

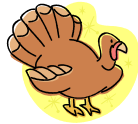
Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
Volume 24 Number 11 November 2012



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**Tuesday
November 13, 2012**



TV's + Computers
1A2 + colubocela

How it's Changing



A copy of the popular anti-malware software, Malwarebytes, will be included in the evening raffle.

“NO SECOND MEETING IN NOVEMBER

☺ Meeting in Amherst ☺

**Meetings are held at
The Amherst Church of the Nazarene
210 Cooper Foster Park Rd. Amherst, OH
Doors will open at 5:30 PM, program starts at 6:30 PM**

A Word From Our President



In the near future we will be surveying the members to help us plan for the club for next year. It is so important for you to participate in this. Your input will help us make plans to give you the year you would want as a computer club member.

This is a particularly challenging time to meet the needs of our members since technology is so diverse. Things are changing faster than ever in the area of technology. Therefore, it is more important than ever for us to hear from our members.

Perhaps one thing we can offer more consistently is to post online a summary of every meeting with any power point and links presented. That way those who can't get out in the winter will be able to keep up with the meeting topics. Those who don't like night or winter driving might appreciate that benefit this winter.

Another idea is to offer members places online where they can take online classes and look at online tutorials. Again, you can do this from home and not have to worry about getting to every meeting.

It takes some perseverance to stick with an online class and make use of these options, but it can be well worth it.

I want to remind members about the monthly [LCCUG Problem Solving Workshop](#). On the third Tuesday of the month, from 5:30 – 8 pm at the Amherst Church of the Nazarene, Micky Knickman and others will help you 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 for assistance from several of our knowledgeable members.

Other classes are offered to small groups if there is an interest. Intermediate Computing and Genealogy are two that have been held in recent months. They will be again if we know there is an interest. Let us know what classes you would like to see.

A survey will be distributed at the December meeting and others will have a chance to give their input as well. Talk to us - let us know what you would like!! Let us hear from you!



Sandee

LCCUG Officers For 2012

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch & Carole Doerr vp-programs@lccug.com
Secretary	Don Hall secretary@lccug.com
Treasurer	Micky Knickman treasurer@lccug.com
Newsletter Editor	Pam Rihel newsletter@lccug.com
Web Page Editor	Richard Barnett webpage@lccug.com
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TUESDAY

November 13, 2012

TV's + Computers



How it's Changing



There is a Media Shift occurring in the area of watching television. At the November 13 meeting we will be exploring current options for "cutting the cord" on any television viewing for which you might otherwise pay.



Today there are many options for watching television shows and movies on your home computer. This is especially convenient on a laptop computer. At this meeting we will explore how we can expand what we watch without paying for these expensive cable and satellite services. This also allows you to "time shift" the things you want to watch.

We will learn about many streaming media options such as hulu, hulu+, Netflix, Amazon Prime, Vudu, iTunes, etc., etc. We will learn which ones are free and which ones have a fee.

Many of these options can be viewed on your TV by using a device such as a Roku, Boxee, or gaming system or certain blu-ray players. We will compare some of these experiences.



Other options include using the media streaming options on your portable device. You can watch most of these streaming media services on your iPad, tablet, smart phone or Kindle Fire.

All of this lets you get your entertainment - where you want it, when you want it.

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.



Executive Board Meeting Minutes

OCTOBER 2, 2012

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

The poor quality of the projector at the church was discussed. It was agreed we would try out the club's projector at the next meeting before taking further corrective action.

The board agreed the December Christmas meeting should be held in the social hall of the church.

The November program will be presented by Sandee and Dennis showing the various ways to watch TV on your computer.

It was agreed we would conduct a survey at the December meeting on what the membership would like presented in future programs. Micky will formulate the survey form.

Future programs were discussed. Carole will check with LCCC. Don will check with the mew Oberlin College Jazz Center.

Carole moved, Pam seconded the meeting be adjourned.;

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

OCTOBER 9, 2012

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

Sandee reminded the members of the December meeting, for which they are to bring a finger food dish to share, items for the white elephant sale and money donations for the second harvest charity.

She also mentioned we get money for used ink cartridges that the club recycles.

Eric Barnett of MarketJar presented a very informative program on smart phones starting with the first one (basic) in 1975 up to the iPhone in 2007 which now serves as a phone, camera, digital assistant, GPS, lap top, music player and many available apps. He compared the iPod vs. Android available phones.

Sandee presented information on the iPad and Kindle.

Lorna Middendorf won the rollover raffle, Richard Barnett won the software/hardware raffle. Pam Rihel won \$3 for attendance.

Dennis Smith moved, John Dunn seconded, the meeting be adjourned.



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Pam Rihel LadyGeneo@roadrunner.com

4 Ways to Get Control of a Runaway Interview.

Dan Curtis Professional Persona Historian



A weakness common to novice interviewers is their inability to take charge of an interview. Interviews frequently look like a runaway train with the interviewer gamely hanging on to the proverbial little red

caboose.

Taking charge doesn't mean forcing or dictating the direction of the interview. It's more like riding a horse. Anyone familiar with riding knows that it requires confidence and a gentle hold on the reins. The same approach applies to interviewing.

Here are four ways to keep control of your interview:

1. From the outset be clear what you want from the interview.

If you're clear before you start on the topic that you want to explore and its parameters then it makes it easier to stay on track.

For example, if you know you want to capture a client's childhood stories about summer holidays, and then start your interview by saying something like, "Tom, today I'd like you to think back to your childhood and your summer holidays. What's a particularly strong memory of the games you played?"

2. Use short, focused questions.

The more precise your questions the more specific the answers from your interviewees. For example, a good question would be "What was your Mother's special gift or talent?" A poor question would be "Tell me about your family."

Questions that aren't specific make interviewees anxious because they don't know what you're searching for. If you continue to follow-up with vague, unfocused questions, their trust will erode and so will the interview.

3. Gently interrupt.

It's difficult, I know. It seems somehow impolite. But you'd be surprised how many people really don't mind being interrupted in an interview. In fact they appreciate that you're paying attention and bringing them back on topic.

To interrupt politely wait for your interviewee to pause before stepping in. For example, "Margaret, this is a fascinating story about your aunt. Later we'll be taking more time to talk about your extended family. But I'd like to come back to the earlier question I asked about your mother."

It's important to acknowledge the interviewees' remarks, assure them that the topic will be covered, and then gently nudge them back on track.

4. Go where there's passion.

Sometimes it's best to throw your plans out the window. An apparent innocent question on your part might trigger a strong emotional response in your interviewees that has no apparent connection to your question. If this happens, take the time to explore the story behind the emotion.

Clearly your interviewees want to talk about this now. If you put them off by forcing them back on topic, you can lose a really important story.

Conclusion

If you're just starting out as a professional personal historian, I hope these suggestions will be helpful. Use them as guidelines not as hard and fast rules. Interviewing is more an art than a science. With experience comes an intuitive sense of how to guide an interview and get the best possible story.

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

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Back To Basics Using Menus



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

You walk into McDonald's or Burger King and up there on their nice flat-panel displays are their menus. Their choices are limited so their menus are short. But if you go to the Ritz and ask for the wine list – wow, what a list of choices! And their choices are grouped into categories too. Each restaurant has its own menu of choices. So do computer programs.

Menus, toolbars, and ribbons are the tools we use to do what we want in a program. They provide us with specific commands (or actions) or options we can change. Whether you are playing a game, creating a document, are on the internet, or doing email, every program has options (or commands) and these options can be changed by you. Toolbars and ribbons have symbols (icons) which are intended to give you a visual clue as to what that tool or option does. If you don't want to guess, just "hover" your mouse (that is, move your mouse so the arrow is pointing to a tool symbol) and a small box will appear with the name of that tool. This is a good way to learn the tools or icons you want to use.

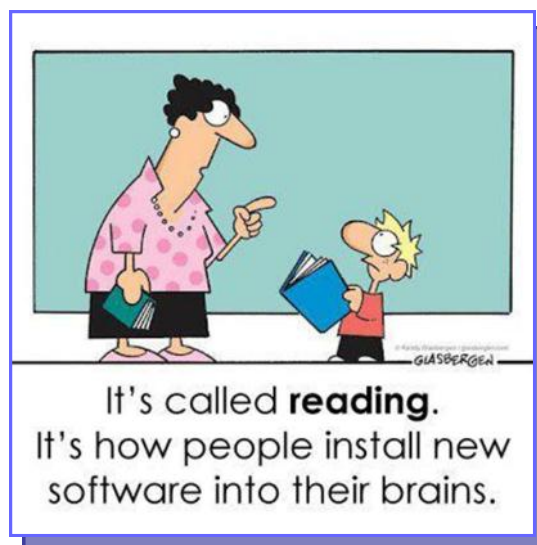
Menus, however, use words to tell us what the option or command is. Clicking on (use the left mouse button, please) the word of a menu, such as "File", or "Edit", or "Help" will open a menu of options for you. (Ribbons are another form of a tool bar of options). Sometimes you will not see the full and complete menu right away, just wait or click on the arrow at the bottom of that short list to get the complete menu. (The shorter list that first appears shows menu commands that you have recently used.) Menus have no "X" in the upper right corner to close the menu unless the menu opens in a window. Sometimes a menu will appear because your fingers hit some wrong keys. So how do you get rid of a menu without doing anything? – Just click OFF of the menu and the menu will go away (and no option is selected). If you do want to select one of the menu options, just click on it. What happens next is either the command or option will be put into effect, or you may get another menu or window with more options. Microsoft and most other software (programs) have generally agreed on some conventions for menus. Although these may not always apply, try looking at some menus in the programs you use to see if these work:

- If a menu has a letter underlined try holding down the "Alt" key on your keyboard and then hitting that letter. The menu should appear without you using the mouse to click on it.
- If a menu item has three periods after it "..." it

means that selecting that item will open another menu or window of options.

- If a menu item has a keystroke code next to it, such as "Ctrl + P" or "Ctrl + C" it means that this command or option can also be made by hitting that key combination on your keyboard without having to open the menu at all. To do "Ctrl + C" for example, you hold down the control key on your keyboard and then hit the letter "c" key.
- If a menu item has an arrow next to it pointing to the right, it will show you more options under that menu when you pause your mouse there.
- You can use the arrow keys (up and down) to move to the menu option you want, then hit the "Enter" key to do it. If a menu item has a right-arrow, hit the right-arrow key to see that list.
- If a menu item is in gray (i.e. not black) it means that you can not use that menu option now. For example, you cannot use the "copy" menu option until you have first highlighted or selected something to copy. So, that command will be gray in the menu until you have selected something, then it will be black and usable.
- Some menu options will have boxes or circles for you to click on to put a dot or a checkmark in them. Round buttons are usually called "radio" buttons because they may allow only ONE of the items on the list to be selected. Like car radios you can only push one of the buttons at a time. You can't listen to two stations at once, can you? Boxes, however, can be checked or unchecked in any combination. After making your selections, click on "ok" or "apply" at the bottom.

The bigger and better the program the more options there are available for you. Try playing with some menus in a game program or the Paint program just for fun. What you learn will apply to many programs and you will enjoy using your computer even more. Once you master how to use menus, go to the Ritz and ask for their wine list!



My credit card has been compromised three times recently due to fraud. How can I avoid this happening again?



Most of the card theft that I am aware of are things that are typically out of our control. However, there are some practices to help you ratchet down the security on your card and avoid this problem again in the future.

In the last six months, I've had to cancel my credit card three times due to fraudulent activities. I frequently shop online. I have Windows 7; I use a firewall, etc. I use reliable (I thought) sources. I don't let them save credit card info. I always check for https, etc. I seldom use my credit card at stores and when I do, I watch it carefully. My credit card company suggested either a computer virus or a malware or possibly leaks with online merchants. I have McAfee online. Could they be missing a virus or malware? How can I determine where the leak is and how on earth can I shop safely online? It angers me that I'm held hostage by these hackers. Can't we get smarter than them?

In this excerpt from [Answercast #65](#), I look at some of the ways credit cards can be compromised and ways you can protect yourself.

Credit card fraud

Yes. Sometimes, it is very frustrating. I've had my card compromised a couple of times this year alone, although it's never been because of a computer related issue.

So, to answer your very first question, could McAfee be missing something?

Absolutely! There is simply no anti-malware tool that is guaranteed to catch every bit of malware.

Double-triple check for malware

So what I would suggest you do is get yourself another anti-malware tool, perhaps a couple! [Microsoft Security Essentials](#) is typically what I'm recommending these days.

I would also recommend you grab a copy of the free version of [malwarebytes.org](#). The malwarebytes tool actually does catch a lot of things that many other tools do not.

Make sure that all of your anti-malware software is up-to-date, running the most recent versions, and that it is also running with the most recent database.

- The *version* of the software may change every year or six months or so;
- But the *database* that it uses will change daily, if not multiple times per day.

Always make sure you're running the latest version of the software with the latest versions of its malware database. Scan your machine regularly.

Check the whole network

Make sure that other machines on your network aren't compromised.

In other words, if you've got more than one machine at home, and you are behind a router (you have a local network), make sure that other machines on that network are also malware free.

It's possible that a machine could be sniffing the network. Usually, that's not the case, but given the number of times that things have happened for you, that's something else that quickly comes to mind.

When you're not able to trust another machine on your network, it's almost like you're in an open Wi-Fi hotspot. That other machine could be doing all sorts of interesting things that could compromise your security. It's important that all of the machines behind your router (that you're sharing your internet connection with) are secure, don't have malware, and that you're up-to-date and running appropriate scans on all of them.

Process of elimination

Now, the other thing then that comes to mind is the "process of elimination." Make sure you understand exactly where your cards are being used; which of the different places, at which you've made online purchases have been used by all three versions of your card.

That reduces the known suspects, the number of suspects for an online problem, to be just those merchants - and those merchants alone.

Physical theft

The other thing comes to mind is, you know, we all use our credit cards, we tend to use them very carefully and yet, this kind of thing can still happen... If you give your credit card to a waiter at a restaurant, it's out of your eyesight for a while! That's an obvious case that I'm sure you're keeping an eye on.

The less obvious case is hardware that's actually *installed* on card readers.

For example, every once in a while, you'll hear about bank

(Continued on page 8)

(Continued from page 7) Credit Card Fraud...

machines or gas station pumps that have had what's called a "skimmer" installed in front of the card slot. It looks like a regular card slot. You wouldn't know (unless you knew what you were looking for) that there was something else reading your card- in addition to the pump or the cash machine!

That's one way that they can sometimes steal the card information without actually having the card in their hands.

Watch all areas

So those are the other kinds of things I would look at.

I don't have a really specific, "This is what's happening to you," answer but I definitely understand that you're gonna want to exercise a fair amount of caution when you use your credit card online. Make sure that you really keep good track of exactly which merchants you're using it with, so if there is another breach, you at least can understand exactly what the possible access points of that information are.

Like I said:

- Make sure you're running up-to-date anti-malware scans on all the machines on your local network, including the one that you're using;
- Keep an eye on your card;
- Keep an eye out for skimmers;
- Keep track of where you're using it.

Compromised databases

Most of the card theft that I am aware of, most of the scenarios that you describe, are things that are typically out of our control.

They are large databases that have been stolen in aggregate, so it's not somebody targeting you or me. It's somebody targeting the computers at your bank for example or at the grocery store where you happen to use the card. Those are the kinds of things that we really don't have a lot of control over.

It's unfortunate that it's happened to you, like I said, three times in a row! That really would annoy me as well, absolutely. But the good news is that (hopefully) your bank is very good about that. The liability is not that huge of an issue because the bank will normally cover everything, or everything after the first \$50 of loss and so forth.

So, like I said, not a lot of specific help; but hopefully some ideas that I hope will help you ratchet down the security on your card and avoid this problem again in the future.



Winners of the My Cleveland Smartphone Contest



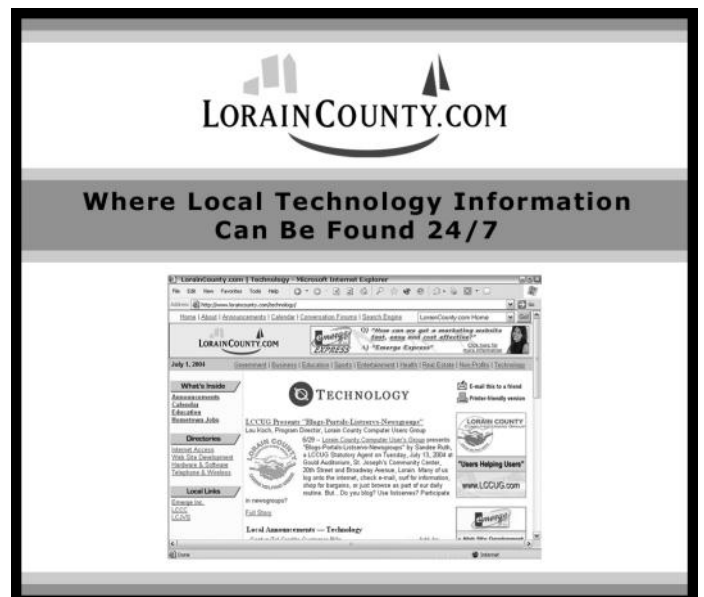
The Cleveland Plain Dealer recently held a challenge to make a one-minute smartphone video - - editing was allowed - - that expresses what Cleveland means to the moviemaker. October 19th the winners were announced and Eric Barnett, the presenter of our October 9th meeting on smartphones, won second place. We saw his video during the presentation.

The Plain Dealer reported, "Barnett, 29, from Cleveland is a marketing specialist with Cleveland Metro parks. His movie partner is Jessica Newell, 29, from Cleveland Heights. She is an adjunct professor with Cleveland State University. Eric described their second-place video, "**Apec Cleveland**," as a coming together of the town's East and West sides.

"Our main inspiration was that since it was a joint effort, we really wanted to find something that meant a lot to both of us and also represented what Cleveland meant to us," he wrote in an email. "That's how we came to rollerblading. And, because we live on opposite sides of the city, we thought it would be great to show the East Side and West Side coming together."

Congratulations to Eric! It is amazing the video that can be created with a smartphone!

See the winners, and other entries, on line at:
<http://www.cleveland.com/myclevelandcontest/>



Work At Home Jobs: How to Avoid Getting Scammed

10 Tips on Avoiding Work At Home and Home Based Busi- ness Scams

1. Never, NEVER pay for the chance to work!

This is the cardinal rule. You should treat working at home just like you would treat working for an employer at their place of business.

If you were going for a job interview in the 'real world,' how would you react if the interviewer asked you to pay \$50 or \$100 to land the job, for starter materials, or for a 'good faith' payment to make sure you were serious about the business?

You'd think it was absurd. No legitimate company charges employees a fee for a job.

Whenever you're asked to pay for the chance at a job, or information about work-from-home jobs, you know it's a scam.

Home-based businesses, on the other hand, may require start-up costs to cover investments, materials, franchises, or other items. As we state in the next step, check things out before you pay anything.

2. Check out the business before you pay anything.

Have you heard of the business that's soliciting your money?

If not, check them out carefully. Make sure they have a physical address and a phone number. Call to see if it's a real phone number. Do a search on <http://www.Google.com> to see if you can find any positive or negative comments. Check references carefully. Some warning signs of scammer companies:

- They use free Web hosting services (such as Tripod or Geocities).
- They use free Web email services (such as Yahoo! Mail or Hotmail).
- They use Post Office boxes for mailings and don't disclose their real addresses.
- They won't give you a telephone number where you

can contact them.

3. Use your credit card to make purchases.

This sounds counter-intuitive, but if you are going to buy a starter kit or make some investment relating to a home-based business, purchase using your credit card. That way, if you don't receive the items, or if things go wrong, you can dispute the charges with your credit card company. If you're unsure how to do this, speak to your credit card company *before* you make the purchase.

4. Research the market for the proposed business/work.

Every scammer will promise unlimited wealth and easy work. With a little virtual footwork, you can see whether you can make money doing this kind of business or work.

If you're thinking of starting a medical billing practice, for example, call a few doctors and hospitals in your city or town and ask if there would be a market for your services. As we mentioned in the last issue, you may be surprised to discover just how limited the market really is.

5. Beware of vagueness and incredible claims.

Companies that don't state their names, costs, or other important information in their ads usually have a good reason to do so -- they're scammers. As well, be wary of claims that you can "make up to \$1,000 a week" doing just a few hours' worth of unskilled work.

Don't be blinded by greed.

6. Put yourself in the employer's/client's shoes.

If you were an honest employer (or client, if you're looking to work from home), think about whether you would make the same kind of offer you're being pitched.

For example, you've read an ad where you can earn \$1-2 per piece stuffing envelopes. But companies nowadays have access to sophisticated mailing equipment that can stuff thousands of envelopes an hour -- why would they pay you so much more?

7. Consider starting your own home-based business.

If you're really interested in working for yourself, starting your own home-based business can be a great idea. It also involves a lot of work, and much of the time, some investment.

(Continued on page 13)

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

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, Jim Cerny, Allen Wyatt, Nancy DeMarteScambusters, APCUG, Wordtips.net, Exceltips.net, SmartComputing Magazine, Microsoft Office art online, WorldStart.com,

Newsletter is now
Online at
lccug.com/newsletters or lccug.com

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday - November 20, 2012
Time: 5:30 - 8 pm **Instructor:** Micky Knickman, et al.
Place: Amherst Church of the Nazarene
210 Cooper Foster Park Rd., 44001

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

Members are encouraged to bring their computers any-time before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Genealogy Workshop

Date: Thursday - November 29, 2012
Time: 4:00 to 6:00 pm - Room A
Instructor: Pam Casper Rihel
Place: South Lorain Library, Homewood Drive, Lorain, OH

Learn more about finding your ancestors with public records & online websites. How to start & sources to use.

You **must** register -
Email: prihel1947@gmail.com

Beyond The Basics

Date: No Class
Time: 3 to 5 p.m.
Instructor: Jean Griffith
Place: LCCC Learning Center.
St. Joe's Com. Center, 21st & Broadway

Beyond The Basics

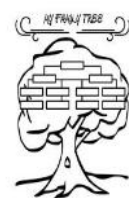
Come learn, Word Documents, CD with how to use a mouse, Copy & Paste, Scan Disk, How to download a program, Disk Clean-up, Virus Scan & Defragging your computer.

-- You **must** register with LCCC's --
Dina Ferrer
440-366-4507

Genealogy Workshop

I will not be holding a Genealogy Workshop after November 29th. If I don't get any sign ups I will not hold anymore genealogy workshops after the holidays.

Contact me at: prihel1947@gmail.com
or call me at: 440-277-6076



November 2012 Classes

Class Type	Location	Registration	November	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	Tuesday November 20, 2012	5:30 to 8:00 pm	Page 10
Genealogy Workshop	South Lorain Library 2121 Homewood Drive Lorain	Reg. required prihel1947@gmail.com 440-277-6076	Thursday November 29, 2012	4:00 to 6:00 pm	Page 10
Beyond The Basics	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: LCCC Learning Center 440-366-4507	No Class	3:00 to 5:00 pm	Page 10
<p>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.</p> <p>We want to fill this last row with something new to be taught.</p>					



The Lorain County Chapter of OGS

is having it's next meeting on :

November 12 – "Finding Your Female Ancestors" – Amy Kenneley of the Geauga County Genealogical Society will offer suggestions to discover the maiden names of our female ancestors which often get lost in the passage of time when they marry.

December 10 – "From Your Heart With Your Hands" – Margaret Cheney will demonstrate a free Windows program that allows you to share your family photos in a creative way.

Jean Copeland: jecopeland1975@gmail.com. or
Pete Hritsko: hritsko@centurytel.net

Genealogy Websites Of Interest

Cyndislist is a great source of genealogy websites and information. Check it out, if you haven't already.

<http://www.cyndislist.com/>

Mocavo unlocks your family history.

<http://www.mocavo.com/>



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.

Don't forget to check the Members' page for up-to-date

information about programs & events:
<http://www.lccug.com/members>

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

REMEMBER DECEMBER HOLIDAY PARTY

PLACE: CHURCH OF THE NAZARENE - 210 COOPER FOSTER PARK ROAD - AMHERST, OH

DATE: DECEMBER 11, 2012

TIME: 6:00 - 8:30 PM



REMEMBER TO BRING A FINGER FOOD AND SOMETHING
FOR OUR WHITE ELEPHANT RAFFLE.

ALL PROCEEDS GO TO SECOND HARVEST FOOD BANK

THIS HOLIDAY PARTY IS OPEN TO THE PUBLIC AND WE
HOPE TO SEE EVERYONE THERE WITH FAMILY AND
FRIENDS.

LOOK FOR MORE INFORMATION IN DECEMBER'S NEWS-
LETTER.



(Continued from page 9) Work At Home Jobs...

This is not a decision to make lightly, nor should you start a business just because you can't find a job.

Having said that, starting your own business -- if you're willing to do your homework and do what's necessary to make it a success -- may well become one of the best decisions you ever made.

There are lots of great resources on starting a legitimate home business. (But remember, you won't receive them via spam.)

8. Don't come across as desperate.

You may be in dire straits financially, but it's worth your while to act calmly and professionally -- just like you would in a real-world job search.

Posting messages on forums saying that you are in financial trouble, or desperate to find work from home is a bad idea. Desperation is like blood to sharks -- it'll bring all of the scammers out of the woodwork, and you'll be inundated with phony offers.

9. Be patient.

If you're looking to start a home-based business, or looking for telecommuting work you can do at home, you may have a considerable search ahead of you. There are a *lot* of people in the same boat, many of whom are falling prey to scams every day.

Don't let scammers use high-pressure tactics to sucker you in. If you're given a time-limited offer, there's usually a reason why -- scammers know that pressure brings in people!

Even if you're in dire straits, it pays to be patient... so that you don't lose money to schemes that never materialize.

10. And most important, NEVER reply to spam.

Fraudulent offers for home-based businesses or work-at-home opportunities almost always arrive as spam. The better it sounds, the less likely that it's legitimate.

Scammers aren't planning to deliver anyway, so what does it matter to them what they promise? Delete and move on.

As we say -- if it's spam, it's a scam!

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

ONLINE SALES SOARING

According to new data from comScore, U.S. retail e-commerce sales estimates have grown for the eleventh quarter in a row. For Q2 2012, comScore estimates online retail spending reached \$43.2 billion, up 15% compared to Q1. The report also lists the best-selling online product categories, which start with digital content and subscriptions and consumer electronics.

Other top-performing categories include flowers, greetings and gifts, computer hardware, and apparel and accessories. A large portion of online sales (42%) included free shipping, which is down compared to Q4 2011 when 52% of e-commerce transactions included free shipping.

Deleting Text

Everyone knows how to delete text in Windows apps, right? Just press the Del or Backspace keys. But if you need to delete larger amounts of text quickly, try these combo shortcuts.

To delete an entire word, press Ctrl+Backspace. This will delete one word at a time to the left of the insertion point. So, to delete two words, just press Ctrl+Backspace twice. To delete multiple characters to the right of the insertion point, press Ctrl+Delete. This will delete all the characters in the current word to the right of that point.

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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!

By **Allen Wyatt**



Roberta wrote to say that her arrow keys and **Enter** key were not working as she expected in Excel. It seems that they didn't move to the next cell, as she expected, but moved to the "next page."

Without a complete examination of the system, this could be caused by any number of conditions. First, if the worksheet is protected in some manner, it could be that the keys are working exactly as they should. What could be happening is that the next unprotected cell—where you enter your input—is being selected, and that cell happens to be on the next page.

If the problem occurs in brand new, blank worksheets, it could be due to a macro that is running when you first start Excel. If you start Excel without any add-ins or hidden workbooks, it may solve the problem. (The online help system, as well as past issues of *ExcelTips*, includes information on how to start Excel so that add-ins and hidden workbooks don't load.)

You could also check the status of your **Scroll Lock** key. If it is selected (a light on your keyboard should indicate if it is), then Excel can appear to do some very funny things when it comes to moving from cell to cell.

Finally, make sure that you check the configuration settings within Excel that control how the **Enter** key works. You get to these by first displaying the Excel Options dialog box. (In Excel 2007 click the Office button and then click Excel Options. In Excel 2010 display the File tab of the ribbon and then click Options.) At the left side of the screen click Advanced | Editing Options. The After Pressing Enter Move Selection setting controls what happens whenever you press **Enter**.

Copyright © 2012 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>. By **Allen Wyatt**

By **Allen Wyatt**



Special fields have a great number of uses in Word. You already know that you can use fields to insert everything from the date and time to summary information for a document. There may be times, however, when you don't want to use a field for information.

As an example, let's say that you have a template that includes a field for today's date in it. When you create a document based on the template, today's date appears in the document. You make changes to the document, and then save it to disk. When you later open the document, instead of the original date, it contains the date of when you opened the file.

To get around this, you need to change the field contents to plain text before you save the file. In this instance, you would follow these steps:

1. Create your new document based on the template. Today's date should appear, as normal.
2. Select the date in the document. (Make sure you select the entire field or make a text selection that includes the date field; it doesn't matter if there is additional text in the selection.)
3. Press **Ctrl+Shift+F9**. This converts the field to actual text. Thus, the date is switched from a field to real text for the date.
4. Make any other changes necessary in the document.
5. Save the document as normal.

That's it. The next time you open the document, the date remains unchanged. You can also use this technique with any other field to convert it to text.

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Officers Elections At Holiday Party

Are you looking to become more adventurous? Do you want to widen your horizons? We have the job for you. Volunteer your talents and time to become an officer. Work behind the scenes and become more involved in your own Lorain County Computer Users Group.

We need members like you to get involved and show what you know and, if you want to learn, that will happen too. Our elections are in December, but you can talk to any officer to find out what you need to do to volunteer. Get involved, help your fellow members by becoming an officer.

Thanks So Much.

Have A Laptop With HD Graphics? Don't Upgrade To Windows 8 (Yet)

WorldStart, always wanting to bring you the latest and greatest tech information, recorded a 2 hour Windows 8 upgrade walk-through video of one of our Intel i5 series laptops. However, when the upgrade was finished I found an interesting bug in Windows 8 which rendered the PC virtually useless.

The below screen is what we saw once I typed my password into Windows and clicked sign in.



Yes, that's right, a black screen with a mouse cursor. *Nothing else.*

Currently the Intel HD graphics built into the Intel i3, i5 and i7 series processors (and included with most mainstream laptops in the last two years) produce a black screen after Windows 8 installed due to a bug with older driver software and Windows 8. In our case, this black screen required a driver and a bios update to get Windows 8 working. It's important before upgrading that you check for any relevant driver, bios or software updates before proceeding with the upgrade.

Some reports indicate that you can work around this problem (if you have a dedicated graphics card) by disabling the Intel HD graphics in the bios of your computer or booting into safe mode and disabling the Intel HD graphics. This may be a bigger problem than you think, though, because Windows 8 has disabled the traditional safe mode by clicking F8 during boot up, and only rarely does holding down Shift + F8 (the new method) get you into the recovery mode – allowing for the advanced start-up menu to access safe mode.

If you've already run into this problem, the best solution I've found is to click the shut down button at the login

screen and hold down the shift button as you click reset. This will bring up the troubleshooting menu and you can select Advanced Settings then Start Up Settings, making it so when your computer reboots you will be able to press 5 for safe mode with networking and **install the drivers** necessary to fix this problem.

~Tim

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Neverending Playlist

Sometimes I'm just in the mood to listen to one artist, rather than a mixed playlist. When I don't have access to the music program we use at home, I like to head over to Neverending Playlist, where I can play free, streaming music via YouTube for the artist I want to hear without having to go to YouTube and wade through videos.

So how does it work? Really simply, actually. Just type in the artist you want to hear (if there is more than one, a list will drop down to let you select the one you want) and then you'll be whisked away to the artist page where the music will start streaming.

You have the option to Play, Pause, and Skip songs too. And if you really like a song and want to hear it again, just drag the play line above where the video is displayed back to the beginning of the song.

You can also queue up the next artist you want to hear by selecting one from the similar artists that appear in the bottom right corner, or typing in the name of the next artist or band you want to hear in the Who's Next? blank.

Then when you've listened through the playlist for the first artist, it will go to your next choice. I love this option to build a playlist that lasts as long as you need it to! It really can be never ending!

<http://neverendingplaylist.com/>

~Amanda

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Emergency Preparedness:

10 emergency preparedness tips to help you and your family prepare for disasters and even terrorist attacks: Internet ScamBusters #94

By Audri and Jim Lanford Copyright © Audri and Jim Lanford All rights reserved

To prepare for a natural disaster or terrorist attack requires a level head, a calm approach -- and some information.

By definition, many natural disasters and terrorist attack are unpredictable. They occur around the world.

Nonetheless, there are lots of things average citizens can do to protect themselves and their families -- and maybe save lives should something happen.

Having some basic information and tools can go a long way toward making you more confident in the event of a disaster in your neighborhood. Here are ten tips to help you and your family prepare for a natural disaster or terrorist attack.

BEFORE

1. TALK ABOUT IT. A 'head in the sand' attitude is not a good thing if you want to successfully prepare for a natural disaster or terrorist attack.

Some natural disasters have warnings -- including evacuation procedures. Many others occur without warning.

And we know, now more than ever, that a terrorist attack could happen anywhere, at any time - so pretending that it only happens in the movies just won't cut it. ;-)

You don't need to be morbid. However, if you can talk about the possibility of a natural disaster or terrorist attack as a family, you can brainstorm ideas and get everyone thinking of solutions to potential problems. Focus on the types of natural disasters that are most likely to occur where you live. For example, if you live in Florida, be sure to plan for hurricanes and flooding. If you're in California, earthquakes are more likely. However, also plan for unexpected disasters and terrorist attacks.

2. HAVE A PLAN. Create a basic plan as a family in regard to what you will do if a natural disaster or terrorist attack occurs. A basic plan to prepare for terror should

include:

- A communication plan
- An agreed-upon meeting place away from your home or work place
- A family member or friend who will act as a neutral contact for all of you, in some other city
- A list of all the important phone numbers you might need for each member of the family
- If you have children in school, you should know what the school emergency preparedness plan is, as well, and they should know yours.

3. PREPARE AN EMERGENCY KIT. You should have an easily accessible 'kit' with emergency supplies in it. Everyone in the family needs to know where it is located.

The kit should include, at the very least:

- A battery-powered radio
- A notebook and pen
- Extra prescription medications, if possible
- A first aid kit
- Dehydrated or canned foods (and don't forget the can opener!)
- A week's water supply for everyone
- A flashlight, with extra batteries
- A solar blanket or two for each family member
- Duct tape, scissors, soap and bleach

4. TAKE COURSES. If your community offers any kind of emergency preparedness courses at any time, TAKE THEM. At the very least, take a first aid course when you can.

5. MEMORIZE EMERGENCY EXITS. In any buildings that you frequent, learn and memorize where all the emergency exits are located. When you go into unfamiliar buildings, make a point of noticing where the marked exits are.

Plan in advance -- by mentally 'practicing' -- how to get out of a subway or congested public area. This is an important aspect of emergency preparedness.

(Continued on page 17)

(Continued from page 16) *Emergency Preparedness...*

6. BE AWARE OF YOUR SURROUNDINGS. To prepare for terror or a natural disaster at any time, practice paying attention to your surroundings, and think about where you could seek shelter or protection, or hide if you needed to, in the event of an emergency.

This will help you become more aware of your environment wherever you go, and this will serve you well if you need it.

7. FIRE EXTINGUISHERS. Become familiar with different kinds of fire extinguishers and how they work. Practice using them (without pulling the pin) in a hurry.

DURING A NATURAL DISASTER OR TERRORIST ATTACK

8. NOTICE YOUR SURROUNDINGS. Should you be caught in a unexpected natural disaster or terror attack, take immediate notice of your surroundings. BREATHE -- and don't panic. (We know that's easier said than done, but we also know you could save your own life with just this one way to prepare for an emergency.)

9. PAY ATTENTION. If you are in any situation, with strangers, and something makes you uneasy -- pay attention. Start moving and leave the situation immediately if you can safely do so.

AFTER A NATURAL DISASTER OR TERRORIST ATTACK

10. DOING WITHOUT. Be prepared to 'do without' amenities you are familiar with and used to accessing. Be patient.

And here's one more tip for you...

11. HELP WHERE YOU CAN. If your help is needed, offer it. It will take your mind off what's going on around you, help you feel like you're contributing -- and you may even save a life.

We hope these emergency preparedness tips help you be prepared -- and that you never need to use them.

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

Genealogy

Go to www.vitalrec.com, where detailed information about accessing death records can be found. This is one of the best free-access websites anywhere, supported by most of the state vital statistics offices with frequent updates.

Microsoft Windows



Telephone Scam – BEWARE!!

This really happened to a user group member in California.

One of our members (I'll save him embarrassment by calling him "Jim") has just been the victim of a phone scam involving Microsoft. Not the "real" Microsoft.

Fearing viruses on his computer, Jim allowed the "Microsoft tech support" man on the phone to enter his computer electronically to check. The caller "found" red flags next to items on the computer that indicated viruses and offered to fix the computer -- for a charge. Jim felt uncomfortable with this and said no. The "Microsoft" scammer said he would block the use of the computer if he was not paid. Jim hung up.

Unhappily, Jim discovered afterward that the scammer had indeed done something while connected to the computer so that Jim could not use it or the internet. Luckily, there was no financial or other sensitive information on the computer that could also have been taken by the scammer. If it had, that would have been another story. A very sad story.

However, not so luckily, Jim will not be able to use his computer again for a couple of days until it has been reformatted and all the programs reinstalled.

So, fellow members, this is an updated warning. It CAN happen to you. Jim wants you to know about and to learn from his awful experience. Here is a link at Microsoft that describes various scams using its name: <http://www.microsoft.com/security/online-privacy/msname.aspx>

From the Windows Secrets newsletter
< <http://windowssecrets.com/> >:

"Everybody's Event Viewer has red and yellow flags. Check yours right now and you'll see them:

Windows XP: Click Start, Control Panel, Performance and Maintenance, Administrative Tools; then double-click Computer Management.

Vista: Do the same, except for the final step. Double-click Event Viewer instead.

Win7: Click Start, type Event, click Event Viewer.

On the left of the Event Viewer window, expand the Windows Logs/System branch. See the ocean of colored flags? They're mostly harmless, although they look alarming -- which is why Windows makes it difficult to find them. It's good fodder for a flimflam."

Links to Microsoft Telephone Scam articles/information:

Microsoft Security & Safety Center - <http://bit.ly/jxOzal>
Microsoft Answers – Virus & Malware - <http://bit.ly/P4w9j2>

InformationWeek Security - <http://bit.ly/Rp7oAI>
abc15.com - <http://bit.ly/RbOedZ>

(Continued on page 18)

Note from Judy: I've been on the phone with Jim Evans, APCUG Director, when he's been called by one of these scam people. He's using Skype with me so I was able to hear what the person was saying on his regular phone plus Jim's responses. This has happened twice within the last six weeks or so. The last time, he was really leading the caller on but was having trouble understanding what he was saying. Conclusion, you'd think the scammers would have a better grasp of the English language before they call. The Microsoft telephone-based scams have been around since 2008.

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

WikiTree Introduces Automated Matching

The following announcement was written by WikiTree:



2 Nov 2012: WikiTree.com is excited to announce the release of "MatchBot", a new automated matching tool.

WikiTree members are dedicated to growing a single, shared family tree with one profile for every ancestor. There are currently over four million profiles. However, some of these are duplicate profiles that have been created unintentionally, especially via GEDCOM imports.

Until now, WikiTree members have relied on traditional searches and WikiTree's FindMatches tool which searches a member's entire Watchlist for matches. While FindMatches will continue to be an important WikiTree function, the process of performing periodic searches to check for new duplicates can be a burden. The solution: MatchBot.



MatchBot searches the WikiTree database every night looking for high-probability matches among its records. When one is found, the managers of both profiles are e-mailed a merge proposal and invited to compare the two profiles side-by-side.

After comparing the profiles, the managers can choose to confirm the match and proceed with the merge, or create an Unmerged Match if the profiles represent the same person but aren't ready to be merged. If the profiles represent different people, the profile managers can reject the match so that the two profiles won't be matched in the future.

"We're psyched about MatchBot," says WikiTree founder Chris Whitten. "This new feature will connect a lot of cousins and make collaboration more productive and enjoyable. Most importantly, MatchBot will further our community's mission to grow a single family tree instead of many separate member trees."

MatchBot adds to the various methods in which WikiTree members are alerted via e-mail:

- G2G (genealogist-to-genealogist) Q&A Forum: When someone responds to a question, the person who posted the question receives an e-mail notification.
- Public Comments: When a public comment is posted on a profile, the profile manager is alerted.
- Private Messages: Members can be contacted privately with an e-mail without publicly revealing their e-mail address.
- Watchlist Update: A once-a-week update summarizes all changes and additions to the profiles in the member's Watchlist.

All services on WikiTree are free for all members; there are no "premium" member services at WikiTree.

About WikiTree: Growing since 2008, WikiTree.com is a 100% free shared family tree website that balances privacy and collaboration. Community members privately collaborate with close family members on modern family history and publicly collaborate with other genealogists on deep ancestry. Since all the private and public profiles are connected on the same system this process is helping to grow a single, worldwide family tree that will eventually connect us all and thereby make it free and easy for anyone to discover their roots.

See <http://www.WikiTree.com/>

The following 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>.

Get Creative With Text Boxes



Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida September 2012 issue, Sarasota PC Monitor

www.spcug.org

ndemarte@Verizon.net

When you use Microsoft Office, you create and edit text all the time. Word, of course, is dominated by text; Excel and PowerPoint both use text in many of their functions. All recent versions of Office also include a tool called a “text box” for special uses of text. Let’s find out what it is and how to use it.

A text box is a specialized shape in which you can enter text. It functions outside the regular margin constraints of a document and can be moved or resized as needed. A text box is useful for adding a caption to a photo or annotating a diagram or chart. If you want to emphasize an important statement in a document, you can use a text box to repeat the statement in a “pull quote” and locate it in an unexpected spot, such as along a margin (known as a Sidebar) or across columns in the document. Its flexibility makes a text box useful in many situations.

Text boxes have most of the same properties as shapes. In Word 2007 and 2010, when you click the Insert tab, then Text Box, you open the Text Box gallery of 36 preformatted text boxes, as well as the “Draw text box” option. If one of the preset boxes meets your needs, click to insert it into the document. Older versions of Word lack this gallery, but you can still draw a text box, which is most often my choice. Click “Draw text box” at the bottom of the gallery. Then click anywhere in your document where you want the text box to appear and drag diagonally down the page to the right to create the text box. At first the box covers a portion of the normal text. This is because the default text wrapping setting is “in front of text.” If you don’t want the text box to hide the document text, select the text box so “handles” appear around the box. At this point, the Text Box Tools Format tab appears on the ribbon. Click Format, and then Text Wrapping in the Arrange group. Change the setting to Tight, which will position the text box within the existing text and also allow you to move the text box. Do this by clicking an edge so a crossed arrow’s icon appears and dragging it to a new location. You can also resize the box by dragging an edge or corner. To enter text in the box, replace the informational text with your own.

Once a text box is created and located in the document, it can be formatted in many ways. To format the text, select it, and a small version of the Font group on the Home tab will appear. Use these tools to change the font style, size, color, and other attributes. (You can also click the Home tab and use the full set of options in the Font group.) To format the text box itself, select it and use the tools on the Text Box Tools Format tab. For example, you can fill the box with a color, remove or change the border styles, make the text read vertically, or add special 3-D effects.

In Office 2007 and 2010, text boxes are not limited to a rectangular shape. You can add text to any of the items in the shapes gallery. Click Insert – Shapes and click a shape. Click in your document and draw the shape in the same way you drew the text box. Change the text wrapping to Tight as you did above, then right click inside the shape and choose “Add Text.” The large number of shape choices gives you many options for text boxes. Another approach is to begin with a classic text box, even after it is filled with text. Select it, which opens the Text Box Tools Format tab. Click Format and select “Change shape,” which opens the shapes gallery. Click a new shape, and the text box transforms into that shape with all its contents intact. Another interesting possibility is inserting a photo or piece of clip art into a text box. With the text box or shape selected, click the Insert tab – Picture. Click the photo you want, then Insert. The photo appears in the text box, resized to fit. The same steps work to insert clip art, charts or tables within text boxes.

Text boxes can be rotated for a dramatic effect. In Office 2010, select the text box, and click and drag the little green rotator circle above the box to rotate it left or right. In Word 2007, for an unknown reason, classic text boxes cannot be rotated, even though shapes can. One way to work around this problem is to create a text box, cut it using the Cut command on the Home tab, and then paste it as a “Picture (Windows Metafile)” using the Paste Special command option under the Paste icon.

Occasionally, you might create a text box in Word that you’d like to reuse at a later time. You can save it by selecting the text inside the box and then clicking Insert and the arrow under the Text Box icon. Choose “Save Selection to Text Box Gallery.”

Besides Word, text boxes appear in Excel and PowerPoint 2007/10. Neither program contains a text box gallery, but each has the “Draw a Text Box” tool, which gives you all the functions that Word does, including rotation. You can also start with a shape and include text by right clicking and using the “Edit Text” command.

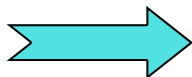
Have a little fun. Create a few text boxes in your next document, spreadsheet or presentation.

Getting a Human When Calling Support

When calling technical support or customer service it’s often frustrating having to go through each of the voice prompts just to reach a human who can assist you, which is why this tip is a [link to gethuman](http://www.gethuman.com). This site is a database of 500 of the top companies, their phone numbers and how to get directly to a human.

For example, when calling **Dell Technical Support** you would press 3; say “agent” at each additional prompt, ignoring messages to get directly to someone who can assist you with your problem.

<http://www.computerhope.com/tips/tip112.htm>



The Tip Corner

Shift+Space Web Browser Navigation

Here is a way to make navigating pages in your web browser a little easier. Instead of using the Page Up and Page Down keys, you achieve the same results by pressing your Space Bar to go a page down and pressing Shift+Space to go a page up.

What Is Pinning and how do I do It?

Pinning is keeping items within a window in the same place for easy access. Programs, applications, web sites, etc. can all be "Pinned." For Example: The Windows Start Menu is divided into two sections. The top half of the menu is reserved for pinned items. Since I use Excel and Word almost every day, I keep them pinned, making them accessible at the click of a mouse at any time.

How does one do this? Simply right-click on an icon on your desktop and choose "Pin to Start Menu." That's it.

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

What happened to Normal View in Word 2007 and 2010?

If you're using either Word 2007 or 2010 and preferred

working in the Normal view, then you're probably wondering what happened to it. If you went to the View tab of the Ribbon, it is not there. Well, it was not deleted. They just renamed it Draft view. Now all those page separations are gone. Unfortunately when you reopen the file it again opens in the Print Layout view.

So how do we tame Microsoft to open in the Draft view every time? Click on File and choose Options then Advanced on the left. On the right scroll all the way down to the General section. Locate and select the "Allow opening a document in Draft view" option. Click OK. When you open a file that you saved in Draft view it will still be in Draft view.

Windows 7 Autoplay Settings

When you connect a device or media to your computer (digital cameras, phones, DVDs, CDs, etc.) are you happy with the choices your computer gives you? For example, when you insert an audio CD, you may not want iTunes to load it – maybe you would rather import through Windows Media Player. And, with a DVD, should it play automatically, just like your regular family room DVD player?

Here is how to make your media do exactly what you expect it to do. Click Start and in the Search Box type, AutoPlay and hit Enter. A window will pop up. Now simply go down the list and use the provided drop-down menus to choose what each media type does when it's inserted into your computer. When you are done, press Save. That's all there is to it. If for any reason you want to go back to the default Windows 7 settings, hit the Reset all defaults button at the bottom.

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA The LVCG Journal www.lvcg.org nsheff@aol.com



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