# Interface

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**HAPPY THANKSGIVING!**

**Tuesday November 8, 2011**

## YOUR LIBRARY CARD AND YOU,

### I didn't know I could do that!

**Lorain Public Library System**

*Presented by*

**CLEVNET** library cooperation

## Sandra Ruth

### LCCUG President

greater access

**Tuesday November 22, 2011**

## What are Your Favorite Web Sites?

### There are many to be explored!

*Presented by*

## Sandra Ruth

### LCCUG President

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

**November's cold breath
tickles the colorful leaves
on the auburn earth**

Autumn already!  (It inspires me to haiku).  Are we ready to wrap up the year?

Again, we are planning the **election** of officers that will be held at our December Holiday party.  We currently have a great group of officers who have been doing a fine job but several of them have been taking on the duties of more than one office.  We all agree that we would welcome some fresh blood!

Please, if you think you might like to be involved in running the club and bring your ideas to the table, speak up!  Just talk to one of the officers at a meeting or email president@lccug.com and we will answer your questions and encourage your involvement.

Here is a description of the roles of the executive board http://www.lccug.com/nbylaws.html#Executive:

Officers should be available to attend most of the club meetings as well as the officers' meeting which is held on the 1st Tuesday of each month.

Changes are coming to **Gould Auditorium** in St. Joseph's Community Center, where we've been holding our meetings for over 10 years.   Our understanding is that the parking garage is going to be demolished in the near future.   I think we all have appreciated the convenience of being able to park in an attached, covered garage, but we will adapt.  As far as we know, we will be able to continue to use the auditorium for our meetings.  More information will be shared with members as it is made available.

There is one **big change** we will be trying during the first quarter of next year:  For the second meeting of January, February and March we will be meeting in the LCCC computer lab on the first floor of St. Joseph's Community Center.
This meeting will be a hands-on class during which one of the members or an officer will lead those in attendance through some hands on activities.  There are 20 computers there and we will have extra chairs at each computer.

So on our January 24, February 28 and March 27 meetings in 2012, meetings will be held in the LCCC lab.  IF this should prove to be wildly popular, we will create 2 sessions during the evening.   If this is successful, we will continue this through the spring.

We welcome any input on these plans.

## LCCUG Officers For 2011

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

LCCUG is wrapping up our **21st year** of operation, we are working hard to adapt and continue to be relevant.   As fast as technology is changing we are all hustling to keep up with the changes that are happening.  We will continue to learn about our computers in their latest configuration, software and techniques to keep them safe and secure.  We will continue to learn about the cloud, social networking, digital music, videos, film, eBooks, smartphones, tablets and other things that we haven't even heard about yet!  Join us on our journey.

*Sandee*

## TUESDAY
## November 8, 2011

### YOUR LIBRARY CARD AND YOU.

**I didn't know I could do that!**

*Presented by*

## Sandra Ruth

**LCCUG President**

## TUESDAY
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### What are Your Favorite Web Sites?

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**LCCUG President**

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Did you know that there are so many things that you can do with your library card? In this evening's program, Sandra Ruth will discuss, demonstrate and show us how we can use the little understood, but very useful library card.

Your local library has a lot of books, thousands and thousands, so sometimes you may need a little help finding the right one (or two). It can be time consuming. Especially if you get sidetracked reading all of the books that tempt you. With your library card, you can browse at your leisure at the library or at home on your computer. You can also use your card to enjoy a concert live or check out the latest CD or DVD. You can register to vote or get free passes to museums. The list goes on and on.

Make sure to attend this very informative program. Sandee is an outstanding speaker and as a former librarian, is sure to have information that we can all use.

**Share your favorite website!**

Over two years ago we spent a meeting sharing our favorite websites. The response was fantastic and it turned out to be a really fun and interesting meeting. What is useful? What is fun? What is Intriguing? What sites are amazing or unusual or addictive? What websites are a waste of time or educational? We are asking you to help us with our Club mission of "users helping users." If you know of a great website, please share it with the club

We will ask members to email me your favorite links. I will compile a webpage with links to all of your suggestions and we will explore them during the meeting.

**Email your contributions to: lccug1@gmail.com**
Each member who emails a suggestion(s) to me will receive a raffle ticket to a special drawing.

Meetings that elicit member participation are usually lively, fun, interesting and informative. Help your club by participating in this club meeting. Thank You!
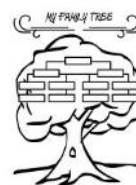
L C C U G

## Genealogy Websites:

World Connect
http://wc.rootsweb.ancestry.com/

Wikipedia List of Sites
http://www.genealogywise.com/

Start your own blog site for free at:
http://www.ancestralspace.com/

## Executive Board Meeting Minutes

### OCTOBER 4, 2011

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

Programs for November were decided. November 8th, Sandee will present a program on library cards: what you can do with them. November 22nd, Sandee and Micky will present "Favorite Websites".

Considerable time was spent discussing possible programs for next year along with considering payment for outside presenters.

The board agreed to try the second meeting of the month in the LCCC computer lab. Sandee will contact Dina Ferrer on availability of the lab.

The board agreed to buy a IPEVO Point 2 View USB Document Camera for $69.

Richard reported that Tuesdays showed the greatest number of hits on our web site.

Sandee will send information to the officers on Focal Press books and reviews.

Richard moved, Pam seconded the meeting be adjourned.

## General Meeting Minutes

### OCTOBER 11, 2011

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

Sandee gave a rundown of the upcoming programs.

Debbie Alferio, award-winning author, gave an interesting program on how to get your work published using your computer and the internet. She broke the process down to 5 steps based on her experience.

1 IN THE BEGINNING
2 MOVING "WRITE" ALONG
3 NOW COMES THE FUN PART
4 PUTTING IT ALL TOGETHER
5 TOOT YOUR OWN HORN

NOW GO FOR IT!
Debbie answered many questions from the audience during and after her formal presentation.

There was no money raffle.
Kaye Coller won the software/hardware raffle.
John Bostwick missed the $5 attendance drawing.

Dennis Smith moved, Don Hall seconded the meeting be adjourned.

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## "Would you like to own an LCCUG T-Shirt?"

If we get enough interest from our members, we will be ordering T-Shirts for those interested. We need to put together an order of at least 6 shirts in order to do it.

♦ The cost of a polo shirt with a collar, optional pocket, and our logo embroidered on it, is around $20.00.

♦ For about $10 each, we can put together an order of silk screened T-shirts.

If enough members are interested in buying a shirt, we will distribute the information on exactly what it would cost with the various options (such as adding your name).

email me: president@lccug.com and I will tally the interest.

L C C U G

# Genealogy

Pam Rihel  **LadyGeneo@roadrunner.com**

## Skewing - A Technique for Signature Identification

*Article in Dick Eastman's regular newsletter. This article is used with Dick Eastman's permission.*

How do you read a signature that is heavily slanted with the letters seemingly run together? Genealogists have that problem when trying to identify signatures but numismatists (coin and money collectors) also have the same problem when trying to identify signatures on banknotes and checks.

### The answer?
Open a digital image of the signature in a photoediting program and then skew it (slant it) until the signature appears to be more vertical. A great example can be found in The E-Sylum, an electronic publication of the Numismatic Biblio mania Society, at:

Neat trick! My thanks to Shirley Wilcox for telling me about the article.

## Family Heirlooms - Things of Remembrance

What do you consider to be an heirloom?  Jewelry, furniture, clothes, family photo's, china, silver, old handed down trunks or maybe a diary, old letters, or even a journal from a long lost ancestor.

Anything that is important to you and your family, should be considered an heirloom.  I have handmade items from my grandmother's and my mom, they mean a lot to me and I would never think of giving them away or selling them.  These items should be passed down for generations and if there is no one to take them, then donate them to your local historical society or your state genealogical library.  These items can then be enjoyed by many of the younger generations.

Pieces of furniture, household items, jewelry may be found in family photo's, what a find that would be, you could connect an heirloom to a family member.

Talk to your family older family members, brothers, sisters, cousins, aunts and uncles to see what they can remember about their ancestors.  Remember to bring along a tape recorder and/or video cam so that you can have their voices, smiles and remembrances for all to enjoy.

Tools, farm equipment, crochet needles, knitting needles, musical instruments, anything that might let you know what they did for a living or for entertainment, then compare to see if you if you acquired any of their traits.  I did and I found out that I have lots of traits from my ancestors.

Documents can show our ancestors handwriting, or the X they many have made because they didn't know how to read or write.  Some documents tell what they looked like, driver licenses', war records, marriage records, land deeds, and the many other documents that they had to sign.

Children today, well they don't have a clue of how our ancestors started their new lives after leaving the only home they had ever known, to come to this young country to start over from scratch, to learn a new language and new customs.

Can you just imagine our grandchildren going for that?  With all the electronic things these days, well those will be the heirlooms of the future, providing that they last that long!

These items make great stories that can be told for many generations to come, so make sure you write every you can remember about the item.  Good Luck!

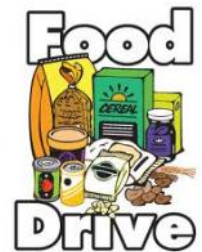# LCCUG ANNUAL
# HOLIDAY PARTY

*Being held on
December 13, 2011
At the Gould Auditorium
Doors open at 5:30 pm
All proceeds going to the
Second Harvest Food Bank*

*Bring a dish to share and items for the
Chinese Raffle.*

*Refreshments will be supplied.
Also
Election of Officers*
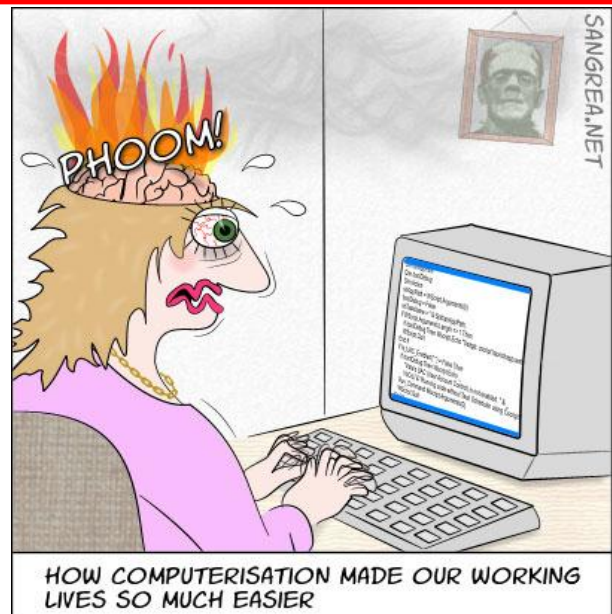
HOW COMPUTERISATION MADE OUR WORKING
LIVES SO MUCH EASIER

# Make Your Computer Either Stupid, Useless or a Zombie

By Vinny LaBash, Regular Columnist, Sarasota PCUG, Florida   September 2011 issue, Sarasota Monitor
www.spcug.org    www.labash@spcug.org

There are many ways to make your computer useful and reliable: add memory, buy more storage, and be sure to purchase gear and peripherals from reliable vendors.  Some people nevertheless, seem determined to find ways to get into trouble.  As a TV ad once proclaimed, "We all do dumb things from time to time," but making your computer useless doesn't have to be one of them.

Inadvertently choosing a wrong key combination, clicking OK in an online dialog box designed to deceive you into unknowingly downloading malware or unthinkingly doing something genuinely dumb are all preventable. They are easily avoided if only a small amount of pre-meditated thought and common sense are applied.

Are you a "*Nervous Newbie*?" People new to computers are often fearful of damaging their equipment. Don't worry! No matter what crazy combination of keystrokes you activate, the computer will not explode. Short of throwing the thing off a rooftop or beating it with a blunt instrument, it's highly unlikely you could do anything to seriously affect your hardware.

Instead, ask yourself, "What would happen if I lost all my data?" The answer will determine what kind of backup plan you should implement. If all you do is surf the internet, fool around playing games, and spend time on a social network site, you don't need much of a backup plan. If you run a business that depends on data that must be constantly updated, losing it all may mean you will retire much earlier than you anticipated at a reduced standard of living. Your personal situation is probably somewhere between these two examples.

Most people are at least vaguely aware that they should back up their system, but never get around to it because it's too much trouble. System crashes and data loss occur for many reasons. Power surges, lightning strikes, hardware failures, software glitches, and user error are among the common causes of losing information.

Your data is the most important part of your system. You can always reinstall a program, but there is no-where you can go to buy a copy of your precious data. You must make a copy of your information, and a have recovery plan in place before disaster strikes. You don't have to buy a backup program. Windows 7 has a perfectly good one built-in. You can quickly find it in Control Panel. Use it. You won't be sorry.

Store your backups on a removable disk or flash drive. An increasingly popular alternative is to store data online. Whatever you do, it's important to keep your backups at a location away from your computer to protect against theft of your system or natural disasters. To find the best method for your personal needs there is no better place than your local computer user group. You will find centuries of experience at your disposal.

Losing your data is no fun, but losing your entire system can be much worse. No computer should operate unprotected from electrical surges. The best form of protection is with an Uninterruptible Power Supply (UPS). It is internally powered by a battery that ensures a smooth flow of power even if an outage occurs. This gives you sufficient time for an orderly shutdown to avoid not only loss of information, but physical damage to the computer. Most surge suppressors are worse than useless because they give you a false sense of security.

A surge suppressor can protect a system from a voltage spike usually at a cost of severe internal damage to the surge suppressor. There is seldom any visible sign of harm so it's easy to assume you are still protected when you are not. A high quality UPS provides far more safety.

Most of us like a genuine bargain, and a great temptation is to believe free is always better than merely inexpensive. There are many high quality freeware programs, and many of dubious value. Some freeware programs are so sloppily written they can cause your computer to behave erratically or come to a screeching halt. Even if you take care to research and install only the best of the best, too many installs and uninstalls create useless entries in the registry. If not properly removed, these registry orphans can create their own problems such as system slowdowns and strange behavior. For good system performance, install only the programs you really need, and keep your installs and uninstalls to a minimum.

Terabyte sized hard drives have made fragmentation less of an issue than with smaller capacity disks, but it can still be a problem if you neglect it too long. Fragmentation will become a non-issue when solid state drives eventually replace standard hard disks.  Until that happy day arrives it makes sense to keep your files neatly arranged so the mechanical parts of your drive can take less time accessing programs and information. Files become fragmented through editing documents and other normal usage of computers including surfing the web. Excessive fragmentation forces your hard drive to perform extra work that eventually noticeably slows down your computer.

Windows 7 has an excellent built in defrag tool that you can access through the Systems Tools folder. The tool runs on a schedule, but you can run it manually any-

time. The tool will defrag your system drive, removable storage devices such as USB flash drives, and almost any external storage device where you can store and delete files. Disk Defragmenter runs on an automated schedule, but you can also analyze and defrag your disks and drives manually.

Even if you own a solid state drive that never needs to be defragged, you can still run into trouble by letting it get too full. If you find yourself with a drive that's using more than 90% of its capacity, applications can suddenly exhibit very abnormal behavior. The system has no place to put temporary files, and if a drive runs out of room, it can simply stop leaving you wondering what happened. An easy preventive is to use the Disk Cleanup Tool once or twice a month.

Are you guilty of indiscriminate link clicking? We all know about the danger of downloading attachments that could cause havoc with our systems, but do you click on hyperlinks embedded in emails? This could take you to web sites having implanted ActiveX controls designed to either damage your equipment, spy on you to collect passwords or track your activities to target you for personalized advertising among other nefarious reasons.

Some hackers are eager to install back-door or Trojan horses designed to allow them to control your computer without you being aware of it. Your computer could end up being a remotely controlled Zombie soldier in an army of similar machines to launch Distributed Denial of Service attacks.

Carelessly clicking on links could get you to very inappropriate sites that feature pornography, pirated videos, music or other kinds of software which could cause you personal embarrassment and even your job. People have been known to get in trouble with the law when a simple mouse click brought them to a child pornography site.

Think before you click. Bring your mouse pointer over the link. Often this simple act will reveal the real URL the link may be trying to disguise. If you aren't sure the link isn't going to take you to www.yourpcistoast.com don't do it.

We've covered a fair amount of territory here, but there is more danger lurking on the web than is dreamed of in your philosophy, Horatio. Choosing weak passwords, surfing the web without a firewall, failing to update anti-virus programs, and creating shared folders that the wrong people can access are among many additional dangers there simply isn't room for in this article.

Don't conclude that the web is too dangerous a place for you. The cautions mentioned here is the web equivalent of telling people to stay away from crime-ridden neighborhoods, and don't step off the curb into oncoming traffic without looking to see if it's safe first. As always, common sense is your first and best defense.

# *Microsoft FixIt*

By Ted Wirtz, Member, ORCOPUG (Orange County PC Users' Group), CA
July 2011 issue, nibbles & bits   www.orcopug.org
twirtz@pacbell.net

My home computer is an HP Pavilion running Vista SP2. It has a memory card reader built into the top faceplate on the front of the computer that is capable of reading many of the common memory cards used in a digital camera. I commonly use it to transfer images from my digital camera which happens to use either SD or SDHC memory cards. (SD cards come in capacities up to 2 GB per card. SDHC cards come in capacities greater than 2 GB.)

Recently I inserted an SDHC card, and instead of seeing pictures, Vista saw it as a blank card and wanted to format it. Not good. Obviously I didn't want to format the card because I knew there were images on it. I ejected it and inserted a SD card. Vista saw images. Reinserted the SDHC card. No images.

I put the SDHC card back in my camera fearing the worst. All the images were there. Whew!

Okay, the card is good, but for some reason, now my system would not recognize SDHC cards. Bummer. Why SD but not SDHC? I didn't have time to mess with it then. I needed to get to my pictures. I connected the camera via a USB port and transferred the images that way. Clumsy but effective.

A couple of weeks ago I decided to attempt a fix for my reader. I opened up Device Manager and looked at the readers. No exclamation marks. Windows doesn't see any problem with the devices. Okay, maybe I need to update the drivers. I asked the system to check, and it reported later drivers were available. I installed the updated drivers and tested the reader. No joy. I still could not read SDHC. Tried an SD card. Oh great, now Vista can't read either type!

I went back to Device Manager, and selected "Roll Back Driver." Vista reported the driver was successfully rolled back. Time to test. Uh Oh. I still can't see any images on

either type of card. I've gone from the frying pan into the fire!

Time to Google my problem. Google found something that sounded a lot like my problem. Solution: use Device Manager, delete the devices, reboot, let Vista rediscover the devices and all should be well. Only it didn't solve the problem.

Device Manager found the devices, reinstalled them, no exclamation marks, but they still can't read any of my cards.

Time to search the Microsoft site. I found a somewhat similar problem listed, where somebody was having a Firewire problem. Recommended solution: Use the Microsoft Fix It program.

I downloaded and installed the program. The program opened up showing a series of problems that it could check. I scrolled down until I found "Hardware devices not detected or not working (Figure 1).
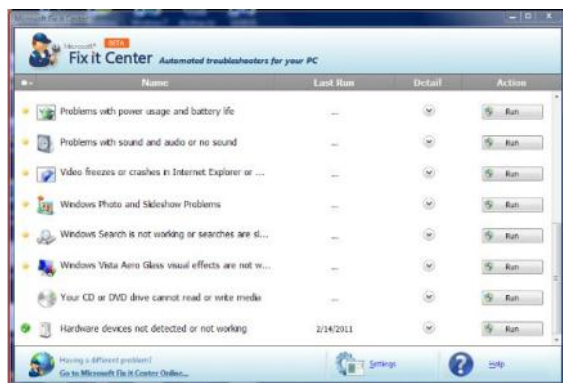


I clicked the Run button and crossed my fingers. The program reported it had found hardware changes might not have been detected, and had successfully updated. It also checked that Windows Update was configured to install drivers (Figure 2).



Okay, time to see if my problem was fixed. Yes! I can now read both types of SD cards just like when the machine was new. Problem solved.

I don't know if the Fixit program can solve other problems as easily, but I'm definitely going to keep this program installed on my computer. It's a keeper.

# Meeting Attendance

## This is a notice to all our members

I am ashamed to say that our meeting attendance has been very low.

Our programs have been informative and interesting. Carole Doerr has worked very hard to get our members some great speakers and some very interesting tours.

As officers of our club we would love to hear from our members about what _You All_ would like as programs that would be of interest to all our members, so that we can again fill the seats at Gould Auditorium.

Our meetings are a great way to socialize, meet new people and to learn all about the new electronic gadgets, new programs, games, genealogy news and many more interesting things out there in this big wide world.

Next time you come to a meeting, bring a family member or a couple of friends, so they too can enjoy our meetings.

We hope to see you all at our next meeting to learn and get informed about the library and what you will be able to do with your card, you will be amazed at what you can accomplish with that little piece of plastic.

Hope to see you on the 2nd and 4th Tuesdays of the month, (Except December, that's our HOLIDAY PARTY).

# NEED HELP?—
## Here's Who to Contact:

**Neil Higgins**

440-967-9061 - higgins.neil@gmail.com
Evenings 6 p.m. -10 p.m. + Weekends
Hardware, Linux & Windows Operating Systems,
Tweaking your system

**Micky Knickman**

440-967-3118 - micky@knickman.com
Evenings 5 p.m. – 8 p.m. + Weekends
General Software Configuration, Hardware Installation,
Basic to Advanced Windows

**Lou Koch**

440-985-1585 - lkkoch@centurytel.net
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &
Outlook, Basic to Advanced Windows

**Edie Lewandowski**

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

**Richard Barnett**

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

**Sandee Ruth**

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

**Jeff Kasler**

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

**David Kennett**

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

**Cathy Ratcliff**

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

**Keith Kuhn**

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

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

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# LCCUG ONGOING CLASSES AND WORKSHOPS
## ALL ARE FREE AND OPEN TO THE PUBLIC

## Problem Solving Workshop

**Date: Tuesday - November 15, 2011**
**Time:** 5:30 - 8 pm **Instructor:** Micky Knickman, et al.
**Place:** Amherst Church of the Nazarene
210 Cooper Foster Park Rd.,44001

Learn how to repair or update your computer by changing hard drives, memory, CD ROMs, etc.

Members are encouraged to bring their computers anytime before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

## Genealogy Class

**Date: Wednesday November 16, 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**
**ALL ABOUT WORKING WITH YOUR DIGITAL CAMERAS**

**Date: November 14, 2011**
**Time:** 3:00 - 5:00 pm
**Instructor:** Jean Griffith
**Place:** LCCC Learning Center.
St. Joe's Com. Center, 21st & Broadway

Working with your digital camera.
If you desire you can bring a jump drive to put the photos on and take home.

-- Unless I take a printer we may not be able to print in color.

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

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

# November 2011 Classes

| Class Type | Location | Registration | November | Time | More Info |
|---|---|---|---|---|---|
| Classes / Workshops | | | | | |
| **Problem Solving** Micky Knickman | Amherst Church of the Nazarene 210 Cooper Foster Park | Not Required | **Tuesday November 15, 2011** | 5:30 to 8:00 pm | Page 10 |
| **Genealogy Class Online & Off** Pam Rihel | LCCC Learning Center St. Joe's Com. Center 21st & Broadway | Reg. required LadyGeneo @ roadrunner.com | **Wednesday November 16, 2011** | 3:00-5:00 pm | Page 10 |
| **Working With Your Digital Camera** | LCCC Learning Center St. Joe's Com. Center 21st & Broadway | Jean Griffith Register by calling: 440-282-7931 Email at: Beula57@gmail.com | **Monday November 14, 2011** | 3:00-5:00 pm | Page 10 |

**Is there a class you would like to teach or a class you would be interested in attending, please let one of our officers know.**
**We want to fill this last row with something new to be taught.**

### The Lorain County Chapter of OGS

is having it's next meeting on :

**November 14, 2011** - **"Ask The Genealogists"** This open forum event will allow family researchers the opportunity to discuss any research problems, brick walls, or genealogy related questions with a group of knowledgeable genealogy researchers in our chapter. Join us and find your answers.

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: jecopeland1975@gmail.com. or
Pete Hritsko:  hritsko@centurytel.net

# Security Through PDFs

**Smart Computing** *In Plain English*

When sending a Microsoft Word document as an email attachment, remember that the recipient can still edit it. To ensure that your document remains unchanged, consider making it a PDF (Portable Document Format) file. If you have Adobe Acrobat Professional installed on your computer, click File and select Print. When the Print dialog box appears, select Adobe PDF from the list of possible printers and then click Print. Adobe Acrobat Professional will create the PDF and open it for you. While the PDF is still open, click the Secure button, select How To Secure A Document, and follow the instructions to restrict editing of and/or apply a password to the document.

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## Referencing Fields in Another Document

*by Allen Wyatt*

Tierney is trying to link fields in two different documents. For example, in an application document the applicant enters their name, business, the initial date and several other simple pieces of information. She would like the information in these fields to automatically populate fields in a separate word document.

Perhaps the easiest way to accomplish this task is to use the INCLUDETEXT field. This field allows you to include text from one document in another. In Tierney's case, you begin by making sure that the text you want to include from the application document has bookmarks that define it. For instance, you could define a bookmark that notes the applicant's name (perhaps AppName) and another for the applicant's business (perhaps AppBusiness). If the application document is named Application.doc, then you could use the following field in the other document:

**{ INCLUDETEXT "c:\\myfolder\\Application.doc" AppName }**

The field indicates the absolute path to the application document, along with the name of the bookmark that defines the text you want to include. (You should replace "myfolder" with the name of the folder in which Application.doc is stored.) Note, as well, that the path to the document must include double backslashes instead of single backslashes.

You can include as many bookmarked fields from the application document in the other documents as you want, just use a separate INCLUDETEXT field for each piece of information you want to reference.

## Using a Single Instance of Excel with Two Monitors

*by Allen Wyatt*

Joe has a system that uses dual monitors. He would like to have one Excel workbook appear on one of the monitors and another workbook appear on the other monitor. He can do this, but only if he opens two instances of Excel. The problem with that, however, is that he cannot easily copy and paste information from one workbook to another. What would be ideal is if Joe could open both workbooks in a single instance of Excel and still have the two workbooks appear on their own monitors.

Assuming that you've got Windows configured so that it views the two monitors as a single desktop, there is only one way to do this that we've been able to discover. Follow these general steps:

1. Open one of the workbooks in Excel, as you normally would.
2. Make sure that the Excel program window doesn't fill the entirety of a monitor. (Click the Restore button, in the upper-right corner of the program window, if necessary.)
3. Make sure the program window is fully visible in your left-most monitor. (Drag the title bar of that program window into that monitor, if necessary.)
4. Drag the right side of the program window into the right-most monitor. Your program window should now cover most of the extended desktop, across two monitors.
5. Open the second workbook in this same instance of Excel.
6. Select the Arrange option from the Window menu. Excel displays the Arrange Windows dialog box. (See Figure 1.)

**Figure 1. The Arrange Windows dialog box.**

7. Make sure the Vertical radio button is selected.
8. Click OK.
9. Drag the left and right borders of the workbooks so that each appears in the left and right monitor windows.
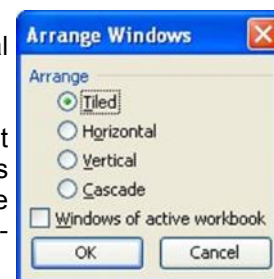


If you prefer, you can record a macro as you do these steps, and then run that macro each time you want to position your workbooks. Also, there is one drawback to this approach: The menu bar extends across the top of both monitors, which can (once in a while) make getting to some commands a bit interesting.

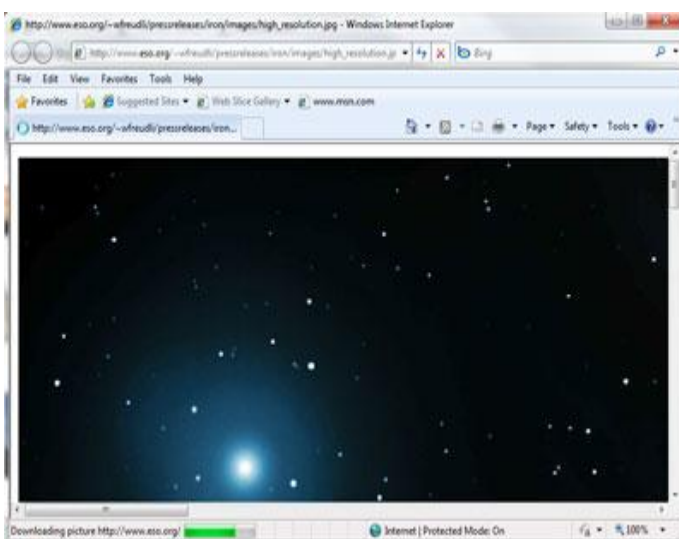# Automatic Image Resizing in Internet Explorer

Posted By On January 26, 2010

Have you ever been browsing around, looking for images in Internet Explorer and come across a picture that you know won't fit your screen, but you click on it anyways? Well, recent versions of IE have this neat feature called Automatic Image Resizing, which will shrink large images so they can be viewed with ease.

Today we're going to learn how to turn it off. Why, you ask? Well, say you're hunting around for high resolution images and you want a genuine idea of how big it really is. Automatic Image Resizing will need to be turned off to do so.

### Automatic Image Resizing On



### Automatic Image Resizing Off



Click **Tools>Internet Options** and click the **Advanced** tab. Scroll down until you see "**Enable Automatic Image Resizing**" and **un-check the box next to it**. Now you'll see images in their natural full-sized state! You can turn Automatic Image Resizing back on by following the same steps and re-checking the box.

Enjoy!

Andrew

# Elections of Officers

**Here is a list of the officers seeking re-election:**

| | |
|---|---|
| Sandra Ruth | President |
| Lou Koch & Carole Doerr | Vice-President |
| Don Hall | Secretary |
| Micky Knickman | Treasurer |
| Pam Rihel | Newsletter Editor |
| Richard Barnett | Web Page Editor |
| Richard Barnett | Director of Advertising |
| Dennis Smith | Director of Membership |
| Carole Doerr | Director of Publications |
| Kaye Collar | Director of Education |
| Sandra Ruth | Statutory Agent |

All Board seats are open to any member wishing to run for any of our offices. We currently have 3 board members holding two offices each, and these officers would very much like to be able to concentrate on their original post, so would we need someone to volunteer to the burden off of these board members. We can only do so much and WE REALLY NEED YOUR PARTICIPATION.

Please consider running for an office, as current officers we would like some fresh views and insights from our members.

If you wish to volunteer your time, just ask any board member to explain what each office would entail you to do.

**So just step up to the plate and volunteer.**

# Inserting International Letters into Word Documents

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., Florida   September 2011 issue, Sarasota PC Monitor   www.spcug.org   ndemarte@Verizon.net

In our global society, languages have become more blended. English, for example, has adopted many words of different origins, some of which include special diacritical marks over the letters, as in the French word passé. Occasionally words can actually be misunderstood without a special mark over a letter, such as the difference between the "résumé" we provide when looking for a job, and "resume", meaning to begin again. It helps to know how to insert these diacritical marks when using Microsoft Office. Word provides two fairly easy methods to add these marks: the Symbol dialog box and key-stroke combinations.

The **Symbol dialog box** (formerly called the Character Map) is easy to find in Word.  It can be useful but also a bit tedious when you're in the middle of composing a document.  It provides both international characters and other symbols, such as the Euro symbol (€) or Pi (π).   To use this dialog box in Word 2007, click the Insert tab, then Symbol to view a few common symbols. Click the one you want to make it appear where your cursor was flashing. Click Symbol, then More Symbols, to open the full dialog box. Click a letter or symbol, then Insert, and it's done.  This dialog box contains every symbol and international letter that Office has to offer, but inserting one may involve moving between different tables of fonts and symbol types before you locate the one you need. It is worth spending a few minutes exploring this box, though, if only to see what's available.  Once you insert a symbol using the dialog box, it will appear with recently used characters and symbols in a row near the bottom of the box for easy access in the future.

Although the Symbol dialog box method is the best way to insert a symbol, there's an easier method of inserting international letters using a combination of keyboard strokes. This method involves pressing the Control key (Ctrl) on the keyboard at the same time as a punctuation or symbol key, then releasing these keys and pressing the key of the letter that needs the diacritical mark. Let's use the example of the acute é. First be sure your cursor is flashing in the spot where you want the character to appear. Press the Ctrl key and the apostrophe key at the same time. Release them and type the letter "e", which will appear with its acute mark in place, é.

When learning this method, it helps to have a chart of the appropriate keys and corresponding diacritical marks nearby.

The system is so logical that before long you won't need to refer to the chart except for unusual marks.  The chart below gives you many of the ones you might need:

| International Character | Press these keys, then release and press the letter. |
| --- | --- |
| à, è, ì, ò, ù | Ctrl + ` (grave accent key) |
| á, é, í, ó, ú, ý | Ctrl + ' (apostrophe key) |
| â, ê, î, ô, û | Ctrl + Shift + ^ (caret key) |
| ã, ñ, õ | Ctrl + Shift + ~ (tilde key) |
| ä, ë, ï, ö, ü, ÿ | Ctrl + Shift + : (colon key) |
| å | Crtl + Shift + @ |
| æ or œ | Crtl + Shift + & |
| ç | Crtl + , (comma key) |
| ð | Crtl + ' (apostrophe key) |
| ø | Ctrl + / (forward slash key) |
| ¿ | Alt + Ctrl + Shift +? |
| ¡ | Alt + Ctrl + Shift +! |
| ß | Ctrl + Shift + & |

A few tips about this chart: 1. Many of the diacritical marks resemble the keyboard symbols that are used to create them, which makes them easier to remember. 2. Occasionally the Shift key is included in the procedure. This is because the keyboard symbol is the top one on the key and needs the Shift key to select it, as it would if it were a capital letter. 3. To get the upper case version of these letters with their marks, such as É, merely press the Shift key while pressing the letter.

If you find that you type in languages other than English on a regular basis, Word 2007 and 2010 offer quite a bit of help. You can see the list of the languages which have editing tools installed in Word by clicking the Office button (File in 2010) and selecting Word Options. Click Popular in the left pane and select the Language Settings button. I found, for example, that limited editing support is provided for more than 200 languages on my computer, including six dialects of French, five of Chinese, and twenty-one of Spanish.

If you need more tools in another language, you can download free Language Interface Packs or purchase Language Packs for about $25, both of which provide extra editing tools for the language of your choice. Other options allow you to change the keyboard to a different language layout. To do this, open the Control Panel and put it in Classic view so all the icons are visible. Click the Region and Language icon, and then the Keyboards and Languages tab. English is the default, but you can add other languages from this dialog box. You can also customize formats for specific systems which differ among countries, such as currency and measurement, using the Format tab in that same dialog box.

If you are interested in exploring more about using Word in a language other than English, here is a link to get you started: http://office.microsoft.com/en-us/support/change-the-default-language-for-office-programs-HA010356057.aspx.   Meantime, clip the chart included in this article to use the next time you need to type an "international" word.

## OpenOffice.org Writer: Starting Lists Without a Mouse

Whether it be a numbered list or bulleted list, we've all created them at one time or another. Of course, to create them we pulled our hands from the keyboard and moved them to the mouse to use the toolbar buttons.
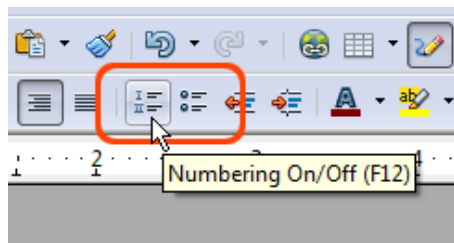


Obviously this method works, but what if we could avoid the mouse portion and just get started with the list already?

Sounds like a plan to me, so let's take a look at some of our options.

I'd like to start with numbered lists.

By now you've probably found that if you start your line with 1. then after you hit the enter key the formatting is changed and the next line is numbered as 2.

What you may not have found when it comes to numbering is **1)** or that you can start roman numerals using **I.** or **I)**.

1) item a
2) Item b

I. item c
II. item d

I) item e
II) item f

As for bullets…
Both **\*** and + will start a plain old bulleted list.

- start your bulleted lists
- with a **+** or **\*** symbol

Using a hyphen (**-**) will start a list that uses dashes

– a hyphen will
– create a list that
– uses a dash

There you have it… a way to take a great idea for presenting information made even easier.

~ April ~

# How to Salvage a Damaged Audio Cassette.

**By Dan Curtis**

This article was inspired by a personal history colleague of mine in Victoria. She wondered if I knew anyone who could fix an audio cassette that no longer seemed to work in her recorder. I confessed that I didn't have any recommendations. So I got to thinking, "How difficult is it to repair an audio cassette?" I did some research. Then I took apart a cassette and amazingly put it back together again! It requires patience and a steady hand but it's not an impossible job. A word of caution. Tapes that have melded from prolonged exposure to heat and humidity are not something you're likely to fix on your own. This will require a professional conservator and be a costly undertaking. But if your problem is a tape that has become mangled inside its case or the cassette mechanism is broken, then here's what you can do. My advice would be to practice first on another tape before tackling the one you want to repair.

**Broken Cassette**

1. Purchase a cassette shell from an A/V supplier or find a good cassette that you're no longer using. Open it up and remove the original tape.

2. Find a clean table and place your cassette flat with the screw facing up.

3. Take a small Phillips screw driver and carefully remove the five screws. Place them in a small container.

4. Carefully lift the top off, noting how the tape is threaded in the mechanism and the placement of the components. The picture below should help.

5. Lift your tape out of the old shell and thread it carefully into the new one. Make sure to keep the tape untwisted.

6. Place the top back on the cassette, making sure that all the pieces fit and that nothing is pinched. Insert the screws and tighten.
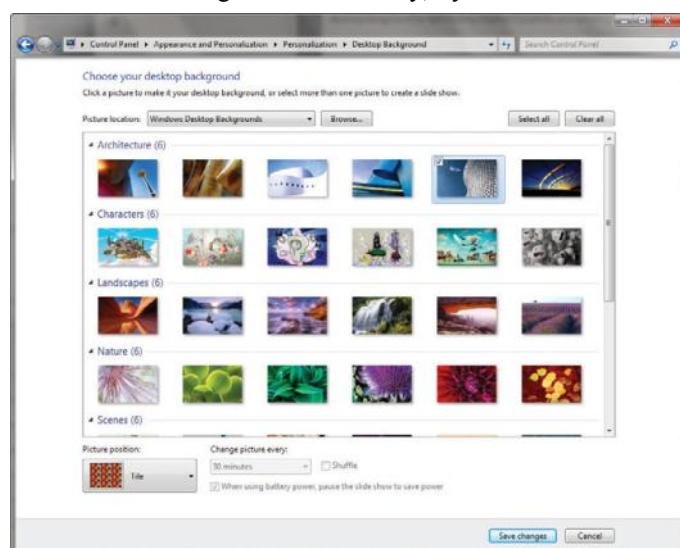
# Personalize Your Desktop
## Make Windows 7 Your Own

Every operating system includes ways to tweak its features to match your preferences, and Windows 7 is no different. In this article, we'll focus on changes you can apply to the Desktop and particularly the personalization features associated with backgrounds, the Start menu, Taskbar, and Desktop icons.

**Change Your Background**
Your Desktop background (also called wallpaper) doesn't have to be the Windows default image: You can get creative and turn your background into a personal photo, a Windows-supplied image, a single color, or a photo outlined in color. If you can't decide which image to use, it's also possible to create a slideshow.

To access your wallpaper settings, click Start and Control Panel. Type the words **desktop background** in the Search Control Panel field. Next, select Change Desktop Background. Note any images that you see immediately—if you would like to use one as your wallpaper, click it, and then click Save Changes. Alternatively, you can click the



*In the Personalization section of the Control Panel, you can change your Desktop background to the provided pictures or your own photos.*

dropdown menu next to Picture Location to view other categories. If you open Windows Desktop Backgrounds, seven photo groups will appear. Choose from Architecture, Characters, Landscapes, Nature, Scenes, United States, and Windows. The second category, Pictures Library, displays the images stored in My Pictures and Sample Pictures (Top Rated Photos includes Sample Pictures, too). There's a broad-

ranging palette of Solid Colors to choose from, as well, if you don't want to be distracted by busy images. Your list may also include pictures from your Desktop or Internet Explorer.

Next, navigate down to Picture Position and click the arrow to the right. This feature lets you customize the placement of a background picture. Selecting Fill



*When you right-click the Taskbar, select Properties, and click the Start Menu tab, you'll be able to make changes to the organization of the Start menu.*

will expand the image beyond every edge of the display. Fit doesn't alter the image, but rather frames it instead. Stretch manipulates the pixels to fill the screen. Tile minimizes the size of the image and repeats it throughout the display. Clicking Center will place the image directly in the middle of the monitor.
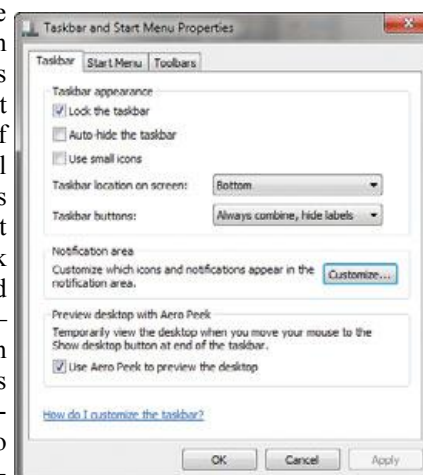
Additionally, you can modify slideshow settings in this window. To do so, click the arrow under Change Picture Every and select the length of time you would like to see each photo on your Desktop. When you've completed all of these steps, click Save Changes. For the quickest option, you can turn any image into a Desktop background by right-clicking a photo and selecting Set as Desktop Background.

**Start Menu & Taskbar Options**
The Start menu is one of three sections on the Taskbar, which is the horizontal bar that fills the bottom of your monitor. We'll address the Taskbar's middle section (that shows your Quick Launch toolbar) and Notification Area— the far-right section that displays alerts and program statuses—later. It's also home to lists and features that help you find programs and folders in Win7. By clicking the Start but-



*The Taskbar properties tab shows you how to customize the way your Taskbar buttons behave.*

ton in the bottom-left corner of your screen, you'll see all of the following: pinned programs, recently opened items, the Search box, the custom right pane, and the Shut Down command button.

Pinning a program to the Start menu is one way to access it quickly, especially if you open several programs on a regular basis. To pin a program, locate it by entering its title in the Search box, right-clicking it, and clicking Pin to Start Menu. Right click any program in the Start menu and click Unpin From Start Menu if you want to take it off the pin list.

Recently opened items will show up under your pinned programs, but you can remove them to unclutter the menu if you like. To unpin your recently accessed programs, right-click the program and select Remove From This List.

Everything on the other side of the Start menu comprises the right pane. This area provides links to commonly accessed locations in Windows. The default locations are as follows: your personal folder (with the name you've assigned to it), Documents, Pictures, Music, Games (depending on which version of Windows you're running) Computer (to link you to drives and hardware), Control Panel, Devices And Printers, Default Programs, and Help And Support. Win7 lets you manage the right pane through the Control Panel. Open the Control Panel, click Appearance and Personalization, and then select Taskbar and Start Menu. Choose the Start Menu tab and click the Customize button. When the Customize Start Menu dialog box opens, click your preferred options for the right pane items and click OK when you're finished.
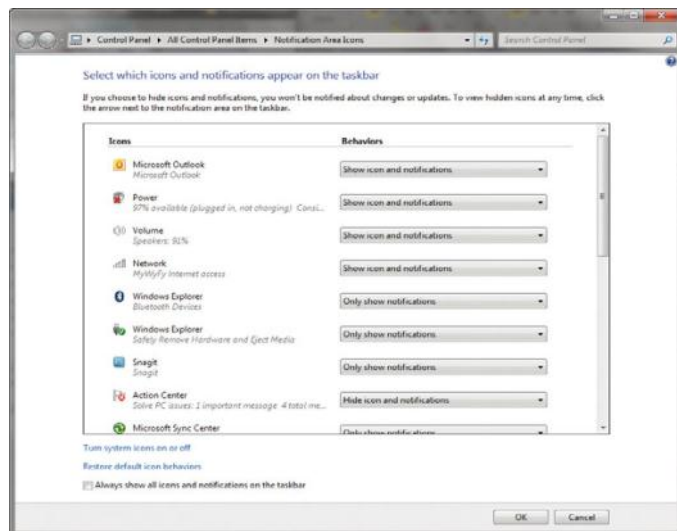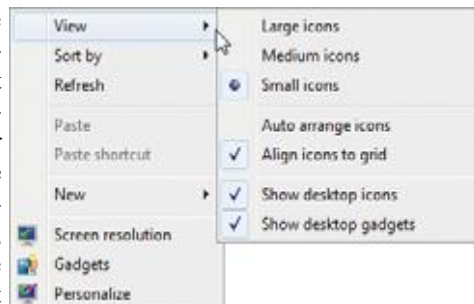


*Notifications will remain visible or hidden based on your selections in the Notifications Area Icons window.*

Looking at the Taskbar in its entirety once again, realize that the items in the middle section of the Taskbar and that Taskbar itself are moveable. Anytime you open a file, folder, or program, Win7 assigns it a button in the Taskbar that you can use to minimize, maximize, and manage the aforementioned items.

To reorder any item in the Taskbar, click and drag it to a new spot.

To customize the Taskbar, right-click it and select Properties. Select the Taskbar tab, and in the Taskbar Appearance section, checkmark the options you want to apply to the Taskbar, change the Taskbar's



*To modify the size of icons, right-click the Desktop, click View, and choose a size.*

location, or modify Taskbar buttons. For the latter two you will choose from the options in their corresponding drop-down menus.

In the Notification Area section, click the Customize button, and from here you will have the opportunity to change your notifications that are on the far right side of the Taskbar by clicking the associated drop-down menus, selecting behaviors for particular icons (such as Show Icon And Notifications or Hide Icon And Notifications), and clicking OK.

**Icon Organization**
Instead of accessing your folders and programs through the Start menu, you can create and use an icon for files and other items on your Desktop. These are called Desktop shortcuts.

To add an icon to the Desktop, you will start by finding the file, application, or other item for which you want to create a shortcut. For example, if you want to make a shortcut for Microsoft Excel, locate it by clicking the Start menu, All Programs, and Microsoft Office. Right-click Microsoft Excel and select Send To. Next click Desktop (Create Shortcut). A new shortcut to that item will appear on your Desktop.

To hide icons, right-click you're Desktop, then select View, and if you see a check mark next to Show Desktop Icons, uncheck it. To see all of your icons again, perform the same steps to reselect Show Desktop Icons. In the View menu, you're also able to change the size of the icons: Simply click Small Icons, Medium Icons, or Large Icons. Want to get rid of an icon? Right-click it, click Delete and select Yes. (You may be asked for the administrator password. If necessary, type it in and proceed.)

# How 3.5 Million Social Security Number Details Get Stolen Every Year

We've written many times about Social Security number theft and you can read more about it and what to do if your number is compromised at our Identity Theft Information Center.

With an estimated 3.5 million SSNs stolen every year (based on research findings from Javelin Strategy), we're taking a step back to explore in more detail exactly how numbers are stolen and what you can do to protect yours.

In fact, according to the same research, more than two in every five identity thefts come from stolen wallets or physical paperwork and only one-in-ten originates on the Internet.

You may be surprised at the variety of other techniques crooks use to get hold of your Social Security number.

**These include:**

* Dumpster diving and trash searches. Yes, people actually will search through your garbage for documents that include your Social Security number.

* Mail theft. It's the opposite of dumpster diving -- people take a look at your mail before you even receive it by raiding mailboxes, or intercepting it before it's delivered.

In some instances, thieves file a change of address report with the USPS to divert your mail (though USPS has checks in place to try to prevent this from happening).

* Hacking and data theft. This may be via the Internet, directly breaking into networks, or taking computer printouts.

Sometimes, digital records on laptops and tape drives are stolen. In the biggest incident of its type, in 2007, almost 800,000 Social Security numbers were compromised when a backup tape was stolen from a car in Ohio.

This category also includes viruses and spyware that troll through victims' PCs looking for a Social Security number or other confidential information, then transmitting the details to the scammer.

* Phishing. Many times, victims just give their number to impostors who claim to be banks, landlords or others who might require their Social Security number for their supposed security purposes.

Crooks may even pose as officials from the Social Security Administration itself, asking victims to confirm their numbers.

* Dishonest employees and co-workers. They take a peek inside your purse or wallet while you're away from your desk, or examine HR records to which they have access.

* Reading them off other cards. Social Security numbers are included on a number of other identification cards, including some used by the military (now being phased out and replaced), Medicare (Congress attempts to change this have so far failed) and other health insurers.

One of the key reasons why a Social Security number is such a juicy target for thieves is precisely because of its widespread use for verifying identity.

This was not the original plan when Social Security was introduced. As the nonprofit consumer advocacy group, Privacy **Rights Clearinghouse (PRC), reports:**

"When Social Security numbers were first issued in 1936, the federal government assured the public that their use would be limited to Social Security programs such as calculating retirement benefits."

Hmm, that's certainly not how it works today, is it? Many banks, credit card issuers and other financing applications ask for it, your employer wants it and maybe even your children's school records it.

You can read more about the way your Social Security number may be stored and used, including some alarming instances -- like being sold online -- as well as actions now in the pipeline to try to limit some of those exposures, in a PRC factsheet: Fact Sheet 10: My Social Security Number - How Secure Is It?

**Protect Your Social Security Number from Theft**
Next, we summarize the most important things you can do to try to prevent your Social Security number from being stolen:

* First and foremost, don't carry your card around with you. Memorize the number.

And don't carry other cards with the number unless you know you're going to need them.

The PRC even suggests photocopying these must-carry cards, leaving the original at home and deleting all but the last three digits on the copy that you carry with you.

**(Continued from page 18) How 3.5 Million SSN…**

However, we're not able to say whether all medical service providers would accept this.

* Whether you have these identifying cards with you or not, keep your wallet securely with you or under lock and key at all times.

* Don't store your Social Security number in an unencrypted file on your computer.

If you don't know how to password protect or encrypt files on your computer, either find out or don't store those details.

Remember, this doesn't refer just to the number itself but to any documents -- like copies of tax returns, pay slips and financing applications -- that contain them.

* Shred all documents that contain your Social Security number and other confidential information before disposing of them. Tearing them in half is not enough!

We covered the subject of shredding earlier, in a special issue: Shredding: A Key Weapon in Your Document Security and Identity Theft Prevention Strategies

* If your outside mailbox doesn't already have a lock and key, consider buying one that does. Just do an online search for "locking mailboxes."

* Never give out your Social Security number over the phone if you didn't initiate the call. You have absolutely no way of being 100% sure of who you're speaking to.

The Social Security Administration (SSA) or any other legitimate organization would never ask you for your full number, though some financial institutions might ask for the final three or four digits.

* Likewise, beware of providing the number to anyone else who asks for it online, by email or by mail.

You're not legally required to provide it to anyone other than the SSA, the IRS, a couple of other government departments and, probably, your employer.

You should ask anyone else who requests it why they need it and whether they would accept some other form of identification.

You have to be 100% sure of the authenticity of whomever wants it and 100% sure they really need it. Otherwise, don't hand it over.

However, some organizations may refuse to do business with you if you don't provide your Social Security number. That's their right, and your choice.

For more information, see these two guides from the SSA:
Your Social Security Number And Card
Identity Theft And Your Social Security Number

The latter document also explains the circumstances under which you might be able to get a new Social Security number. In other circumstances, there may not be much you can do to protect your Social Security number when it's held and stored by others outside of your control.

In that case, vigilance is your watchword and you should follow the guidance in our Identity Theft Information Center on how to monitor your Social Security number, credit records and the usage of other personal data.

**(Continued from page 15) How To Salvage Audio…**

**Mangled Tape**

1. Open the cassette as described above and survey the damage.

2. If the tape is crinkled, just leave it. The sound may not be perfect but cutting out the offending piece or trying to smooth it out will only make the situation worse.

3. If the tape is broken, you can purchase a splicing kit or do it yourself with some sharp scissors or razor blade and Scotch tape. Not perfect but it'll work.

4. If the edges of the broken tape are ragged, trim just a fraction off each end. Remember that whatever you cut off will also cut out some of your recorded audio.

5. Cut a piece of Scotch tape *exactly* the width of your tape and about 3/8" long. Trim off any overhang. Failure to do this will cause the tape to stick to the internal mechanism.

6. Place half of the Scotch tape on one end of the audio tape and press it down firmly. ***Make sure your tape is straight.*** If it isn't, the tape will run unevenly and may be damaged further. Now attach the other half of the Scotch tape to the remaining half of audio tape making sure to form a seamless joint. ***Don't overlap the ends.*** Press down firmly on this remaining segment.

7. Carefully rethread your tape and seal up the cassette as described above

One final word. Once you've made your repairs, plan to transfer your tape to a digital format as soon as possible. You can find out how to do that here .

Dan Curtis dancurtis@shaw.ca - Written by Dan Curtis – Professional Personal Historian http://www.dancurtis.ca

**Delete Temp Files**

When you use Windows Vista Disk Cleanup, your Temp folder doesn't empty out completely. The only files the utility cleans out are those that have not been changed in a week. To be sure your Temp folder is completely cleared of unwanted material, click the Start button, select Run, type **%TEMP%**, and then press ENTER. From there you can delete files at will; be sure you know what you're deleting before you get rid of any files.

**workaround**

A temporary method of bypassing bugs or inoperable features of software. Workarounds, not to be confused with a fix (which resolves a programming problem in a program), can themselves often be ineffective, time consuming, or otherwise problematic. Whenever possible, a vendor will issue a workaround to accommodate users until they have completed a solution to a problem that requires programming changes.

**Hard Drive Market Share**

HIS, an information and analysis provider, pegged Western Digital's global hard drive shipments (during the second quarter) at 32% of the market. Seagate Technology followed with 31% of the market. Hitachi had 16%, Toshiba had 11%, and Samsung had 10%.

**Gas Signs**

A great example of Americana is gasoline logos and signs. This is a collection of logos from photos and maps taken over the last few decades. A list shows the name of the company, with select photos within. There are probably some here you have never seen or heard of. **http://gassigns.org/**

**Size & Crop PowerPoint Images**

It's nice when the photos in a PowerPoint presentation feature a similar vertical or horizontal shape with approximately the same height and width dimensions. To edit the size of images in PowerPoint, click the image, select the Format tab, and choose the Size group. In the resulting dialog box, both crop and physical size controls are available. After selecting the Size group option, you can also click the cropping tool handles on the corner of the image to resize the graphic.

**Quick Auto Correct Tricks**

AutoCorrect usually provides a helping hand by fixing common spelling errors automatically, but you can also use it to create symbols that spice up your document and can make it more accurate. For example, typing **(c)**, **(r)**, and **(tm)** create ©, ®, and ™ symbols, respectively. Typing **-->** or **<--** creates à or ß symbols, respectively.
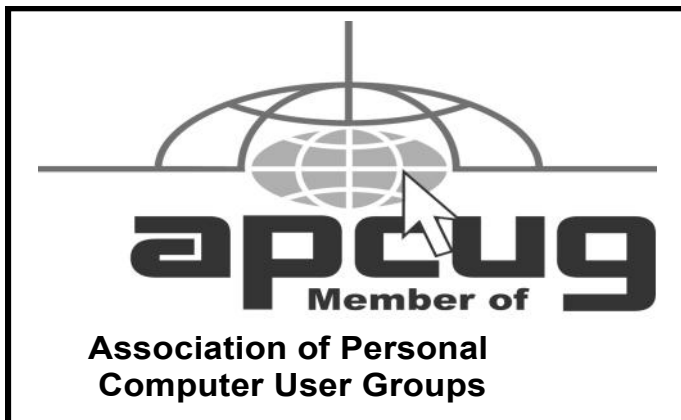
**Disk Cleanup**

Defragmenting your computer periodically can greatly enhance the computer's performance. While helpful, all defragmenting does is tidy up what is on your computer; to get rid of unnecessary files such as temporary Internet files and whatever is in your Recycling Bin, run Disk Cleanup as well. Think of it this way: Defragmenting sweeps the floor and Disk Cleanup takes out the trash. Click Start, Control Panel, Performance And Maintenance (in Category view), and Free Up Space On Your Hard Disk. The Disk Cleanup will run automatically. Once the analysis is complete, simply follow the prompts.

**Magnify Your Screen**

If you find yourself squinting to read a Web site's text, Windows features a magnifying utility that places a window on the top your screen with an enlarged version of the screen area around your mouse. It's a quick way to read undersized text and graphics, and can be found by choosing Start, Programs (All Programs in Vista), Accessories, Accessibility (Ease of Access in Vista), and then clicking Magnifier. Once you start Magnifier, a dialog box opens that allows you to set the magnification level and determine how the magnified screen will follow your actions.

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