Interface

Tuesday
February 12, 2013

Happy Valentine's Day

BACKING UP YOUR COMPUTER!

Presented by

Micky Knickman
LCCUG Treasurer

NO SECOND MEETING UNTIL FURTHER NOTICE

☺ **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

What does the New Year hold for Lorain County Computer Users Group?

We are a smaller group than we have been for decades. Our members are more "mature" and we haven't been adding new members. This is generally thought to be because younger computer users don't need our kind of organization to learn more about computers. Most of the younger generations have grown up with computers.

We surveyed the 30 members (not counting guests) who were at the Christmas party to learn what the members want to see programs on.

We learned that half of those who filled out the survey do not want the very technical topics. They are content to explore familiar topics.

The other half of those in attendance were interested in learning about smart phones and tablets and new operating systems.

As you can see it will continue to be a challenge to plan for programs for this group with diverse interests.

I see the new Windows 8 to be another dividing point. Those who buy a new computer will be getting this new very different operating system. Others are adventurous and ready to take on the challenge of the new system. So we will be talking more about Windows 8 in the near future to satisfy these members.

We are exploring new topics at the same time changes are rapidly coming at us.

I recently observed that while my 3 ½ yrs. old grandson can use a mouse, he is much more experienced with a touch pad on a laptop or the touch screen on a tablet! The generation gap in the area of technology is widening at an ever increasing speed!

LCCUG Officers For 2012

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

Please continue to let us know what you would like to learn more about so we can continue to shape our meetings to the needs of our members!

Note: the Weblinks that Micky showed at the January 8 meeting can be found at the "Presentation Weblinks & Useful Info" section of the members' page: **www.lccug.com/members/weblinks** and the Weblinks I talked about are listed in red on that page labeled "01/08/2013 presentation websites" or you can go directly there by using this URL: http://justpaste.it/lccug_websites .

Sandee
LCCUG President

TUESDAY
February 12, 2013

BACKING UP YOUR COMPUTER!

Making sure you're protected in the event of a disaster

Presented by

Micky Knickman

Many of us keep a important and/or irreplaceable information on our computers. What would happen to that data if our hard drive fails or a virus wipes out the files? Would you have the installation disks from the original PC manufacturer to restore Windows back on the PC? Do you have that data backed up? Here's hoping you do!

In this presentation, we'll look at the Backup program that is provided by Microsoft Windows. We will be performing a backup, step by step, of a hard drive for a laptop PC. It is best to back up the entire hard drive including the Operating System so that your computer would be in the same state that is was at the time of the backup. We will show how to perform a backup and prepare and boot from the Windows Recovery Disk. This process is not difficult once you know how.

Did you know that Windows XP and beyond includes free software to back up your computer? If time is available, other backup strategies will be discussed.

Once again, the Rollover Raffle jackpot has grown and the raffle now only has TWO CARDS left.
There's a 50-50 chance that some lucky member will win the jackpot!
You must be present to win.

There will also be an external hard drive as one of tonight's raffle prizes!!

We continue to field audience computer and program related questions at 6:00 pm. A short business meeting will take place at 6:30 pm with the program starting immediately thereafter. A question and answer session comes after the program. Come and learn and have some fun.

MEETING CANCELLATION NOTICE

When a meeting is cancelled, the notification will be on our Websites and emails will be sent out to our members.

Our Websites are: **http://www.lccug.com/members   http://www.lccug.com**

If you think the weather is too bad to drive in then don't try to come to a meeting that may already be cancelled. Please check your email boxes and our websites.

Thank You

Executive Board Meeting Minutes

JANUARY 3, 2013

Attending were Sandee Ruth, Carole Doerr, Don Hall, Micky Knickman and Dennis Smith.

Micky will check and advise the board when the next edition of MS Office will be available.

Sandee informed the board of our renewed APCUG membership for 2013.

The board reviewed our yearly expenses and potential income for 2013.

The software/hardware raffle was discussed and it was decided a record of item costs vs. ticket sales would be monitored.

The results of the membership interests were tallied and showed: Interest in Windows 8, Socializing, TV & Computers, Genealogy and Protecting Computer were the top vote getters.

Carole moved, Micky seconded, the meeting be adjourned.

General Meeting Minutes

JANUARY 8, 2013

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

Micky began the evenings program by explaining how to get to "Weblinks & useful info" under the LCCUG members page. He focused on the many useful information listings he has added over the years for the benefit of the members of LCCUG. The topics ranged from backing up your computer files to obtaining and using a virtual credit card.

Sandee then selected, "01/08/2013 presentation web sites" under, "FAVORITE WEB SITES"' from the "Weblinks & useful info". She showed and explained what many of the Web sites offered including sites which expanded the number of sites available by listing what they count as most popular.

Sherry Kloekota won the rollover raffle, Joe Harrold won the software/hardware raffle. Sandee won the attendance raffle.

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

Pam Rihel **LadyGeneo@roadrunner.com**

How to Find Information on a Specific Site

Eastman's Online Genealogy Newsletter
http://blog.eogn.com

Here is a simple trick I have used dozens of times and yet I discovered recently that several of my friends didn't know about it. Google searches are great at finding information on the Web but Google also frequently floods you with too many hits. Finding what you want is difficult if Google found 10,000 occurrences of the words you want to find.

If you happen to know the exact web site that has the information you seek, you can tell Google to search only that one web site. For instance, let's say that you think you saw an article on paperless genealogy in a past edition of *Eastman's Online Genealogy Newsletter* and you wish to read the article again. Go to: http://www.google.com and enter the following into the search box: **site:eogn.com paperless genealogy**

The key here is to use the search term "site" followed by a colon to specify a search of only that one web site. Note there is no space after the colon. I find the "www." is optional so I usually omit those letters.

The above search will find any articles on: www.eogn.com that have both the word "paperless" and the word "genealogy" somewhere on the same page. Of course, the word "genealogy" appears frequently in this newsletter so I might specify a more specific search by using quotes: **site:eogn.com "paperless genealogy"**

This search with quote marks specifies to search www.eogn.com for the exact phrase "paperless genealogy". That is, it looks only for occurrences of the word "paperless" immediately followed by the word "genealogy".

You can also perform exactly the same search (and a lot more) by using Google's Advanced Search page at http://www.google.com/advanced_search. If you are not familiar with Advanced Search, I suggest you go to

http://www.google.com/advanced_search and try it now. That page can help you quickly narrow your searches to exactly what you seek.

I must admit, however, that using the normal Google search page with the term "site:" followed by the web address is so quick and easy that I normally use that. However, I do use Google's Advanced Search page frequently for more advanced searches.

Note: readers outside the U.S. may prefer to substitute their own country's version of Google. For instance, Canadians will want to go to http://www.google.ca/advanced_search while anyone in the U.K. may prefer to use http://www.google.co.uk/advanced_search and anyone in Italy might prefer to go to http://www.google.it/advanced_search (that page will display in Italian). If you experiment a bit, I think you will find that all the country-specific Advanced Search pages will find the same information.

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.

Printable Grocery Coupons: Worth the Effort?

Printable grocery coupons seem like a good idea, but some stores just won't take them.

Printable grocery coupons have been offered on the Internet for almost two decades now -- basically for as long as the 'Net's been a widespread and popular phenomenon. Unfortunately, they've always been an iffy proposition for consumers, because many retailers won't take them.

So, should you bother printing them out and trying to use them? Can they really save you money, or are they a big waste of time? As with so many things, the answer is, "It depends." It's certainly possible to cut your costs, assuming you do things right.

The Problem
You'd think that printable coupons would be a great deal for everyone involved, especially the companies offering the coupons, because they didn't have to print and circulate them. And they're great for the consumers, because they're so easy to acquire.

The problem is that it didn't take long for someone -- or a lot of someone's -- to foul the nest.

Counterfeit coupons appeared on the 'Net almost immediately, created by people who weren't associated with the companies that made the products in question. Grocers unknowingly accepted them for a while, because they looked genuine... and lost a lot of money when the manufacturers refused to redeem them.

The Backlash
After that, most grocers refused to accept most printed coupons, since it was obvious that anyone with a good graphics program and some computer skills could fake them up. Some stores still won't accept online grocery coupons even today.

Admittedly, there's still a lot of fakery out there, but it's actually possible to cut the cost of your groceries by using online coupons. You've just got to do two things first: download your grocery coupons from reputable sites, and check with your local grocer to see if they'll accept them.

The Process
Acceptable online coupons must always include a scannable bar code, the manufacturer's authorization and address, an expiration date, and standard limitations like "one coupon per customer per visit." Of course, just because it looks legit doesn't mean that your grocer will accept it. If you have any doubt at all,

stop at the courtesy booth before you shop and get the coupon approved in advance.

You'll have an easier time of it if you print your coupons exclusively from reputable sites that actually work with the manufacturers and have their full authorization to produce the coupons (some sites still don't). We recommend the following sites: CoolSavings.com, Coupons.com, and Valpak.com.

The Bottom Line
Online coupons have a bad rap because of scammers in the past, but if you're careful, you can still save money with them. Just remember to do your homework first, because all printable grocery coupons are not created equal!

Maps, Maps and more Maps

Mary Stewart, Member, ICON Computer Users Group, MO The ICON Newsletter   www.iconusersgroup.org
macstew8@sbcglobal.net

Patti Hobbs, from the Ozark Genealogical Society, recently demonstrated Google Maps as an aide to locating and pinpointing places our ancestors lived. It is another helpful tool to unraveling our past.

For more help in locating our ancestors, or if you just like maps, try The David Rumsey Map Collection. This collection contains more than 150,000 maps. The collection focuses on rare 18th and 19th century maps of North and South America, although it also has maps of the World, Asia, Africa, Europe, and Oceania. The collection includes atlases, wall maps, globes, school geographies, pocket maps, books of exploration, maritime charts, and a variety of cartographic materials including pocket, wall, children's, and manuscript maps. Items range in date from about 1700 to 1950s.

There are now over 33,000 items online, with new additions added regularly. The site is free and open to the public. Here viewers have access not only to high resolution images of maps that are extensively cataloged, but also to a variety of tools that allow to users to compare, analyze, and view items in new and experimental ways.

The website is http://www.davidrumsey.com/

How do I get at system restore since it disappeared from my Start menu?

System restore can disappear from the Start Menu for many reasons. It's easy to search for it, but learning to back up your computer is a better idea.

by Leo A. Notenboom, © 2013

As usual, I go to Start > All Programs > Accessories > System Tools and listed there is System Restore. Well, now it's missing. How or even when it became missing I do not know. Do you know what might have happened and how to get it back? I have Windows 7 Home, 64 bit.

In this excerpt from Answercast #90 I look at how to find System Restore if it has disappeared from the Start Menu, and why you might not want to.

System restore disappeared

Well, I don't know what happened. That part is easy! I have lots of theories. I mean it could be as simple as having mistakenly right-clicked on it, and hit Delete, or something like that. It's very easy for these things to go missing.

Do I know how to get it back? Well, kind of sort of. We'll definitely get you access to System Restore very quickly, here in a second.

My real question is - do you even want to get it back? That's a whole other can of worms.

Get System Restore back

What I would have you do to get System Restore back is use **Search**.

In other words: bring up the **Start menu** and in that search box, down below, start typing "System Restore." While you do that, the search results will be updated and you'll find shortcuts to System Restore appearing.

I typically use the shortcuts you'll find in Control Panel. Those are the ones that are typically the most well defined and clearly purpose-specific. In other words you should see one shortcut for making a restore point and another shortcut for restoring to a restore point and so on.
So, that's the thing I would do to get at system restore right now.

You may be able to actually copy the links that show up there and paste them back into the menu where they originally were. But, ultimately, I'd be really tempted to just rely on search from now on.

Don't rely on System Restore

What I would *not* have you rely on is, well... System Restore.

My experience with System Restore, and the experience of people that I have contacting me with System Restore, is that it's just *not* that reliable. It doesn't restore what people think it restores - and it is all too common for restore points to go to missing, or for restores to fail.

Restore is not a backup

It is not a back up of your system - and in fact, it's a back up of your system that I typically recommend people rely on instead of system restore.

System Restore is nice... when it works. But, it just can't be counted on to work all the time.

So, I'll point you at "Why I don't like System Restore", an article I wrote on the topic a while back. In the interim, to continue to use System Restore, I'd simply use search on the Start menu.

Windows 8 – What You Need to Know

Sandy Berger, CompuKISS
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Recently Microsoft released a new version of its operating system. Unless you've been living under a rock, you've already heard about Windows 8. So today I'm going to give you the facts – just the facts….focusing on what you will need to know about Windows 8.

First, all versions of Windows 8 have a new interface, which is radically different from any previous versions of Windows. The traditional start menu is gone. Now when you start your device you see a colorful conglomeration of squares and rectangles called "tiles." These are not small squares like you might see on an iPhone or iPad, but are rather large. You touch or click on these tiles to launch programs and/or apps. Some of the tiles are "live" meaning that you can set them up to see real-time information like the weather, stocks, email, or news.

I can assure you that when you start using Windows 8 you will be stymied as to how it all works. So be sure to allow yourself a little time to investigate the new operating system. It may take a few weeks before you feel comfortable with the new interface. Yet, after using Windows 8 for a few months, I can also tell you that this version is far superior to Windows XP or even to Windows 7.

The second thing that you need to know, Windows 8 has an underlying interface that is very similar to the Windows 7 desktop. In Windows 8, it is simply called "Desktop." You can switch to this Desktop at your discretion (just click on or touch the Desktop tile). You will be switched to the Desktop automatically if you start a program like Notepad, Word, Excel, etc.

You might have heard that Windows 8 is made for touch screens and that is true. Yet every finger motion has a corresponding mouse and a corresponding keyboard motion. So it can also be used on a regular computer. I have used Windows 8 on a computer with a touch screen and also on a computer with only a keyboard and mouse. It is very workable on both.

The third thing that you need to know is that Windows 8 comes in four flavors: Windows 8 Phone, Windows 8 (called RT) for tablets, Windows 8 (standard), and Windows 8 Pro. The Windows 8 Phone works only on Smartphone's and will come preinstalled. The Window 8 Pro offers extra data protection, remote desktop, and the ability to join corporate domains. It will mainly be used for businesses. So you, as an average consumer, only have to worry about two versions, RT and the standard version, which is referred to simply as Windows 8.

The RT version will come preinstalled on certain tablets. You won't be able to upgrade to it. Windows 8 will come on almost all new computers and, if you have a newer computer or laptop, you will be able to upgrade your computer to Windows 8. Windows 8, however, will also come on some tablets and laptop-like computers. That's where the confusion lies.

If you purchase a tablet you will have to know if you are purchasing a tablet with Windows 8 RT or Windows 8 because there is a big difference between the two. The colorful new interface is the same on both and both can run the apps that can be found in the Microsoft app store. The biggest difference is that RT can run only Apps. It cannot run desktop applications like Photoshop, Quicken, and Family Tree Maker. Yet Microsoft has been very smart about this. They have developed their main Microsoft Office 2013 programs as Apps. In fact when you purchase an RT tablet, Microsoft Office Home and Student Preview Edition comes preinstalled. When the Final version is released, it will automatically be downloaded and installed at no cost. So while the RT version can't run full-blown programs, it can run Word, Excel, PowerPoint, and OneNote and actually comes with all of these. The Office Apps automatically appear in the Desktop interface that looks like Windows 7. If you have used any of these Office programs on your Windows XP, Vista, or Windows 7 computer, they will look and feel pretty much the same. Of course there will be some new features, but most of the features of the older desktop versions of these Office programs are available in the Apps. The two exceptions that I found were that the App versions of Office don't support macros or add-ons.

If you purchase a new computer with Windows 8 or the Windows 8 upgrade, which is currently available online through Microsoft for $49, you will not get Office for free. You will either have to make that a separate purchase or use an older version of Office that you already own. (Microsoft says older versions, even those as old as Office 2002 will work fine with Windows 8.)

Besides the new interface, Windows 8 boasts some key improvements including longer battery life for portable devices, faster boot times, and a smaller memory footprint. Most full-blown programs that run well in Windows 7 will also work with Windows 8 (not with Windows 8 RT). Once you are used to Windows 8, you will probably find it easier to navigate than previous versions of Windows. So there are many reasons to upgrade or to purchase a new computer with Windows 8 preinstalled.

(Continued from page 8) Windows 8 What You Need To Know

Making the move to Windows 8 will be beneficial, but there is a learning curve, especially on a non-touch desktop or laptop computer. Also, with Windows 8 RT completely based on Apps, the number of Apps available in the Microsoft App store is very important. Right now their store has only about 7,000 Apps in the Microsoft store compared to 100,000 in the Apple App Store. While some of the major Apps like Evernote and Kindle are already available, others like Words with Friends and Angry Birds are not. Of course, if Windows 8 is popular, the number of Apps is sure to increase dramatically and quickly. Because of the learning curve and the wait for Apps, I expect that acceptance of Windows 8 may be slower than expected.

Using Everyday Items To Store Your Computer Wires

Use Fold Back Clips to hold your extra computer USB's and other components. They just clamp on your to your desktop and are ready to use.

Don't throw away your empty CD's packages, use them to store all your long computer cords. Keeps them out of your way and they can be neatly stacked.

Also you can put those toilet paper rolls to good use by filling them with other computer odds and ends, place them in a shoebox or a box that is similar.

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

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

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Richard Barnett

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Evenings & Weekends
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Basic to Advanced Windows & Web Page Design

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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, CreataCard 8.

This Month's contributors: Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr**,** Don Hall, Leo Notenboom, Allen Wyatt, Mary Stewart, Sandee Berger, Tom Allen, Nancy DeMarte, Scambusters, 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 - February 19, 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

Genealogy Websites Of Interest

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. All fifty states are represented, plus the District of Columbia, and all U.S. territories or possessions—with links to vital records offices in many countries around the world.

www.funeralnet.com, This site has a database of funeral homes supplied by The National Yellow Book, plus a search for active cemeteries and a limited supply of newspaper obituaries.

Know your ancestors funeral home check out this website.

The National Yellow Book website:
www.yelobk.com/directories/online_directories. html

The Lorain County Chapter of OGS

is having it's next meeting on :

February 11, 2013 – "Computers and the Internet - 21st Century Tools/19th Century Ancestors" presented by Ken Bravo Learn to use both computer hardware and software in genealogy research, including finding the information, organizing and storing it, using spreadsheets to help keep track of it, dealing with photographs and many other tips and techniques. This program is designed for all levels of experience.

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

LCCUG Classes Or Workshops

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

Our emails are in the 2nd page of this newsletter.

Computer Club News

Don't Forget to Bring in Your Used Ink Cartridges

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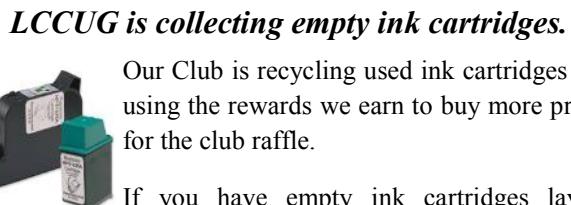
Our Club is recycling used ink cartridges and using the rewards we earn to buy more prizes for the club raffle.

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!

MEMBERSHIP WITH LCCUG:

Yearly dues are $25.00 For more information, contact:

**Director of Membership,
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. Just click on the link "Meeting Locations & Directions"

What You Can Do If Your Mobile Phone Gets Wet

By Tom Allen, Publisher / Editor, Mountain Computer User Group, Georgia   Mountain Bits & Bites
www.mcug.org   bunkerhilltom@yahoo.com

Many of you get your mobile phone wet by one way or another. You worry as you mistakenly drop your mobile phone in water. It can also get wet if you are out in a heavy rain. However, there is no need to panic. It is possible to save your wet mobile phone by quickly repairing it. In order to save your mobile phone from water damage, you can consider doing this:

The most important thing you have to do is to act rapidly. Quickly remove all the detachable parts as well as covers possible such as the back cover, battery, the SIM card, memory card etc.

Next, take a piece of cloth or a tissue paper to wipe the excess water you are able to notice within the mobile phone. Make sure that you dry it completely. If you don't do this, the water inside the mobile phone will begin to evaporate and gather in places which will be difficult to reach.

Take a hairdryer and begin drying the mobile phone while giving more consideration to the place where the battery is located. The battery housing usually consists of tiny holes to let in air (so giving more space for water) inside the mobile phone. It will take several minutes. You may also set your oven to 180 degrees and let it preheat (if you are brave!). Turn it off, open the door and set the phone in it for about half an hour. I have done this but watched it very carefully and the phone survived.
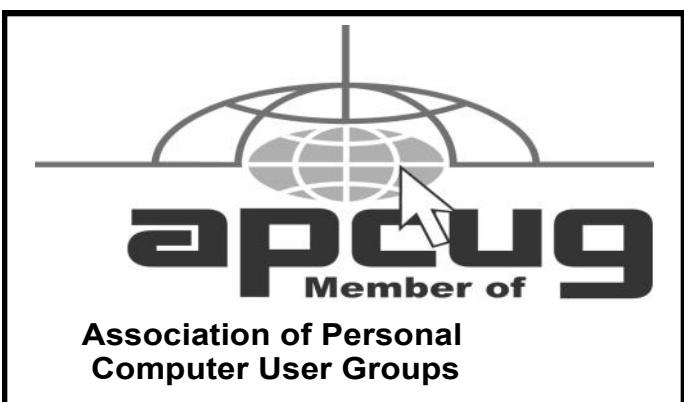
Association of Personal Computer User Groups

Memory

Troubleshooting Reference:

Problems with your PC's memory, or RAM (Random Access Memory), can result in a variety of issues, including seemingly random freezes, crashes, and system errors. When you're seeing these types of issues, there are no obvious error messages that indicate something is wrong with the memory in your computer. Here, we'll show you how to discover if your RAM is the problem and give you some ways to fix it.

Is It A Memory Issue?

The most common manifestations of RAM problems are operating system crashes or applications that hang or won't respond. If you're experiencing these issues, try running an antivirus scan with your security software just to be safe, because a virus can cause similar symptoms.

Memory Analysis

Windows 7 includes the Windows Memory Diagnostics Tool, which will help you detect problems with your computer's RAM;. To manually run the utility, click the Start button, select Control Panel, and type memory into the search box. Select Diagnose Your Computer's Memory Problems under Administrative Tools, and you'll see two options. You can choose to have Windows restart right now and check the memory, or you can tell it to wait until the next time you reboot your PC.

If the Windows Memory Diagnostic finds errors, you'll see a pop-up that tells you where the memory failed. In this case, you'll likely need to replace the memory to fix the problem. If the utility detects no errors, no message will be displayed and Windows will go ahead and load your Desktop.

Quick Fix

Nearly all PCs contain more than one memory module. It's possible that only one of the sticks of RAM is causing the problem, so try removing one and see if that fixes the issue. Continue switching out the memory until you find the memory stick that's causing the problem.

Prevention

Some memory errors can occur when the modules are not securely placed in the socket. Therefore it's a good idea to occasionally open up your case and ensure that each stick is securely seated in its slot.

Networking

Troubleshooting Reference:

A down, slow, or unreliable network can lead to significant downtime and frustration. Here, we'll help you troubleshoot a few of the most common network problems.

Try The Power Cycle

When it comes to the physical network, there are two devices that can possibly fail: the router and the modem. Both have simple fixes. Turn them off, wait ten seconds or so, and turn them back on again. This "power cycling" will resolve many network issues. For example, the router may have had a problem renewing its IP address or releasing new IP addresses for the computers on your network. Restarting the router or modem resets the device's software, often solving these sorts of problems.

Examine Your Network Adapter

If that didn't solve the issue, check the PC's network adapter. The Network Diagnostic utility built into Windows 7 can renew your computer's IP address and ensure that the network adapter is enabled. To run Network Diagnostic in Windows 7, click the Start orb, select Control Panel, choose Network And Internet, and select Network And Sharing Center. Under View Your Active Networks, select the link next to Connections and click the Diagnose button. Windows will run a few tests to try and fix the problem.

Weak Wireless Signal

Watch out for nearby devices such as microwaves, Bluetooth devices, baby monitors, and phones, all of which can cause interference in the signal. Move your router someplace where it's less likely to experience interference.

Intermittent Connection

You'll want to check the physical connections to your router to see if all the cords are securely connected. A loose connection may explain why the Web drops intermittently. It's possible that the cable may have a cut or kink that causes a fault in the connection. Try replacing the Ethernet cable.

Prevention

Wireless signal interference will typically be worse if the device causing the problem is close to the router. Try moving your router or PC to a different location, where the interference will have less of an effect.

Coming Soon: Microsoft Office 2013

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida   October 2012 issue, Sarasota PC Monitor
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"Oh, no," you say. Not another new version of MS Office, just when you were getting used to the 2007 or 2010 versions. Calm down. This version is both very much the same and very different from previous versions. If you're comfortable with the newer Office suites, it's not at all a problem to learn. The main differences are found not as much in the specific programs as in the overall look and purpose of the suite. Office 2013 is designed to be compatible not only with PC's, but also with the new devices that Microsoft is rolling out, like the Windows phone and its new tablet called Surface. To compete with rivals Google and Apple, Office 2013 is also highly integrated with Microsoft's cloud area, SkyDrive.

An Office 2013 preview came out in mid-July. The reviews I read from the tech writers were quite positive, which made me decide to download the preview and give it a look. I was immediately impressed with most of the changes that have been made to the programs of the suite (Word, Excel, Power-Point, Outlook, etc.), some of which will be discussed below, but the overall appearance took some getting used to. They call the new look **Metro**, which means a cleaner, more modern design. The text on the ribbon is simpler, less ornate than in previous versions. And it is easy to hide the ribbon details and toolbars, leaving only the tabs. There is much more white space, giving a less cluttered feel. And if you use Office 2013 on a touch screen device, even more white space opens up for easier touching. I found I could accomplish more in Office 2013 with fewer clicks than in Office 2010.

Besides a cleaner look, the other big focus of the new Office is storing files on the Internet, where they can be accessed from and synced with other devices no matter where you are. This is certainly the future of computing. For example, the default saving location in Office 2013 is no longer "My Documents," but SkyDrive. It took just two clicks for me to save a document to my SkyDrive location. If I edit it there, the changes will sync with the same file on my PC.

Another general change is the demise of "add-ins," which are optional downloads that provide extra features to Office programs, like the International character toolbar. Instead, Office 2013 will offer "apps" from a new Windows Store, much like the app store in Apple's iTunes. Apps stay on the host website so they can be accessed from any device at any time.

Program changes:
Microsoft got quite a bit of resistance to the ribbon in Office 2007, so changes within the new Office programs have been few, but useful. Here are a few of my favorites:

Word 2013 has added the ability to edit PDF documents, a real time-saver. In versions 2007 and 2010, you could save a document as a PDF, but it was "read only." If you wanted to edit it, you had to save it as another file type, like a .docx, then re-save as a PDF. Read Mode (different from Reading Layout View) displays a document in landscape orientation (wider than it is tall) and removes all the toolbars and rulers to maximize the reading area. As I know from my iPad experience, this is something especially suited for mobile devices. Another upgrade is the ability to insert online video from within a document.

The move to make things simpler for Office users is represented by the new, updated templates found in Word, Excel, and PowerPoint. When you open the program, a group of templates appears on the screen, ready to be used. Many more are available online. One, of course, is a blank document or spreadsheet or slide.

Excel 2013 has a couple of helpful changes. For example, it includes a Recommended Charts button. Selecting a group of data and pressing this button will show a short list of charts best suited to display your type of data. Flash Fill will sense that you are performing repetitive actions and complete them for you, as long as the data is in the same form.

PowerPoint 2013 has new, updated themes. This pleased me because some of the themes had been in existence since the early 90's and had become a bit stale. Another nice upgrade is the Presenter view, where the presenter can see on his laptop not only the projected slide, but a small version of the slide before and after, not visible to the audience. The Zoom feature lets the presenter zoom in on a graphic or text on the screen during a presentation.

The **Outlook 2013** email program can display your Facebook or LinkedIn accounts at the bottom of the screen. The new Peeking feature opens a mini-window as you are composing an email so you can refer to your calendar or contacts list without having to open another program to get information.

All in all, I like Office 2013. Much of what exists in Office 2010 is still there, and the new features helped me complete tasks more efficiently. After a small period of adjustment, I like the modern look. I have had no trouble saving documents to my SkyDrive area and really appreciate the advantages of accessing files on multiple devices. The one feature that I haven't yet been able to get used to is the change in the Save As window. To save a document to My Documents, I had to go through four clicks: Save As – Computer - Browse – My Documents. If I save to SkyDrive, the clicks are reduced to two: Save As – SkyDrive. Perhaps before the actual Suite is released, that problem might be fixed, or maybe there is an easier way that I have yet to find.

According to Microsoft, Office 2013 will not run on Windows XP or Vista; it will run on Windows 7 and 8, but is designed to integrate best with Windows 8, which itself is

advertised as being compatible with mobile devices of all kinds. Windows 8 went on sale October 26, 2012. Office 2013 won't be released for a year or so. It will have several versions for home and business, and claims to have versions compatible with Mac and open-sourced formats. Pricing has not been set. As a reviewer said, "It will cost more than Google Docs, but it has many more features." Anyone can preview the suite by going to http://www.microsoft.com/office/preview. Don't be confused. The download will be called Office 365, which is the subscription-based version of Office 2013.
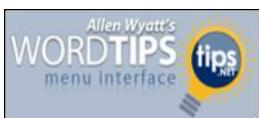
Adjusting Shadow Settings

*By **Allen Wyatt***

Word allows you to insert all sorts of simple graphic elements in your documents. This is typically done through the use of the Drawing toolbar. You normally display the toolbar, then choose a shape you want to create and place it within the document.

Word allows you to add shadows to your graphic shapes in order to give them a "three dimensional" look and feel. You add the shadows by selecting the graphic object, clicking on the Shadow tool on the Drawing toolbar, and then picking the type of shadow you want applied.

That is all fine and good, but what if you want to move the shadow a bit to the left or change the color or density of the shadow? If you want to fine-tune your shadow, follow these steps once the shadow is in place:

1. Make sure the shadowed object is selected.

2. Display the Format tab of the ribbon.

3. Use the tools in the Shadow Effects group to adjust the appearance of your shadow.

4. To adjust the color of the shadow, click Shadow Effects tool and then choose Shadow Color.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (8710) applies to MS Word versions: 2007 | 2010

## AutoFilling with the Alphabet

*By **Allen Wyatt***

Marlene is a teacher and she has students who love word searches. She finds it quite time consuming to make them, but the students seem to remember the course material much better when she uses them. Marlene wondered if there was some way to AutoFill a range of cells with letters of the alphabet, A through Z. That way she can use the feature to fill in the squares of the word search with letters, before she replaces some of those letters with the actual words to be searched.

The AutoFill tool in Excel has a few standard sequences it will fill automatically, such as dates and numeric sequences. The very powerful part of AutoFill, however, is that you can create custom lists that the tool uses just as easily as the built-in sequences. In order to create a custom list manually, you can follow these steps:

1. Click the Office button and then click Excel Options. Excel displays the Excel Options dialog box.

2. Make sure Popular is selected at the left of the dialog box.

3. Click Edit Custom Lists. Excel displays the Custom Lists dialog box and hides the Excel Options dialog box.

(See Figure 1.)

Figure 1. The Custom Lists dialog box.
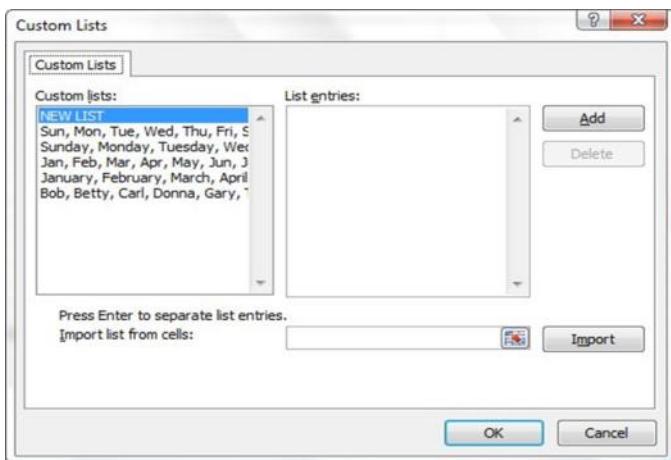
4. Select the NEW LIST option from the Custom Lists list at the left of the dialog box.

5. In the List Entries box, enter each letter of the al-

phabet, one letter per line. (Press Enter after each letter you type.)

6. When you are done, click the Add button.

7. Click OK to finish.

To use the newly created custom list, just type one or two letters you want to start the sequence with, select those cells, and use the AutoFill handle to drag over as many cells as you want to fill.

There's another way to create the custom list that may be a bit easier, just in case you don't want to type twenty-six letters in the dialog box. Instead, if you already have the letters of the alphabet in twenty-six cells, follow these steps:

1. Select the cells containing the letters of the alphabet.

2. Click the Office button and then click Excel Options. Excel displays the Excel Options dialog box.

3. Make sure Popular is selected at the left of the dialog box.

4. Click Edit Custom Lists. Excel displays the Custom Lists dialog box and hides the Excel Options dialog box.

You should also notice that the range of cells you selected in step 1 is indicated just to the left of the Import button.

5. Click the Import button. Excel adds the contents of the selected cells as a custom list.

6. Click OK.

Of course, there is one drawback with using a custom list, especially when it comes to creating word searches: the letters added to blank squares are always in a predictable sequence, which could make finding the actual words a bit easier than you want. To make the puzzles a bit more challenging, it would be better to fill the non-word squares with random letters.

One easy way to get random letters is to use the following formula:

```
=CHAR(RANDBETWEEN(65,90))
```
This formula works because the RANDBETWEEN function returns a random numeric value between the two boundary values provided. In this case, it will return a value between 65 and 90, which are the ASCII values

of the letters A and Z, respectively. The CHAR function is then used to convert this random numeric value into an actual letter.

If you create a lot of word search puzzles, then you may want to use a macro to fill a range of cells with random letters of the alphabet. There is any number of ways that such a macro could be put together; the following is one that is particularly flexible. It will work with either a pre-selected range (a range selected when you run the macro) or you can select a range after you run the macro.

```
Sub AlphaFill ()
    Dim Cell, CellChars
    Dim Default, Prompt, Title
    Dim rangeSelected As Range
    Dim UpperCase As Boolean

    Title = "AlphaFill Cell Selection"
    Default = Selection.Address
    Prompt = vbCrLf _
        & "Use mouse in conjunction with " _
        & "SHIFT and CTRL keys to" & vbCrLf _
        & "click and drag or type in name(s) " _
        & "of cell(s) to AlphaFill" & vbCrLf & vbCrLf _
        & "Currently selected cell(s): " _
        & Selection.Address

    On Error Resume Next
    Set rangeSelected = InputBox(Prompt, Title, _
        Default, Type:=8)
    If rangeSelected Is Nothing Then Exit Sub

    UpperCase = True
    Randomize
    For Each Cell In rangeSelected
        CellChars = Chr(64 + Int((Rnd * 26) + 1))
        If Not UpperCase Then CellChars = LCase
(CellChars)
        Cell.Value = CellChars

    Next
End Sub
```

The macro code, as written, inserts the uppercase letters into whatever range you specify. If you want to use lowercase letters instead, then all you need to do is set the UpperCase variable to False rather than True.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (7803) applies to MS Excel versions: 2007

Years' Worth Of Memories Gone In Seconds – Protect Your Family Photos

Posted By Cynthia On January 30, 2013 @ 5:00 PM In Digital Photography

Imagine that you get up in the morning, start your computer and nothing happens. Your trusty laptop has died during the night and taken the past five years' worth of your family photographs with it. Is your camera phone full of photos and videos? If you lose your phone or it gets stolen, they're all gone. If you happened to have recorded video of baby's first steps, you are out of luck.

Take a little time and back up your photos and videos. Depending on how many photos you have, you can buy a flash drive or external hard drive. You can also choose cloud storage, where a company stores your information on a server at another location. You can find out more about how it works here [1].

Most cell phone manufacturers have instructions for transferring photos and videos in the customer support section of their websites.

Once you have backed up your photos, be extra-careful with the drive you've stored the photos on. Consider putting it in a fire safe with the rest of your important documents or sticking it in a safe deposit box. If you want to be extra-cautious, make a physical copy and store additional copies of your photos in a cloud.

When it comes to your family photos and videos, better to be safe than sorry.

Article printed from Worldstart's Tech Tips Newsletter: **http://www.worldstart.com**

Freeware of the day/week sites:
giveawayoftheday.com
game.giveawayoftheday.com
Freeware sites:
File Hippo
http://filehippo.com/
Freeware Files
http://freewarefiles.com/
Majorgeeks
http://www.majorgeeks.com/

Which Windows Updates To Install?

Ray from Ft. Worth Texas writes:

I have replaced the hard drive on an older XP machine and have re-installed XP Pro and SP1, SP2 and SP3. After the installation there was still about 150 updates that MS auto updater says need to be installed. Are all of these necessary? How can I determine which ones to download and install?

Windows Updates are numerous especially if you have to reinstall your operating system. The easiest way to pick and choose which updates to install is to know what the categories Microsoft groups updates in to.

Critical Updates: These are updates absolutely vital to resolve known exploits actively being used or widespread errors. It is absolutely vital you install any of these as soon as they appear.

High Priority: High priority updates are updates for bugs, possible exploits and other important updates. These should be installed unless you expressly were told not to update a certain update.

Optional: These updates are two separate sections: Software, Optional and Hardware, Optional. This type of update may have performance improvements or minor bug fixes and should only be installed if your experiencing the bugs listed in the update notes or if you need an updated feature offered.

Updates from Microsoft will have an article number which begins with KB then a series of numbers such as KB2310138. You can go to Microsoft's site at http://support.microsoft.com/kb/XXXXXXX replace the X's with the KB article number such as http://support.microsoft.com/kb/2310138 [1]
-Tim

Tips for Upgrading to Windows 8

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If you have just upgraded your computer to Windows 8 and are disappointed at the performance, don't blame Microsoft. The problem may be with your computer manufacturer and/or with your upgrade preparation. Here are a few tips to get you on the road to happy computing with Windows 8.

In the past two weeks, I have upgraded three computers from Windows 7 to Windows 8 with a wide variety of results. On the first computer, an older Gateway desktop, the upgrade was seamless and Windows 8 works beautifully.

The second was a very recently purchased Lenovo that was advertised as "Windows 8 ready" and came with the $15 upgrade to Windows 8 offer. You might expect that this upgrade would be the smoothest, but it was the most problematic. The Windows 8 installation went smoothly and things seemed pretty good until I tried to start Internet Explorer, which refused to work at all. Then I found that the Picture folder wouldn't update and the Epson printer wouldn't work.

A little trouble-shooting was definitely in order. As I delved into the problem, what I found was amazing. The Gateway didn't have any Gateway programs running in the background. But the Lenovo had more than twelve programs that were starting along with the computer and running in the background. These ranged from power management programs to programs that were supposed to speed up the computer to programs that seemed to have little use.

I set out to test each of these programs to see if they were interfering with Windows 8. After several hours of trouble-shooting, the answer was an emphatic "yes". There were two Lenovo programs that were interfering. When I disabled these programs, all the Windows 8 functionality returned. Internet Explorer worked, the pictures updated, and the printer worked.

The aggravating thing was that these programs didn't show up as incompatible when I ran the Windows 8 Upgrade Advisor in preparation for the upgrade. This computer was supposed to be "Windows 8 Ready". So what happened? Well, many manufacturers load their computer with "stuff" to make them seem better than the competition. The irony is that most consumers don't even know that those "special" programs are there. I never heard of anyone purchasing a Lenovo because it came with such great extra programs.

While Apple products are immune from this because Apple manufacturers both the hardware and the software, most computer manufacturers do this. Smart phone manufacturers do the same.

It is obvious that all of this "stuff" just complicated the computer and can obviously cause problems. Across the board, manufacturers should stop pre-installing all this junk. Since we now live in a world of apps, if a manufacturer wants to give me some free programs that are worthwhile, they should offer this to me in the form of an app that I can choose to install or ignore.

This is one case where I put the blame fully on the shoulders of the manufacturer. I must say that the Gateway really excelled in this endeavor because it was not infested with all of the proprietary programs that the other computer had.

The bottom line is: don't make the mistake of thinking because you have a new computer that was purchased under the $15 upgrade offer, that it is really "Windows 8 Ready". Before you upgrade, check the manufacturer to see if they have special instructions for getting your computer ready for the update.

While Lenovo's website was pretty useless in this endeavor, I found several other manufacturers had some good instructions.

The next computer that I upgraded was a Toshiba laptop. Toshiba, like Lenovo has a lot of proprietary programs running in the background. Toshiba, however, had excellent upgrade instructions on their website. I was told to upgrade the BIOS before installation and to remove several Toshiba programs. With that preparation, the upgrade went smoothly.

I still believe that computer companies should not put so many extra programs on their computers. I actually can feel Microsoft's pain in having to try to deal with a PC ecosystem where this is allowed. In Windows 8, Microsoft produced a good operating system that works fine when other integrated programs don't interfere. Yet, most home users who have problems upgrading to Windows 8 will blame Microsoft and tell everyone that Windows 8 is a terrible program.

If you decide to upgrade to Windows 8, be sure to search the website of your computer manufacturer first. Get your computer ready. See if there is a BIOS update available. Update all the software on your computer, and turn off unnecessary programs that may be running in the background. If there are problems after the upgrade, look at the manufacturer's proprietary software as your first line of trouble-shooting.

Another tip that I can give from my upgrade experiences is that if you are upgrading a laptop, plug it in so you won't run out of battery power during the upgrade. Also, allow yourself enough time. You can speed up the process by using a wired connection, rather than wireless, but you can still expect the upgrade process to take at least two hours. Good luck to all of you upgraders out there! And be sure to let me know how it goes.

The Tip Corner

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Show Desktop in Windows 7

Do you miss the desktop icon back in Windows 7? While most of them are too complicated to explain here, do we need a show desktop icon when there's already one in the lower right-hand corner of your screen?

If you click it your desktop becomes visible; hold your mouse pointer over it and the open windows on your desktop will fade. It's just like the show desktop icon of the old days.

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".

Fake Name Generator

Here is a cute little site: (http://www.fakenamegenerator.com/) that invents a whole lot of make believe information for you. Just specify the gender you want, choose a name set from the drop down list and pick a country. Then click Go. That will generate a random fake name with fake information to go with it.

Don't like the first name that comes up? Then just keep clicking Go or changing the options until you find one you like. There are tons of names in this generator. If you are squeamish about the fake information they provide, especially with identity theft happening more and more frequently, check out the FA0. page to see what they based all of their information on. So if you have needed to use a false identify for fun or protect yourself on a suspect site, check it out.

Missing your Menu Bar in Internet Explorer

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!

Slow or Stuttering YouTube

Some people complain about YouTube video playback always stuttering and stopping. I haven't noticed it myself but perhaps I am usually patient in most cases. So if you do have a stuttering and stopping You Tube movie here are a few of the things you can check out.

Could it be Microsoft Security Essentials or Malawarebytes or your virus protector or even your firewall or your cable broadband service? So what can we blame for this problem?

Is it one thing or could it be a mixture of things?

If it happens all the time it could be your computer. You may have too many programs running in windows that suck up too much memory. Try closing everything you're not using. You may also have multiple browser pages open simultaneously with stuff going on with each one, that can dramatically slow down everything.

It could be your cable internet. During peak usage periods – like when people first come home from work, more people on the server less bandwidth per user. Also cable can slow down for other reasons also.

It could be Youtube. Their site slows down due to a variety of reasons from time to time. Heavy usage, server troubles, site being attacked by hackers/viruses etc, software updates having snags, server maintenance.

Regardless on the possible cause, one solution might be is to click on the video to play, then immediately hit pause. Why? Because hitting play starts the process of buffering (loading). What you are describing can occur when the video plays faster than your internet and computer can buffer it - essentially the player is trying to read something that hasn't loaded yet, and stops until more is downloaded, and the process gets repeated. By pausing the video right after hitting play, and leaving it for a little bit, the buffering can get ahead to a point where the speed of playing can't overcome it.

So if see the red bar filling across the bottom of the video - that's the buffering progress, give it a little time before you start playing.

For more drastic action, Go with Windows 7 (Vista is part of the problem), upgrade the RAM in your machine, disable any services running in the background and upgrade to a fast video card.

I could go in about power supplies and other hints, but the main one is what we mentioned at the beginning: Pause the download and let the buffer load in enough video to preclude the speed of the video from catching up to the buffering point.

Is your computer a 32 or 64 bit operating system?

For Windows XP and Vista: Hold the Windows Key, and then press the Pause Key, which is located two keys to the right of the Print Screen key. This window shows all of the basic info about your computer like how much RAM you have and what-not, but it also can tell you what OS you're running. In XP If it doesn't specifically say Windows XP x64 Edition, then you're running a 32 bit operating system. But with Vista there is a specific field that says "System Type", which has your OS type listed after it and will actually tell you 32 bit or 64 bit. No Means No.