When you click Stop Record, you'll be prompted to name the recording, which will be saved with a .ZIP file extension. To see what was recorded, open the file and run the MHT file within (which will open in your browser).

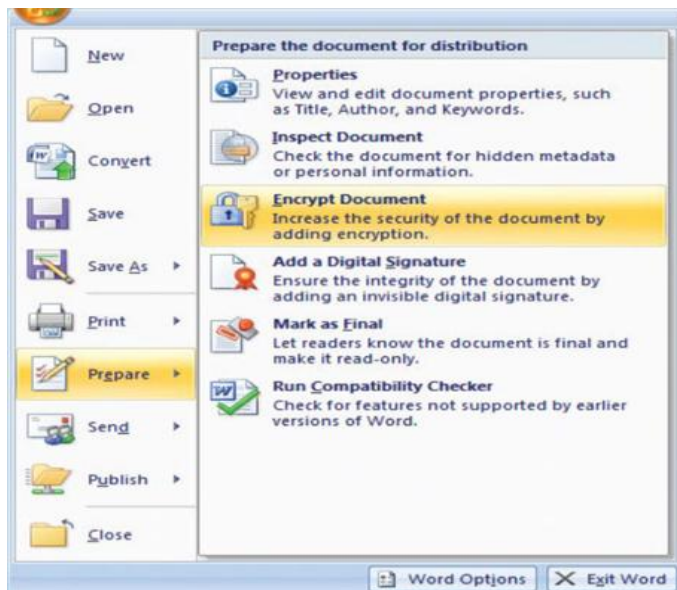
To send the recording to a helper, click the down arrow on the right and select Send To E-mail Recipient; your email program will automatically open with the recording file attached. (If you use Web-based email such as Gmail or Hotmail, you may need to attach and send the file manually.)

Password-Protect Microsoft Office Files

If you have a Microsoft Office file that contains sensitive information, you can guard against unauthorized access by encrypting the file with a password.

To password-protect an Office 2007 (Word, Excel, or PowerPoint) file, open the file and click the Office button. Next, choose Prepare, select Encrypt Document, enter your chosen password, and then type it again. Going forward, the password will be required to open the file. (The password can be up to 255 characters but be sure not to forget it because there's no password retrieval option.) To remove the pass-

word from a file, repeat the process, except clear the password box and then click OK.



To Protect a sensitive Word, Excel or PowerPoint file, encrypt it with a password.



This goes in the top story.

Access to the password encryption settings is slightly different in Office 2010. Click File, Info, Protect Document, and Encrypt With Password.

Arrange Windows on Your Desktop

For a quick way to arrange your open windows so that they're all visible but not overlapping, right-click an empty area of the Taskbar and select Show Windows Stacked or Show Windows Side By Side. To return the windows to their previous orientations, right-click the Taskbar again and choose the appropriate Undo option.

Microsoft has already started work on Internet Explorer 10.

You can learn more about the new Internet Explorer 9 at www.beautyoftheweb.com

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Cleveland Ohio—right in our own backyard!

This year the APCUG Annual Meeting & Conference will be at the Crowne Plaza in Independence, Ohio, just 30 miles from our usual meeting place.

The conference will start with a sign in and registration on Friday afternoon, July 15th at approximately 3:00 PM EDT and will be followed by a meet & greet in the lounge. The attendance fee for the conference is \$65. This will cover the Friday night meet & greet, a full day of workshop sessions on Saturday & a half-day on Sunday.

The final conference schedule is being worked out, but some of the currently booked workshops and general sessions will include:

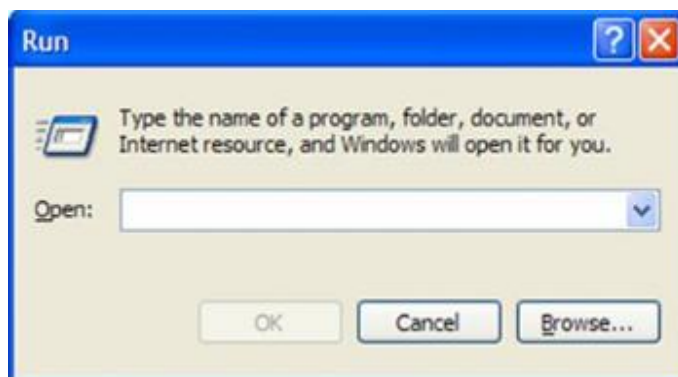
- Virtual Machines
- MAR's Refurbishing & Recycling
- iPad features along with using iPad for e-books
- Windows Tips & Techniques
- The Linux Guy
- Linux and the future of computers
- Safe data destruction
- Ins and Outs of Skype
- Fundraising
- OneNote
- Q&A sessions with the Boards of Directors & Advisors

For the full schedule:: <http://cleveland.apcug.org/schedule.htm>

Hope to see you there!!!

Windows XP Run Commands

Skip the navigating and just type in what you're looking for! Windows Vista and 7 users can do this already, but if you're still using Windows XP, these commands might come in handy!



Just click **Start>Run**, type one of these commands in the box and hit **OK**.

Calc – Calculator
Charmap – Character Map (for special characters)
Cleanmgr – Disk Cleanup
Clipbrd – Windows clipboard viewer
Control – Displays the Control Panel
Netstat – Displays all active network connections
Regedit – Registry Editor
Taskmgr – Task manager

Give 'em a try today!

~Andrew

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Genealogy Websites:

Free genealogy and family tree search tips, how to articles and on-line genealogy tutorials

<http://amberskyline.com/treasuremaps/>

"Who Else Wants to know how to Build a Family Tree that will amaze Family Members and Friends... and do it the easiest way?"

<http://genealogytipsandtricks.com/>

Free genealogy websites:

a how-to guide for using online resources and public records
http://www.your-family-tree.com/free_genealogy_websites.htm

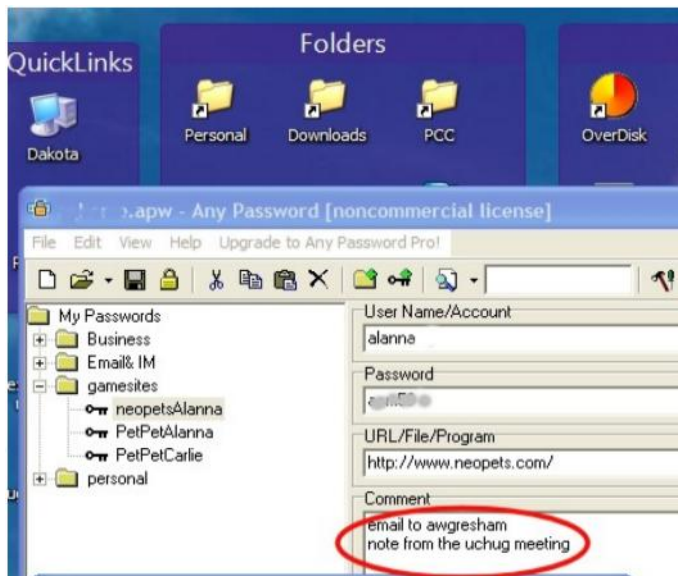


Keeping it all in "Sync"- a Sweet Synchronization Idea

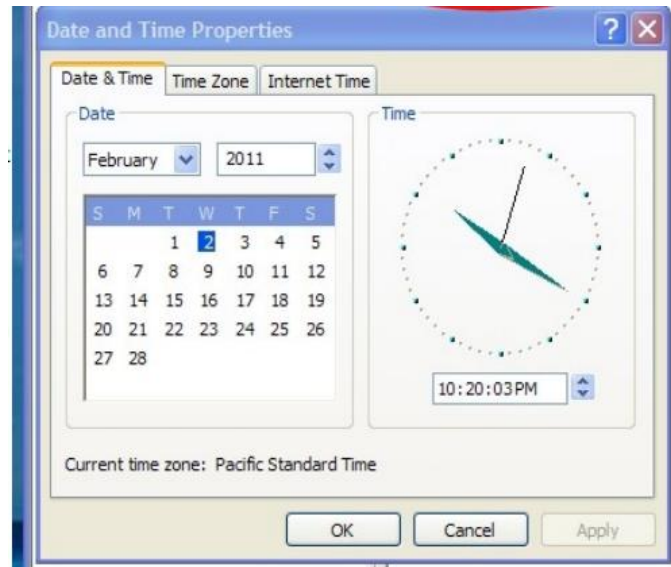
By Art Gresham, Editor, UCHUG (Under the Computer Hood User Group), California
March 2011 issue, UCHUG Drive Light
www.uchug.org
1editor101 (at) uchug.org

At the February 2nd, 2011 meeting of the UCHUG during our discussions about Computer Health, I talked about how to automate some of the processes that can keep your system running well. I mentioned that I had long been searching for a way to keep my passwords safe, while still being able to access them from computers at different locations. The program I use on my primary home desktop system is called AnyPassword (v1.44). It keeps the information in an encrypted, password protected file, but if I want the current updated copy on my system at work I have to email or transfer it by some other means manually each time I want it refreshed. I know there are other programs that do a good job of handling your passwords, and some for very minimal cost, but I like AnyPassword and only needed a way to solve this synchronization problem.

I believe I have found a simple, and free way to handle this, and any similar file-sync or sharing problems. The Cloud service I am using is called SugarSync. It is free and has a large space allocation (5 GB) that suits my needs. I have placed the data file for my password program in the folder that I setup for sharing.



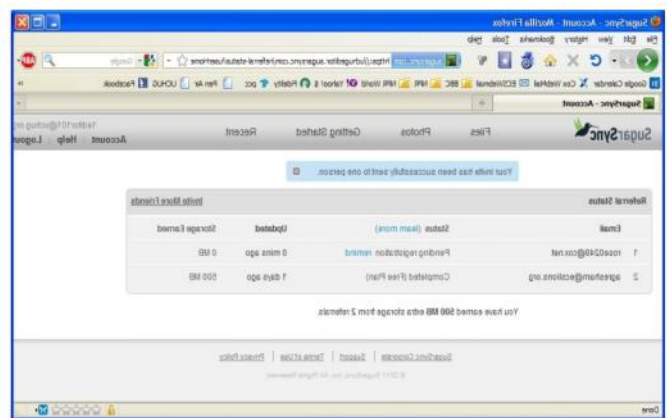
I opened the AnyPassWord program with my laptop. There I showed the basic structure of the password program, and opened a sample key (this is a game-site, not



any critical data here). I made a simple change to the free text comment section. I then clicked save.

I explained that within a few moments that this very file, with the change, would be resident on my desktop computer (named 'Dakota') at home, which I had running before coming to the meeting.

So as soon as I got home I opened the password program, and went to that key. The result is shown here. As you can see the comment section has the text 'note from the uchug meeting.' This was the text I typed in at the meeting, and without any physical action on my part the data 'magically' is present on the hard drive, in my shared folder on Dakota.




You can set up an account for yourself and get the free 5 GB of space. Then if you invite a friend you are credited with an additional 500 MB of storage space. Above you see that the uchugeditor sent an email invitation to two 'Friends' (actually my other computer, and my work computer!) The friend can join by downloading and installing the SugarSync application and you will have the basic 5GB plus the bonus 500MB. Your friend

(Continued on page 19)


(Continued from page 18) Keeping it all in "Sync"...

will receive an email that explains the service and lets them link right to the site to sign up.


Reasons You'll Love SugarSync

**Secure, Automatic Data Protection**
As you work, your files are continuously backed up to your secure, personal SugarSync website using SSL encryption. Once in our servers, all data is then encrypted with 128-bit AES. [Learn More](#)


from: 1editor101@uchug.org <sharing@sugarsync.com>
subject: 1editor101@uchug.org wants you to join SugarSync
to: Me test


SugarSync is a cool new service that gives you 5GB of free storage to backup, sync, and share your data (music, photos, videos, documents) from all of your computers. SugarSync also lets you access all of your data right from your mobile phone!
Join SugarSync today and you'll earn 500MB of bonus storage and give 1editor101@uchug.org an extra 500MB too!
[Join SugarSync](#)
Thanks,
Team SugarSync

Get our app: [iPhone](#) | [Android](#) | [Other](#) Follow us on: [Facebook](#) [Twitter](#) [Google+](#)

Step 1 of 3

You've been invited to try SugarSync for free!


With SugarSync you can access all your files anytime, anywhere, from any device. Watch a video

Your Email:
Create a Username:
Create a Password:
Confirm your Password:
[Next](#) [Already have an account? Sign in](#)
By clicking Next, you agree to the SugarSync terms and privacy policy.

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Members, if there is something you would like to have me put into our newsletter just let me know at one of our meetings or email me at: newsletter@lccug.com. I would be more than happy to oblige you. Pam Rihel

(Continued from page 2) **Presidents Column**

If I am in Wi-Fi, I can even make a free phone call with the iPod touch using a free app. There are times I would really like to check my email and must wait until I am "connected"... I can see the advantages

My 4 and 7 year old grandchildren love the games I have installed on it for them! They will actually amuse themselves for a long time with those. Amazingly kids figure out how to use these games easily and love the challenge of playing them.

There are several games on the iPod touch that I enjoy and are great for filling in time waiting

Although, I have two actually eBook readers, I can read all of my eBooks on the touch. I have several apps for it including the one for the Kindle and the Nook which allows me to read the same books on this smaller device. And the reading is actually quite comfortable. I prefer the Kindle reader but when I read on the touch it is a good experience.

The iPod touch that I have (4th generation) has a camera in the front (for video chatting) and in the back for taking photos. It actually takes a decent photo and there are a lot of apps that let you edit and have fun with the photos right on your device. It is simple to take the picture and quickly send it in an email or upload it to Facebook with any comments you want to include.

So here is something that you can easily always have in your pocket or purse since it's the size of a Smartphone and always have with you.

It has proven to be a good compromise for me until the time I can justify an "always online" Smartphone. Something else to consider:

I have also recently added an android tablet to my arsenal of gadgets and that has let me experience the Android apps and the advantages of a larger screen. It is similar to the ever popular iPad but it has even more options built in. More about that on another day..

The presenters at the program on May 24 from Verizon helped explain the options available and why we would want to consider them. It also sounds like there are some interesting connectivity options out there that I may want to explore myself!

It is an exciting time and things are changing fast! A year from now all of this will be old news and there will be new options available! We can only try to keep up!

Sandee



Personalized Screen Saver

You don't have to use the boring Windows screen saver. Instead, use your own folder of photos to personalize your PC. Copy the photos you want to use to a folder on your hard drive. Right-click a blank area on your Windows desktop, click Properties, and then click the Screen Saver tab. From the Screen Saver drop-down box, click My Pictures Slideshow, and click Browse to designate the appropriate folder of photos.

In 2007, P2P activity accounted for over 30% of IPv4 traffic, but it now ranks fourth, with only an 8% share of the IPv4 traffic share. Arbor Networks also reports that global P2P traffic is in decline.

Now Serving: Your Printer

The perfect product for a small business owner looking to implement a wireless network and share the company laser printer is a wireless router with an integrated print server. Such a router is marginally more expensive than a standard wireless router, but it lets you connect a printer (usually through a USB interface) for your networked PCs to share. And if you already have an existing wireless network, a number of companies make wireless print servers, which you can easily add to your network to share a printer without stringing wires across the room.

Emails To Beware

If you get an email urging you to update your eBay, PayPal, or bank account information, chances are it's false. An easy way to tell in Outlook is to hover your mouse pointer over the hyperlink in the message. If the URL reads something like "www.paypal.com" in the message, but some other address such as "www.vali-dationcgi.org" shows up in the floating box next to the pointer as you hover, you can be pretty certain you should delete the email.

Animated Engines

If you want to know the ins and outs of how any engine operates, check out Animated Engines . This site, through anima-

tion, looks at all forms, from different internal combustion engines, to the various steam engines used now and in the past. Along with the visual representation, an explanation is given as to how it works. This site could be useful for students and teachers alike.

<http://www.animatedengines.com>

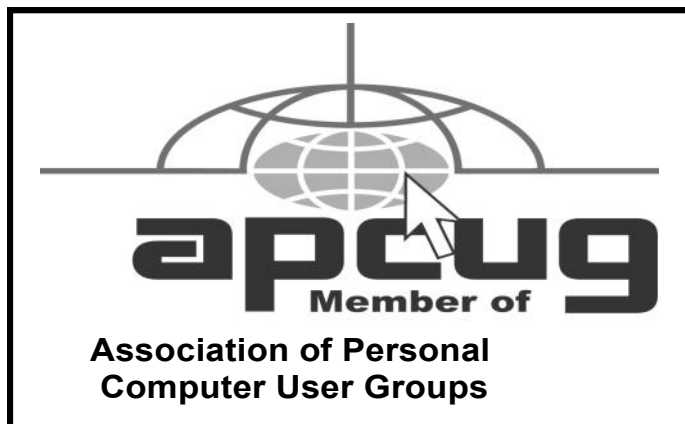
Master Your Excel Worksheets

When you open a new Microsoft Excel spreadsheet, there should be three worksheets available by default, labeled Sheet1, Sheet2, and Sheet3. As your Excel spreadsheets become more complicated, it's probably helpful to rename each worksheet to appropriately reflect its respective content. To rename a worksheet, right-click its tab and click Rename. Type in the new name of the worksheet and press the Enter key.

When three worksheets aren't enough for the job, you can add worksheets. To add a single worksheet, click the Insert pull-down menu and click Worksheet. To add multiple worksheets, hold down Shift and select the number of worksheet tabs you want to add from the existing tabs. For example, if you want to add two new worksheets, select two current worksheet tabs. Finally, click Worksheet on the Insert pull-down menu.

If you have a particular worksheet you'd like to transfer or copy to a different workbook, select the worksheet(s) you want to move, click the Edit pull-down menu, and Move Or Copy Sheet. In the Move Or Copy dialog box, select the workbook you want from the To Book drop down menu and click OK. If you want to copy the sheet(s) instead of moving them, click the Create A Copy check box before you click OK.

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MEMBERSHIP WITH LCCUG:

Yearly dues are \$25 . For more information, contact:

Director of Membership,
membership@lccug.com.

Directions to Meetings:

A map and directions to our meetings can be found on our Members' web page www.lccug.com/members. Just click on the link "Meeting Locations & Directions"