

# Interface

Lorain County Computer Users Group  
www.LCCUG.com info@LCCUG.com  
Volume 24 Number 3 March 2012



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**Tuesday  
March 13, 2012**

## System Disk Back-Up & Computer Storage

By  
**Carl and Lloyd**  
Of  
*Discount Computer Parts*



**Tuesday  
March 27, 2012**



## Lab Meeting

**More Tips  
and  
Tricks**

**☺ 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 6:00 PM, program starts at 6:30 PM

## A Word From Our President



We are always saying that there are benefits of membership and especially, benefits of attending meetings.

For example, the members who attended the February 14 meeting received a Valentine's cupcake (compliments of Pam Rihel) and a nifty little gift of a computer accessory.

Actually, the gift wasn't delivered in hand due to delivery problems, all paid members who attended will receive item at the next meeting.

Every year or so, the club makes a surprise gift to the members in attendance at random meeting. Valentine's Day was that day.

In the past we have had surprise refreshments such as pizza or cake, often thanks to the generosity of the presenter.

Most all meetings provide a chance to win a raffle prize or drawing. There is even a membership raffle at each meeting in which names are drawn from a drawing of all members' names. If the one who's drawn is present, he/she will receive a small monetary award.

Another benefit you can receive by attending a meeting is gaining good computer advise and the pleasure of the company of fellow members.

I think it would be hard for any of us to leave a meeting without having picked up some new information.

The officers are working on some additional rewards for members. They are looking at a award for the number of meetings attended and/or the number of new members an existing member brings in. Watch for details!

So if you haven't attended a meeting lately please check out our new location for the first meeting of the month, Amherst Church of the Nazarene.

The second meeting of the month (on the 4<sup>th</sup> Tuesday) will continue to be held at St. Joseph's Computer Lab through March. We will then be reviewing the location of that meeting and have been collecting ideas. Please let us know what you think!!

*Sandee*



## LCCUG Officers For 2012

<b>President</b>	Sandee Ruth president@lccug.com
<b>Vice President</b>	Lou Koch & Carole Doerr vp-programs@lccug.com
<b>Secretary</b>	Don Hall secretary@lccug.com
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<b>Director of Membership</b>	Dennis Smith membership@lccug.com
<b>Director of Advertising</b>	Richard Barnett advertising@lccug.com
<b>Director of Public Relations</b>	Carole Doerr public_relations@lccug.com
<b>Director of Education</b>	Kaye Coller education@lccug.com



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**TUESDAY**  
**March 13, 2012**

## System Disk Back-Up & Computer Storage

By  
**Carl and Lloyd**  
Of  
*Discount Computer Parts*

Carl and Lloyd, owners of Discount Computer Parts, will give us another interesting program. If any of their previous programs have been an indication, tonight's program will keep you unstressed.

Carl and Lloyd will discuss the merits of system disk backup and computer storage. They will advise when, why, how often and what's new in these areas. Having a system backup and multiple storage options, will save you a lot of woes if anything happens to your computer. You do not want to lose any of your valuable information. Carl and Lloyd can help you think "No Stress!"



**TUESDAY**  
**March 27, 2012**

## Lab Meeting

More Tips  
and  
Tricks  
Program starts at 6:30PM

We are pleased to offer a new opportunity for you to learn about computers by conducting "hands on" meetings 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 availability 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.

**REMEMBER TO MEET IN THE COMPUTER LAB ON THE FIRST FLOOR OF THE ST. JOSEPH'S COMMUNITY CENTER!**

### 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**



## Executive Board Meeting Minutes

**FEBRUARY 7, 2012**

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

Programs for this year were discussed with most slots filled thru September. The second meeting of the month will continue at the LCCC Computer Lab while being evaluated.

Various ideas were discussed on how to better promote the club membership and attendance to meetings including prizes for bringing in new members and attendance at meetings.

This discussion brought about the proposed change of our motto from 'Users Helping Users' to 'Come Learn With Us' which the board felt was a timely change.

Sandee and Micky will check on the option for a free phone number for the club.

Neil served as liaison between the club and the church. We received an OK for having food, raffles and use of the kitchen and agreed to a \$50 per meeting fee to the church's general fund.

Neil will check what storage space is available for our equipment.

Richard will have equipment removed from our insurance policy.

Staples promotes ink cartridge recycling in unlimited amounts to organizations. We will inform our members how they can help the club by recycling thru us.

Sandee moved, Don seconded the meeting be adjourned.

### Computer Systems Unlimited, Inc.



We are a full service computer/peripheral sales and repair Company specializing in custom built Pc's, network design, software integration, and everything in-between. We are located in the small college town of Oberlin, Ohio, and for fourteen years have been providing unrivaled service to home users, small and large businesses all over Ohio as well as State and local government agencies. All of our systems and networks are tailored to meet the individual needs of our customers.

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**\* Computer Systems Unlimited is happy to offer a 5% discount on all computer systems ordered by LCCUG members.**

**\* Computer Systems Unlimited will also offer a free computer diagnostics check, (a \$25 value), for all LCCUG members.**

Visit our web site at [www.csuoberlin.com](http://www.csuoberlin.com) for more of what we can do.

**Store Hour Monday 9-5:30 - Thursday 9-5:30 - Friday 9-5 - Saturday 9-1**



## General Meeting Minutes

**FEBRUARY 14, 2012**

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

Sandee reminded members of the beginning/intermediate computer class on the 13th. and the problem solving workshop on the 21st.

Sandee and Micky presented their program about YouTube. Sandee showed us how to sign in for an account using YouTube which then allows us to use all the features available on YouTube including adding captions to your video in any language. Micky then showed us how to save a video from YouTube onto our computer.

New member, Lorna Middendorf, won the software/hardware raffle.

Ida Greiner would have won the attendance money had she been present.

Kaye Collier moved, John Dunn seconded the meeting be adjourned.

### LCCUG Treasurer's Report

11/14	Beginning balance	\$ 10,448.76
	membership dues	\$ 375.00
	Raffle proceeds after purchases	\$ 41.00
	Sponsorships & Ads	\$ 14.87
	Donations to Food Bank	\$ (15.00)
	Internet/Domain name	\$ (18.23)
	Membership expenses	\$ (224.65)
2/12	<b>LCCUG Minimum Deposit</b>	<b>\$ 5,000.00</b>
2/12	<b>General Fund balance</b>	<b>\$ 5,621.75</b>

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

**This Month's contributors:** Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Dick Eastman, Jim Cerney, Allen Wyatt, Lori Cline, Ask Leo, Len Nasman, APCUG, [Wordtips.net](http://Wordtips.net), [Exceltips.net](http://Exceltips.net), SmartComputing Magazine, Microsoft Office art online, [WorldStart.com](http://WorldStart.com), Scambusters

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

*Eastman's Online Genealogy Newsletter – Plus Edition*  
*More articles, no ads!*

## (+) What is the Purpose of a Genealogy Program?

*Wednesday, February 29th, 2012 | Plus Edition Article*  
*The following is a Plus Edition article written by and copyright by Dick Eastman. Please do not forward this article on to others without the author's permission.*

If you record your genealogy research efforts on paper, you might want to skip this article. However, if you use a computer program as an aid to your genealogy research, read on.

Is the genealogy program you chose a database of results, or is it a tool to help your research while that research is still a work-in-progress? Perhaps a bigger question is, "Will my genealogy program help me evaluate evidence? Or is it simply a place to record the results?"

I suspect that many genealogists do not use their favorite genealogy programs to full potential. In fact, some genealogy programs make it difficult to accomplish what a computer does best: organize, filter, and retrieve information whenever it is needed.

Many genealogy programs appear to be nothing more than a place to record your research CONCLUSIONS. Keep that word in mind for a few minutes: "conclusions." I would suggest that your genealogy program should do much, much more. Sadly, many of today's genealogy programs do not.

With many of today's genealogy programs, you must first look at all the available evidence, weigh the possibilities of inaccuracies, and then decide which facts you wish to believe. Only then, after you have done all the hard work, are you able to enter the information into many genealogy programs. However, that doesn't fulfill my needs, and I bet it does a poor job of meeting your needs as well. Sadly, many genealogists accept such limitations as normal and never stop to think about what their real needs are.

What I need is a research TOOL. I need a database that helps DURING the process of gathering and evaluating genealogy information. During this process, I often don't yet know what is accurate versus what is not. In fact, if I find contradictory

information, I need a user-friendly database to collect all the possibilities, help me compare and evaluate all that evidence, and thereby help me determine what is most likely to be the truth. Computers should be great at such tasks. Sadly, many of today's genealogy programs are lacking in such capabilities.

For example, I have a great-great-grandfather who remains a mystery to me. The problem is that I have found TOO MANY records of his birth date and birth place, and the various "facts" all contradict each other. Which one is correct?

I have found two different dates of birth recorded for him and four different locations of birth in three different states. One book with no source citations claims he was born in Salisbury, Massachusetts, while my deceased aunt's handwritten notes claim he was born in Nashua, New Hampshire. The man's son applied for a marriage license in 1892 and reported his father's place of birth was Portland, Maine, while an unsourced entry in New FamilySearch claims that he was born more than 100 miles further north in Corinth, Maine.

Great-great-granddad himself confused the records still further when he talked to census enumerators. One year, he claimed he was born in New Hampshire. In other census records, he claimed to have been born in Maine.

Perhaps Great-great-granddad didn't talk with the enumerators; they may have talked with a neighbor or family member instead. Such is the "fun" of census records.

### Which claim is correct?

In fact, I am not sure if any of them are correct; so, which one do I place in my genealogy database? Do I have to wait until I am able to determine which record is correct – if any – before I enter the information? If so, what good is that if I have to do all the evaluation first, working from memory or from handwritten notes? Shouldn't a computer program assist me in this evaluation process?

Any well-designed genealogy program should be HELPING with my genealogy research. It should not be limited to only recording the conclusions after all the hard work has been completed.

In my great-great-granddad's example, I entered all four locations and both dates into my genealogy database. I also entered my estimates of the likelihood for accuracy for each so-called "fact." On some claims, I might believe the information is possibly correct. On other facts, I think it is highly unlikely. On still other facts, I simply don't know if it is accurate or not. I enter those claims as well. I want to be able to record all the claimed facts and my evaluations of each claim, and then quickly retrieve all that information in the future, for as long as I need them.

*(Continued on page 6)*

*(Continued from page 5) Genealogy*

When researching hundreds or thousands of people over a period of several years, I find it impossible to keep all that information in my head. "Let's see, I think I looked at this about three years ago... What did I decide then?" Isn't a computer supposed to be able to keep track of information, even potentially inaccurate information, and then sort it, filter it, retrieve it, and report it as needed at a future date? If your present genealogy program forces you to do all this evaluation first and then only allows you to enter the results of the completed investigation, your program isn't serving you well.

How about information that you are able to determine is inaccurate? Shouldn't you also be able to record that as well? That isn't as silly as it sounds. Using the same example of my great-great-grandfather, I was able to disprove the claim that he was born in Nashua, New Hampshire. It seems that Nashua didn't yet exist when great-great-granddad was born. While it is theoretically possible that he was born in a different town that later was broken in two with half of it re-named Nashua, I believe that is unlikely. I want to record the disproven information in my database, including the reasons why I believe it to be inaccurate. When I find still another claim that he was born in Nashua five or ten years from now, I want to look in my genealogy database and say, "That's already been disproven, and here is the reason why." There is no need to waste time re-investigating and re-evaluating information that I have already proven to be wrong. A genealogy program should be a memory aid that saves wasted time and effort. Assuming I keep that genealogy program for ten or twenty years, I want that information to remain quickly available to me.

Of course, I do not want the disproven information to appear in any printed reports, any GEDCOM files, or any web pages I generate from that program. Disproven information is strictly a research note for my own use, not to be shared with others. In short, I want the program to recognize the difference between research notes and proven facts and to act accordingly when creating reports and files meant to be shared with others. While proven facts should be printed, research notes of evaluations still in progress should not be printed (except possibly in a To-Do List).

One Windows program, The Master Genealogist, does a superb job of tracking all sorts of information, both proven and unproven. In fact, The Master Genealogist (often called "TMG") is advertised as a "genealogy research tool," not as a genealogy program. The difference is significant, in my mind. TMG is designed to help you with the research process, not simply record your conclusions once the research is completed.

TMG allows the user to enter every bit of information found. The program uses a numbering system for "surety values." Each recorded fact has a space for the user to enter his or her

determination of the Surety Value. While the numbers can mean whatever the user wishes, I use the following:

- ✓ Surety Value = 3: This information has been evaluated and meets my criteria for accuracy. It came from an original record or from a person who had first-hand knowledge of the event.
- ✓ Surety Value = 2: This information has been evaluated and is probably correct. It may have come from a secondary source, but I have reason to trust the accuracy of the information.
- ✓ Surety Value = 1: This information has not been fully evaluated. It likely is accurate, but more research is needed to prove that accuracy. Such information often is obtained in family history books and similar secondary sources.
- ✓ Surety Value = 0: This information has been claimed, but I have no idea if it is accurate or not. I need to investigate this. Examples of such information would be items obtained from online databases or some other un-sourced information.
- ✓ Surety Value = -1: This information is wrong!

TMG has many options, especially when it comes to printing reports or creating files to give to others. I have specified to only print or export records that have a Surety Value of 2 or 3. Anything with a lower Surety Value is never printed or exported. Such information remains as my personal notes, nothing else. However, I can change the Surety Value threshold for printed reports at any time, such as when I am printing a report to take with me to the county courthouse.

Besides this Surety Value field, TMG also records multiple, contradictory facts. Two or three or four locations of birth are considered normal research challenges and are easily handled by TMG. So is almost every other scrap of information concerning marriages, deaths, military service, bar mitzvahs, and every other event you can think of. If the program doesn't yet handle the events you wish to track, you can add as many more events as you need. For instance, I added a check box for "Daughter of the King." Anyone with French-Canadian ancestry will recognize that term. With your ancestors, you may find other events you wish to track, such as the dates of various religious ceremonies.

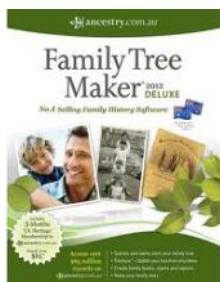
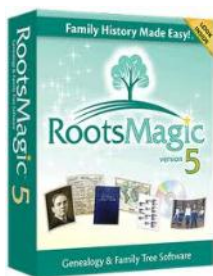
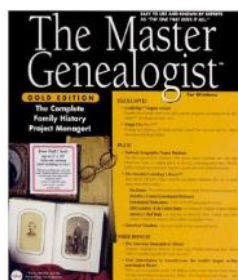
I have described The Master Genealogist in some detail as it is probably the best program for tracking research efforts that are still in progress. However, several other genealogy programs also do well at recording research in progress. RootsMagic and Legacy Family Tree pop to mind, and I am sure there must be others; For example, RootsMagic lets you assign a Proof value of Proven, Proven False, or Disputed to each piece of information you enter. These are very good at tracking and assisting your research efforts. However, the simpler genealogy programs fall flat on their faces when it comes to helping you perform research.

*(Continued on page 7)*

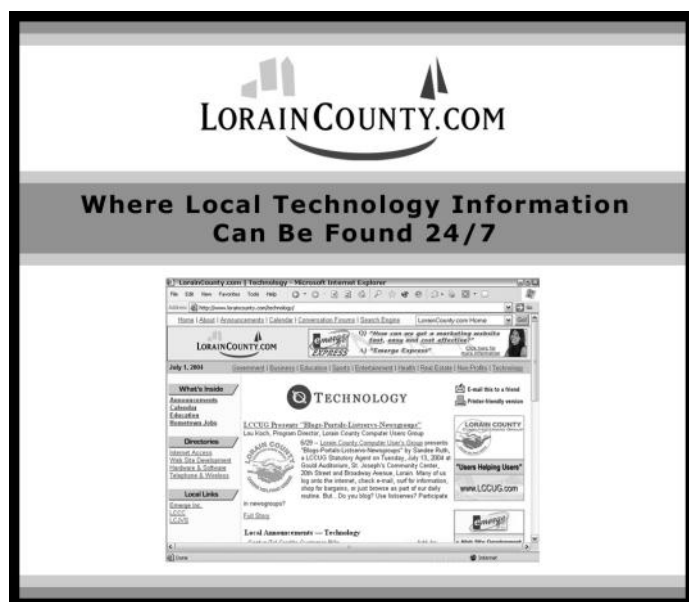
(Continued from page 6) *Genealogy*

You probably spent money for the program you use. You probably have invested many, many hours entering data. Shouldn't the program help while you research your family tree? Or does it simply sit there and say, "Don't tell me anything until you have completed all the hard work?"

All the genealogy software producers I have met are very good at listening to their customers. If your present genealogy program is not a research tool, demand that research tracking be added to future releases!



These are just a few of the programs that are on the market today. [FamilySearch.org](http://FamilySearch.org) has a downloadable free program also. This would be a great way to get started on your family history. Ancestry.com also has an online family tree, but you must be a member to be able to use it.



## Cerny's Cyber Sense

### *What's The Difference Between "Save" and "Save As..."?*

By Jim Cerny, Director, Sarasota PCUG, Florida  
February 2012 issue, Sarasota PC Monitor

[www.spcug.org](http://www.spcug.org) [jimcerny123@gmail.com](mailto:jimcerny123@gmail.com)

My usual answer to this question is "always use Save as...". Well, OK, now why?

First, let me take a moment of your time to show the "save a file" process. If you open a program and create something NEW, when you are done you probably want to save your work. If you click on the "Save" option, guess what? – you will get the "Save as..." Dialog Box. The "Save as..." Dialog Box is important because that is where you can see and change (if you wish to) the following three options:

1. WHERE you save your file – in what folder or disk.
2. The NAME of the file. If it is the first time you are saving the file, you need to give it a good name that means something to you – so you can find it again.
3. The FILE TYPE. Many programs allow you to save a file with a selected file type. I don't want to get into file types here, but that is a great topic for another article.

Ok, so now you save your file with a good file name, right? So the next day comes and you want to OPEN that file you created yesterday and make some changes to it. Once you have made some changes and you want to save the changed file – be careful now – do you click on "Save" or "Save as..."? If you click on "Save" you do NOT get the "Save as..." Dialog Box and BOOM your changed file has TOTALLY REPLACED your previous file with the same name. Thus, your previous file is GONE, and it is NOT in the recycle bin either. But if you always use "Save as...", you will always get the "Save as..." Dialog Box so you can check those three important file options (location/folder, name, and file type). If you choose not to change any of these options, then it is no different than using the "Save" option. But with "Save as..." you always get to see what is going on and you get a chance to change an option if you wish. If you do change the NAME of the file, then you will have two files saved, your old file before your changes and the new file with your changes and the new file name. So if you are in the habit of always using the "Save as..." option whenever you save a file (old or new) you will always be given the chance to change something if you want. Choosing just "Save" will not give you those options unless your file is being saved for the first time.



## Accessing Old Excel Data

by Allen Wyatt



If you have used computers for some time, you have accumulated quite a bit of data over the years. Unfortunately, not all that data is accessible any more. I have very old spreadsheet data stored in Multiplan files, and if I search around a bit longer, I can probably find some disks containing VisiCalc information.

Accessing information stored in old formats can be a big problem. If you update your computer every couple of years—hardware and software—there is a very good chance that you have old data that is essentially lost because you can no longer load it into a program.

There are several approaches you can take if you need to access older data. First, you can install the older versions of the software on your system (if you have the software) and then save the data files in some "exchange" format. For instance, you can save old Multiplan or early Excel information in SYLK format, which can then be read into newer versions of Excel.

Second, you can search through the Microsoft Knowledge Base for information on doing conversions. For instance, when I searched through the Knowledge Base for "Multiplan," I was able to find several pertinent articles that discussed different ways to update information for use with recent versions of Excel. The Microsoft Knowledge Base is available online at this URL:

<http://support.microsoft.com/>

Third, you could contact a user in your community who has the older version of the software and use their computer to do the upgrade. Many times you can find such users through a local user's group or through a computer store that sells used computer systems.

Finally, there are companies that specialize in doing data conversions. You can search on the Web for such companies and get quotes for updating your data.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (11418) applies to MS Excel versions: 2007 | 2010

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## Updating Many Template References

by Allen Wyatt



Over the years Phillip's company has developed thousands and thousands of Word documents. They recently changed their network infrastructure to use different servers and upgraded computers for everyone in Phillip's department. When someone opens one of those pre-existing documents, it looks for a template that existed in the old infrastructure, but is no longer available.

This means that the document takes a long time to open, after which point they can change the bad template reference. If Phillip has to open each of the old documents it is going to take days and days to do it, so he wonders if there is any way to change the template references more efficiently, without the need to open each document.

This can be a real bother—there are few things worse (in the office) than staring at a computer screen, waiting for some process to finish. What is happening is that Word thinks your templates are in a particular location, and it asks Windows to go get the template at that location. Windows dutifully tries (and tries and tries) to comply, repeatedly looking for the location. Each attempt times out, and the aggregate time spent in this vain attempt is quite noticeable.

A solution would be to use a macro to load each document in a directory and change the template attached to that document. The following is an example of such a macro:

```
Sub BatchTemplateChange()  
    Dim sPathToTemplates As String  
    Dim sPathToDocs As String  
    Dim sDoc As String  
    Dim dDoc As Document  
    Dim sNewTemplate As String  
    Dim i As Long  
  
    On Error Resume Next  
    Application.ScreenUpdating = False  
  
    sNewTemplate = "normal.dotx"      'new template name  
    sPathToDocs = Options.DefaultFilePat  
    (wdDocumentsPath) & "\"  
    sPathToTemplates = Options.DefaultFilePath  
    (wdUserTemplatesPath) & "\"  
  
    sDoc = Dir(sPathToDocs & "*.doc")
```

```
While Len(sDoc) <> 0  
    Set dDoc = Documents.Open(FileName:=sPathToDocs  
    & sDoc) dDoc.AttachedTemplate = sPathToTemplates &
```

*(Continued on page 9)*



(Continued from page 8) Updating Many Template...

```
sNewTemplate  
dDoc.Close wdSaveChanges  
sDoc = Dir  
i = i + 1  
Wend  
  
Application.ScreenUpdating = True  
MsgBox "Finished: " & i & " documents changed"  
End Sub
```

Note that the macro loads each document in the default document location, but that doesn't necessarily speed up the loading. The benefit of using the macro is that you can start it running and allow it to work while you are away from the computer.

Additional ideas for a programmatic approach can be found in the following Knowledge Base article:

<http://support.microsoft.com/kb/830561>

Note that the article is specifically for Word 2002 and Word 2003. The concepts behind the article will still work just fine with Word 2007 and Word 2010. The following article may also be helpful to some readers:

<http://www.edugeek.net/forums/scripts/35199-vba-script-change-word-document-template-location.html>

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (11405) applies to MS Word versions: 2007 | 2010

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## Should I Leave My Computer On All the Time?

by Allen Wyatt (last updated October 10, 2011)

When I run into people and they learn that I work with computers, one of the questions I'm often asked is whether it is OK for them to leave their computer on all the time. The answer may seem rather evasive: It depends.

This question, while not one related directly to Windows, has long been one of controversy among seasoned computer users. In general, the answer is individual in nature and depends on the amount of time you use the computer. For example, if you use your computer only a couple hours each day, then continuous running is a waste of energy and creates undue wear on the equipment. The more hours you use your computer each day, the easier it is to justify leaving it on around the clock.

Computers are designed to operate continuously, 24 hours a day, 365 days per year. Obviously this puts wear and tear on the computer as heat, movement, dust, and moisture take their toll on the components. Conversely, if you turn your computer off and on more than once each day, you are putting more wear on it than if you had left it on continuously. This is because a computer, just like your automobile, must reach a certain temperature level to operate at peak efficiency. After turning off a computer, components cool and contract. Turning it on again heats the components and makes them expand. All this invisible wear and tear is harder on your system than if you had just left the computer powered on.

This being said, the wear experienced by your computer by turning it on and off is not overwhelming or devastating to your system. The useful life of most office computers is around three years, and the life of most home systems only slightly longer. Even if you turned your computer on and off many times each day, you should still be able to enjoy using your computer well past its average lifespan.

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# 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 - lkoch@centurytel.net  
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &  
Outlook, Basic to Advanced Windows

### Edie Lewandowski

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

### Richard Barnett

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

### Sandee Ruth

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

### Jeff Kasler

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

### David Kennett

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

### Cathy Ratcliff

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

### Keith Kuhn

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

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

## LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

### Problem Solving Workshop

**Date:** Tuesday - March 20, 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 any-  
time before 7:30 pm for assistance from Micky, Neil or other  
knowledgeable members.

### Genealogy Class

**Date:** NO Class in March

**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 rec-  
ords & online websites. How to start & sources to use.

You **must** register - Phone: 440-277-6076 or  
Email: [LadyGeneo@roadrunner.com](mailto:LadyGeneo@roadrunner.com)

### Learning Computer Beginning to Intermediate

**Date:** NO Class in March

**Time:** 10:00 am - 12:00 pm

**Instructor:** Jean Griffith

**Place:** LCCC Learning Center.  
St. Joe's Com. Center, 21st & Broadway

Jean will be teaching a beginning to Intermediate  
computer class

**-- You must register with Jean--**

Contact: Jean Griffith  
Phone: 440-282-7931  
Email: [Beula57@gmail.com](mailto: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](mailto:newsletter@lccug.com). I would be more  
than happy to oblige you. Pam Rihel

# March 2012 Classes

Class Type	Location	Registration	March	Time	More Info
Classes / Workshops					
<b>Problem Solving</b> <b>Micky Knickman</b>	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Tuesday March 20, 2012	5:30 to 8:00 pm	Page 10
<b>Genealogy Class</b> <b>Online &amp; Off</b> <b>Pam Rihel</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required <a href="http://LadyGeneo@roadrunner.com">LadyGeneo @ roadrunner.com</a>	<b>No Class in March</b>	3:00-5:00 pm	Page 10
<b>Beginning to Intermediate Computer</b>	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-282-7931 Email at: <a href="mailto:Beula57@gmail.com">Beula57@gmail.com</a>	<b>No Class in March</b>	10:00 am to 12:00 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 :

### March 12 - "Researching in Libraries and Archives"

- Deborah A. Abbott will cover information about public and private research facilities that provide access to resources documenting the lives of our ancestors. Using examples, she will cover the holdings, locations and realities of research in these facilities. Debbie will also talk about using manuscripts in genealogical research.

Meetings start at: 7:00 PM for the program, with Social time at 6:30 PM; Meetings are free and open to the public.

Come and enjoy an interesting meeting and maybe you will even find you have family going to these meetings.

#### For more information you can contact:

Jean Copeland: [jecopeland1975@gmail.com](mailto:jecopeland1975@gmail.com). or  
Pete Hritsko: [hritsko@centurytel.net](mailto:hritsko@centurytel.net)

## Watch For Online Storage From Google



Although no final product was in public view as of press time, The Wall Street Journal reports that Google is getting close to launching an online storage service, called Drive, which would keep files in sync between devices and the cloud (i.e., Google's servers). Integration with Google Apps is likely, which means that Drive would have a business-oriented component, as well. It appears that Drive will also be available for consumers use and will compete with such services as Dropbox and Apple's iCloud.

## LCCUG Classes Or Workshops



Is there a class you would like to teach a class or hold a workshop, just contact one of the officers to find out how you can get started and what you need to know.

Our emails are in the front of this newsletter.

# Windows Remote Assistance

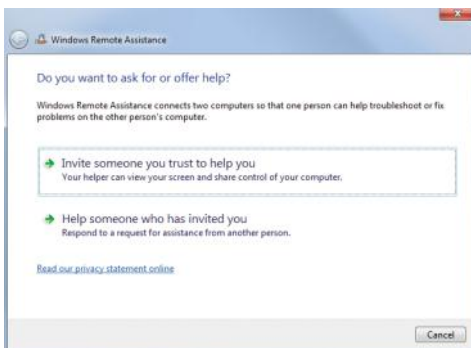
## Troubleshoot From Afar

Productivity doesn't have to come to a screeching halt when a remote employee can't fix a PC-related problem himself or when the on staff tech support wizard is on the road. Windows Remote Assistance, Microsoft's built-in Web-based troubleshooting tool, lets one user connect to and view the Desktop of another user's computer, as well as take control of the system's mouse and keyboard to change settings, view system parameters, uninstall and install applications, and attempt repairs. Thanks to Windows Remote Assistance, a major roadblock can quickly become a minor detour, no matter where the users are physically located.

### Step 1

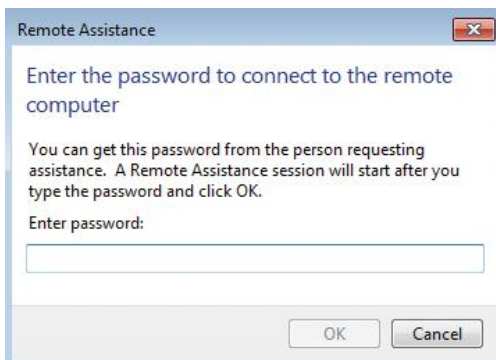
A Windows Remote Assistance session begins when the user who needs help initiates contact with a person he or she trusts. (For the purposes of this article, the target computer refers to the one in need of troubleshooting and the helper refers to the remote user who will take control of the PC.) In order for the target computer's user to get remote assistance, he or she needs to send the helper an invitation. To do this, open the Start menu, type **assistance**, and then press the ENTER key. This launches the Windows Remote Assistance Wizard.

*Thanks to Windows Remote Assistance, a major roadblock can quickly become a minor detour, no matter where the users are physically located.*



*Both the target and helper computer users will see this when they first launch Windows Remote Assistance.*

*The helper needs to input the password to proceed.*



*Click Yes to allow the helper to connect remotely to your PC.*

*If you experience lag, make sure the Bandwidth Usage slider is set to Low.*



### Step 2

Next, click Invite Someone You Trust To Help You. Your options are to Save This Invitation As A File (so you can send it as an attachment using your preferred Web mail provider), Use E-mail To Send An Invitation (which launches a compatible email application that you currently use, such as Outlook), or Use Easy Connect. We'll explore Easy Connect later.

The first two options let the target computer user connect to the remote user in the same way; once you send the email or save the file, Windows Remote Assistance will display a 12-digit password that the target computer user will need to relay to the remote user.

### Step 3

If you are acting as the helper, and you have received a Remote Assistance invite, then click Help Someone Who Has Invited You. You can also proceed by simply launching the Remote Assistance invite, which opens the connection password input dialog box. Next, the helper needs to input the code and click OK. The user at the target computer will then need to confirm the connection by clicking Yes when the Would You Like To Allow X To Connect To Your Computer (where X is the name of the remote user's computer.)

### Step 4 (Optional)

Now the helper will see an image of the target computer's Desktop. Either the helper or the user at the target computer can initiate a chat session by clicking the Chat button at the top of the Windows Remote Assistance window. You can also click the Settings button and adjust the Bandwidth Usage

*(Continued on page 13)*



*(Continued from page 12) Windows Remote Assistance...*

slider to display 32-bit color, enable font smoothing, turn on the background, and allow full window dragging. But these adjustments are purely aesthetic.

### Step 5

At this point, the user at the target computer still has control of the PC, so use this opportunity to demonstrate the problem for the helper, by re-creating the error or demonstrating the problem.

To gain remote access of the target computer, the helper needs to click the Request Control button from the top left of the Windows Remote Assistance window. The target computer user then needs to click Yes and check the box to enable the remote user to handle User Account Control prompts. Although both users can input commands, launch applications, move the cursor, and input keyboard commands, it's best that the user at the target computer leave the mouse and keyboard alone to let the remote user perform the troubleshooting tasks.

To interrupt the session at any time, click the Pause button, which blacks out the helper's view and halts his ability to control the target system. This is ideal for enabling the target computer user to input passwords or private data. To resume, the target computer's user must click Continue. To quit the session entirely, either user can click the Stop Sharing button at the top of the screen.

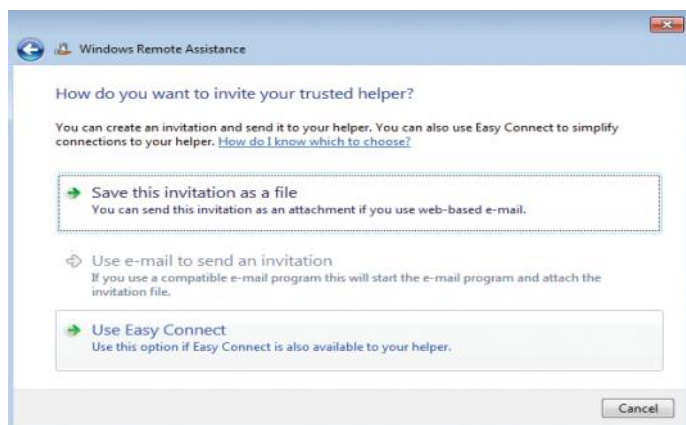
**Windows Remote Assistance Easy Connect**

This aptly named feature lets users of two Windows 7 systems initiate a Windows Remote Assistance session without first exchanging an invitation file. Note that a fast network connection may also be necessary.

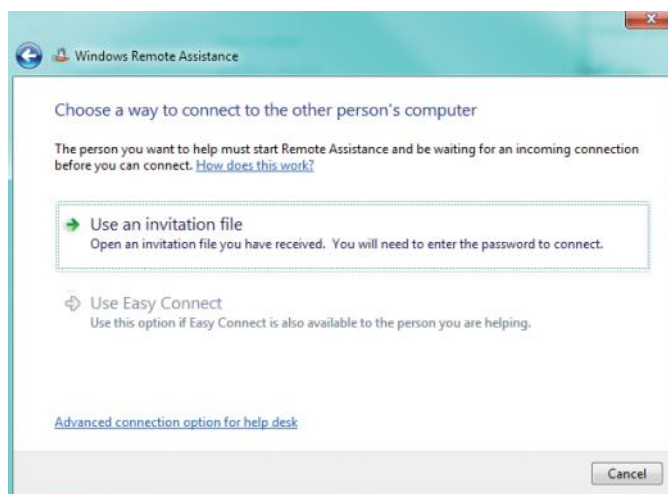
**Step 1**  
Start by launching Windows Remote Assistance and then clicking the Invite Someone You Trust To Help You button. Click Use Easy Connect, if available.

**Step 2**  
The helper needs to launch Windows Remote Assistance, click the Help Someone Who Has Invited You button, click Use Easy Connect, input the code from the target system, and then click OK. Once the connection has been established, the Windows Remote Assistance session works the same as if it had been set up using the email method.

*To gain remote access of the target computer, the helper needs to click the Request Control button from the top left of the Windows Remote Assistance window.*



*The Easy Connect feature lets you skip the email step entirely.*



*If you don't meet the minimum requirements for Easy Connect (both PCs need to be running Win7), you will need to use the Invitation File method.*

***If you are acting as the helper, and you have received a Remote Assistance invite, then click Help Someone Who Has Invited You. You can also proceed by simply launching the Remote Assistance invite, which opens the connection password input dialog box.***

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## LCCUG & Genealogy News:



### Bringing Your Ancestor to Life By Dr. Debra A. Abbott, Ph.D.

Your ancestors are more than names and dates. Learn how to breathe life into your ancestor's life by discovering the hidden stories that fill the dash between birth and death. In this lecture learn how to recognize the clues that will lead to interesting family stories. Case studies will be used to help you learn the many ways to build a family history that has meaning and depth

**When: April 10, 2012**

**Place: Amherst Church of the Nazarene  
210 Cooper Foster Park Rd.  
Amherst, OH**

**Time: 6:30 PM**

**Bring a friend or two.**

Harry from Minnesota writes:

## What the heck is a toggle key?

Harry, I'm really glad you asked this one! I ignored the word toggle during the first 5 years of using my computer because I had no idea what it was and was too embarrassed to admit it.

In the computer world, the word 'toggle' comes up a lot. Basically to toggle means to switch from one setting to another. You can toggle between screens on your computer. There are toggle tools that let you enable and disable Adobe Flash while you are browsing the internet. A toggle key allows you to toggle (ya think?) – or switch – between key functions.

In Windows, there are three toggle keys.



The three computerkeyboard toggle keys:

Caps Lock  
Num Lock  
Scroll Lock

**Caps Lock:** You can toggle between capitals and lower-case letters.

**Num Lock:** You can toggle between numbers and no numbers. When the Num Lock is off, then you can use the other functions on the keys instead, i.e. the arrows, Home, End, etc (see chart below).

Key Name	Num Lock On	Num Lock Off
Numpad 1	1	End key
Numpad 2	2	Down Arrow key
Numpad 3	3	Page Down
Numpad 4	4	Left Arrow key
Numpad 5	5	Clear key
Numpad 6	6	Right Arrow
Numpad 7	7	Home key
Numpad 8	8	Up Arrow key
Numpad 9	9	Page Up
Numpad 0*	0, or a comma on some keyboards	Insert key
Numpad . (dot)	. (dot)	Delete key

**Scroll Lock:** This key isn't used for much toggling of anything anymore (I personally have never used it). Modern software doesn't usually support Scroll Lock, but there are exceptions, such as Microsoft Excel. In Excel when the Scroll Lock is off, you go from cell to cell

with your arrow keys. With Scroll Lock on, you can scroll the whole page with the arrow keys on the number pad; the cells stay in the same place and don't scroll with you. You can even turn Scroll Lock on and off from within Excel. Thus, if you happen to find software that works with Scroll lock, you can turn it on and pause what's on the screen while you scroll, or when it's off, just scroll normally.

Standard Keyboard:

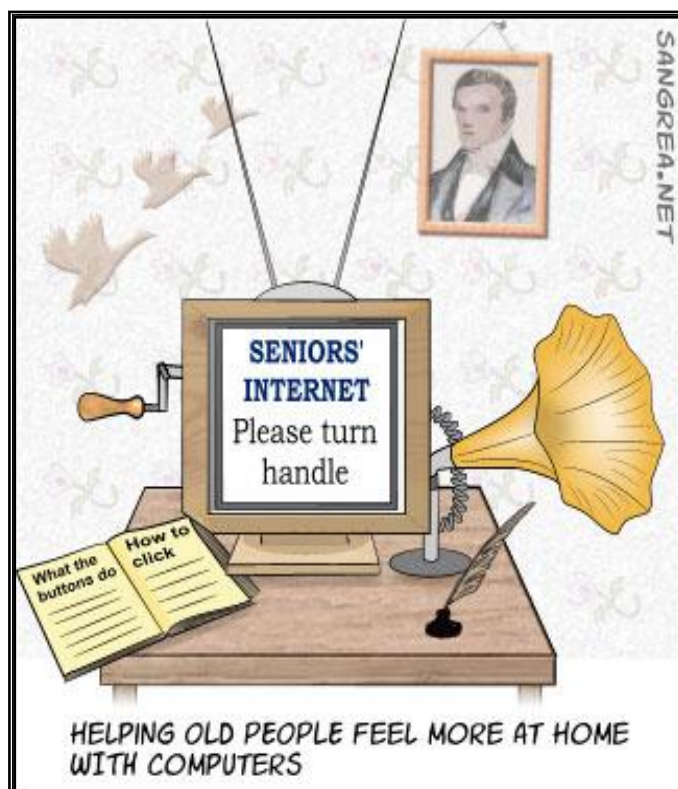


There you go; toggle keys in a nut shell.

One added note: Sometimes toggle keys can accidentally get turned on (especially the Caps Lock key). If you would like a handy tip on how to be notified as soon as these keys are hit by accident, then click [here](#).

Thanks for writing, Harry!

~ Lori Cline



## Caregiver Scams Target Most Vulnerable Victims

### *The 4 most common caregiver scams: Internet Scambusters #481*

Caregiver scams usually involve theft or abuse, targeting vulnerable victims, sometimes on an alarming scale.

They also lure would-be carers into applying for phony jobs that end up costing them money.

But there are lots of precautions you can take to reduce the risk of you or someone near and dear to you becoming a victim, as we explain in this week's issue.

As always, we also recommend you check out the most popular articles from our other sites during the past week:

**Recycled Seedling Pots:** In this article, we'll offer two suggestions for recycled seedling pots that are biodegradable and mostly organic.

**Care to Try a Chocolate Bacon Truffle?** Find out what you get when you mix a chocolate truffle with a chocolate-bacon candy bar!

**Gold Investing for Beginners - Part II:** Here's a quick primer on gold investing in this second part article.

**Winter Berry Growing and Recipe Options:** Here's what you can do with all of the berries your indoor berry growing garden produced during the winter months.

Let's check out today's...

Caregiver Scams Target Most Vulnerable Victims

Targeting vulnerable people is a common source of crime, and caregiver scams are among the most despicable.

Those least able to protect themselves are at the mercy of people designated to take care of them but sometimes the caregivers are more concerned about looking after their own interests.

Tricksters also use the lure of caregiver employment to fool job hunters into parting with their money.

This includes an oft-used version of the Nigerian scam in which the victim ends up wiring cash to the scammer.

*Caregiver scams take many forms but they mostly fall under*

*four main types:*

### **1. Financial scams**

This is probably the most common type of caregiver scam and it happens both in residential or convalescence facilities and in private home-based care.

In its mildest form -- experienced by the family of one of the Scambusters team -- a caregiver spins a story about being unable to afford a special event celebration or meet a sudden and unexpected bill.

They persist with this tale of woe until the victim finally offers to cover the cost.

Of course, this may be just the start. Once a scammer realizes there's an easy route to getting cash, they're likely to repeat the trick.

Often, other members of the family are unaware of this trickery. Victims, especially the elderly, are remarkably secretive about this type of behavior.

From here, we move on to straightforward theft, when caregivers simply steal money and valuables from the person in their charge.

This crime also is not always easy to detect.

Sometimes victims are unaware of the theft. In other cases they may frequently say they've been robbed to the point where family members don't know what to believe.

In their worst form, financial-type caregiver scams involve a wholesale theft of the victim's entire fortune.

It's not uncommon for this to involve a bogus romance and has even been known to go as far as marriage, with the victim bequeathing their estate to the new spouse.

**Actions:** As we've suggested, these crimes mostly involve elderly victims. If you're in this category, beware! Don't give money to a caregiver without consulting your family, no matter how plausible their need may seem.

Family members should also be switched-on to the risk of this crime, monitoring an elderly relative's spending and, if necessary, talking to an attorney to take legal powers to control it.

### **2. Unqualified Caregivers**

It's a fact that, in some circumstances, you don't need a formal qualification to take care of somebody else.

Indeed, many of us find ourselves thrust into the role of caregiver for a family member, with little or no experience with

*(Continued on page 17)*



## How Do I Temporarily Turn Off Microsoft Security Essentials For An Install?

Leo, I have Microsoft Security Essentials. I want to install software that requires that I temporarily turn off my anti-virus while installing. How do I do this?

It's not uncommon for setup or installation programs to suggestion that you turn off your anti-malware scanning tools so that the installation can proceed with as few hiccups as possible.

The problems they're trying to avoid are unnecessary "false positives" - reports of malware activity when there is in fact none - as well as occasional outright failures when anti-malware software interferes with the setup process.

I'll show you how to do that in Microsoft Security Essentials, but first, I'll discuss whether it's really necessary.

### Do you really need to turn off anti-malware tools?

I'll be honest: I ignore these requests.

I rarely turn off my anti-malware tools when running a setup program, even if that program suggests that I do so.

*I've never run into a problem.*

Oh, and by the way, I run Microsoft Security Essentials. So there's a good chance that simply doing nothing and proceeding with your installation will simply work.

*If it probably works, why do they ask?  
Because it might not.*

And they don't want to deal with the blame and the support issues if that's the case.

In my opinion, many software manufacturers are simply covering their behinds - because it might happen, they don't want to have to deal with a setup problem that *might* be caused by anti-malware tools.

*And to be honest, I can't blame them.*

Just because Microsoft Security Essentials doesn't cause program X's setup a problem doesn't mean that some other anti-malware software won't. And just because program X doesn't experience a problem doesn't mean that program Y won't.

Thus, it's safer to simply suggest that you disable your

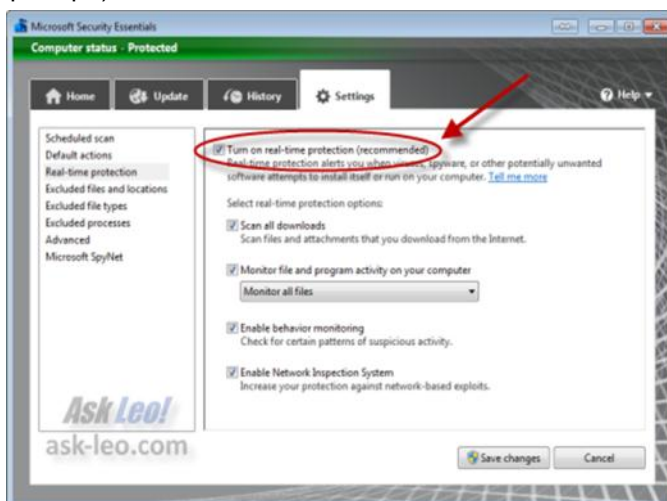
anti-malware tool until the setup completes. My approach has been to assume everything works until it doesn't and then deal with it if that happens. So far, it hasn't.

### Disabling Microsoft Security Essentials

What the software vendors are asking is that you disable any *real time* scanning. You certainly don't have to uninstall the anti-malware tools, just make sure that it's not trying to keep track of things as they happen.

Open MSE by right-clicking the icon in the notification area and clicking **Open**.

Click the **Settings** tab, and then click the "Real-time protection" item in the left pane. **Uncheck** the option "Turn on real-time protection (recommended)", and click **Save changes**. (You may need to confirm a UAC prompt.)



*Run the setup that started all of this.*

When the setup completes, check the real-time protection option again and click **Save changes** once more. That's all there is to it.

### Other anti-malware tools

I obviously can't detail all of the different settings for all possible anti-malware tools, but hopefully the example above will help identify the corresponding setting in whatever anti-malware tool you might be using.

Just remember that it's the so-called "real time", often called "active", scanning that the tools perform that might conflict with an installation.





*(Continued from page 15) Caregiver Scams...*

what we're supposed to do.

And, of course, a common form of caregiving is babysitting, which often involves a neighbor or relative doing the job.

However, there are professional qualifications for caregivers, and people who set themselves up in this kind of business should be both qualified and licensed with the county and/or state.

Either way, you need to satisfy yourself as to the competence of any individual or care home you're thinking of using to meet any legal requirements associated with the care need and their ability to do the job.

Researching this article, we found a very helpful commercially-run site, CaregiverNeeded.com - Elderly Home Care Options, that lists the sort of questions you should ask a would-be caregiver.

Be aware that this is an organization that provides carer recruitment services and we are not suggesting you either use or don't use them. But the questions they provide are very useful.

Certainly, you should always ask for references from any caregiver individual or organizations you're considering.

Homes should be licensed and insured and you should check their record with your state licensing board.

Learn more about checking out credentials in this previous Scambusters issue, *How to Do a Credentials Check on Almost Anyone*.

### **3. Abusive Caregivers**

Well, maybe this doesn't really qualify as a caregiver scam but ill-treatment of vulnerable people -- the elderly, the very young, and those with mental disabilities -- is a form of a deception.

When you place someone with a caregiver, it's reasonable to assume they're doing just that -- giving care.

But that often calls for two important elements that aren't on the formal qualifications list -- compassion and patience.

Caregivers who lack these may resort to physical abuse, which could range from a slap to some form of confinement, like being locked in a room, tied to a chair or otherwise humiliated.

Action: Check out references before using a particular provider. Don't just take a written reference as evidence. Speak to past clients.

Look out for physical signs of injury or tell-tale behaviors that suggest distress.

Request or conduct a thorough investigation if you're told a person has been injured through an accident.

Make a habit of dropping by unexpectedly to visit the individual.

### **4. Bogus Jobs and Nanny Scams**

If you are a caregiver or nanny, look out for the well-known scam in which a crook advertises online or even emails you about full-time employment as a nanny (usually abroad) or about looking after a son or daughter who is going to be visiting your locale.

This may be a prelude to a Nigerian advance fee scam in which you receive a check to pay upfront for your services, plus some extra that you're asked to wire to a third party to cover some other aspect, like tuition fees, for the youngster.

The check, of course, is bogus and the money you wire goes straight into the scammer's pocket.

In other cases, you may be asked to simply wire money to pay for your airfare or lodging, or even to provide credit card details for some purpose.

Three giveaways for these types of caregiver scams are: poor spelling and grammar in the correspondence, a fantastically high salary and a seeming willingness to employ you without checking your credentials.

To repeat our regular warning: Never wire money to someone you don't know.

Learn more about nanny scams at Scam Alert! Job Employment Fraud Targeting Nanny Candidates.

Again, this is a commercially-operated site but it does have a comprehensive list of scammers' email addresses and some of the phony lines they use.

Also, check out this Scambusters report on a variation of this scam involving bogus tutoring jobs, *Tutor Scam Alert for Work-Seekers*.

Looking after vulnerable people is a big responsibility and we have nothing but admiration and gratitude for those who do it properly.

That makes it all the sadder that a small but significant number choose instead to perpetrate caregiver scams, inflicting financial and emotional suffering on everyone involved.

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ScamBusters at <http://www.scambusters.org>*



# Convert Books for eReaders

By Len Nasman, Editor, Bristol Village Computer Club,  
Ohio January 2012 issue, BVCC newsletter [www.bvcc.org](http://www.bvcc.org)  
[bvclub@bvres.org](mailto:bvclub@bvres.org)

It was not exactly a Christmas present, but I now have a new Kindle Fire. We had accumulated a bunch of reward points on our PNC Bank account, and I discovered that unused points were expiring every month. Looking through the rewards catalog, I discovered that I had enough points for a Kindle Fire. So, since the price was right, I ordered one.



It seems that if you are more than 21 years old, how to use these new-fangled things is not instantly obvious.

The Kindle Fire seems to assume that you already know how to use it, so no instruction Manual was included. Of course there is a manual available on the Kindle, but until you know how to use the Kindle, you cannot read the manual.

Anyway, I eventually got to the point where I was ready to look for free books on the Internet and add them to the Kindle.

## Free Books from Project Gutenberg

My first step was to go to the Project Gutenberg web site to look for free books.

The good news about Project Gutenberg is that they now have file format options for ereaders, including Kindle.



Once a book file has been downloaded to a folder in the computer's hard drive, the question is how to copy into the reader.



## Using Calibre to Move Books

Fortunately, I discovered a free program called Calibre <http://calibre-ebook.com/> that makes it almost easy to convert

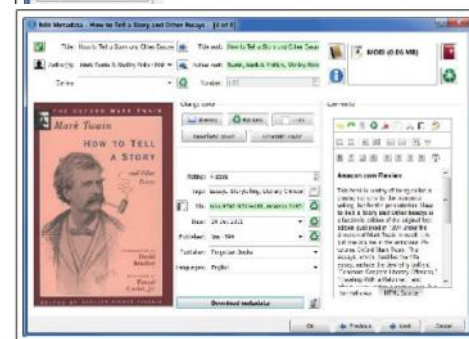
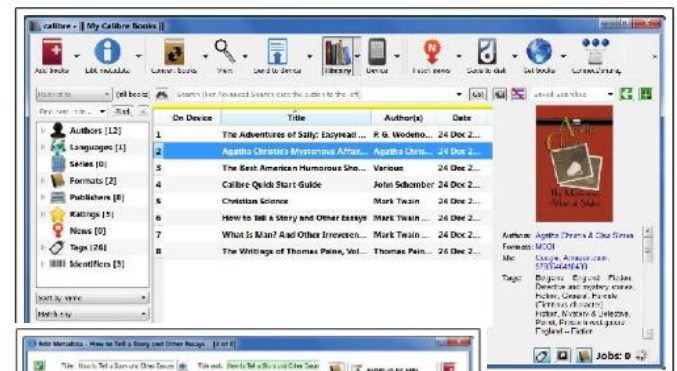
books and send them to different ereaders like Kindle, Nook, Android and others.

Before you start using Calibre, you need to create (using Windows Explorer) an empty folder for storing the book files you will be using with Calibre.



After your empty Calibre book folder has been created (using Windows Explorer), the Calibre installation process will ask you what eBook reader you have and what folder you will use for your Calibre book list.

The upper left corner of the Calibre window has a tool for adding books. If you downloaded books from Project Gutenberg, you locate the files and add them to your Calibre list.



Calibre provides an option for downloading cover art and information for the books on your list. Calibre refers to this as 'metadata.'

First select a book and then click on the Edit Metadata tool. There is a button in the Edit Metadata window for downloading data. When this is selected, Calibre searches the Internet for info about your book. When it finds book info in more than one location, it shows a selection list for you to pick from. You will also have the option to choose a book cover

(Continued on page 19)

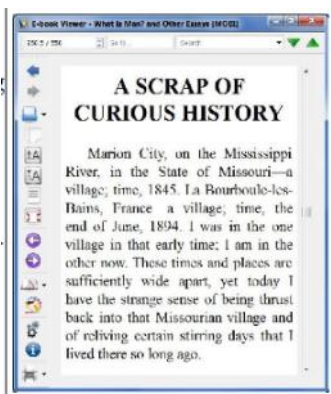
(Continued from page 18) Convert Books to Ereaders...

that will be displayed in your Calibre list and, in my case, eventually on the Kindle Fire list.

You also can read a book on your computer. Double clicking on a book in the Calibre list will open an eBook viewer right on your computer screen. (This is an option for those who travel with a laptop computer and want to use their laptop as an ereader.)

After the Calibre book list is in place, it is time to send the books to the ereader. In the case of the Kindle Fire, a USB to mini connector computer cable was not supplied. Rather than buying this from Amazon, I got one on EBay and for a couple of dollars (including shipping).

When the Kindle Fire is connected to the computer, it appears



in Windows Explorer just like another disk drive. However, Windows Explorer is not used to move books to the Kindle. This is done directly from Calibre. Calibre talks directly to the ereader through the USB cable. There is a tool in Calibre that will show your ereader book list.

If you download a book from Project Gutenberg in the Kindle format, you are ready to go. If not, Calibre provides an option to convert book files to the MOBI file format that Kindle uses.

When you are ready to send books to the ereader, select the Calibre Send to Device tool. That's it. Happy reading.

## Quora

Quora is a Q&A site that lets you ask questions and then receive answers and content from people who share your interests and who have first-hand knowledge about that particular question or field, such as real-life doctors, military veterans, screenwriters, etc.

<http://www.quora.com>

# Back to Basics



## Is Your Computer Running Slower and Slower?

By Jim Cerney, Director, Sarasota PCUG, Florida  
February 2012 issue, Sarasota PC Monitor

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If your computer is over two years old, have you noticed that it is taking longer to turn on (or “boot-up” as they say in computerese?) Do programs take longer to run? Are you getting lots of “pop-up” windows asking about things that you don’t know anything about?

Well, it is normal for a computer to slow up with age and show some other symptoms of not being as quick as it was when it was new. The reasons for this are many. It is probably NOT because you downloaded 700 photos from your vacation to Newark. Certainly photos take up much more computer memory than documents and it does take more time to copy photos, but that is not an indication your computer is working more slowly. It more likely that you have a virus – no virus protection program is perfect (have you noticed that they do not come with guarantees?).

And, over time, just using the internet opens the door to your computer for various things like ads, start-up programs, malware, cookies, and other things which find their way onto your computer without you knowing it. So, even keeping up your virus protection program, scanning your C: drive for problems, and doing other good computer maintenance does not mean you will be problem free. It happens to all of us.

Here is my advice (and I actually follow my own advice in this case). After two or three years when you notice your computer running more slowly, take it in to a technical expert to have it “cleaned up” and tuned up, just like you would have your car looked at for a maintenance or safety check.

I do NOT recommend that you download anything from the internet to “clean-up” your computer. A GOOD tech person will have all the latest and best tools (software) to scan your computer, they will also have lots of experience doing this for others. And you can talk to them to understand what they are going to do for you.

They know what to look for to find and eliminate any viruses that got through your protection program, eliminate unwanted programs, clean up your C: drive and get it running again like new. Of course you need to tell them what NOT to delete. Get a good estimate of the cost of this before you tell them to go ahead. It should take about one but no more than two hours of their time, unless you want something else done as well. So it should cost around \$75 to \$150 or so. If it is more than that, ask someplace else for another estimate.

When you get your computer back, it will be like, “Wow, it’s like a new computer!” But, in another year or two you will find that it will start getting slower again. Then, my friend, it is probably not worth the money to get it clean up a second time -- so it is best at that point to get a NEW computer!

## Open With Care

As good as today's anti-spam and antivirus software is, scam emails will still reach your inbox from time to time. If you receive an email that appears to be from a bank or service that you use, don't click the link or open the attached file, particularly if the message asks you to update your info or log into your account. Instead, open your Internet browser and go to the company's main website. If you really do need to log in, you'll be able to do it safely that way.

## substrate

The foundational material of a hard disk platter, tape, flexible magnetic disk, or optical disc. For example, a hard disk's substrate may be aluminum or glass, while a diskette's substrate may be plastic such as polyethylene terephthalate. Manufacturers apply appropriate data storage coatings to the substrate to make a usable medium.

## Get A Better Screen Shot

Taking a screen shot with your Windows PC has always been easy: simply press the PRINT SCREEN key, open Paint (which comes with Windows), right-click on the white canvas, and click Paste. Once the image appears, you can use the Crop feature to cut out the parts of the image that you don't want. With Windows 7, this process is even quicker, thanks to the Snipping Tool. To start it, click Start and then enter, *snip*, in the search field. When Snipping Tool appears, click it. When your screen gets cloudy, use the cursor to select the part of the screen you'd like to grab.

## Snap A Screen Shot

It's easy to take a screen shot on your iPad, iPod touch, or iPhone. Simply press the Home button (the button at the bottom of the screen) and the Power button simultaneously. When you release them, your screen will flicker once, indicating that the screen shot has been successfully taken. At that

point, you can see your screen shot in your camera roll.

## Clean With Care

Tempting though it may be, spraying your screen with the same cleaning fluid that you use to clean the rest of the computer is a fast way to damage your monitor. To clean your monitor safely, turn the monitor off, so that the screen is blank. At this point, you should be able to clearly see the dust on your screen. Wipe away the dust with a microfiber cloth. Follow that with a cleaning wipe designed for monitors. You can find such cloths and wipes at most computer retailers.

## Case Toggling

This is a function in Microsoft Word that you've been thinking about for a while; the ability to toggle through lower and upper cases. How often have you needed to capitalize letter in a word or capitalized a letter by accident? Just highlight the letters or words in question and press SHIFT-F3. The case of the letters will alternate between all lowercase, capitalizing the first letter of each word, and all uppercase.

## Give Your Camera A Little Shade

If you notice rainbow-like artifacts in your outdoor pictures, your camera is picking up flare from the sunlight. Try a lens hood, which can attach to your DSLR lens. It will shield the lens from the sun and can improve your daylight shots.

## Find Your Car

If you regularly park in large parking lots, consider downloading an app for your smartphone that can help you find your car. These apps generally operate this way: when you park your car, you start the app and indicate that you've parked. The app then uses your smartphone's GPS capabilities to remember your location. When you return to the parking lot, you can then start the app again to receive instructions for finding your car

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