Interface

Inside This Issue

**Tuesday
January 10, 2012**

ONLINE SHOPPING

Presented By
**LCCUG'S
Sandee Ruth & Micky Knickman
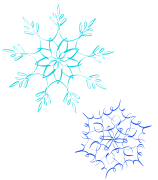at the Church of the Nazarene,
210 Cooper Foster Park Rd.**

**Tuesday
January 24, 2012**

LCCC Computer Lab

This 2nd Meeting Will Be Held In The LCCC Computer Lab

☺ **NEW MEETING PLACE** ☺
Next Meeting will be held at
The Amherst Church of the Nazarene
210 Cooper Foster Park Rd. Amherst, OH
Doors will open at 6:30 PM

A Word From Our President

LCCUG continues to make changes as our membership's needs change.

This year we will be trying something different for the second meeting of the month for the next 3 months.

At the meeting on the 4th Tuesday of these months we will be meeting in the LCCC lab on the first floor of St. Joseph's Community Center.

Join us at that meeting by 7pm when we will start a program with those in attendance having hands-on at a computer. First come, first computer. We will double-up when necessary. We hope the attendees will follow the presenter and have a better learning experience.

At the first of these "second meetings" on January 24 we will look at these Tips & Tricks:

- How to use - File > Save or Save As dialog boxes
- how to navigate to various folders
- Navigate in the File Open/Save Dialog with the Keyboard
- Navigate Windows with keyboard
- Bring Misplaced Off-Screen Windows Back to Your Desktop (Keyboard Trick)
- Firefox tab manipulation; Reopen closed windows/tabs
- IE: Tools > Reopen last browsing session
- Firefox: reopen last-closed tab Firefox duplicate tab (including all tab history
- Undo an Accidental Move or Delete. Immediately afterwards
- How to Modify the Icon of an .Exe File
- Name Completion in the Windows Command Prompt
- Using Win 7 Performance Monitor
- Review of Windows Explorer headings
- How to zip and unzip stuff

Questions and answers will also be accommodated as much as possible.

We hope this change will be helpful to our members. Let us know what you think?

Sandee

LCCUG Officers For 2012

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

MEETING CANCELLATION NOTICE

When a meeting is cancelled, the notification will be on our Websites and emails will be sent out to our members.

Our Websites are:
http://www.lccug.com/members
http://www.lccug.com

If you think the weather is too bad to drive in then don't try to come to a meeting that may already be cancelled. Please check your email boxes and our websites.

Thank You

OnLine Shopping

Presented by

LCCUG's own
Sandee Ruth & Micky Knickman

OUR ALL NEW, VERY FIRST LAB MEETING!

Lab will be conducted by

**President,
Sandra Ruth &
Treasurer,
Micky Knickman**

For our very first meeting of the New Year, we will be exploring a multitude of on line shopping sites as well as other sites that offer great deals. Micky and Sandee will navigate to, open, explore and explain such standard on line shopping sites as Groupon, Daily Deals and New Egg. They will also go to other lesser known sites such as Craigslist, Buy With Me, DoozyDeal, and more, to show us how to get great deals there too. Additionally, many, if not most, of the nation's largest retailers, offer shopping on line. We will visit some of the larger retailers, such as Best Buy, Sears, Target and others. This presentation may take us in directions we never realized as we enter into the wonderful, and exciting world of on line shopping. Hopefully we can find some great buys.

We are pleased to offer a new opportunity for you to learn about computers by conducting our first "hands on" club meeting! Please join us for this first meeting in the LCCC computer lab.

The computer lab is located on the 1st floor of St. Joseph's in the LCCC Learning Center located in Suite M590

We will be taking questions and answers about common computer issues including software and hardware. Additionally we will be showing you how to complete many common, but little known, computer tricks, tweaks, and updates. This will be a great opportunity to enhance your computer knowledge by actually "doing" it with a live computer. The lab has 20 computers so we may have to share computers depending upon how many members attend this exciting new meeting. If this is effective, we will incorporate at least one meeting a month in the lab, depending upon the availablity of the lab.

We would like to graciously thank the LCCC Learning center for giving us this wonderful opportunity to serve our membership by providing the latest possible information.
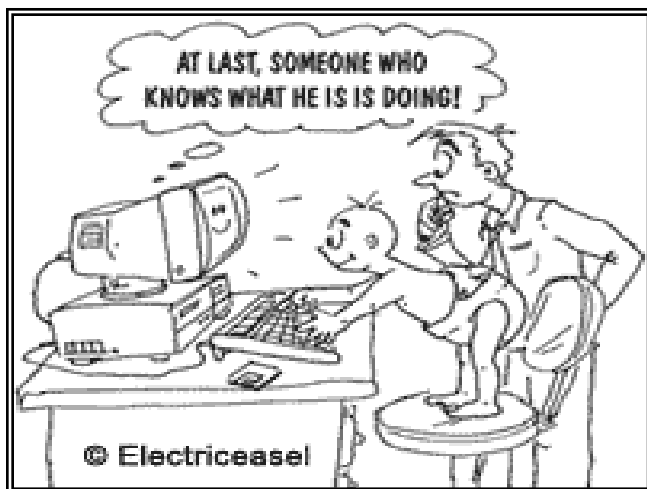
Executive Board Meeting Minutes

DECEMBER 6, 2011

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

Supplies for the December 13th meeting were discussed. Micky to bring water, Sandee to bring beverages, Don to bring ice and cooler. We already have cups, plates, silverware and table clothes.

The board agreed to add to the dollar amount collected from members for a total of $100 to be sent to Second Harvest Food Bank.

A small gift for meeting attendees was discussed. Board members will be alert for items.

Potential programs for the upcoming year were discussed and we are in good shape.

Sandee signed the Club up with publishers to get us free books for meetings.

Sandee will review our proposed speaker's agreement.

Pam will put a notice in the Newsletter on how to check if a meeting is cancelled.

Pam moved, Richard seconded the meeting be adjourned.

General Meeting Minutes

DECEMBER 13, 2011

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

Sandee proceeded to the issue of election of officers for the coming year. There were no nominations from the floor to be added to the slate of presently serving officers. That being the case, Sandee moved the existing slate be approved by unanimous ballot, motion approved by voice vote.

Sandee mentioned again that the second meeting of the month for January, February and March will be in the LCCC computer room downstairs.

The annual Chinese Raffle took place and the members enjoyed finger food.

Micky moved, Neil seconded the meeting be adjourned.

Posted by Dick Eastman on December 29, 2011

Sharing Files with Dropbox

Sending files by email works well for millions of computer owners. However, what do you do if the file is too large for email? A few days ago, I wrote about one possible solution, *Transfer Big Files,* at: http://blog.eogn.com/eastmans_online_genealogy/2011/12/transfer-big-files.html. Indeed, that solution works well and I recommend it for sending files to someone else who does not have Dropbox installed and perhaps does not possess the technical knowledge to install and configure Dropbox.

However, millions of computer users do have Dropbox installed, as it is a great file backup and copying program. Most people use it to only share files amongst computers they own, such as copying files from a desktop computer to one's own laptop system or perhaps from the office computer to a home computer. However, Dropbox also has many other uses.

If you want to send one file or even thousands of files to someone else who already has Dropbox installed, there's an easy way to do so. In fact, that person might also update the files and all the new files will be copied to your system(s). I find Dropbox is a great method of sharing genealogy databases with cousins, as long as we are all using the same genealogy program on our Windows or Macintosh systems. I also use it to share family photographs with other relatives who are interested. Hopefully, they will add their own scanned photos to the same shared folder which results in copies of those photos being transferred to my computer. Macworld Video has created a two-minute video

tutorial that shows how to share files with another Dropbox user. It shows how to use Dropbox's free software and cloud storage service. Dropbox also offers extra paid storage, an iOS app, and full folder syncing between Dropbox users.

The video is written for Macintosh users but Dropbox is about 99% the same on Windows and about 98% the same on Linux. Any Dropbox user should be able to watch this video and then apply the information to his or her own system, regardless of the operating system.

You can watch the Sharing Files with Dropbox video at **http://youtu.be/NqbBgo96QYw**.

If you enjoyed this article, please share it with others. Tweet it, share it on Google+, Facebook or on your preferred social network.

Republishing of this article in newsletters, blogs, and elsewhere is allowed and encouraged, with a few minor restrictions. Details may be found at **http://goo.gl/hoHH1**.

Of course, if you haven't done so already, you should **join my email newsletter mailing list** to stay current on my latest articles and announcements. You can also cancel at any time within seconds. I promise to never, ever send you any unrequested e-mail, other than newsletter updates.

Click on the URL below to see a short video on how to use Dropbox:

http://www.youtube.com/watch?feature=player_embedded&v=NqbBgo96QYw

Backup – Image, What's the Difference?

By Phil Sorrentino, President, Sarasota PCUG, Florida
December 2011 issue, Sarasota PC Monitor
www.spcug.org
president (at) spcug.org

This topic can be very confusing because of the similarities and the differences between backups and images. Backups and Images are similar in that they are both copies of something. The difference is in the "what" and the "how". Normally, a backup is thought of as a copy of a file or a folder or a collection of files and folders (that is the "what"). The backup copy is just a copy, an exact duplicate and is not processed in any way (the "how"). The backup files can be used by any programs that could use the original files. The reason for having a backup file is to restore a file if it is accidentally destroyed or deleted.

An Image, on the other hand, is a copy of the Operating System and all of its components (referred to as the Operating Environment), as they exist in the memory of your operating computer (that's the "what"). The Image can only be created by an imaging program (the how), and the image created can only be used by that same imaging program. The reason for having an image is to be able to re-install your "Operating Environment" if, or rather when, a virus or hardware problem makes your system unusable.

The topic can also be confusing because people, and even the literature, often use the terms backup and image in confusing ways. Often you will see or hear the term "backup image" which is meant to refer to a copy of an image. Well, an image is already a copy of something, so is this an image or is it a copy of an image? In order to keep things straight, I have tried to use the term "backup" to mean an exact copy of a file that needs to be saved. (I know that sometimes backup copies are "zipped" or compressed to save space, but those files are no longer exact copies of the originals and are not directly usable, so I would not call them backups, I would have to call them "zipped backups" or "compressed backups", to be accurate.) And I use the term "image" to refer to the resultant file (or file collection) that is produced by an imaging program such as Ghost, or Acronis True Image, or Macrium Reflect, or even Windows 7.

To be completely protected against potential problems (viruses and/or hardware problems) you have to address both issues, backup and image. You have to backup all of your important files, those that you really do not want to lose, and you have to have an image of your Operating Environment for re-installation when needed. (Just as a point of interest, Windows 7 includes the ability to do both, via the Backup & Restore Control Panel.)

The files to backup are those that you have created or collected, such as your pictures, music, videos, Word documents, and spreadsheets. Any file that you would really be hard pressed to reproduce, if it was lost, is a good candidate for backup. How often to backup is dependent on the file in question. Files that are changing daily should probably be backed up daily, but files that don't change need only be backed up on some weekly or monthly schedule. For backups, in general, follow "Chicago Politics" advice and backup early and often.

Also, be aware that there are many ways of backing up your files since it is only a Copy operation. However, there are many programs that make the job quick and easy. If you have a folder of pictures and you only add a few pictures to the collection weekly, then there is no need to copy all of the pictures each week, you only need to backup the new pictures. Backup programs such as Microsoft Synctoy, and Synchromagic, check the collection of files to be backed up against the last backup and only copy the new files or those that have changed since the last backup. These programs make the backup process quick, efficient and so easy that you will probably do it often enough. By now you are probably feeling that you have got the idea of backup, but where to put these backup files? The best place for backup files is on an external hard drive that is normally not connected to the computer. Right before you are ready to backup your file collection, connect the external hard drive and fire-up the backup program and run the backup task. After the backup is finished disconnect the external drive and put it away in a safe place.

Creating an image is a little more difficult than creating backup files because imaging is not just a simple Copy operation. Because an image is a copy of your operating computer memory, the program must know a lot about the architecture of the memory. This is very specialized knowledge and is the essence of an imaging program. The imaging program must be installed on your computer for use in creating an image. And, it must create a bootable disk to be used when your system is not operating correctly. The image it creates can usually be put on a system drive (other than the C: drive), or an external hard drive, or a number of DVDs. The image created is usually a very large collection of files that may total from 20 to 60 GB. The imaging process can take many hours depending on the size of the image and the amount of compression that is selected. Imaging is a very lengthy process, and it creates such large files, so you probably only want to do it when absolutely necessary. A new image is only necessary when the Operating Environment changes, when you add or delete programs, or when you update your oper-

ating system. You may not add or delete programs very often, but the operating system is updated, at least monthly, so you might want to create a new image every 3 or 4 months or whenever a big change is made to the Operating Environment.

So you can see there is a great difference between Backup and Image. But, both are necessary if you hope to completely recover from a future hardware failure or malware infection.

Converting from Open Office to Word

by Allen Wyatt (last updated July 11, 2009)

David had computer repairs done after a system crash and the repair people installed Open Office instead of Microsoft Office. He used it for a while and his existing Word files opened in Open Office, but when he then saved them they were in ODT format, which is used by Open Office. David later decided to purchase and install Office 2007. Now all his converted files (in ODT format) refuse to open in Word, and David wonders how to get the files into Word 2007.

There are several things you can do. The first and undoubtedly the most labor-intensive method is to make sure that you still have Open Office installed on your system, open each file, and use Save As to save each in either Word or RTF format.

There is an easier way, however. You could make sure that you have Service Pack 2 for Office 2007 installed on your system, and then you should be able to open the ODT files just fine. You will still, of course, need to use Save As on each of them to save them in Word's native format. The information about the service pack can be found here:

**http://office.microsoft.com/en-us/word/
HA102816191033.aspx**

If you don't want to install the service pack for some reason, and if you have at least Service Pack 1 installed, you can use Sun's ODF plug-in. You can find it here:

http://www.sun.com/software/star/odf_plugin/

Another option is to use a specialized document conversion program or service. There are many on the market; a quick search for "document conversion" should turn up several promising candidates. There is a free online service you can use to do the conversions, here:
http://media-convert.com

This service will allow you to convert ODT files to DOC files (it won't handle conversion to Word 2007 files yet).

Copying Formats to a New Worksheet

by Allen Wyatt

While developing your worksheets, you may wonder if there is a way to copy all formats—including row and column dimensions—to a new worksheet. Fortunately, this is quite easy to do, and there are a couple ways to go about it.

The biggest point to remember is that column widths are attributes of columns, not of individual cells. Likewise, row height is an attribute of rows, not of cells. This means that if you want to copy the width of a column to another worksheet, you need to select the entire column before clicking on the Format Painter. Likewise, if you want to copy the height of a row, you need to first select the entire row whose format you want to copy.

To put these guidelines in perspective, try this:

1. Display a source worksheet that has non-default formatting for rows and columns.
2. Select a row or range of rows in the worksheet. You need to select the entire rows, not just cells within the rows. (Click on the row numbers of the rows you want to select.)
3. Click on the Format Painter.
4. Display a target worksheet.
5. Select the rows to which you want the formats applied.

At this point, the rows in the target worksheet should be formatted exactly the same as the rows you selected in the source worksheet. If you selected more rows in the target worksheet than you did in the source worksheet, then the formats of the rows are repeated in the target. These same steps could be applied to columns, as well.

If you want to format the entire target worksheet so it is formatted just like the source worksheet, simply select all columns and rows (press **Ctrl+A** or click on the gray junction block above row 1 and to the left of column A) in step 2.

Another way to copy the formatting of the entire worksheet is to make a copy of the worksheet itself. When the copy is created, you can simply delete any information you don't need.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (2567) applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003

You can find a version of this tip for the ribbon interface of Excel (Excel 2007 and later) here: **Copying Formats to a New Worksheet.**
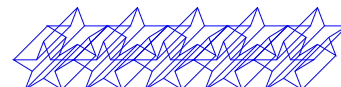
Changing YouTube Playback Quality

Posted By Andrew

Let's face it, some of us don't have the speediest Internet connection, and this can cause some issues – especially when trying to watch something on YouTube. Well, today we're going to learn how to change YouTube's playback settings to accommodate those with a slower connection.

First, you'll need to browse over to **YouTube.com** and log into your account. If you don't have one, then click **Create Account** in the upper right-hand corner of the screen. Signing up only takes a moment. Once you've logged in, **click your Username**, then **Settings**.

On the Account Settings page, click **Playback Setup**, located in the left column and put a dot in the **I have a slow connection. Never play higher-quality video.** Radio button.

Hit **Save Changes** at the bottom when you're done. Now YouTube will play video while keeping your slow connection speed in mind. If you ever need to switch back, just follow these steps again and re-select "Always choose the best option for me based on my player size."
Super easy!

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Is Open Office a different program than Office 2010?

Several differences, actually.

In this corner… the reigning "champeen"; the Office program used by… well… almost everyone. Weighing in at 94 to 313 pounds (that's 150 to 500 U S dollars)… OFFICE 2010!

In this corner… the scrappy young challenger… weighing in at 0 pounds (that's FREE in U S Dollars)… it's OPEN OFFICE!

Open Office is a Microsoft Office compatible office program put out by Oracle, the people who brought you Java. The best selling point as I mentioned above is that Open Office is absolutely free. The programs in the suite are Open Office Base (compatible with Microsoft Access, only included in the $500 Office Professional or as a stand-alone program for $140), Calc (compatible with Excel, included in all versions of Office), Draw (compatible with Paint, included with all versions of Windows), Impress (compatible with Power Point, included in all versions of Office), Math (an advanced version of the calculator included with all versions of Windows) and Writer (compatible with Word, included with all versions of Office). I'll use Writer and Word as my examples here since, as a freelance writer, I am the most familiar with those programs.

A document created in Writer can be saved as everything from an Open Office Writer document (.ODT) to Microsoft Word 2003 XML document (.XML).

A Microsoft Office document, on the other hand, gives you a few more options for saving, including several web page options and Adobe PDF.

Another big difference, at least as far as I'm concerned, is the interface. I, for one, staunchly refused to upgrade my Office suite from Office 2003 until this year. Why? Because with Office 2007 Microsoft introduced an "upgrade" to their program called the "Ribbon Interface". This replaced their long-standing and easy to use "menu interface" with something that, as near as I can tell, was designed entirely by programmers and focus groups without consulting with a single user.

Now, I WILL admit that, having used the "ribbon" interface for nearly six months… I still see no real advantage over the menu interface, and still get frustrated trying to find things that I've known how to find for ten years. It's a little like getting a new roommate who immediately decides that they have to "organize" your apartment. Whether you want them to or not.

This is a definite advantage of Open Office over Office. They have not, as of yet, adopted the "ribbon" interface, and maintain the good old-fashioned menu interface that we all know and love.
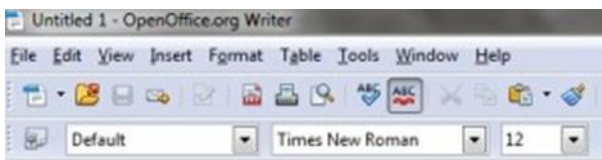
So those are the high points. For price and ease of use, I give it to Open Office. For power and versatility I still have to go with good old Microsoft Office.
Hope this helps.

~Randal Schaffer

WINDOWS NEWS

Microsoft Will Not Update Third-Party Windows Apps

When Windows 8 is released, Microsoft will not support third-party software and applications via Windows updates. According to Microsoft, the decision to not support these updates is because one application can be vastly different from another and it would be too difficult to deploy updates to every program using the Windows Update tool. As a consolation, Microsoft also stated that it is working to make Windows Update faster than in previous versions of the operating system in order to address possible problems more quickly and improve performance.

Windows XP Turns 10

2011 marks the 10-year anniversary of Microsoft's Windows XP operating system. Windows XP remains in wide use and is still the most popular operating system, despite Microsoft's attempts to steer people toward Vista and Windows 7. The company hasn't been shy in the past about its wishes for people to move on to its newer OS offerings, and with the upcoming release of Windows 8, there may be more incentive than ever for people to make the change from Windows XP.

MICROSOFT NEWS

Microsoft Helps Veterans Learn Technology Skills

Microsoft is teaming up with the U.S. Department of Labor to help American veterans learn crucial technology skills related to Windows 7 and Microsoft Office 2010. The company is planning to hand out vouchers so veterans can earn Microsoft Office Specialist certification or other technical certifications to use in a future career. These vouchers will be given to veterans that live in areas with the highest concentration of "post-9/11-era veterans," according to a post on the company's website. Microsoft plans to hand out 10,000 total vouchers over the course of two years.

Change Your Cursor Image

If you don't like the way your cursor arrow looks, there's an easy way to change it. In Windows 7, right-click anywhere on your desktop and select Personalize from the menu. Click Change Mouse Pointers on the left panel and then select the Pointers tab. From here, you can change the overall cursor scheme for your computer.

NEED HELP?—
Here's Who to Contact:

Neil Higgins

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

Micky Knickman

440-967-3118 - micky@knickman.com
Evenings 5 p.m. – 7 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

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

Problem Solving Workshop

Date: Tuesday - January 17, 2012
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: No Class in January
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: No Class in January
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

January 2012 Classes

Class Type	Location	Registration	January	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Tuesday January 17, 2012	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**	**No Class in January**	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**	**No Class in January**	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 :
Monday, January 9, 2012

"How To Prepare a Lineage Application"
The Lorain County Chapter/OGS will feature as the guest speaker, Margaret Cheney, the Lorain County Chapter Lineage Chair and the OGS Lineage Chair of Century Families of Ohio. Margaret will assist applicants in understanding the required information and documents needed to complete a successful application, Margaret will outline the steps needed to succeed for any lineage society.

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**

Computer Sayings

Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months. ~Clifford Stoll

Computers have lots of memory but no imagination. ~Author Unknown

Click OK when you're finished and the cursor will change.
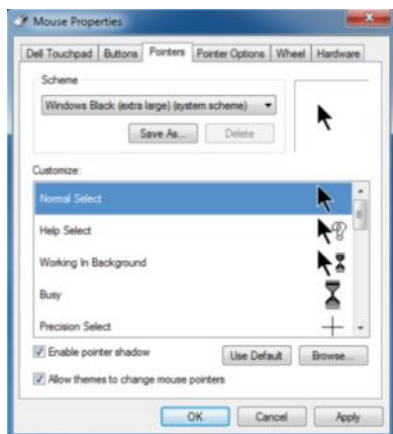
In this menu, you can select a specific cursor under Customize and then click Browse. You'll be able to choose a cursor image from the available options.

Remove A Program That Doesn't Have An "Uninstall" Menu Option

Some programs don't have an option to uninstall them in the Start menu, but that doesn't mean you can't still remove them. Click Start and then open the Control Panel. Find Uninstall a Program under Programs and click it. In this menu, you can select whatever program you wish to remove and click Uninstall near the top of the window. Remember that you should only remove programs that won't affect your system as a whole.
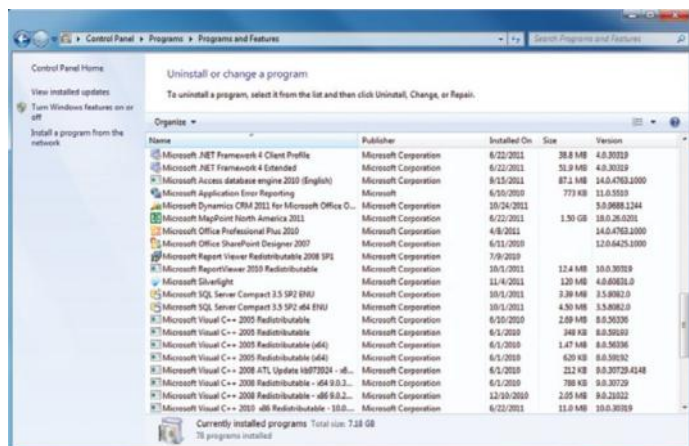
Be careful not to uninstall important system programs. When in doubt, only remove applications you personally installed in the past.

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L C C U G

VIRAL
Dan Curtis ~ Professional Personal Historian

Dear Photograph: A Website With a Window Into The Past

Ivor Tossell

A recent reminder on Dear Photograph: Thank you for everything we had,'the caption reads. www.dearphotograph.com

There's gold in them thar shoeboxes.

In the past month, a summery, slightly sad website has made the trip from non-existence to international exposure. It's called **Dear Photograph**, and its premise is simple: Take a picture of an old photo being carefully held up in front of the place it was originally taken, so it appears to be a window into the past.

The site's creator, 21-year-old Taylor Jones, happened on the idea while looking at family photos at the dining-room table. Looking up from an old snapshot, he realized that his brother was at that moment sitting in the exact same spot as he was all those years ago – and that Mr. Jones himself was sitting where the photographer had been.

So Mr. Jones set about capturing these juxtapositions, holding old photos up to the camera, positioned so they layered an old picture atop a present-day scene.

He started a blog, and requested submissions, but added an epistolary twist: Instead of simply posting the photograph, he addressed a pithy message to each.

"Dear Photograph," he began, over a shot of himself propped up in his kitchen, held before the

same kitchen 15-odd years later. "Thanks for re-minding me how easy it was to ice a cake when I was 4."

A meme was born. That was May. Now, Mr. Jones has a book deal. It seems that he is onto some-thing: In the age of conspicuous over documenta-tion, old film photographs are finding a new cachet of their own.

Mr. Jones is a marketing graduate who works for a technology firm in Waterloo, Ont. When I caught him on the phone this weekend, submissions were rolling in. "In the past hour, I've got 13," he said, checking his e-mail. "But, then, I just did an inter-view with *Good Day Sacramento*, so it's probably that."

Memes that take off always owe a bit to alchemy. Mr. Taylor certainly didn't invent the picture-in-picture trick. For instance, a site called **Sleeveface.com** documents people who find old LP album covers emblazoned with the artist's face, then position the album in front of their heads. (Ladies and gentlemen: The Internet.)

In Toronto, a photographer named **Alden Cudanin** has been winning attention for superimposing his-toric images of buildings onto contemporary street scenes, sometimes by holding the picture up and other times employing more elaborate Photoshop work.

But history, like any drama, is dry without charac-ters. Dear Photograph's success stems from the fact that it is busy building a cathedral of nostalgia. It piles it on, course after course. Old photos being what they are, the site has a predisposition toward ferreting out childhood memories and poking them with a stick.

Other reminders are more recent: One entry fea-tures an older man standing next to a bench. Held in front of the bench is a picture of that same man, but seated and laughing with a companion, some-where in the not-too-distant past. "Dear Photo-graph," reads the caption, "Thank you for every-thing we had."

But Dear Photograph works beyond the level of tear-jerking. It's a kind of tribute to the days when photos were primarily printed, with their distinctive

grains and hues, as opposed to taken by the thou-sands and shipped in bulk from one storage device to the next.

There's a market for this kind of sentiment. In fact, the old, yellowed photograph is going through a bit of a vogue right now as a nostalgia item. For in-stance, one of the more perplexingly popular iPh-one apps these days is a product called Instagram. It takes and shares cellphone snaps, but first it ap-plies filters to them so that they come out yellowed, grainy, out of focus and generally looking like the photographer is trapped in 1976 and is sending distress signals through the time vortex.

It's almost a fetish. It could be a reflection of the fact that digital photos have become such cheap commodities – or the disconcerting fact that they don't visibly age.

A photo's material nature is a sentimental thing too. A black-and-white photo reminds you of your parents' youth; a round-edged saturated photo takes you back to the lost days of the seventies or early eighties; harsh flashes and cheap-looking one-hour development a less welcome reminder of the nineties. The vintage of a photograph is as powerful as what it actually portrays, which gives products such as Instagram an opening to do well by faking it.

The vintage nature of Dear Photograph's photo-graphs help to turn even the most banal of scenes into touching personal moments. That's the kind of emotional content that will make a site into a global success, and bully for it.

But I find Mr. Jones's original conceit even more interesting: The messages on the site weren't meant to be written to the people in the photos, but to the photographs themselves. These are mes-sages to the message in the bottle, a thank-you note to a form of record-keeping that has changed beyond recognition. Sentiment for the past; senti-ment for the ways we used to capture it: It's a killer cocktail.

Perhaps, in 20 years, we'll be looking at a site called Dear Outrageous Volume of Cellphone Snaps. The appeal is harder to see, but everything looks better in hindsight.

Dan Curtis dancurtis@shaw.ca - Written for Dan Curtis – Professional Personal Historian's newslet-ter http://www.dancurtis.ca

Predictions for 2012

As consumers become more aware of risks, especially online, crooks are turning to more sophisticated technology to steal information from places over which we have no control and to target vulnerable groups like seniors.

The older age groups are particularly at risk from scams on the Internet because they represent possibly the fastest-growing section of users. Most other age groups have been online for years and, with the exception of very young users, are tuned in to many of the security risks. Not so with older folk.

One worrying trend that will help keep ID theft at the head of the top scams list is the growth in data breaches -- loss of personal information over which we have no control. For more on this, see our earlier report, **What to Do If You're a Data Breach Victim.**

Against that background, here's our top scams forecast for 2012.

10. Travel scams. Timeshare schemes will be with us of course, but look out for a surge in free flight and vacation scams -- telephone and snail-mail offers front-loaded with service charges. After you pay, you find the offer has expired. The London 2012 Olympics likely will also be a magnet for ticket scams.

9. Money-for-nothing scams. This is our new catch-all label for doorstep and charity scams. You pay money to a charity collector -- on your doorstep, in the mall or online -- often after a natural disaster, but your cash ends up in the collector's pocket. Also on your doorstep: bogus and crooked contractors who take your money for work you didn't need or which they don't bother to do.

8. Economy-related scams. Times are still uncertain, but other, more lucrative scams will likely push this group of con tricks that includes bogus job schemes further down our top 10 scams list. Foreclosure scams might start to cool off but other fee-laden loan modification and bogus grant tricks will persist.

7. Investment scams. We haven't seen the end of crooked Ponzi schemes yet, and with low interest rates, high precious metal prices and turbulent markets, scammers have latched on to gold, copper and currency trading as a lure to investors. Anything that pushes up oil prices will also boost bogus energy-saving products.

6. Lottery scams. Despite stacks of media publicity and tragic reports of huge financial losses, people continue to be hoodwinked by emails and letters saying they've won a fortune on a lottery. Scammers use celebrity or official-sounding names to make their claims more credible and keep lotteries at the halfway point in our top scams list. Once a victim is hooked with a small initial "processing" payment, the scammers just keep coming back for more.

5. Skimming and ATM scams. We've broadened this top 10 scams category slightly to include tricks that not only steal card information but also block ATMs from paying out. The crook returns to take your money after you've left to complain. This crime is seriously on the rise because it's so easy. See this earlier report, **ATM Theft: 8 Tips to Protect Yourself From the 5 Most Common ATM Scams.**

4. Nigerian scams. Well, what do you know... now that everyone knows they haven't inherited a fortune; Nigerian scammers have plunged into the lonely-hearts market to make up for lost "business." They frequent online dating agencies, especially targeting older age groups, but also send out emails on-spec, claiming to have fallen for their victims (whom they've never seen!). Romance ensues, followed by a request for money for an air ticket. This and ongoing advance fee scams will push this scam back up our top scams chart.

3. Internet sales. Scammers will try to keep one step ahead of law enforcement and security software, especially with scam shopping websites. These tricks also include bogus shopping comparison sites that pretend to be giving impartial reviews, phony online pharmacies, and "free trial" sites that trick victims into unwittingly signing up for recurring credit card or cell phone charges.

2. Malware. Law enforcement agencies and software companies have been moderately successful in shutting down botnets, used for spamming, and fake anti-virus alerts that trick victims into paying to supposedly secure their PCs. But the scale of the malware industry is phenomenal. Add in the "gray" area of adware we unknowingly allow installing on our PCs, and we can't see any chance of this PC hijacking moving down our top scams rankings.

1. Phishing and identity theft. As we said earlier, our biggest concern is the amount of information hackers have shown themselves capable of stealing by breaking into the networks of firms that hold our personal records. We think this will continue to grow, along with persistent attempts to capture our confidential information through phishing tricks via spoof sites, emails and cell phone text messages.

What our annual list of top scams shows is that crooks continuously change and refine their techniques in their efforts to outwit us all. No doubt they will continue to do so but the decline in identity theft crime gives us some hope that perhaps advances in security technology or just plain user wariness can help protect us.

It's probably too much to hope that we can ever turn the tide against the scammers but by knowing what the top scams are, you can at least reduce your chance of becoming a victim.

Articles By Leo!

Ask Leo! ®
by Leo Notenboom

Say No Thank You to New Toolbar - Opt Out During the Installation Process

By Leo Notenboom, Ask Leo
Article Source: http://articlesbyleo.com/

Have you ever had a new toolbar suddenly "appear" in your browser? Although it might not seem like you agreed to install it, the likelihood is that you did.

One of the most frustrating strategies companies use to deploy more toolbars relies on your not paying close attention when installing software or other programs on your computer.

For example, let's say you're installing an update to the popular Java runtime, which is software used by some websites to provide rich functionality beyond just displaying static pages.

The update consists of the normal installation program, and then proceeds to ask you the normal installation things, including agreeing to the software license.

Then another screen comes up and without reading it you're about to click Next.

Wait!

In doing so you would have been asking to have the Yahoo! toolbar installed.

Nothing against Yahoo, Java or Sun here, but this can be very annoying. It's not that the Yahoo toolbar is bad. It's actually a fine toolbar. The annoying part is this:

•The offer appears during an update- you'd already made your selection when you initially installed the program, there's no need to ask again.
 •It defaults to "Yes". Anything optional, particularly anything totally unrelated to what is being installed, should default to off.
 •They're "sneaking it in". OK, this is really subjective, but you can't help but feel like this might be an attempt to sneak the installation in, during a process where people are usually just hitting Next repeatedly to get the install over with.

This installation is not the only case. During installation of many software packages - both initial installs and updates - the option to install a toolbar will often be selected by default. You have to click a box to opt out. This choice typically comes during the middle of the process when you're conditioned to hitting "next" just get it over with. If you're not paying attention once you're done suddenly a new toolbar will "appear." A toolbar you didn't realize you had actually agreed to.

Typically, installers include this option to earn profit. It's a

way for those offering free software to recoup some of the cost. But this habit certainly shows up in paid for software as well.

This tactic is a perfect example of why it is important to pay attention during installations and updates. Read each step before clicking next or you might find you're about to "ask" for something you didn't really want at all.

Get more free tech help and advice from Leo Notenboom by visiting http://ask-leo.com With over 30 years of industry experience, including an 18 year career as a software engineer with Microsoft, Leo gives real answers to real questions from ordinary computer users at Ask Leo! Subscribe to Leo's weekly newsletter now and receive a free ebook: Internet Safety - Keeping Your Computer Safe on the Internet," a collection of steps, tools and concepts you need to know to keep your computer and your information safe.

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PC TODAY **TECHNOLOGY FOR BUSINESS**

GOOGLE'S BUSINESS CUSTOMERS GET MORE FEATURES

☐ Google has added new features for its Google Apps customers, potentially making the cloud software suite more attractive to business customers. The Google+ service is now available for businesses and other organizations to use, whereas formerly it was only available to individuals using their own names. Organizations can now create Google+ Pages, as well, similar to the way Facebook users can create their own pages for business or other purposes. Google also introduced 24x7 online phone support for Google Apps customers, and added mobile device management features to give administrators greater control over Google Apps usage on smartphones and tablets.
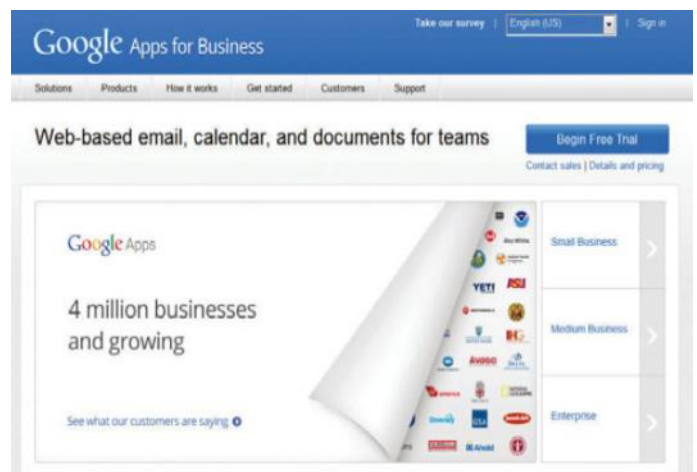
New features are designed to make Google Apps more attractive to businesses.

Fix A Blank Screen

As annoying as cryptic error messages are, they at least give you some small sliver of information to work with. When you're faced with a blank monitor or laptop screen, you're on your own. That is, unless you have our troubleshooting steps handy. We'll show you how to get the lights back on.

The Power button is the first place to start. In fact, you may need to press more than one power button: Toggle the power button on your monitor and then try your computer's Power button. (If you have a laptop, you're dealing with just the one Power button.) There are two reasons the Power button might save the day. The first is that the monitor itself may simply be off. The other is that the computer might be in Sleep Mode. When systems go into sleep mode, they don't always come back out of it as easily as they should. If your mouse or key board isn't waking up the system, the Power button might nudge it into action.

Out-of-whack brightness settings are less likely to be the culprit on laptops than on monitors (where you might accidentally press brightness buttons instead of the Power button), but it's worth your time to check them. On a monitor, press the brightness buttons to see if your screen lights up. On your laptop, look for keys with brightness icons and use these to do the same.

Check your cables. If you plugged the display cable into your monitor and PC without screwing in those tiny built-in screws, the connector may well have come loose. (A purple screen is also often a sign of a loose connector, by the way.) Check those power cables, too.

If none of these steps does the trick, your system may well have a damaged video card. The best way to test this is to plug a different monitor into your desktop or laptop. (Use a different cable to rule out your computer's display cable.) If that monitor also doesn't respond, the video card is suspect.

Some of your laptop's keys will double as brightness buttons when you press the FUNCTION key.
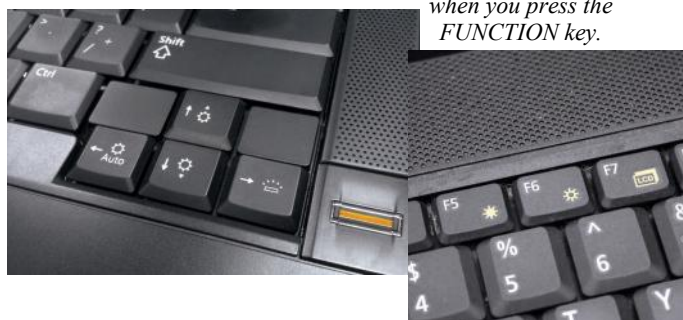
Local Review Sites Yelp & Angie's List Raising Cash Via IPO's

Yelp, the free website that lets you review your local businesses and read reviews from other customers, has followed Groupon's example and submitted a regulatory filing stating that it will attempt to raise capital in an initial public offering. Founded in 2004, the site is best known for restaurant and bar reviews, and posted a net loss of $7.6 million during the first three quarters of 2011 on revenues of $58.4 million. The site boasts 22 million reviews and claims 61 million unique visitors per month on average during the third quarter. Another reviews site, Angie's List, which charges readers for access to reviews and focuses on services such as plumbing, lawn care, and medical services, recently held its own IPO, raising $114 million.

Survey Says: Google Is America's Best Email Provider

On Nov. 10, polling firm Poll Position asked 1,284 U.S. Adults, "Among AOL, Google Mail, Yahoo Mail, or another email provider, which email provider do you consider to be the best?" Google (23%) was the leading response, trailed by Yahoo (20%) and AOL (12%). Nearly 20% (19.6%) responded that they thought "Another email provider" was best, while 25% had no opinion. Somewhat surprisingly, AOL received the most votes for best email provider among respondents ages 18 to 29 (32%), while Google scored highest in the 30 to 44 demographic (37%) and Yahoo did best among those aged 45 to 64 (27%), and Yahoo (21%) did best among female respondents. At 20%, AOL was the leading response among those claiming to be Republican's; while Google did best among Democrat's (29%) and Independents (23%).

Skype Friends Facebook (Again)

A few months ago, Facebook and Skype collaborated to bring video chat to Facebook. Now, with the release of Skype 5.4 Beta for Mac and Skype 5.7 beta for Windows, you can initiate video calls to your Facebook friends from within the Skype interface. Once you've installed the appropriate beta, just connect your Skype and Facebook accounts. Your Facebook friends list, which previously became available from within Skype for checking status updates or sending IMs, now lets you launch a video call. Just choose a friend, click the video call button, and bam! You're connected. The Windows beta also includes users with Premium accounts to enjoy group screen sharing, and the M ac beta improves video rendering. If you dig the idea of simultaneously video calling a Facebook friend and IM'ing another, no problem: Skype 5.7 beta can make that happen, as well.

Word 2010 Screen Shots and Screen Clipping

By Lynn Page, Newsletter Editor/Webmaster, Crystal River Users Group, FL December 2011 issue, CRUG newsletter **www.crug.com   editor@crug.com**

Windows 7 has the Snipping Tool which is handy to capture all or part of the visible screen. Use it to capture a screen shot of any object on your screen, and then annotate, save, or share the image. These snips are great for illustrating what you're talking about. I use them all of the time in writing articles or class documents.

Office 2010 brings the ability to make screenshots or snips directly into Excel, Outlook, PowerPoint, and Word. Take a picture of all or part of the open windows. Clicking the Screenshot button lets you select and insert an entire program window or use the Screen Clipping tool to select part of the window. The windows must be open and not minimized to the taskbar to be captured.

Both of Windows Snipping Tool and Office 2010's Screen Shots and Screen Clipping are valuable when trying to explain something seen on the computer screen.

Capture a Screenshot within Word

The Screenshot tool is located in the Illustrations group on the Insert tab. Clicking the Screenshot icon opens a drop down preview with thumbnails of open windows that are 'behind' the Word document. Unfortunately you cannot capture from the current Word document and it is not among the thumbnails. Mousing over a thumbnail, opens a tooltip with the program name and document title. Select from the available screenshots to add a shot of the entire window to the document. The screenshot of the selected window will be automatically sized to the width of the document and pasted at the location of the insertion point.
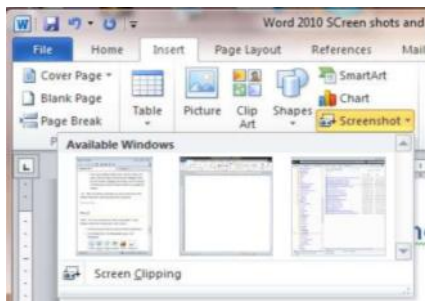

Screen Clipping in Word

To insert a clip of a part of an open window, choose Screen Clipping. If you have multiple windows open, the window to make the click from needs to be in front of other windows with the exception of the working Word document. So click on that window before clicking Screen Clipping in the working document.

After clicking Screen Clipping, the working Word document is minimized and only the windows behind it are available for clipping. The entire screen is opaque and greyed out. The pointer becomes a cross. With it press and hold the left mouse button while dragging to select the area of the screen to capture. The selection then shows through the opaqueness. When the mouse button is released the snip is pasted into the document.

Windows Snipping Tool

Since you cannot use the built in Office Screenshot tool to make screenshots of the working document the Windows Snipping tool is still a very valuable tool. To open the Snipping Tool, click the Start button and type snip in the search
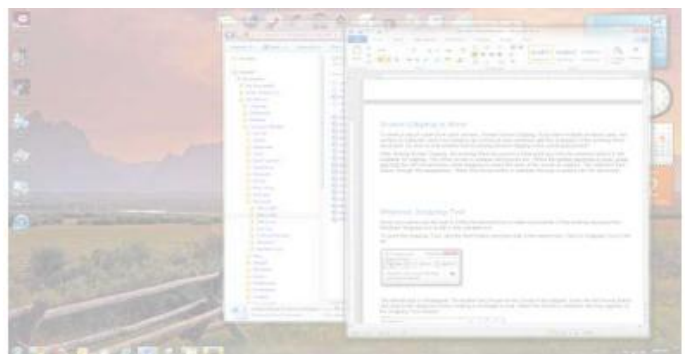
box. Click on Snipping Tool in the list. The default snip is rectangular. So position the mouse at one corner to be snipped, press the left mouse button and drag to the diagonal corner creating a rectangle to snip. When the mouse is released, the snip appears in the Snipping Tool window. To discard the current snip and create a new one click the New 'Scissors' button.

Annotating a Snip

It may be useful to highlight certain elements in the screen shot. With the Snipping tool you can draw a freehand   circle, arrow or even write with the pen tool. Just click and drag on the screenshot. The standard pen is blue but I selected red and drew out a circle around the pen, highlighter and eraser tools. The Snipping Tool highlighter is yellow and can be used like a regular highlighter to bring attention to certain

areas. The Eraser erases pen and highlighter markings but does not modify the original snip.
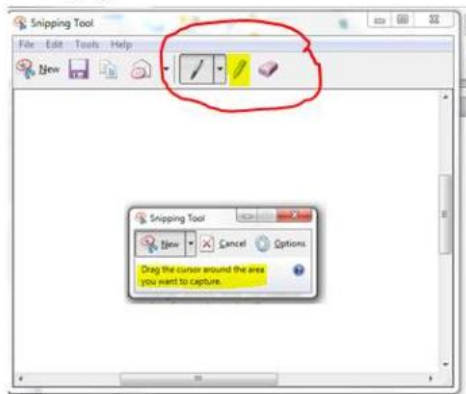

Types of Snips

The default snip is Rectangular but Free-form, Window and Full-screen snips are available. To choose which snip to use, click the down arrow by the New button. To use the Free-form Snip draw a shape around an object on the screen with the scissors icon. When using the Window Snip to select a whole window, like an application window or dialog box, click in it with the hand icon. The Full-screen Snip automatically captures the entire screen.

Once a screen shot has been taken using the Snipping Tool, it's on the clipboard. So you can paste it straight into a Microsoft Word document or your Outlook email. The annotations added to the screen shot are included on the clipboard .
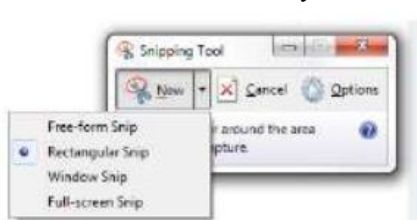
Saving the Snip

To save a screen shot as an image, select Save As in the File drop down menu. Then in the Save As dialog box type in a name for the image and specify a location for it to be saved. If you do not save the clip and close Snipping tool you will be prompted to save it. The File drop down menu also contains Send To. Click it to open your default email application and send the snip.
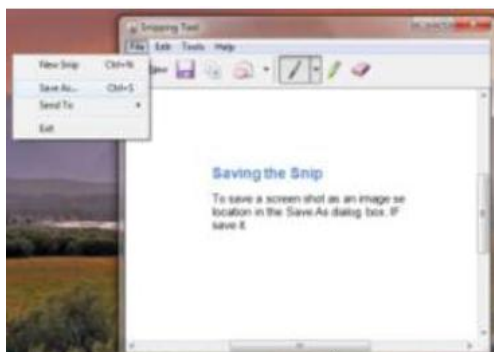
Too Scared to Buy Anything Online?

By Lee Seidman, Vice President, Business Professional Microcomputer UG, CT November 2011 issue, The Help Key
www.bpmug.org   **Lseidman @ yahoo.com**

Lots of consumers find purchasing goods online intimidating; news reports of identity theft, online piracy, and privacy concerns only deteriorate people's confidence in buying things on the Internet. Using free software tools combined with some education and common sense is all one needs to build to become a savvy and safe e-consumer.

The secure e-consumer first needs to recognize when a web site represents a reputable merchant. Using online reviews from epinions.com, bizrate.com, resellerratings.com, or even just a search on Google will help one gauge a vendor's trustworthiness based on the experiences of others. Peruse the commentary and read what people say and how they rate their transactions with that supplier; what may initially be perceived as a negative review may be little more than someone griping about something irrelevant or inconsequential (like it was delivered a day later than expected, which may be the responsibility of the transporting service instead). If there appears to be a pattern of complaints about a particular vendor, it is sensible to take that into account before ordering anything.

In the above example, we are "window shopping" on a popular technology vendor web site called newegg.com. Note what the address bar reads at the top: http://www.newegg.com. This means the site offers no security presently; no sensitive information is being exchanged at this time.

When we decide on an item to procure, most web sites (like newegg.com) will request for the purchaser to sign in (some sites will offer an opt-out area for this, but many do not). IF YOU CREATE AN ACCOUNT ON THESE SITES, DO NOT USE THE SAME PASSWORD AS YOU WOULD USE TO ACCESS YOUR E-MAIL. Note the address bar has

now changed to read https:// and a lock appears in the browser as well (at least with Internet Explorer).

Clicking on that lock reveals information about the web site and its security.

This tells the consumer that this web site has been verified as who they say they are and that the connection is encrypted (we are no longer just "window shopping"). VeriSign and a handful of other similar companies are the Internet's certificate authorities (CA), which substantiate the identities of companies on the web. By viewing the certificate (which is how the web browser on your computer knows to trust the web site it is displaying), you can see its validity and when it expires. Once that certificate expires, your web browser will alert you that the site is no longer trusted as it once was (this should rarely happen with the big-name sites). Note that web sites that request any form of identification (like logging into a webmail, bank, or paystub account) or financial transaction should use https:// and certificates.
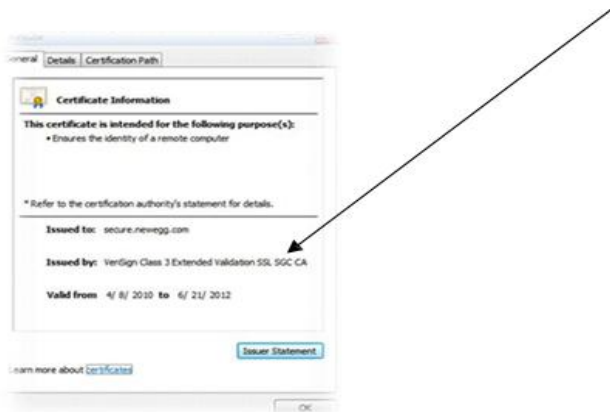
When it comes time to actually buy an item online, a credit card offers the best peace of mind available. Most of the major credit card companies offer "zero liability protection" for unauthorized purchases (read the fine lines carefully, Master-Card states on its web site that one's account must be "in good standing," the consumer "exercised reasonable care in safeguarding" the card from unauthorized use, and that there must not be more than two unauthorized events reported in the past twelve months). While the legal verbiage may present

a chill, many issuers offer temporary credit card numbers specifically for use online (Citigroup calls their "Virtual Credit Card" while Bank of America markets it as "ShopSafe"). These temporary credit card numbers expire quickly or have whatever transaction limit you wish to assign. When it is time to purchase an item from an online merchant, open another web browser, log into your credit card issuer's web site, and look for the section to open the tool for a virtual credit card.

This virtual card number appears and functions as an authentic credit card to the vendor; its purpose is to keep its use limited to that particular transaction and to keep your actual credit card number a secret from that vendor. If the virtual credit card is compromised by an unscrupulous third party, it is not as much of an intrusion into one's financial existence as if the actual credit card number was used (there is no need to replace a credit card, change accounts, etc.) Using this tool satisfies the card issuer's requirement for "exercising reasonable care in safeguarding" the authentic credit number, limits the amount of uses it can be tried (usually just once), and makes online shopping less frightening. The web may present dangers, but using your savvy skills and online tools should take the fear out of shopping!

Microsoft Has Had It with IE6

Microsoft and others have been trying to convince people still using Internet Explorer 6 to upgrade for a long time, and although IE6 usage isn't widespread as it used to be, it still accounted globally for 2.23% among all browsers versions in November, according to StatCounter. And 2% of worldwide Web browser users adds up to a *lot* of people. Browser selection is and should be a matter of personal choice, but people who use outdated browser software create a twofold problem: First, and most importantly, they are more susceptible to security breaches, as older browsers don't have the up-to-date security features that newer versions do, and everyone knows that a chain is only as strong as its weakest link-web security is a shared responsibility. Additionally, users holding on to old browsers create headaches for devs, who already have to account for differences among several major browser families as it is; limiting the number of versions of each browser that a site must work with can help ease that headache and can relax the limits on the features and experiences devs can build into their sites. Microsoft announced on Dec. 15 that it would begin auto-updating browsers in January for people who enable Windows Update; browser updates will be seamless and run in the background, and won't change user settings. Hopefully this will help nudge some of the holdouts into a newer browser.

PowerPoint: Key Tips

New versions of Microsoft Office PowerPoint 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.

Tip Junkie

Tip Junkie is your go-to place for recipes, DIY projects, handmade crafts, organization ideas, and more. You can read featured articles, follow tutorials, and subscribe to the newsletter.
http://www.tipjunkie.com

Word: Add A Check Mark (Fast)

You can insert a check mark into a document via the Symbols menu, but a fast way to do it is to select Wingdings (from the Font menu on the Home tab of the Ribbon), press the ALT key, and type 0252. Note that you must use the number pad. Another hint: scrolling all the way to Wingdings in the Font menu is a pain. Instead, click it and then type wi. You're there: Press ENTER and your cursor returns to the page with the Wingdings font.

snow

A cast of pixels on a monitor that appear as small, white, flickering dots. Snow can be caused by simple interference or by conflicts within the video memory.

PowerPoint: Transition Effect Options

Transition effects can often be modified. To change an effect's options, click the slide you want to modify and then click the Transition tab (on the Ribbon). Find the Transition To This Slide group on the Ribbon and then select the effect you want to modify. Next, click Effect Options and select the option you want to use.

Outlook: Expand Instant Search

By default, Instant Search in Microsoft Office Outlook 2010 searches only the current folder. If you'd like it to search all of your folders, click the File table and then click Options. When the Outlook Options window appears, click the Search tab and then click the All Folders radio button in the Results section. You can check a nearby box to add the Deleted Items folder to the search.

PowerPoint: 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.

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