Interface

Lorain County Computer Users Group www.LCCUG.com info@LCCUG.com Volume 23 Number 7 July 2011



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Tuesday July 12, 2011

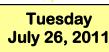
Cloud Computing Updates





Vice President





NO MEETING

LCCUG

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



How about some DVD ideas for your summer viewing. You can learn about some local history and NASA connections with these DVDs.

On April 18, about twenty of our members car pooled up to the Plum Brook Facility in Sandusky.

Whether you were with us, wished you could have gone, or are just curious, I have a suggestion for you. Here is a DVD that will tell you all about this fascinating facility:

Of Ashes and Atoms: A Documentary on the NASA Plum Brook Reactor Facility. As the description explains:

"Join host, Kate Mulgrew (Captain Janeway of the Star Trek Voyager series) as she tells the true story of the thousands "of men and women who have been called to these so-called "Firelands." The Plum Brook Reactor Facility, operating from 1962-1973, was one of the first nuclear test reactors built in the United States and the only one built by NASA."

I checked this out from the library and really enjoyed watching it. It also should be of interest to anyone who likes local history because it covers the forming of our region from the "Firelands".



Of Ashes and Atoms (NASA SP-2005-4605) was produced and directed by James Polaczynski and written by him with Robert Arrighi. This documentary was produced by the NASA History Division in 2005.

This DVD is available to be borrowed through the CLEVNET library system and possibly some of the smaller libraries in the county and is also available for purchase through Amazon for \$12+ \$4 s/h.



While we are discussing interesting DVDs, I have another I would like to suggest. One Saturday Afternoon - The Story of the 1924 Lorain/Sandusky, Ohio, Tornado

The story of the Lorain/Sandusky Tornado of June 28, 1924 -the deadliest tornado to ever hit Ohio—is told in this video. With a special appearance by well-known Cleveland meteorolo-

gist Dick Goddard, historians & survivors relive the day that forever changed the lives of two cities & their people. Lots of pictures of the disaster bring the event to life.

I enjoyed the sense of early history that was portrayed in the video as the tornado story is told.

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		

This is also available on VHS and DVD in CLEVNET and other libraries in the county. The Black River Historical Society / Moore House has this for sale for \$15 http://www.loraincityhistory.org/gs_fullimage.asp?GSImageId=38 If you have trouble borrowing either of these from the public library, let me know and I'll help you track it down.

Sandee

LCCUG Treasurer's Report				
5/29	Beginning balance	\$	10,193.66	
	membership dues	\$	200.00	
	Raffle proceeds after purchases	\$	152.72	
	Membership printing & supplies	\$	(313.76)	
6/23	LCCUG Certificate of Deposit	\$	5,000.00	
6/23	6/23 General Fund balance		5,232.62	

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TUESDAY July 12, 2011

Cloud Computing Updates

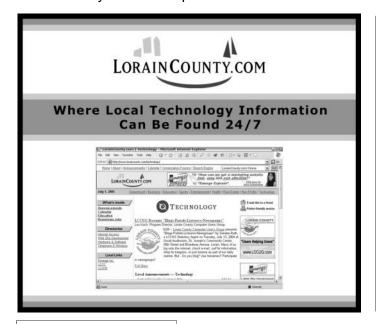
by
Lou Koch
Vice President

Last year, Lou gave us information and insights into using the Cloud to store and use your computer information last summer. This year Lou will give us a brief overview and tell us what is new with the Cloud.

In tonight's program we will discuss how to easily configure your home page using no other software than your internet browser to provide ready access to these as well as other functions. Most of the applications we will discuss are provided by Google, they are easy to use and can be accessed using either a PC or Apple platform.

Some of the activities that computer users of all levels of expertise desire include ... check email, browse the internet on subjects of interest, maintain a calendar, view and edit family pictures and occasionally pen a note or letter.

We will be raffling off a copy of **PAINT SHOP PRO PHOTO X2** you must be present to win.



TUESDAY July 26, 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:

- √ 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....







Executive Board Meeting Minutes

MAY 31, 2011

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

After a discussion, it was agreed the meetings will begin at $6.50~{\rm PM}$ followed with the Q & A session, followed with the evening's program.

Sandee, Carole and Lou plan on attending the APCUG conference in Independence, OH.

Micky reported we are adding Key Bank to serve the Club.

Pam again requested Newsletter articles be forwarded to her ASAP.

Carole printed the latest club brochure for members and was requested to print another 75 for guests and libraries.

It was agreed we would raffle the 2 copies of Paint Shop Pro, at Neil's and Lou's upcoming programs.

To help in developing a form for our speakers, Pam will get a copy of the genealogy club's form.

It was agreed we will keep the \$5 meeting attendance drawing, however, if the person is not present, additional tickets will be drawn dropping the prize \$1 a drawing each time for 4 additional drawings.

Carole is working on getting prizes for the picnic.

Dennis read the comments submitted by a member with regards to classes they would like to have available from the club.

Dennis moved, Pam seconded the meeting be adjourned.

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

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Coller, Pam Rihel, Carole Doerr, Don Hall, Joseph Moran, Blaine Flamig, Dick Ramette, Nancy DeMarte, Kim Quade, Cosmin Ursachi, 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



General Meeting Minutes

JUNE 14, 2011

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the June issue of the *INTERFACE* was made by Don Poplar, seconded by Bill Schubmehl. Motion passed.

Micky then conducted the Q & A session helping attendees solve their computer problems.

Mike Zellers, LCCC professor, presented a program explaining what motivates and produces Open Source Software, how open source and free software are not interchangeable terms, and then listed many popular open source / free programs. Firefox, Gimp and Open Office being a few.

Richard Barnett won the money raffle, Pam Rihel won the first software/hardware raffle.

Mickey Knickman moved, Joe Harrold seconded the meeting be adjourned.

10 Laws of Computing

- 1. If you have reached the point where you really understand your computer, it's probably obsolete.
- 2. When you are computing, if someone is watching, whatever happens, behave as though you meant it to happen.
- 3. When the going gets tough, upgrade your computer.
- 4. The first place to look for information is in the section of the manual where you'd least expect to find it.
- 5. For every action, there is an equal and opposite malfunction
- 6. To err is human ... to blame your computer for your mistakes is even more human, its downright natural.
- 7. He who laughs last, probably has a back-up.
- 8. The number one cause of computer problems is computer solutions.
- 9. A complex system that doesn't work is invariably found to have evolved from a simpler system that worked just fine.
- 10. A computer program will always do what you tell it to do, but rarely what you want it to do.

http://www.guy-sports.com/humor/computers/computer 10laws.htm

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Pam Rihel LadyGeneo@roadrunner.com

Making A Family Recipe Book

One day I was reading some of my mom's old hand written recipes and the thought came to me, "Why don't I make a cookbook using family recipes?"

I decided to make this recipe book so it could be handed down to my children and grandchildren and all my other family relatives who were interested in acquiring this, hopefully as a family heirloom.

I went about adding the recipes that I had from my mom and grandmother and then I asked my siblings & even my friends, if they had any special recipes that they would like to add to my cookbook.

Too my surprise they all thought it was a really good idea and so I set out to build my family recipe book.

I first went and purchased Avery postcards from Staples or a store that sells computer cards etc. The Postcards come 4 to a sheet, so I can make 4 copies of the recipe at one time.

I added some pictures to illustrate what the dish would look like on some of the cards and I also put a background on the cards.



On my cover I used real leaves that were dried out and spidery looking. All I did was place them on a sheet of paper with a little Elmer's glue to hold them in place and I scanned them. I then went to my clip art and

added my finishing touches, along with my title. As shown in my illustration above.

In the next column is what one of my recipe cards looks like. Although I didn't put a picture on this recipe, I very easily could have.

This recipe is from my cousin Marie, in Connecticut. She was really delighted that I asked for some

of her mom's recipes and she gladly sent them to me through email. So you see it can be quite easy to get a good collection from just emailing your family and if they don't use the computer you can either have them mail it or you can go and pick it up, if they live close to you.

Aunt Lil's Cu	t-Out Cookies
Ingrediants:	Bake 450° 5 minutes
1 cup shortening (half butter-half shor	tening)
1 1/4 cup sugar	
2 eggs	
1 tsp. vanilla	
Directions:	
Cream shortening sugar eggs and	beat for several minutes:
Add:	Later V
4 cups flour	
2 tsp. baking powder	
1/4 tsp. salt	
6 Tbsp. milk	
Chill dough for 1/2 hour in fridg.	Frost with confectioners sugar, milk
Roll out dough make cut-outs	& butter-spread and sprinkle.

I really enjoyed gathering these many different recipes, as some of them were quite different from what I might cook and it was nice to be able to make something different for my family.

I know that some of the recipes are longer than what you can put on the front, but I just printed as many of the same recipe cards as I needed, saved it under the recipe name & added side 1, in my file folder marked, "Family Recipes", after I was done with the front of the card I erased it and finished the recipe on the back of the card and re-inserted my 4 postcards and then printed the backs.

After I finished with my recipe book, I also made an index of the recipes and who donated them to me. I wrote a little story of why I wanted to do this and I am still making more recipe cards as they are given to me.

I have to tell you I had and am still having fun with this recipe booklet. I punched holes in the top and added rings, or you can add ribbons, or whatever you want to use to put them together.

You can pass them out at a family reunion, Christmas, or birthday etc. I assure you, your family will be amazed at how many different recipes you have collected. I added my own recipes, so I can pass them on to my grandchildren and maybe they will pass them on to their children and grandchildren when I am long gone.

It will be nice to leave a little piece of me behind for future generations. I just may add some family pictures to this recipe book too. There are so many possible things you can do with this idea. Just go with it.

LCCUG 2011 Annual Pienie

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.

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.

It's a fun place to socialize and meet new friends.

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ScamBusters.org

How Scammers Target and Abuse Disabled People

Knowing that many disabled people may have special needs and vulnerabilities, scammers target them frequently.

They even pass themselves off as being disabled or as helping to raise money for physically and mentally handicapped people as a way of conning money from the general public.

People suffering from a mental disability, especially dementia, are especially at risk but others with sensory and mobility handicaps have also fallen victim in recent incidents.

Let's look at some of the most common examples of scams and abuse relating to disabled people.

Internet Tricks Targeting the Disabled

The Internet has been a boon for deaf people who can find themselves isolated from other communication channels, like the phone and face-to-face contact.

But this increased online dependence has put them in the scammers' sights.

Most recently, more than half of the 14,000 people tricked into parting with money for a phony high return investment scheme were members of the deaf community, targeted via Facebook.

In another incident, a dating website specifically for deaf people has been heavily infiltrated by scammers posing as would be partners who then ask victims for money to help them out.

Disabled people in general, but dementia sufferers (or at least their families) in particular, have also been victimized by crooks selling ineffective "wonder-drug" cures via websites and email spaham (intentionally misspelled).

Job Scams Aimed at Disabled People

Mobility challenged disabled people spend more time in their homes than many others of us and find it more difficult to find work.

This makes them particularly vulnerable to work at home scams. So much so, that, last year, the Federal Trade Commission (FTC) launched a series of enforcement actions to shut down bogus job schemes aimed at the disabled and unemployed.

Mentally handicapped disabled people have also fallen

victim to job scams.

In particular, individuals who live independently, and therefore without close monitoring, are vulnerable to deception.

In one case in New York, such individuals were offered supposed jobs for which they had to pay for training.

They were told to meet their "trainer" at a street location and pay in cash -- signs that would alert many of us to a scam--and then given a bogus address to receive their training.

Want to learn more about work at home scams?

http://clicks.aweber.com/y/ct/?

<u>l=5pX.p&m=1g6lNG5djGtWfo&b=GodN0OhfyjuRgCRLR</u> 3ksHQ

Disabled Victims of Door-to-Door Scams

An increasingly common crime has crooks visiting sheltered accommodation communities and individuals' homes offering to sell items for disabled people, ranging from walking canes and special shoes to wheelchairs and mobility scooters.

Sometimes, they offer cut-price deals for which they demand cash up front, and then they're never seen again.

Other times, they use high-pressure sales techniques to sell genuine equipment at inflated prices.

In a variation of this scam, dubious contractors offer to carry out home modifications, usually for an inflated price and a poor quality job.

Dementia sufferers, who we mention in more detail below, also fall victim to these and other doorstep scams where their vulnerable reasoning skills are abused, forcing them into paying for non-existing items or overpaying for regular consumer products.

For more on doorstep scams, check out this earlier Scambusters report.

http://clicks.aweber.com/y/ct/? <u>l=5pX.p&m=1g6lNG5djGtWfo&b=kjSuFvyySleYJViLLh9</u> xlQ

Alert for Dementia Sufferers

The increasing number of individuals suffering from memory disorders and dementia makes them easy "marks" for crooks.

In addition to the scams we've already outlined, by far the most common con tricks involve advance fee schemes, especially phony lottery winnings where victims are repeatedly tricked into paying in advance to collect their money, which, of course, they never get.

(Continued on page 8)

(Continued from page 7) How Scammers Target The Disabled...

Dementia sufferers have also been fooled into handing over confidential information used for identify theft, and into believing they owe someone a large debt, which they then pay.

Using the Disabled for Bogus Fund Raising

Because most of us have compassion for those less fortunate than ourselves, tricksters frequently pose either as disabled people or as raising funds for the disabled.

In particular, questionable disabled veterans' and firefighters' causes raise money, most of which (if not all) never reach the supposed beneficiaries.

Sometimes, these organizations operate within the law by disclosing in their small print that only a proportion, or "net funds," are passed to the disabled.

In one famous recent case, the proportion passed on to the charitable causes was only 10% of funds raised. The rest went into the operators' pockets.

In other cases, scammers prey on public sympathy by pretending to be disabled.

In some instances, they may even have certificated pets, ID cards and clothing that suggests they're disabled, but all this paraphernalia can be bought on the Internet.

Get useful tips on dealing with charity fund raisers here.

http://clicks.aweber.com/y/ct/? <u>l=5pX.p&m=1g6lNG5djGtWfo&b=Kyd.TIM394ZZ00VL6</u> K3cvw

http://clicks.aweber.com/y/ct/? l=5pX.p&m=1g6lNG5djGtWfo&b=b9n4wBJFl1rAuCmb8 Ovdrg

How to Avoid Scams Against The Disabled

If you know a disabled person, especially a dementia sufferer, it's a public duty to look out for them and alert family or public authorities if you think they're being scammed.

With family, in some cases, it's necessary to get Power of Attorney to protect them.

http://clicks.aweber.com/y/ct/? <u>l=5pX.p&m=1g6lNG5djGtWfo&b=.MawYoj0.L3hpwjBEP</u> y2Hw

If you're disabled yourself, be aware that con artists are constantly looking for ways to exploit any vulnerability, no matter how small and seemingly insignificant.

However, many of the safety measures you can take

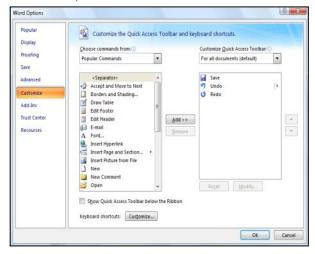
(Continued on page 13)



Customizing the Quick Access Toolbar

The Quick Access Toolbar is the area just above the ribbon, at the top of the screen, and just to the right of the Office button. The Quick Access Toolbar includes three tools that allow you to save your document, undo an action, and redo an action. You can, however, change the tools that appear on the Quick Access Toolbar. To customize this toolbar, follow these steps:

- 1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 click the File tab of the ribbon and then click Options.)
- 2. At the left side of the dialog box click Customize (Word 2007) or Quick Access Toolbar (Word 2010).



The Customize area of the Word Options dialog box.

- 3. Using the Choose Commands From drop-down list, specify what group of commands you want listed in the dialog box.
- In the list of commands at the left side of the dialog box, select the one you want to appear on the Quick Access Toolbar.
- 5. Click the Add button. The selected command is copied to the list at the right side of the dialog box.
- 6. Repeat steps 3 through 5 for any other commands you want on the toolbar.
- 7. If you want to remove any commands from the Quick Access Toolbar, select the command at the right side of the dialog box and click Remove.
- 8. When you are satisfied with the list of commands, click OK.

Your newly customized Quick Access Toolbar should be visible and usable at the top-left of your screen.

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Ages in Years and Months

Many times in early childhood education, a child's age in Years.Months format is needed for reporting, admitting, and evaluation. Basically, this format shows the number of elapsed years and months since birth, separated by a period.

There are several ways you can go about getting the desired age. The formula you choose to do the work depends, quite literally, on your preference in formulas.

Assuming that you have the birth date in cell A1, you might think you could use some math on the date to determine the proper information. For instance, you might think that you could use this formula:

=NOW() - A1

This produces a value that is the difference between the two dates, but if you then apply a custom format ("yy.mm") to the result, you'll find out that it doesn't give the sought-after Years.Months. You get something close; the years are right, but the months vary from 1 to 12 when they should vary from 0 to 11. (Somebody can be 12 years and 0 months old, but it is not proper to say 12 years and 12 months old.)

This means that you need to start casting about for a formulaic approach. A simple formula would be the following:

=YEAR(NOW())-YEAR(A1) & "." & MONTH(NOW())
-MONTH(A1)

There are many variations on the above, but the problem is that they all only look at the month of today compared to the month of the birthdate; they don't take the day of the month into account. What is that important? Because the number of elapsed months since birth is dependent on how the day of the birth month compares to the day of the present month, and the formula doesn't allow for that distinction.

So, you might consider a more complex formula that actually tries to calculate elapsed years and months, such as the following one:

=TEXT(INT((NOW() - A1)/365.25),"##0")&"."&TEXT (INT(MOD(NOW - A1,365.25)/31),"00")

This comes much closer to what is needed, but it is still possible to be off by a day or two right around the time of the month when the birth day is approached. Closer still is a formula which uses the YEARFRAC function:

=ROUNDDOWN(YEARFRAC(A1,TODAY()),0) &"."&ROUNDDOWN((YEARFRAC(A1,TODAY())-ROUNDDOWN(YEARFRAC(A1,TODAY()),0))*12,0)

The best (and simplest) formulaic approach, however, is this one:

=DATEDIF(A1,NOW(),"y") & "." & DATEDIF (A1,NOW(),"ym")

The formula relies on the DATEDIF function, which determines the difference between two dates. The value returned by the function depends on the third parameter passed to the function. In this case, the first invocation of DATEDIF returns the number of elapsed years and the second returns the number of elapsed months. It provides the most accurate results of any of the formulas discussed so far.

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Genealogy Websites:

Lisa Louise Cooke ~ Author of Genealogy Gems books:

www.genealogygems.com

Free Historic Maps by David Rumsey www.davidrumsey.com

Bureau of Land Management http://www.glorecords.blm.gov/

Canada's County Atlases:

http://digital.library.mcgill.ca/countyatlas/default.htm

Ohio Computer Repair Service



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

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.

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

Edie Lewandowski

440-282-4188 - elew@erienet.net
Daytime - midnight
Desktop Publishing, General File Management, Eudora Email,

Desktop Publishing, General File Management, Eudora Email, MSWorks Tools,

Richard Barnett

440-365-9442 - Richard216@aol.com Evenings & Weekends General Software Configuration, HardwareInstallation, Basic to Advanced Windows & Web Page Design

Sandee Ruth

440-984-2692 - sandee29@gmail.com 6 p.m. - 10 p.m. except when at work Basic Word Processing, Windows, & Web Design Advanced Internet

Jeff Kasler

440-967-7142 - Jeffk@roadrunner.com 10 a.m. - 7 p.m. Burning CDs using Record Now

David Kennett

440-327-8624 - w8kfj@yahoo.com 9 a.m. - 8 p.m. Video Editing & DVD Burning

Cathy Ratcliff

therats1@verizon.net
Though she lives in Coshocton, you can call
740-327-1483 before 8 pm
Paint Shop Pro, other Photo Editing programs,
Microsoft Office programs

Keith Kuhn

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

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

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday July 19, 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: 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 Summer

Time: 3:00 - 5:00 pm Instructor: Jean Griffith Place: LCCC Learning Center.

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

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

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



July 2011 Classes										
Class Type	Location	Registration	July	Time	More Info					
Classes / Workshops										
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	July 19, 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 Inter- mediate Computing Class	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by call- ing: 440-366-4507	Cancelled for Summer	3:00-5:00 pm	Page 10					

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

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

The Lorain County Chapter of OGS is having it's next meeting on:

July 11: We will have our Annual Picnic with

the Wellington Genealogical Group and the Black River Genealogists. We will gather to enjoy a Pot Luck Dinner with new friends and long time friends. Bring a dish to share, your table settings, a beverage of choice, and a big appetite for some good eats and great company! This event will be held at the Lorain County Metro Parks - Duck Pond Shelter at Carlisle Reservation, 12882 Diagonal Road, LaGrange, Ohio 44050.

Picnic starts at 5:30 pm, dinner served at 6:00 pm. This picnic is open to the public, so bring along family & friends.

Our regular meetings will start in August. 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.

Duck Pond directions, just click on link below

12882 Diagonal Rd LaGrange, OH 44050

Computer Systems Unlimited, Inc.



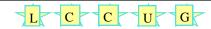
We are a full service computer/peripheral sales and repair Company specializing in custom built Pc's, network design, software integration, and everything in-between. We are located in the small college town of Oberlin, Ohio, and for fourteen years have

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.

Onsite service and repair for all networks and systems, In house service and repair, Pick up and drop off, Printer repair and cleaning, Laptop repair, Software troubleshooting, Custom designed networks and pc's, MAC repair, Parts replacement & Expert advice and support and Data Recovery.

- * 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



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



PC Maintenance An Ounce Of Prevention

by Blaine Flamig

Look up "an ounce of prevention is worth a pound of cure" in the American Heritage Dictionary of Idioms and you'll find this apt description: It is easier to forestall a disaster than to deal with it. Truer words have never been written where it pertains to a PC's health. Simply put, if you consistently see to the well-being of a computer, chances are good it will show its appreciation by humming along quite nicely for years. Neglect regular maintenance, however, and it's a near certainty that at some point something will go wrong, including something that could very well result in a time-consuming pain in the bank account.

Ultimately, for all the benefits, convenience, and productivity that today's computers afford, they're nothing more than machines. Like any machine, the better care you provide a computer, the fewer problems you'll likely encounter. It's much easier to, say, clean dust from the inside of a PC chassis periodically than it is to replace a motherboard, video card, hard drive, or other component that malfunctions due to a layer of dust causing heat to build up and overwork components. The good news concerning most PC maintenance chores is that they don't have to occupy lots of free time or require an in-depth knowledge of how a PC works.

The payoff to diligently applying proper cleaning techniques, ensuring properly cooling inside the system, learning to use various system utilities, and shoring up security is you'll typically avoid a good many computer-related headaches that can otherwise result in down-time, having to replace parts, risking data being stolen or lost, and more. On the following pages, we explain how to go about establishing a good PC-maintenance regimen.

Let the Cleansing Begin

Whether you're in charge of maintaining one or 100 PCs, physically cleaning a system from time to time is imperative. This is particularly true for mechanics, carpenters, artists, and others who work in environments where dirt and dust is commonplace.

Another important but sometimes overlooked aspect of PC maintenance is establishing good internal cooling. Failure to do so can cause excessive heat to accumulate, thus sending the processor, hard drive, and other components into overtime and ultimately leading to system errors and failures.

As important as physically cleaning a PC is, equally important is regularly addressing non-physical compo-

nents. Windows provides numerous system utilities that help clean up, rearrange, and back up data; keep programs up-to-date; and more. Scores of third-party utilities are also available for these tasks and others, including optimizing system settings, removing duplicate and temporary files, and updating drivers.

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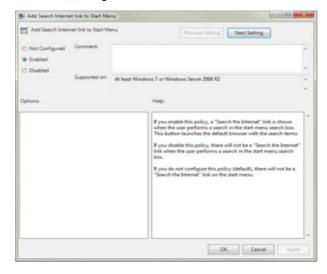
Search the Internet from the Windows 7 Start Menu

Compiled by Joseph Moran

If you'd like a way to conduct an Internet search without having to open a browser window first, you can configure Win7 to let you search the Internet right from the Start menu.

To enable this in Windows 7 Professional or Ultimate, run the Group Policy Editor. From the Start menu, type **group policy** and then run Edit Group Policy from the results. On the left side of the window, find User Configuration, expand the Administrative Templates folder, and then click Start Menu and Taskbar. Double-click the Add Search Internet Link to Start Menu option on the right. Change the setting to Enabled and then click OK.

Now, when you type a search term into the Start menu, just below the customary See More Results link, you'll see a new Search the Internet option. Click it (or select it via the keyboard by pressing the Up arrow key three times and pressing ENTER), and your default browser will open to a search of your specified term using your default search engine.



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(Continued from page 8) How Scammers Target The Disabled...

are common to every one of us -- things like being skeptical (especially of high return investment deals), never buying on impulse from someone at your front door, (always get prices and bids from others), never paying to get supposed winnings, questionable job training or to money to people you don't know, and always discuss supposed miracle cures with your healthcare professional.

If you want to support a charity, check their credentials with the Wise Giving Alliance:

(http://clicks.aweber.com/y/ct/?

<u>l=5pX.p&m=1g6lNG5djGtWfo&b=Tpa7NKvBPlYZutgZj5</u> wbuw) -- disabled people will thank you for it.

disabled people will trially you for it.

Time to conclude for today -- have a great week!

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TEMP DIRECTORY SHORTCUT

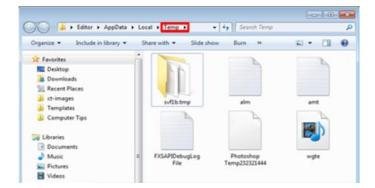
Here's a quick and easy tip for Windows Vista and 7 users who want to get to their TEMP directory to do a little manual cleaning.

Press Start, and in the Search Box type %temp%.



Now hit **Enter**.

Poof! There's your TEMP directory! Now just highlight and delete as needed!



~Andrew

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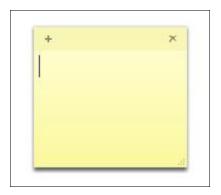
WS WORLDSTART.COM

Windows 7 Sticky Notes

Do you have something you need to be reminded of? What about your grocery list? Do you like to keep adding items to it throughout the week?

Sounds like you need sticky notes!

Just type "**Sticky Notes**" into your Windows 7 Search Box (Located above your Start button) and hit **Enter**. The Sticky Notes gadget will open up.



Now just type your list, note, message or limerick in and you've got yourself an instant desktop resident reminder! You can even change the color by Right-Clicking! To add another Sticky Note, just click the plus sign.



By Andrew

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Correcting Browser Connectivity Issues in XP

~Cosmin Ursachi

Note: This article is only for Windows XP users. Other operating systems like Vista and Windows 7 do not share this problem.

Problems with Internet Explorer are a common sight. They range from simple errors to dangerous vulnerability exploits.

The first thing you should do when you have an Internet Explorer problem is to upgrade to the latest version as soon as possible. Not only will it solve your problem, but you'll get a lot more features and a lot fewer vulnerabilities from the new version.

The other solution is to switch over to a third party browser.

Mozilla's **Firefox**, Google's **Chrome** or **Opera** are the top alternatives for browsing the Internet.

As different as these browsers are from Internet Explorer, they do have one thing in common. Under Windows XP, at the basic level, they share the same connection settings with Internet Explorer.

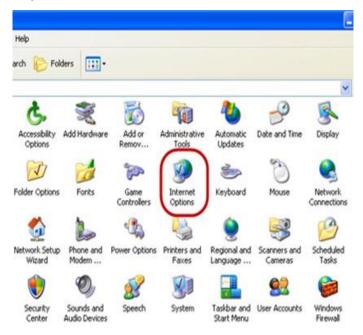
This can cause very strange problems for users that use third party browsers with Windows XP. The strangest of which seems to surface when a dial-up connection is created on a computer running Windows XP.

For some unknown reason, with Windows XP, all browsers use a dial-up connection by default (if one was created) instead of a LAN connection when they connect to the Internet.

This means that if you ever had dial-up installed on your computer (even if it's disconnected) and your favorite third party browser is set to automatically connect to the Internet, all installed browsers (except IE) will choose the disconnected dial-up connection over your working LAN connection.

Therefore if you ever had dial-up and no other browser besides Internet Explorer is working, follow the simple steps below and you'll get rid of one of the most illogical Windows XP problems.

Note: Make sure you're logged in with an administrator account and have full administrator rights before you go any further.



Go to the **Start Menu**, click on the **Control Panel** button and then click on **Internet Options**.

In the **Internet Properties** window click on the **Connections** tab.



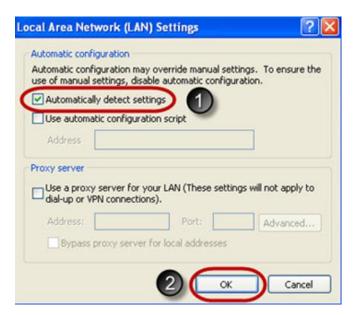
Under Dial-up and Virtual Private Network settings check the Never dial a connection box.

Then, under Local Area Network (LAN) settings click the LAN settings... button.

(Continued on page 15)

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(Continued from page 14) Correcting Browser...



In the Local Area Network(LAN) settings window check the Automatically detect settings box and click the OK button.

Back in the **Internet Properties** window click **OK** to apply the settings and then restart your computer.

This should allow all the browsers to connect to the Internet using the correct settings. If you still have problems with browser connectivity, perhaps an upgrade to Windows 7 will solve the problem.

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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 ebooks
- 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!!!

Dick's Clicks



By Dick Ramette, President, Computer Club of Green Valley, AZ.

http://ccgv.apcug.org Rwramette@mindspring.com

"Sam" likes being technophobic. He grew up happily without PCs, cell phones, and credit cards, and is amused by those who flaunt their myriad electronic devices. He quotes Clifford Stoll: "Why is it drug addicts and computer aficionados are both called users?" But, in reality, there is no such thing as a "nonuser," because of how computers permeate most aspects of modern society.

Sam's not impressed with how stores use computers to scan price codes, manage inventories, and arrange for shipping. He's uninformed about how modern medicine is highly digitized, from storing personal records to advanced diagnostic tools, as are all bank accounts. newspapers, magazine subscriptions, telephones and public library accounts. Travel relies on the computers of hotels, restaurants, cruise ships and airlines, and all newer cars are governed by built-in computers. The USPS and the phone system could not function well without computers, nor could law enforcement and fire fighters. Even the aerobics machines in GVR fitness rooms are computerized.

At the other extreme from Sam are the true technophiles, like the few elites in CCGV, whose computer expertise dwarfs that of the typical user. Nothing will do except the latest version of hardware and software. Some golfers are even using GPS devices to plot strategy during a round.

I'm more in the common mainstream, I guess. My two computers do enrich my life on a daily basis. My son in Wisconsin sent me an email with a video of wild turkeys near his property, and I was able to inform him, thanks to Google, that a group of turkeys is called a gang, a posse, or a rafter. See:

http://www.thealmightyguru.com/Pointless/AnimalGroups.html.

I enjoy the Astronomy Picture of the Day, my favorite comics (those not included in the AZ Star, like Judge Parker), opinions on NYTimes and Huffington Post, and I sample the thousands of reader comments. I play Wordscraper with a daughter and a grandson, but do nothing else with Facebook. I download the NYT crossword, check movie reviews on

http://www.imdb.com, look at political cartoons on http://www.washingtonpost.com, and note obituaries on http://www.gvnews.com. All my Pima Library reserves are by computer. I have links to the menus of my favorite restaurants. I use Open Office spreadsheet to keep statistics for the GVR Shuffleboard Club, and I manage my photo collection with Windows Explorer and Photoshop Elements. I'd hate to do without email.

I'm content with Wordpad for writing things, including this column. I still write useful little programs using the antiquated QBasic. I measure my walks by GPS. But I ignore Skype, Picasa, Windows 7 and online banking, though I do order stuff from http://www.amazon.com.

With my new BFF, the iPod touch, I play the Scramble word game, listen to music, take photos and go online. I marvel that such technology can be bundled in such a small package: it holds my lifetime music collection and my lifetime photo collection. And, as we heard at the CCGV meeting in January, the Apple iPad is even more amazing, now with 300,000 apps.

This month I bought a Blu-Ray DVD player and a 50" plasma TV, and I'm astonished by all the functions that were not available on my 22-year-old Sony, including wireless access to all the photos on my computer, and free streaming of Netflix movies. The old Sony still works, so make an offer.

And yet—and yet—I know that many among us, like Sam, are living happy and rich, productive lives at a more leisurely pace, without the comfort of a personal computer. Recently an AP story told of a NY mother who "unplugged" her kids for six months, with clearly beneficial effects on grades and use of spare time. Kinda like the way we all were three or four decades ago. I imagine them having coffee with friends, hanging out at the library, reading books, writing hand-written letters, enjoying family phone calls, pursuing all sorts of personal hobbies, blissfully unaware of all the richness of living in a computer-dominated world. And they don't send \$600/year to an ISP. Should I pity them in their technical austerity? Or should they pity me, for embracing the Church of Google?

Quotes of the month:

"Computers make it easier to do a lot of things, but most of the things they make it easier to do don't need to be done."

Andy Rooney

"There is a computer disease that anybody who works with computers knows about. It's a very serious disease and it interferes completely with the work. The trouble with computers is that you 'play' with them!"

Richard P. Feynman

"No one ever said on their deathbed, 'Gee, I wish I had spent more time alone with my computer'."

Danielle Berry

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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Word Templates simplify Your Life

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., FL Sarasota PC Monitor www.spcug.org ndemarte@Verizon.net

Templates have been a feature of Microsoft Word since the early versions. These pre-formatted documents are offered as time-savers to users who need a quick business letter, resume, agenda, or other document. Each template includes placeholders with instructions for what should be typed there, such as "recipient name." The user fills in the required information and the document is complete.

I was never a fan of templates. They were too restrictive; I am the do-it-myself type. There was never the right kind of document for my task among the limited choices. And if I could remember to save the template as a document, I was never exactly sure where it was being saved on my computer. With the greatly enhanced improvements to templates in Word 2007 and 2010, I have changed my mind. The template choices now have been expanded to include hundreds of document types, and they are much easier to find and save. Word 2007/2010 users can even edit templates or create their own templates from personal documents.

Using a Template



Word 2007 provides templates from two sources: installed within the Word program and online at the Microsoft website. To view the installed templates, click the Office button (or File button in Word 2010), then New, and then Installed Templates. Here you will find thirty letters, fax cover pages, re-

sumes, and agendas formatted with the new themes of Word 2007. Click one to see its preview, and then click "Create new," which opens it as a document, leaving the original template intact in its original location. After replacing the placeholder text with your own, save this document to a folder of your choice. Often the placeholder body text includes tips for changing the formatting using the new style and theme galleries in Word 2007.

The online templates offer an impressive number and variety of document types. Accessing these couldn't be simpler. Click the Office button, then New. Under the heading Microsoft Office Online in the left column, select the category of template you want. Besides the standard letters and resumes, you will find interesting new categories such as calendars, greeting cards, and stationery, which are colorful and professionally formatted. To use the category "Lists" as an example, under the subheading Home are various shopping lists, emergency contacts list, and a travel checklist, to name a few. Other types of lists include Medical (family medical history, medicines and vitamins, etc.) and Menus (illustrated tem-

plates for menus to celebrate all kinds of occasions). Merely reading through the forty categories of online templates should inspire anyone to try some.

Once you have chosen a specific template from the online selections, click it to see the preview. Some of these templates have been created by Microsoft; others have been submitted by users. In the preview window you will see the template's rating (1-5 stars) based on user feedback, the file size and estimated download time. If it is a user-created template, it will include license agreement and terms of use links, although these templates have been thoroughly screened. To get an online template, click Download. Almost immediately the template will appear on your screen as a document, with the template stored in My Templates (Office button – New – My Templates) for future use.

An interesting feature of online templates is that many of them contain usable content rather than just formatting suggestions. For example, under the Letters category, the "Apology for Poor Service" letter is an actual apology which could be sent by a business in response to a complaint from a customer. Another letter from the travel letters subheading is "Complaint about Lost Luggage." For those of us who want to write this letter, but aren't sure how to word it, this template could save the day.

Customizing a Template

Of course, anything in a template can be modified, even the template itself. To edit an installed template, bring it up in the preview window. Next to "Create new," select Template instead of Document so that it opens as a template. To edit an online template, download it first, and then save it as a template file type (.dotx). Now you can delete placeholders and replace them with text that will not change, such as your name and address. You can change the font or font size or any other formatting aspect of the template. When done, save it as a template file type with a name that clearly identifies it, such as "Median letter template revised" and be sure it gets stored with other templates in the My Templates folder. In the "Save As" dialog box, choose "Templates" as the saving location. You can always delete templates from the My Templates folder the same way you delete any file.

Create a Template with the Hidden Tab

I have often wished I could create a template from a document that I use regularly. It's easy with Word 2007. To do this, you will need to reveal a hidden tab on the Ribbon: the Developer tab. Click the Office button, then Word Options. Put a check mark next to "Show Developer tab in the ribbon" and click OK.

First open or create a document that you wish to be the basis for a template. For illustration, let's say it is a meeting agenda. Decide which areas of the template will change in subsequent uses, such as the date or agenda items. In the Developer tab, you can add a Date Picker from the Controls group. It's the second icon in the bottom row. This will add a drop down calendar to the template from which to choose a date and gives options for formatting the date. To add a place-

(Continued on page 18)



OpenOffice.org 3

Create Presentations with Style

by Kim Quade

Long gone are the days of using a felt board or a slideshow to give a sales presentation to potential customers or clients. These methods have evolved with technology, and OpenOffice.org's Impress software can help you create multimedia presentations for showcasing your company and its products.

Launch OpenOffice.org and select Presentation to start

Impress. The Presentawindow with the part of the pa Wizard appears. You can choose to begin with an empty presentation, select a template, or open an existing presentation. You can also opt to ignore the wizard and start from scratch to work on your own.

Use the Wizard

If you select Empty Presentation, the wizard asks you to choose from among the 25

slide background designs. A preview appears with each selection so you can see what the designs and colors look like. The next step prompts you to select a transition-how and how fast your slides move from one to the next during the presentation.

Again, a preview shows what you've selected. Once you've made these basic decisions, Impress lets you begin adding text, graphics, photos, slides, and special effects. The template option gives you more guidance and helps you really get started with your presentation by filling in more slides. Select Introducing A New Product or Recommendation Of A Strategy. The second wizard screen invites you to choose a design, and the third step asks you to decide about transitions. The fourth screen directs you to fill in blanks describing the basic ideas you want to communicate. The fifth step involves choosing the slides that will be a part of your presentation. Click Create and you are ready to edit, add to, or delete what the wizard has prepared. The prefilled text provides prompts telling you what information might be appropriate for a particular slide.

Make It Yours

Impress offers a wide variety of options to spice up your presentation and really make it fit your company's needs. From the Layouts panel on the right side, select a layout that appeals to you and works for the information you want to communicate. Each screen could utilize the same layout, or you could change the layouts to add variety.

The Insert tab, located on the top toolbar, lets you add a variety of features to your presentation, including more slides, page numbers, dates, hyperlinks, animated images, tables, movies, sounds, and charts.

From the Format tab, choose Character to choose a font, color, typeface (such as regular, italic, or bold), and a type size. Also under the Format tab, you can choose to add bullets or a numbered list. The Text Animation tool (under Format and Text) lets you have a little fun with your presentation's text. You can set the text on any of the slides to blink and scroll.

New card designs Playing with Paper = 4

OpenOffice.org's Impress software lets your company easily create multimedia presentations.

full complement of drawing tools helps you add some creative elements to your presentation. Located at the bottom of the screen, the drawing tools include the option to add rectangles, ovals, and lines; draw a variety of shapes; and add symbols, flowcharts, and callout boxes.

The Fontwork Gallery, also found along the bottom of the screen, provides an opportunity to add some

dimension to your lettering in different styles, colors, and shapes.

From the basic to the complex, OpenOffice.org's Impress software provides an array of tools to help you create a multimedia presentation that makes your company look professional.

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(Continued from page 17) Word Templates...

holder for a text item, the Controls group includes a Rich Text command (Aa) which will add a placeholder. You can then use the Properties command to add text which describes what should be typed there, such as "Agenda Item 1." Save your creation as a template (.dotx or .dot) in My Templates as described above. It will be readily available when you need it.

Templates can help us do a variety of tasks with Word without the tedium of creating all our documents from scratch. Explore the template choices, and you will surely find some that meet your needs.

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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Windows On Chrome OS? Yes It's Coming

Google is pitching to students and companies that Chromebooks will make good educational and business fits due to Chrombooks being less expensive and easier to maintain than PCs. Reportedly, Google has created a \$20.00-per-month deal for students and \$28.00-per-user subscription plan that provides comprehensive hardware and software updates and Web console sto businesses and organizations, including automatic hardware updates, support, replacements and more. For users, support for running Windows programs will also be a reality, as Citrix recently announced a Chrome OS-supporting version of Citrix Receiver, a desktop and application virtualization frontend. Additionally, Citrix reportedly is planning an app store where users can log in and download Windows programs.

Kaspersky Unveils Top 10 PC Vulnerabilities

In the recently released "IT Threat Evolution For QI 2011" report, Kaspersky states there were roughly 29 million vulnerable applications and files detected on users' computers during QI 2011. Adobe finds itself in the unenviable position of dominating the list of top 10 vulnerabilities by charting the three top vulnerabilities and five of the top 10, Sitting at No. 1 is a "uniqueName" buffer overflow vulnerability in Adobe Reader that was detected on 40.78% of computers. Elsewhere, Kaspersky found that "89% of all Web resources used for hosting malware were detected in 10 countries around the globe."

The United States leads the pack, accounting for 28.56% of all Web resources used for hosting malware, with "the bulk of malicious content" being "located on compromised legitimate sites." Russia follows at 17.26%, up 3.5%. China, however, saw its number of malicious sites it's hosting drop 3.33% from Q4 2010.

Yahoo! Mail Goes Under The Knife

Attention, all 284 million Yahoo! Mail global users. After debuting a beta version of major upgrade to the long-time online mail service in October 2010, Yahoo! Rolled out the final version in late May complete with speed

touted as being twice as fast, new security features, the ability to send 100MB attachments, and stronger ties to various social media outlets. With the changes, Mail users can now view and share Facebook, Twitter, and Zynga updates within Mail. Further, texting and IM is supported within messages, as is viewing videos and photos. Other new features let you track purchases within Mail, unsubscribe from groups or unwanted email, and more easily access certain messages and contacts via new prioritization abilities.

Microsoft's Good Days; News On Windows 8

These are good days at Microsoft. Not only was Bill Gates reportedly giddy about Microsoft's \$8.5 billion acquisition of Skype in early May ("It'll be fascinating to see how the brilliant ideas out of Microsoft research, coming together with Skype, what they can make of that," Gates stated), the company scored it's highest mark ever in the American Customer Satisfaction Index's most recent version. Microsoft's score of 79 is three points higher than 2009's rating and the highest since the poll started in 2006. The company charted a 69 rating in 2008, which represented year two of the Vista era.

In late May, it appeared the Windows 8 era was imminently upon us, as President Steve Ballmer announced at a conference in Japan that Microsoft's next OS would indeed be called "Window's 8" and would see a release next year. Microsoft reportedly backed away from those comments the day after, but WinRumors.com wrote that Microsoft would demo Win8-based interface for tablets at late-May's All Things Digital D9.

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Lisa Louise Cooke (RootsMagic) Webinars

Lisa newest book is Google Toolbox, there are other books she as written as well. Check out this website for more info http://genealogygems.tv/

Lisa did 2 webinars for Bruce Buzbee on his Roots-Magic website. I was very surprised by to see just how much genealogy you can do using Google.

Check out the webinars at http://www.rootsmagic.com/ webinars/

You won't be disappointed with these 2 webinars. While you're at it view some of the other webinars. Bruce has everyone recorded for your convenience.



Smart Computing.



Fun Facts

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.

data format

A data format is a way of organizing information in a computer file so specific computer programs and applications can access the data. Microsoft Word and Microsoft Excel, for example, store documents and worksheets in different formats due to the nature of the information these files typically contain.

The file name extension, the portion of the name following the period, found on a PC is often used to designate the data format. For example, Excel files usually have an .XLS extension, whereas Word files have a .DOC extension. The standardization of these file extensions lets the OS (operating system) know which application to launch when a user accesses a certain data file. For example, double-clicking *some-file*.xls, (where *somefile* is the file name), opens your file in Excel. If the file had been named *somefile*.doc, it would be opened in Word. It is up to the user or the application creating the file to assign the appropriate extension. Simply renaming a file created with Excel from *somefile*.xls to *somefile*.doc does not automatically convert it into a format readable by Word.

In addition to the file extensions mentioned above, other common file extensions and their data formats include: .CSV (comma separated variables), .DAT (binary data files), .EXE (executable file), .GIF (Graphics Interchange Format), .MDB (Microsoft Access), .PPT (Microsoft PowerPoint), .RTF



(Rich Text Format), and .TXT (ASCII text files).

Many computer programs contain built-in filters that can read and/or write files stored in formats different from their native formats. It is common for vendors to include filters that let users read or import files from competitive products to encourage users to switch vendors.

Theta Music

For those with an interest in music, this site a number of games to sharpen your existing skills, plus develop new ones. You can train your ear, sharpen your sense of pitch and tone, unlock hidden patterns in music, and strengthen your music theory skills. http://trainer.thetamusic.com

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. Enter "radio station" in a search engine to find plenty of stations.

Frequently Used Graphics

Inserting a graphic into a Microsoft Word document isn't difficult; just click Insert, point to Picture, and select From File (or another source). However, if you routinely insert the same graphic into documents—such as a company logo—it can get a bit tedious to do it the long way every time. You can make an AutoText entry to make it easier on yourself. First, insert the graphic. Click it to select it, then click Insert, AutoText, and then New. When the dialog box appears, name the image and click OK. Now, whenever you want to insert that image into a document, type its name (whatever you just specified) and then press F3

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