

# Interface

Lorain County Computer Users Group  
[www.LCCUG.com](http://www.LCCUG.com) [info@LCCUG.com](mailto:info@LCCUG.com)  
Volume 25 Number 1 January 2013



## Inside This Issue

President's Letter	Pg 2
LCCUG Officers	Pg 2
January Program	Pg 3
Minutes	Pg 4
Windows NEWS	Pg 4
Genealogy	Pg 5
Tech Focus	Pg 6
Microsoft Office 2013	Pg 8
Need Help?	Pg 10
Genealogy Websites	Pg 10
Classes, Workshops & SIGs	Pg 11
LCC-OGS Programs	Pg 11
Windows Tips & Tricks	Pg 12
Mobility Security	Pg 13
Excel Tips	Pg 14
Word Tips	Pg 15
What's the Difference...	Pg 15
Gullibility Factor	Pg 16
APCUG Tips	Pg 18



## FAVORITE WEBSITES

*What's your most used website?  
Bring it in and we'll check it out.*



## NO SECOND MEETING

### ☺ 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



At the December 11 meeting we held the election of officers. Other than the current officers, there were no members who stepped forward to run for an office. We have several vacancies right now and some of our officers are getting a bit weary!

But the good work done by the officers is what keeps our club going. I must acknowledge these members who have assumed these duties for many years.

Micky Knickman has been our treasurer since he joined LCCUG in 1995! He guards our funds keeping track of them and making sure we are not extravagant with them. He is also our most venerable in-house “geek”. Besides running the monthly Problem Solving Workshop, he makes sure we’re up and running technologically at our meetings. His contributions keep us going on many fronts.

Pam Rihel has been our newsletter editor for a long time. She does a great job pulling the newsletter together, and does most of the work herself. Recently Dennis has been helping with the proof-reading, but the newsletter is her baby!! (Note, she also does the newsletter for the Lorain County Chapter of the Ohio Genealogical Society). Pam also leads Genealogy meetings for our members when they are requested. Good work, Pam! Pam assumes the duties of making coffee and sees that we have snacks at our meetings!!

Don Hall, a member since 2001, has been our secretary for more than six years. He is always at our meetings ready to help setup and sell tickets and whatever else is required. He is also a go-to guy for us, running errands and so on.

Richard Barnett has been a member since 1990 and stepped up to be an officer in 2008. Currently he is Webpage Editor and Director of Advertising. He is the one who finds us sponsors for the club and checks with them for renewals. He is doing a great job on the webpage and he is a great help at the meetings.

Dennis Smith joined us as an officer in 2010 and is currently Membership Chairman. He is also valuable during the meetings and helps with running around between times for us. He has mastered our membership software and helps us keep track of our members.

Carole Doerr was an officer years ago and then her employment kept her from being active for a number of years. She was able to rejoin and become an officer again in 2008, jumping right in as Vice-President / Program Chairman, although she works out of town in the summer, she has become our annual picnic organizer. Good job and we’re grateful.

## *LCCUG Officers For 2012*

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

Lou Koch also helps plan programs when he is town but he is spending more of his time in his South Carolina home. He has found us some very interesting presenters which is becoming more and more challenging.

Kaye Collier had been involved in the club since 1990 and almost always as an officer. This year, she stepped back from these duties, but plans to be at meetings and helping there as needed. Kaye spent many years as our newsletter editor, producing the whole newsletter in WordPerfect and doing a very professional job. She also handled our webpage for a number of years. Kaye has definitely been an important asset since the beginning of our club!

Neil Higgins is our unofficial Sergeant at Arms – because of his connections to the church (where his wife, Lee Higgins is Pastor of Compassionate Ministries). He is our facilities person. He has the keys to the doors and makes sure we have access to what we need inside the church. He also uses his expertise helping Micky with the 3<sup>rd</sup> Tuesday Problem Solving Workshop which is also held at the church.

*(Continued on page 6)*

**TUESDAY**  
**January 8, 2013**

## **FAVORITE Websites**



**Discover the Fun, Interesting and Helpful**  
**Come and share your favorite website!**

**In the past we have spent a couple meetings sharing our favorite websites. The response has always been fantastic and it is always fun**

**What is useful? What is fun? What is Intriguing?**

**What sites are amazing or unusual or addictive?**

**What websites are a waste of time and which ones are educational?**

**We'll have fun exploring what is out there.**

**I am sure that there will be ones  
that you can use!**

## **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

**DECEMBER 4, 2012**

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

Plans for the Christmas meeting were discussed and finalized with responsibilities assigned. The Club's old projector and video camera will be in the white elephant raffle. Dennis will provide specifications on the camera and Micky will provide specifications on the projector for Richard to include in a membership e-mail.

The board has requested members volunteer as officers, however no one has stepped forward. We will bring it up again at the election of officers meeting.

Sandee presented a draft of the members survey to be handed out at the December 11th meeting. It was fine tuned and will be printed.

Programs and field trips for the coming years were discussed

Carole moved, Richard seconded the meeting be adjourned.

### Computer Systems Unlimited, Inc.



We are a full service computer/peripheral sales and repair Company specializing in custom built Pc's, network design, software integration, and everything in-between. We are located in the small college town of Oberlin, Ohio, and for fourteen years have

been providing unrivaled service to home users, small and large businesses all over Ohio as well as State and local government agencies. All of our systems and networks are tailored to meet the individual needs of our customers.

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

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

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

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

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



## General Meeting Minutes

**DECEMBER 11, 2012**

President Sandee Ruth call the meeting to order. A motion to accept the minutes as shown in the December issue of the interface was made by Pam Rihel, seconded by Micky Knickman. Motion passed.

Sandee proceeded to the issue of election of officers for the coming year. There were no nominations from the floor to be added to the slate of presently serving officers. That being the case, Sandee moved the existing slate be approved by unanimous ballot, motion approved by voice vote.

The Annual Holiday Party began with members enjoying all the delicious food supplied by members.

Next came the White Elephant Raffle with many happy recipients.

Members were very generous in their purchasing tickets for the raffle which resulted in the Club's donation of \$100 to the Church of the Nazarene Food Bank.

Micky was the lucky winner of the survey raffle and took home the 32GB thumb drive prize.

Dennis Smith moved, Neil Higgins seconded the meeting be adjourned.

### Smart Computing

#### Windows News Office 2013 Availability

Microsoft announced that it will release Office 2013 sometime in the first quarter of 2013. Even better, customers who purchase Office 2013 from a local retailer will be able to download Office 2013 for free when it's officially released. Those with Office 365 Enterprise subscription should have access to Office 2013 when Microsoft released the next update. If you'd like to test out Office 2013 before investing in the new suite, you can try the Office Customer Preview via [www.microsoft.com/office/preview/en](http://www.microsoft.com/office/preview/en)

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





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

## Using the Social Security Death Records



By Bill Ellis, Member, Computer Users of Erie, PA

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

[willardellis8@gmail.com](mailto:willardellis8@gmail.com)



The Social Security Administration's Death Index (SSDI) can be a boon to beginning genealogists. The Social Security number is the most valuable piece of information when seeking a number of other documents. It is essential for ordering paper copies of original death records, obituaries, and more. The SSDI is

the first step in obtaining this information. If you can only trace your U.S. ancestry back to your grandparents or possibly great-grandparents, the Social Security Administration can help you find where they were born, the names of their parents, and more. The SSDI can be especially helpful for those researching immigrants as the data often shows where the individual was born in "the old country."

The Social Security Administration was created by an act of law in 1935 as part of President Roosevelt's New Deal program. The act laid out a retirement system for many Americans, although not all. The act also created a new governmental agency to manage the program. In the following 69 years, the Social Security Administration has become one of the largest agencies in the federal government.

The Social Security Administration started computerizing records in 1962. This made it possible to produce an index of people who had Social Security numbers and are deceased. The information in the Social Security Death Index for people who died prior to 1962 is sketchy since SSA's death information was not automated before that date. Persons who died before 1962 are rarely listed in the SSDI. Some of the online Web sites advertise that the data they possess will contain information about deaths "as early as 1937," but that claim is a bit misleading; 99.9% of the information is for 1962 and later.

Initially, the Social Security Administration only recorded the deaths of individuals who were receiving retirement benefits from the Administration. Those who died before reaching retirement age were not listed. Neither were those who had different retirement systems, such as railroad workers, school

teachers, and other municipal, state, and federal employees. In the 1970s the railroad and many other retirement systems were merged into the Social Security system. Deaths of those retirees then started appearing in the SSDI.

In the late 1980s and after, all deaths in the U.S. were reported to the Social Security Administration and recorded in the SSDI. You can find deaths of children and non-retired adults listed for the 1990s, but not for earlier years.

Because legal aliens in the U.S. can obtain a Social Security card, their names may appear in the SSDI if their deaths were reported, even if the death occurred overseas.

The online SSDI databases contain the following information fields:

- \* Social Security number
- \* Surname
- \* Given Name
- \* Date of Death
- \* Date of Birth
- \* Last Known Residence
- \* Location of Last Benefit
- \* Date and Place of Issuance

You can access the Social Security Death Index at no charge on a number of Web sites, including:

- \* New England Historic Genealogical Society (this database was updated just a few weeks ago with the latest data through June, 2004) <http://www.newenglandancestors.org/research/database/ss/default.asp>
- \* Family Tree Legends (this version has several search capabilities not found on other sites): <http://www.familytreelegends.com/records/ssdi>
- \* Ancestry.com: <http://www.ancestry.com/search/rectype/vital/ssdi/main.htm>
- \* The Church of Jesus Christ of Latter-day Saints (the Mormons) offer the Social Security Death Index on their popular Family Search site.

Keep in mind, however, that the online SSDI database is only an index -- an abbreviated listing. The Social Security Administration holds additional information that can be a genealogical jackpot. The index listing of an ancestor is merely your ticket to this jackpot.

From 1936 on, anyone who has applied for a Social Security Card filled out an application form (SS-5) that the U.S. Government keeps on file. This application form (SS-5) contains the following information:

### Full name

- \*Full name at birth (including maiden name)
- \*Present mailing address
- Age at last birthday
- Date of birth
- \*Place of birth (city, county, state)

*(Continued on page 6)*

*(Continued from page 2) President's Column...*

Another less visible helper is Jean Griffith who teaches classes on beginning computers at St Joseph's LCCC Computer Lab. We have had other members who have done teaching but Jean is currently our instructor. We have appreciated her involvement in teaching for a long time.

So this is the crew that helps keep our club going. I have held various positions since I helped start the club in 1989 and I can attest that it has always been the officers working together that make LCCUG what it is!

*Sandee*  
*LCCUG President*

**Smart Computing**  
In Plain English

## Tech Focus

### Thumbs Up For Updates

Keeping on top of updates and fixes for your system is also a vital necessity. Make sure Windows updates are being installed automatically. In fact, it's a good idea to do a quick check for new updates before you leave the office to do any travelling. To check the status of your updates, click Start, Control Panel, System And Security, and then click Turn Automatic Updating On Or Off under Windows Update.

It's also important to regularly check for and install updates to third-party software such as Java, Adobe Flash Player, and your component drivers.

### Encrypt Where Possible

It'll take more than a user account password to thwart thieves intent on sacking your device's data, so enable encryption whenever possible. Some versions of Windows 7 and Windows 8 include BitLocker Drive Encryption, which makes sure your data is safe even if your laptop goes missing. To enable BitLocker, click Start, Control Panel, System And Security, and then click BitLocker Drive Encryption to see the list of storage drives you can encrypt. Click Turn On BitLocker to enable the protection on the adjacent drive. If you don't have BitLocker, third-party file encryption options are available.

### A Warning About Wi-Fi

While on the road, you need to resist the urge to connect to open Wi-Fi networks whenever possible. Data thieves can set up open Wi-Fi networks themselves or log onto open networks to sniff and snoop the private data of others logged onto the unprotected network. A protected network is a safer (though not completely risk-free) bet.

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

*(Continued from page 5) Social Security...*

- \*Father's full name "regardless of whether living or dead"
- \*Mother's full name, including maiden name, "regardless of whether living or dead"
- \*Sex and race
- \*Ever applied for SS number/Railroad Retirement before? Yes/No
- \*Current employer's name and address
- \*Date signed
- \*Applicant's signature

The items marked with an asterisk are not available in the online SSDI database.

The SS-5 form is obviously much more valuable to the genealogist than the limited information shown in the online death index. The Social Security Administration makes copies of the original Social Security application form (the SS-5) available to anyone who requests information on a deceased individual. You can obtain a photocopy of the SS-5 form by writing to the Social Security Administration.

The SSA charges \$27.00 for each individual SS-5 copy (\$16 for an abbreviated NUMIDENT form, but most genealogists will prefer the SS-5 itself). The SSA is not in the business of doing genealogical research and cannot, by law, expend Social Security Trust Fund money for purposes not related to the operation of the Social Security program. The \$27 fee is intended to offset the cost to the government whenever SSA provides information from its files for non-program purposes.

There is no standard form to fill out when requesting a copy of the deceased's SS-5. Instead, you must write a letter. You can "copy-and-paste" the following sample letter into your favorite word processor, then change all the information shown inside the curly braces { }:

Social Security Administration  
Office of Earnings Operations  
FOIA Workgroup  
300 N. Greene Street  
P.O. Box 33022  
Baltimore, Maryland 21290

Re: Freedom of Information Act Request

Dear Freedom of Information Officer,  
I am writing this request under the Freedom of Information Act, 5 U.S.C. Section 552. I hereby request a copy of the SS-5, Application for Social Security Card for the following individual:

{first name} {last name}  
{Social Security Number as obtained from the online SSDI}  
Birth: {Date of birth}  
Death: {Date of death}

*(Continued on page 7)*

*(Continued from page 6) Social Security...*

This individual is deceased, having been listed in the Social Security Administration's Death Master File. I am requesting a copy of this person's original SS-5 form. I understand the fee for this service is \$27.00. Included is a check for \$27.00 made out to the Social Security Administration to cover any administrative costs required by this request.

Please respond to my request upon receipt of this initial correspondence. Thank you for your attention and assistance.

Sincerely,  
{Your name}  
{Your full address}  
Daytime Phone Number: {Your telephone number}

If you want to obtain the SS-5 forms for more than one person, it is suggested that you write separate letters and separate checks, and mail them in separate envelopes. Be patient. You may have to wait several months for the response to your letter(s).

If you cannot find a person in the SSDI, the Social Security Administration may still be able to help. You may request an "SSN search." The SS will try to find the person's Social Security Number, even for those deaths before 1962. To request this service, you must send \$29 and provide the person's full name, state of birth, and date of birth to:

Social Security Administration  
OEO FOIA Workgroup  
300 N. Green Street  
P.O. Box 33022  
Baltimore, Maryland 21290-3022

Providing names of parents is also helpful, especially with common surnames. Be sure also to provide proof of death as the records of living individuals are not publicly available.

### **Social Security Numbers**

It is interesting to note that you can tell where a Social Security Number was issued simply by looking at the first few digits of the number. This does not tell where the person was born, only where he or she was living when the number was issued. Nonetheless, it can be a valuable clue as to where to look for additional information.

The Social Security Account Number (SSAN) is divided into three sets of digits. For example, let's take 123-45-6789. The 3 digits in the first group indicate the state or territory in which the number was originally issued. The second group of 2 numbers is used to define the people within the state. The third group of 4 digits is simply issued in numerical sequence.

***The following list shows the area indicated by first 3 digits:***

001-003 New Hampshire  
004-007 Maine  
008-009 Vermont

010-034 Massachusetts  
035-039 Rhode Island  
040-049 Connecticut  
050-134 New York  
135-158 New Jersey  
159-211 Pennsylvania  
212-220 Maryland  
221-222 Delaware  
223-231 Virginia  
232-236 West Virginia  
237-246 North Carolina  
247-251 South Carolina  
252-260 Georgia  
261-267 Florida  
268-302 Ohio  
303-317 Indiana  
318-361 Illinois  
362-386 Michigan  
387-399 Wisconsin  
400-407 Kentucky  
408-415 Tennessee  
416-424 Alabama  
425-428 Mississippi  
429-432 Arkansas  
433-439 Louisiana  
440-448 Oklahoma  
449-467 Texas  
468-477 Minnesota  
478-485 Iowa  
486-500 Missouri  
501-502 North Dakota  
503-504 South Dakota  
505-508 Nebraska  
509-515 Kansas  
516-519 Idaho  
520 Wyoming  
521-524 Colorado  
525 New Mexico (also 585 below)  
526-527 Arizona  
528-529 Utah  
530 Nevada  
531-539 Washington  
540-544 Oregon  
545-573 California  
574 Alaska  
575-576 Hawaii  
577-579 District of Columbia  
580 U.S. Virgin Islands  
581-585 Puerto Rico, Guam, American Samoa  
585 New Mexico (some 585 numbers)  
586-699 Unassigned  
700-729 Railroad Retirement Board  
730-899 Unassigned

A few Social Security Numbers beginning with a 9 have been issued, but these are very rare.

For more information about obtaining information from the Social Security Administration, look at: [http://www.socialsecurity.gov/foia/foia\\_guide.htm](http://www.socialsecurity.gov/foia/foia_guide.htm)

# Microsoft Office Professional Plus 2013 Preview



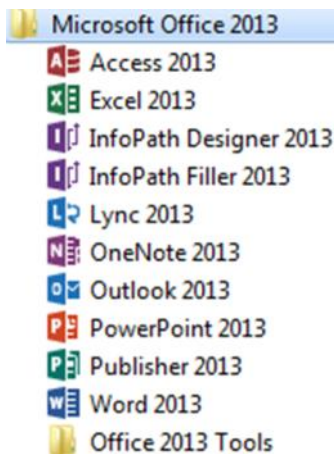
By Terry Currier, President, WINNERS – Windows users, CA October 2012 issue, The Notepad

[www.windowsusers.org](http://www.windowsusers.org)  
[winnersug@aol.com](mailto:winnersug@aol.com)

At our October WINNERS – Windows users meeting I did a presentation on the Microsoft Office 2013 Premium Preview. I got mine from Technet a Microsoft subscription based file downloads site. It's very impressive. I liked that with the installation it gave me a choice of upgrading my current MS Office or have it separate.

The install will only last a limited time. While it is designed for enterprise collaboration, individuals can use it and choose to save files on the computer, or to the cloud (SkyDrive.) If you go to search for it "Office 2013" Microsoft takes you to a site that says Office 365, but look on the right side and click on the "More Application." Clicking on an application you will see the heading Office 2013 Preview.

## For Word they say



**New Read Mode** - Text reflows automatically in columns to make it easier to read.

**Object Zoom** - When you view tables, charts, images, or online videos, a finger tap or mouse click lets you see the detail. When you're done, another tap or click returns them to their original size.

**Resume Reading** - Word automatically bookmarks

your last-visited spot. Enjoy your reading, take a breather, and then pick up where you left off—even on a different PC or tablet.

**Reply Comment** - Place comments next to the text you're discussing so it's easy to track the conversation.

**Simplified Sharing** - Your documents are saved online to SkyDrive or SharePoint by default. Send everyone a link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

**Present Online** - Share your document with others even if they don't have Word. Send them a link, and as you read through the document on your screen, they can follow along in their browsers.

**Alignment Guides** - Align charts, photos, and diagrams with your text for a polished, professional look. Handy guides pop into place when you need them and disappear when you're done.

**Live Layout** - Text reflows instantly as you drag a photo, video, or shape to its new position. Release the mouse button, and your object and surrounding text stay where you want them.

**PDF Reflow** - Open a PDF in Word, and its paragraphs, lists, tables, and other content act just like Word content.

## For PowerPoint

**Start Screen** - The new Start experience helps you jump-start the creative process with a collection of new themes.

**Theme Variants** - Choose from alternative color schemes and then apply the look you like with a single click.

**Alignment Guides** - Exhibit a designer's touch by aligning shapes, text boxes, and other graphics with text.

**Merge Shapes** - Use the Union, Combine, Fragment, Intersect, and Subtract tools to merge two or more shapes into the shape you want.

**Slide Zoom** - Direct your audience's attention to your main point. Zoom in on a diagram, chart, or graphic with a couple of clicks, and then zoom out just as smoothly.

**Navigation Grid** - Easily switch slides—in or out of sequence—from a grid that only you see, your audience sees only what you've selected.

**Auto-extend** - When you project to a second screen, the settings ensure that your presentation appears on the correct screen.

**Improved collaboration** - tools make it easier to work with others on the same presentation at the same time on different PCs. And if someone doesn't have PowerPoint? No problem. Just project your presentation right to their browser.

**Reply Comment** - Place and track comments next to the text you're discussing so everyone can readily see who replied to whom, and when.

**Simplified Sharing** - Your presentations are saved online to SkyDrive or SharePoint by default. Send everyone a single link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

**PowerPoint Web App Coauthoring** - You and your team can work together on the same presentation at the same time from the desktop or in the browser with the PowerPoint Web App.

*(Continued on page 9)*



## For Excel

**Recommended Pivot Table** - Excel summarizes your data with previews of various pivot-table options, letting you select the option that tells your story best.

**Flash Fill** - Here's the easy way to reformat and rearrange your data. Excel learns and recognizes your pattern and auto-completes the remaining data, with no formulas or macros required.

**Quick Analysis** - Discover a variety of ways to represent your data visually. When you like what you see, apply formatting, spark lines, charts, and tables with a single click.

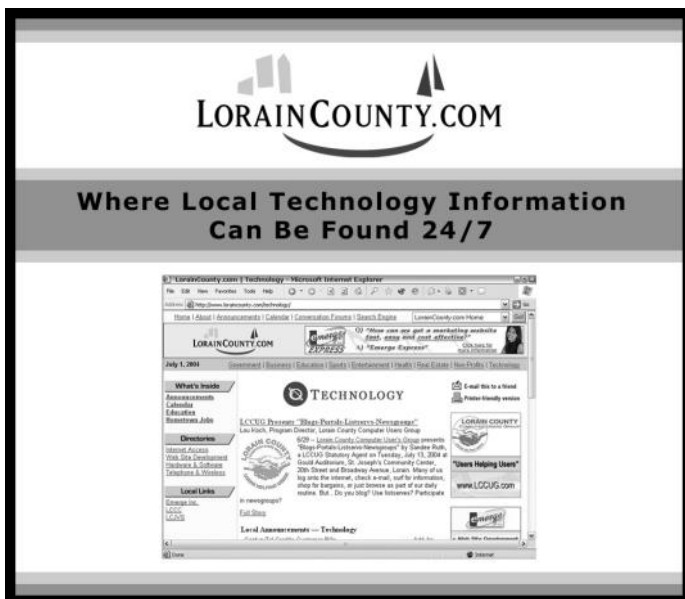
**Chart Formatting Control** - Fine-tune your charts quickly and easily. Change the title, layout, and other chart elements—all from a new and more interactive interface.

**Simplified Sharing** - Your workbooks are saved online to SkyDrive or SharePoint by default. Send everyone a link to the same file, along with their viewing and editing permissions, and be assured that everyone sees the latest version.

**Post to Social Network** - Share selected portions of your spreadsheets on the web by simply embedding them on your social network pages.

**Present Online** - Share your workbooks and collaborate with others via a Lync conversation or meeting. You can also allow others to take control of your workbook.

OneNote syncs with SkyDrive and SharePoint, so your notes are always up to date on all your devices. Simply sign in to find your notes.



## Windows 8 - A First Look



From the HAL-PC, Texas, Senior Learning Center  
[www.hal-pc.org](http://www.hal-pc.org)

Since Windows 8 looks and acts differently from Win 7, it is the subject of many questions, and possible misinformation. Volunteer teachers are busy discovering as much as they can, as fast as they can so they can be a knowledgeable resource. Below is a summary of what they have learned thus far, which would be relevant for their Senior Learning Center audience.

The new Windows 8 operating system was designed for use with multiple devices such as Windows phones, laptops, tablets and desktops which may or may not have touchscreens. Basically it is a new user interface or UI that runs on top of an "improved" Windows 7. Programs, now called apps, appear as active tiles/icons and applications (apps) such as you might see on a smart phone display. At one time this opening screen was called the "Metro" interface. The vertical group of icons on the right, dubbed the Charms bar, provides access to "Searches" at the top and to "Settings" at the bottom. One of the tiles is labeled Desktop (lower left). When clicked, it reveals a familiar, yet different XP or Win-7 desktop view with the familiar Windows Explorer (now called File Explorer) and Control Panel. It does incorporate the "Ribbon" interface which was introduced with Office 2007. However there is no Start button.

### VERSIONS OF WINDOWS 8

There are several variations of the new Operating System (OS) for consumers: (1) Win-8, (2) Win-8 Pro, and (3) Windows RT. Windows 8 and Windows 8 Pro will run any current software on Win-8 PC desktops, laptops, net books, and some tablets. The main differences between these two systems are that Win 8 Pro accommodates Windows Media Center and also will allow encrypted back-ups. It is considered the "business" version. Windows RT will only run on Microsoft's new Surface tablet and other tablets that PC firms are developing in competition with Surface. As with any tablet, the Surface will not run current Microsoft software such as Office 2010, or 3rd party software such as picture editing programs like Adobe Elements. However, a new Office 2013 is included with the purchase of the Surface tablet. All other apps must be downloaded from the Microsoft store, a la Apple. Other vendors will eventually have competing hardware and programs that will run with and on Surface. It should be noted sometime after the first of the year Microsoft will be coming out with the Surface Pro which will be more like a net book or any other small portable computer.

(Continued on page 10)

(Continued from page 9) Windows 8 - The First Look

## PROGRAMS APPS

As previously mentioned, there is no Start Menu with Win-8 as with previous Microsoft OS's produced since Win-95. There is a "Start Screen" on which programs are displayed as "apps" (applications). Example: Office 2010 Word, Excel and Power Point will be displayed as separate apps as will be 3rd party programs. Since these run on the desktop side of Windows 8, they are now known as "Desktop Apps". Depending on your hardware, they are called into use by a touch or by mouse click to the desired icon on the Start Screen which will take you to the Desktop side. Features found in Win-7 Accessories, such as the Calculator, Word-Pad, Paint and Snipping Tool are now found as apps. Several features available in Win 7 have been deleted. Examples: Gadgets, Aero Glass, DVD Maker and Flip 3D. Some may be still available as apps from the Microsoft store.

## UPGRADING

Those who are considering upgrading their current OS to Win-8 will find that a single upgrade disk will upgrade XP, Vista and Win-7 regardless of the version. The upgrade package contains both 32 & 64 bit disks. When upgrading it will let you know which disk to use.

## AND IN CONCLUSION....

It's important to understand that Win-8 is a work in progress just as all operating systems have been in the past, whether it be MSOft, Apple, or Google's Android. What we know about Win-8 will undoubtedly change as we move into 2013. Please stay tuned.

As a last note, if you shop for a new machine, do not be surprised if you receive different answers to the same question asked of the sales force at the local retail stores. Everyone is faced with a learning curve with Win-8.



365-2288 - Elyria

1-800-238-8973 - USA

591 Cleveland Street Elyria, Ohio 44035

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



Shop at [www.ROYALBUSINESS.com](http://www.ROYALBUSINESS.com) and save \$\$\$

Financing Available - 90 days same as cash

# NEED HELP?—

## Here's Who to Contact:

### Neil Higgins

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

### Micky Knickman

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

### Lou Koch

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

### Richard Barnett

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

### Sandee Ruth

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

### David Kennett

440-327-8624 - [w8kfj@yahoo.com](mailto:w8kfj@yahoo.com)  
9 a.m. - 8 p.m.  
Video Editing & DVD Burning  
Microsoft Office programs

### Pam Casper Rihel

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

## Genealogy Websites Of Interest



<http://www.librarything.com>

[www.archivecdbooks.org/](http://www.archivecdbooks.org/)

[www.archives.gov/genealogy/immigration](http://www.archives.gov/genealogy/immigration)

# LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

## Problem Solving Workshop

**Date: Tuesday - January 15, 2013**

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

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

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

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

## Genealogy Workshop

**Date: NO WORKSHOP**

**Time:**

**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



## The Lorain County Chapter of OGS

is having it's next meeting on :

**January 14, 2013** – - Matthew Weisman - "The Forgotten Battles of 1812 in Ohio" presented by Matthew Weisman, a review of the British Invasion into Sandusky and Freemont and how it affected the war in the old northwest.

Margaret Cheney will have her Laptop and will answer your questions before the program starts

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

## LCCUG Classes Or Workshops



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

**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, Terry Currier, Bill SheffLeo Notenboom, Scambusters, APCUG, [Wordtips.net](http://Wordtips.net), [Exceltips.net](http://Exceltips.net), SmartComputing Magazine, Microsoft Office art online, WorldStart.com,

Newsletter is now  
Online at  
[lccug.com/newsletters](http://lccug.com/newsletters) or [lccug.com](http://lccug.com)

## 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!***

Members, if there is something you would like to have me put into our newsletter just let me know at one of our meetings or email me at: [newsletter@lccug.com](mailto:newsletter@lccug.com). I would be more than happy to oblige you. Pam Rihel

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



# Windows 7 Tips & Tricks

## Boost Your System's Performance

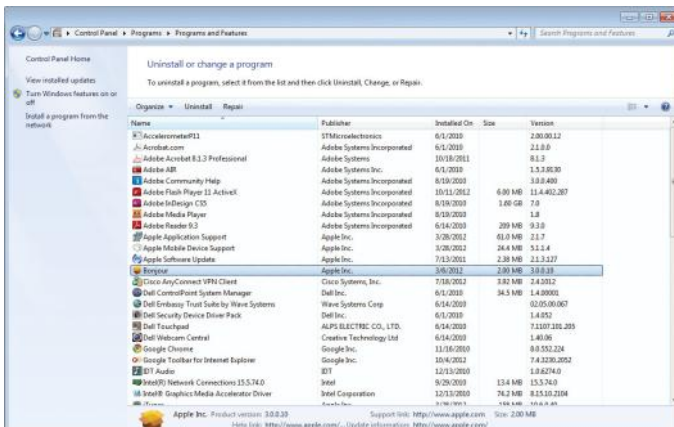
Many of us use Microsoft's Windows 7 operating system on our home or work computers, but it's likely we haven't taken advantage of all of its features. This month we'll look at ways to boost the performance of Win7.

Whether you're surfing the Internet, drafting your family's annual holiday letter, installing a program update, or playing a game, the more you use your computer, the more likely it is that you'll experience slowdowns or an unstable system. Following are some tips for improving your computer's performance.

### Eliminate Unnecessary Extras

Unless you customized your Win7 computer when your placed your order, it is likely that the manufacturer shipped the system with programs, games, features, or trial versions of software that you rarely use. Deleting these unnecessary items can improve your computer's efficiency. To be effective, you need to uninstall all unwanted pro-grams via the Control Panel's Program And Features window. Open the Start Menu, click Control Panel, select Programs, and click Programs And Features.

Next, select a program and click Uninstall. To deactivate a feature, click the Turn Windows Features On Or Off option in the Programs And Features window. Deselect the checkbox next to the feature you want to turn off and click the OK button.



*One way to improve your user experience is to uninstall unwanted programs and system features that you rarely use.*

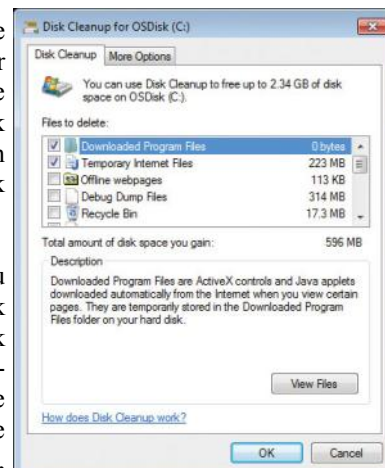
### Free Up Hard Drive Space

Some system slowdowns can be attributed to full or cluttered hard drives. Windows offers several utilities you can use to free up space on your hard drive so your computer can access data more quickly.

**Run Disk Cleanup.** This tool will remove downloaded program files, temporary Internet files, offline web pages, the Recycle Bin, temporary files, thumbnail files, and more, free-

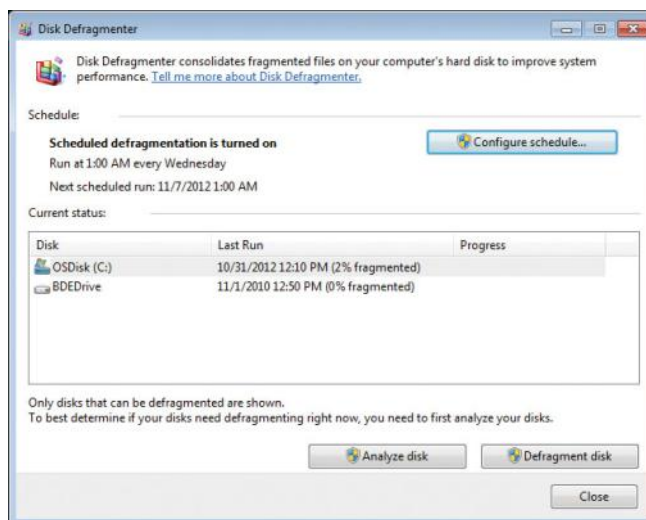
ing up hard drive space and improving how your system runs. Open the Start menu, type Disk Cleanup in the Search field, and then click Disk Cleanup.

Next, select the drive you want to clean and click OK. Click the Disk Cleanup tab in the resulting dialog box, select the checkboxes for the file types you want to delete, and click OK. Next, click the Delete Files button when Windows prompts.



*Need to boost system performance? Run Disk Cleanup and remove downloaded program files, temporary Internet files, offline web pages, and more.*

**Defrag your hard drive.** Another option for boosting your system's performance is to periodically run Disk Defragmenter. (This tip is for users who have the traditional hard drives; systems with SSD-based storage will not benefit from defragging.)



*Disk Defragmenter reorganizes the data on your hard drive in a logical manner so your computer can retrieve the information quickly.*

A hard drive stores data in fragments. Over time, these fragmented files can clutter the drive and cause the system to become sluggish because your computer must search the entire drive for all the necessary parts before it can open a file or program.

Disk Defragmenter will rearrange the data fragments and organize them in a manner that is more logical so programs and files open quicker. To access Disk Defragmenter, click Start, select All Programs, click Accessories, select System Tools, and click Disk Defragmenter. Select a drive and click the Analyze Disk button to determine whether the drive needs to be defragmented. If the percentage in the Last Run column is greater than 10%, proceed with the defragging process on

*(Continued on page 13)*



(Continued from page 12) **Boost Your System Performance..**

that drive.

### ReadyBoost.

This Win7 utility gives you a way to improve performance without adding physical RAM, by using a USB flash or external hard drive, SD card, or CF card. ReadyBoost lets you use the extra drive as a cache to improve disk-read performance. When you plug a compatible storage device into your computer, Windows gives you the option to speed up your PC using ReadyBoost. If you select this option, you will need to choose the amount of memory on the device to dedicate for storage; your device must have at least 1GB of available space. To manually enable or disable ReadyBoost, plug the drive into your computer, open the General tab in the Autoplay dialog box and click Speed My System. In the Properties dialog box, click the ReadyBoost tab and select the Do Not Use This Device or Use This Device radio button, depending on how you want to use the drive; then click OK. Note that the ReadyBoost feature may not be available if you have an SSD installed; some SSDs may be so fast that they won't benefit from the technology.

### Check For Viruses & Spyware

If spyware or viruses make their way onto your system, they could cause your system to become sluggish. To prevent this, be sure to run reliable anti-malware or antivirus programs such as Microsoft's Security Essentials.

### Regular Maintenance

The next time you notice that a program takes longer to load, try a few of the tips we've detailed here for a boost in performance. You'll want to perform some of these tasks regularly to avoid hiccups when using Win7.

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



## Mobile Security Play It Safe With Your Portables



*As the list of online activities we perform with our laptops, tablets, and smartphones has grown longer, cyber criminals have begun targeting these devices using a variety of shady techniques and ploys. Don't wait until you've installed a malware-infested app, lost your device, or had your identity stolen. Now is the time to protect your portables.*

### Raise Your App Awareness

Hands down, apps are the biggest reason we enjoy using our tablets and smartphones. But apps can often be a security threat, especially when downloaded from third party Web sites rather than from the official application store. But third-party app downloads aren't the only ones to worry about: Google Play, iTunes App Store, and the Windows Phone Store have all had app mishaps in which an app available for download turned out to be capable of compromising the user's identity.

### Online Minefield

Wi-Fi is a prerequisite to shop online with your notebook, and even tablets and smartphones with cellular data plans often switch to Wi-Fi when available for Web browsing and app downloading. But the Wi-Fi hotspot you're most likely to sign on to is the one that's easiest to access. And open or unprotected Wi-Fi hotspots are a gold mine for data thieves. Connect at your peril.

### Safe Until Found



Another way your mobile lifestyle can put your identity at risk is if you happen to leave your beloved device in the backseat of a taxi, on a plane, in a hotel room, or anywhere else. Of course, you're in identical trouble if your device ever gets stolen. In most cases, all the thief has to do to pore over your email, access your banking apps, and peek at your contacts list is to boot up the device and swipe past the lock screen.

### Think Again

You know that sense of security you get when using your mobile device? Yeah, it's false. You need to take steps to gain a real measure of security. We'll show you how.

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

By **Allen Wyatt**



Cory is having a problem getting his conditional formatting to work as desired with information imported into Excel from Access. The data being imported in a particular column can either be text (such as "17 U") or numeric (such as 32). The conditional format checks to see if the value in the cell is greater than zero, in which case the value is underlined. This won't work properly with the imported data because not only does Excel treat the text (17 U) as text, but it also treats the numeric (32) as text. This makes sense, since Excel treats the entire column as text rather than changing data format for each cell in the column.

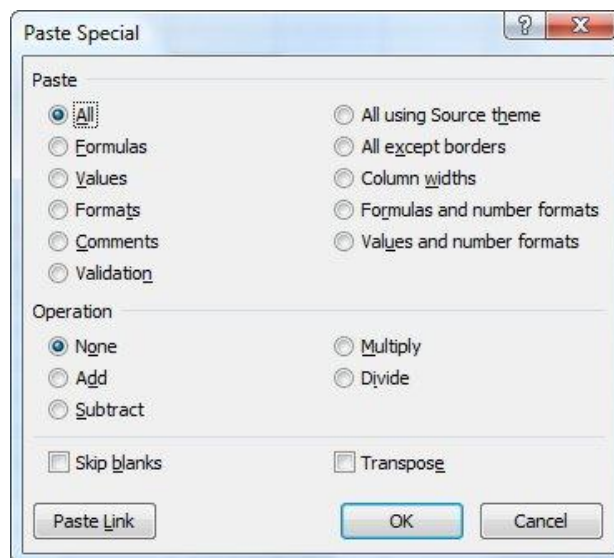
There are a couple of ways you can fix this problem. One is to change the formula you are using in your conditional format. Instead of checking to see if the value is greater than zero, use the following formula (set the conditional check to "Format Is"):

`=VALUE(E3) > 0`

This formula uses the VALUE function to check what is in cell E3. If the contents are a number—even if it is formatted as text by Excel—then the formula returns True and the condition is met for the formatting. If the contents of E3 really are text (as in "17 U"), then the formula returns a #VALUE error, which does not satisfy the condition and the formatting is not applied.

Another approach is to force Excel to evaluate the imported cells and convert them to numeric values, if appropriate. An easy way to do this is as follows:

1. After importing the data, select a blank cell from a column outside the range of those you just imported.
2. Press **Ctrl+C**. This copies the contents of the cell (nothing) to the Clipboard.
3. Select the cells that you want evaluated by Excel. For instance, select the column that contains the text values and the numeric values formatted as text.
4. Display the Home tab of the ribbon.  
(See Figure 1.)



(Figure 1 The Paste Special Dialog Box)

5. Click the Add radio button.
6. Click OK.

What you just did was to "add" the contents of the Clipboard to all the cells you selected in step 3. If the cells contained real text, then nothing happened to those cells; they remain the same and are still treated as text. If the cells contained a numeric value, then Excel treats it as a number and adds zero to it. This value, as a numeric, is deposited back in the cell, and treated as a real number. This means that the conditional formatting test that you previously set up should work just fine on those cells since they are no longer treated as text.

*ExcelTips is your source for cost-effective Microsoft Excel training. This tip (7762) applies to MS Excel versions: 2007*

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>.

## Missing your Menu Bar in Internet Explorer



Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA [www.lvccg.org](http://www.lvccg.org) [nsheffaol.com](mailto:nsheffaol.com)

Computers are computers, so if you open up your IE and there's no Menu Bar to be found, don't panic. Here's how to get it back. Open Internet Explorer and right-click on a blank area up at the top. The resulting menu should have a bunch of options (favorites, status bar, command bar, etc.). Just make sure "Menu Bar" has a check mark next to it and you're all set!

## A quick way to the Task Manager

The quickest and easiest way to get to your Windows Task Manager is simply to right click an empty area of your Task Bar and choose "Start Task Manager".

By **Allen Wyatt**



Robert notes that Word allows him to locate and highlight all the instances of an item that he enters in the Find dialog box. He wonders if, from that point, there is some way he can select all the highlighted instances so that he can copy and paste them into a new document.

Copying individual items that are found is easy? all you need to do is have the source and target documents open, find what you want in the source document, copy it to the Clipboard, and then paste it into the target document. Copying a bunch of found items at once is a bit trickier, however. Here's how to do it:

1. Make sure you have the source and target documents both open, with the source document active.
2. Display the Find tab of the Find and Replace dialog box. (See Figure 1.) (In Word 2007 just press **Ctrl+F**. In Word 2010 display the Home tab of the ribbon, click the down-arrow next to the Find tool, and then click Advanced Find.)



**Figure 1.** The Find tab of the Find and Replace dialog Box.

3. In the Find What box enter what you want to search for.
4. Set any other parameters you desire for your search.
5. Click the Find In drop-down list and select Main Document. Word selects, within the main document, all the matches it found.
6. Click the title bar of your source document. This moves focus from the Find and Replace dialog box to the document itself, and all the selected items remain selected.
7. Press **Ctrl+C**. This copies all the selected items to the Clipboard.
8. Switch to the target document.

Press **Ctrl+V**. Word pastes the Clipboard contents (all the matched information) into the target document.

This tip (12391) applies to MS Word versions: 2007 | 2010

Copyright © 2012 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.

## What's the difference between an image backup and a files and folder backup?

### Question:

*Recently, I bought a one terabyte external hard drive and Macrium Reflect backup software as you recommended. But now I'm very much confused about two features of it... and that is "Create Backup Image Wizard" and "Backup Files and Folder Wizard." What is the difference between the two? What are the respective purposes? I've Googled about this and even searched on your site, but I couldn't figure it out, so I finally decided to write you my first question.*

### Images vs. Files

They are two different things. It's actually very confusing and very important to understand the difference.

#### A backup "image"

When you create a "backup image," you are creating an image of the hard drive, of all of the data that's stored on the hard drive. So what that means is:

You're backing up *all* of Windows;

- All of the programs that you have installed in Windows;
- All of the settings;
- All of your data;
- All of everything that happens to be on the drive that you're backing up. You create an "image" of a drive. So, you might backup by creating an image of your C drive.

### Backup files and folders

Files and folder wizard ("backup files and folders") means that you are choosing not to backup everything, but in fact, you will determine which folders are going to get backed up: So you might elect to then backup only your documents.

### Recovering from a failure

Now, the reason that's important is that, if there is a failure, if your hard disk drive fails, it rarely fails in such a way that *only* your documents are affected.

A hard disk drive failure (which is in my opinion the biggest reason for backing up):

Is going to take away *everything* on the hard drive!

That means you would want an "image backup" to restore to a replacement hard drive.

### Backing up files only

Now, on the other hand, there are definitely scenarios where you don't need to do that.

(Continued on page 16)



- You may have other ways of dealing with hardware failure;
- Or you may be backing up for other reasons;
- In which case backing up only your documents, or only the files you choose to backup, may be an appropriate way. It certainly uses less disk space. Clearly, if you're only backing up your documents, that's going to be significantly smaller than backing up your entire computer;
- Your entire hard disk includes not only your documents; But all of Windows and all of your applications; So it really depends on specifically what your intent is behind creating this backup.

### Image backup is safest

In most cases, what you want is an image backup. You want to be able to restore everything and anything. And that's the other virtue of an image backup. When you are creating a file and folder backup, you need to be right. In other words:

- You need to know *everything* that it is that you want to back up and list it.
- You have to tell Macrium, "Backup everything in this folder", "Backup everything in that folder..."  
If you miss a folder, if you *forget* a folder, it's not going to get backed up.

If you create an image backup, then everything on that hard drive gets backed up;

- And I do mean everything!  
Everything except the space that isn't used.

### Recovering with your backup

What that means is that you can use that in either of two ways - the scenario that I mentioned earlier:  
Your hard drive fails;

- You replace the hard drive;
- And then you restore that image onto your replacement hard drive; And you pick up where you left off.

If for some reason, you suddenly realize, "Oh, crap! I deleted a file yesterday that I didn't mean to delete," you can still use that image backup to:

- Go and *extract* just that single file; And *restore* just that single file, No matter what file it was because the image backup included everything - including that file.

So, like I said, in general, in most cases, I honestly believe that most people want "image backups" for their routine backups, for their ongoing maintenance, for their disaster preparedness.

"Files folders backup" is something that you would consider generally for special needs... and I'll put it this way: I don't use it. I only do image backups of my machine. That's all I need; that's what my backups are for.

# The Gullibility Factor and What You Can Do About It

The success of nearly every scam that confronts us depends on one single factor -- gullibility, our willingness to believe something that's untrue, and then to take action that involves giving away money or information, circulating untrue emails, or downloading malware onto our computers.

But how susceptible are you and is there anything you can do about it?

Until recently, there's been very little research into the subject, but what we do know is that pretty much every individual is capable of being and, indeed, has been tricked, and that intelligence is no defense against the gullibility factor.

In fact, one of the world's leading gullibility experts, clinical psychiatry professor Stephen Greenspan, who wrote a book called *The Annals of Gullibility*, admits he was a victim of the Madoff Ponzi scheme that cost him 30% of his life savings.

However, studies do suggest that some of us are more gullible than others and that our susceptibility varies according to our circumstances and even the time of day -- for example, we are more likely to fall for a scam if we are tired.

A gullibility survey by The Ponemon Institute, a well-respected privacy and information security firm, identified the following characteristics:

- Among vulnerable categories, younger people are more likely to fall for a scam than seniors.
- Americans are more gullible than the British or Australians -- the three groups the survey covered.
- Bogus prizes and antivirus software are the most successful at fooling people.

Supporters of the two main political parties are equally gullible when it comes to believing things that are untrue -- not just in politics but in all aspects of life.

Most of us think we're better at identifying scams than we really are.

### Four Gullibility Factors

So, is it possible to test how gullible we are and can we do anything to improve our skepticism rating?



*(Continued from page 16) Gullibility Factor...*

Greenspan says gullibility relies on four factors: Our human tendency to follow the crowd -- if everyone's doing it, we believe it must be okay, even if it isn't; our ability to think through the information or situation we encounter, which can abandon us under pressure or if we're tired; a weak personality -- just a tendency to be more trusting and readier to believe what we're told; and our emotional state at any particular time -- which is why scammers try to wear us down or pressure us to "act now" and, why, sadly, they like to hit victims when they are already down.

Researchers have recently located the part of the brain that is responsible for gullibility, showing that it is smaller and less well-formed in young people, grows to full size in most adults, and then begins to shrink with age. In another project, scientists discovered that the part of the brain responsible for cold, hard-fact analysis is easily overridden by our gullibility when we're told a tale that stirs our emotions.

Unfortunately, there are no publicly available, reliable tests for gullibility.

There are plenty of fun-type quizzes online -- just do a search for "gullibility test" -- but these really tell us little about our willingness to believe things that aren't true in critical situations like scams.

And according to the online encyclopedia, Wikipedia, a popular test of someone else's gullibility is to tell them the word "gullible" doesn't appear in the dictionary and see how they react.

It is in the dictionary, by the way!

### **How to Reduce Your Gullibility**

So, given all of that, is there anything we can do to reduce our gullibility? Here are seven ideas from Greenspan's book and other sources:

1. Simply being aware of how easy it is to fall for a scam puts you on your guard and lowers your risk of being scammed.
2. Avoid rushing decisions. Refuse to be pressured and allow yourself time to think things through. This can even apply to forwarding emails -- stop and think: can this really be true?
3. Steer clear of situations where you know you're more vulnerable. For example, if you tend to weaken easily under pressure, don't get caught up in conversations with high-pressure sales people.
4. Don't allow yourself to believe you're scam-proof. You're not, and admitting your potential vulnerabil-

ity will strengthen your sense of skepticism.

5. Practice "disengaging." Forget about being polite and hearing out someone who's trying to convince you. Hang up; walk away; do whatever you need to do to avoid hearing the patter that might ultimately wear you down.

6. Educate yourself. The more you read and learn about the way people fall for scams, the more your own gullibility defenses will be strengthened. Subscribing to Scambusters is obviously a great start!

Also check out the government-backed website, [Looks Too Good To Be True.com](http://www.lookstooood.com).

7. Don't follow the crowd. Realize that people you know and trust may be unreliable -- unintentionally or otherwise. Form your own opinions based on research and what you know to be true.

Don't forget too that you can help others by tactfully pointing out their potential vulnerability, highlighting scam incidents and letting them know that gullibility is not a sign of low intelligence -- it's a fact of life.

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



### **MEMBERSHIP WITH LCCUG:**

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

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

### **Directions to Meetings:**

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



**Association of Personal  
Computer User Groups**

## TIPS



## TIPS

### *The Tip Corner – November 2012*

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA [www.lvccg.org](http://www.lvccg.org) [nsheff@aol.com](mailto:nsheff@aol.com)

#### **Virus Stole Your Computer**

Some viruses leave behind nasty side effects, even when your antivirus program has cleaned the actual virus from your computer. Some virus programs, such as the Windows 7 Recovery virus will hide your files in an attempt to coerce you into paying for the virus's removal. When you view your desktop or click on your C: drive, it may appear that all of your files have been deleted, but they haven't — the virus has simply hidden them. You can restore them easily using a simple command prompt trick that works in Windows XP, Vista and 7.

Click the Start button in the lower left corner of your task bar. Type cmd in the search box at the bottom of the menu and press Enter. If you're using Windows XP, click Run and type cmd into the Run box. Then type `attrib -s -h -r c:/.* /s /d` and press Enter to execute the command.

Allow the command to finish executing (it may take a few minutes). When it's done, close the command prompt window and check your desktop — your files, hidden by the virus, have been restored. You can use the same trick to restore files the virus may have hidden on other drives, including removable storage such as flash drives and external hard drives; just change the drive letter in the command above to the drive letter of the storage device with the hidden files. Rename multiple files at once.

I used to search for photo programs that would allow batch renaming of all those pictures you get in from your camera, such as DSC\_5671 to something more descriptive. Image my surprise when I discovered batch filing is a click away. Just highlight all the files/folders you want to rename, Right-click, choose Rename and call it something that best describes them such as "John's graduation". It will rename all the highlighted pictures as John's Graduation, and number them sequentially. For a way to more precisely number pictures a good photo editor will really help out.

#### **Google Reverse Image Search**

Here is a great idea. If you are looking for an image similar to one you have just hiked over to Google.com and click the Images button in the upper left-hand corner. The page should reload and you should see a little camera icon in the search box.

You can either browse to where your image is on your computer, paste the URL of an image from another site (right-click on the image and select Copy image URL) or

even drag and drop an image from your desktop into the search bar. Then just hit the Search button and Google will scour the internet for like-looking images to the one you uploaded. You can also click on the link at the bottom and watch a short video that offers more explanation.

#### **Change the task bar**

Vista and Windows 7 disable the "File, Edit, View, Tools, etc." on the top of the open folder. Want them back? Although Vista and Windows 7 have disabled the old menu bar by default, you can enable it temporarily, if you would like.

When you have a folder open, press the Alt key and the menu will appear. Press Alt again and it will disappear. This is temporary. But you can make it permanent if you want to.

First, open one of your Windows folders, left-click on Organize. On the drop-down menu, left-click on Layout. A new menu will pop up. Point your Cursor to Menu Bar (it's at the top of the menu) and left-click to put a check by it. That's it! Now every time you open a folder in Windows, the menu bar will be there. If you decide you want it disabled, just follow the above instructions, only when you get to Menu Bar, left-click on it to remove the check mark.

#### **What is a temp directory and DO I really need to clean it?**

The temp directory is the location on your computer to which all temporary files are saved. Temporary files are files saved by your web browser or another program in order to speed up that program's performance. One good example are the temporary files created when you browse the internet. When you go to a site a copy of the opening page will be saved to your computer so that the next time you go to that page, it will pop right up for you with little to no delay. Your web browser will do this for many of the pages you access on the internet. Often the files are deleted by the program that created them. However, if a program ends in error, has a component that is not working properly, or any other irregularity, these files are left in the temporary drive. Others are retained simply for efficiency or to speed access to pages you have already visited on the web.

After a while the more files that are in the temporary folder, the slower your computer begins to process. Eventually, their existence is enough to cause sluggishness in your computer. To get to the temp folder in Windows 7 and Vista, just press Start, and in the Search Box type %temp%, then hit enter. Since Windows usually cleans out the temp folder periodically, you might want to just delete those .TMP files that are over a couple of weeks old that got stuck.