Interface

Tuesday
December 13, 2011

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LCCUG 2011 Annual Holiday Party

Plenty of Food & Fun
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All Donations Go To Second Harvest Food Bank

**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

I recently had a relative tell me they couldn't find anything interesting to look at on the internet.

At the November 22 meeting, I think we proved that he just wasn't looking very hard! We explored lots of great websites that Micky and I came up with and the contributions of about 8 other members.

We looked at practical websites such as **howtogeek** and WorldStart that offer helpful advice on all sorts of computer problems. "**Teach parents tech**" is a clever site from Google which teaches about 30 basic computer skills. While sites such as **techme** can keep you current on technology news as fast as it happens! It brings together news stories on the issues those of interested in technology want to know about. On the other hand, its cousin site, wesmirch does the same for those of us who can't get enough about celebrities!

We looked at useful utilities such as **tinyurl.com** which will convert a long web address into something easy to type and share. There are also URL lengtheners, such as **unlong**, that allow you to expand and preview a "shortened" URL to make sure it is something you want to click on. **Virustotal** is an online service that analyzes suspicious files and URLs that you might receive in an email or find on a website to make sure they are safe before you click on them.

The number of websites that provide us with music is incredible! With websites such as **Pandora,** you select the kinds of songs you like and the web service will play back a selection of known and new songs that are similar. We also looked briefly at **Google music**, which is one of several websites where you can upload your personal music to the *cloud* and then you can play at your leisure on your device or PC whenever you are online.

We looked at sites that can provide us with freeware**! Giveaway of the day** and **game giveaway of the day** features a *free for the day* offering. Sites **like filehippo, freeware files**, and **major geeks** are the web sites we want to go to when we want to find the latest free download of a needed utility or program.

Great shopping help is to be found **at deal news**. It leads us to the best shopping deals of the day. **Price grabber** was also mentioned as a helpful website for finding the best shopping prices.

Fun sites explored included playing "**rock-scissors-paper**" with the computer and an old favorite, **Freerice**. Freerice is an online vocabulary quiz (there are also now geography and chemistry quizzes available). Sponsors to the website actually provide rice to the U.N. World Food Program. Challenge yourself and do a service to humanity!!

LCCUG Officers For 2011

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

Financial help needed? We checked out **dinkytown.net, stockchart, feedthepig.org** and the **Yahoo** and **Google** finance websites. Everything you need to know about handling your finances.

One of the popular tips for keeping young is to keep learning new things! We looked at **Wolfram alpha** and **Khan academy** as examples of some of the great tools available to us find information and keep learning. We also looked at **ted.com** where we can watch "riveting talks by remarkable people – free to the world…Ideas worth spreading". Then we checked out complete free courses available from **Yale University.** How cool is that! Then for the preschooler, we looked at the lovely website**, starfall.com** which offers terrific games to teach preschoolers basic skills.

We also spent a little time looking at why **Twitter.com** is such a popular website and how easy it is to start using it. And there is even more…. the entire updated list of the web sites we looked at can be found at:

http://websites4us.pbwiki.com Check it out!!

Sandee

LCCUG ANNUAL
HOLIDAY PARTY

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
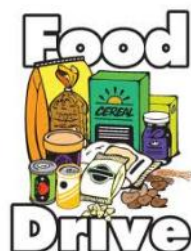*Chinese Raffle.*

Refreshments will be supplied.

Also
Election of Officers

This Holiday Party is Free
&
Open to the Public

Executive Board Meeting Minutes

NOVEMBER 3, 2011

Attending were Sandee Ruth, Carol Doerr, Don Hall, Micky Knickman, Pam Rihel, Richard Barnett and Kaye Coller.

Carol will check with LCCC on availability of speakers for upcoming programs.

Pam will contact Dr. Deborah Abbott about presenting her genealogy program for our group.

The board discussed using a Meeting Evaluation form to evaluate member interest.

Carol will check with Glenn Pubal about presenting a program January 10th.

To update our by-laws, Kaye and Carole will review them and make recommendations.

Richard will check out the APCUG Training UG Programs and report to the board.

It was reported there has been no response from members about ordering club T shirts.

Kaye moved, Pam seconded the meeting be adjourned.

General Meeting Minutes

NOVEMBER 8, 2011

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

Sandee gave the agenda for the December Christmas Party meeting with emphasis on money or food for the Second Harvest Food Bank and items for the Chinese Raffle.

Micky alerted members of the limited time offer for a free download of the MAGIX photo editor software.

Sandee presented her program *YOUR LIBRARY CARD AND YOU*. She started by informing the members that in Ohio the public libraries get their primary funding from the state so residents can get a library card from any public library in the state. She told of the many benefits with a *CLEVNET* card and how to obtain one.

There are free downloads for the Nook and Kindle. If you are looking for an answer to any question, she told how you can access a service which will then direct you to a site for that answer.

Sue Strick won the money raffle. Terri DeShon won the software/hardware raffle. John Dunn won $4 attendance drawing.

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

"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

Pam Rihel **LadyGeneo@roadrunner.com**

Eastman's Online Genealogy Newsletter – Plus Edition

More articles, no ads!

(+) Digital Preservation for Genealogists

Tuesday, November 22nd, 2011 | Plus Edition Article
The following is a Plus Edition article written by and copyright by Dick Eastman. Please do not forward this article to others without the author's permission.

Bill LeFurgy has written an interesting report about ever-changing data formats and the effect on historical studies. The case he described concerns a survey of citizen reactions to the Kennedy assassination that was conducted from November 26 through December 3, 1963, by the National Opinion Research Center (NORC) at the University of Chicago. The survey results were recorded on paper punch cards, which were used to input data into the mainframe computer used to tabulate study data. Summary results were then published.

When another national catastrophe struck on September 11, 2001, NORC researchers wanted to replicate the 1963 study by asking the same kinds of questions to assess public reaction. The aim was to compare how the nation responded to two very different tragedies. There was but one problem: how to read the punched cards from the 1963 study?

The old 80-column punch cards were eventually located, and a vendor was found who could read them and convert them to more modern media. The vendor reported that they "had to refurb our punched card equipment, it had been sitting around so long it got a little rusty." In the end, all worked well and the data set was successfully migrated to a modern data format. The story has a happy ending.

Full details may be read in Bill LeFurgy's report at http://goo.gl/h2rcC
This raises a question or two about your genealogy data. How are you saving it for future generations? Will today's storage media become as obsolete as punch cards? Should you save the information to a different form of media? If so, which one?

Paper has proven to be rather unreliable, especially if only one copy is made. Paper often gets destroyed by fire, flood, earthquakes, and burst water pipes. Paper also consumes a lot of space. That's expensive space if it is temperature and humidity controlled. Microfilm isn't much better; new microfilm cameras are now almost impossible to find, and the manufacturers of microfilm already have warned their customers that new, unexposed microfilm will probably become unavailable within the next ten years. Once that happens, nobody will be making new microfilms or even copies of existing microfilms.

Various digital media are available, each with its own strengths and shortcomings. Even the so-called DiamonDiscs or Stone Disks (see http://goo.gl/7vMBq) are DVD disks that should last one thousand years, but nobody is predicting that equipment to read them will be available even twenty or thirty years from now.

So, what is the answer? I think there is a simple, but effective answer. However, it does have one major drawback: it requires people.

For years, genealogists have always assumed that archival preservation meant to create information in some manner, then place the archival copy on a shelf and never touch it again. This usually involves storage under rigidly-controlled temperature and humidity conditions. This "store it but never touch it" philosophy has worked rather well for paper and for microfilms, but it is a poor method of storing digitized information.

In reality, storing digital data for decades requires a "high touch" procedure.
Digital data is easily stored. It requires very little physical space to store the equivalents of thousands of books. Temperature and humidity concerns are also reduced: if the room is comfortable for human habitation, it should also be good for computer equipment and storage media. In short, storing things digitally is much easier and cheaper than doing the same thing on paper or microfilm.

The primary problem is the choice of storage media. Professional archivists and data processing experts solved this problem years ago: they frequently copy archived data to new storage media as the technology changes. Unlike paper, you cannot leave digital archives on the shelf and forget about them. Digital archives require care and feeding. New copies need to be made as new media appears. Luckily, this is easy to do if someone cares.

The 80-column punch cards of years ago **hopefully** were copied to tape while both tape and card equipment were plentiful. Later, the information **hopefully** was copied to disk. Later still, the information was **hopefully** copied to newer and more modern disks and in the future will **hopefully** be copied to whatever storage media makes sense at that time. In theory, digital data can be preserved for centuries, far longer than anything stored on paper, punch cards, or even microfilm.

The weak spot is the word "hopefully" that appeared multiple times in the preceding paragraph. All of this does not happen automatically; human beings have to occasionally make decisions and then create copies.

A second problem is easier to solve: the physical storage location. Like paper and microfilm, digital copies are susceptible to the problems of floods, fires, earthquakes, and burst water pipes. However, the solution for this second problem is simple: make lots of copies, and store them in multiple locations. That almost eliminates the possibility of any one disaster destroying all copies of any particular data.

In recent years, dozens of articles have appeared in this newsletter and in all sorts of other genealogy publications claiming to tell how to preserve documents, family photographs, and other information. I don't think that any of the articles are "wrong," but it strikes me that very few of them have ever described the most effective storage method of all.

Many authors, myself included, have written tens of thousands of words about the advantages and disadvantages of storing on paper versus microfilm versus digital images. We have described the technical ins and outs of PDF files in comparison to DOC, TXT, JPG, GIF, PNG, TIFF, and the entire alphabet soup of file formats. We have described the advantages of acid-free paper in excruciating detail. We have talked about the chemical consistency of ink versus toner. Yet, most of us have overlooked the most obvious solution.

I would suggest we introduce a new acronym into the vocabulary of every genealogist. Let's teach it in classes. Let's write about it in blogs, in magazines, and in "how to" books. Let's describe it in presentations, at genealogy societies, and even put up signs in every genealogy library and every courthouse in the world. This new acronym describes something that is better than microfilm, better than paper, and even better than any other single digital technology yet invented.

The acronym is: **L.O.C.K.S.S.**

I'll even write it without all the periods: **LOCKSS**, an acronym for "*Lots Of Copies Keep Stuff Safe*." This has been a buzzword in the computer industry for quite some time now, but it's an expression that I don't hear much in the genealogy community. I'm hoping that will change.

In short, all the discussions about which is better, paper, or microfilm, or digital, are a waste of time. The obvious answer (to me) is, "all of the above."

Who cares if microfilm will last longer than digital files or vice versa? The wise genealogist/archivist saves documents on BOTH. In fact, he or she also preserves on paper and even on clay tablets, if appropriate. Okay, clay tablets may not be practical, but I am trying to make a point: let's not ignore any possibility. Let's look at all the available solu-

tions and then use all of them that make sense. Let's ignore any single solution. Instead, we can use ALL of the solutions that make sense.

Recent experience has proven that paper is not a good preservation mechanism, and microfilm isn't much better. The news reports frequently mention earthquakes, tsunamis, hurricanes, tornadoes, floods, building collapses, fires, and other great disasters that have destroyed thousands of paper and microfilm documents within seconds. While not mentioned as often in the national news, burst water pipes will do the same.

For the past fifty years or so, microfilm was the storage mechanism of choice because it took up so little space, compared to paper. However, it is almost as fragile as paper. Microfilm is only slightly more impervious to earthquakes, tsunamis, hurricanes, tornadoes, floods, fires, or burst water pipes. To be sure, water-soaked microfilm probably can be washed and then dried for preservation purposes, but the other disasters will destroy microfilm as quickly as paper or anything else.

Digital archiving has its own set of problems and solutions. Disk drives crash, home computers occasionally erase data, huge data centers are occasionally destroyed in major disasters, and sometimes files simply grow obsolete by a change in technical standards. The biggest cause of computer data loss is the "oops factor:" the accidental loss of files. Any single copy of any digital file is almost guaranteed to be unavailable within a few years.

Yet the solution is simple!

I know of no requirement that says we must preserve information on only one medium. We, the genealogists, are free to store paper **AND** microfilm **AND** digital images **AND** any other method that may be invented in the future. In fact, I would suggest that storing a SINGLE copy of anything is a disservice to future genealogists and historians. We need to make multiple copies of every piece of paper, every microfilm, and every digital file and then store those copies in as many different locations as possible. Even better, the employees of any well-managed archive will periodically check the materials stored to see if each is still readable and if it should also be copied to some more modern technology that has appeared since the original was created.

Neither are we required to make only a single copy and then to put it on a shelf for long-term storage. Unless covered under copyright, we are free to make all sorts of copies, something that is easy and cheap today. Even better, we can store those copies in all sorts of locations: in the closet, in the basement, at a cousin's house, or in data centers in Rio de Janeiro, Capetown, and Mumbai. In fact, we can store any document in seven or more different data centers that are in seven or more different locations around the globe. What are the odds that ALL the copies will be destroyed? The price for all this? Peanuts.

We are not limited to the storage of documents. While we

perhaps cannot clone physical items, we can take pictures of those items and store those pictures in case of disaster. Perhaps you have a musket that great-grandpa carried in the war or maybe a wooden chest that great-great-grandma carried with her in the covered wagon across the plains. Antiques don't have to be all that old. There is reason to preserve pictures of the medals your father was awarded in the more recent war or even your children's report cards. You should save pictures of these valuable family mementos in multiple places.

Again, I am talking about **LOCKSS**, the acronym for "*Lots Of Copies Keep Stuff Safe*."

By greatly increasing the number of copies available, we greatly increase the odds that at least one copy will survive. An earthquake in Japan? A Tsunami in Hawaii? A hurricane and flood in New Orleans? A building collapse in Cologne? A data center fire in Salt Lake City? Those are horrible human disasters, but all of these are trivial problems for stored records – if, and only if, multiple copies of everything of value have previously been created AND STORED IN DIFFERENT PLACES.

It is easy to think about such solutions when discussing major archives with millions of documents. However, the same process will work for you, the individual genealogist. Take a look at the family photographs and the documents in your possession. Make copies on paper, and give those copies to your nieces and nephews or to your cousins. You can even give copies to the relatives who are not interested in "all that old stuff." Some of them probably will throw them away, but others will place whatever you give them in a closet and keep the documents for future generations who may ask.

The same is true for digital copies. In fact, digital copies are easier to duplicate and store than are paper or microfilm copies. Scan the photos and the documents; then make backups to a local hard drive as well as to online cloud computing backup services. Save copies to CD or DVD disks or to flash drives. Store some at your office and give others to relatives. Not all those copies will survive, but some of them will, assuming you make enough copies. Of course, you need to recopy those stored items to new media and new file formats every few years.

Ideally, you should make sure that someone knows how to retrieve your copies after you are gone. However, wouldn't it be easier to simply GIVE them copies while you are still alive? If your data vaporizes soon after your death, who cares? You have already taken steps to make sure the same information is already in the hands of multiple members of a younger generation.

Starting today, I plan to never write again in this newsletter about "Which storage medium is best?" My answer is, "Yes." That is "yes," as in, "all of them." Don't store a single copy of

anything and expect it to last. It makes no difference if that single copy is on paper or on microfilm or on a computer. A single copy of anything is at high risk, as has been proven by building collapses, fires, hurricanes, earthquakes, and the other calamities of recent years. Whether we are talking about a major archive of an entire nation or your family's photographs of Aunt Tilley as a child, we all need to realize there is but one form of insurance: have multiple copies on different kinds of media, all stored in multiple locations.

In other words, **LOCKSS**. *Lots Of Copies Keep Stuff Safe*. **Note:** I use LOCKSS as a generic term, meaning *Lots of Copies Keep Stuff Safe*. However, Stanford University Libraries also maintains a formal program with the same name and meaning. The Stanford LOCKSS program is an international community initiative that provides libraries with digital preservation tools and support so that they can easily and inexpensively collect and preserve their own copies of authorized e-content. You can read more about the Stanford LOCKSS program at http://lockss.stanford.edu/lockss/
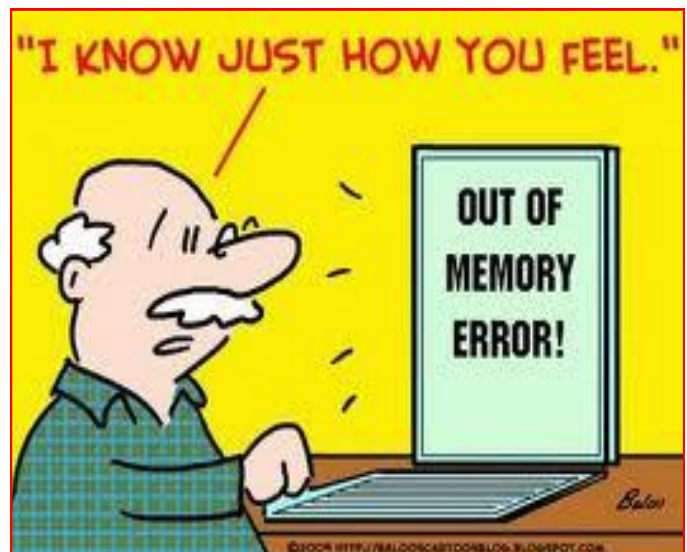
Password Tracking – Windows and Mobiles

By Merle Nicholson, Secretary, Tampa PC Users Group, FL
September 2011 issue, Bits of Blue
www.tpcug.org   merle@merlenicholson.com

Tracking passwords has always been a problem for me. Years ago I started a password.

Document to track everything, and, while it worked, it left a great deal to be desired. The problem was much larger than just username and password. I needed to save the URL to log in to websites. I needed to track expiration dates for subscriptions. I needed key codes for software. I have five different logins with Microsoft. Yes, I could reuse some of those, using the same login and password, but not always. For instance, sometimes your login is the same as your email address, but most times not. Making it more complicated, different sites have different login and password requirements.

And Verizon! I have SIX different logins with Verizon: Call Assistant, Verizon Central, Verizon FIOS, Verizon Mail Account, Verizon Mail and Verizon Wireless.

So I developed some "password rules" for myself. I decided that if I could remember more than just a couple of passwords, it was because 1) I had to reuse them (a bad thing) and 2) they were too simple. So something had to go. I decided I need really good passwords and I couldn't handle it in my head.

One of my sons suggested the KeePassX database he'd been using for a while, and I started using it sparingly, slowly embracing its features as I got used to it. The program is maintained professionally and is available free of charge. You can look at the program at http://www.keepassx.org/ to see if this will suit your own needs. Of particular interest is the variety of devices that it works on. You won't see any mobile versions at the website, but each of the mobile devices has a version available from its own app store. I use the Android version on my Motorola Droid X.

The program uses an encrypted database, and I guess ideally there should be a way to automatically update or synchronize between devices. I own several computers and my Droid, and I need the database on all of them. I could use Microsoft Live Mesh or Dropbox or something like that for synchronization, but I dislike the idea of my password database being in the "cloud." So for now I use a flash drive to copy the database file to my computers and I connect my Droid to my base computer via USB and drag and drop the file.

I've found that, in practice, I don't have to refresh the files very often. None but the one on my main computer is up to date at any one time, but it never seems to matter.

What is so useful about this program is that I can store any useful information along with the URL and the logon and the password. For instance, my Amazon/Kindle account logon has the names and Kindle email addresses of two Kindles, two Droids (smart phones) and two PCs. It's a logical place to keep all this stuff.

Right now I count 82 database entries, and I'm very careful to keep it trimmed of anything not useful. It has a configurable password generator and the ability to look at the password when you want to instead of a line of *******.

I got an email to my Droid with a notification of an event on the TPCUG forum before I would even think of firing up my main computer. I needed to log on using a regular account on the forum. The peculiarities of a smart phone with just an on-screen keyboard that needed a complex login and password should have been just too daunting. But on the Android version of KeePassX, when you select the group (TPCUG) and title (User Logon), the database puts two little buttons in the notification strip at the top of the screen. So when you open the browser to the site, you just poke the login notifier, then poke and hold on the login box and a paste menu appears that you poke and it's pasted in place. Then the same for the password and I was in and out in seconds.

What a deal, and it's free. There are versions for Linux, Mac OSX, Windows, iPhone, PocketPC, Blackberry and Android. And if you think you don't need one, your passwords are too simple and you're using the same one for everything.

http://www.keepassx.org.

What's the Difference Between Memoirs, Autobiographies, and Life Stories?

Posted by Dan Curtis

My mom far left with her sister, mother, and brother. I must admit that I haven't given much thought to the finer distinctions between life stories, memoirs, autobiographies, and personal essays until I came across Sharon Lippincott's fine blog The Heart and Craft of Life Writing . In a January post she loosely defines an array of life writing approaches:

Lifestory — informal vignettes of specific memories and events written from a personal perspective. There is no right way to go about it. They can be as informal as a journal, as impersonal as a document, or as insightful as memoir. They can be rough drafts or highly polished. They can stand alone or be incorporated as elements in a longer work. They are the perfect place for a beginner to get started.

Memoir — a highly personal account of a specific period or aspect of life. Memoir emphasizes personal reaction and interpretation as much or more than events. It generally implies more literary focus and polish and may evolve from a collection of life stories.

Autobiography (chronicling) — an overview of your life, generally written in chronological order. The focus tends to emphasize events and circumstances more than personal observation and interpretation.

Journaling — a repository of raw thoughts, memories, and insights. A tool for discovering insights and documenting and recording events. Journaling is highly personal and there is no right way to do it.

Documenting — memorabilia that genealogists treasure like birth and marriage certificates together with constructed documents like a time line of your life, an account of a specific event including details. Many autobiographies serve to document the details of a life. These documents often serve as supplementary material for other writing.

Personal Essay — the other end of the line from documenting … or maybe not. Essays document insights, beliefs, opinions, and interpretations rather than facts. An ethical will is a type of personal essay.

Poetry and music — valued and time-honored forms of expression….

I like Sharon's list and would add a couple of other categories to what I call *Life Narratives*. **Family histories** are another form of narrative. I define them as a work that covers a span of a person's life and includes details of other family members such as parents and grandparents, aunts, and uncles and brothers and sisters. Certainly **Scrapbooking** which has become the choice for many who want to capture their family story is another form of Life Narrative. I know some who have used **Quilts** to record stories - the most famous of which is the, The Aids Memorial Quilt.

What I find wonderful about all these ways we can capture our stories is that it reveals the richness of possibilities. So if you're struggling trying to think of how to begin your story, maybe knowing that you don't have to go the traditional route will spur you on!

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

★★★★★

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

*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 -
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 mem-

Genealogy Class

Date:
Time: 3:00 - 5:00 pm
Instructor: Pam   Rihel
Place: LCCC   Learning Center.
   St.   Joe's Com. Center, 21st &
Broad-   way

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

Cancelled for the Hoidays

Workshop For Using Your Computer & Printer For Crafts

NEW CLASS
ALL ABOUT WORKING WITH YOUR DIGITAL CAMERAS

Date:
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

December 2011 Classes

Class Type	Location	Registration	December	Time	More In-fo
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	*~~Cancelled for the Holidays~~*	5:30 to 8:00 pm	Page 10
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Required LadyGeneo @ roadrunner.com		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: Beu-la57@gmail.com		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 :

December 12, 2011 - "The Life of a Civil War Soldier" Harold George, Civil War re-enactor, historian, and author will appear in costume to discuss the typical day of a Civil War soldier.

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

LCCUG Treasurer's Report

8/22	Beginning balance	$ 10,276.44
	membership dues	$ 275.00
	Raffle proceeds after purchases	$ 71.51
	Sponsorships & Ads	$ 10.97
	APCUG membership	$ (50.00)
	Internet/Domain name	$ (66.16)
	USB camera for presentations	$ (69.00)
11/13	**LCCUG Certificate of Deposit**	**$ 5,000.00**
11/13	**General Fund balance**	**$ 5,448.76**

Quickly Inserting Table Rows

by Allen Wyatt

You already know that you can use the Insert Rows option from the Table menu to insert rows in an existing table, and you can press **Enter** at the end of a row to insert another row. There is an even faster way to insert rows—especially if you need to insert more than one row. To quickly insert rows in your table, follow these steps:

1. In the existing table, select a number of rows equal to the number you want to insert.

2. Click on the Insert Table button (Word 97) or the Insert Rows button (Word 2000, Word 2002, and Word 2003). The rows are inserted just before the selected rows.

It is interesting to note that if you are using Word 2000, Word 2002, or Word 2003, once you select at least one row, the Insert Table button changes to the Insert Rows button.

Drawing Borders

by Allen Wyatt

The normal way to add borders around a cell or range of cells is to select the cell or range, and then choose Format | Cells and use the Border tab. There is a quick shortcut you can use to actually "draw" borders around cells.

Take a look at the Borders tool on the Formatting toolbar. Click the down-arrow at the right of the tool and you'll see a number of different borders you can apply. At the bottom of the selections is a choice named "Draw Borders." Choose this, and the mouse pointer becomes a small pencil and the Borders toolbar appears.

Now you can just click and draw borders where ever you want them. The controls in the Borders toolbar allow you to specify what type of line you want, along with the line color. The pencil tool (which is selected by default when you choose to Draw Borders) is used for drawing borders, and the eraser tool is used to clear borders.

When you are done creating your borders, just dismiss the Borders toolbar. The mouse pointer returns to normal, and you can use Excel like you normally do.

A Special Thanks

The LCCUG Officers would like to thank all our members and guests for supporting our group. Without you there would be no Lorain County Computer Users Group. We truly do have some great members. We are Users Helping Users in many ways.

Thanks to the Officers for making this computer club what it is today and I especially want to thank Carole Doerr for all she contributes: Co-Vice President, Program Director, Director of Public Relations. Carole also puts our picnics together and she always does a great job with that project.

The other Officers contribute in ways that our members don't hear about, Sandee Ruth, Micky Knickman, Rich Barnett & Pam Rihel, all have done programs for our group. Dennis Smith's wife gave a tour of JVS, Don Hall takes great minutes, Kaye Coller works on getting more ideas for our classes and even Lou Koch from a distance sends us ideas and programs that we can use. There were many different subjects, from favorite websites to how to fix computer problems. The tours that Carole set up were great. Many of us have taught classes to enlighten our members.

Thanks to Jean Griffith for volunteering to teach classes on many different subjects. We are hoping that with the coming of the New Year we will have more member participation in our club matters. Attending these classes is an important part of our club and hopefully our members will step up and let us know what they would like to learn about.

### We are hoping all of you have a safe and Happy Holiday

Change the Windows Explorer Default Folder

Windows 7 users know that when they go to their Windows Explorer, the first window that opens up is for Libraries. Well, that's fine and dandy, but what if I want to start off someplace else? What then?

Today we're going to learn how to change all that. So locate your Windows Explorer icon on your taskbar, or type **Windows Explorer** into your Search Box, either way, right-click the Windows Explorer icon and select **Properties**.

Under the Shortcut tab, focus your attention to the text input box next to **Target:**

Simply type the address of the folder you want Windows Explorer to start in after the %windir%\explorer.exe. So, for example, mine would look like this:
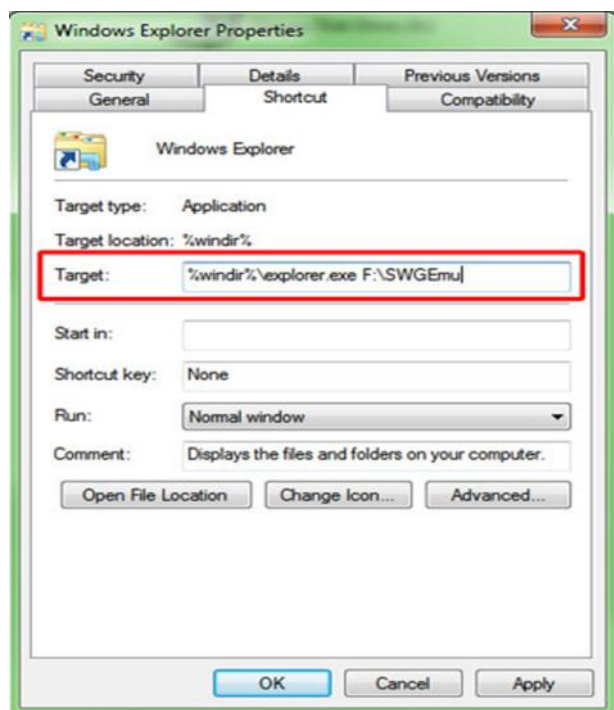
Note: An easy way to select a new default location is to browse to the location, right click in the address bar, select **Copy address as text** and paste in the Target box.
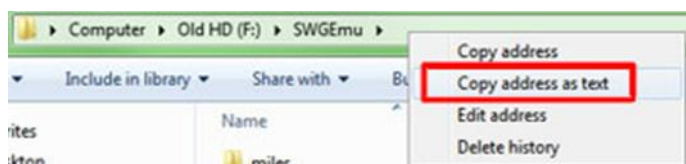
After your new default folder location is in, click **Apply** then **OK**.

Now open up Window Explorer again and take a look at where you're at! If you ever want to go back to the original location, simply follow the same steps and delete just the location address you inputted.

Awesome!

~Andrew

Elections of Officers

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

Sandra Ruth	President
Lou Koch &	Co-Vice-President
Carole Doerr	Co-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.

When Computer Hijacking is a Friends and Family Affair

We've written many times about computer hijacking, when crooks use viruses or networking skills to hack into your PC to steal information or monitor your activities.

But a more sinister variation has surfaced recently, where computers are hijacked by so-called friends or family members to spy on your activities.

Think it couldn't happen to you? Well, just to give a recent example:

A Delaware man was convicted in October of putting a spyware program on his father's computer to capture passwords so he could read his emails.

There was a more disturbing element to the story -- the father actually became a murder victim, though there was no suggestion in court that the two aspects were connected.

However, in the course of his spying, the son discovered his father had been having an affair.

And even though the son had planted the spyware with his mother's approval, he was still convicted of unlawfully using the computer.

Then, in a recent article by our friend Leo Notenboom on his Ask Leo blog, a reader reported how her boyfriend had set up her computer and was still able to access it, long after the relationship had finished.

Others, it seems, had similar experiences.

Of course, there are circumstances when spying programs may be used legitimately (although some would still question their use).

We're thinking here of programs that enable parents to monitor their children's online activities or companies monitoring employees' computer activities.

But the plain fact is that it's perfectly possible for a friend or relative, or indeed, anyone who handles your PC, to spy on your actions if they have a motive for doing so -- or if they're just control freaks.

The two most common ways they would do this would be:

- If they ever have unaccompanied access to your PC that enables them to install monitoring programs.

- If they know your username and passwords. They don't even need access to your computer -- they can simply log on to your accounts or online email servers and see what you've been up to.

The solution to this type of computer spying is simple -- never give other people your passwords, and change the ones you have frequently.

But real computer hijacking is more difficult to deal with.

The most common form of these "inside jobs" is the installation of spyware and key loggers.

If someone has access to your PC, they can install a monitoring program that could be totally invisible to you.

Again, they don't necessarily need to be physically located with your computer to do this. On Windows machines they can also gain access remotely if you invite them to do so.

This is done by using a feature called Remote Assistance where you give permission for someone to access your PC via the Internet so they can troubleshoot problems.

However, you can't do this unknowingly. You have to agree to let them have access.

Either way, here are some of the things the top-selling computer monitoring program claims it can do:

- Record passwords
- Watch email
- Operate web cameras
- Capture full screen images
- Upload and download files
- Produce reports on websites you've visited.

The producers of this program, which appears to be perfectly legal by the way, also point out that it can be installed remotely, is virtually impossible to detect and equally difficult to remove.

It can even tell you if someone found the program and tried to log into it.

Your only real defense against this type of program is Internet security software that can detect key loggers.

That, however, is not infallible, but having a couple of extra anti-keylogging checkers that you can manually run periodically can reduce the risk of one of these programs remaining untraced.

You can find these by doing an online search for "anti key logger."

In extreme circumstances, the best preventive measure you can take is to use a program that resets your PC every day to how it was when it was first set up (assuming it was set up by you or someone you trust).

But if you have reason to believe you may have one of these programs installed, the only way to be sure of getting rid of it is to completely wipe the hard drive clean and reinstall the operating system (making sure you back up your data first).

If this is beyond your technical capability, then get a trustworthy person or professional to do it for you.

One final thing, remember that whenever you use a PC at home, it's perfectly possible for another user in your household to see which Internet sites you visited by simply clicking on the "History" setting in your browser.

Also, if you didn't shut down when you finished or if your computer is set up to automatically log you into certain accounts, another user might be able to access them and see what you've been doing or buying.

So, if you have reasons to want to maintain confidentiality on your home PC, always shut down after use, password protect sensitive files, change your passwords frequently, clear your Internet history and clear your cookies -- the fragments of computer code that automatically sign you on to your accounts.

You can find out how to do these last two things via either your computer's security settings or its help file.

We're sorry if this entire computer spying stuff sounds a bit alarming. After all, most of us have friends and families whose trustworthiness is beyond reproach and beyond doubt.

But if you ever find yourself in a situation where that trust is in danger of being lost, at least you now know the risks of this type of computer hijacking -- and what you can do about it.

MICROSOFT NEWS

Microsoft Patches 23 Vulnerabilities
In Various Products

Microsoft released a series of patches in October designed to fix a few issues with Internet Explorer, .NET Framework, Silverlight, Windows, and other programs and applications.

These fixes are designed to combat potential security vulnerabilities, and Microsoft says that companies should install the IE, Silverlight, and .NET Framework patches as soon as possible. The IE patches cover versions 6 through 9 and are supposed to help prevent download-based attacks.

Microsoft, Best Buy & FCC
Hope To Expand Broadband

It has been widely reported that the United States falls behind many other countries in broadband adoption.

To help overcome this issue, Microsoft and Best Buy are partnering with the FCC to reach the millions of people in the U.S. that don't have access to highspeed Internet. According to FCC chairman Julius Genachowski, the U.S. only has 68% broadband adoption rate, which pales in comparison to countries such as Singapore and South Korea (each has a 90% adoption rate). This initiative, called "Connect to Compete," aims to get that figure as close to 100% as possible by providing free computer education, training services, and more to people who are "broadband challenged," including those who are underprivileged, unemployed, or living in hard-to-reach rural areas.

WINDOWS TIPS

Change Power Settings On A Laptop

Laptops loaded with Win7 already have a few power settings in place, which are designed to lower the brightness of your monitor or put your computer to sleep after not being used for a specific period of time. But if for some reason you don't like the default settings, there is an easy way to customize them to better fit your needs.

First, click Start and open the Control Panel. Select Hardware And Sound and then click Power Options. In the Power Options menu, you'll see that there are a few preset plans that you can use to automatically manage power usage. Select Balanced and then click Change Plan Settings to the right. Here, you can set when to dim your display, turn off your display, or put your computer to sleep, and you can change settings depending on whether your computer is plugged in or running on battery. You can also select Create A Power Plan in the Power Options menu to make your own or select options to determine what happens when you close your laptop's lid or press the Power button.

Assign File Types To The Same Program

Sometimes, when you try to open a file, you'll be prompted to select a program in which to open it. If this happens often, it can become a minor annoyance. Luckily, there's a simple way to assign file types to automaticallyopen in specific programs, so you won't have to see that prompt as often.

Right-click any file and then click Open With. There may be a list of possible programs with an option at the bottom that says Choose Default Program. Click that and a window will pop up that shows a list of Recommended Programs that support that type of file. With some files, there are only one or two programs you can use, but with music, photos, and other types of files, it's common to have as many as five or more options. The key is to find the program you want to use with a certain file type and check the box next to Always Use The Selected Program To Open This Kind Of File. Click OK. If the program you want to use isn't listed, click Browse to find and assign it.

Turn Off The Windows Startup Sound

It can be embarrassing to be in a public place or even in your office and have the Windows Startup sound emanate loudly from your computer. To prevent this from happening, right-click anywhere on your Desktop and select Personalize from the context menu. Click Sounds and you'll see a window that shows a variety of sounds that you can turn on or off, including a Critical Battery Alarm, Close Program sound, and many more. From this menu, you can select a Sound Scheme and assign sounds to specific events, or you can turn off all sounds. This is also where you can uncheck the box near the bottom that says Play Windows Startup sound and click Apply.
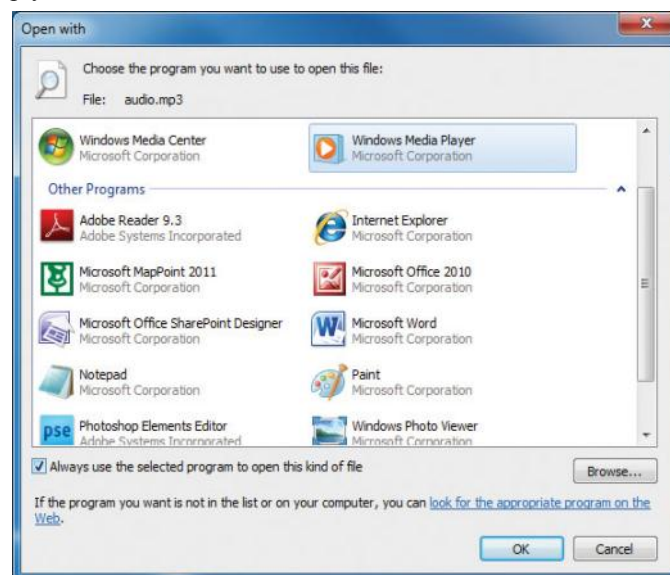
With this audio file, we opened the Open With menu and selected Windows Media Player as the default program.

Dick's Clicks

Dick Ramette, President, Computer Club of Green Valley, AZ October 2011 issue, Green Bytes
www.ccgv.apcug.org
Rwramette@mindspring.com

Just imagine where we'd be if the Apple that fell on Sir Isaac Newton's head had been an iPad 2. Instead of merely discovering gravity, he would have gone on to invent the App Store and the Internet.

A few months ago I was astonished to have an iPad 2 fall into my life as a surprise birthday gift from my Chicago son's family, and I've been discovering good stuff ever since. My first challenge was to resist addiction to games such as Angry Birds, Scramble and Solitaire.

Gradually I've come to spend more time with my iPad than with my PCs. It's far from a complete replacement, but this tablet sure is a comfortable convenience. It's a huge improvement over my beloved iPod Touch, which remains my choice for music while walking. The first thing I do each morning is to move my iPad from its charger to the sofa so that it's available as an adjunct to the Arizona Daily Star, using my WiFi connection and the Safari browser.

My most-used Apps are the NYTimes, HuffPost, Weather Channel, What'sOn for the TV schedule, Flixster for what's playing at Desert Sky, CCGV of course, Merriam-Webster dictionary which understands my voice, and HiCalc calculator. I also view my favorite comic strips, political cartoons and check my email, which remains on the server for later viewing on my PC.

There's a neat App called HSW HD, for How Stuff Works, which is like that proverbial box of chocolates where you never know what you're gonna get. It's fun to browse HSW with finger swipes, and I spotted an essay by Jonathan Strickland titled "How will computers evolve over the next 100 years?" You can also find this on the Web at http://www.howstuffworks.com/computer-evolution.htm.

Another box of candy is Science360, an inexhaustible collection of pictorial goodies from the National Science Foundation. And when my 2003 Buick has aged a couple more years, I'll surely use CarZen to browse auto models with complete price and specs information.

ShowOfHands lets me see user opinions on numerous personal and political questions, displayed in pie charts for all states and for the nation as a whole.

So far I haven't read a book on my tablet, but I could. I've streamed movies from Netflix, looked at my photo collection and played my iTunes music. Really, there's no going back. My iPad, my recliner chair and I are at one with each other!

Quote of the Month: *"...there may be no meaningful difference between computers and humans within 100 years. In that world, we'll be transformed into a new species that can improve upon itself at a pace unimaginable to us in our current forms. Whatever the future may hold, it's a safe bet to assume the machines we rely upon will be very different from today's computers."*

Jonathan Strickland

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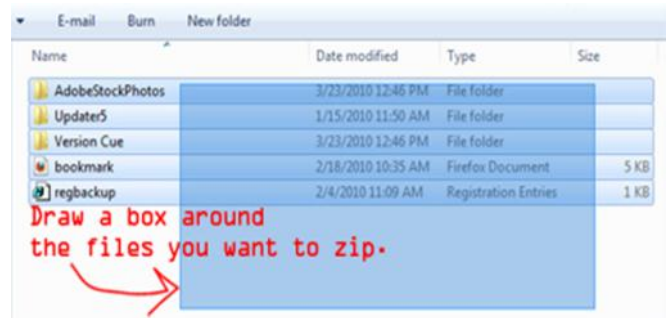
Like magic, your highlighted files will appear in one convenient package. If you don't like the name Windows gives your zipped folder, just highlight it and press **F2** to rename it!

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

ABC's of Digital Photography

Review of a meeting presented by Gary Stanley at the Quad Cities Computer Society, IA
www.gary.stanley.net   www.qcs.org
joseph85_us@yahoo.com

Gary Stanley returned to the QCS to share his lifelong interest in Photography and the tips to help make our photography more useful, and endearing. Photos tell a story. He was here to help us tell ours. His first digital camera was a 1/3 megapixel one that used a 3.5 disk for storage. Today he uses a wide range of digital cameras on his travels around the world.

He has wonderfully condensed some photographic principles that we all can use. First off he related that sales people will emphasize megapixels. Some of today's point and shoot cameras have 14 megapixels. A 5 megapixel camera is all you need. The large capacity megapixels cameras are needed only for large size blowups of your photos. Most of us will never need this resolution. We usually will print 8 x 10 prints at the most and 5 megapixels will sustain that quality. In fact, the Flixr photo web storage site highlights that the most used camera for its site is the iPhone4 which has a 5 megapixel lens.

Point and shoot digital cameras have automatic settings by default. Gary explained that these settings will give you OK pictures. But for a better outcome, it is preferable to select the program mode so that you can fine tune the camera to fit your photographic perspective.

One of the essential features of creating a good photo is to understand and manage the white balance in it. Note the lighting conditions before you take your shot. Is it outdoors in the sun or indoors under incandescent or florescent light. Select the appropriate setting. If you take an outdoor shot with an incandescent setting the picture will turn out blue. If you pick the florescent setting in an outdoor shot the picture will have a purple cast. Make sure that your camera is set properly.

He suggested that you take your photos at a 90 degree angle to the sun; this will add depth to your subject. Also view your subject through the lens. Will it look better in a vertical or horizontal mode? Conform to your subject and it will improve the quality of your shot. For example: get down on the same level of kids and animals. Enter their world and your pictures will come to life.

One of the more interesting settings is the camera timer which is usually prefigured at 2 seconds and 10 seconds. The 2 second mode allows for a perfect shot with a tripod. Press the shutter button down half way to allow the camera to calculate all of the configurations. Now you can lift your finger from the trigger and walk away from the camera as the still camera takes the shot a second later. The 10 second mode allows one to take the picture and also be a part of it.

On the photo walk in LeClaire, he reminded the participants to always check their settings before they began their work. Also take many pictures, unlike the old days they are free. Professional photographers usually get a good photo with a 200 to 1 ratio. Let creativity be your guide.

When we are finished with our photo set we need to transfer them, edit them and store them. Gary recommended that we transfer our photos by removing the memory card from the camera and placing it in a card reader or your computer. This saves the battery life of your digital camera. Using a USB inadvertently with a low battery can risk losing your photos entirely.

When you transfer them it is important to select them all on the memory card with a Control-A, then right click on a photo, select COPY from the menu. Next, on your computer create a folder for your images, right click in that folder and select PASTE from the drop down menu. This method places your photos in three places until the process is finished: on the memory card, the computer memory clipboard and the hard drive. Always a good fail safe method.

There are many free photo editing software packages on the Internet, however Gary recommended Windows Live Photo Gallery from Microsoft. Paid image editing software offers more advanced options. Good choices in this category are : Photoshop Elements, and Paint Shop Pro Photo X3.

Gary emphasized that we need to back up our precious photographic moments to an external hard drive. He mentioned they are very reasonably priced, as low as $49. There are several brands: Seagate, Western Digital, and Maxtor. He has a Western Digital MyBook external drive that has a feature that he likes. It backs up your data as soon as it is created on your computer. For him photographic backups are essential as he has over 70,000 photos that he has taken over the years and doesn't want to lose them. Likewise, we wouldn't want to lose those memories either.

Gary offered a delightful presentation filled with humor, insight and detail. An enjoyable evening and learning experience all in one. Be sure to visit his Blog: **gary-stanley.blogspot.com** as it will have many of the presentation details on the internet from this meeting. Also visit his fine photo gallery online, a wonderful col-

lection: **www.pbase.com/gary_stanley**

He ended the night with a "special" Internet photographic slide show which featured creative pictures of Paula Sands holding one of his landscape pictures in a photo gallery as well as a Time magazine cover featuring himself. These were created with three clicks on the Internet. Go to **www.writeonit.org** or **www.loonapix.com**. On these fake picture sites, you create the picture display, browse your computer to select your own image, then right click the finished product to save it to your computer.

He said:
   "Birth Certificates show you were born."
   "Death Certificates show you died."
   "Photos show that you lived."

The Seventh Son of Windows- - Windows Live Photo Gallery

by Lee Reynolds, Member, Boca Raton Computer Society, FL   October 2011 issue, Boca Bits
www.brcs.org   leetutor@exploringwindows.com

Introduction
For Windows 7, Microsoft has stopped furnishing the Windows Photo Gallery that was built into Windows Vista, and instead made a version of the program available from the Windows Live site. Windows Live Photo Gallery can also be installed in Windows Vista and Windows XP. By removing this component from the operating system, it is to be hoped that Microsoft will be able to provide updates and improvements in a much more timely manner.

Download
You can download the latest version of Windows Live Photo Gallery from here:
   http://www.windowslive.com/Desktop/PhotoGallery

About Windows Live Photo Gallery
With Windows Live Photo Gallery, you can manage all your photos, search for them, import them from a camera or other removable media, order prints online, and publish them (upload to Windows Live Spaces, Flickr).

When you import photos, they are automatically grouped by date and time. You can edit them to fix red-eye, crop out unwanted sections, correct colors, and adjust the lighting, sharpness, etc. Any edit you make to your photos can be reverted later at any time.
You can stitch several photos together to offer a "panoramic" view. You can also apply a treatment to

color photos to convert them to black and white and shades of grey.

The list of capabilities of the program goes on and on.

For example, you can send photos by e-mail, burn them to a CD, and print them.

You can add tags, ratings, and captions. Since Live Photo Gallery has the ability to automatically recognize faces, you can tag them with the names of the people in the photos and therefore be able to search by the people in your photos.

You can resize, rotate, delete and rename the photos.

There is QuickTime movie support if you have Quick-Time 7 or later install

office tips

Creating Page Footers and Headers

by Allen Wyatt (last updated November 13, 2010) Word-tips.com

Word allows you to add headers and footers to your docu-ment. Headers are nothing more than repeating text that appears at the top of every page of your printed document, whereas footers appear at the bottom of each page. The beauty of headers and footers is that they only have to be defined once, and then Word places them on your printed pages automatically.

The easiest way to create a header or footer in Word is to simply double-click at the top or bottom of a page, where the header or footer will appear. You can also, if you prefer, follow these steps:

1. Display the Insert tab of the ribbon.
2. Click the Header tool in the Header & Footer group, and then click Edit Header. The header is displayed and the insertion point is within it.
3. If desired, enter the information for the header, formatting it as you would format normal text in your document.
4. Click on the Go To Footer tool on the Design tab of the ribbon.
5. If desired, enter the information for the footer, formatting it as you would format normal text in your document.
6. Click on Close Header and Footer (on the Design tab of the ribbon) when your header and footer are defined the way you want them.

WordTips is your source for cost-effective Microsoft Word training.
(Microsoft Word is the most popular word processing software in the world.)
This tip (9506) applies to MS Word versions: 2007 | 2010

Word: Key Tip
New versions of Microsoft Office Word have Key Tips, which are special keyboard shortcuts. Press the ALT key to make the Key Tips appear on the Ribbon, the press the corresponding key on the keyboard to activate the feature or open the tab. For example, you can open the Insert tab in the Ribbon by pressing ALT and then pressing N. From there, you can press P to activate the Insert Picture command.

mod
A shortened version of the word "modification." For example, a case mod is a modification made to a computer case. One popular example of a mod is a window cut into a side of a computer case to show the insides.

Kids In Mind
The focus of kids-in-mind.com is to provide parents and adults with information about a film's content so that they can decide whether a film is appropriate for their kids and family to watch. The site does not critique films, but rather gives objective information about content so parents can make these decisions based on their own values.
http://www.kids-in-mind.com/

Word: Add WordArt
WordArt is useful (when used sparingly) for making information stand out. To add WordArt, click the Insert tab (on the Ribbon) and then find the Text group. Here, you'll see a WordArt button. Click it and then select a style from the menu.

Microsoft Office Ribbon: Search Commands
Although many users consider the Ribbon easier to navigate than the menus of previous versions, anyone can find themselves searching in vain for a particular feature from time to time. Enter Search Commands, which is a plug-in for Office 2007 and Office 2010. The free software lets you search for those features by keyword. Visit officelabs.com to download it.

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

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

Mouse Pointer Personalized
If you're tired of the looking at the same old, white-arrow mouse pointer, Windows XP will let you change it to something different. From the Start menu, point to Control Panel, point to Settings, and then click Control Panel. Double-click the Mouse icon and then click the Pointers tab. Below the Customize box, click Browse, and you'll see dozens of different icons you can use for your pointer. To customize in Vista, click the Windows button, Control Panel, Mouse (under Hardware And Sound), and the Pointers tab.

Outlook: Search Tools
You may have noticed that a Search Tools tab appears on the Ribbon in Microsoft Outlook 2010 when you enter a keyword in the Instant Search field. Use this tab to add additional search criteria.

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Association of Personal Computer User Groups

MEMBERSHIP WITH LCCUG:
Yearly dues are $25 . For more information, contact:

**Director of Membership,
membership@lccug.com.**

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