

# Interface

Lorain County Computer Users Group  
www.LCCUG.com info@LCCUG.com  
Volume 23 Number 8 August 2011

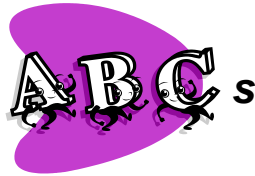


## Inside This Issue

President's Letter	Pg 2
LCCUG Officers	Pg 2
August Program	Pg 3
This & That,,,	Pg 3
Minutes	Pg 4
Treasurer's Report	Pg 4
Genealogy	Pg 5
APCUG Conference	Pg 7
Sheriff's Citizen Partnership Academy	Pg 8
Plum Brook	Pg 9
Need Help?	Pg 10
Classes, Workshops & SIGs	Pg 10,11
LCC-OGS Monthly Meeting	Pg 11
Word Tips	Pg 12
Windows Media Player...	Pg 13
What Time Is It , Google?	Pg 13
MS PowerPoint,,,	Pg 13
What To Do When Your Computer Freezes	Pg 14
Excel Tips	Pg 16
After the Thaw...	Pg 17
Converting Documents to PDF	Pg 18
Home Computer Security	Pg 19
Tips, Fun Facts, & Terms	Pg 20

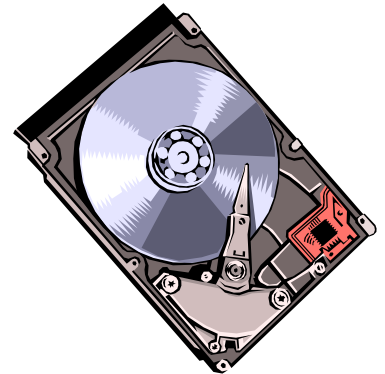
**Tuesday  
August 9, 2011**

## What's in Your Hard Drive? Here are the



*By*

**Neil Higgins**



**Tuesday  
August 23, 2011**

# NO MEETING

## See You in September



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

# A Word From Our President



A recurring theme for me is marveling at how pervasive computers are in our lives today. I am always amazed to think about how, not that long ago, we couldn't have imagined this scenario.

A relative is in the process of moving in with his girlfriend whom he met online. The house they are renting was found on craigslist.com. Her new job was found online.

The dog I adopted 6 months ago was found at a pet rescue website online. The obedience school I took him to was found through an online search. A cage to use during his puppy training was found via craigslist. Suggestions in dealing with a new puppy were found by searching the Internet.

Two years ago when I went to the emergency room I told them that I had *Googled* my symptoms and thought I had appendicitis. They took out my appendix.

When my brother's 10 year projection TV had the picture go goofy, he *Googled* a description of the exact problem. There he found a discussion of the issue on that exact model TV and a fix. He followed the suggestion and sent for a small part and instructions and he fixed his problem. An obscure problem that would have been almost impossible to have had fixed locally.

How many times have I gone to buy something that I have already read about exhaustively online. When I go to the store and talk to the salesperson, I already know the issues, customer opinions, and the many variables. I can quickly ask my questions about the product we are looking at and make an informed decision and make my purchase.

How many times have I become aware of a great movie I want to see or a book I want to read because of an online article or discussion! I love hearing about these things this way.

The night before a recent memorial service, I browsed through my computer's picture folders and found a dozen nice pictures of the deceased and uploaded them to the nearby Walgreen's website. In the morning I stopped in and picked up an attractive 11 x 17" poster of the pictures to display at the memorial.

My daughter's favorite way to have music playing when sitting outside or while entertaining friends, is to go to Pandora.com on the laptop and select a theme of music to play. Large external speakers enable the music to be played on the patio or house throughout the evening.

Now to travel somewhere, you either have directions printed from Google maps, or you are being guided there by your GPS unit or the GPS on your smartphone. These tools will also help you find restaurants, shopping and hotels as you go.

Looking for a good casserole recipe? Do you need a nice dip

## LCCUG Officers For 2011

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

idea to take to a party? Just do a search on the ingredients you would like to use and browse through the many choices that will be presented to you, complete with the comments of others who have tried the recipe. This is much quicker than going through many paper cookbooks that might be on your shelf.

What about email? It is not without some problems as a means of communication, but can you imagine waiting for a letter to arrive? Or trying to catch someone on the phone? Now there is chat and texting, ubiquitous cell phones, face-to-face Skype.....Facebook? Twitter? And then, what's next?

I could go on and on but it all comes down to, how did we used to do these things? Even 10 years ago, would we have imagined? And like I always start to wonder... what will things look like in another 10 years? If technological change continues exponentially, I truly can't imagine!!

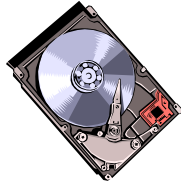
It's always amazing to think about!!

*Sandee*

**TUESDAY**  
**Aug 9, 2011**

## **What's in Your Hard Drive? Here are the A,B,C's**

by  
**Neil Higgins**



**Ever wonder exactly what is in that big box  
connected to your computer?**



Neil will take us on a "live tour" of our Hard Drive and identify parts and show us where and how we can safely and intelligently add or replace parts.

Neil has been working with and teaching computers for a very long time! Be sure and bring any questions you may have as we see what is in the "box" and why. You probably can not stump him on this subject! This promises to be a very interesting program.

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

## **This and That or Things That May Interest You**



By Lynn Page, Editor, Crystal River Users Group, Florida  
February 2011 issue, CRUG newsletter [www.crug.com](http://www.crug.com)  
[newsletter@crug.com](mailto:newsletter@crug.com)

### **Excel**

#### **Copy with No Formatting**

To copy the contents of a cell and not the underlying formula on the Home tab, in the Clipboard group, click Copy. Move to the cell to paste into and on the Home tab, in the Clipboard group, click Paste, and then click Paste Values.

#### **Move or Copy a Formula**

Cell references are important and it is important to be aware of what can happen to these references, whether absolute or relative, when moving a formula by cutting and pasting it, or by copying and pasting the formula into a new location.

When moving a formula, the cell references within the formula do not change regardless of the type of cell reference used. When copying a formula, the cell references may change based on the type of cell reference used. Verify that

**TUESDAY**  
**Aug 23, 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 Tuesday, September 13, 2011,

### **Networking Your Computers**

*Presented by*

Lloyd & Carl from Discount Computer Parts



the cell references in the formula produced the desired result. If not, switch the type of reference.

### **Windows 7**

**Run Multiple Copies of Applications from the Taskbar**  
Many times I like to have two Word documents open side by side. To open multiple copies of an application so that different files are shown in separate windows, shift click the icon on the Task Bar to open an additional application window.

#### **Pin a Folder to the Windows Explorer Jump List**

To have a folder quickly available in Windows Explorer pin it to the Explorer Jump List. Find and select the folder, then drag and drop it to the Windows Explorer icon on the Task bar. To quickly open the folder right click the Windows Explorer icon and select the folder from the jump list.

### **USB Security and Protection**

USB flash drives are wonderful for transporting files between computers. Just remember that if one computer is infected with a virus or malware, it can come along on the flash drive. So for security before transferring files, scan the flash drive with up to date virus and antimalware before copying files.

*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.*



## Executive Board Meeting Minutes

**JUNE 28, 2011**

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

A review of items needed for the picnic included big coolers (Sandee and Pam), corn hole game (Sandee and Pam), horse shoes (Micky).

To register for the picnic on line, Richard will program a link on our web page.

A printer will be raffled with the drawing taking place at the picnic.

Sandee announced we are entered into the APCUG webpage/newsletter contest.

Richard gave a summary of information he obtained from a free Google app. showing the activity on our web page - 307 hits from 120 people from 6 countries looking at 1 1/2 pages for 1 minute and 447 views.

The board discussed topics for future presentations.

Micky moved, Richard seconded the meeting be adjourned.

## LCCUG Treasurer's Report

6/24	Beginning balance	\$ 10,232.62
	membership dues	\$ 75.00
7/20	LCCUG Certificate of Deposit	\$ 5,000.00
7/20	General Fund balance	\$ 5,307.62

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

**This Month's contributors:** Micky Knickman, Sandra Ruth, Kaye Collier, Pam Rihel, Carole Doerr, Don Hall, Lynn Page, Lou Koch, Gregory Anderson, Wayne Comstock, Will Wakely, APCUG, [Wordtips.net](http://Wordtips.net), [Exceltips.net](http://Exceltips.net), Smart Computing Magazine, Microsoft Office art online, [WorldStart.com](http://WorldStart.com), [computerworkers.png](http://computerworkers.png) [simonwhatley.co.uk](http://simonwhatley.co.uk)

Newsletter is now  
Online  
at

[lccug.com/newsletters](http://lccug.com/newsletters) or [lccug.com](http://lccug.com)



## General Meeting Minutes

**JULY 12, 2011**

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

Sandee mentioned the upcoming annual picnic at French Creek Reservation and how to get there. Signup is necessary and there will be a link on the LCCUG web page.

Sandee then presented an updated version of Cloud Computing which was presented last year. She showed the applications such as Docs, Calendar, Storage available by Google. She then showed some of her own accounts. All of these apps and files are available to the user from their Phones, iPods, Netbooks or Tablets which have internet access.

Ellen Endrizal won the money raffle which included drawing the Joker. Enio Fernandez won the first software/hardware raffle. Micky Knickman missed the \$5 attendance drawing, but Richard Long won the \$4 attendance drawing.

Joe Harrold moved, Don Hall seconded the meeting be adjourned.



Your low cost supplier for...  
Computers · Parts · Service

**DCParts.Com**  
Discount Computer Parts

New Systems  
Diagnostics  
Virus Removal  
Rebuilt Systems

Upgrades  
Installations  
System Tune Ups

On Site or Walk In Services

**440-322-0259**

210 East Second St., Elyria 44035





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

## Problems Searching Through Old Records And The Problems You Will Encounter.

If you ever looked at records that were created several decades ago, particularly before the turn of the century, you know that they aren't always easy to understand.

Handwriting styles were different and people weren't always particular about spelling and punctuation. You'll find that some words had different meanings, and when you go back a couple of centuries, even dates were different. If you are planning to look at older records, first check out the calendar switch and double dates. Example:

### Julian or Old Style:

December 25, 1718  
January 1, 1718  
February 2, 1718  
March 20, 1718  
March 25, 1719

### Gregorian or New Style:

December 25, 1718  
January 1, 1719  
February 2, 1719  
March 20, 1719  
March 25, 1719

### Double Date:

December 25, 1718  
January 1, 1718/1719  
February 2, 1718/1719  
March 20, 1718/1719  
March 25, 1719

Beginning in 45 B.C., many parts of the world used the Julian calendar to mark the passage of time. By the Julian calendar, March 25, was the first day of the year and each year was 365 days and 6 hours long. In 1582, Pope Gregory XIII determined that the Julian calendar was incorrect: each day was just a little bit too long and the human calendar wasn't keeping up with nature's calendar. This new calendar changed the first day of the year to January 1 and also jumped ahead by

10 days to make up for the lost time.

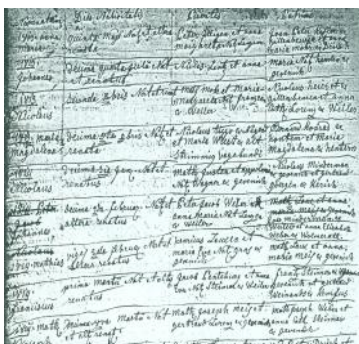
The practice of double dating resulted from the switch from the Julian to the Gregorian calendar. Not all countries and people accepted this new calendar at the same time. England and the American colonies didn't officially accept it until 1752. Before that date, the government observed March 25, as the first of the year, but most of the population observed January 1 as the first of the year. For this reason, many people wrote dates falling between January 1 and March 25 with both years, as in the examples in the beginning of this article.

By the time England and the colonies adopted the new calendar, the discrepancy between the calendars was eleven days. To resolve this discrepancy, the government ordered that September 2, 1752 be followed by September 14, 1752. Some people also added 11 days to their birth dates that are recorded as double dates even after all calendars had officially switched. People sometimes accidentally wrote double dates.

### Handwriting:

"If only the typewriter had been invented a few centuries earlier!" That's often the cry of people trying to read older records. Old fashioned handwriting often gives older documents charm, but it also can be difficult to decipher. Below are a few clues that may help you out:

- ◆ First, read slowly and with care. Make sure that the words make sense, and don't assume anything.
- ◆ Watch out for double S's. The first S in a pair was often written to look like a lower case F.
- ◆ The following capital letters often look the same: I and J, L and S, L and T, M and N, T and F, and U and V.
- ◆ Don't forget the possibility of abbreviations. Names were abbreviated quite often, as well as common words. For example, you may find "sd" for "said", "decd" for "deceased," "do" for "ditto," "chh" for "church," and "rect" for "receipt." Double letters were often written as single letters with a line or tilde above them. Name abbreviations usually consist of the first three or four letters plus the last letter. Both name and word abbreviations are normally written with the last letter of the abbreviation raised.
- ◆ If you're having trouble deciphering a word, try saying it out loud in several different ways.
- ◆ If you can, read the remainder of the sentence and try to figure out what word would make sense.
- ◆ Find other words in the document that you can read, and use the letters in those words to piece together the letters in the words that you can't read.



*(Continued on page 6)*

(Continued from page 5) Problem Searching...

- ◆ Use a handwriting book to help piece the letters together. Two books that you can use are The Handwriting of American Records for a Period of 300 years, by E. Kay Kirkham and Understanding Colonial handwriting, by Harriet Strykker-Rodda.
- ◆ If all else fails, you may need to consult a handwriting expert.

Remember the sources are usually accurate, but not always. Generally, the more hands it has passed through, the more times it has been transcribed or translated, the more you should worry.

Remember you can't always believe everything you read. It is important to evaluate the source and the possibilities for inaccuracies. Below are a few things to keep in mind.

1. When you find new information for your family tree, check for inconsistencies. One example is the case where two children in the same family were born on dates that were impossibly close together. (However, keep double dates in mind.)
2. When you suspect problems, try to verify the information using other documents. Most genealogical information can be found in more than one place, so take the time to check other documents out.
3. Think about when the record was created. Records that were made at the time of the event are more likely to be correct than sources that were made several years later. For example, birthdates are often listed on death certificates, but you are more likely to get the correct date if you find it on a birth certificate.

Remember, you can run into these types of errors not only when looking at handwritten documents, but also when you are looking at records that have been transcribed from older original documents. When reviewing a record with an unfamiliar handwriting style, it is important to record all the letters of the alphabet on a sheet of paper and list the variations that you come across. This self-training takes very little time and saves a lot of errors and forgetting.

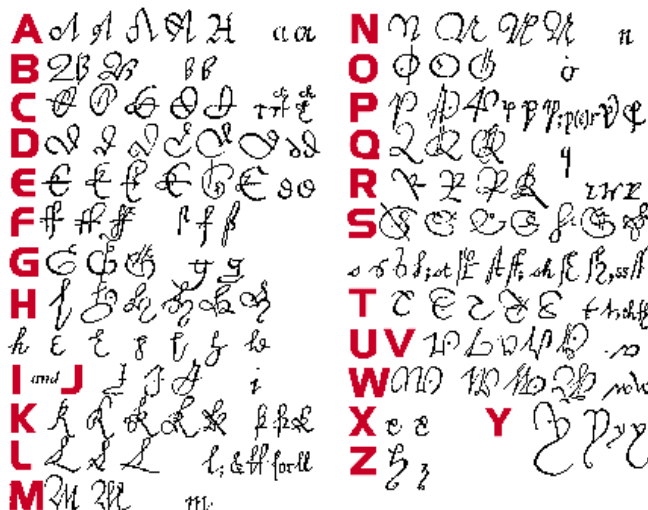
- ◆ Letter transpositions--"Grover" becomes "Rgover" or "Smith" becomes "Simth"
- ◆ Adjacent letters on the keyboard--"Grover" becomes "Grober" or "Smith" becomes "Wmith"
- ◆ Dropping a letter--"Grover" becomes "Grver" or "Smith" becomes "Smit"

Word spellings most often are just an inconvenience,

but changes in name spellings are much more significant. It is important to keep different possible name spellings in mind when you are researching, so that you don't overlook records that might refer to your family.

<http://amberskyline.com/treasuremaps/oldhand.html>  
<http://www.genealogia.fi/faq/faq031e.htm>

You might want to try these websites to get some idea of what you might be up against. Here is another example. Also you can go to Google and type in Old Handwriting and find more examples like I did.



### Genealogy Websites:

Lorain County Genealogy Webpage

<http://www.rootsweb.ancestry.com/~ohlorain/>

Names in Stone Cemetery Maps & Tombstones.

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

Free Genealogy Forms & Charts

[www.genealogysearch.org/free/forms.html](http://www.genealogysearch.org/free/forms.html)

### 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.

## APCUG 2011 User Group Conference

APCUG is an umbrella group of PC User Groups that includes close to 200 individual Computer Clubs in the US and around the world. This year, from July 15<sup>th</sup> thru July 17<sup>th</sup>, the organization held a regional conference in the Cleveland area (Independence, Oh) and it was attended by about 100 individuals from 30-40 individual user groups from around the country and Canada ... including 2 from LCCUG (Sandee Ruth and Lou Koch).

The conference included technical sessions ranging from simple how-to presentations that can be adapted for local club meetings (eg "Win7 Tips and Tools" and "Ins and Outs of Skype") to more technical presentations ("Virtual Machines" and "Drupal" for web site construction). A number of vendors made presentations including Microsoft, Avast, Iolo (System Mechanic), and others. In addition there were numerous workshops and discussions aimed at promoting the exchange of ideas, opportunities and challenges that user groups are experiencing throughout the country. There was plenty of opportunity to meet and socialize with members from around the country and make contacts which can be valuable.



Overall, the conference was very enjoyable, educational and provided ideas that may offer opportunities for LCCUG. Next year's Regional conference will be held in Canton and it will provide another opportunity for LCCUG members to attend and network with other users, learn more about the directions of the computer world (plenty of content for non-geeks as well as the more technical oriented) and experience the synergy of so many other clubs with similar interests to ours. Hopefully more LCCUG members will be able to attend next summer.

Lou Koch  
Co-Vice President

## More Info on the APCUG Conference

Lou Koch and I attended the annual APCUG meeting on the weekend of July 15. The Association of Personal Computer User Groups has an annual meeting and sometimes a couple regional meetings. I attended the annual meeting held 2 years ago in Newark, Ohio and Lou attended one several years before that when it was in Las Vegas.

One of beneficial rewards of attending these meetings is getting to know those involved in other computer user groups around the country. We can learn what issues they have and how they are handling them. Everyone is suffering from decreased membership. There are lots of different ideas on how to cope with the changing needs of their members.

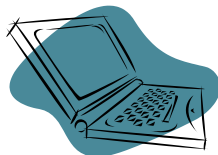
I attended sessions on Digital Photography, the iPad and Cloud Computing, Searching Tips and Tricks, Team Viewer update, Genealogy from OGS, Power Point Add-ons, Drupal (for making web pages) and Social Media for the user group. There were about 20 other sessions held at the same times, many of which I also would liked to have attended. Fortunately most of the presentations are going to be posted online where we can access them.

Sometimes it is the side comments that are made during lunch or before a session that make it just as likely to learn some cool new tidbit. I will be sharing things in the months to come.

The attendees were there because they like computers and the idea of sharing what we know in a user group setting. Contacts are made and lots of old fashioned networking is made!

Next year there will be a Regional meeting in Canton, Ohio and we hope to have even more of us attend and take advantage of learning opportunities like the ones we had.

There will also be a joint meeting of the FACUG (Florida Association of User Groups) and APCUG. This will be a Bahamian Cruise aboard a Norwegian cruise ship! (<http://www.facug.org/>). Imagine that! Computers and Cruising!! This will be the third year that the FACUG has done this, so they know what they are doing! We hope more of our members will take advantage of some of these upcoming opportunities.



Sandee Ruth  
President



# Sheriff Citizens Partnership Academy



By President Sandee Ruth

The Lorain County Sheriff's department made a presentation to us last March letting us know how the Sheriff's department uses computers and computer forensics.

While at our meeting they mentioned the upcoming Sheriff's Citizens Partnership Academy was going to be starting soon.

Four LCCUG members took advantage and participated in the class. Carole Doerr, Celesta Menges, Sue Klingbeil, and myself.

We joined about 18 other Lorain County residents participating in a fascinating 8 week class. For 8 weeks we met for 3 hours each Wednesday evening, learning about all the aspects of Sheriff's department work.

I think I can speak for all of us when I say this was a fascinating opportunity. One overriding issue that impacted all of the department and the court system is funding cutbacks! There are only 2 Sheriff deputies patrolling at a time!

- Overview of the department by Sheriff Stammitti
- Tour of the Lorain County jail wearing our Academy T-Shirts
- Learned about police dogs use in the department
- Then Lorain County Coroner, Paul Matus, gave us a 2 hour slide show of dead bodies
- Heard from Lorain County Prosecutor Dennis Will and Common Pleas Judge Mark Betleski at the new justice center in Elyria
- Heard from the Sheriff office gang expert
- Learned to fire a semi-automatic gun, shooting 12 bullets at a target
- Learned to do a building search and a traffic stop
- Heard about the Sheriff auxiliary officers that volunteer to help the department
- Heard from the Sheriff office drug expert
- Visited the Emergency Management and Homeland Security Office – seeing the facility and meeting 911 operators
- Tour of the Sheriff Department garage (including tanks)
- Demonstration of equipment available to the department SWAT team
- Learned about the department's involvement in the Northern Border Initiative and Sheriff's new boat for patrolling the coast.

- The wrap up was a dinner at Oberlin Inn where we each received a CD of photos taken throughout the program and a photo taken of us receiving a nice framed certificate handed to us by Sheriff Stammitti

I highly recommend this class to anyone when it is offered again next spring. LCCUG membership chair, Dennis Smith took part in the Citizen Academy several years ago and he also spoke highly of this opportunity.



What a Group of Volunteers

## History Sniffing

[Scambusters.org](http://Scambusters.org)

It's as sneaky and creepy as it sounds.

And despite improvements to web browsers -- the programs we use to surf the Internet -- this dubious tactic for tracking the sites we visit remains a threat to hundreds of thousands of people who haven't upgraded browsers to the newer versions. Towards the end of 2010, a new report showed how dozens of sites were checking visitors' surfing history by exploiting a browser feature most of us know well.

A visit you make to any site is "remembered" by your browser so the next time the site name shows up in a search you make or on another website, it's colored purple instead of blue. That way, you instantly know you've been there before. But this handy feature, which has been around almost as long as the Internet, means your previous Internet activity potentially could be "read" by simply looking for the color purple in your browser's records.

There's one limitation: A spy program can't just "ask" your browser for a list of purple addresses. It has to ask: Has this person ever visited such-and-such website? In other words, it must name the websites whose name-color it wants to check.

That's not as big a problem as it sounds though because history sniffing spies are usually interested in your interaction with a narrow range of other sites and the programs they use are capable of asking for a check on 20,000 names a second!

*(Continued on page 12)*



# MORE ABOUT PLUM BROOK

BY SANDEE RUTH

On April 26, 20+ members of LCCUG took a tour of the NASA Plum Brook facility in Sandusky.

I mentioned in the July newsletter that a DVD about the facility, Of Ashes and Atoms could be borrowed from the libraries.

I have since learned more that might be of interest on this topic.

Club member, Joe Harrold, worked at the facility when it was closed in 1973. Joe has some thoughts he wanted to share about the Plum Brook facility, also at the end of this story is some information about how you can get a **free copy of that DVD**.

"I see in the July LCCUG Newsletter that you are referencing the club's visit to the NASA Plum Brook Station and suggesting people may want to view that DVD "Of Ashes and Atoms" about the Plum Brook Reactor Facility.

It is a very interesting and informative historical DVD, but solely about the Reactor Facility and its former employees. I do have my own original copy as a former employee at NASA Plum Brook.

However, as a former employee at the Plum Brook Station from 1964-1974, and later from 1974-1994 at the Lewis Research Center in Cleveland, I have another viewpoint about the Plum Brook closing.

The rest of the Plum Brook story should also have been told. To me the DVD was a very parochial treatment about the closing of Plum Brook.

Even though the AEC and NACA Reactor Project gave a rebirth to the Plum Brook Station, the total 1950s to 2011 Plum Brook story goes way beyond solely the Reactor Facility and its employees.

In the late 1950s the Plum Brook Station also became the home of the NASA Lewis Research Center's Rocket Systems Division, its numerous test and support facilities (some as very expensive investments), and its many employees.

In the early 1970s, the new Space Power Facility, a \$28M investment, was built and later became another Plum Brook Station operating research Division.

I worked in the Rocket Systems Division and, for a period in its early days, was loaned to the Space Power Facility.

Our LCCUG visit to the Plum Brook Station was limited to this Space Power Facility, recognized as a

unique world class simulated space environment research facility. The other major Plum Brook facilities were only mentioned at that visit.

Actually in 1973, the demise of the Reactor Facility took the rest of the vast Plum Brook Station space research operations and their employees down with it. Also, several hundred employees in Lewis Center in Cleveland were affected during this same period. Because of budget constraints and NASA eliminating nuclear programs, it became convenient for NASA and Lewis Research Center to declare the Plum Brook Station as a nuclear facility simply because of the Reactor Facility, even though that was a stretch. In the final days of the Plum Brook Station, in 1973 & 1974, the space research value at the Plum Brook Station for Lewis Research Center and also for NASA far exceeded that solely described about the Reactor Facility.

The DVD only faintly recognizes others at Plum Brook and that is unfortunate."

Joe Harrold

Joe also has a collection of scanned documents and newspaper clippings saved as his own memorabilia file about that 1973 "Black Friday" at Plum Brook.

"If you read the many articles you may get a feel that closing of the Reactor Facility was a fraction of the loss to NASA caused by conveniently closing Plum Brook."

If you would like a copy of these articles, let Sandee Ruth know and we will copy them on a DVD for you.

+++++

The DVD, Of Ashes and Atoms: A Documentary on the NASA Plum Brook Reactor Facility (NASA SP-2005-4605) is available for **free** if you call and request a copy.

There is also a book called NASA's Nuclear Frontier, that may be available, as well. NASA Info Center

## 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](http://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**

# 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. - 7:30 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 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](mailto: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-mating text, saving files, basic file management, basic PC maintenance, etc

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

### Space Reserved for a New Class

Looking for members who are creative and would like to volunteer their time to teach a class. The subject is your choice. You can contact any board member or call Dina Ferrer at 233-7240 or 366-4506 to schedule your class at the LCCC Learning Center. LCCUG needs volunteers like you to show our members new subjects about computing.

We are hoping to hear from some new volunteers soon.  
Thanks for participating in our teaching programs.

# August 2011 Classes

Class Type	Location	Registration	August	Time	More Info
Classes / Workshops					
<b>Problem Solving Micky Knickman</b>	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	<b>August 16, 2011</b>	5:30 to 8:00 pm	Page 10
<b>Genealogy Class Online &amp; Off Pam Rihel</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	<b>Cancelled until September</b>	3:00-5:00 pm	Page 10
<b>Beginning to Inter- mediate Computing Class</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by call- ing: 440-366-4507	<b>Cancelled for Summer</b>	3:00-5:00 pm	Page 10
<p>Is there a class you would like to teach or a class you would be interested in attending, please let one of our officers know.</p> <p>We want to fill this last row with something new to be taught.</p>					



## The Lorain County Chapter of OGS

is having it's next meeting on :

### August 8, 2011 *"Bringing Your Ancestor to Life"*

Presentation by Deborah Abbott, PhD. She will talk about how to build a meaningful family history when only a photograph, artifact, etc., is all that you have. Emphasis will be placed on the use of and location of various resources such as social histories, newspapers, Internet searches, and other documents needed to build the story.

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.

For more information you can contact:  
Jean Copeland: [atmmom1@aol.com](mailto:atmmom1@aol.com) or  
Pete Hritsko: [hritsko@centurytel.net](mailto:hritsko@centurytel.net)

## ROYAL business equipment

365-2288 - Elyria

1-800-238-8973 - USA

591 Cleveland Street Elyria, Ohio 44035

- \* COMPUTER REPAIR
- \* PRINTERS & SUPPLIES
- \* UPGRADES
- \* CUSTOM PC'S & LAPTOPS
- \* CALL FOR BEST PRICES
- \* EDUCATION DISCOUNTS
- \* LCD MONITORS & TVs



Shop at **[www.ROYALBUSINESS.com](http://www.ROYALBUSINESS.com)** and save \$\$\$

Financing Available - 90 days same as cash



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](mailto:newsletter@lccug.com). I would be more than happy to oblige you. Pam Rihel

## Understanding Hyphens and Dashes

Word supports the use of both hyphens and dashes. Actually, it supports three types of hyphens and two types of dashes. It is important to understand how Word handles each of these, as they can affect the appearance of your document.

- **Regular hyphens.** These are created by simply typing the hyphen key. This is the key that is to the right of the zero key on the keyboard. It is sometimes mistakenly called a dash key. Regular hyphens are used to create compound words, such as "mix-up," or to indicate a minus sign in an equation. If a compound word appears near the end of a line, the second word will be displayed on the next line, if necessary, with the first word and hyphen remaining on the previous line.
- **Optional hyphens.** These are created by pressing **CTRL+-** (**CTRL** and the hyphen key). Optional hyphens are typically used in the middle of a word, between syllables, to indicate where a word should be broken between lines, if Word deems it necessary. Optional hyphens are the type inserted automatically when you use the Hyphenation tool in Word. The optional hyphen does not appear on any printout unless it is actually used at the end of a line.
- **Non-breaking hyphens.** These are created by pressing **CTRL+SHIFT+-** (**CTRL+SHIFT** and the hyphen key). Non-breaking hyphens are used in compound words to indicate that both words and the hyphen should be treated as a single word when Word is forming lines. In this case, the compound word will never be broken over two lines. It is also helpful to use non-breaking hyphens in phone numbers.
- **En dash.** An en dash is a typographic dash that is as wide as a lowercase "n" character. These dashes are typically used to denote ranges of numbers, as in 3–7. You create an en dash by pressing **CTRL** and the minus sign on the numeric keypad. You can also create it by holding down the **ALT** key as you type 0150 on the numeric keypad. If necessary, Word will break a line right after the en dash, not before it. In other words, the en dash always stays with the characters immediately preceding it.
- **Em dash.** An em dash is a typographic dash that is supposed to be as wide as a lowercase "m" character. In Word, however, the em dash is twice as wide as the en dash. (The width of the em-dash can vary from font to font.) Em dashes are used in creating breaks in sentences, between two separate thoughts. Word will substitute an em dash automatically as you are typing if you type a word, two hyphens in a row, and another word. You can also explicitly enter an em dash if you press **CTRL+ALT** and

the minus sign on the numeric keypad, or you can enter one by holding down the **ALT** key as you type 0151 on the numeric keypad. If necessary, Word will break a line right after the em dash, not before it. The em dash always stays with the word immediately before it.

- The foregoing items describe the behavior and purpose of each of the hyphens and dashes used in Word. If you are using a dash or hyphen and it does not behave as indicated here, then you may be using the wrong type. For instance, if a word will not break as you expect between two lines, you may be using a non-breaking hyphen instead of one of the other types.

*Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.*

### *(Continued from page 8) History Sniffing*

Here's an example. You visit a site selling jeans. As soon as you arrive, the site checks for "purple" names of all its competitors on your computer to see if you visited them.

Maybe it also checks for names of sites popular with male or female surfers and scores of other special interest sites, which help create a picture of you, your gender, age range, fashion taste, whether you're an impulsive or cautious shopper and what your likely budget is. All in less than a second.

It can then present you with a specially-made page that will appeal to you, with jeans that match your spending profile. It can even adjust prices to make sure it beats competitors.

### How to Avoid History Sniffing

That may or may not be a bad thing, but the point is that users don't even know it happened -- that they're effectively being spied on via this history sniffing.

Hardly surprising then that these antics recently led to the launch of a class action suit against one online company, alleging invasion of privacy.

Worse, the technique can be used for much more dubious purposes like providing you with links that target your interests, increasing the chance you'll click on them, but which really link to malware and phishing sites.

Most popular web browsers have now been changed to block history sniffing. Apple's Safari and Google Chrome were reportedly first. But Firefox and Internet Explorer eventually followed suit, though Firefox pointed out that it's possible to switch off the color feature from within some earlier versions of their browser.

But how is the average user supposed to know all this and, equally, how to make any settings change required to switch it off?

And how are they supposed to know about the need to up-

*(Continued on page 17)*



## Windows Media Player Volume Shortcut

Here's a quickie for Windows Media Player 11. Next time you need to adjust the volume of your music or videos, don't reach for the mouse, but instead let your hand travel up to the function keys.

**F7 – To Mute**

**F8 – For Volume Down**

**F9 – For Volume Up**



That's a heck of a lot simpler than aiming a cursor! Now, pump up the volume!

~Andrew

## What Time is It, Google?

I stumbled across this neat trick for Google the other night when a friend of mine wanted to know what time it was in Japan. Usually, I'd just use the Windows clock, change the time zone, etc., etc., but for this, I decided to Google it and see what happened.

Besides, I don't necessarily have a giant wall full of time-zone specific clocks to consult.

So, all you do is browse over to **Google**, and in the search box, type:

"What time is it in (Insert location here)"

Like this:



Lo and behold, there's the time! I guess you wouldn't want to call anyone in Japan right now, would you?

Give it a try today!

~Andrew

Reprinted with permission from WorldStart. Visit <http://www.worldstart.com> and subscribe to their informative newsletters.

## MS PowerPoint: Add Text That Can't Be Edited to Your Slides

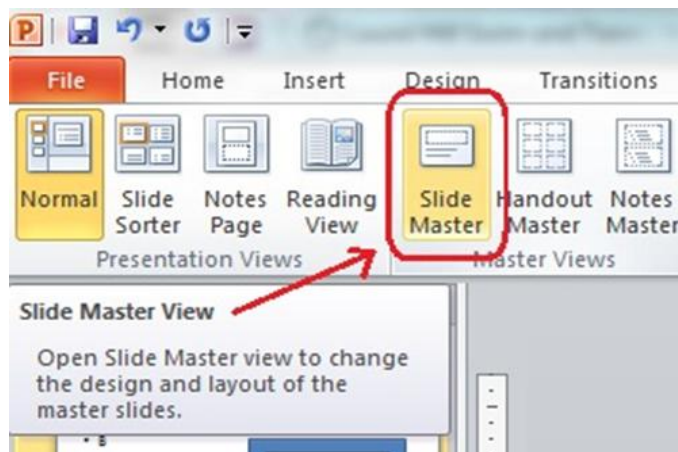
Sometimes we need to add text to a slide that we do not want edited in the usual manner. Maybe we need a logo in the corner or a disclaimer or maybe a web address... whatever it is that you're looking to have on all slides of a presentation and it should be left alone.

If you're looking to add text to a slide for a presentation or template that cannot be removed or edited through the traditional methods then you may be disappointed.

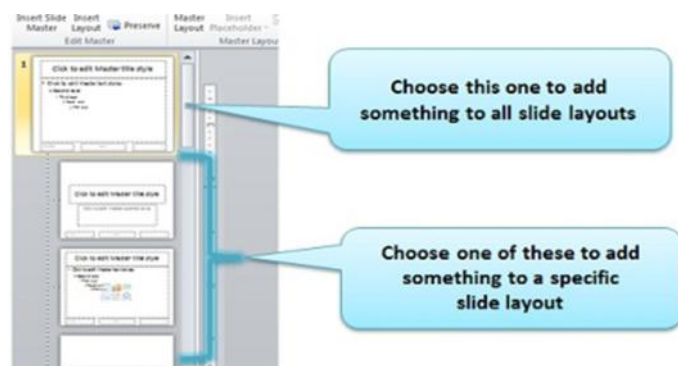
Our first thought goes to the Slide Master – as it rightly should.

All you need to do to ensure you've got what you want on the slides without further editing or accidental deletion we'll simply add it to the Slide Master.

For those of you who haven't used this little gem before you'll need to head over to the **View** tab / **Slide Master** button.



**Choose which slide layout** you want the information on from the left – or if it's all of them then choose the



(Continued from page 13) MS PowerPoint...

very top slide as that's the one that all the layouts are based upon.

Be sure to **enter any text using a Text Box**. All the placeholders you insert are the editable pieces of a slide layout.

Once done you simply need to **close the Slide Master** using the Slide Master tab.



That's it... your information is going to appear on all your slides without any hassle at all.

~ April

Reprinted with permission from WorldStart. Visit <http://www.worldstart.com> and subscribe to their informative newsletters.



## What To Do When Your System Freezes

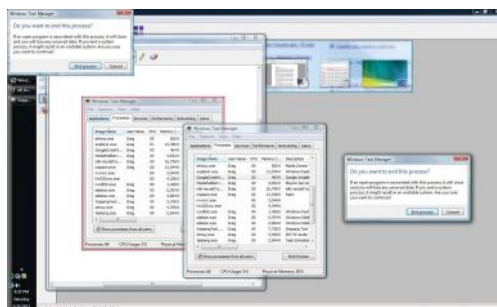
by Gregory Anderson

Big programs do it. Small programs do it. Good programs do it. Bad programs do it. Old systems do it. New systems do it. All programs do it, and all systems do it. Freezing is a fact of computing life, whether it's an individual application that stops responding or the entire system that locks up. Anytime this happens your work is at risk, but freezing doesn't always have to end in catastrophe. We'll help you understand how to work through issues when they arise and recover from them after the fact.

### General Tips

Regardless of the situation, there are a few general guidelines that can help keep you sane and your system stable. First, above all, be patient. What at first looks like a freeze can often just be slow processing. When in the middle of resource-intensive activities, such as editing video, burning a DVD, or copying large files, many applications and machines run especially slowly and may even appear to hang. Drastic steps are sometimes necessary, but they usually come with a cost. Don't start forcing anything to close or shut anything down until you're certain it's not just taking a long time to process and you've exhausted all other possibilities. As always, protect yourself against the inevitable (but hopefully rare) freezes and crashes that can't be prevented. Fol-

low the basic rules of computing. Save early and often. Schedule and confirm regular backups of important



Pressing ALT-TAB may let you switch among open applications in attempting to avoid one that's not responding.

data. Don't let hardware or software problems linger—troubleshoot and repair/replace as soon as feasible. Use anti-virus and anti-spyware tools to protect your system from infection

or invasion; many freezes can be attributed to the impact of malware.

### Program Freezes

Sophisticated commercial applications normally provide some sort of moving progress indicators to let you know they're still working and not frozen, but not all applications have these, and they don't always work correctly. When you think your program is frozen, use your mouse to try switching applications. Sometimes working on something else gives the bogged-down application time to recover or catch up.

If switching to other applications doesn't work, or if the mouse isn't responding, try the ALT-TAB keyboard combination. This shortcut displays each of the currently open windows and lets you toggle among them. Press TAB repeatedly while holding ALT to rotate through them. Simply release both keys when you reach the application you want.

Switching out to another open program, either for just a moment or for a longer period, can help determine whether the application in question is responding. If nothing else is open, or if ALT-TAB isn't responding, try the WINDOWS-M combination instead. This shortcut minimizes all open applications, returning your screen to the Windows Desktop. Sometimes, it will also reveal a dialog box or warning message hidden underneath other open windows, which may prevent programs from responding while they await input.

The next step is to try re-launching the offending application or opening another instance of it. Sometimes this will nudge the system into reactivating the first open window in that program or, at the very least, let you complete your activity within a different session. This won't work every time, and it may not help you access in-progress data, but it won't hurt if the application is frozen already.

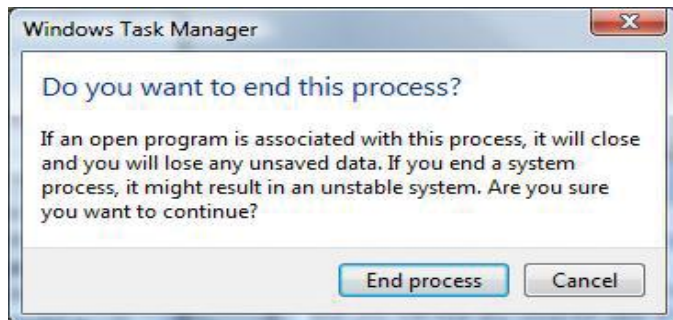
If nothing you do induces the application to respond, use the "X" button at the top right to try and close it. The application may not respond to the close request imme-

(Continued on page 15)

(Continued from page 14) **Program Freezes...**

diately, but this is another opportunity to practice patience. The program may take a minute or two to close, or it may take that long to generate the message that it isn't responding. If the "Not Responding" message appears, and if you've exhausted all other options, force the application to close by clicking End Task (or similar).

Sometimes, though, an application won't even respond to the Close button or generate an End Task dialog box. If ending a program this way doesn't work, you'll have to go to the Task Manager. Access the Task Manager by right-clicking the Taskbar and selecting Task Manager from the context menu or by pressing CTRL-



*The end task dialog box, either generated from an application's Close ("X") button or from the Task Manager, may force a frozen program to close.*

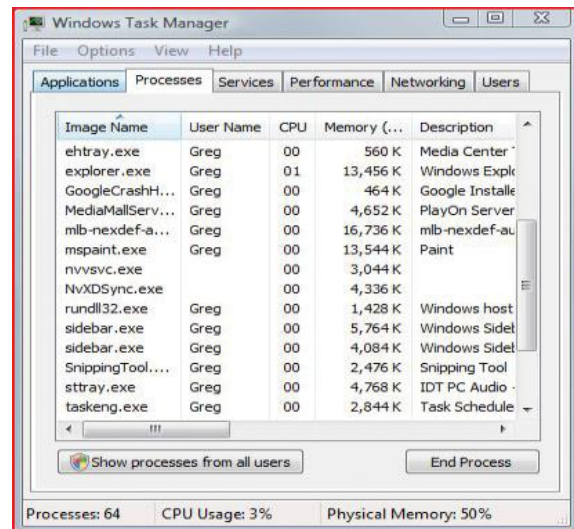
ALT-DELETE and clicking Start Task Manager from the on-screen menu. Start with the Applications tab. Locate the program in question and click End Task. If that doesn't do anything after a few minutes, navigate to the Processes tab. Try to locate your problem application by name. Usually, you can figure out the correct process based on the Image Name field (click the Image Name label to sort alphabetically), though some applications are a little more cryptic and require cross-checking the Description field, as well. Sorting by CPU or Memory usage may also provide a clue as to what's hogging all the resources. When you find a culprit, select it and click End Process at the bottom right. Confirm any warning messages with another End Process selection. This should bring a quick end to any application that's stopped responding, but it doesn't mean your system is back to normal. After you've had to do an application-killing End Task or End Process, it's a good idea to reboot and let the system come back up in its natural state.

## System Freezes

Full system-wide freezes can be a little more difficult to figure out. For one thing, it's hard to identify a single application or process at fault if you're multitasking when things go awry. It's also harder (by definition) to navigate and investigate when nothing is responding, including Windows. However, just as with application freezes, don't give up too early. Look for signs of life that might indicate the system is processing and not frozen. Good indicators include flashing activity lights,

the whirl of a churning hard drive, or indicator icons and bars that move only infrequently. If it looks like things might actually be moving, even if only at a snail's pace, wait a little longer.

When signs of life cease, or when you run out of pa-



*The Windows Task Manager provides detailed access to all open applications and processes, providing access to a forced End Process or Log Off option.*

tience, try a few simple navigational tricks. Use the ALT-TAB shortcut as previously described to see if anything happens. Try other keyboard shortcuts such as WINDOWS-M (minimize all) or WINDOWS-D (show the Desktop). Disconnect and reconnect your mouse and keyboard. You can also try removing peripherals not in use, such as portable drives, printers, or other devices. Try removing any recently added hardware. USB drives, especially older ones, are notorious for creating resource conflicts that can bring a system to its knees.

If the system is still not responding, you're left with little choice but to shut it down. Take the gentle route first. Press CTRL-ALT-DELETE and see if you can get to a Log Off or Task Manager window. Or try to get to the Start menu with its shutdown options, either via the mouse or by pressing the WINDOWS key. Next, press ALT-F4, which will try and close either the currently active application or may shut down the system. If your machine has Shutdown, Standby, or Restart keyboard buttons (as many notebooks do), try using them. Additionally, many desktop cases have a Restart button built into the front. Finally, if nothing else works, press and hold the Power button to bring the machine down. Physically pulling the plug or removing the battery is your absolute last resort and can create hardware problems, so you should avoid such drastic measures if at all possible.

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



## Monthly Close-Out Dates

Different companies handle their work load differently. Some companies are tied to the regular calendar, with a “work month” beginning on the first and concluding on the last workday of the month. Other companies adjust the monthly starting and ending dates to meet particular needs for accounting or other purposes.

You may have a need to figure out your particular close-out date for a month. By using a couple of functions from Excel’s Analysis ToolPak, you can make quick work of this task.

The primary function to use is the **WORKDAY** function. This function allows you to determine a particular workday before or after a starting date. For instance, if you needed to know the workday three days before today, you could use the function in this manner:

```
=WORKDAY(TODAY(),-3)
```

The first argument for **WORKDAY** is **TODAY**, which provides today’s date. The second argument indicates how many days before or after today you want. Remember that **WORKDAY** only returns actual workdays, Monday through Friday. (Well, it returns the dates for those workdays. It’s not like the **WEEKDAY** function, which returns 0 through 7 for the day of the week.) In this particular instance, if today is a Tuesday, then three workdays before Tuesday is Thursday, and **WORKDAY** returns the date for that Thursday.

The next function you need to use is **EOMONTH**, which returns the date for the end of the month a given number of months before or after a particular date. To find the end of the current month, you would use the function in the following manner:

```
=EOMONTH(TODAY(),0)
```

The first argument for **EOMONTH** is **TODAY**, which provides today’s date. The second argument indicates how many months before or after that date you want the end of month for. Since the argument is 0, this usage of **EOMONTH** returns the last day of the current month.

If you combine the **WORKDAY** and **EOMONTH**, you can determine the third workday before the end of the current month, in this manner:

```
=WORKDAY(EOMONTH(TODAY(),0),-3)
```

If you wanted to figure out the third workday before the end of a different month, just replace the **TODAY** function with a date in the month you want. For instance, if cell C2 contains a date, and you want to know the third workday before that date’s end of month, you would use the following:

```
=WORKDAY(EOMONTH(C2,0),-3)
```

It should be noted that this formula actually returns the third workday before the last day in the month, not the third workday before the last workday in the month. This comes into play, of course, when dealing with months that end on Saturday or Sunday. If a month ends on a Saturday or Sunday, the function returns three workdays before that date, which would be a Wednesday. However, if you wanted the date three days before the last workday (which is Friday), you actually want Tuesday, not Wednesday.

In this case, the formula gets much more complex because now you need to check to see if the actual end of the month is a Saturday or Sunday. Again assuming that you are basing everything on a date in C2, you could use the following formula:

```
=IF(OR(WEEKDAY(EOMONTH(C2,0))=1,WEEKDAY(EOMONTH(C2,0))=7),WORKDAY(WORKDAY(EOMONTH(C2,0),-1),-3),WORKDAY(EOMONTH(C2,0),-3))
```

If the end of the month in C2 is a Saturday (7) or Sunday (1), then the formula calculates the workday one day before (the Friday) and then figures the workday three days before that. Otherwise, the regular formula that calculates the third prior workday is used.

If you want the formula to be even more accommodating, remember that **WORKDAY** can compensate for a set of holidays, as well. The easiest way to allow for holidays is to put the dates of a set of holidays into a named range (such as “Holidays”), and then add a third parameter to the **WORKDAY** function, as shown here:

```
=WORKDAY(EOMONTH(C2,0),-3,Holidays)
```

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.





# After The Thaw: Recover From A Freeze

Whether you manage to get things moving again or have to bring the application or system down, there are a few steps to take after a freeze.

**Reboot.** Even after just closing an application, your memory or other processes may have become corrupted. Be safe and restart the system.

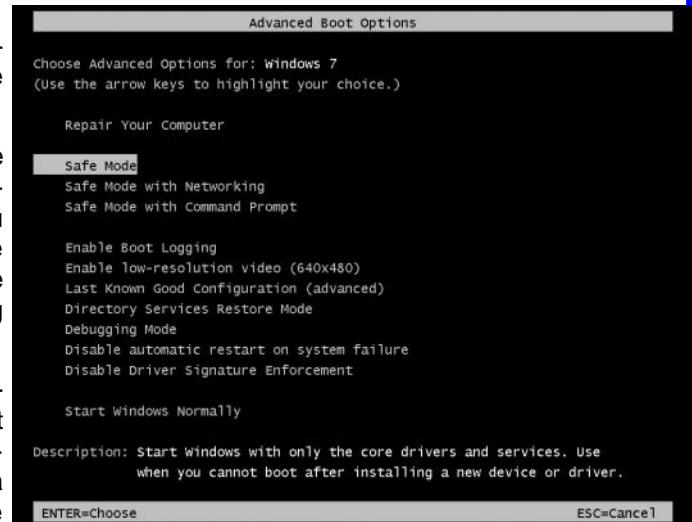
**Safe Mode.** If you bring down the system without using the Windows Shutdown option, boot up in Safe Mode. Windows will often prompt you after a system crash, or you can press F8 during the boot process for a menu with the option to boot into Safe Mode. After loading into Safe Mode, reboot again with a clean restart before proceeding with normal activities.

**Recover data.** If you had to close out in the midst of working on something, your-in-progress data may be lost. But you may be able to recover at least part of your files. Microsoft Office will often AutoRecover documents after a crash, and temporary or archived files may provide some assistance.

**Watch out.** Keep a close eye on the system's performance and your usage for a while, so that if a freeze recurs, you can detect a pattern and, hopefully, identify the cause.

**Save early, save often.** Freezes can happen at any time, without warning. Make a habit of saving your work regularly. Don't forget to schedule and verify regular system backups, as well.

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



*After a freeze, boot back up into Safe Mode before restarting normally.*

*(Continued from page 12) History Sniffing...*

grade? Although, for instance, Google Chrome automatically upgrades, others generally don't.

Instead, they bombard users with messages that a new version is available, but many users get stuck in their ways and often are reluctant to upgrade for fear they'll lose bookmarks and settings (even though they probably won't).

The result is that hundreds of thousands of users, possibly even more, haven't upgraded to the more secure versions. Action: There are two things you need to do here.

First, make sure you are using the latest version of your browser.

How you do this depends on the browser. Rather than us going into detail here, if you don't know how, just do a search with the words "How do I check my version of" followed by the name of the browser.

Second, in addition to blocking history sniffing, most recent browser versions also have tightened up on other aspects of security and privacy.

Take the opportunity to get to know your browser by reading the help files or visiting its website.

Most PC attacks come via the Internet, so it's just plain common sense to know how to use your browser to protect yourself.

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

## MIDDLE AGE TEXTING CODES:

**ATD - at the doctor.**

**BFF - best friend fell.**

**BTW - bring the wheelchair.**

**BYOT - bring your own teeth.**

**FWIW - forgot where I was.**

**GGPBL - gotta go, pacemaker battery low.**

**GHA - got heartburn again.**

**IMHO - is my hearing aid on?**

**LMDO - laughing my dentures out.**

**OMMR - on my massage recliner.**

**ROFLACGU - rolling on floor laughing and can't get up.**

**TTYL - talk to you louder!**



# Converting Documents to PDF



By Wayne Comstock, Member, South Walton Computer & Technology Club (SWCTC), Florida <http://southwalton.apcug.org>  
Walaco@gmail.com

One technique I frequently use to save an online article or publication is to convert and save it as a PDF file. Once converted, Adobe Reader software then becomes an excellent way to open, view and read any converted document off of your computer screen. PDF documents can also be easily emailed to others as an attachment.

You can convert to PDF from any file you can print, including Microsoft Word, Works, Excel, PowerPoint and digital pictures. Rather than being printed ink to paper the file becomes a PDF file. If the document is already a paged PDF file you can convert the file to just the pages you select and select your PrimoPDF printer to convert.

You will need PDF conversion software to accomplish this. I recommend the Free PrimoPDF program. It's free, easily installed and available at: [www.primopdf.com/index.aspx](http://www.primopdf.com/index.aspx)

1. Browse Primo web site and download one of the two installers available for 32 and 64-bit versions of Windows. Ensure that the version you download corresponds to your operating-system.
2. When prompted, select a download location which you can find easily, such as your 'Desktop' or 'My Documents' folder, and click OK.
3. When the download is complete, double-click the file named FreewarePrimoPDFXX.exe (XX being a 2-digit number) which would have appeared in the location you selected in the previous step.
4. Follow the simple instructions to complete the installation. A system-restart is **NOT** required.

PrimoPDF installs itself as a virtual printer in the Windows Printers and Faxes device group. This allows any software with print functionality to output files to PrimoPDF for quick and easy PDF conversion.

## To convert a document to PDF:

1. Open a document in any printable program (e.g. Microsoft Word, Works etc.), and select **File > Print**.
2. In the printer dialog, select PrimoPDF from the dropdown

menu and click OK to complete the print, and launch the PrimoPDF interface.

3. Select one of the Creation Profiles for the document **Quality** you need to achieve. A detailed explanation can be found in the PDF Creation profiles section of this guide. Point your cursor at each button to define.



4. Select the Save As dropdown menu to set a name and location for the created PDF.

- Ask when creating PDF – Allows you to rename the PDF and select a save-location.
- Specific Folder – Allows you to select a save-location while using the name of the document which is being converted. This option returns you to the PrimoPDF interface should you wish to change other settings for the same conversion.

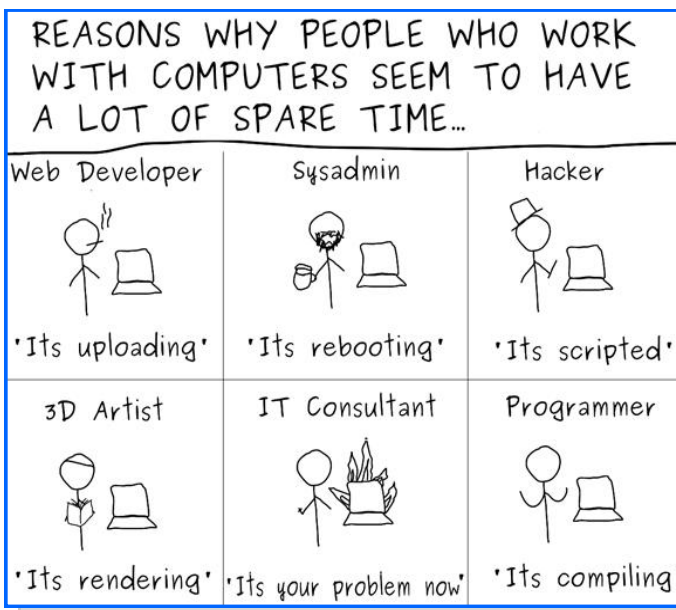
5. Click the Create PDF button to convert your document.

6. Alternatively, if you wish to save the PDF under a different name of directory, just click Cancel and you will be returned to the Save As dialog.

There are many more options and features available. (Appending a PDF) Go to the web site below and download the PDF Primo detailed User Guide.

[http://www.primopdf.com/pdfs/PrimoPDF\\_V5\\_User\\_Guide.pdf](http://www.primopdf.com/pdfs/PrimoPDF_V5_User_Guide.pdf)

*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.*



# Home Computer Security



By Wil Wakely, President, Seniors Computer Group,  
California April 2011 issue, Bits and Bytes, The Official  
Electronic Newsletter of the Seniors Computer Group  
[www.SCGsd.org](http://www.SCGsd.org) [wilw@adnc.com](mailto:wilw@adnc.com)

For this article I will be quoting extensively from work that was produced by Carnegie Mellon University for FedCIRC and the General Services Administration, because they say it much better than I can.

Your home computer is a popular target for intruders. Why? Because intruders want what you have stored there. They look for credit card numbers, bank account information, and anything else they can find. By stealing that information, intruders can use your money to buy themselves goods and services. But it's not just money-related information they're after. Intruders also want your computer's resources, meaning your hard disk space, your fast processor, and your Internet connection. These are called TROJANS and WORMS. They use these resources to attack other computers on the Internet. In fact, the more computers an intruder uses, the harder it is for law enforcement to figure out where the attack is really coming from.

How do intruders break into your computer? In some cases, they send you email with a virus. In other cases, they take advantage of a flaw or weakness in one of your computer's programs – a vulnerability – to gain access. Once they're on your computer, they often install new programs that let them continue to use your computer – even after you plug the holes they used to get onto your computer in the first place. These 'backdoors' are usually cleverly disguised so that they blend in with the other programs running on your computer. Following are things you should do to protect your computer:

## · Task 1 - Install an Anti-Virus Program

These programs look at the contents of each file, searching for specific patterns that match a profile – called a virus signature – of a program known to be harmful.

For each file that matches a signature, the anti-virus program typically provides several options on how to respond, such as removing the offending patterns or destroying the file.

Viruses can reach your computer in many ways, through floppy disks (flash drive), CD-ROMs, DVDs, email, web sites, and downloaded files. There are many thousands of new viruses created each day! Never go on the Internet without active anti-virus protection.

## · Task 2 - Keep Your System Patched

Patches, or small modifications of programs are often supplied by the software vendors. These close security 'holes' in the programs that would allow illegal entry into your computer. Microsoft and Adobe offer frequent patches which should be installed when provided.

## · Task 3 - Use Care When Reading Email with Attachments

Do not open attachments that you are not sure about. Do not respond to emails by clicking on a LINK, which is a blue underlined word or phrase. Identify and remove SPAM (unwanted emails). Many programs are available to accomplish this. Be aware of PHISHING whereby an email tricks you into providing confidential information by impersonating a valid website. These become more sophisticated each day.

## · Task 4 - Install and Use a Firewall Program

On a computer, the firewall acts much like a guard when it looks at network traffic destined for or received from another computer. The firewall determines if that traffic should continue on to its destination or be stopped. The firewall 'guard' is important because it also keeps the unwanted out and permits only appropriate traffic to enter and leave the computer.

## · Task 5 - Use Strong Passwords

Passwords should contain both letters, numbers and/or symbols and should be at least 5 characters long. Use an encrypted password keeper program so you don't forget them.

There are programs which will automatically insert your user name and password when requested.

## · Task 6 - Install and Use a Hardware Firewall

Complement your firewall program by installing a hardware firewall. Together, these two firewalls stand between your home computer and the Internet. A ROUTER acts as a hardware firewall.

## · Task 7 - Install and Use a File Encryption Program

Consider encrypting sensitive files such as your financial data and passwords. Many encryption programs are available and some are free.

In summary, take computer security seriously – many thousand skilled programmers are out there constantly seeking out your computer vulnerabilities. Don't be a victim.

*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.*

## Try A New View

In many instances, you'll only need to read a Word document without editing it or making any changes. Word's Reading Layout view presents word documents in a format that makes them far more palatable on the eyes; it also hides all toolbars except for the Reading Layout and Reviewing toolbars. To switch to reading layout, either click the Read button on Word's standard toolbar or open the View menu and click Reading Layout. To exit reading layout, click the Close button in the Toolbar or open the View menu and click Normal.

## heap

A term used by programmers to describe the amount of memory a program needs in order for it to work. Heap memory has been set aside for a program to request as needed to operate. A set amount of heap memory is hard to determine before a program is started because the amount changes as a program runs.

## We Favor Phones

According to Rebtel, U.S. adults still favor phone calls when talking to work colleagues. When talking shop, 43% of our communications occur via voice and phone calls, 33% by email, 12% by text and SMS messages, and 6% by social networks.

## The Durham Museum

The Durham Museum is exhibiting Pulitzer Prize-winning photos and has a popular train station exhibit. Stop by in person or enjoy the museum's online content. <http://www.durhammuseum.org>

## Carbon Copy Control

Understanding who's privy to the list of recipients to one of your emails can help you avoid a potentially embarrassing interoffice gaffe. Knowing Cc stands for carbon copy and Bcc stands for blind carbon copy is fairly remedial computing knowledge, but the blind carbon copy

can be tricky to grasp initially. When you send an email, everyone will see the recipients in the To and Cc fields, but anyone in the Bcc field will remain hidden from all other recipients, even other recipients in the Bcc field. For example, if you want your recipients to remain unaware of the other recipients, include your own email address in the To field and put everyone else's email in the Bcc field.

## Encrypt Your Email

Worried about those IT guys in your office being able to read your personal emails? Next time you are sending a private or personal email through Microsoft Outlook, encrypt it so only you and your recipient can read them. Head to the Tools menu, then click on Options and select the Security tab. Enter a password you've shared with the recipient and no one who doesn't know the password will be able to open the message.

## Font Size On-The-Fly

When you're working on a document, it can be tedious to constantly have to adjust font sizes manually. Or perhaps you're working on a project with various types and sizes of fonts and need a way to quickly compare sizes. Whatever your needs, you can easily increase or decrease font sizes in Microsoft Office applications. Highlight the text and press CTRL-SHIFT-< to make the font smaller and CTRL-SHIFT-> to make the font larger.

## Word Add-In Templates

Looking to automate a specific type of document function in Word, you may be able to download a template from the Internet. For instance, Microsoft provides thousands of **Word templates**. With the perfect Word template, you'll avoid wasting time designing and formatting a Word document to fit a particular style.

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



## MEMBERSHIP WITH LCCUG:

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

Director of Membership,  
[membership@lccug.com](mailto: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](http://www.lccug.com/members). Just click on the link "**Meeting Locations & Directions**"