

# Interface

Lorain County Computer Users Group  
www.LCCUG.com info@LCCUG.com  
Volume 24 Number 6 June 2012



## Inside This Issue

President's Letter	Pg 2
LCCUG Officers	Pg 2
June Programs	Pg 3
Genealogy	Pg 5
LCCUG Picnic	Pg 6
Internet Safety...	Pg 6
Genealogy Websites	Pg 8
Excel Tips	Pg. 8
Word Tips	Pg 8
Firefox Open All In Tabs	Pg 9
Organize Your Documents	Pg 9
Need Help?	Pg 10
Classes, Workshops & SIGs	Pg 10, 11
Lorain Genealogy Meeting	Pg 11
Past Pres. Passing	Pg 12
Travel Scams...	Pg 12
Connect Your Tablet	Pg 14
Permanently Delete Files	Pg 15
Driving Your Computer	Pg 16
Adding Disk Space	Pg 18
Chrome Is King...	Pg 19
Computer Club News	Pg 19
Tips, Fun Facts	Pg 20



**Tuesday  
June 12, 2012**

## Flip-Pal Scanner

*Presented  
By*

*Pamela M. Rihel  
LCCUG Newsletter Editor*



## "LCCUG ANNUAL PICNIC"

**AUGUST 5, 2012**

**LAKEVIEW PARK, WEST PAVILION**

**12:00 TO 5:00 PM**

**More info inside**



**NO SECOND MEETING IN JUNE**

**☺ 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



I love to be among computer users, learning new things and sharing ideas!

In 2009 Ohio was the location of an APCUG meeting in August in Newark, Ohio. Held at the beautiful Cherry Valley Lodge and Conference Center. I attended this by myself but got to know many of the APCUG members from around Ohio and across the country.

Last summer I attended the annual APCUG meeting that was held in Independence. Club member Lou Koch and I shared a ride back and forth to attend the meetings that weekend.

In January I flew to Florida and joined the Florida Computer Users group when they held their annual meeting with APCUG. This conference was held on the Norwegian Sky ship. We spent 4 nights cruising as we sailed through the Bahamas. What a great combination: computer classes in the morning and free time to enjoy the cruise each afternoon and evening.

Each of these opportunities provided me with lots of presentations that enabled me to learn more about computers, technology and to discover what's new!

This June there is another APCUG conference that will again be held nearby in Canton, Ohio. Again this is close enough that those attending from our area can easily drive back and forth.

## APCUG/CAMUG 2012 Regional Computer Conference

The Canton Alliance Massillon Users Group (CAMUG), co-host of the 2012 Regional Computer Conference have identified more than 20 different topic sessions and is currently lining up presenters.

Whether you are a computer user or a mobile device user you will find a session that will be beneficial to you.

It could even be said that APCUG might stand for Alternative Platform Computing Useful Gadgets. Additionally, the co-host CAMUG might stand for Computers and Mobility Unique Gadgets.

If you are using a Windows-based, Linux, Mac or mobile device many programs and applications have cross plat-

## 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
<b>Treasurer</b>	Micky Knickman treasurer@lccug.com
<b>Newsletter Editor</b>	Pam Rihel newsletter@lccug.com
<b>Web Page Editor</b>	Richard Barnett webpage@lccug.com
<b>Statutory Agent</b>	Sandra Ruth statutory_agent@lccug.com
<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

form functionality.

The regular registration fee is \$60, and on site or registration after the 1st of July 2012 will be \$75.

The Barrette Business and Community Center is the venue for the Conference. The Community Center and the Francoeur Conference Center is located on the Walsh University campus in North Canton, Ohio.

<http://camug2012.apcug.org/>

I hope a number of our members will consider attending this conference being held in "our backyard". I know I'm looking forward to another great opportunity to learn, discover and network!!



*Sandee*

**TUESDAY**  
**June 12, 2012**

# Flip-Pal Scanner

*Presented  
By*

*Pamela M. Rihel  
LCCUG Newsletter Editor*



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 to 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

May 1, 2012

Attending were: Sandee Ruth, Micky Knickman, Dennis Smith, Kaye Collier, Carole Doerr, Richard Barnett

There was a review of the upcoming programs and what our members would be interested in hearing about. One of the proposals would be a tour of the Palace Theater.

Our club is recycling old print cartridges so our club can earn some extra money.

A card was given to Don Hall from all of us, so he will make a quick recover from his eye surgery.

Our picnic was discussed and the date is set for August 5, at Lakeview in the main pavilion on the west side of the park.

Carole Doerr made a motion to close the meeting and Micky 2nd it. Motion passed.

Next meeting will be held June 4, 2012

## 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

May 8, 2012

President Sandee Ruth opened the meeting at 6:45 pm by asking for the minutes to be approved by our members, they were approved as written.

Sandee also talked about our upcoming programs and our annual picnic on August. 5th. Sandee hopes we have a great turnout.

Tonight's program was to be on Picasa and how it works, but there were technical problems and so our President Sandee Ruth stepped up to the plate and talked about Google and some of the new features that they have implemented.

The meeting ended about 8:30 pm.



**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, Leo Notenboom, Allen Wyatt, Dan Curtis, Marc Pachter, Audri & Jim Lanford, Diane Fahlbusch, Dick Maybach, 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

Online

at

[lccug.com/newsletters](http://lccug.com/newsletters) or [lccug.com](http://lccug.com)

### 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.

Onsite service and repair for all networks and systems, In house service and repair, Pick up and drop off, Printer repair and cleaning, Laptop repair, Software troubleshooting, Custom designed networks and pc's, MAC repair, Parts replacement & Expert advice and support and Data Recovery.

**\* 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**





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

## Are You Asking the Courageous Questions?

*“The key point [of my interviews] was empathy because everybody in their lives is really waiting for people to ask them questions, so that they can be truthful about who they are and how they became what they are.”*

[Marc Pachter](#) , Cultural Historian

Marc Pachter founded *Living Self-Portraits* at the Smithsonian and was its master interviewer. In his TED talk below he shares the challenges of getting a good interview.

...if all you're going to get from the interviewee is their public self, there's no point in it. It's pre-programmed. It's infomercial, and we all have infomercials about our lives. We know the great lines, we know the great moments, we know what we're not going to share...

Marc recounts several interviews and how he cut below the surface conversation to have his subjects reveal the truth of their lives.

Marc's talk reminds me of the advice I give to those I train for life story interviewing. I tell my students they need to ask the “courageous questions”. These are the questions that people have been waiting to be asked all of their lives. It requires courage on both sides. The interviewer must be confident enough to raise the questions. The interviewee must be unafraid to answer them.

Our work as personal historians, unlike Marc Pachter's, seldom involves the famous. But the need to go beyond the pre-programmed responses is the same. How do we do that in a way that's both incisive and empathetic? Here are some clues.

### Trust Your Intuition

Intuition is that ability of knowing without any rational explanation – a kind of sixth sense. I've talked about this to some degree in a previous article, [How to Listen with Your Eyes](#).

When we're engaged in an interview, it's not just the words we're listening to but also the subtext. It's the eyes that give us clues to what's behind the words. Our subject may express

happiness and contentment but the eyes are sad. We may hear kindness and openness but the eyes are angry and narrowed. If we're doing our job well, we need to check out this dissonance with our interviewee. By listening with our eyes we unearth a richer more authentic story.

Trusting your intuition and blurting it out doesn't mean that it's always right. And that's okay. People will set you straight if you've missed the mark.

As a rule, I generally preface my hunches with something like, “I have this feeling and I might be totally off base but I'd like to check it out...” [followed by the courageous question.]

With time and practice we can begin to trust our intuition and put it at the service of our clients.

### Acknowledge the Elephant

An elephant in the room can crush the intimacy from an interview. To help people express themselves and as Pachter says “to feel what they ... [want] to say and to be an agent of their self-revelation” we need to be fearless in acknowledging the elephant.

The caveat is that we must always be clear on our intent. We are the means through which people can speak unburdened. Our intent is not to embarrass, intimidate, or expose the interviewee.

For example, in my work I've found that most of those at the end of life welcome an opportunity to talk about their fears and hopes. But I also know that it's not uncommon for friends and family of terminally-ill patients to avoid the subject of death altogether. While it's perfectly understandable, such silence can leave the dying feeling even more isolated.

### Be curious

Curiosity is one of the key tools in an interviewer's toolkit. It's both playful and disarming. The question begins with “I wonder or I'm curious...” and invites an exploration between you and the interviewee.

Questions that are asked out of curiosity usually lead to responses that are authentic and deep.

For example, after listening to your interviewee go on and on about their terrible childhood you might ask, “You've painted such a bleak picture of your childhood, I was wondering what were some of the good things that you can recall?”

Such a question stops the interviewee from the pre-programmed, infomercial described by Marc Pachter and gives the person an opportunity to dig deeper and uncover some bright spots.

*(Continued on page 6)*

## Conclusion

As personal historians we owe it to our clients to ask the courageous questions. One's life story is more than a sterile recitation of dates, names, places, and events. Ultimately it's about the complexity and richness of a soul's journey. Courageous questions unlock this richness and give heart and substance to a personal history.

Dan Curtis [dancurtis@shaw.ca](mailto:dancurtis@shaw.ca) - Written by Dan Curtis – Professional Personal Historian <http://www.dancurtis.ca>

Photo by [Pulpolux](#)

## LCCUG Annual Picnic

Everyone is invited to LCCUG Annual Picnic, being held at beautiful Lakeview Park in Lorain.

The picnic starts at 12:00 pm to 5:00 pm. The club will supply the hamburgers, hotdogs, buns and condiments.

Picnickers must supply their own place settings, drinks and to bring a dish to share.

There will be games and prizes too. Bring your bathing suit or volley ball, as there is lots of water and a volley ball net right on the beach.

The board members would hope to see all our members there to enjoy good food, good time and plenty of socializing.

All members are encouraged to bring family & friends to this annual event.

**Hope to see you there!**



## Internet Safety: How do I keep my computer safe on the internet?

*Internet Safety is difficult, yet critical. Here are the seven key steps to internet safety - steps to keep your computer safe on the internet.*

by [Leo A. Notenboom](#), © 2011

### Viruses & [Spyware](#) & Worms ... oh my!

These days "Internet Safety" almost seems like an oxymoron. It seems like not a day goes by where we don't hear about some new kind of threat aimed at wreaking havoc across machines connected to the internet.

Anti-Microsoft sentiment coupled with the massive installed base make Microsoft products, and particularly Microsoft Windows, an irresistible target for hackers and "script kiddies". In recent years, products like Adobe Reader, Flash, Firefox and more have come under attack as their popularity has increased. Even the Macintosh is no longer invulnerable. Here are some things you can, and should, do to stay safe.

### Use a Firewall

A firewall is a piece of software or hardware that sits between your computer and the [network](#) and only allows certain types of data to cross. For example, a firewall may allow checking email and browsing the web, but disallow things like Windows file sharing.

"It all might seem overwhelming, but it's not nearly as overwhelming as an actual security problem if and when it happens to you."

If you're using a dial-up internet connection, a firewall may not be as important, although it doesn't hurt to have one. A software firewall may be your only option, though.

[What's a firewall, and how do I set one up?](#)

[Do I need a firewall, and if so, what kind?](#)

[So do I need SP2's Windows Firewall or not?](#)

[Is an outbound firewall needed?](#)

### Scan for Viruses

Sometimes, typically via email or other means, viruses are able to cross the firewall and end up on your computer anyway.

A [virus scanner](#) will locate and remove them from your hard disk. A *real-time* virus scanner will notice them as they arrive, even before they hit the disk, but at the cost of slowing down your machine a little.

**Important:** Because [new viruses](#) are arriving every day, it's important to keep your virus definitions up-to-date. Be sure to

(Continued on page 7)

*(Continued from page 6) Internet Safety...*

enable the scanning software's automatic-update feature and have it do so *every day*.

[What Security Software do you recommend?](#)

[Viruses: How do I keep myself safe from Viruses?](#)

[I run Anti-Virus software, why do I still sometimes get infected?](#)

[When do I actually need to run a virus scan?](#)

[How do I run an anti-virus scan if I can't boot?](#)

### Scan for Spyware

Spyware is similar to viruses in that they arrive unexpected and unannounced and proceed to do something undesired. Spyware can be relatively benign from a pure safety perspective, as it might "only" spy on you. But that's enough. It can violate your privacy by tracking the web sites that you visit, add "features" to your system that you didn't ask for, or record your keystrokes and steal your account login information for any online services that you might use.

Some of the worst offenders are spyware that hijack normal functions for themselves. For example, some like to redirect your web searches to other sites to try and sell you something. Of course, some spyware is so poorly written that it might as well *be* a virus, given how unstable it can make your system. The good news is that, like virus scanners, there are [spyware scanners](#) that will locate and remove the offending software.

[What Security Software do you recommend?](#)

[Spyware: How do I remove and avoid spyware?](#)

[Is running two anti-spyware programs better than one?](#)

[So just how sneaky can spyware be?](#)

[Will using an on screen keyboard stop keyboard loggers and hackers?](#)

### Stay Up-To-Date

I'd wager that over 90% of virus infections *don't have to happen*. Software [vulnerabilities](#) that the viruses exploit usually already have patches available by the time the virus reaches a computer.

The problem? The user simply failed to install the latest patches and updates that would have prevented the infection in the first place.

The solution is simple: enable automatic updates in both Windows and applications, and visit [Windows Update](#) periodically.

[How do I make sure that Windows is up-to-date?](#)

[I got burned by Windows Update, should I just avoid it?](#)

[How do I know if these update notifications are legitimate?](#)

### Educate Yourself

To be blunt, all of the protection in the world won't save you from yourself.

Don't open attachments that you aren't *positive* are OK. Don't fall for [phishing](#) scams. *Be skeptical*.

Don't click on links in email that you aren't *positive* are safe. Don't install "free" software without checking it out first - many "free" packages are so because they come loaded with

spyware, [adware](#), and worse.

When visiting a web site, did you get a pop-up asking if it's OK to install some software that you're *not sure of* because you've never heard of it? *Don't* say "OK". *Not sure* about some [security warning](#) that you've been given? *Don't* ignore it.

Choose strong passwords and don't share them with others.

[What's a good password?](#)

[Passwords and Authentication](#)

[Phishing? What's Phishing?](#)

[Why won't this "Your Computer Is Infected" warning go away?](#)

### Secure Your Mobile Connection

If you're traveling and using internet hot spots, free WiFi, or internet cafes, you *must* take extra precautions.

Make sure that your web email access is via secure (https) connections or that your regular mail is over an encrypted connection as well. Don't let people "shoulder surf" and steal your password by watching you type it in a public place. Make sure that your home WiFi has WPA security enabled, if anyone can walk within range.

[How do I use an open WiFi hotspot safely?](#)

[How can I keep my email safe from sniffing?](#)

[Can hackers see data going to and from my computer?](#)

### Don't forget the physical

An old computer adage is that "if it's not *physically* secure, it's not secure."

All of the precautions that I've listed above are pointless if other people can get at your computer. They may not follow the safety rules that I've laid out. A thief can easily get at all of the unencrypted data on your computer if they can physically get to it.

The common scenario is a laptop being lost or stolen during travel, but I've gotten reports of people who've been burned because a family member or roommate accessed their computer without their knowledge.

[How can I keep data on my laptop secure?](#), [What backup program should I use?](#)

[My computer was stolen. It's password protected, what files can the thieves see?](#)

[I've lost the password to my Windows Administrator account, how do I get it back?](#)

It turns out that resetting an Windows [account password](#) is frighteningly easy, as long as you have access to the machine.

I know it all might seem overwhelming, but it's not nearly as overwhelming as an actual security problem if and when it happens to you. While we might want it to be otherwise, the practical reality of the internet and computing today is that we each must take responsibility for our own security online.

*The article must be properly attributed to Leo A. Notenboom, and must include a working link to Ask Leo!, <http://ask-leo.com>. "by Leo A. Notenboom of [Ask Leo!](#)" would be sufficient.*



## Arranging Workbook Windows

by [Allen Wyatt](#)

If you have more than one [workbook](#) open at a time, Excel allows you to view all the workbooks at the same time and to arrange each window as you desire. The easiest method of arranging workbook windows is as follows:

Display the View tab of the ribbon.

- \* In the Window group click Arrange All. Excel displays the Arrange [Windows dialog](#) box.
- \* Make sure the Tiled option is selected. (This divides the screen space evenly between all your windows. The main benefit is that all your workbook windows get at least a piece of the screen.)
- \* [Click](#) on OK. The windows are all displayed.
- \* Click on the window whose size you wish to adjust. It becomes active.
- \* Move the mouse cursor near the border of the active window. When the cursor turns into a set of arrows, press the mouse button and drag the window edge to the desired size. Release the mouse button.
- \* Repeat steps 5 and 6 for each window you want to adjust.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (7885) applies to MS Excel versions: 2007 | 2010

You can find a version of this tip for the older menu interface of Excel here: [Arranging Workbook Windows](#).

Copyright © 2011 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.



## Changing Outline Heading Level

By [Allen Wyatt](#)

Word contains a [powerful](#) outlining system that allows you to quickly make changes to [document](#) structure. This is done in Outline view, which is invoked by clicking the Outline [tool](#) on the View tab of the ribbon, or by clicking on the Outline view icon at the left side of the horizontal scroll bar.

When you switch to Outline view, Word automatically displays the Outlining tab of the ribbon. You use the controls on this ribbon tab to change heading levels for your outline. To do this, follow these steps:

- \* Specify the maximum heading level you want displayed by using the Outline Level drop-down list.
- \* Place the [insertion point](#) on the heading whose level you want to change.
- \* Click on one of the tools, to the left of the Outline Level drop-down list, that look like left-pointing arrows to make the heading a higher level. The tool with two left-pointing arrows will promote the paragraph to the Heading 1 level, while the tool with one left-pointing arrow will promote it by one heading level.
- \* Click on one of the tools, to the right of the Outline Level drop-down list, that look like right-pointing arrows to make the heading a lower level. The tool with two right-pointing arrows will demote the paragraph to body text (it will no longer be a heading), while the tool with one right-pointing arrow will demote it by one heading level.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (10515) applies to MS Word versions: 2007 | 2010

## ROYAL business equipment

365-2288 - Elyria

1-800-238-8973 - USA

591 Cleveland Street Elyria, Ohio 44035

- \* COMPUTER REPAIR
- \* PRINTERS & SUPPLIES
- \* UPGRADES
- \* CUSTOM PC'S & LAPTOPS
- \* CALL FOR BEST PRICES
- \* EDUCATION DISCOUNTS
- \* LCD MONITORS & TVs



Shop at **www.ROYALBUSINESS.com** and save \$\$\$

Financing Available - 90 days same as cash

## Genealogy Websites Of Interest



### 50 States

[www.50states.com/news](http://www.50states.com/news)

Links to over 3,300 current United States newspapers.

### Google News Archive

[www.google.com/archivesearch](http://www.google.com/archivesearch)

1840 – Current. Use the advanced search feature to specify the years you want to search.

### Newspaper Indexes Online

<http://userdb.rootsweb.ancestry.com/news/>

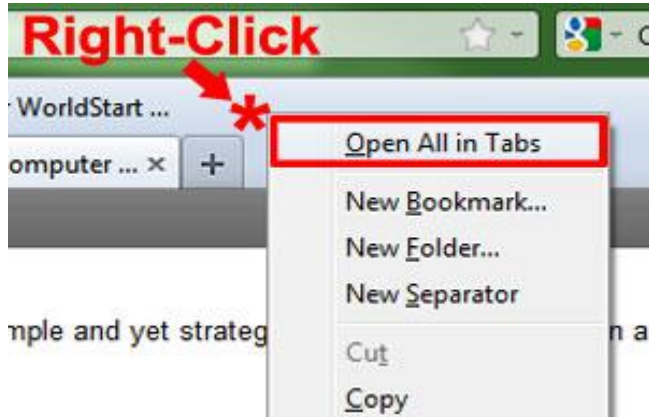
Over 475,000 extraction records. You can add your own records too!



## Firefox Open All In Tabs

You know that nifty bookmark area in Firefox? The one right above the place where all the tabs open up? Well, mine has a fair number of favorite links I can click on, but I find that most of the time I end up opening all of them in a browsing session anyways.

That's why the Open all in tabs option is so appealing to me. **Just right-click** in a blank area on your bookmarks bar and click **Open all in tabs**.



*Poof!* All of your bookmarks bar links will open at once and you're good to go!

**Note:** Google Chrome has a similar option (accessed the same way) called **Open all bookmarks**. This option, by default, opens each bookmark in its own separate tab.

~Andrew

Reprinted with permission from WorldStart. Visit <http://www.worldstart.com> and subscribe to their informative newsletters.



Your low cost supplier for...  
Computers · Parts · Service

**DCParts.Com**

Discount Computer Parts

New Systems  
Diagnostics  
Virus Removal  
Rebuilt Systems

Upgrades  
Installations  
System Tune Ups

On Site or Walk In Services

**440-322-0259**

210 East Second St., Elyria 44035

## Organize Your Documents

Do you dump every file you create into your My Documents folder? Is it the digital equivalent to a messy 7-year-old's room? Well never fear, the *computer cleaner* is here! (I can't believe I just said that!)

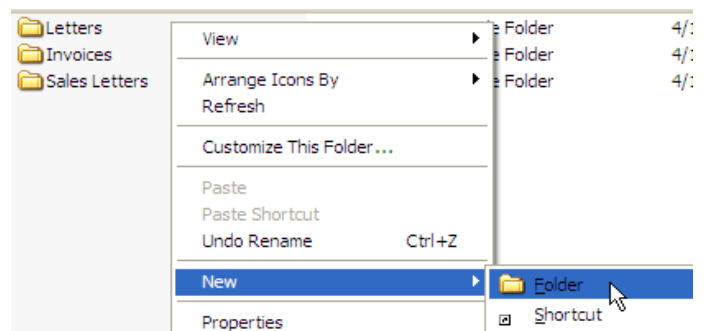
Anyhow, the best way to keep things organized is not to create any documents in the first place, right? That's not how the world works, though, so try setting up sub-folders inside the My Documents folder, instead.

Make one for each "category" of document that you have.

For example, you could have a folder for letters, one for invoices and so on. It makes keeping track of stuff much easier. Here's how to set it up:

1. Click the **Start>Documents**. This will open your "My Documents" folder.
2. Now, create a new folder with an appropriate name (right-click any blank area and select **New>Folder** from the resulting menu).
3. Finally, drag any documents that belong in that folder to it, and that's it! You can create as many of these little sub-folders under the "My Documents" folder as you need.

Oh, one final suggestion – you may want to make yearly folders too. For example, at the end of this year, make a folder called "2012 Docs". Then move everything you've made (folders and all) into that folder. Gives you a fresh start for the new year. (OK, so it's the Windows equivalent of shoving toys under the bed, but who cares? It works!)



Now, if only I could apply this technique to my daughter's room...

~Steve

Reprinted with permission from WorldStart. Visit <http://www.worldstart.com> and subscribe to their informative newsletters.

# NEED HELP?—

## Here's Who to Contact:

### Neil Higgins

440-967-9061 - [higgins.neil@gmail.com](mailto: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](mailto: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](mailto:lkoch@centurytel.net)  
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &  
Outlook, Basic to Advanced Windows

### Richard Barnett

440-365-9442 - [Richard216@aol.com](mailto: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](mailto: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](mailto: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

## LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

### Problem Solving Workshop

**Date:** Tuesday - June 19, 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 until September

**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 June

**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

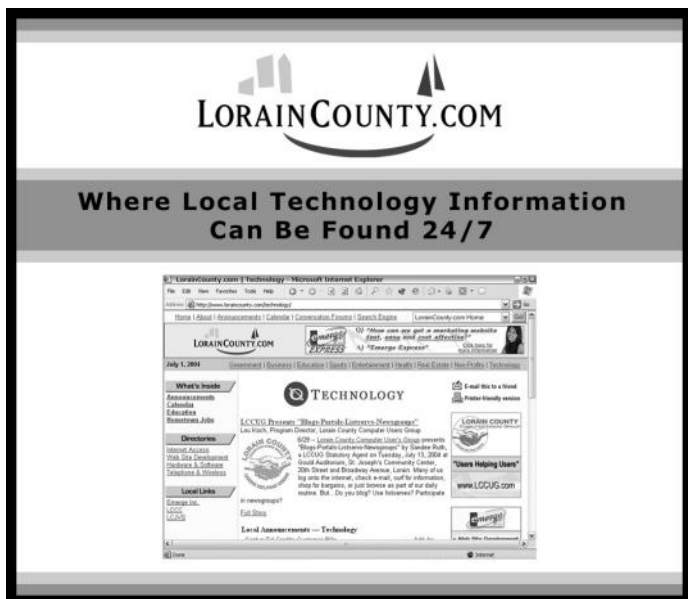
-- You must register with Jean--

Contact: Jean Griffith  
Phone: 440-282-7931  
Email: [Beula57@gmail.com](mailto:Beula57@gmail.com)

### Genealogy Class/Workshop

I will try to start up the Genealogy Class/  
Workshop in the Fall if there is enough  
interest in it.

I have had a lot of personal problems this  
past 6 months and I don't hold classes in  
the Summer. More news on this class in a  
future issue. Contact me at: [prihel1947@gmail.com](mailto:prihel1947@gmail.com)



# June 2012 Classes

Class Type	Location	Registration	June	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 June 19, 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>Classes will start in September</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 June</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 :

**June 11, 2012- "1912: Year of the Titanic"** - Presented by Jim Smith and Janet Bird, the Lorain County Historical Society Education Coordinator. This presentation will begin with a PowerPoint program by Jim Smith on the worldwide events of 1912, followed by a first-person narrative by Janet Bird who will portray Titanic passenger, Carrie Constance Chaffee as she organizes a meeting aboard the Titanic.

Meetings are held at the North Ridgeville Library, off Rt. 83, on Bainbridge Rd. & we 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)

## 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](mailto: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>

## The Passing of Our Past LCCUG President



Jesse & Dixie Jasinto gave their all to this computer club for many years.

He became our President in January of 2002 and continued in that office for a couple of years.

Dixie was our newsletter editor for a few years also.

Jesse brought to this computer club many new programs and ideas. Jesse and Dixie donated many door prizes and other services.

They printed our newsletter at no charge, so the club could stay solvent. These two worked diligently to make this club thrive for many years.

Jesse was minister for over 35 years, bringing the word of God to many. Jesse had a great personality and he did everything with integrity and a smile.

Jesse's brother Carl Jasinto was also our newsletter editor and the Jasinto family were very involved in their community.

Jesse leaves behind his loving wife Dixie, with whom he worked and raised a family. His children & his brothers are also left to mourn his loss.

All of LCCUG with to thank Jesse and his family for all that they have done for our club and that Jesse is greatly missed by all who knew him.

### HomeSpot

[www.homespothq.com](http://www.homespothq.com)

HomeSpot is a free service that helps you manage information about your home, including maintenance and repairs information, reminders, paint colors, appliance purchases, home improvement projects, and more. HomeSpot aims to save you time and money by helping you record all of your home info in one place.

To get started, simply create an account, add your home information, and start a maintenance to-do list. You can even set up email notifications that will remind you of upcoming projects and tasks. In addition to helping you save time and money, HomeSpot can help you save on your taxes, prepare your home to be sold, or go green with environmentally friendly tips for your living space.

*Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!*

**Smart Computing.**  
In Plain English

**ScamBusters.org**

## Travel Scams -- Here, There and Everywhere

### **3 big travel scams you may well not have heard about: Internet ScamBusters #140**

What do you think when you hear the words "travel scam"? Maybe you think of the faxes advertising amazingly low fares for a vacation that expires that evening. (If you call, you'd find out what your travel is free but your hotel stay is charged at an incredibly high rate.)

Or maybe you think about the mail that comes in express mail looking envelopes announcing you won a fabulous free cruise in a lottery you don't remember entering. (If you call, you'd find out that in order to collect your prize, you'd have to attend seminars at your expense, or make purchases for things at highly inflated prices.)

We've written in detail about these [travel scams](#) and [cruise scams](#) before - click here.

But what about travel scams that happen once you arrive at your destination?

Thieves and tricksters are forever coming up with new ways to scam travelers, so it's important to find out about these scams before you travel.

We'll discuss three of the most common -- and sneaky -- travel scams today; these scams can absolutely ruin an otherwise delightful travel experience.

#### **1. Front Desk Credit Card Confusion Scam**

Anyone who has tried to see a city in a day and a half or cram days of work into a 12-hour business trip knows what that kind of marathon activity can entail.

Imagine that it's the end of your long day of frenzy, and you're settling in for the evening in your hotel room. You're drifting off to sleep when the phone rings. It's the front desk clerk asking for your help in verifying some information.

The "front desk clerk" (aka scammer) apologizes for the late hour, but explains that at shift change some forms were left unfinished. She needs to confirm that the form she has is yours, and that the information is correct.

She asks if the last four digits of your credit card are 5678. You groggily reach for your wallet and pull out the card. No, you say, those aren't the last four digits.

*(Continued on page 13)*



*(Continued from page 12) Travel Scams...*

Hmmm, she responds, seeming perplexed. She then asks if you could just read the card number to her. You're sleepy so you don't pause before responding when she asks for the expiration date as well.

With a joyous Aha, she tells you that she has found your form. She thanks you profusely, apologizes again and assures you that all the information is now straightened out.

You hang up and drift back to sleep, not realizing that you have just been scammed by a con artist.

It might only be when your credit card is declined the next time you use it that you realize you've been scammed.

Action: Never give your card number out over the phone at a hotel. Ask for the name of someone to speak to and tell the caller that you'll come down in the morning to straighten it out. Don't offer to call the desk from your room and then feel safe giving the card number. For all you know, the thief is calling from a temporarily abandoned front-desk station.

## **2. Taxi Cabs or Scam Mobiles?**

Once when leaving the main train station in Rome, Italy, a friend was heading for the Taxi Stand when she looked up to see an incredible line. She estimated that it would be at least a 30-minute wait. Our friend probably sighed, visibly. She was immediately approached by a nicely dressed man who offered her a ride and a bypass of the line by saying, "taxi?"

She could have taken the offer. But fortunately, we had told her about this scam beforehand.

Never take a taxi ride from someone who is not in an official, metered taxi cab. Doing so risks not just your wallet -- but your safety.

Scam artists have been known to pose as taxi drivers and take off with your luggage. They have also taken unsuspecting tourists to a deserted area and then robbed and/or assaulted them.

At the very least, even if you're lucky and avoid violence or theft, you'll still be charged at least 4 or 5 times what the rate should be for the taxi ride.

Any taxi cab should have the car number and company marked on the outside, a registration and driver information card displayed on or near the dashboard, and should either have on display or offer on request a list of charges.

Make yourself familiar with the rate list when you first get into the cab. If possible, make your examination of

the rate list obvious. Both these actions will help prevent the driver from getting any "bright" ideas.

If you're not sure about where to catch a taxi or whether or not you were properly charged, ask at your hotel. If you think you were scammed, try to record identifying information about the driver and/or the vehicle so you can report it to the police.

Action: Never accept rides from individuals who don't have licensed metered taxis.

## **3. Hotel "Representatives"**

This scam is similar to the Taxi scam.

The voices will start as soon as you disembark from the plane, train, boat or bus: "Hotel?" or "Room? You need a room?" will begin floating towards you any time you arrive in a major tourist destination transportation hub.

Much like the taxi cab scam above, be wary of those who approach you offering hotel rooms. These scammers may wear a laminated badge, carry a notebook or even have brochures about their hotels. (Very likely, they made these on their home computer.)

They'll offer you a great rate, showing you the colorful pictures in the brochures, and then offer to take you to the hotel.

Once again, you're in danger of losing your luggage or your wallet, and violence can occur with this scam as well.

Alternatively, once you arrive at the hotel (tired and ready to go to sleep), the hotel clerk will apologetically inform you that the rate promised is magically all filled for the evening -- but they have rooms ready for you at twice the promised rate.

Once you wearily agree and head to the room, your "representative" will be handed a hefty tip by the clerk.

You're best off making your own reservations by phone and confirming rates with a credit card. Make sure you get a confirmation number that you can show upon checking in.

Action: If you arrive in a city without a reservation, avoid these lone representatives. Look for the nearest tourist information office or hit the nearest phone booth with your travel guidebook in hand.

Now that you know about them, you can avoid these three destination travel scams. Have a great -- and safe -- week.

*Copyright Audri and Jim Lanford. All rights reserved.  
Reprinted with permission. Subscribe free to Internet  
ScamBusters at <http://www.scambusters.org>*

# Connect Your Tablet To A Wireless Network

Smart Computing  
iPad Edition

*The Fastest Way To The Internet*

**Most tablets can only connect to the Internet through Wi-Fi, so it's essential that you know how to access and change the Wi-Fi settings on your tablet.**

In this article, we'll take you step-by-step through the Wi-Fi connection process. Note that instructions for some models may vary slightly from our guidelines because of small differences among interfaces and operating systems. If in doubt, access Settings, locate a Wi-Fi or wireless networks area, and select your wireless network.

## Android Tablets

To access the Wi-Fi settings on a tablet that runs Android, you can either touch the Settings icon on the Home screen or open up the App screen and select Settings. Next, touch Wireless & Networks and select Wi-Fi. If your tablet runs Android 4.0, you'll also need to slide the Wi-Fi switch to the On position. Click Wi-Fi Settings and your tablet will then scan the area for available wireless networks. If you see a lock icon next to the name, you'll need to know the security credentials to connect to it. To connect to a specific network, touch the network name, and if prompted, enter the password for the network. You can also add a Wi-Fi network to your device's list so that it will remember the credentials and automatically connect to it when the network is in range.



*In Android, you'll find the Wi-Fi settings under Wireless & Networks.*

To do so, navigate to the Wi-Fi Settings and select Add Network. Enter the network name, sometimes referred to as the SSID (Service Set Identifier), and select Save. If you want your tablet to no longer automatically connect to a network, open the Wi-Fi Settings screen, touch the network name, and select Forget from the dialog box.

## iOS

With the iPad, you can click the Settings app and select Wi-Fi. If the Wi-Fi is turned off, touch the On/Off icon to switch it to the On position. Your iPad will then scan for available networks and display them under Choose A Network. Touch the name of your preferred connection, and if it's password-protected, enter the password. You'll know if a Wi-Fi network is password-protected if a padlock icon appears next to the network's name. When the iPad is connected, the Wi-Fi icon next to the network name will turn blue. In the Wi-Fi menu, you'll be able to see the signal strength of the various networks.



*On the iPad, simply access Settings and touch the Wi-Fi tab.*

## BlackBerry OS

If your tablet runs the BlackBerry OS, you'll be able to connect to Wi-Fi by tapping the Wi-Fi symbol in the Status bar. Then, you can tap the network you want to connect to and enter the security password, if necessary. Once you've entered the authentication info, touch the Connect button.



*The BlackBerry OS makes it easy to connect to Wi-Fi.*

## What Can You Do With A Wi-Fi Connection?

Most tablets include access to a number of Web services, including webmail clients, video-streaming services, and online storage apps. With the Wi-Fi connection to the Internet, here's just a small sample of what you'll be able to do with your tablet.

- Send and receive email
- Browse the Web
- Receive news and weather updates
- Locate nearby attractions
- Upload and download documents, work files, and images
- Stream movies and music
- Download new apps

*Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!*

# Permanently Delete Files

*To delete a file in Windows, all you have to do is right-click it and click Delete. Right? Actually, no. That's the real-world equivalent of gently placing your sensitive files in a filing cabinet marked "Recycle Bin." If a cybercriminal gains access to your system, rest assured that the Recycle Bin is the first place he'll look for your sensitive data. In this article, we'll show you several ways you can permanently delete files in Windows.*

## Basic File Removal

Sending a document or file to the Recycle Bin does little more than move it from its original location. All you have to do to return it is to right-click it and then click Restore or drag and drop it into a new location. As a result, the Recycle Bin is not a very effective way to delete a file.

But that doesn't mean the Recycle Bin is useless. Other than helping you de-clutter your folders, once files are in the Recycle Bin, you can double-click it to view them, right-click files individually and click Delete again. You can also permanently delete all files in the Recycle Bin by clicking the Empty The Recycle Bin option from the top of the window, or by right-clicking the Recycle Bin on your Desktop and clicking the same option. This permanent deletion is sufficient for most situations.

While these files can be potentially recovered, third-party software is required. When you delete something, Windows just removes the file record marker, effectively leaving it intact. If Windows needs to write data to the disk, and those sectors are overwritten, only then will it no longer be recoverable.

## Get Serious About Security

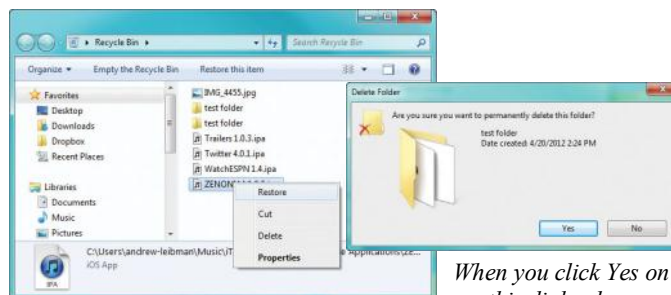
If the files you're trying to get rid of are of a particularly sensitive nature, then Windows' definition of "permanent" may not be satisfactory. If you're using a mechanical hard drive, you can run the Disk Defragmenter to potentially rearrange the sectors that stored the sensitive data. To launch it, click Start, All Programs, Accessories, System Tools, and Disk Defragmenter. A better—though less practical—way is to simply reformat the hard drive, but keep in mind, this will wipe out anything on that drive. Launch Windows Explorer, right-click the hard drive you want to reformat, and then click Format. Make sure you perform a full format, not a quick format.

## Third-Party File Pulverizers

For those rare situations where you need to make sure a file remains irrecoverable to anyone ever, you need a third-party application. Two examples are Scar5's Simple File Shredder (free; [tinyurl.com/768yso](http://tinyurl.com/768yso)) and Eraser (free; [tinyurl.com/yacgd9l](http://tinyurl.com/yacgd9l)), which can both erase whole hard drives or individual files and folders.

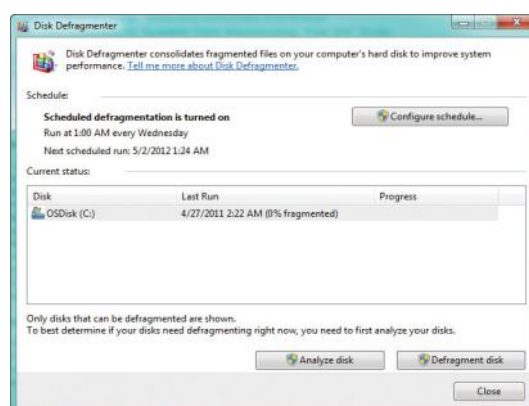
These utilities accomplish the permanent removal by overwriting the files you ask them to delete with random charac-

ters, all zeros, or other information to ensure they remain gone forever. If that's still not good enough, then look for a third-party file shredder that has been approved by the U.S. Department of Defense. One such utility is WhiteCanyon's SecureClean file shredder (\$39.95; [www.whitecanyon.com](http://www.whitecanyon.com)).

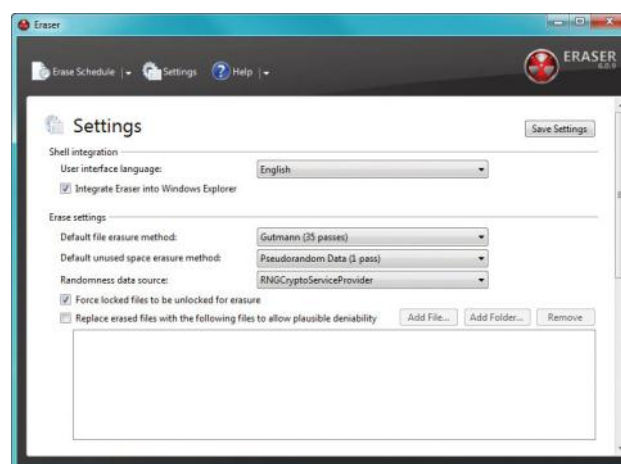


*Clicking Restore from the Recycle Bin puts the file back where it was before you initially deleted it.*

*When you click Yes on this dialog box, the file is permanently deleted. Sort of.*

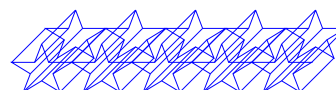


*Defragmenting your drive can obscure "permanently deleted" files.*



*Eraser is a third-party utility that can ensure a file you want to delete is not recoverable.*

*Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!*



# “Driving” Your Computer



By Diane Fahlbusch, President, ICON PC User Group, NY  
[www.iconpcug.org](http://www.iconpcug.org) [Editor@iconpcug.org](mailto:Editor@iconpcug.org)

We all know that one of the most essential components of our computer is the storage drive. It's the home of your operating system, firmware, applications and those precious files you have collected over time. Faster processors, more RAM ... are useless if there is nothing to pass through them. We now have tremendous options available to us: larger capacity, faster RPMs, newer materials, faster connections, external drives and thumb/flash drives. The more you know about them, the better you will be able to decide what is right for you.

## Floppy Drives



Yes they still do exist! But they have almost waved themselves goodbye. In their day they were great, and became smaller. But as the capability of computers increased and technology advanced, they just did not have the capacity, were too bulky and very fragile little things. But, they are still designated as the A drive, and the standard “Save” icon.

## Zip Drives and Jazz Drives



Yes, they still do exist! These were inherently floppy drives on steroids to meet larger capacity demands, as well as being able to function faster. But these are also stored to a magnetic film, which will erode over time, and are subject to semi-severe conditions. So if you still have anything you want from these, it is recommended that you transfer your data to a newer format.

## CD Rom Drives



These sounded the beginning of the end for floppy drives and their kin, as well as cassette tapes and vinyl records. Writable CDs are very inexpensive now, and consist of various layers. The top layer is actually a protective coating, which is why scratches to this layer may be able to be repaired with Skip Disc, or something similar. The data is stored on a different layer. There are plenty of these drives still around, and it's not a bad idea to slap one into your tower unit if you have room. This way you can burn out the CD only drive and save the:

## CD/DVD Drive



This is the dual drive that is now standard on any computer, and very similar in physical design to CDs. If you need to replace one, watch for read and write speeds, which

are far faster than the ones just 5-7 years ago, as well as any firmware updates you might need for faster write speeds to work. Do not forget to watch the read/write speeds of the discs you buy, as well as whether your drive can burn +R DVDs. Also watch for the “new” thing from just a few years ago, dual layer. But of course the latest is:

## Blue Ray Drive



An essential for REALLY large capacity discs or to watch blue-ray discs with high definition graphics. Of course, if your monitor is not high definition or your computer's video card does not know what to do with HD files, you may just want to wait on this one. It's still very pricey – even the stand-alone units to connect to your HD TV.

## Hard Disc Drives



The vast majority of storage drives available are still the good ol' magnetic discs. The original design of the rotating, rigid platters storing data magnetically by read/write heads floating on a layer of pressurized air is still the same as it was from the 1960's, but the recording density has increased dramatically. The platters themselves are not made of a magnetic material. They are coated with a thin layer of magnetized material, which has changed over the years. The platters are held together on a spindle, which requires very careful placement to allow for just enough air between each platter as well as the read/write heads.

Disc drives also contain two electronic motors. One motor spins the platters at a specified RPM. The faster the RPM, the faster the drive can access the data - and the greater the heat output. The platters do have a special coating to resist thermal-induced magnetic breakdown, but it is still very important to make sure that your cooling fans are working properly, and more important to check or change your fans if you replace the factory installed drive with one with a faster RPM. The second is called an actuator motor to control the read/write heads. If they no longer line up correctly, they will not function properly. It is possible to reset the placement of the heads if they are no longer lining up properly – but not easy. Of course, if your drive has experienced a “Head Crash”, where the misplaced head has actually scraped along the surface of the disc, those sections are destroyed forever.

Your data is stored in digital magnetic format on the platters on disc drives. Once a brand new hard disc drive has collected any information, it will never be the same as it was in its pristine state – just as a magnet will always have some residual iron filings no matter how hard you try to remove them. And of course another way to help prevent the loss of the data is for the correct magnetization to be stored with some room to spare. But that concept of “elbow room” shrinks as there is more data stored. One way to think about this is by comparing the way some neighborhoods look today versus 25 years

*(Continued on page 17)*



ago. (The Smithhaven Mall used to loom out of nothingness like Oz’s Emerald City – now you can miss it because there are at least three other shopping centers/malls around it.) So if your data was originally being stored with plenty of space, you will wind up with fragmented files as that space shrinks. Defragmenting your hard disc drive is one of those easy maintenance things to do to speed up performance, because it moves related pieces of information near one another for faster access. However, you can rewrite to a hard disc drive as long as the device is working properly. Of course, there might be residual bits of magnetic charges left on that previously written space which might corrupt your file.

Hard disc drives seem sturdy because of their tough protective casings and hard materials, but they are not made to withstand sudden shock, such as being banged or dropped, especially when still spinning. Some notebook computers now come with an active hard drive protection that parks the disc heads if the unit is dropped. Hard disc drives are also sensitive to power surges (including static electricity), sudden loss of power, contamination within the enclosure, corrosion and exposure to excessive heat or magnetic fields. Some recent studies seem to show that disc drives maintained at somewhat colder temperatures do NOT outlast those at somewhat warmer ones, as previously believed. All drives will experience normal “wear and tear”. Interestingly, your disc drives are like your car – it’s better for the engine if you take longer trips instead of the short hops, or leaving it idling. One way to reduce the life of your drive is by leaving the computer on, but in an idle state. It is better to shut the computer off when you are not using it. Of course, excessive rebooting will also shorten the life of your disc drives, as they have to spin up every time.

### Solid State Drives



The newest data storage drive is the solid state drive, which is radically different than its predecessor. These drives use microchips to store the data to free, programmable blocks and do NOT contain any moving parts. Because of this they are quiet, physically smaller, use less power to operate, run cooler, can tolerate

greater altitudes and temperature ranges, tolerate vibration, are not susceptible to magnetic fields, do NOT require defragmenting (actually, defragmenting adds wear for no benefit) and are less susceptible to sudden shock. (But that does NOT mean that you should be playing handball with them!) Performance is most frequently tied to the type of memory used and the controller, an embedded processor that works as a bridge between the computer’s electronics and its own, as well as a number of other factors. They will typically use either non-volatile (NAND flash) memory or volatile (DRAM) memory.

The NAND flash based memory, while being slower than its counterpart, has an advantage – it can retain information WITHOUT power. That is why your camera cards and thumb/flash drives do not need a separate power supply. This

memory can be MLC (multi-level cell), or single-level cell, the latter of which is more reliable and faster, but more expensive. Also, the NAND flash memory cannot directly overwrite a file. It must first rewrite the information to free programmable blocks of space, THEN it overwrites the previous blocks. If data was encrypted with an encryption program NOT located on the drive itself, the original data, can only be safely “wiped” by using a special “secure erase” program on the drive. Effectively, this means that your once secured information is unsecure, unencrypted and accessible. And these blocks do have a limit of 1,000,000 to 2,000,000 write cycles (1,000 to 10,000 per cell) for MLC, and up to 5,000,000 write cycles (100,000 per cell) for SLC. This is compensated for by “wear leveling” – writing to different sets of blocks each time and spreading the usage out evenly. (Think of it as a little league coach who always rotates all of the players in every game, but does a quick tidy-up at the end of the game.) This effectively means that you will eventually “use up” the memory. When that happens the drive just stops working. Granted, it may take a many years, but it depends upon how much you create, or re-create.

The DRAM provides lightening fast data transfer, and does NOT have a limit to the number of times programmable blocks can be written to. It also requires an internal battery or capacitor or other power supply, and requires backup storage systems to ensure preserving data if power is lost. These are most frequently used as internal drives in netbooks and computers. Because nothing needs to spin during boot up or starting up applications, these drives respond rapidly. Their read times are far less than hard disc drives, again because there are no heads to search for the data. However, these drives do have certain drawbacks.

For starters, solid state drives with DRAM are far more expensive, but the price is coming down. Because of this, there really are not many large capacity solid state drives available. Be wary that there are some of these drives are using a combination of NAND and DRAM. Another consideration is the write speed. Less expensive models may not be providing much faster write performance than hard disc drives, but will be impacted significantly by the number of free programmable blocks. Solid state drives are really not the best choice for operating systems that continually rewrite to the drives while in use, such as Windows. While solid state drives CAN provide greater performance, be aware that you can only push the information through as fast as your connection can handle. Having a USB3 device will not increase the speed of data transfer if your computer’s connection is USB1. Write performance is greatly reduced when using a SATA connection. Performance of DRAM drives will deteriorate in time when there are no free programmable blocks left. Also, as previously mentioned, DRAM requires constant power. So even though your computer is turned off, the DRAM drive still requires power.

Please always remember to make educated decisions about the products you select, and set realistic expectations on any hardware you use.

# Adding Disk Space to Windows 7



By Dick Maybach

March 2012 issue, BUG Bytes, Brookdale Computer Users' Group, NJ  
[www.bcug.com](http://www.bcug.com) [n2nd@charter.net](mailto:n2nd@charter.net)

When buying a new PC, it's usually wise to equip it with the largest possible hard disk.

Despite this, it's not uncommon to find that eventually it becomes uncomfortably full, leaving you with four options:

1. save all your user data on an external disk, replace the system disk with a larger one, install Windows and all your applications from scratch, and restore your user data from the external disk,
2. make an image of the current disk on an external drive, replace the current hard disk, and restore the image to it,
3. add a hard disk and move some data folders to it, or enable dynamic disk management, which makes multiple disks appear as one, thus increasing the available space.

If your Windows 7 installation is corrupted by file system errors or malware, you must use option 1. If your system is working well, use option 2 (using the Windows 7 *Backup and Restore* tool), which is substantially easier and faster than 1. If your current system is working well, option 3 looks attractive, but there are significant issues, which I discuss below. I don't have the resources to test option 4, and I've learned from sad experience not to write about things I haven't done. If you are interested in dynamic disk management, see a good book, such as *Window 7 In Depth* by Cowart and Knittel. However, this approach appears to be complex enough to make it useful only in a professionally-staffed computer center. I don't recommend it for home users.

Option 3, add a second hard disk and move some of the data folders from our home folder to it, looks attractive. Here, some data will reside on a different drive, call it D:, and unfortunately, some programs, for example *iTunes*, cannot access data on it. You can edit *iTunes*' preferences to declare that, *iTunes Media*, the folder that holds its music, resides on D:, but *iTunes* apparently doesn't look outside your home folder. There are probably other applications with similar flaws.

A procedure called *grafting* appears to offer a solution. It maps all the files on an auxiliary disk into a folder in your home folder, and any files you later add to that folder are stored on the grafted disk. The basic procedure is as follows:

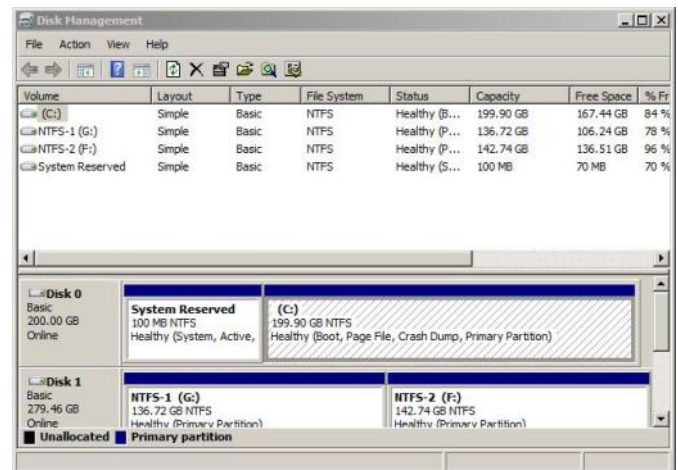
- ◆ copy all the files in the selected folder to the auxiliary disk;
- ◆ delete the selected folder on the main disk; and
- ◆ graft the auxiliary disk to a folder on main disk.

This indeed works on Windows 7, and after I did it, *iTunes* was able to find its files on the auxiliary disk, but operations

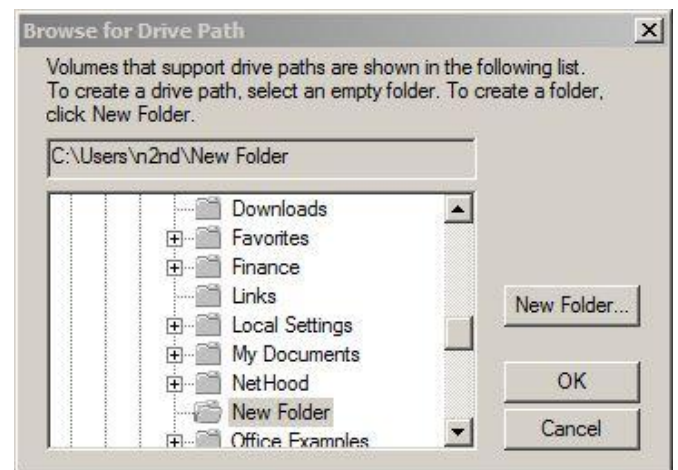
were so flaky (see below) that I wouldn't do this on a PC that I actually used.

If you would like to experiment (not on the PC you use for TurboTax please), here is the procedure. Log into an account with administrator privileges, and open the *Disk Management* tool. (The easiest way is to tap the *Windows* key or click on *Start*, type "disk manage" and select *Create and format hard disk partitions*.) The screenshot below shows the result.

In this example, I graft NTFS-2 (F:) onto a folder in my home folder. Right-click on NTFS-2 (F:) and select *Change Drive Letter and Paths ...*. Click the *Add ...* button, select *Browse ...*, navigate to the folder where the original folder appeared (in my case C:\users\n2nd), click the *New Folder* button. The result is shown below.



Click the *OK* button and the *Browse for Drive Paths* window will close, then click *OK* in the *Add Drive Letter or Path* window, and close the *Disk Management* window. The disk NTFS-2 (F:) is now grafted on the folder C:\Users\n2nd\New Folder. If you had to log in as a different user to obtain administrator privileges, log out and then log back into your home account, in my case n2nd.



This seems straightforward, but there are several traps. The Disk Manager is quirky and not well documented. I needed several attempts to make the above procedure work, which

(Continued on page 19)

(Continued from page 18) *Adding Disk Space...*

isn't good for a tool that modifies your folder structure. Since you can graft an entire disk only to a single folder, if there are several large folders, you must partition the auxiliary disk and graft a separate partition to each folder. This is unfortunate, because you can't graft your entire home directory, as it contains system files that are always in use. Most disturbing is that when I finished and tried to make a full backup, including a system image, the procedure failed. Even if it had succeeded, I'm not sure I could have restored my system. Would the software try to put everything on the original (now too small) C: disk, or would it be smart enough to restore to both C: and F: and graft F: to a folder? This isn't something about which you want to be surprised when you have to restore your files.

My conclusion after all this is that Windows 7 is designed to operate from a single disk, as are some of its applications. In this respect, it's made a step backward from XP, where you could locate your *My Documents* folder on any disk, and even *iTunes* could find its files there. You can add additional disks to a Windows 7 system, but accessing files on them will be somewhat less convenient than if everything resided in your home folder. As a result, if you run out of disk space on a Windows 7 PC, the best course is to replace the disk with a larger one and port your system to it.

WS WORLDSTART.COM



## Chrome Is King... According To Some Anyway

Are you a Google Chrome user? If so, you may be part of the majority now. According to recent data from StatCounter, Google Chrome has overtaken Internet Explorer as the top browser. The stats show that Chrome routed more total Internet traffic than the previous top browser.

The stats are being challenged, however, and many sources still have Internet Explorer as the top browser. Despite who- ever is the real number one, this recent news has shown that Internet Explorer has finally met its match in terms of popularity. In fact, Internet Explorer has a slight edge to begin with, due to many Windows computers being pre-installed with the web browser.

StatCounter's numbers show Chrome taking up 32.8% of internet traffic while Internet Explorer accounted for 31.9%. Third place Mozilla Firefox accounted for 25.5%. It seems Internet Explorer no longer owns the Internet and that browser usage is more balanced than it has been in the past.

### Get Ready For Another Facebook Change (Again.)

So who has Facebook? Facebook's new Timeline? Who hates

it? Personally, I love it, but there are a large number of Facebook users that can't share my sentiment. From what I've seen, you either love it or hate it. There doesn't seem to be much middle ground. Well, for those who hate it (and even those that don't), guess what? Looks like Facebook is testing out *even more* changes to its Timeline layout.



Now, before we all start running around acting like the social world as we know it is going to end in 2012 (silly Facebook Mayans), let's all take a deep breath and take a look at what's being tried out. The first, and most obvious, thing we see is the location of the name, occupation, and education stats. These are moved from under the profile picture to the right, in white text, and over top of the 'cover' photo. The next change is condensing the thumbnail images that highlight your friends, likes, photos, etc. Instead of the current thumbnail images, the new design shows us smaller icons moved up to the bottom right of the profile picture. From what I can tell, it looks as if Facebook is trying to move the Timeline part of Timeline closer to the top by condensing the info near the top of the profile page.

Thoughts? Personally, I'm not a fan. Losing the thumbnails is definitely a downer (I like pictures). From a design standpoint, the new location of the name, etc, has issues. If this text is set in white, that can cause problems with cover photos with a lot of white space. The new design would cause a slight issue with [WorldStart's Facebook](http://www.worldstart.com)<sup>[1]</sup> cover photo, for example. So what are your thoughts on the potential new design?

Reprinted with permission from WorldStart. Visit <http://www.worldstart.com> and subscribe to their informative newsletters.

## Computer Club News

### LCCUG is collecting empty ink cartridges.



Our Club will be recycling used ink cartridges and using the rewards we earn to buy more prizes for the club raffle. If you have your empty ink cartridges laying around, please bring them to our meetings and any officer will gladly take them off your hands.



## Astronomy News

Astronomers can stay up to date with the news at this Science Daily site.

[http://www.sciencedaily.com/news/space\\_time/astronomy/](http://www.sciencedaily.com/news/space_time/astronomy/)

## Comments In Google Docs

To insert a comment in Google Docs, highlight the text you want to notate, right click it, and select Comment. Other people sharing the document will be able to read the comments you add.

## Drop-Down Menu

In a GUI (graphical user interface), a menu that is opened when the menu name is clicked, letting the user choose one command from a list of several options. The File menu of a word processing document is an example of a drop-down menu.

## Office 2012 Search

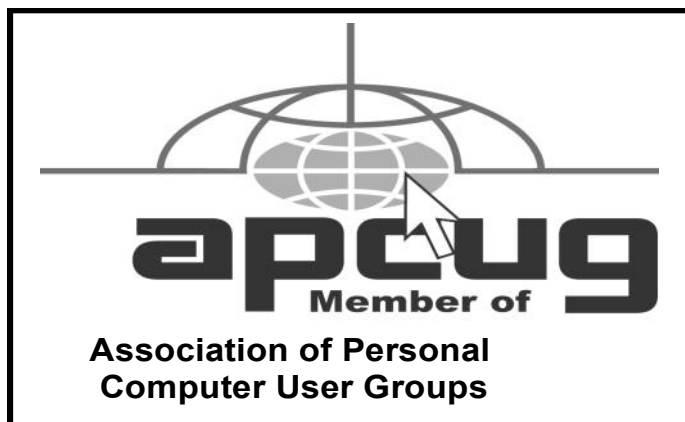
When searching for text, you may find a word in several locations in a document. To help you quickly locate the specific use of the word you want to change, Microsoft Word 2010 provides you with an excerpt of the text surrounding the word you searched for. Examine all of the excerpts to find the exact text you want to find or change.

## Office Web Applications

When searching for text, you may find a word in several locations in a document. To help you quickly locate the specific use of the word you want to change, Microsoft Word 2010 provides you with an excerpt of the text surrounding the word you searched for. Examine all of the excerpts to find the exact text you want to find or change.

## Office Web Applications

Need access to Microsoft Office when you're on the road and without a PC. Try out Office Web Applications ([office.microsoft.com/en-us/web-apps](http://office.microsoft.com/en-us/web-apps)) to access your Word, Excel, PowerPoint, and OneNote documents online.



## Blog With Microsoft Office

Word 2007 and 2010 offers tool for creating blog posts. Just register your blog account and select your blog service provider to begin blogging with Microsoft Office.

## Change Views in Microsoft Outlook

With Microsoft Outlook, you can change how emails are sorted by double-clicking the field categories, such as From, Subject, and Received. This way, you can quickly sort through your emails to find the one you want.

## Put Video Into Your PowerPoint

You can easily insert a video into PowerPoint 2010. Open the presentation slide where you want to add the video, click the Insert tab, select Video, and choose the footage to add.

## Insert Audio Into PowerPoint

You can insert audio into Microsoft PowerPoint to enhance the presentation and set the mood. To do so, open the side where you want the music to start, click Insert, and select Audio.

## Go Incognito

If you are using a friend's computer and don't want your browsing history to remain on his PC after you leave, you might want to use Chrome's Incognito window. It prevents the PC from retaining most traces of your browsing. (It won't, however, prevent a keystroke capture device from tracking your keystrokes.) To use the feature, click the wrench icon and then click New Incognito Window.

## Background Removal Tool

Need to quickly remove the background from a image? With the Background Removal Tool in Microsoft Word 2010, you can clean up the background to make your image blend with the document.

*Reprinted with permission from Smart Computing. Visit <http://www.smartcomputing.com> to learn what Smart Computing can do for you and your user group!*

## MEMBERSHIP WITH LCCUG:

Yearly dues are \$25 . For more information, contact:

Director of Membership,  
[membership@lccug.com](mailto:membership@lccug.com).

## Directions to Meetings:

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