

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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Inside This Issue

President's Letter	Pg 2
LCCUG Officers	Pg 2
July Programs	Pg 3
Genealogy	Pg 5
Annual LCCUG Picnic	Pg 6
Closing the Door on Facebook	Pg 7
Genealogy Websites	Pg 8
Excel Tips	Pg. 8
Word Tips	Pg 8
Androids Back-up Tips	Pg 9
Need Help?	Pg 10
Classes, Workshops & SIGs	Pg 10, 11
Lorain Genealogy Meeting	Pg 11
To the 'Cloud'...	Pg 12
How Do I Uninstall	Pg 13
New Scams	Pg 14
AVG...	Pg 16
Microsoft News	Pg 16
Sticky Notes	Pg 17
Facebook Changed Something...	Pg 17
Reason for Moving to Windows 7...	Pg 18
Evernote 4	Pg 19
Club News	Pg 19
Tips, Fun Facts	Pg 20



**Tuesday
July 10, 2012**



Protecting yourself online



By

Bob Gostischa



"LCCUG ANNUAL PICNIC"

AUGUST 5, 2012

LAKEVIEW PARK, WEST PAVILION

1:00 TO 5:00 PM

More info inside

See Page 6



NO SECOND MEETING IN JULY

☺ 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 am always amazed how my young grandchildren take for granted all the cool technology that I find so amazing.

My grandson who just turned 3 asked to see trains on my 'puter. This means he wants to watch videos of trains on YouTube. I told him that I was using the laptop 'puter and said I would put them on something else for him to watch. He firmly told me, "That is a Kindle not a 'puter." I assured him he could also watch them on the Kindle Fire. At other times a frequent distraction is offering him an opportunity to watch these kinds of videos on his mother's smart phone. He knows how to carefully hold the smart phone on the edges as he watches so that he doesn't hit a button that stops the video.

The 5 and 8 year olds know how to use the computer or smart phone to get the current weather and check the Doppler radar to see if it is going to rain in the near future. The smart phone also plays music, videos and provides information on anything.

For them music is something found on one of these devices, not a radio or even a CD player. I remember the thrill of getting my first transistor radio (it was pink!) My brothers made crystal radios. Now music frequently comes to the young listener digitally and/or wirelessly. I still find it incredible. When their parents want music for get-togethers at home, they put on the Pandora internet website or app and feed the connection wirelessly to speakers for all to hear.

The grandkids are as likely to watch a TV show through the Roku box from Netflix as they are on live TV. They can choose the show they want then they want. When I was their age my family had just gotten a television and there were **ONLY THREE** channels!!

The third grader is as likely to read a book on an e-reader as on a print book without the least thought about what a recent option that is. New reading material is obtained for the e-reader without leaving the house! Books are downloaded from the library or found on a "classic" book free online or in a pinch just about any book is available at a moment's notice for the a price. Second grade reading assignments were often at www.wegivebooks.org/

Photos taken at any event by a phone or digital camera are viewed on the computer or other electronic device and seldom in print. They think nothing of seeing a video of themselves on YouTube – perhaps streamed to the television. No big deal to them.

Phone calls aren't contingent to any special location. When I was their age we had a party line and one phone on the wall. And video phone calls using Skype are commonly made today - the no big deal!

Now-a-days the children have heard us say often enough,

LCCUG Officers For 2012

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

"I'll look it up on the computer", that it is just a matter of course for them to grow up expecting all knowledge is found at the their fingertips.

For me this is incredible and so cool but not for our newest generation.

When LCCUG started 20 years ago, we were eager to learn how to use our desktop computers and this new thing called the World Wide Web. Now look where we are!!

Unbelievable!

Sandee

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

This Month's contributors: Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Leo Notenboom, Allen Wyatt, Dan Curtis, Dick Eastman, Scambusters, Linda Gonse, Joan Frerichs, Phil Sorrentino, Hewie Poplock, APCUG, Wordtips.net, Exceltips.net, SmartComputing Magazine, Microsoft Office art online, WorldStart.com, Scambusters

Newsletter is now

Online

at

lccug.com/newsletters or lccug.com

TUESDAY
July 10, 2012

Protecting yourself online

*Presented
By*

Bob Gostischa



It's common wisdom that avoiding suspicious web-based content and especially 'dodgy' websites will keep you safe on the Internet. Unfortunately, that sort of information is 'old and outdated technology'. Internet security (protecting both your computer and your identity online) can, however, be demystified.

This presentation focuses on normal computer users, rather than "IT geeks," and clearly explains security myths, Internet dos and don'ts, the evolution of computer threats, and more. Join presenter Bob Gostischa, as he simplifies, clarifies, and

demystifies your computer, making your Internet experience a safe one and explaining why even AARP recommends Avast!

Bob Gostischa, after a successful career in banking, enjoys his retirement as an enthusiastic IT security expert, most notably for Avast Software. Avast is the creator of Avast Antivirus software. The Avast website has a discussion and help forum where Bob has been helping with security related issues since 2004. Bob has contributed over 16,000 forum interactions. Avast is one of the most popular antivirus software programs in the world. Avast has been making security software for over 20 years and has more than 150 million users worldwide.



We will answer audience computer and program related questions at 6:00. A short meeting will take place at 6:30 pm with the program immediately following. A Question and Answer session comes after the program .



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

JUNE 5, 2012

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

The annual picnic was discussed. Carole will follow up with vendors for prizes and Don will check with NBS.

True North Consultants requested computer help from the club. Dennis and Richard will contact them.

A tour of the Palace Theater was discussed and Sandee agreed to check it out.

Programs for the coming months were reviewed and scheduled. Lou will discuss Drop Box / Ever Notes .

Sandee announced she will be going to the July APCUG Canton Convention.

Pam will submit our *INTERFACE* newsletter to the APCUG member groups contest.

The board approved continuing our subscription to Smart Computing.

Pam moved and Micky 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

JUNE 12, 2012

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

Sandee told members of the next two meeting presentations and our upcoming annual picnic.

Pam Rihel gave an interesting program using the portable scanner FLIP-PAL. She showed many pictures and objects she had scanned using this battery powered scanner. They included black & white, color, and large pictures which required multiple scans and stitching them together. The scanner does not require hook-up to either a computer or power supply. The bare scanner sells for \$149.99.

Sandee Ruth then demonstrated the VU POINT (MAGIC WAND) scanner which is a hand held scanner which the operator must move it over the item being scanned. This unit sells for under \$100.

Larry Wozniak won the money raffle and Mary Butler won the software/hardware raffle. Enio Fernadea won \$1 for attending this meeting.

Dennis Smith moved, Don Hall seconded the meeting be adjourned.



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Upgrades
Installations
System Tune Ups

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440-322-0259

210 East Second St., Elyria 44035



Pam Rihel LadyGeneo@roadrunner.com

Library of Congress' Tangible Media Project

by Richard W. Eastman



Have you noticed that CD-ROM disks have almost disappeared? At one time, CD-ROM disks were the preferred distribution method of big genealogy databases from companies such as Ancestry.com. Many of these disks required either

Family Tree Maker for Windows or the FamilyFinder Index and Viewer software. FamilyFinder Index and Viewer is no longer available while Family Tree Maker for Windows is still very popular but the newer versions do not include the software required to read the older genealogy data on CD-ROM disks. Other companies produced disks in their own proprietary format although I think all of those proprietary products are now defunct. A few companies did and still continue to release products as PDF files, easily read on most any computer.

The moral here is to never produce (or purchase) data that is in a proprietary format. If you do, you will be locked into that format and sooner or later the data will become unusable. The preferred format today is PDF although that is certain to change also to some newer format within a few years. I'm guessing that EPUB will become popular. It is an open standard for e-books created by the International Digital Publishing Forum (IDPF).

Many companies have abandoned CD-ROM distribution in favor of online databases. That trend is certain to continue.

A second problem is that many computers are now produced without CD-ROM or DVD-ROM disk drives. The so-called netbook computers never have CD-ROM drives and some of the more powerful laptop computers of today (MacBook Air or Asus S3 for Windows) also do not include CD drives. Even a few desktop computers (Macintosh Mini) do not include the needed drives. This trend appears to be spreading. I suspect within a few years you won't be able to buy a laptop or desk-

top computer with an internal CD-ROM or DVD-ROM drive.

As big a problem as data CD-ROMs are for genealogists, the problem is even bigger for audio CDs. To be sure, you can still purchase CDs but the supply is dwindling. The latest trend is to downloading songs from Apple iTunes, Amazon Cloud, Google Play, and a few dozen other web sites. Illegal song downloads seem to generate a lot of publicity but legal (and paid for) downloads are taking over the music industry. Downloading of music is faster, easier, more convenient, and (in many cases) cheaper than driving to a store to purchase a CD. The number of CD stores in malls all over North America is declining dramatically every year.

The disappearance of music and data CDs is a future problem for you, for me, and for a few million other genealogists. However, it is a far bigger problem for the Library of Congress and a number of other large libraries that own tens of thousands, perhaps hundreds of thousands of CD-ROM disks! How will they convert?

The latest Library of Congress' digital preservation newsletter contains an article by Butch Lazorchak that describes that organization's dilemma and what they are doing to handle the problem. *Rescuing the Tangible From the Intangible* describes the music and data CDs still being received by the Library of Congress. For instance, more than 700 new CDs come in every month from just one source: the National Geospatial-Intelligence Agency.

In addition to this cascade of new items, the Library has droves of valuable CD-only historic material already in its possession, with even more material stored on really endangered storage media such as ¼ or ½ half inch tapes, floppy discs, zip discs, mini DVDs, digital audio tape, digital linear tapes and many more. A rough estimate is that the Library has more than 300 terabytes of data stored on these devices, with the potential for it all to be locked-up and unusable when players for them no longer exist. However, the Library of Congress has a program in place to make sure the data and the music remains available forever.

The Tangible Media Project, or TMP, is working to get valuable Library digital collections off rapidly deteriorating physical ("tangible") media into digital storage environments where they can be managed, backed-up and preserved for the long-term while also being made potentially more accessible to everyone around the world.

You can read Butch Lazorchak's article at :
<http://goo.gl/59gH0>.

My thanks to J Hansen for telling me about this article.

This article is from Eastman's Online Genealogy Newsletter and is copyright by Richard W. Eastman. It is re-published here with the permission of the author. Information about the newsletter is available at <http://www.eogn.com>.

LCCUG Annual Picnic



Everyone is invited to LCCUG Annual Picnic

When: August 5, 2012

Where: Beautiful Lakeview park, Lorain, Ohio

Place: Pavilion located on the West side of Lakeview.

Tine: 1:00 pm to 5:00 pm.

The club will supply the hamburgers, hotdogs, buns and condiments.

Picnickers must supply their own place settings, tablecloths,
drinks and 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 Picnic event.



Hope to see you there!



Closing The Door On Facebook

By Linda Gonse, Editor/Webmaster, ORCOPUG
(Orange County PCUG), California April 2012 issue,
Nibbles 'n Bits

www.orcopug.org editor@orcopug.org

So, you have been reading about more privacy concerns in Facebook. You have decided to close your account. But, unless you are aware of what this means and how to go about it, you may not actually close the account.

You should be aware, too, that you are not going to erase your existence in Facebook when you do close your account. Some people have the mistaken idea that after quitting Facebook their data will get old and vanish.

Know the facts. Familiarize yourself with Facebook's policies before you take steps to end your relationship.

There are two methods of closing a Facebook account. You can either deactivate your account or you can delete it. If you deactivate it, your account is closed immediately. Your information is saved as you left it in the event that you may want to return to it someday.

What's more, if you log into Facebook within 14 days of deactivating your account, it is automatically reactivated!

Deletion is another thing. Not so easy.

What does Facebook say about deleting the account?

If you do not think you will use Facebook again and would like your account deleted, keep in mind that you will not be able to reactivate your account or retrieve any of the content or information you have added. **If you would like your account permanently deleted with no option for recovery, log in to your account and then submit your request here.**

Prior to taking this option, you should delete any information you wouldn't be comfortable leaving behind. Note, too, that you are only submitting a request. The

request goes into the system where it is regarded as a pending deletion request. Then what happens?

Once you have submitted a request to permanently delete your account, no further action is required on your end. Our system delays the deletion process in case you change your mind and no longer want to permanently delete your account. Note that logging in to your account again will undo a pending deletion request.

Once your account is permanently deleted, there is no way to undo this action. You will not be able to reactivate the account or retrieve any of the content or information you have added to it. (Source page: <http://on.fb.me/HiYHzl>)

You'll note that it does not say how long the deletion process is delayed, only that it will be.

Eventually, the account gets deleted. But, what actually happens when your account is permanently deleted? Here's what Facebook says. (The emphasis is mine.)

- **You will not be able to regain access to your account again.** (This should not be a surprise. That is the idea, right?)
- **MOST personally identifiable information associated with it is removed** from our database. This includes information like your email address, mailing address, and IM screen name. **SOME personally identifiable information MAY REMAIN**, such as your name if you sent a message to someone else.
- **Copies of SOME material (photos, notes, etc.) MAY REMAIN in our servers** for technical reasons, but this material is disassociated from any personal identifiers and completely inaccessible to other people using Facebook. (Source page: <http://on.fb.me/HE95ab>)

Armed with this information and lowered expectations, you are now ready to close the door on Facebook.



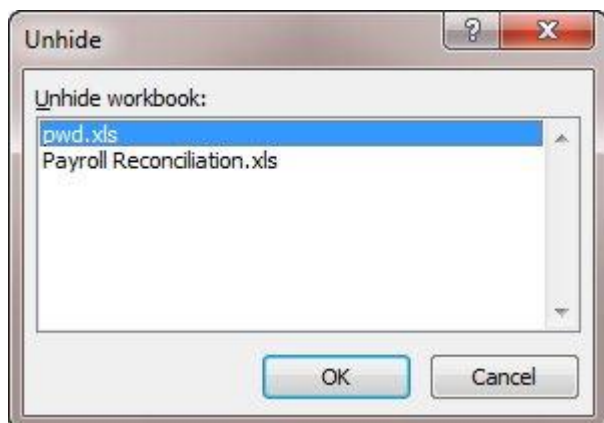
Open Workbooks Don't Display

by [Allen Wyatt](#)

Dan has several Excel workbooks he cannot open and several that he can. When he attempts to open the problem workbooks he is asked about updating links but he does not get any error messages. The open process seems to complete, but the workbook does not display. If he tries to open the workbook again, Excel tells him the file is already open. If he tries to close Excel, he is asked if he wants to save the workbook. Otherwise, there is no evidence that the workbook is open. Dan wonders how he can get around this.

There are two likely scenarios here. First, it could be that your worksheets are hidden. You can check this by following these steps:

1. Display the View tab of the ribbon.
2. Click the Unhide tool in the Window group. Excel displays the Unhide dialog box. (See Figure 1.)



3. Select the worksheet name you want to unhide.
4. Click on OK.

Second, it could be that the worksheet is actually visible, but simply off screen. You can check this by simply right-clicking on the task bar and selecting Cascade Windows from the resulting Context menu.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (11855) applies to MS Excel versions: 2007 | 2010

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Genealogy Websites Of Interest



Find items in libraries near you.

Go to www.worldcat.org and search on the title to find the one located closest to you.

Finding Where Templates Are Stored

By [Allen Wyatt](#)

It is unfortunate that Microsoft does not make it easier to modify templates. The first step in modifying templates is to load one, and that means you need to know where they are stored on disk. Regrettably, the average user hasn't a clue where they are stored on disk. The problem is that even Word Help cannot say exactly where the templates folder is on any particular computer.

If you want to know where your templates are stored, follow these steps:

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 display the File tab of the ribbon and then click Options.)
2. Click Advanced at the left side of the dialog box.
3. Scroll to the bottom of the available options and click the File Locations button. Word displays the File Locations dialog box. (See Figure 1.)

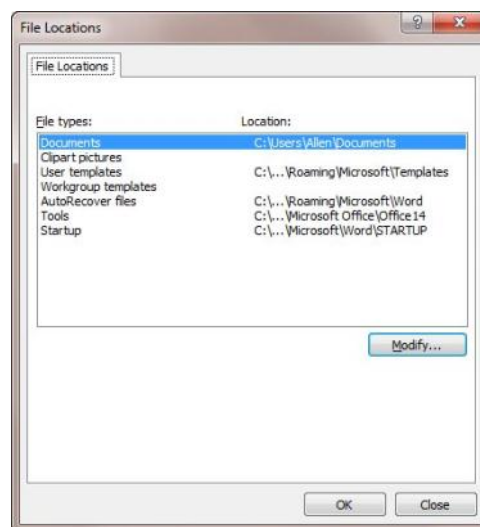


Figure 1. The File Locations dialog box.

4. In the File Types list, choose User Templates. If the path for the templates is short enough, you may be able to see it in the dialog box right now. If so, you can skip steps 5 and 6.
5. Click the Modify button (even though you won't be modifying anything.). Word displays the Modify Location dialog box.
6. The Look In drop-down list, at the top of the dialog box, contains the current path name used for templates.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (6072) applies to MS Word versions: 2007 | 2010

Android Back-up Tips

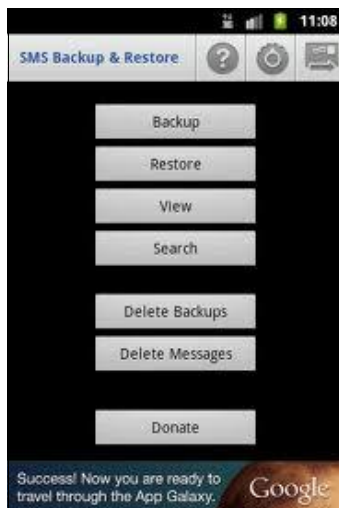
If you want to update the firmware of your Android phone, it's important to back up your contacts and apps. Everything else is individual, like sms messages, calendar and notes. In fact, you have the option of syncing your contacts, calendar and notes to Google already, so you don't have to worry about that. Still, things can go wrong if you rely too much on Google for syncing everything – and then again, what about backing up and restoring apps?

Here are a few ways to go about backing up your Android phone before you press the panic button.

STEP ONE

Back up your precious contacts. These could be just your SIM contacts, Google contacts, or even Facebook and what have you. Click on your Contacts button, press the menu button (left of the 'home button' on the Galaxy Note), click on More/Import-export/export to SD card. Confirm with an 'Yes'.

STEP TWO



This is optional. If your messages are important, you can make use of many SMS backup apps on Google Play, the Android Marketplace. If you ask us, there's one that does the job pretty well: [SMS Backup & Restore Pro](#). And it's free.

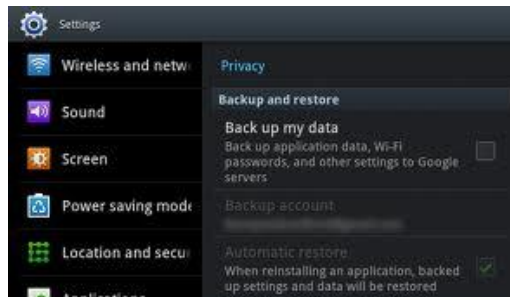
STEP THREE



All the effort you've taken in installing and uninstalling apps will be for nothing if you don't keep a list of the apps installed (or forget to backup the apps), to restore after the firmware upgrade. There are several apps on the market that can do this, but the one I really like for its user interface and simplicity is [ES File Explorer](#). Just open the app and follow this route after pressing the menu button: Manager/App Manager and press the 'Multi-select button' lo-

cated at the top of file explorer. Now, select all the apps you want and press the menu button again. This time, you will click 'Backup'. This will install all the apps (the .apk files needed to install and reinstall apps) to your SD card's Backup folder.

STEP FOUR



However, the application data and phone settings require a backup, too. Your phone has this feature built-in. Just follow

this path: Settings/Privacy settings. Say 'yes' to Back up my data and Automatic Restore by thumbing your checkmark to each of these settings.

STEP FIVE



It's important to pause the power management tools embedded in the Android phone or the external apps you've downloaded. For example, if you were doing over-the-air software update and the new file is over 300MB, it will take

more than an hour to download all of it. If you have Wi-Fi managed in your power management tool, it will disable Wi-Fi the moment the screen goes off. Similarly, anti-virus tools tend to interfere with software downloads and installation, so it's better to uninstall them before you begin your software installation. You can do that by going over to Location and Security/Device administration and putting a checkmark to all the ones marked out there.

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Auto Unlocked

Smart Computing
in Plain English

Harris Interactive recently surveyed U.S. employees on their device usage in the workplace and determined that 37% do not enable the auto-lock feature.

Movie Mistakes

Once in a while, movies reach the public with mistakes in them. Well, more often than once in a while, actually, and the mistakes are [kept here](#). Dive into this database of Hollywood errors. <http://www.moviemistakes.com/>

NEED HELP?—

Here's Who to Contact:

Neil Higgins

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

Micky Knickman

440-967-3118 - micky@knickman.com
Evenings 5 p.m. - 7 p.m. + Weekends
General Software Configuration, Hardware Installation,
Basic to Advanced Windows

Lou Koch

440-985-1585 - lkoch@centurytel.net
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &
Outlook, Basic to Advanced Windows

Richard Barnett

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

Sandee Ruth

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

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

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 for more of what we can do.

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

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday - July 17,, 2012

Time: 5:30 - 8 pm Instructor: Micky Knickman, et al.

Place: Amherst Church of the Nazarene
210 Cooper Foster Park Rd., 44001

Learn how to repair or update your computer by changing hard drives, memory, CD ROMs, etc.

Members are encouraged to bring their computers 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 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: No Class in July

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

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



July 2012 Classes

Class Type	Location	Registration	July	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Tuesday July 17, 2012	5:30 to 8:00 pm	Page 10
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @roadrunner.com	Classes will start in September	?	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: Beula57@gmail.com	No Class in July	?	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 :

July 9 – Annual Pot Luck Picnic with the Black River Genealogists, the Wellington Genealogical Group, and the Lorain County Chapter. This year to avoid storm problems, heat, and bugs, the picnic will be held indoors in the Carlisle Room of the Carlisle Reservation Center, 12882 Diagonal Road, LaGrange, Ohio. We will gather at 5:30 p.m. Dinner will be served promptly at 6:00 p.m. Bring your table ware, beverage, and a dish to share. The grill will not be available.

Come and enjoy our annual picnic and please bring a friend or two with you.



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>

To 'Cloud' or Not To "Cloud," That Is the Question



Submitted by Joan Frerichs, CIACUG Board Member
www.ciacug.org ciacug@ciacug.org

I'd heard of saving computer files to the "cloud," but I really didn't know very much about it until our April CIACUG meeting when David Williams provided members with a great deal of helpful information about how it works.



If you have never had your computer "crash," be destroyed in a fire or flood, be struck by lightning, or stolen, you have been exceptionally fortunate, or, perhaps, you haven't been computing very long. After

spending many painstaking hours of inputting data, contact lists, medical histories, financial information, etc. on our first computer, we experienced a crash that lost all of that data forever. Many times you toss or shred the paper trail thinking your information is safe forever. How naive can one be? It can be an "oops moment," or it can be devastating. We had to consider ours an "oh phoo moment" and move on with life and start over, and that is disconcerting, to say the least. If you have business information and customer lists on your computer, it can put you out of business temporarily, at the very least.

If you've been backing up your files to an external hard drive, what if that is destroyed in a fire? If you've been religiously backing up your data to disc times two, putting one in the fire safe (not very safe) and taking one to an off-site location, that gets time-consuming and cumbersome. The easy solution....back it up to the "cloud."



If you are a non-business user, there are several cloud servers that give you a certain amount of free storage, and it was pointed out that it is a good plan to review the sites to see what they have to offer and then choose a couple that you feel fit your needs and you are comfortable with probably being around for the long-term. There have been servers that have "disappeared" in the past without ample warning for users to recall their data. Thus, it's a good plan to save the same data on more than one cloud server. If you are a business user or require more space than the free allotment, there will be a charge. With some servers you can increase your allotment by "recommending" their service to others, and if

they should decide to sign on with that service, you may then be allowed additional storage space.

The next step is to set up your accounts, organize your files, save your files to the clouds and then synchronize your pc, your laptop, your iPad, etc. so that any changes you make to any of your saved files will automatically be updated on all your devices. That's a time-saving plus. Also, you are able to access those files in the cloud from any web-based hardware that has access to the internet. You can also share data files, photos, etc. with friends and family. Be sure to remember, or write down, your user names and passwords.



Cloud Computing

Having secure access to all your applications and data from any network device

Following are some links to websites for comparison purposes:

20 Clever Apps and Services That Make Great Use of the Cloud

<http://bit.ly/JydzvV>

Comparison of online backup services

<http://bit.ly/5P003Z>

Cloud Drive Comparison

<http://rww.to/j2FUhl>

The "Top Best Cloud Storage Companies" Reviewed!

www.thetop10bestonlinebackup.com/cloud-storage

15 Best Free Online Data Storage & Backup Services

<http://bit.ly/rQGb1p>

Listed below are some of the free cloud storage servers and the amount of free storage:

DropBox 2 GB www.dropbox.com

Windows Skydrive 7 GB skydrive.live.com

BOX 5 GB www.box.com

Google Drive 5 GB drive.google.com

SugarSync 5 GB www.sugarsync.com

ASUS Webstorage 2 GB www.asuswebstorage.com/

Wuala 5 GB www.wuala.com/

Apple iCloud 5 GB www.icloud.com

Amazon Cloud 5 GB www.amazon.com/cloudrive

Google Music play.google.com/music

(Continued on page 13)

(Continued from page 12) To 'Cloud' or Not to "Cloud"...

You might also be interested in checking out the following:

TonidoSync www.tonido.com
LiveMesh download.cnet.com/Live-Mesh-2011/
Social Folders socialfolders.me
Insync www.insynchq.com/
Teradesk www.teradesk.net

Now, get organized and SAVE, SAVE, SAVE (TO THE CLOUD). It can keep you safe and sane.



How do I uninstall this unwanted browser I got installing something else?

The first defense in unwanted downloads is to prevent them from installing in the first place. If they do download, you may need to take some extra steps to get your system cleaned up.

Today, I downloaded a VLC media player and along came a lot of unintended crap: for instance, a browser called "Alot" that I never wanted but it installed itself. I uninstalled it with some effort, but I see but see a whole lot ("alot") of files still lurking on my C: How can I purge this stuff? When I hit Delete, it won't let me get rid of the "Alot" app file. Can you advise?

In this excerpt from [Answercast #30](#), I look at why extra downloads may show up on your computer, and the proper way to get rid of them.

Downloading programs

So I'm really surprised that you got this with VLC. VLC, in my experience, has been a very reputable app.

Get downloads from the right source

I want to make sure that you are getting VLC from the right place, from videolan.org. They're the official site for it. Don't bother going to another download site. There's simply no reason to get it anywhere else.

Choose custom or advanced install option

Also, whenever you install software (I don't care if it's VLC or something else that you get from somewhere else on the internet), always, always, always choose the custom or advanced option when you install the software.

Never, ever choose the default settings because quite often the default settings will include additional software that is

one of the revenue generators for the software that you're downloading.

Read every screen

Finally, when you step through the install process, make sure you're reading every screen.

Very often they will ask you, "Do you want to install this nifty new toolbar or browser?" And the checkbox will be checked on by default. If you're not paying attention and you just click **Next**, you literally asked for this software – for this download – and installed on your machine.

Removing unwanted software

Now, with that out of the way, how do you get rid of it? I've never heard of the "Alot" browser; I really haven't. My suggestion would be to run [REVO Uninstaller](#) and see if it will pick up the leftovers that have been left by the Alot browser.

If it is truly malware, I would also consider running something like [Malwarebytes](#) to see if it will clean the thing up. Of course, whatever security software you're running: make sure those are up-to-date and scanning regularly.

Restore to backup image

Finally, this is one of those cases where, if it is seriously causing you trouble, I would strongly recommend restoring to a backup taken prior to the installation of VLC and this Alot browser.

Deleting the program file

With that out of the way, when you hit **Delete**, "It won't let you get rid of the file?" I need to know what error message you're getting.

- It may be that you simply need to be running Windows Explorer as an administrator.

In other words, the file may have been installed with administrative privileges. Even though your account may have administrative privileges, you're not actually running as the administrator by default.

You would need to right-click on the **icon for Windows Explorer** and choose **Run as administrator**. Then after having done that, it may give you the additional permission to delete the files.

So hopefully, I've given you some things to try.

Pay attention to downloads

The most important thing; the most important lesson for you (and everyone else who's reading this or listening to this) to take away is to:

Pay attention... pay very close attention to where you're getting your downloads from; and to all of the options that are offered in the installation process.

Scamlines 42: New Scams Uncovered as ID Theft Toll Soars to 10m

Real estate and identity theft cons snare more victims; state falls for \$2.5m trick

Real estate and identify theft scams provide the main focus for our new round-up of the scam headlines.

We have the latest figures on the scale of ID theft in the US and news of a sneaky trick using parking tickets to try to steal people's personal details. Phony jobs are also back on the scene, again as a route to getting hold of private information.

Among our real estate stories, we have a report of a scam that used forged home ownership documents to prey on victims and a worthless circular that supposedly details a free land giveaway.

In addition, there's a new tax refund trick about, a letter that tries to get parents to pay a fee for a student aid application, and the embarrassing story of how one state handed over \$2.5m to scammers.

1. ID theft toll hits almost 10 million, costs \$48 billion

The scams: Although identify theft is a very difficult thing to measure, one new study from research outfit Javelin Strategy says that ID theft claimed 9.9 million victims in the US in 2008, costing \$48 billion dollars.

Crooks also speed up the time it takes from theft to cashing in on it with stolen cards and other information. 71% of incidents take place within a week, up from just 33% previously.

"Crimes of opportunity, such as information from lost wallets, still comprise the vast majority of incidents," says Javelin president James Van Dyke.

The solution: Van Dyke says we're actually getting somewhat better at taking steps to protect ourselves from ID theft. Visit Scambusters' Identity Theft Information Center for more help.

2. Fake parking tickets lead to malware download

The scam: Drivers in Grand Forks, ND, discover parking tickets on their windshields, claiming some sort of violation. The "citations" detail a website that car owners are supposed to visit for more details and to pay the fine.

At the website, victims are told they need to install a toolbar to enable the incident to be processed. In fact, it downloads a Trojan horse virus that opens the way to identity theft.

The solution: This is a new one on us. Sneaky! Even though the scam starts out in the real world of a parking lot, it still

leads to an online ruse to get you to download a virus.

Security software should alert you to this malware. But, anyway, don't download and install programs from people and organizations you don't know.

The "tickets" should have been checked out with law enforcement, or property owners if they were on private property.

3. Euro job scams seek ID info for loan applications

The scam: With unemployment on the rise worldwide, fake job ads are cropping up everywhere. In Ireland, a newspaper ad for a job at Dublin Airport turns out to be bogus, but not before several applicants hand over personal details.

Same goes for an online ad for charity workers for the United Nations in Geneva.

In both cases, communication is by email. Police think the motive is to get personal info and employment to use in a loan application.

The solution: Verify the identity and authenticity of an employment advertiser before giving them information about yourself. Don't email it to someone you don't know.

Work-at-home job scams are also on the rise. Read more about them here.

4. Free land deal ended 33 years ago

The scam: Mailers and online ads claim the Government is disposing of land for free and homes at super-bargain prices. They offer to sell you a list of inside information, giving you first dibs on what's available.

In fact, there's no free land; the Homesteading Act which gave away land to settlers in Western states, was scrapped 33 years ago. And lists of state-owned foreclosed homes are publicly available for free.

The solution: "Inside" information often turns out to be the opposite where scams are concerned. The idea of getting land for nothing is nearly as crazy as buying lots on the moon -- which people really have also done. ;-)

For free information on Government land sales (which are always at market prices), contact the Bureau of Land Management and for details of Government owned houses (sold by competitive tender) contact the Department of Housing and Urban Development.

5. Gang dupes victims with forged home ownership docs

The scam: A gang of crooks create bogus ownership documents for more than 80 abandoned or vacant homes in poor neighborhoods of Philadelphia, PA. The homes are then "sold" to non-English-speaking locals.

Some of the victims subsequently pay more money to get repairs done, only to later discover they don't own the build-

(Continued on page 15)

(Continued from page 14) Scambusters...

ings.

The solution: It's hard to protect individuals in these circumstances until law enforcement catches up with the crooks, which took four years in this case.

Fifteen people have now been charged in connection with the scam.

Scammers also try to rent out homes they don't own. See this article on homes listed on Craig's List for more info.

6. Property tax reassessment -- for \$179

The scam: Residents of Lake County and other parts of Southern California receive what appear to be official letters saying their property values have been over-assessed. They can be reassessed for a fee of \$179, to be mailed to a PO Box in Los Angeles.

"It's just strictly a scam," says Lake County deputy assessor Jim Campbell.

The solution: While not strictly illegal to offer to review someone's property tax assessment, it's totally unnecessary and cannot be enforced -- if that's what the writer of this letter ever intended to do.

You can ask questions or seek a reassessment direct from your County Assessor's office.

7. Student aid letter misleads parents

The scam: Another phony fee scam hits parents of Wisconsin students -- a letter asking for \$49 so they can apply for financial aid.

It includes a "Student Aid Profile" form and looks the business, with an "official" seal. But the fine print suggests it's really a scholarship-search program or a competition, though the prize is not specified. It's definitely not part of the financial aid application process.

The solution: Again, this may not be an illegal communication but it clearly is intended to mislead parents into thinking its part of the college aid application process.

Don't take documents at face value. Study them, including logos and the fine print, carefully. Addresses should tie in with those of the relevant funding authorities -- double check them in the phone book or online.

Student financial aid forms can also create a route for identity theft. Don't get caught out -- check out this article, which is part of our identity theft advice for college students.

8. Tax tricksters nab \$600 refunds

The scam: Unscrupulous tax form preparers tell customers that if they're due a refund of more than \$600 they have to repay the stimulus money they received last year. Not true. But they deduct the money before handing over your refund.

The solution: Use only reputable firms and individuals for your tax returns. Don't be lured to others by low fees or promises of big refunds.

Check out today's Scambusters issue for an update on IRS tax scams, as well as this article on other IRS scams.

9. Scammers clean up on Australia fire disaster

The scam: The terrible bush fires sweeping through Australia bring out the scammers in force, making bogus charity collections and selling fake raffle tickets supposedly to help victims.

The solution: Unless you know for sure who the collector is, send your donations directly to the Red Cross or other established relief charities.

Learn more about charity scams here.

10. State hands \$2.5m to scammers

The scam: The State of Utah makes payments of \$2.5m into a phony bank account set up by crooks.

The scammers use information stolen via a key-logging program, and forge signatures to change the bank account of the University of Utah design department.

They invoice the state for non-existent work and the state pays \$2.5m into the bogus account. Alert bankers spot something is going on and manage to freeze \$1.8m of the haul.

The solution: There's a whole chain of trouble here, starting with whoever downloaded the malicious key-logging program at an insurance company. Security procedures apparently have been tightened up all around.

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





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AVG...New “Do not track” Feature in AVG 2012 Products

It's well-known that many websites track more information about visitors than is necessary. You can protect yourself against some of the invasive tactics used by these websites by running AVG (www.avg.com) Anti-Virus Free 2012, Internet Security 2012, or Premium Security 2012. These security programs have features designed to alert you to tracking features and give you the option to block or allow them. The software also includes a new feature, WiFi Guard, which alerts you when your laptop is about to connect to a wireless network that it has never connected to before.



www.avg.com AVG's security programs are designed to protect your computer and your privacy.



Google Search

I'm Feeling Lucky

Google Makes Search VisUal

Google is tweaking its search process once again, this time to include more graphical elements in amongst the text results you expect when you perform a keyword search on Google.com. Some of the new elements include maps and pictures of related results. Now users can see those results without having to leave the Google search page, letting them more confidently click link sand see the information they're looking for.

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Microsoft News

Microsoft Flight



Like Microsoft Flight Simulator? Give Microsoft Flight a try. You can fly around Hawaii for free.

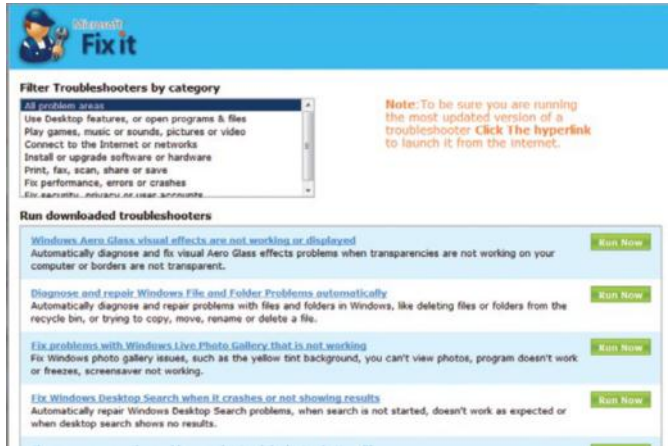
Microsoft is taking to the skies—and no, that's not another cloud computing reference. Fans of the old but popular Flight Simulator series can take wing again, thanks to a new flight simulator from the same company. Microsoft Flight (www.microsoft.com/games/flight) is free initially, though you'll need to pay for expansions. The free content includes Hawaii and is easier to play with a mouse than its predecessor. Sign up for a free Windows-LIVE account and you can play cooperatively with friends, enjoy additional free content, and buy extras, such as the P-40 plane (\$6.99), a WWII classic with a “shark mouth” paint job. Other perks include achievements and gamer tags.

Being a graphics-intensive game, Microsoft Flight requires a certain amount of processing power. To run the game, you'll need a PC with at least Windows XP SP3, a 2.0GHz dual-core processor, 2GB of RAM, a 256MB DX 9.0c-compliant graphics card, and 10GB of hard drive space. And if you'd like to play the game at its best, you'll want to run a PC with at least a 3.0GHz dual-core processor, 6GB of memory, 1024MB AMD ATI Radeon HD 5670 or NVIDIA GeForce 9800 GT graphics card, 30GB of hard drive space, and Windows 7 SP1.

Microsoft Releases Fix It Portable

One of the easiest ways to solve a problem with Windows is to visit Microsoft's website for its Fix It utility (support.microsoft.com/fixit) to, well, fix your Windows problem. Fix It can't solve every error, but it has a solution for many problems, and it applies them automatically, so you don't have to worry about trying to apply patches yourself. The service is easy to use, thanks to a simple, three-step process, in which Fix It helps you choose the type of problem you're experiencing. Now, you can download Microsoft Fix It and keep the utility on your PC. Visit go.microsoft.com/

(Continued from page 16) Microsoft News...



Microsoft Fix It, the online tool that solves many Windows problems, is now available as a program you can carry on a USB drive or download to your PC's hard drive.

[linkid=9775982](#) and then click Run. At this point, you can choose the device to which you'd like to save the program. If you'd like to save it to your computer, click the Browse button and choose a location on your PC's hard drive. If you'd like to save it to a USB drive, click the Browse button and select the USB drive. Having the Fix It tool on a USB drive is handy if your computer crashes, or if you need to bring the tool to a friend's (or co-worker's) ailing PC. If you have Windows 7, check the Windows PowerShell box. Once you click Finish, you'll need to double-click the Launch Fix It file that you downloaded to your computer.

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Smart Computing
In Plain English

Sticky notes.

Windows 7 has sticky notes! To access them, simply go to Start > All Programs > Accessories >

Sticky Notes.

<http://www.dummies.com/how-to/content/how-to-use-sticky-notes-in-windows-7.html>

Sticky Notes

You can now leave sticky notes as reminders directly on your desktop.

1. Click on the Start logo
2. Start typing in *stick* and you will likely see *Sticky Notes* showing.
3. When it is highlighted, press the Enter key
4. You will now have a sticky note on the desktop and you can type in whatever you like
5. Right click and you can change the color
6. Click on the + to create a new note
7. Click on the X to delete the note (this won't show again when the program is restarted)
8. Press Alt-F4 to close a note you want to keep
9. There is no need to save the note. Even after you close it, when you open the program again, the same note will be there.

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Facebook Changed Something Without Permission... Again.

Typically the In The News article brings you the latest tech news from the week, and this week really isn't an exception, but there was a small shake-up on Facebook that should affect all Facebook users and should be passed along. The good part is that you can actually do something about it this time.

The change happened in the Contact Info section of a user's About page. This is the page that includes your work/education info, birthday, and relationship status as well as your contact information that you've provided. By default, Facebook changed each user's visible email address to their @Facebook.com address (you know, the one you probably don't use or even knew existed until now). If you've chosen a vanity URL, that becomes your email address. For example, Facebook.com/MyName gives you the email address of MyName@Facebook.com. So what if you want to display your previous email address instead, or even no email address at all? Not displaying any email would give you the most privacy. Luckily, it's easy to change.

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Reasons For Moving Up To Windows 7



By Phil Sorrentino, Past President, Sarasota PCUG,
Florida May 2012 issue, Sarasota Monitor
www.spcug.org pcugedit@verizon.net

Before we discuss the reasons for moving to a new Operating System (OS), we should consider why we would want to change the OS. After all, the OS is at the very heart of our computer's operation. If we are happy with the current operation, why change things, which could possibly lead to unknown problems. (The devil you know may be far friendlier than the devil that you don't know.) I think the reason is basically because technology does not stand still. Technology constantly improves and therefore changes. Don't we expect turn signals, power steering, power brakes, air conditioning, and even entertainment systems in our modern cars? Technologies change rapidly in their early stages and then slower as they mature.

Automotive technology has changed quite a bit over the last 120 or so years, and is fairly mature now. (Think about all the automotive User Interfaces that have changed over time. Where is the high-beam lights control? It's not on the floor any more, is it.) Home computers are only about 30 years old. One might say they are still in the early, rapidly changing, years. But, unlike autos in the 50s (remember planned obsolescence?). I think the change from XP to Windows 7 is not just change for change sake. There are some very substantial improvements in the Windows 7 OS. Many of the reasons for change are "under the hood", like improved security, and simpler networking. These may be hard to appreciate, because they are not on the surface and obvious; but they are definitely present and useful. Obviously, the thing that is most noticeable is the User Interface. But it is not just a new overall look, new wallpaper, and a different color for the Taskbar.

Speaking of the Taskbar, the Taskbar is one of the major User Interface components that has been improved. The new Taskbar takes on qualities of the "Quick Launch area" that was available in XP, but not really promoted. The Taskbar not only helps you launch your applications, but it lets you easily view all of the open applications and allows you to move between windows and applications effortlessly. In addition to showing the applications that you currently have open, the new Windows 7 Taskbar supports "pinned" shortcuts to your most commonly used applications (and even websites). Click a shortcut when the app is running, and it brings the most recently used window to the foreground. Click the same shortcut when the app is closed, and it will launch the app.

Another Windows 7 enhancement comes in the form of

Jump Lists. Jump Lists put frequently used files in a convenient menu that is a simple click away from the icon on the Taskbar or on the Start Menu. Apps that support Jump Lists will display the list when you right click on the shortcut, or when you left-click and drag the mouse up away from the Taskbar.

Windows Explorer has been enhanced in Windows 7. Anyone who has taken any of my classes knows, by now, that the Windows Explorer is the "keys to the kingdom". The improvements to Windows Explorer make the left-column of the Windows Explorer window the quickest way to navigate to any folder on your hard drive or network. "Libraries" is another new Explorer feature. Libraries are simply data repositories that can store content that is of a similar nature, but located in different places on the computer, across a network, or in the cloud. Libraries are handy for organizing and collecting files in one place because they appear to be, and can be used as, normal folders for most applications.

Libraries become especially useful when you integrate them with your commonly used folders, network shares, and cloud services. For example, let's say that both you and your spouse are users on your computer and suppose your music is stored in your Music folder, and your spouse's music is stored in another Music folder. And further let's say that you have some music stored on a second networked computer. If you wanted to play all of your music you could point your music software to all of the folders (if that was allowed), or you could create a Music Library that would contain the locations of all of your music folders and then point your software to the Music Library.

Another area of improvement is the use of Ribbons in the Windows 7 Accessory Applets. This may not seem like an improvement for those of you who preferred the traditional menus, but I think the more you use the Ribbons, the better you will like them; they do allow more information to be on the screen at one time without obscuring the work in progress.

Networking is another improved area. Windows 7 makes the home networking experience easier, faster and ultimately safer. Networking, in Windows 7, has been improved and made easier by the introduction of the "HomeGroup". The "WorkGroup" form of networking is still supported, but if all the computers in your network are using Windows 7 you can take advantage of the HomeGroup. A HomeGroup is easily set up by going to Control Panel - Networking and Sharing Center, and selecting "Choose homegroup and sharing options". Once you've created a HomeGroup, sharing files is as easy as right-clicking on a folder or file, clicking Share With, and selecting the options you want. When you want to share any of your files, or folders, or printers, on

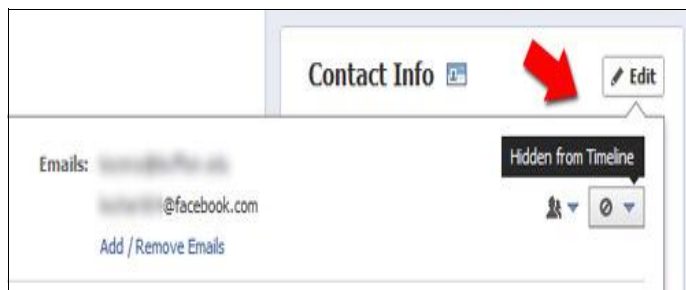
(Continued on page 19)

(Continued from page 18) Reasons for Moving...

a network, you just Join the HomeGroup. Joining a HomeGroup is as easy as entering the HomeGroup password that you get from a computer that is already part of the HomeGroup that you wish to join. There are no permissions, or "network shares" to set up.

One surprise, when upgrading from XP or Vista to Windows 7, is that Microsoft has removed functionality from Windows. Windows Movie Maker, Windows Photo Gallery, and Windows Mail are no longer part of the initially installed OS. Instead, they are part of a separate, optional download called Windows Live Essentials.

Whether you're upgrading from XP or Vista, Windows 7 offers great improvements in usability and security. For anyone who regularly keeps many windows open at once time, the new Taskbar is worth the effort to upgrade alone. For XP users, the security improvements are equally worth the effort to upgrade. Windows 7 is the best version of Windows that has been released, and is a worthy successor. Whether you're an average or a power user, Windows 7 is well worth the expense and effort, either for an upgrade to your current machine or to have on your next new machine.



Computer Club News

Don't Forget to Bring in Your Used Ink Cartridges

LCCUG is collecting empty ink cartridges.



Our Club is recycling used ink cartridges and using the rewards we earn to buy more prizes for the club raffle.

If you have empty ink cartridges laying around, please bring them to our meetings and any officer will gladly take them off your hands.

Recycle & Help Our Club Too!

Evernote 4



Reviewed by Hewie Poplock, APCUG Director; VP, Central Florida Computer Society Hewie's Views & Reviews <http://www.hewie.net>

I like to share information, especially with members of my user group. I read a lot of articles about computer hardware & software. When I find an article of interest, which may be news, pricing, reviews, or tutorials, I have to decide how to keep that information. I often save it as an Acrobat PDF file, or I may copy and paste the article and email to myself, or send the link to myself.

I frequently forget where I stored them, to follow through with a link, or to go back later to save it. Many times I do not even remember the article or how I tried to save it.

I have actually created an email address to send myself articles to keep track of them in one place. I have begun to save other articles in several folders in an attempt to become organized.

Recently I was asked about a free program that I tried a few years ago, Evernote. I decided to once again take a look at it and discovered that it is an organizational tool that I need to be using. Since I have started using it, I find it to be an important part of my everyday computer life.

As I read an article, an email, a webpage, I just highlight the information that I want to save, right mouse click add to Evernote 4.0, and I have the article. It is clean and usually just the information that I want, usually eliminating ads or other information that is not part of the article. If any of it does get into the note, I can delete it. I can also add something that I missed or was on a different part of the screen. I can edit the formatting, and other typical text edits. I can even change the font or font size.

Evernote does include a link to the original document and links in the article are live. I always like to include a link to the original make sure that the author is cited and given proper credit.

Once I have created an Evernote, it will sync with all of my other devices that are signed into my account. So when I read an article on my desktop, I can create a note and it will almost immediately be available on my notebook, my iPad, my iPod, and my netbook. I can share the article with others via Twitter, Facebook, or email directly from Evernote.

The program is available for mobile devices with iOS, Android, Blackberry, Windows Phone 7 and WebOS as well as computers with Mac OS X, Windows, Safari, Chrome, and Firefox.

There are some limits to the program which can be addressed with a premium account for \$45 a year or \$5 a month. Evernote can be downloaded from <http://www.evernote.com> and for info comparing the free account verses the premium account, see <http://www.reviewsync.com/evernote-pricing.html>. The iOS & Android versions can be found in their respective Apps Store.

Take A Screenshot In Word

Microsoft Word 2010 provides you with the capability to take a screenshot from another open program and paste it within Word. Just click the Insert tab and select Screenshot.

horizontal scroll wheel

A scroll wheel of a mouse that controls horizontal scrolling. The average scroll wheel controls only vertical scrolling.

See com/editorial/dictionary/detail.asp?searchtype=2&DicID=14636&RefType=Dictionary&target=self>scroll wheel; horizontal scrolling.

Background Removal Tool

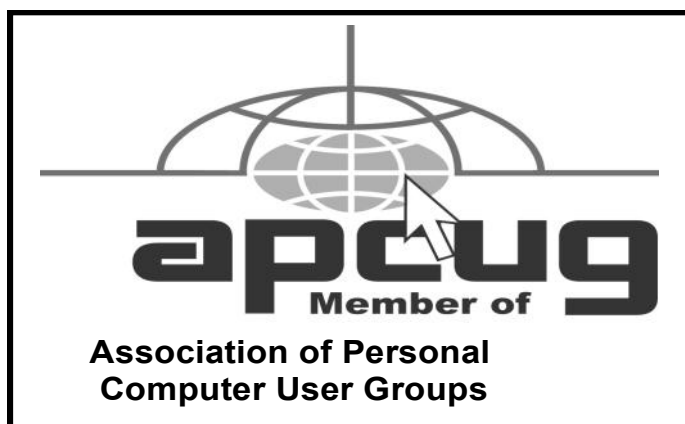
Need to quickly remove the background from a image? With the Background Removal Tool in Microsoft Word 2010, you can clean up the background to make your image blend with the document.

Recall A Message In Outlook

Catch a spelling error right as you were sending out an email? If you are using Microsoft Outlook, you can recall the message. Open your sent messages, open the email you want to recall, select Actions (located in the Move section of the ribbon), and click Recall This Message.

Put A Website Shortcut On The Start Menu

Many people turn to the Start Menu when they want to launch a program. If you do this and would also like to have a shortcut to a website in this list, visit the site in Internet Explorer and then click Tools, Add Site To Start Menu. Now, click Start and you'll see the shortcut in your list.



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.

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.

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.

Paste Preview In Office 2010

Office 2010 offers a feature where you can preview the different formatting choices before you actually paste. Just hover your mouse over the "Paste Options" menu when pasting content.

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