

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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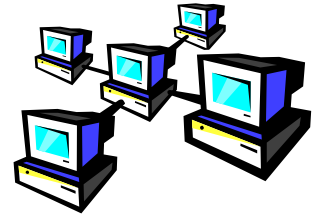
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**Tuesday
September 13, 2011**

Networking Your Computers

Presented by

**Lloyd & Carl
Discount Computer Parts**



**Tuesday
September 27, 2011**

Joint Vocational School Tour

Presented by

Nancy Smith

**Medical Assisting Program Director
Healthcare Coordinator**



**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



If you read this column with some regularity you know that I am a passionate computer enthusiast. I love to get on the computer and explore, find new things to learn and expand my horizons. It's always nice to discover others who have a similar fascination with the computer.

I recently ran across a comment on an eBook yahoo discussion group that I regularly read that caused me to think about my attraction to computers. A frequent contributor to the discussion group made this comment: "I'm a septuagenarian and I have a love affair with computers and computer paraphernalia. I met up with personal computers in 1991 when I was widowed and needed something, anything.... A personal computer caught my attention and computers have never disappointed me since our first meet-up. At that time I had been very recently widowed and I took to the computer like a drowning person takes to a flotation device! ... Reading this made me smile and reflect.

I also recall another time when I overheard the woman getting her hair done near me tell her beautician that she lived alone and filled her time with reading and with her computer. This 80 year old used email and looked up information and played games. "I don't know what I'd do without my computer," she added. Here was another woman who found solace and combated loneliness with the incredibly versatile tool the computer is.

Recently I had a conversation with an LCCUG member who is a 70+ retiree and who has been a member since the mid-1990's.

She shared: "I cannot say enough positive things about this subject. My computer benefits me emotionally, medically and financially."

She explained that "While I do not forget my problems, it does allow me to put them aside for a while and keeps me from needlessly dwelling on them."

"My computer time is calming," she elaborated. "My Doctor had me take my blood pressure reading both before and after sessions on the computer. There was measurable improvement in the BP numbers. Those monitored sessions ranged from 60 minutes up to three hours."

She uses the internet as a source for news, doing volunteer genealogical researches, accessing several club newsletters, banking and shopping decisions.

"Since I am not a *gamer*, cell phone user or do any so-

LCCUG Officers For 2011

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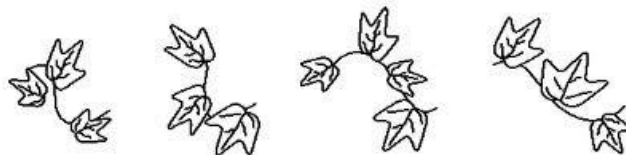
cial networking", she explained, "My computer does everything I need or want."

This longtime club member appreciates that the free classes, presentations, problem solving workshops by LCCUG benefits users at most all levels.

Ah ha, another kindred soul!

Do you have a similar passion for the computer? Share your thoughts by emailing me at president@lccug.com and I'll share your comments if you like.

Sandee



TUESDAY
September 13, 2011

Networking Your Computers

Presented by
Lloyd & Carl
Discount Computer Parts

Are you having trouble getting on line at home with the rest of your family? Carl and Lloyd will show us how to network our computers so a time schedule is not necessary at home and you can work pretty much anywhere you want in the house. Pretty sweet.

Lloyd and Carl have been long-time supporters of LCCUG and have presented a lot of interesting programs to us in the past and this promises to be another good one.

If time permits they will touch on some other interesting computer topics. Please join us for another interesting program.

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



Patch

This site offers local news for particular cities and towns in a select list of states (23 in all). The idea is to provide community-specific news and information. It's a lot like your local newspaper, online, where you can share your opinions, post photos, and add events to the community calendar. <http://www.patch.com>

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do for you and your user group!*

TUESDAY
September 27, 2011

Joint Vocational School Tour

Presented by
Nancy Smith RN
Medical Assisting Program Director
Healthcare Coordinator

This school has over 4000 students. More tour/program details to come!

We will meet at JVS at 15181 State Route 58 in Oberlin at 6:45 for this 7:00 PM tour. You may want to wear comfortable shoes to tour the school.

Reservations would be appreciated so we know how many people to expect and no one touring will be left behind.

Transportation and car pooling will be on your own.

Parking to the right or south lot upon entering seems easier than parking among the student population.

Nancy is a staff nurse at Akron Children's Hospital
- NICU and ICU Staff nurse at
Norwalk Fisher Titus Hospital- ICU
Program Director at LCJVS since 1993



LCCUG Treasurer's Report

7/21	Beginning balance	\$ 10,307.62
	membership dues	\$ 125.00
	Raffle proceeds after purchases	\$ 61.65
	Sponsorships & Ads	\$ 298.16
	Picnic expenses	\$ (76.31)
	Insurance premium paid	\$ (266.00)
	APCUG convention donation	\$ (100.00)
	Postage & membership expense	\$ (73.68)
8/21	LCCUG Certificate of Deposit	\$ 5,000.00
8/21	General Fund balance	\$ 5,276.44



Executive Board Meeting Minutes

AUGUST 2, 2011

Attending were Sandee Ruth, Lou Koch, Don Hall, Micky Knickman, Pam Rihel and Dennis Smith.

Sandee and Lou gave a summary of their attendance at the APCUG conference. They were impressed with the Team Viewer Presentations which are available to many computers at once. Also the report on what other computer clubs are doing to maintain membership—social connection-special interests-hardware. Next years conventions will be in Canton and Florida.

Lou moved, Pam seconded a motion to present a mug to Margaret Cheney for her program at the APCUG conference.

The board discussed the possibility of an ipad raffle.

Jean Griffith is planning a craft class starting in September. Pam is willing to teach a digital photo class.

The picnic was reviewed with proposed corrections for next year, starting time and address correction.

Micky was advised the computer at Gould is not working.

Micky moved, Pam seconded the meeting be adjourned.



General Meeting Minutes

AUGUST 9, 2011

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the August issue of the **INTERFACE** was made by Ellen Endrizal, seconded by Richard Long. Motion passed.

Sandee gave brief summary of items appearing in the August **INTERFACE**.

Neil Higgins then presented his program "What's in Your Hard Drive?" He showed a video of a hard drive in operation and identified its components.

Neil gave the statistic that in the first year of a computers life, 13% will experience a failure! He stressed the point, BACKUP, BACKUP, BACKUP your data and suggested different backup media.

Maggie Etzkorn won the money raffle and Carl Italiano won the software/hardware raffle. Ann Strong missed the \$5 attendance drawing, but Maggie Etzkorn won \$2 by attending the meeting.

Dennis Smith moved, John Dunn seconded the meeting be adjourned.

Ben Poplar made a motion to accept the June minutes and I mistakenly put the wrong name in the minutes. Sorry Ben.



Encrypt Your Files

Smart Computing
in Plain English

If your business relies on the ability to keep certain documents private, you can encrypt your files in Microsoft Word 2007. Click the Microsoft Office button in the upper left hand corner and select Prepare and Encrypt Document. In the dialog box that displays, type the password you would like to give the document. Verify the password is correct by typing it again.

Find & Replace Formats

You are probably aware that you can use the Find And Replace tool in Microsoft Office to find certain words or phrases and replace them with different ones. You can do the same thing with formats. Open the Find And Replace tool and click More. At the very bottom of the box, click the Formats button. From here you will be able to find and replace fonts, formats, symbols, and more.

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Can Be Found 24/7**





Pam Rihel LadyGeneo@roadrunner.com

The Importance of Joining a Genealogical Society.

There are many reasons to join genealogical societies and I will be listing a few in this column.

If you join a genealogical society in the county that your relatives lived in there might just be other members there that have your family information or know someone who can help you with your research.

Most genealogy societies have quarterly newsletters and periodicals that can be very helpful for a researcher.

You would be able to put in your query about the family member that you are searching for and where you can be found.

The volunteers at these societies are extremely helpful and very knowledgeable. Since the Internet has taken off, some genealogists think that they don't have to join these societies anymore and they are very mistaken about that.

Everything on the Internet is NOT true or even factual. It is a great start and the Internet can give you lots of ideas and clues to what you are researching, but not the major help that a genealogical society can offer.

Finding a genealogy society is fairly easy, given the Internet access there is today. If you want to find your ancestors county, just type in the county you are looking for + genealogy in the search engine and that should give you the website to that county.

Some county genealogy websites have put up digitized and other informational records. Here you might find some connections to the family you are researching and even might find some photo's of your ancestors.

As a member of a genealogy society you have special privileges. Using their computers, which could possibly have ancestry.com, footnote, WorldVital records and much more.

These are pay sites for anyone who has a home computer, but why pay for these sites if you can go to your county genealogical society and access them for free, plus you have volunteers there to help you find what you are looking for.

They have many publications, newsletters, family trees (submitted by other members), lineage records. They also may hold many family books, yearbooks, hometown newspapers, etc.. So just check out your ancestors counties genealogical society to see how they can help you in your family research.

Genealogy Societies may also have websites with information donated by other genealogists families. Check out the Lorain County Genealogy Society website www.rootsweb.ancestry.com/~ohlorain/. Here are some of what we offer on this website; Events, Cemeteries, Lineage Societies, Pictures, Places, births/Baptisms, Deaths, Bible Records, Maps of Lorain County, Obituaries, Postcards and mailing lists.

Mailing lists are very important to your research. This is another way to find family members, just by posting a query on a mailing list.

You can find lots of surnames and queries at your counties genealogy society also. Don't hesitate and join one today. You won't be sorry and you will meet a lot of interesting people who have been where you are now and they are very willing to help you in your research.

(Continued on page 6)


NASA Plum Brooke Update

The August Newsletter article on p. 9 called "More about Plum Brook" cut off the phone number that you can call to get a free copy of the DVD, Of Ashes and Atoms.

This is how it should have read at the end of that article:

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.
call - NASA Info Center 202-358-0000



TIME's 50 Best Websites of 2011
Tuesday, Aug. 16, 2011
We honor the scrappy newcomers and established players that make the Web so useful, entertaining and just plain indispensable

Time magazine has released their list of the 50 Best Websites of 2011. Explore this list and you will find some great sites to explore.
<http://www.time.com/time/specials/packages/0,28757,2087815,00.html>

Genealogy Websites:

Just thought everyone would be interested in dating their old photographs. Hope some of these websites help you out.

Identifying People in Old Family Photographs

<http://www.storiestotellbooks.com/blog/2011/2/4/identifying-people-in-old-family-photographs.html>

How to Identify Old Family Photographs

http://www.ehow.com/how_4815568_identify-old-family-photographs.html

How to Identify Old Family Photographs.

<http://dancurtis.ca/2010/02/10/how-to-identify-old-family-photographs/>



(Continued from page 5) Genealogy

I have belonged to a few genealogical societies for many years and I still always find out interesting tidbits.

Being a researcher is time consuming and if you can get help with that then why not take advantage of the resources available to you right in your own backyard.

Next year is the 2010 OGS Annual Conference and I plan on going. For more information on attending this conference check out www.ogs.org. It is cheaper to go to these conferences if you are a member of OGS, if you are interested in joining see the website for more information.

You can stay at the Hotel for a reduced rate or you can just come everyday to the seminars you are interested in.

I don't care how much you think you know about doing your genealogy, you always learn more and different ways to find your ancestors' records.

2012 OGS Annual Conference

History and Genealogy:

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12-14 April 2012

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Cleveland, OH



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The Problem:

Computers can be fun and frustrating at the same time.

This may be a surprise to some, but 90% of everything that goes wrong with a computer is configuration related. The problem is, there are just too many settings to change and modify, and most people don't even know where these settings are.

The Answer:

You could read and study like I did for the last 14 years. You could experiment with your computers on a daily basis until you get it right, or search the Internet and find more sites than any ten people could read in a lifetime. You could accidentally break your computer more times than you care to remember, or you can call us, Ohio Computer Repair Service.

The Result:

A computer that runs all the time with no errors, no surprises, and does it faster and better than when it was brand new.

QR Codes

What is a QR code?

You are probably starting to notice these in newspapers, magazines, on posters, and so on.

The QR is short for Quick Response they can be quickly read on a smart phone, iPod Touch, or similar device. This was developed in Japan and is widely in use there. The user downloads a free app to their phone or device and then they can scan any QR code. The code will take you to a website with some text or a webpage for a service or business or announcement. Then it can be saved on your phone for easy reference at any time.

Perhaps you see a poster for an upcoming event. Instead of standing there and writing down the information, you scan the QR code that may be on the poster and then that is saved to your phone so you will have all the information there for future reference.

I can see this expanding and becoming more in use and many new ways.

In the case of my iPod Touch, the scanner app reads the QR code and saves it. Then the next time I am online in a Wi-Fi area, I can view the link or information it links to.

<http://www.youtube.com/watch?v=tGYqxVrJN-s&feature=related>

Here is a code to lccug.com webpage. If you have a smart phone give it a try.



Good Fences Make Good Desktops (Apologies to Robert Frost)



By Joe Asling, Columnist, Monterey Bay Users Group – PC, California www.mbug.org jhasling@comcast.net

I like a neat desktop. In XP, I would right-click on the desktop to get a context menu, then click New/Folder and name it “Internet” or “Utilities” or whatever. I would open it and fill it with shortcuts to all the applicable programs. This way, any program (or other file) I needed was two double-clicks away. But in Windows 7, when you create a new folder, it is a nasty double-columned Windows Explorer folder, and if you accidentally click in the left column, you lose all your nice shortcuts (you can get them back with the left arrow in the upper corner, but...). So I needed another way to organize icons.

Now, the Start Menu in W7 is an improvement. You can right-click on any program icon and select “pin to Start Menu” or “pin to toolbar.”

The programs you use all the time (Internet browser, mail client) can sit on the toolbar and be up in one click, and programs you use frequently are a click of the Start button (the circle with the windows flag in the lower left-hand corner) away. You can customize how the Start menu and the toolbar look by right clicking on the toolbar or Start button and clicking on “Properties.”

The best thing about the W7 Start Menu is that each program you have used has a little right-pointing arrow at the right side; hover the mouse arrow over it and you will see, and can open, the files you have recently opened with that program—admirable!

OK, now to the fences. There are files I don’t use all the time (backup program, scanner software, manuals for hardware I haven’t played with a lot yet) but don’t want to go digging for in Windows Explorer. Stardock makes a free program called “Fences” <http://www.stardock.com/products/fences/>.

Essentially, it creates shaded areas on the desktop into which you can drag shortcuts, just like with XP’s folders. When you first install it, there are some wizards you can use to configure your fenced areas, or you can just go freeform. You can name them, resize them, and move them. You cannot minimize them as you could folders in XP, but—almost as good—just double-click on the desktop, and voilà, they disappear. Double-click again and, voilà, they come back. (Curiously, other desktop icons, such as the Recycle Bin, disappear also, but you can right-click on the icon and select “Exclude this Item from Fences’ quick-hide.”) You can do a lot of other stuff, like resize icons, from the context menu when you right-click on the desktop. So, happy fencing in Windows 7!

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2011 LCCUG ANNUAL PICNIC PHOTO'S



If you didn't make our annual picnic, then you missed a good time and lots of good food and prizes. Jean Griffith made up some game CD's to be passed out to all attending members, Carole Doerr donated popcorn.

Micky was our cook again and Carole Doerr did a great job organizing this picnic. The club donated a printer and that was won by Lil Hering friend of Pam Rihel.

Our picnic is a great way to visit with friends and family. I really enjoy getting together with everyone in a relaxed atmosphere.

There were games to play, but it was a bit warm in the sun, but very nice under the pavilion.

To volunteer to help out with our next picnic, contact either Pam Rihel: newsletter@lccug.com or Carole Doerr: public_relations@lccug.com

To see more picnic pictures log onto our website at: www.lccug.com

We hope to see you and your families at next years picnic.



Microsoft Software Updates



By Dick Maybach

June 2011 issue, BCUG Bytes, Brookdale Computer Users Group, NJ

www.bcug.com n2nd@charter.net

If you use MS Windows, it's important that you keep all your Microsoft software up-to-date. Most PCs use MS software, and this makes them the most attractive targets for attack. Don't think that installing an anti-virus program and a firewall provides sufficient safety. Some attackers exploit flaws in your operating system or its applications, and the only defense is to correct the flaws. You must rely on your software vendors to do this, and the most important of these is Microsoft.

The two most common programs to keep MS software updated are *Windows Update* and the newer *Microsoft Update*. I prefer the latter, since it maintains all Microsoft software, not just Windows. (If your PC has just Windows Update, read carefully when you run it and you will find a link to install the newer utility.) With both Microsoft Update and Windows Update it is important to use the correct update strategy. You can find what your PC is using by going to the Control Panel, then to Security (the exact title varies with the particular version of Windows), and finally to Updates (again the exact title varies). You will see several options, among them are (1) install automatically at a fixed time every day, (2) download automatically, but not install, and (3) neither download nor install, but just notify you that updates are available. The problem with (1) is the fixed time. If you choose something like 2 a.m., it is unlikely that your PC will be on, and updates will never be installed. If you choose a time when you usually are using your PC, the update process will slow it down, perhaps for an extended time. Option (2) is less intrusive, but you must remember to install the downloaded updates. I prefer (3), because I can see what the updates are before they happen and can choose a time to do them. If you also take this approach, don't put off the updates, because your PC is vulnerable until they are complete.

Be careful not to turn off your PC during the update process. Windows is supposed to survive this, but a friend had to reinstall Windows from scratch, because she became impatient. This is easy to do; a recent update for XP required two hours to complete. I am even reluctant to do any other computing while a patch is in progress. This is probably being over-cautious, but the consequences of a problem here are ugly. This hazard is also a good reason to do your updates manually; that way you know when they take place. If they happen automatically, you may not realize they are in progress. Finally, if you patch manually, you can make a system backup

prior to each one, which lets you recover with minimum fuss if disaster strikes.

Microsoft usually releases security patches on the second Tuesday of each month, with the result that this is called "Patch Tuesday." Some people immediately analyze the patches so they can develop malware to exploit the flaws they correct on PCs that haven't yet been patched. Their goal is to release this malware within a day, so "Exploit Wednesday" follows Patch Tuesday. This makes it important that you apply patches as soon as possible. Sometimes the bad guys find a flaw before Microsoft releases a patch. If they develop a program to exploit it, it's called a "Zero day exploit," and you have to rely on your anti-malware software, your firewall, and luck for defense.

While most operating systems are updated by replacing entire modules, Microsoft appears to attach patches to the existing modules. When the module is executed, your PC jumps to the patch and then back to the module. As a result, as these patches accumulate, you slowly lose disk space and your computer becomes slower. I still use XP, which now has about ten years of patches, and it's slowed to a stately tectonic speed. I've also had to remove a substantial amount of software to free disk space. (What was a huge disk ten years ago is quite cramped today.) For this reason, when you review the available downloads from Microsoft, of course install the essential patches, but be reluctant to download any new software unless you are really sure you will use it.

After hearing about the potential problems associated with updates, you might prefer to avoid them, but this would be a big mistake. So long as you are careful, the risks are minimal.

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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 September 20, 2011 - IS CANCELLED

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: September 21, 2011

Time: 3:00 - 5:00 pm

Instructor: Pam Rihel

Place: LCCC Learning Center.

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

Learn more about finding your ancestors with public records & online websites. How to start & sources to use.

You must register - Phone: 440-277-6076 or
Email: LadyGeneo@roadrunner.com

Workshop For Using Your Computer & Printer For Crafts

NEW CLASS STARTING IN SEPTEMBER ALL ABOUT CRAFTING

Date: September 27, 2011

Time: 3:00 - 5:00 pm

Instructor: Jean Griffith

Place: LCCC Learning Center.

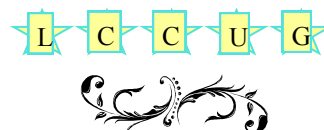
St. Joe's Com. Center, 21st & Broadway

Use your own clipart for doing scrapbooking, using print & stick, Create all your won window stickers, or make a Holiday ornament for someone in your family.

Putting a design on a t-shirt or jeans.

Make someone a favorite picture on fabric, using poplin, broadcloth or silk, or make a keepsake photo and much more.

Contact: Jean Griffith
Phone: 440-282-7931
Email: Beula57@gmail.com



September 2011 Classes

Class Type	Location	Registration	September	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	CANCELLED	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	September 21, 2011	3:00-5:00 pm	Page 10
Workshop for Crafting With Your Computer & Printer	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-282-7931 Email at: Beula57@gmail.com	September 27, 2011	3:00-5:00 pm	Page 10
<p>Is there a class you would like to teach or a class you would be interested in attending, please let one of our officers know.</p> <p>We want to fill this last row with something new to be taught.</p>					



The Lorain County Chapter of OGS

is having it's next meeting on :

September 12, "Family Tree Maker 2011 vs. RootsMagic4; A Comparison."

Pam Rihel will review and compare the benefits of each genealogy software programs.

These programs are very similar in looks but they do have some interesting differences.

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 or
Pete Hritsko: hritsko@centurytel.net



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

Repeating Rows for a Table Footer

When working with longer tables in a document, you may wonder if there were a way to repeat rows at the bottom of a table that spans multiple pages, the same way you can repeat rows at the top of a multi-page table. The short answer is that Word doesn't provide such a capability. If you are willing to experiment a bit, you can try to come up with a workaround that may do the trick for you.

What you want to do is create a document section that contains just your table, and then use the page footers to contain the rows you want repeated from the table. Follow these general steps:

1. Just before the start of your table, insert a continuous section break.
2. Do the same thing just after the end of your table.
3. Select the rows you want repeated at the bottom of the table and copy them to the Clipboard.
4. Choose View | Header and Footer to display the headers and footers of the document. (If you are using Word 2007 or Word 2010 display the Insert tab of the ribbon, click Footer in the Header & Footer group, and then click Edit Footer.)
5. Switch to the footer. (You don't need to do this in Word 2007 and Word 2010, since you are already editing the footer after step 4.)
6. Make sure that the Link to Previous option is turned off for the footer.
7. Select anything that already exists in the footer.
8. Press **CTRL+V** to paste the copied rows into the footer.
9. Use the controls on the Header and Footer toolbar or, in Word 2007 and Word 2010, the Design tab of the ribbon to advance to the next section. (You should be looking at the footer for the section following the section in which the table resides.)
10. Turn off the Link to Previous option for this footer.
11. Delete the table row from this section's footer.
12. Close the Header and Footer toolbar (click Close) or, in Word 2007 and Word 2010, click Close Header and Footer in the Close group.

You are now ready to place the final touches on your workaround. Position the insertion point somewhere in your table, then use the various tabs in the Page Setup dialog box to adjust the relationship between your table and the footer. You'll need to play with the settings on both the Margins and Layout tabs to position the rows in the page footer, and you'll want to make sure that the Apply To drop-down list applies the changes to only the current section (the one with the table in it).

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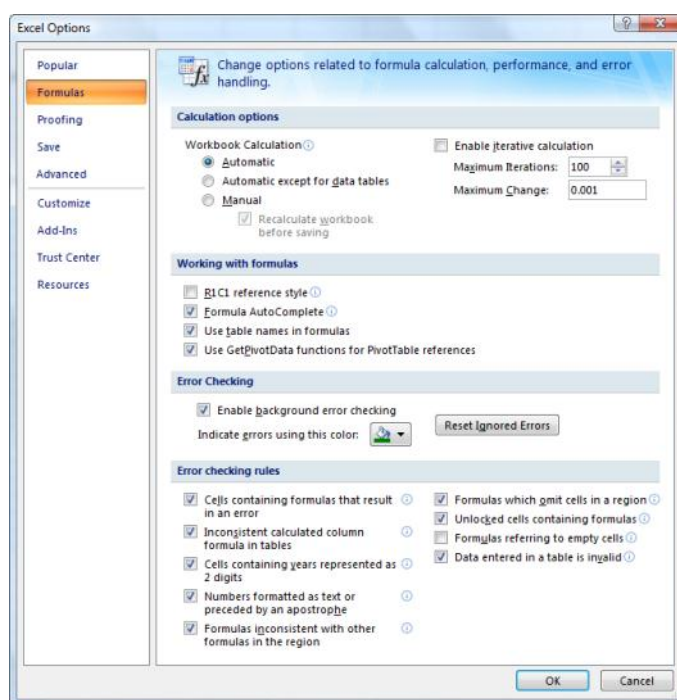
Understanding Manual Calculation

When you change a value in any cell of a worksheet, Excel automatically recalculates all the other formulas within the worksheet. This means that Excel is always up to date, based on any changes you may have performed.

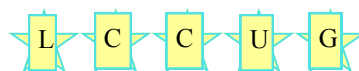
If you have an absolutely huge worksheet or a terribly slow computer (or both), then doing a calculation after every change can get very tedious. In these situations, you can actually spend more time waiting on Excel to finish calculating than you do on entering information.

The answer to this problem is to configure Excel so that all calculations are done manually. This is easy to do by following these steps:

1. Display the Excel Options dialog box. (In Excel 2007 click the Office button and then click Excel Options. In Excel 2010 display the File tab of the ribbon and then click Options.)
2. Click the Formulas area at the left of the dialog box.



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How to Zip Stuff

Say you have many files that all need to be e-mailed, but A: You don't want to add them one at a time, and B: You don't think all of them will be within the recipient's e-mail size limits.

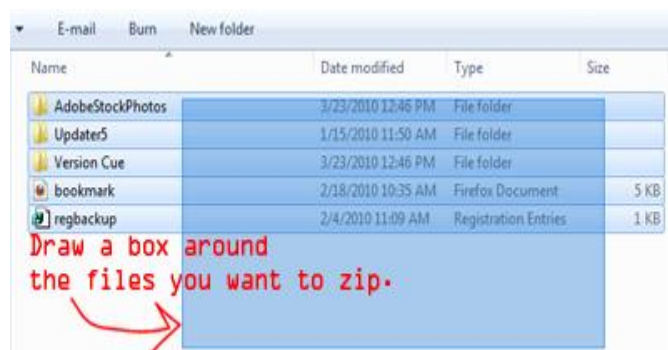
What do you do?

Why zip 'em up, of course!

Sure, we've all heard the term, but I couldn't find a pre-existing tip on Worldstart that actually explains how you do it! So, let's solve that problem!

If you're running an operating system newer than Windows 98 (and you should be!), browse to the folder where the files you want to zip are at. (If the files are in different places, you should copy and paste each one into a new folder. You're going to need them all together to do this.)

Now highlight the files by either drawing a box around them or by holding the **Ctrl** key and selecting each of them. Once you have all of the ones you want to zip up highlighted, **Right-Click** one of them, go down to "**Send to**" and choose "**Compressed (zipped) folder**".



Like magic, your highlighted files will appear in one convenient package. If you don't like the name Windows gives your zipped folder, just highlight it and press **F2** to rename it!

If you don't want to use the built-in Windows zip utility, there are also third-party programs like WinZip and WinRar, that have more features, like the ability to set the compression size and file extension.

All zipped up!

~Andrew

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Force Video With Text Mode

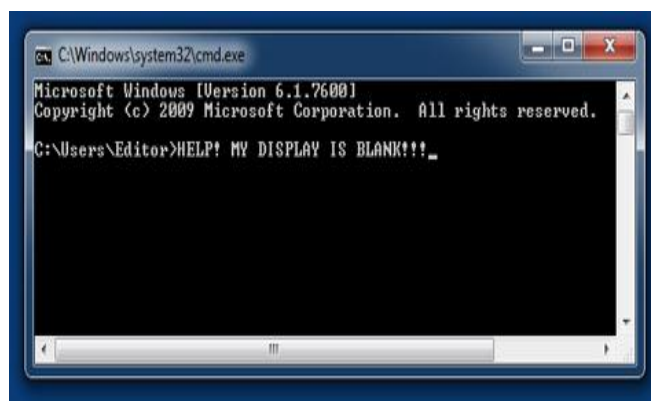
Here's a scenario. You're studiously working on your laptop or desktop, when all of a sudden your screen goes blank. You can swear that the computer is still on, though! What do you do?

It might be a serious video error, or perhaps your display driver decided to go on a coffee break for a bit, but no matter what you press, the video just won't come back up! Today I'm going to teach you what to do in this situation to force an answer out of your computer. You may never actually need this tip, but for the few that might, it's a lifesaver!

So here's what you do if your screen goes blank. There's a little bit of magic in this technique, so have faith!

Press the **Windows Key + R**. This will bring up the **run command**. Yes, I know, you won't be able to see it if your screen is blank, but trust me, it's still there.

Type **cmd**. This brings up a **command prompt**.



Now, here's the spell. Hit **Alt + Enter**. This toggles full screen mode; putting your display into what is known as **text only** mode. If your display is only experiencing a minor glitch, this should reset your video, allowing you to go back to work. Type **Exit** to leave the command prompt, and you're all set!

If it doesn't work, try a couple more times before you go calling your resident guru for help!

~Andrew

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Finding a Date From The Past

Type in the Google search box: **calendar +**, then the date you are looking for, example: **calendar +1954**. This will bring you to all the months in the year of 1954.

OpenOffice.org 3

Get Your Company's Name Out There

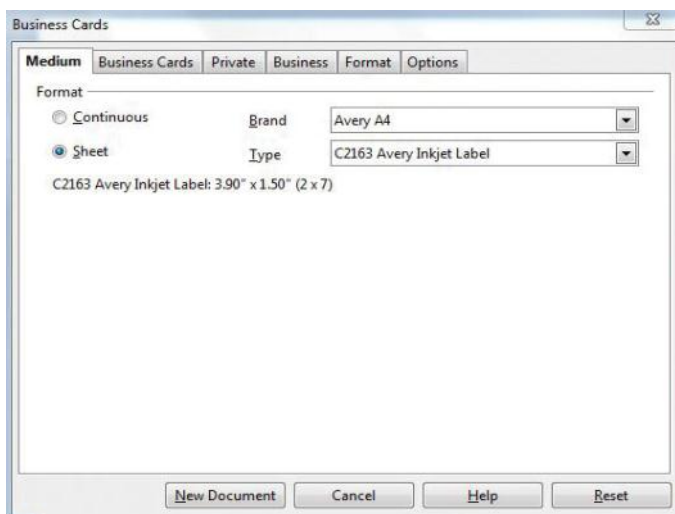
By Kim Quade

Don't be left standing empty-handed when an associate or client asks for your business card. OpenOffice.org 3 helps you create a card that contains your contact information and helps promote your company.

Create Business Cards From A Blank Document

From the OpenOffice.org main page, select Text Document. This opens the Writer word processing software. From the File drop-down menu, click New and Business Cards. The Business Cards dialog box appears. Click each tab and enter the appropriate information related to your project.

- ◆ **Medium:** This section asks you to select the business card format and type using the information on the package of the cards you purchased.
- ◆ **Business Cards:** Select a predesigned layout from this tab.
- ◆ **Private:** If this section is not already completed, enter information for a business card that includes your personal information, such as name, address, job title, etc.



The Business Cards dialog box contains the elements to help you easily create business cards.

- ◆ **Business:** This tab asks you to enter the information appropriate for a card designated for business uses, such as company name, address, and phone number.
- ◆ **Format:** This screen shows the dimensions of the

card on which you've chosen to print your labels. If you are designing your own, use this section to enter the dimensions.

- ◆ **Options:** Select the appropriate box if you are printing a single card or an entire page. Checking the box Synchronize Contents allows you to make simultaneous changes to all labels.

When all of the sections have been completed, click New Document. If you've chosen to create a sheet of labels, your draft document appears with information gleaned from the data you entered. Make any necessary changes (such as font, alignment, and design) to the text or format to just one cell. Click Synchronize Labels to update all of the business cards.

Create Business Cards From A Template

OpenOffice.org is an open-source software package, which means that registered users can participate in its programming and design and contribute templates; this includes business card templates.

To access the templates, click File, New, and Templates And Documents to activate the Templates And Documents samples dialog box. Click Get More Templates Online to access an online Web page to search for business card templates. Choose the Business category and then Business Correspondence.

There are about 100 templates with business related themes such as resumes, agendas, invoices, and communication plans; these may also be valuable resources for your business when you've completed your business cards. You can scroll through all of the choices or conduct a search using the Search function in the upper left corner.

The information accompanying the template provides details regarding the type of label for which the template is produced, the application type, language, and system compatibility. When you've found a template that works for you, click Use It! From this full-page view, you are able to enter your own text on the business cards using the pre-entered fields as a guide.

Enter the desired information on the first card. When completed, highlight all of the text, select Copy from the Edit drop-down menu, move to the next cell, right-click, and select paste. Continue this for the remainder of the cells, and you will have created a sheet of business cards that's now ready to be printed.

Creating business cards from scratch or using a template allows you to share your business' contact information with others. Or drop your card in the jars often located at restaurants to win a free lunch.

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WINDOWS TIPS

Compiled by Joseph Moran

Take Advantage Of Word's Dictionary & Thesaurus

Do you switch to a Web browser to check words with an online dictionary or thesaurus while composing a document in Microsoft Word? You don't have to, because Word has those features built right in.

If you ever want to go directly to a word's thesaurus entry, highlight the word and press SHIFT-F7.

WINDOWS NEWS

Microsoft Lifts The Lid On "Windows 8"

At the recent D9 Conference in California, Microsoft offered attendees and the rest of the world the first official glimpse at the next version of Windows, internally code-named "Windows 8" (implying that "Windows 8" may not necessarily be the name of the released version).

The upcoming follow-on to Windows 7 features what Microsoft dubs a "reimagined" interface—in lieu of a Start menu, it sports a Windows Phone 7-like Start screen that runs full-screen, scrolls horizontally, and uses large tiles instead of icons for launching applications. Applications written for the new operating system will be able to provide live information and status updates within tiles.

The next version of Windows is being designed to run on devices ranging from tablets to desktop PCs, so although the new Start screen is touch-optimized, it can also be controlled via keyboard and mouse. Notwithstanding the design changes, Microsoft says the new OS will still offer access to familiar components such as Windows Explorer and the Desktop, and it will be compatible with PCs, software, and peripherals that carry a Win7 logo.

Microsoft didn't offer a release date for "Windows 8," but at a recent developer's conference, Microsoft CEO Steve Ballmer indicated it would "come out next year." To see a video demo of the next version of Windows, visit tinyurl.com/4x9rl4x.

Lights Out For Windows Mobile 6.x Marketplace

On July 15, Microsoft is pulling the plug on its Windows Marketplace for Mobile Web site (marketplace.windowsphone.com), which lets customers shop for applications for Windows Mobile 6.x-based smartphones. Windows Mobile 6.x users still have the

option to browse, buy, and download apps directly from their devices, however.

The company also announced that it's pulling the plug on the My Phone backup service for Windows Phone 6.x. Certain types of stored user data will automatically be transferred from My Phone to Windows Live SkyDrive online storage before the My Phone service shuts down on Oct. 6. For more details, visit support.microsoft.com/kb/2557520.



The upcoming version of Windows replaces the familiar Start menu with a tile-based Start screen similar to the one used by Windows Phone 7.

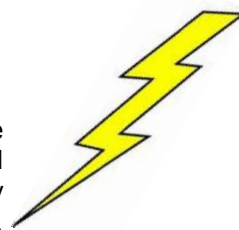
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Capture Energy From Air

Researchers at Georgia Tech have discovered a way to capture and use the electromagnetic energy that's transmitted through the air, such as radio and television transmissions, satellite communications, and cell phone networks. The researchers believe that the ambient energy can be used to power networks wireless sensors, microprocessors, and communication chips. In testing, the scientists were able to combine energy scavenging sensors and antennas onto paper and other flexible polymers, which could be ideal for tasks such as RFID (radio frequency identification) tagging for shipping or for self-powered wireless sensors for chemicals or heat.

Ambient energy could also be used as a power backup that could send wireless distress signals or maintain critical functions.



What you Need to Know About Picasa

*Using Picasa is simple and easy...
check out how*

By Andrea | Permalink



We've all heard of Google, right? But does Google's photo sharing program, Picasa, ring the same sort of bell? Join lots of people dis-

covering the easy and user-friendly photo sharing outlet Picasa.

Find out exactly what Picasa has to offer that makes the software so useful and fun.

Quick photo finds

Consider the time you spend on some photo sharing sites waiting for all of your photos to upload. That's not an issue with Picasa. Once you download the Picasa software, every image currently on your computer gets imported into your Picasa account.

Not only do you save time by avoiding the boring upload, but Picasa makes it even simpler: it organizes your photos.

Movie creation

Although slide shows have their appeal, a movie of your favorite photos makes them perfect. With Picasa, create a movie complete with captions, transitions, and music. Then, connect your computer to your TV and entertain family and friends. And, if you want to turn your movies into gifts, easily burn them to discs from your computer.

Print-at-home

Don't you just love waiting in lines to use the photo printer or patiently waiting at the mailbox for your prints to be delivered? Picasa has a powerful photo printing function built in, so when you want to print a favorite shot, the software helps you figure out the proper print size and then sends it to your personal printer - at home. Forget all about waiting in that line at the store to print your pictures!

Everything together

It may sound appealing to have all of your photos on a free Internet site that stores them for you, but what happens when you want to edit one, share it, use it in a pro-

ject and still access it on your home computer? It's easy with Picasa.

Every photo editing element is available in the same place. So, when you crop a photo, remove the red eye, and add a caption, all of your edits get saved and simply share the new versions with friends.

So, the next time you're wondering which way is the best way to store digital photos, give Picasa a try. Be prepared to be surprised by what you find.

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Wireless Network Lockdown

Anyone who's experienced the headaches associated with stringing CAT 5 cable up and down the office understands the convenience of using wireless access points to set up a wireless network. Unfortunately, the dangers of an unsecured wireless network can easily offset the benefits of connecting computers without messy Ethernet cable. Without the proper security measures, your wireless network could be susceptible to the wiles of a wardriver.

The term "wardriving" originated with the 1983 movie "WarGames," in which a computer hacker dialed phone numbers to find a system to break into with his computer. Modern-day hackers have modified this practice and drive through cities using a wireless laptop (or any other device capable of using a wireless signal) to detect and infiltrate wireless networks. To protect your network from wardrivers, it's imperative to enable wireless encryption on all of your network's wireless routers and access points.

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Watch Out for These 7 eBook Scams Scambusters article

EBook scams target readers, writers and online auction users.

Spammers, con artists and thieves are using eBook scams to sell useless information or to steal copyrighted material from genuine writers.

They also trick victims into using eBooks to visit other websites, which may download malware, sell products or steal information.

This week, we highlight the 7 most common forms of this fast-growing crime and provide advice on how to avoid eBook scams or what action to take if you become a victim.

But first, we urge you to take a look at these top articles from our other websites:

Cheap Household Cleansers You Might Try: Don't pay for expensive chemical cleansers when you can get cheap household cleansers at the dollar store.

Online Shopping Safely and Effectively: These effective tips for online shopping will keep your information safe and your pocketbook loaded.

Ionic Foot Baths for Lyme Detox: Find out how ionic foot baths offer gentle palliative care with no harsh medications or painful procedures.

Buying Gold Bullion, London Style: Find out more about the London Style of buying gold bullion before you do anything else.

Watch Out for These 7 eBook Scams

The age of the Amazon Kindle and other e-readers has also ushered in an era of eBook scams.

These incredible gadgets and their corresponding eBook apps (applications), which can be hosted on PCs, Macs and mobile devices, enable us to store thousands of digital books on a single device and read them wherever we like.

But they've also unleashed a storm of spam-related and malicious eBook scams on an unsuspecting and unprepared army of readers.

Here are the 7 main types of eBook scams that have been identified so far:

Worthless eBook's filled with useless and often badly written garbage sold for a couple of dollars.

So called "authors" can buy text from "content farms" -- the text equivalent of online clip art -- and then repack-age and sell it.

2. Using the above techniques, "authors" can "spin" the text, rewriting the same stuff over and over, and sometimes merely duplicating the material but selling it under a different title or author's name.

In one frequently-reported eBook scam, a guy was churning out 20 digital books a day, with a total tally of 3,000 books to his name.

3. Theft and plagiarism (copying) of other people's material from websites and blogs, which is then put into an eBook and sold.

Sometimes it is rewritten, other times it is just copied exactly from the original without any accreditation of the source.

In at least one case, an "author" has been issuing eBook versions of "public domain" works -- books that are no longer in copyright -- under his own name, apparently perfectly legally.

4. eBook scams dressed up as competitions, in which "winners" get their work published digitally.

The organizers charge a fee for entry, but, of course, it costs next to nothing for them to publish the works digitally.

5. The eBook equivalent of the old "vanity publishers" -- companies that charge people for publishing their books.

Again, this costs the "publishers" little or nothing but they charge fees to unsuspecting writers who don't realize they could do all this themselves.

6. Spamming readers with ad-laden works and hotlinks to both commercial and malware sites.

This is fast becoming a major concern to online eBook sellers, though it's more of a problem with their eBook apps on computers, iPads and cellphones than on dedicated devices like the Amazon Kindle or the Barnes & Noble Nook.

In these eBook scams, "authors" produce books -- say, one on wedding etiquette for instance -- which they sell

(Continued on page 18)

(Continued from page 17)

for a couple of dollars.

The content turns out to be commonsense stuff, but buried in the text are sections that promote particular commercial products.

Worse, they contain links you can click that take you to websites where they're either peddling stuff, like wedding favors, or uploading a virus onto your machine.

DVD courses are now being sold online for \$25 explaining how to use eBook for spamming in this way.

7. Using eBook purchases and sales to build up credentials for bogus sellers and buyers on auction sites like eBay.

Crooks use these eBook scams to purchase digital books for a penny or some nominal sum.

They might buy two or three dozen of them and, of course, get a positive rating for each one.

Armed with this fabulous reputation, they're now well-placed to pull off some other kind of scam.

How to Avoid eBook Scams

So what can you do to avoid becoming a victim of these eBook scams?

First, just being aware of them takes you a good way towards skipping them.

But here are a few other tips:

- If you buy eBooks, stick with authors you already know or those who have an established reputation.

- If you decide to buy from an author you don't know -- perhaps precisely because you're researching a niche subject like wedding etiquette -- see if you can download a free sample (Amazon lets you do this) first to test the quality.

- Don't be taken in by great reviews that accompany cheap eBooks. They may be genuine or the writers may have been paid to produce them.

- Do a search on the book name or author to see what other people say or how many other books they supposedly have written.

- Don't click on links inside an eBook unless it's by an established, reputable author.
Even then, we'd recommend you visit their websites via your Internet browser rather than use the link.

- If you believe you've been scammed, seek a refund. For instance, Amazon will normally give a refund if you

make a valid complaint within 7 days of purchasing.

You should also register your complaint with the seller's customer service department.

And, if all else fails, do other readers a favor by writing a bad (but honest!) review of the book.

- If you're a blogger, author or other writer, run regular searches (or set up a Google alert) on your name, book or article title and phrases from your works.

Believe it or not, some eBook scam artists have simply re-published existing eBooks but set themselves up as the recipients of royalties.

There's even a blog-style website that lists some of them: *They Stole My Book!*

If you find any infringement of your copyrighted work, contact whoever is selling it with evidence of your copyright ownership.

In more serious and costly cases, consider taking legal advice, issuing "cease and desist" orders and even taking action to recover lost royalties.

It seems probable that the likes of Amazon and other eBook purveyors will take steps over the coming years to clamp down on this crime.

They may not have the resources to read every self-published work but there are steps they could and should be taking right now, like using software that already exists to check for plagiarism and duplication of text and checking out "authors" who publish scores of books.

In the meanwhile, it's very much a case of "let the buyers (or writers) beware." No doubt just like eBooks themselves, eBook scams are becoming a huge growth industry.

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Better File Information with Windows Explorer

Sort your files more intelligently with a few simple clicks.

By Les Townsing, a member of the Melbourne PCUG, Australia www.melbpc.org.au editor@melbpc.org.au

There is often a lot of information automatically recorded when you save a file. This information can be easily displayed and can prove to be useful when sorting/categorizing files.

Normally, when you open Windows Explorer (right-click on the Start button and select 'Explore') you get displays indicating the file name, size, date modified, and other general information (see below).



If, however, we right-click anywhere on the Column Heading bar we get a lot of additional columns we can add. Depending on the type of files you can select some meaningful columns. If we are looking at picture files (jpg) some appropriate columns may be Date Taken, Dimensions or file size.

If you right-click on a file and select properties, you get to view all the possible information as well as the ability to edit some of the fields.

You can now sort your files by any of the columns (just left click on the column heading).

If we right-click on a file, we can select Rename and change the name to a more meaningful title rather than a bunch of numbers. These features may be more meaningful if we use music files as an example.

Unfortunately, some of the "Ripper" programs (programs that copy CDs and often convert the files to MP3s) get it wrong or leave a lot of stuff out, which can be quite annoying, particularly if it is the artist's name or the title of the song.

When selecting a CD Ripper program this is one item worth checking.

Extra Tip

If you select a file (click on it) then hold down the shift key whilst clicking on another file then the system will select all the files in between and including the first and last file you clicked on. Now, if you right-click on any one of the selected files and choose properties, you can edit a field for all the selected files. This is no good

for titles as every file must have a different name. However, it is good when you want to edit the album title or artist for a number of tracks.

Extra Extra Tip

Often the files you want to select are not consecutive in a list. No problem, hold down the control key then click on the files you want. As you click on the files they become marked as selected. You can then right-click on any selected file to edit the properties of all the selected 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.

Extra! Extra! AOL Introduces Editions



"The Magazine That Reads You." That's how AOL bills its much-hyped and recently released Editions digital magazine (editions.com) for the iPad. Available as a free app in the App Store, Editions essentially lets readers construct a personalized daily magazine containing global, national, and local content gleaned from 16 topics, including business, sports, music, travel, health, entertainment, fashion, and technology, that AOL acquires from various resources (including non-AOL entities) to deliver at a time of your choosing. Overall, the intent is to provide users a magazine-like format consumable in one sitting, such as during a commute to work, at lunch, or in bed at night.

Additionally, a Daily Calendar feature will sync Facebook and iCal events, bookmarking abilities let you save articles for later reading, and Facebook and Twitter integration provide sharing abilities. Reportedly, while Editions doesn't include ad support now it may down the road.



Step By Step

When you're installing Windows on a clean hard drive or SSD, there's a certain order to follow. First, disconnect the PC's Internet connection and install the OS. Next, install the motherboard chipset's drivers to allow the basic hardware to work correctly and at a reasonable speed. Finally, install security software, set up the Internet connection, and go online to download Windows Updates. After that, you can install the latest graphics and other drivers, your applications, and your data.

serial transfer

Using a serial cable and serial port to transfer data from one device to another.

Tablets Not Replacing Computers in SMBs

A full 71% of small and medium businesses recently surveyed by Techaisle (who have tablets) use them in addition to other devices and haven't used them to replace their existing computers.

Animated Knots

So you say you have difficulty tying knots? Ok, so you weren't a boy scout. But now you don't have to be. This site has animated knot-tying instructions for boating, climbing, fishing, scouting, search and rescue, and arborists. Featured are over 70 ways to tie a knot.
<http://www.animatedknots.com>

Work In Progress

As multimedia presentations have become staples of the business world, it's important to know how to edit photos, video, and audio properly. Always try to work with a high-quality copy of the file in an uncompressed or at least lossless format, such as high-resolution RAW or BMP for photos and WAV for audio. Once you've cut, modified, or arranged the file the way you need it, only then should you export it into a compressed format to save storage space, such as JPEG for photos or MP3 or

AAC for audio. If you edit a heavily compressed file, you'll probably add artifacts and noise to it, making the end result look or sound worse than it could.

Switch Outlook Signatures

If you wear a few hats at your job, such as if you're a financial advisor and a company manager, you may find that your Microsoft Outlook signature isn't always appropriate for the occasion. Fortunately, you can create as many signatures as you want in Outlook, so you can easily switch to a signature that's appropriate for the correspondence. To create a new signature, click Tools, select Options, and choose the Mail Format tab. Under the Signatures section, click the Signatures button, and then click the New button. Under the Enter Name For Your New Signature, type a name that will help you distinguish this signature from your original. Then, follow the Outlook's instructions to create your new signature. To switch between signatures, you'll only need to right-click the current signature and choose the appropriate signature from the on-screen menu.

No RAID For You

If your computer won't boot after you add or remove a non-bootable hard drive, you might need to get your priorities straight. Some motherboards will change their boot drive priority list every time a hard drive has been added or removed from the system since the last bootup. For instance, an Asus A8N32-SLI Deluxe with a bootable RAID and a few single drives will automatically drop the RAID to the bottom of the boot priority list if there is one of the other drives has just been added or disconnected. Enter the BIOS Setup, restore the boot drive or RAID to the top of the priority list, save your changes, and exit.

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