Interface

Lorain County Computer Users Group
Users Helping Users

**Tuesday
May 8, 2012**

Photo Management with Picasa

"Things you can go home and do"

**Presented
By**

Sandee Ruth,
LCCUG President

**Tuesday
May 22, 2012**

Flip-Pal Scanner

**Presented
By**

Pamela M. Rihel
LCCUG Newsletter Editor

☺ 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

The April 10 LCCUG meeting was an enthusiastically received program on genealogy and using the computer to investigate online. Dr. Deborah Abbot gave a fascinating presentation on the subject.

The following weekend I attended the Ohio Genealogical Conference in Cleveland where I was able to attend a dozen more programs on the topic of finding your family history.

When I retired I always intended to work on my family's genealogy but hadn't actually put much time into it. All of these learning sessions have helped motivate me to dig in.

So in the last week, I took the Smith side of my family where little is known and thanks to the resources now available online, I have been able to go back to a great great-grandfather born in 1821 in just a few days!! I know it will be a harder to go back further and that the wives are always more difficult because of unusually unknown maiden names. But it is fun to start looking and then have some successes. We're always looking for those *eureka* moments!

During the last month I have been helping index the 1940 Census and this has made aware anew how important these records are. When I worked at the library in the early 1980s looking up names in the microfilm soundex and renting the roll of microfilm indicated was very slow, cumbersome and tedious procedure. Now with computer access, it is an entirely different process.

I would encourage others to consider volunteering to help with the 1940 census indexing project. You feel like you are making a contribution by participating. It's actually fun to do and you feel a connection to the history involved.

I enjoyed the story that I heard in a training session that the volunteer in the Cleveland area who has indexed the most 1940 records so far, is an obstetrician from the Cleveland Clinic who indexes the census while waiting to deliver babies.

There are large services like the commercial **ancestry.com** and the generous resources from the Church of the Latter Day Saints' **Family Search** project. There are various projects (like that of Google) that are working to scan **all** the old books which includes lots of local history that is now at our fingertips! There are smaller efforts from local libraries and genealogy groups around the world that are being placed online as well as older

government records. With all of this occurring, it is getting easier and easier to make progress on your family tree right from your computer. This makes it all an exciting hobby for the computer enthusiast.

Television shows like the popular "Finding Your Roots" and "Who Do You Think You Are?" have made the search for your family history even more popular. I find it's kind of like a computer game that folks play on their computers where they collect clues and proceed to the next level! You should try it if you haven't.

If many of the club members would like to see more presentation on searching your local history, they should let us know and we will work to make it happen.

Sandee

Photo Management with Picasa

**Presented
By**

Sandee Ruth,
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Flip-Pal Scanner

**Presented
By**

Pamela M. Rihel
LCCUG Newsletter Editor

This program is being re-done because we couldn't get the program to work at the last meeting. So if you didn't make it to the last meeting , come to this one and see what you are missing out on.

At this meeting we will explore a great versatile program, Picasa 3, in the first of our, "Things you can go Home and Do" presentations.

Picasa 3 is a **free** download that could be the only software you'll need for managing your digital photos. It will facilitate moving your photos from your camera to your computer and delete the ones that you don't like. You can use it to improve the photo quality and then organize and rename the pictures. With one click you can print, email the photos or send them to a web album. If you choose to upload them to Picasa online, you can then give your web address your friends and they can there to view them.

You can also use the program to make a backup of your photos to a CD/DVD or external hard drive or make a gift CD.

Discover how easy it is to use Picasa to make collages and slideshows. Learn to add tags, labels, and geotags to your pictures to make them super searchable.

You will enjoy learning about this powerful program can easily handle most of your digital photography needs!

Memories and stories bind families together. How will you preserve and share yours? With the Flip-Pal™ mobile scanner, no longer will your precious photos, documents and other memories be scattered, lost or hidden. Have fun and enhance your creativity, then share your memories with family and friends. And save time in the process. Take advantage of the patented flip-and-scan technology to scan photos safely while they are still in the album or frame.

Find out how to use this handy little scanner. It is mobile, doesn't require a computer to run and it comes with software to be able to stitch larger pictures and articles together with great ease.

I sit at my computer and scan my family photo's while I am doing other things on my computer. It is battery operated , using 4 double AA's. The batteries last a few hours with constant use, but taking extra batteries with you is no problem.

I will also show you the ease of stitching and just how easy this portable scanner is use.

Make your memories last, with the ease of using this scanner.

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

April 3, 2012

Attending were Sandee Ruth, Carole Doerr, Micky Knickman, Pam Rihel, Richard Barnett, Dennis Smith, Kaye Collar.

The Board members discussed getting a new sign to put up in front of our meeting place at the Amherst Church of the Nazarene, Carol moved to accept the new sign, Pam Rihel seconded and the motion passed.

Reviewed rewarding our members with monetary bonus for bringing in new members. They would receive this reward at our Holiday Party in December.

Also discussed on how to reward our members who attend the most meetings.

We also discussed how to download Dropbox, how to use it and if we should have a program on this to let our members see just how convenient this is and how easy it is to use.

A new logo was being discussed also. The board has some ideas and how to implement them soon.

Dennis Smith moved and Pam Rihel seconded to adjourn.

Promote LCCUG and Earn a Reward

Prizes will be given at the Christmas party on December 11 to any member who brings a guest to our LCCUG meetings during the year when the guest joins.

For every new member you bring to the club, you will receive $10.00 at our December Holiday Party.

If, for example, you are responsible for 3 new members, you will receive a $30 'reward' at the party.

Be sure that when the new member signs up, they give your name on the form so you will get credit.

There is no limit to how many family & friends you can get to join, so go out there and start recruiting.

Who will be the person to bring in the most new members, only time will tell, MAYBE it will be YOU!!!

General Meeting Minutes

April 10, 2012

President Sandee Ruth asked the members to approve the minutes as they appeared in the newsletter, Sue Strick moved and Pam Rihel seconded the motion passed.

Troubleshooting, Problem Solving Workshop to be held on Tuesday April 17, 2012.

Sandee also announced the upcoming meetings.

She also reminded us about the April 28, paper shredding and also talked about our picnic on August 5, being held at Lakeview Park in Lorain.

Tonight's program is Dr. Deborah L Abbott, Ph.D, talking about Shaping Your Genealogical Research and Bringing your Ancestors to Life.

Genealogy

Pam Rihel **LadyGeneo@roadrunner.com**

How to Write Your Life Story in Twenty Statements.

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

Still putting off writing your life story? Well here's something you might want to try. Write down a list of twenty statements about yourself that would give someone in the future an idea of who you are. Skip the physical descriptions. It takes some reflection but it's quicker than writing a book and it's fun. To give you an idea of what I'm talking about, I'll put down a few things about me – not everything, of course.

1. I've been a practicing Buddhist for the past twelve years.
2. I love cats.
3. I value loyalty, integrity, and humor.
4. I'm an only child.
5. I like to dance.
6. I enjoy solitude.
7. My favorite colors are blue and green.
8. I'm punctual and don't appreciate people who are tardy.
9. I'm patient and persistent.
10. I believe, as Gandhi said, we have to be the change we want to see in the world.

Now it's your turn. One of the things you can do after completing your list is use your statements as jumping off points for writing your book. For example, each of my statements above could be expanded into a chapter. It's a different way of structuring your life story but it works!

Photo by Ana C.

Come to Your Senses and Unlock Childhood Memories.

Nothing is more memorable than a smell. One scent can be unexpected, momentary and fleeting, yet conjure up a childhood summer beside a lake in the mountains.
        ~Diane Ackerman

How much do we remember from our childhood? This is one of the questions examined recently by Canadian research scientists.

I've just finished reading Blanks for the Memories which highlights aspects of the research originally published in the journal *Child Development.*

Neuroscientists believe that there are different kinds of memories, stored in many different neural circuits. "We can't go to a particular spot in the brain to see where our third birthday party is stored," says Dr. Hudson….

Scientists think the brain's prefrontal cortex processes experiences, using sensory input from the eyes, ears, nose and mouth, sorts them into categories, and tags the various memory fragments with specific associations (smells of home, friends from camp, bugs, a pet, for example).

Reading this made me realize how important the senses are to unlocking childhood memories. I must admit I could do a better job of incorporating sensory questions into my interviews. To get me pointed in the right direction, I've written a few sample "sensory" questions below.

I tested some out on my mother and she had great fun. It turns out that a taste she strongly associates with her childhood is jelly beans. Her mother would carefully count out five each for her and her two siblings. Today this may not sound like much but during The Depression jelly beans were a real treat!
How much do you incorporate sense-related questions into your interviews? Do you have a favorite "sensory" question?

Sight

●What do you remember most about your mother's appearance?

●Paint a picture for me of where you lived – the weather, terrain.
Sound

●What sounds do you associate with your childhood? What memories do they evoke?

●What piece of music do you remember from your

childhood?

Taste

- What was your favorite food when you were a child?
- What tastes do you associate with your childhood?

Touch

- What do you recall were things you loved to touch as a child?
- What do you remember liking to run your hands over or through?

Smell

- What are some of the pleasant smells you associate with your childhood? What memories do they bring back?

What smells from your childhood weren't pleasant? What memories do they evoke?

Past LCCUG President Passes

Jesse Jasinto

Jesse Jasinto was a minister of God's word for 35 years and a man of great integrity and love. Many rewards are awaiting him in his homecoming and he will be greatly missed by all of those whose lives he touched.

He is survived by his beloved wife, Dixie Jasinto, daughters Shimena Jasinto and Andréa Fleming and son-in-law Mike Fleming. Also by his sons Randy Webb and Ricky Webb and brothers Carl Jasinto and Greg (Judy) Jasinto.

He was preceded by his parents John and Mary Jasinto.

A memorial service was be held at Warriors of Faith Church on Saturday, April 28th at 1:00 pm at 500 East 25th in Lorain.

Arrangements were handled by Schwartz, Spence, Boyer & Cool Home for Funerals.

Published in The Morning Journal on April 27, 2012

Look for a story on Jesse in our next newsletter.

How do I get rid of these new banner ads and tabs that pop up on websites?

Stopping the pop-ups

It really depends on what they are.

My guess is that they really are not pop-ups as you say, but rather parts of the web page itself that are designed to look like bars or toolbars or pop-up things at the bottom.

I know that I had one on Ask Leo! for a while promoting my newsletter. I got a few complaints about it because it did, indeed, steal some real estate from the bottom of the screen. There is no way to block those that I'm aware of.

Page design elements

The problem is that they are simply parts of the web page that you're viewing. Which means that they're not using any kind of pop-up technique. They are simply doing the same thing that the rest of the content is doing - except they're doing it in a way that looks like a pop-up or a toolbar.

Browser settings

Now, I say, "It depends," because not all pop-up blockers will block all pop-ups. That's something that can vary a little bit from blocker to blocker, so you might try using a different browser.

The browsers each have their own pop-up blockers built in. That's a good opportunity for you to see if one behaves better than the other.

But in all honesty, I see them too. Good examples, like you've pointed out, are the social media buttons that happen to be across the bottom of many websites.

Google toolbar

Another really classic example right now is the black toolbar that Google puts across the top of all its web pages. Those aren't toolbars; those are just things that look like toolbars at the top of the page.

I don't know of anything you can do about them other than living with them or deciding not to use that particular or page or service because it's too annoying.

One of Our Own with President Obama

LCCUG's Membership Director was selected to stand on stage with the President when he visited Lorain County Community College.

Dennis Smith is standing in the middle of the picture, he's the one with the big smile and applauding.

It is nice to know that Dennis has friends in high places, as it could come in handy some day.

President Obama began his remarks at Lorain County Community College at 2:36 p.m.

The President praised LCCC for their job training program and he emphasized just how important these training programs are to a growing economy.

Students that are in these programs will benefit because of the new skills they will be learning. Dennis Smith is among those students taking advantage of this learning and re-training program. Most have lost their previous jobs and really need this training.

"These people inspire me," Obama said of LCCC students. "The resilience they show and the determination they show, that's what America is all about. That defines our spirit. We don't quit."

Web Could Vanish for Hordes of People in July, FBI WARNS

http://news.cnet.com/8301-1009_3-57418276-83/web-could-vanish-for-hordes-of-people-in-july-fbi-warns/

If your computer is infected with the DNSChanger virus, your summertime Internet activities will be seriously curtailed -- as in buh-bye. *But a special Web site can help you fix the problem.*

by Edward Moyer April 21, 2012 5:30 AM PDT

The FBI is warning that hundreds of thousands of people could lose their Internet connections come July, unless they take steps to diagnose and disinfect their computers.

The problem is related to malware called DNSChanger that was first discovered way back in 2007 and that has infected millions of computers worldwide.

In simple terms, when you type a Web address into your browser, your computer contacts DNS (or Domain Name System) servers to find out the numerical Internet Protocol (IP) address of the site you're trying to reach, and then it takes you there. DNSChanger fiddled with an infected machine's settings and directed it to rogue servers set up by a crime ring -- servers that handed out addresses to whatever sites the ring chose.

As a U.S attorney said in an FBI press release, the crooks "were international cyberbandits who hijacked millions of computers at will and rerouted them to Internet Web sites and advertisements of their own choosing -- collecting millions in undeserved commissions for all the hijacked computer clicks and Internet ads they fraudulently engineered."

Late last year, however, the FBI disrupted the ring and seized the rogue servers. And since so many infected computers relied on the servers to reach the Internet, the agency opted not to shut them down and instead converted them to legitimate DNS machines.

Running the machines costs the government money, though,so they're being switched off in July. If your computer is infected with DNSChanger then, the Web -- for you -- will no longer exist.

The DNSChanger Working Group (DCWG), the body set up to oversee the servers, has created a Web site to help you diagnose your machine and, if necessary, remove DNSChanger. You can check it out atwww.dcwg.org. And it's probably not a bad idea to do so sometime before, say, July 8 (the DCWG says the servers will be shut down the following day).

Automatically Loading Add-ins

By Allen Wyatt

Michael asked if there is a way to selectively load add-ins for specific worksheets. There is a way to do this, but it involves the use of macros attached to the Workbook module for the specific worksheets. Follow these general steps:

1. Load the worksheet for which you want a specific add-in loaded.
2. Press Alt+F11 to display the VBA Editor.
3. Double-click on the "This Workbook" object in the Project Explorer. Excel opens a code window for This Workbook.
4. Place the following macros in the code window:

```
Private Sub Workbook_BeforeClose(Cancel As Boolean)
    AddIns("Add-In Name").Installed = False
End Sub
Private Sub Workbook_Open()
    AddIns("Add-In Name").Installed = True
End Sub
```

1. In the code, change the name of the add-ins ("Add-In Name") to the real name of the add-in you want to use with the worksheet.
2. Close the VBA Editor.
3. Save your worksheet.

If you are not sure of the correct name for a particular add-in (see step 5), you can use the macro recorder to record the process of activating an add-in. That will show you the exact name you should use in the above macros.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (2016) applies to Microsoft Excel versions: 97 | 2000 | 2002 | 2003 | 2007

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Adding a ScreenTip

By Allen Wyatt

ScreenTips are a helpful little embellishment that first appeared in Web browsers. You've probably hovered your mouse pointer over a link on a Web page so that you can see a small box appear that contains the address for the link. These ScreenTips can also appear in Word, where they are sometimes called ToolTips. You can add a ScreenTip as you add a hyperlink by following these steps:

Press **Ctrl+K**. Word displays the Insert Hyperlink dialog box. (See Figure 1.)

1. Click on the ScreenTip button. Word displays the Set Hyperlink ScreenTip dialog box. (See Figure 2.)
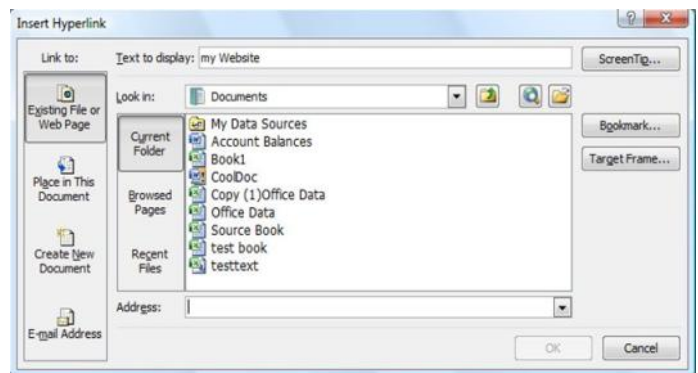
2. In the ScreenTip Text box, enter the text you want to use for your ScreenTip.
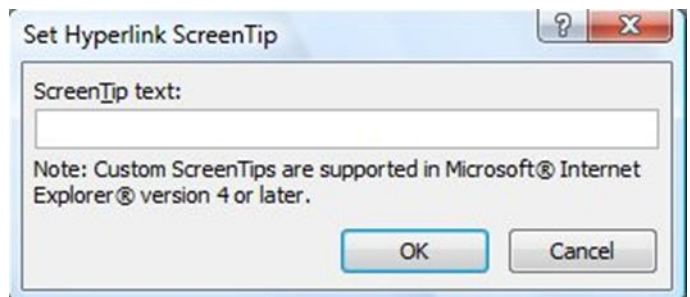
3. Click on OK to close the dialog box.
4. Set any other hyperlink values, as desired.
5. When completed, click on OK.

With your ScreenTip defined, all you need to do hover the mouse pointer over the hyperlink. Shortly Word displays a small box that contains whatever text you specified in step 3.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (42) applies to Microsoft Word versions: 2000 | 2002 | 2003 | 2007

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ws office tips

What Does The Term "Pinned" Mean?

Q: What does the term "Pinned" mean?

A: In the world of computers, the term "**Pinned**" is a lot like the physical act of pinning something up on a cork board. In our case, it refers to items within a window that are kept in the same place for easy access. Programs, applications, web sites, etc. can all be stuck up in a menu and accessed at your leisure depending on the program.

For Example:
The Windows Vista **Start Menu** is divided into two sections. The top half of the menu is reserved for pinned items. Because I use Photoshop, Illustrator and Dreamweaver almost every day, I keep them pinned; making them accessible at the click of a mouse at any time.
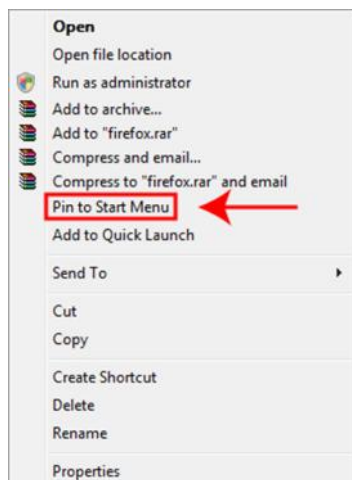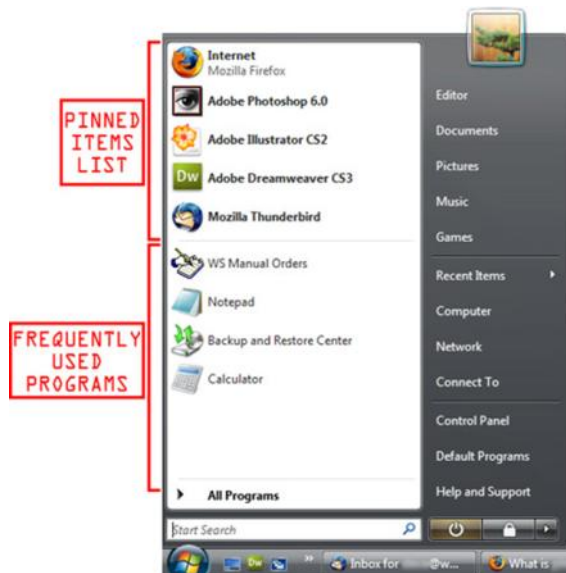
How does one do this? Simply **right-click** on an icon on your desktop and choose "**Pin to Start Menu**". It's just that easy!

The bottom section of the Start Menu is reserved for frequently used programs, or programs that I use on a regular basis. Though this may sound the same as a pinned menu, the items on the list change dynamically based on what I've been apt to do lately. So if I've been using the calculator a lot, it's icon will show up, but if I stop using it for awhile and make use of something else, that icon will show up.
Get the point? :)
~Andrew

Discover your Computer

How to Create a Dxdiag Report

dxDiag (short for DirectX Diagnostic) is a commonly requested file when dealing with tech problems.

From this report you will be able get the specs of your computer system including video card, sound card, your computer's MHz and learn what devices are attached and what drivers being used.

Windows XP

1) Press your Windows "Start" button normally found at the bottom left hand corner of the screen.
2) Select the "*Run"* option in the menu.
3) Type in "*dxdiag"* in the box and press "*OK"*
4) Select the "*Save All Information"* Sometimes, you will be asked if you wish to check if the drivers are "digitally signed" Should this message appear, choose "*Yes"*
5) Save the file to a place on your machine where you can easily locate it again e.g. your desktop.

Windows VISTA or 7

…..after you press the START button select "*Start Search" and type "dxdiag"* in the box and press the return/enter button on your key board.

Allow DirectX to search your system for installed components and drivers.
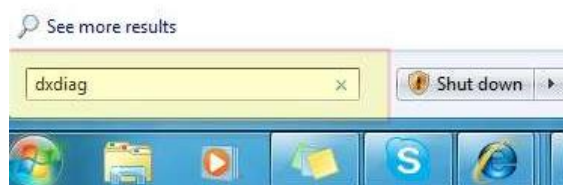
The resulting report contains information about all of your computer's hardware and all sorts of other helpful information. This file does not contain any sort of personal information other than your computers "name".

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

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

David Kennett

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

Pam Casper Rihel
  440-277-6076
6:00 p.m. to 10:00 pm Monday thru Thursday
Genealogy help

Genealogy Class/Workshop

Is there and more interest in my holding anymore Genealogy classes/workshops? My attendance has been very low and I would like our members input on weather or not to continue with these classes/workshops.

I enjoy teaching and trying to find out new things to teach with our members. From these classes /workshops I also learn things.

So please if you are interested in my genealogy class/workshop let me know so I can schedule it again. I have been thinking about trying to maybe change the location to the South Lorain Branch Library or even the Main Library. Any thoughts on this idea?

Contact me at: **prihel1947@gmail.com**

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

Problem Solving Workshop

Date: Tuesday - May 15, 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 May
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**

Learning Computer Beginning to Intermediate

Date:
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**

Test your computer to see if it's infected with the DNSChanger malware.

   Read this article from Windows Secrets. It describes the DNSChanger malware, what it does and how to test to see if your computer is affected.

http://windowssecrets.com/top-story/dnschanger-is-not-the-end-of-the-world/

May 2012 Classes

Class Type	Location	Registration	May	Time	More Info
Classes / Workshops					
Problem Solving **Micky Knickman**	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Tuesday May 15, 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 May**	3:00-5:00 pm	Page 10
Beginning to Intermediate Computer	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-282-7931 Email at: **Beu-la57@gmail.com**	**2012**	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 :

May 14 - "Tombstone Symbolism and Photography" - Terry Hart - will discuss the meaning of symbols and icons found on American tombstones. An understanding of the symbolism may help researchers learn more about their ancestors and better appreciate the actual artwork of tombstones.

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**. or
Pete Hritsko: **hritsko@centurytel.net**

LCCUG Classes Or Workshops

Is there a class you would like to teach or a workshop you would like to hold, 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 2nd page of this newsletter.

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

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

Microsoft Creates Startup Accelerator

Microsoft's Israel Research and Development Center has launched a four-month program designed to kick-start fledgling businesses that are making use of cloud computing. The program provides office space and free access to Microsoft's Windows Azure cloud computing platform. Microsoft is providing the service without receiving equity in participating companies. Learn more about the program at tinyurl.com/7godg24

Placing Windows Side-by-Side

Placing windows side-by-side is, well, a snap. If you haven't used this feature before, give it a try. You might be surprised by the boost it gives to your productivity.

To get your windows to go side-by-side simply left click the top of the page and drag the page all the way to the side of your screen, either left or right. Do the same with your next page.

This is a convenient, handy tool when you are trying to copy and paste or just to compare something. Check it out.

WINDOWS TIPS

Get The Hang Of Snap

Snap is a feature of Windows 7 that lets you easily resize windows. If you sometimes need to have separate windows open side-by-side, for example, Snap is the tool for you. Simply click the Title Bar (the bar at the top of your window) and drag it until your cursor touches the side of the screen, then release the mouse button. The window will automatically resize so that it takes up that half of the screen. Drag your other window to the other side of the screen and you'll have side-by-side windows. You can reset the window by pulling the Title Bar down from the top of the screen and releasing the mouse button.

In some cases, you may want to expand your window vertically so that it touches the top of the Desktop (at the top) and the Taskbar (at the bottom), without changing its width. To do that, simply point the cursor at the top or bottom edge of the window.

When the cursor turns into a double-pointed arrow, pull it to the top (or to the Taskbar) of the screen and release the mouse button.

Need to maximize a window? You can click the Maximize button, which is at the top of the Title Bar, by the Close button. Another option: Simply double-click the Title Bar. And a third way to maximize a window? Click the Title Bar and drag it to the top of the screen. Release the mouse button and the window will maximize.

Change Computer Sounds

When it comes to customizing Windows, you probably focus on the way Windows looks or behaves. As it happens, you can also change the way Windows sounds. Want a new logon or logoff sound? No problem—in fact, Windows has several alternate sound schemes waiting for you. Click the Start button and then click Control Panel. Click Hardware And Sound and then click Change System Sounds in the Sound area.

Click the drop-down menu under Sound Scheme to try a new scheme. (You can always reset the sound scheme by selecting Windows Default.) Next, scroll through the sounds in Program Events to a sound that you're interested in, such as Windows Logon. Select it and then click the Test button to hear what that event sounds like in the new scheme. To see how a different scheme would sound, leave that event selected and use the Sound Scheme drop-down menu again. Click the Test button again. When you find the scheme you want, click the OK button to save the new scheme.

Windows has tons of keyboard shortcuts, some of which can speed up your day-to-day tasks. Here are some shortcuts worth remembering.
SHORTCUT FUNCTION

- ALT-HOME Displays the Start menu when your PC is connected to your other computer via Remote Desktop Connection.
- CTRL-Click Hold the CTRL key while (and after) you click a Microsoft Office program (such as Excel or Word) in the Start Menu to start the program in Safe Mode.
- Left ALT-Left SHIFT-PRTSCN Toggles (turns on and off) High Contrast, which makes text easier to read by changing the color contrasts of objects nearby.
- SHIFT and Right-Click Opens the program that you click in Administrator mode. Average users won't often use this
- A Taskbar Button mode, but it may appear in troubleshooting instructions.
- Right SHIFT For Toggles Filter Keys, which is a feature that help prevent you from accidentally typing characters.
- Eight Seconds
- WIN-G (Windows logo Cycles your Gadgets, which are tiny programs for your Desktop. You can download them from
- key and G key) www.microsoft.com.

(Continued on page 13)

- WIN-R (Windows logo Opens the Run dialog box. This is a handy shortcut to know when your troubleshooting takes you key and R key) into Windows' behind-the-scenes tools, such as the System Configuration utility.
- WIN-U (Windows logo Opens the Ease Of Access Center, which has tools designed to make Windows easier to use. key and U key)

Maintenance Basics
Clean Your PC

Just like anything else you touch and use on a regular basis, your PC and notebook will accumulate grime. But it's not just the aesthetics that are affected: Keyboards and mice become breeding grounds for bacteria, screens get clouded with dust and, in extreme cases, clogged vents and heatsinks can even lead to component failure. Follow these simple tips in an open, well-ventilated area to excise the grime from your PC before it becomes a biohazard or crashes and burns.

Keep Your Keyboard Clean

As the component you touch most often when you use a computer, the keyboard is a notorious scum magnet. To clean it, disconnect it from your PC (remove the batteries if you use a wireless keyboard) and turn it keys facing down over a cloth and tap the backside of the keyboard several times to knock loose debris from between the keys. Next, use a can of compressed air to blow the remaining gunk from between the keys. Use a paper towel or cloth dampened with isopropyl alcohol to scrub the grime off the keys.

Give Your Mouse A Bath

Disconnect the mouse or remove the batteries and then use a cloth dampened with isopropyl alcohol to clean the top and bottom of the mouse, being careful to avoid the optical sensor on optical and laser mice and the ball of mechanical mice. To clean the interior of a ball mouse, use your fingers to rotate the circular panel that holds the ball in place by a quarter turn; remove it and the ball. You can clean the ball using a cloth and alcohol, but make sure it is free of lint and dry before you reinstall it. Most importantly, you'll want to scrape off the rollers that make contact with the ball to remove the grime. For optical and laser mice, make sure the sensor is clear of dust and lint but avoid touching it.

Screen Cleaning

Turn off and unplug your monitor. To clean an LCD screen, dampen a lint-free cloth with water and gently wipe it down. CRT (cathode-ray tube) monitors can handle most household glass cleaning products; just avoid alcohol and ammonia-based cleaners. Also, make sure to apply the water to the cloth, not directly to the monitor. If there are dusty vents, blow them clear with a shot of compressed air. Do not open the monitor housing.

A can of compressed air can blow dust off heat sink fins and other hard-to-reach sur-

Scour Your Tower

Dust lowers the efficiency of your heatsinks on your graphics card, processor, and other heat-producing components, raising temperatures beyond the components' respective thresholds, which ultimately leads to premature failure. To prevent this, turn off your computer and unplug it, remove the side panels, and give the inside of each panel a couple blasts from a can of compressed air to clear vents and fans.

If your case has removable fan filters, take them out and clean them under running water and then dry them off completely before reinstalling them. Next, take the compressed air and blow the dust off of the processor heatsink, motherboard heatsinks and slots, fans, memory modules, graphics card (if available), and the cabling spanning between your power supply and other components. Be sure to follow the instructions on the can of compressed air; always hold the can upright and do not spray components at close range. Replace the side panels and wipe the case down with a dry lint-free cloth to finish the job.

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The Loss of One of Our Members

Mitch A. Pahl
(October 5, 1955 - April 28, 2012)

Mitch A. Pahl, 56, of Grafton, died, Saturday April 28, 2012 at his home. He was born October 5, 1955 in Elyria and was a 1974 graduate of Elyria High School. Mitch was employed for many years as a machine operator at Donn Products in Westlake, after which he became part owner of LaPorte Inn. He was an accomplished mechanic and an avid collector of antique cars. He also enjoyed spending time with his family and neighbors.

Mitch is survived by his beloved mother, Vivian; brother, Mark; brother-in-law, Don Yost all of Elyria and special friends, Mary and Denny. He was preceded in death by his beloved father, Edward in 2009 and sister, Linda Yost in 1996.

Friends will be received Tuesday May 1, 2012 from 5:00 to 7:00 PM at Dicken Funeral Home, 323 Middle Avenue, Elyria. A funeral service will be Wednesday May 2, 2012 at 11:00 AM in the funeral home with Reverend Janet A. Long officiating. Memorial contributions may be made to Washington Avenue Christian Church, 301 Washington Avenue, Elyria.

The Chronicle Telegram.

Local Computer News

LCCUG is collecting empty ink cartridges.

We will be recycling used ink cartridges and using the rewards we earn to buy more prizes for the club raffle.

The APCUG/CAMUG Regional Conference will be held in North Canton on July 13th and 14th.

There will be great presentations by vendors and user group members alike. You'll be able to enjoy some delicious meals and refreshments while networking with your fellow attendees. There will be raffles with prizes of books, software, and other prizes including an iPad 3!

Save the Date: Sunday August 5, 2012 Annual LCCUG Picnic

LCCUG will be holding their annual picnic this year at Lakeview Park in the Pavilion on the West side of the park in Lorain. As with every LCCUG annual picnic, the club will furnish the meat and buns and the condiments.

Members furnish their own place settings and drinks.

There will games and prizes so please put this date on your calendar and we hope to see everyone there!!

Smart Computing
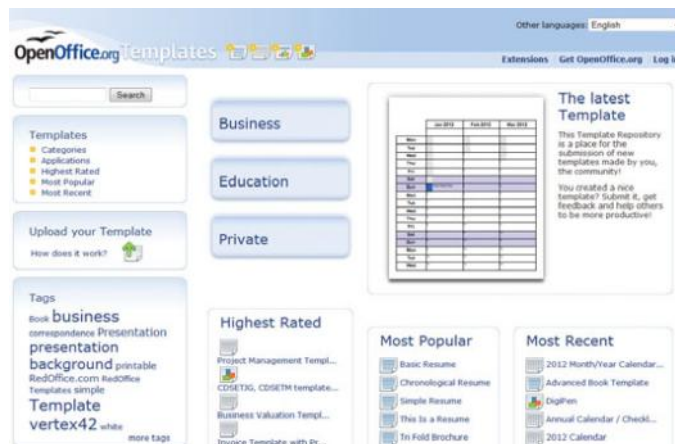
OpenOffice.org 3

Find, Install & Use Templates

Chances are, many of the documents you produce in the course of business are ones that other professionals use, as well. Invoices, estimates, RFIs (requests for information), sales proposals, and time sheets are common tools for many of us. Given such widespread use, it's not surprising that office suites typically offer templates to help you create these types of documents. OpenOffice.org installs with a woefully small pool of templates, but it provides access to plenty of user-created templates online.

Use Built-In Templates

OpenOffice.org has few built-in templates, but they are well-designed. It might be worth your time to browse them before you move on to the much larger online template pool. Start Open- Office and then click the Templates button that appears in the main menu. When the Templates And Documents window appears, double-click the folders in the Title column to display lists of templates. Select any template to view basic information about it in the right-hand column. To see any template, simply select it and click Open.

Find Templates Online

The OpenOffice.org website has tons of templates that can help you create polished business documents. You can open one directly from the site and get to work immediately, or you can save the template to your computer so you can access it regularly.

Accessing OpenOffice.org's online template pool is a snap. Start OpenOffice.org and then click the bottom-left icon: Get More Templates For OpenOffice.org. You can also visit the site directly by opening your browser and pointing it to templates.services.openoffice.org.

Once at the site, you can enter keywords in the Search field or browse the categories listed on the main page. OpenOffice breaks templates down broadly (you can choose to browse Business, Education, or Private templates, for example) as well as narrow categories, including Business Correspondence,

Presentation, and others. The main page also displays the most popular and highest rated templates, as well as a tag cloud (a mix of keywords).

Install User-Created Templates
Now that you've found a template that you'd like to use, check the Compatibility information to make sure it is compatible with your version of OpenOffice.org. Click the Use It button. In Firefox, an Opening window will appear. Select the Open- Office component that should open it (the best component is typically selected by default), and then click the OK button. The template will open.

If you save the template now, OpenOffice will attempt to save it as a document. If you want to install the template so that you can easily access it again later (important for a document that you plan to generate regularly), click File, Save As, and then select ODF [Component name, such as Spreadsheet] Template .OTS from the Save As Type drop-down menu. Name the template in the File Name field. You can save the template to your My Documents folder or another folder. The My Documents folder appears in OpenOffice.org's Templates menu, so it's a good choice if you're not familiar with the Windows folder system.

If you'd like to save it to the My Templates folder that appears in OpenOffice.org's Templates menu, type **%appdata%\OpenOffice.org\3\user\template** into the Save As menu's File Name field and press the ENTER key.
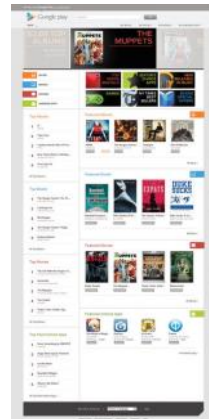
Use Your New Template
Now that your template is installed, you'll open it the same way you would open a template that came with OpenOffice.org: Start the program, click Templates, and then open the folder to which you saved the template.

Join The Club
Wan to share your own templates Visit templates.services.openoffice.org and click the Upload Your Template button.

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Tech Support

Google Play - Until recently, people who have smartphones or tablets running Google's Android operating system typically bought apps from digital conent services, such as the Amazon App store For Android or Google's own Android App Store. Google renamed the Android App Store to Google Play (play.google.com) in early March.

Twitter -Twitter (www.twitter.com) is a service that lets you send a short message (no more than 140 characters) to people who have requested to receive messages (known as "tweets") from you. (These people are known as "followers.") People can view the messages via a Web browser and apps on their mobile devices. More than a way to update friends on what you had for lunch, Twitter has proven to be an important tool for businesses. It provides an easy and immediate way to engage your audience and offers interaction that can lead to buzz. Users can respond to your tweets and "retweet" your tweets to their own followers.

Windows Phone 8 - Microsoft's new mobile device operating system, Windows Phone 8 is a competitor to Google Android and Apple iOS. As a relative newcomer, Windows Phone 8 doesn't have the market share that Android and iOS enjoy, but Microsoft's mobile OS is quickly building a name for itself.

Venerable phone-maker Nokia has released several smartphones with the Windows Phone 8 operating system onboard. Windows Phone 8's interface includes dynamic tiles that display information about recent emails, weather updates, and other topics. A similar interface appears in the upcoming Windows 8 operating system for PCs.

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Phishing Email Targets Previous Victims

In this phishing scam, recently seen in Florida, crooks pretend to be officials from IC3 -- the Internet Crime Complaints Center or from a government department -- investigating earlier scams.

They send emails asking if the recipient has previously been scammed and, if so, to provide contact details so the "investigators" can speak with them.

The crooks then call the victim, claiming to have recovered the money they lost.

But, of course, the victim is then asked to provide key financial information like credit card numbers or bank account details.

Or they're told they have to pay a fee to release the funds and must either give their card details or wire the bogus fee to an untraceable person.

Action: This is a cunning phishing trick that quickly wins victims' trust. But it's obviously a scam if you're asked to

WS Computers 101

Sleep and Hibernation
Posted By TimWS

Jim from USA writes:
Is their a difference between hibernation and sleep?

Sleep and hibernation do a very similar thing, but in different ways. Both keep all of your applications and windows saved and allow you to resume back to the point you were at before hitting sleep/hibernate, but one is designed for short breaks and one for longer breaks.

Sleep, (also called Suspend) saves the information into your computer's RAM and uses a small amount of power to keep the ramRAM and some system components active to allow you to quickly resume where you were.

Hibernate, on the other hand, saves the information to your hard drive then shuts down your computer. This uses the least power, but takes longer to start back up.

If you're going from the office to a meeting you may just want to close your laptop lid to suspend. It'll use more power than if you hibernate, but it'll come back quickly when you get to the meeting. However, if you're going from your office to home you may want to hibernate, as you probably won't be using the computer for a few hours.

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wire money or pay any kind of fee to recover losses.

It's highly unlikely that IC3 or any other law enforcement organization would ever approach people this way.

And, of course, you should never accept that someone who contacts you is who they say they are.

Find out the genuine organization's email address or phone number independently -- don't ask the caller -- and check out the story with them.

Also look out for a similar type of phishing email claiming to come from the Federal Deposit Insurance Corporation (FDIC).

Bogus Online Drivers Licensing

In New Hampshire and several another states recently, drivers who went online to apply for renewal of their license ended up on a phishing scam site that looked like the real thing and fooled them into parting with important identity information.

They arrived at the sites by responding to a genuine letter saying their renewal was coming up, then doing an online search.

After that, they simply clicked on a link that looked like it must be the local DMV, then gave the information it asked for.

Action: In New Hampshire, and likely other states, the reminder letter contains the correct email address for the DMV.

Even without this, all federal and state government sites have the ".gov" extension at the end of the address.

And finally, if you're being asked to part with financial information, the browser should display a padlock and/or have an address that begins with "https" (it's the "s" part that's important -- it indicates you're on a secure website).

If in any doubt, get in your car and drive down to the DMV -- provided your license is still current!

Google Docs Phishing Scam

Do you ever use the online word processing or spreadsheet programs provided by Google? If so, beware of these clever phishing scams.

They use supposedly helpful forms seeking your sign-on details and other information.

The trouble here is that the bogus forms are actually hosted on the real Google servers so they appear to be genuine.

They tempt victims into using them by appearing to offer opportunities to upgrade your subscription or report a program bug.

People search for them, use them, and give away their ID information.

Action: The only answer here is not to use forms in the pub-

(Continued from page 16) Phishing…

lic area of Google docs that ask for your personal details.

Pinterest Phishing Scams

Pinterest is the latest darling of the social networking world, which makes it the perfect target for a phishing scam.

If you don't already know it, the site, as its name kind of suggests, is an online corkboard where you collect and "pin" images of things you like by category.

You can "follow" others too, for instance, friends or people who share your hobbies and interests.

You can repin their pictures onto your board, and even pin your pictures on others' boards. Clicking on any of the images will take you to the website it came from.

Membership of Pinterest is growing by thousands every day and the scammers have picked up on this.

Their trick works by getting Pinterest users to spread images linked to phishing sites.

Users may not realize they've been scammed and then repin the phishing pictures on friends' boards -- or the friends themselves pick them up.

They're usually images promoting free offers or gift cards in return for completing a survey.

Recent examples have used Starbucks Coffee, Coach leatherware and Red Velvet cakes and, in at least one instance, claimed to be a promo direct from Pinterest.

In every case, clicking the image takes you to a malicious website that asks for personal details.

Action: Remember the "too good to be true" rule and, generally, steer clear of supposed offers like this.

Read more about this scam on a blog posting at security firm Trend Micro's website:
http://clicks.aweber.com/y/ct/?l=5pX.p&m=JYgSEZ5nPGtWfo&b=s1QATeAv.Z1bDTHi2Xji4w

All of the phishing tricks outlined in this issue underline one important fact -- scammers are clever and creative people who are experts at fooling others.

The best solution to avoid a phishing scam is to be constantly vigilant and skeptical, and never give away personal information unless you're 100% sure of who you're giving it to.

Of course, it's always worth checking out some of those earlier Scambusters back issues to familiarize yourself with what phishing is and how it works:

http://clicks.aweber.com/y/ct/?l=5pX.p&m=JYgSEZ5nPGtWfo&b=N6mMZ4kTbEtr0LBogNPrKw

http://clicks.aweber.com/y/ct/?l=5pX.p&m=JYgSEZ5nPGtWfo&b=mDEA6KhmgQB6bFBznf93Og

http://clicks.aweber.com/y/ct/?l=5pX.p&m=JYgSEZ5nPGtWfo&b=sPl0RRfQpkLRlxhumWeUvw

Check out Scambusters website to find out about all the scams that are a problem to us all. **Be informed.**

The Trouble with Terabytes

By Diane Fahlbusch, President, ICON PC User Group, NY
www.iconpcug.org   Editor@iconpcug.org

Technological advances, different materials and cost efficient manufacturing have made it possible for computers to leap from standard 20 GB hard drives of a decade ago and the 200+ GB drives of yesterday to breaking through the gigabyte ceiling affordably in a relatively short period of time. Now having a 1 terabyte drive is passé as 2 TB, 3 TB and even 4 TB drives are becoming commonplace. However, there are some things to be aware of before making the leap.

No, I will NOT wax poetic about my personal opinion of larger drives, including the "Scarlet O'Hara" mindset of maintenance, indiscriminate saving of files and the time for security scans. (For that you can read *"The Lurking Dangers of Larger Hard Drives"* in the June, 2010 issue of **The ICON Graphic**.) Instead, you will need to consider whether your current computer actually knows what to do with all that storage space.

Not so long ago almost all computer operating systems used the partitioning scheme called the "Master Boot Record" (MBR). Unfortunately, the computer will not be able to recognize anything over 2.2 TB. So that larger drive can be installed, but the additional storage space will be useless. The MBR scheme is common on all Windows operating systems through Windows XP, as well as other operating systems from that time period. Windows Vista and the Mac OS X Leopard ushered in the new GUID partition table (GPT) which allows them to recognize the larger drives. Windows 7 and Vista users can use the larger drives as SECONDARY drive without worrying about whether it is a 32 bit or 64 bit version. But for anything larger than a 2 TB drive to be used as the PRIMARY drive, the computer MUST be running the 64 bit version of Windows 7 or Vista.

The systems boot-up firmware must be checked as well. There are many computers using a newer operating system and the GPT partition system, but still using the BIOS firmware. This will need to be updated to the new

Using Windows Task Manager to Get Out of Potential Harmful Situations

By Terry MacLennan,
Member at Large, Sauk Computer Users Group, IL,
Originally published in The Computer Connection, the newsletter of the Sauk Computer Users Group
http://www.saukcomputerusergroup.org
wcseniorcenter@gmail.com.

There is an easy method of getting your computer out of two situations of potential harm. To do this, we will use the operating system's built-in program called the Task Manager.

The first situation is when you have too many programs running at one time and the computer locks up. This lockup can also be caused by a single program that for one Reason or another, fails to run properly. Reaching over and hitting the power button may seem to be your only option but there is a much better choice.

The second situation occurs when you are on a webpage and one of those realistic looking but totally phony "security alerts" pops up on your monitor screen warning you of imminent danger of viruses and other malware that "it" has detected on your computer. These scare popups trick many naive people into clicking on them only to find out that now their computer truly is infected and control has been lost. You are totally helpless when you have clicked on one of these so-called "security" scam programs.

You absolutely must not click anywhere on these pop-ups including buttons that say something to the effect of "No Thanks," "Decline" or even "Continue Unprotected." But, instead of clicking one of those, you may decide, almost instinctively, to click the "X" in the corner of the pop-up box. Doing any of these actions is almost like turning your house alarm off, opening the door and saying "come on in" to the masked bandit standing outside. Paying the "bandits" for their "security program" which is holding your computer hostage is an extremely poor choice. Do you really want to pay the thieves with your credit card and its number?

But you are now stuck in a situation where you may try to click off the web page by clicking on its "X" in the upper right hand corner. But you soon find out that that won't work as you first need to close the window (the pop-up in this case) that is on top.

Hard shutting down the computer by using the power button may seem to be your only option but again there is a better alternative.

Your best friend in both situations is the Task Manager. To open this built-in program, press and hold the CTRL and ALT keys with your left hand, then tap the DEL key with your right hand.

In Win XP, this will automatically open the Task Manager while with Windows 7 it will take you to a page with a list of options. Click the bottom option and it will open the Task Manager which looks nearly identical to the XP one. From here, everything is the same for both systems.

Along the top edge of the Task Manager is a row of tabs. Click the Applications tab, if it doesn't happen to automatically be on that tab. When you have opened it up, you will see a listing of all the programs and web pages that are running.

If your computer is locked up, look for any programs that are "Not responding." Click the program one time to highlight it then click on End Task at the bottom. This should close the nonresponsive program and free your computer.

If the computer remains locked up, use the same method to close all of the remaining Programs that are running then shut down as you would normally. Everything should be back to normal when you reboot the computer.

A hard shutdown with the power button is absolutely the last resort as this could potentially damage files.

To close a web page with the dangerous fake security warning pop-ups, use the same method by highlighting the web page in the list then clicking End Task. This will safely shut down the web page with its pop-up without installing the mal-

(Continued from page 17) Trouble With Terabytes

UEFI firmware, which has become the new industry standard. Check with the terabyte drive manufacturer to see if they offer a firmware update. Of course that updated firmware is useless if the motherboard cannot run the firmware, so again, check with the manufacturer's specifications. Some will work, but you must use a different connection, such as the PCI-Express card slot.

Most newly manufactured computers ARE equipped with 64 bit operating systems, the GPT partition system AND UEFI boot-up firmware. So if you are thinking about running amok in terabyte land, these are some things to know about before upgrading, or buying that new computer. Remember *new* just means that it has not been used by anyone – it does not necessarily mean that it has the latest technology.

Computer Password Tips and Strategies

By Jim Cerny, Director, Sarasota PCUG, Florida
March 2012 issue, Sarasota PC Monitor
www.spcug.org
jimcerny123@gmail.com

Most of us have several computer or internet "accounts" which provide us with many free services such as email, movies (Netflix), video communications (Skype), photo printing (at Wal-Mart, Walgreens, etc.), music (I-Tunes), banking, shopping, games, entertainment, books, and many more.

In fact, your computer is the perfect window to the world and all the people and services in it! But each account you set up requires some sort of "ID" and a password. For example, your email account is your email address and it requires a password to access your email.

Many other accounts will use your email address as your ID (so they can email you notices and ads) but will require another password. How do you handle all your accounts and passwords? Here are some helpful tips:

1. ALWAYS WRITE DOWN EVERY ACCOUNT AND PASSWORD YOU HAVE. I cannot emphasize this enough. Review this list every few months and make sure it is current. Keep it with you when you travel. Keeping them on a small portable "jump" drive is a good idea too. You may have set up your computer at home to easily access your email, perhaps telling the computer to "remember me" or your password for you, but when you travel or use another computer you will need your passwords! Personally, I do not ever allow my computer to "remember" any of my passwords – I enter the password from the keyboard each time I "log in" any account. That way, no matter what computer I am using, the way I access my account stays the same – I always enter my account and password.

2. Write down the internet address of the web page where you enter your account and password. Many people use a "favorite" or an icon on the desktop to quickly get to the "log in" screen for their account. This is ok, but if you use another computer you will not have your shortcuts! So write down the web page address needed for each account.

3. The longer and more complex a password is, the safer it is. In fact, many services now require a password of 8 or more characters with some digits or other "non-letter" characters. Some accounts may require you to periodically change your password. But, hey, we are not spies guarding government secrets. Keep your passwords simple. Use unusual combinations which are easy for you but would be difficult for someone else to guess. Children's names, birthdates, and home address numbers are too easy for someone to guess since such information can be obtained without too much effort. Instead, try the make and model of your first car, a childhood favorite game or toy, the name of your superhero, the nickname you gave to your worst in-law, etc. Get the idea? Easy for you but hard for someone else to guess, and impossible to find out without knowing you personally.

4. Yes, you can use the same password for multiple accounts. Now if someone really wanted to use your Skype account or read your email and they had a hint to one of your passwords, it would be much easier for them to guess your other passwords. So your security is reduced. But, honestly now, who would really want to steal your passwords anyway? Who would care? Well, ok, maybe for banking or credit card accounts I would be more careful, but for most other accounts I do not feel the need for a super secure password, so I do use the same password or a variation of it for several accounts.

In business, things are different. Most companies are very careful about computer and telecommunication security. But for personal home use, I think you can be much less paranoid.

But remember -- If your computer is repaired or replaced, or if you use another computer, you will need to have your passwords!

Genealogy Websites Of Interest

Dick Eastman's Free Genealogy Newsletter
www.eogn.com Dick also has a plus newsletter, but you must subscribe and pay a fee.

Find a Grave
www.findagrave.com
This is a great site for finding your ancestors and you can post your tombstones and pictures also.

Names in Stone
www.namesinstone.com
Cemetery maps

Restore the Bookmarks Bar in Internet Explorer

Lost your bookmarks bar? In Internet Explorer, right-click any taskbar. (Don't right-click a button on the task-bar.) When the context menu appears, click Favorite Bar. Your bookmarks bar now appears at the top of Internet Explorer. You can move it to its original location.

vendor ID
A number that allows plug-and-play systems to identify an added device and configure it properly. The number indicates the device's manufacturer, model, and version number.

Tagged
Tagged claims it is a "different kind of social network." While most such sites are aimed at helping people stay in touch with others they already know, Tagged focuses more on meeting new people. Once you sign up for an account, you can create a personal profile that reflects your interests, personality, hobbies, and more. Members can then match their personal tastes with other Tagged users and meet new friends. The company claims over 100 million members just waiting to be "tagged."
http://www.tagged.com

Disable IE's Popup Blocker
Need to temporarily disable the popup blocker? Simply click Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. Repeat these steps (clicking Turn On Pop-Up Blocker at the end) to enable the blocker again (once you have opened the content you were trying to reach in the first place).

Hide Your Tracks
Firefox has a feature that can hide your tracks as you surf. It affects only your PC, so don't think of it as a way to visit sites without your ISP (Internet service provider) knowing . Rather, it's an easy way to keep your browsing history clean. In Firefox 11, click Firefox, Start Private Browsing.

Encrypt Your Files
If your business relies on the ability to keep certain documents private, you can encrypt your files in Microsoft Word 2007. Click the Microsoft Office button in the upper left hand corner and select Prepare and Encrypt Document. In the dialog box that displays, type the password you would like to give the document. Verify the password is correct by typing it again.
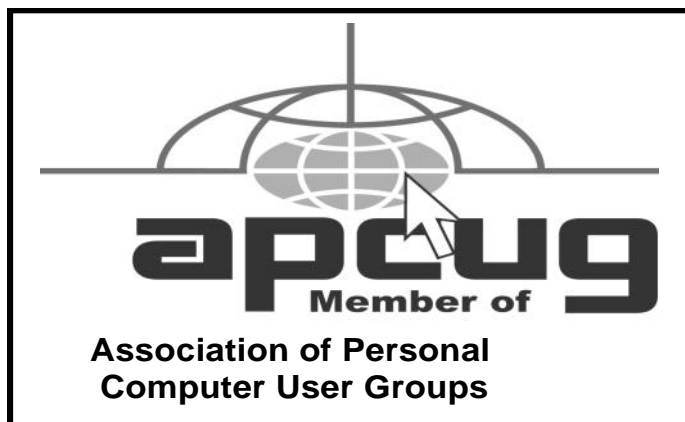
Log Out Quickly
If you regularly log out of your Windows XP/Vista computer instead of shutting it down, try this handy key combination to quickly switch user accounts or "lock" your computer, depending upon your security settings. Press the Windows key (next to the ALT key on many keyboards) and L at the same time. You'll still be logged on, but you'll be able to switch user accounts. If your account requires a password, your PC will be "locked" until you supply it. When you return to the same account, you'll see the same documents and applications that were open before you pressed Windows-L.

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.

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