

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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Tuesday
March 12, 2013

Windows 8



Tips & Tricks

*Presented
By
Our Own
LCCUG Officers*



**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

Happy
St. Patrick's Day

A Word From Our President



At this month's LCCUG meeting, we will be looking at Windows 8. Have you tried it? Are you curious about it?

Bill Gates and Paul Allen started Microsoft with DOS in the early 70's. Then in 1985 we saw Windows 1.0 which seemed to be a very radical new computer interface.

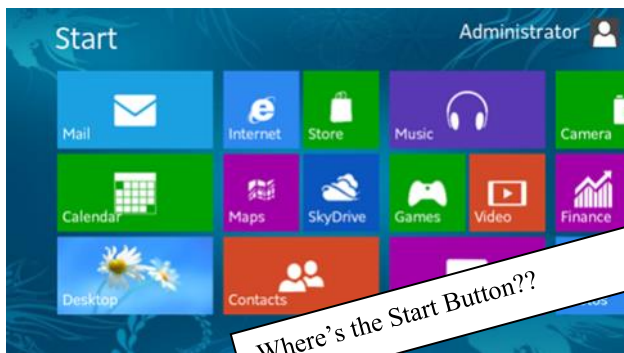


Yes that's Bill Gates!

I used to use DOS and remember when new OS called Windows first came out – It was so different --- so cool!

Now here we are 2013 with another radical change... Windows 8.

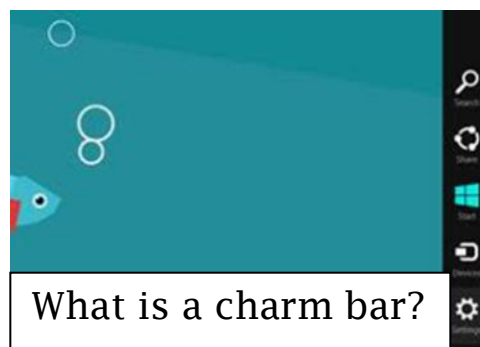
The new Windows 8 was designed to work on Touch Screens such as on Tablets and Smart Phones. However, it is also meant to be used on a traditional desktop or laptop computer where it can be awkward to use. The advantage is that you can be using the same interface on all your devices if you adopt Microsoft versions.



Where's the Start Button??

LCCUG Officers For 2012

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch & Carole Doerr vp-programs@lccug.com
Secretary	Don Hall secretary@lccug.com
Treasurer	Micky Knickman treasurer@lccug.com
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Director of Advertising	Richard Barnett advertising@lccug.com
Director of Public Relations	Carole Doerr public_relations@lccug.com



What is a charm bar?

We will explore the strengths of Windows 8:

- ◆ On the right hardware, it's sleek, fast and fun
- ◆ Huge security improvements

(Continued on page 6)

TUESDAY
March 12, 2013

LCCUG Officers Presenting



Tips & Tricks For Using Windows 8



Windows 8 has features and behaviors that seem to conspire to perplex even the most experienced PC users. Not all of them are bad, per se, but few of them are immediately intuitive. Making matters worse, the OS was primarily designed for touch control, and as a result, many mouse and keyboard commands feel uncomfortable.

HELP IS ON THE WAY...LCCUG Officers are going to discuss some of the Windows 8's tricks and shortcuts. Windows 8 need not be difficult to use. Find out more at this meeting.

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

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.

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

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

Visit our web site at www.csuoberlin.com for more of what we can do.

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



Executive Board Meeting Minutes

FEBRUARY 5, 2013

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

The board was informed Microsoft Office 2013 is on the market, however not much was known about the new edition.

The board discussed the issue of a consistent procedure for honoring deceased members.

Sandee will put on our web page information on how members can save 40% on Focal Press books.

We will consider a photo program using the free Creative Suite 2 software.

The software/hardware raffle items were inventoried by Dennis so those items offered can be chosen relative to money taken in.

Future program topics and presenters were discussed for the coming year.

Richard moved, Pam seconded the meeting be adjourned.



General Meeting Minutes

FEBRUARY 12, 2013

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

Sandee gave a rundown of upcoming presentations: March—Windows 8, April—Online Music, May—Genealogy.

Micky Knickman then presented a program on backing up your computer. This included backing up not only your files and folders but the importance of an “IMAGE” backup of the computer’s Operating System.

He explained the difference and need for a “Rescue Disc”, “Recovery Disc” and a “Repair Disc”. Micky highly recommends ACRONIS software for everyone.

Pat Kubic won the software/hardware raffle. Lata Arora was the lucky winner of the rollover raffle collecting \$240. Dennis Smith won \$3 in the attendance raffle.

Sandee moved, Don Hall seconded the meeting be adjourned.



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DCParts.Com
Discount Computer Parts

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System Tune Ups

On Site or Walk In Services

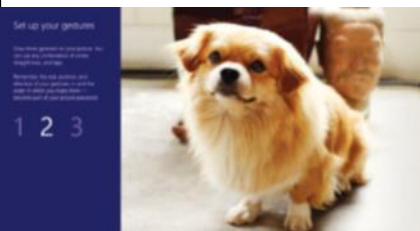
440-322-0259

210 East Second St., Elyria 44035

WINDOWS 8 PICTURE PASSWORDS

Smart Computing
In Plain English

Those with PCs running Windows 8 should check out the new Picture Password feature, which allows you to use a combination of circles, straight lines, or taps on the three areas of the screen to log in to the computer. This additional level of security can be used with any of the pictures stored in the Windows 8 Pictures folder, and you can use either a mouse or touchscreen to draw the shapes.

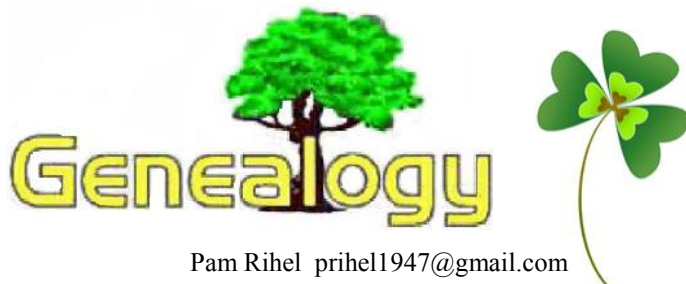


With Win8's Picture Password feature, you'll be able to draw on the screen to log into your computer.

Microsoft indicates that a picture password is more secure than a traditional text password. To set up the picture password, swipe in from the right edge and select Settings.

Then, choose Change PC Settings and tap or click Users. Select

Create A Picture Password under Sign-In Options, and follow the on-screen instructions.



Pam Rihel prihel1947@gmail.com

Breaking It Down - Is It All Accurate?

Posted by: Jennifer Holik on Thursday, 30 August 2012

I found an obituary full of family information. I had so many names in one obituary it was fantastic! I got a response from a follower that obituaries are great but you have to do the research to make sure the names and relationships are accurate. We had a brief discussion on twitter after that and I thought this topic would make a great post for today.

Obituaries are death notices written when someone dies. They typically list the deceased's name, possibly with a (nee ...) "nee" stands for the maiden name and "..." is what the maiden name was. So you might see *Alice (nee Smith) Jones died* as the beginning of an obituary. The notices also usually tell you when and where the funeral and church service, if any, is being held and where the person is being buried.

Obituaries sometimes also provide a wealth of information on the deceased's family. It may list the spouse, the names of the parents, siblings, in-laws, children, grandchildren, great-grandchildren, nieces and nephews. The obituary I found yesterday contained almost all of those groupings of people.

Ok, so the obituary has all the names now what? Well that depends on what information you already have. In my case, I had the names of all the people listed in the obituary in the family tree. Those people were also already listed by the relationship stated in the obituary. I already had other records documenting each person and relationship.

What if I didn't already have documents? What if most of the people in the obituary were "new" to me? Then I would begin to search for documents that prove the relationships. I would start by looking at census records and vital records. I would compare the information to other obituaries in the same family.

At this point maybe I have proven most of the people are who the obituary says they are. But there are some I cannot find a record for....yet. Maybe they were born between census years and I cannot find a vital record online. This would require me to search paper records. Maybe there are vital records online and I need to do a more thorough search and change the

spelling of the last name to attempt to find a record. I would also visit the cemetery and try to locate a grave and other information. Most cemeteries keep good records so you may be able to find out who the owner of a plot is. If someone you have not yet identified through other sources is buried with the family you think they should be, then you have a clue.

Don't always believe everything you find in a record, book, or newspaper article. Follow the paper trail to prove the people are who it says they are. If you are still unsure after searching, make a note in your research report to follow up at a later time.

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

LCCUG Treasurer's Report

7/22	Beginning balance	\$ 11,403.87
	membership dues	\$ 875.00
	Raffle proceeds after purchases	\$ 525.64
	Insurance	\$ (289.00)
	Food bank donations	\$ (100.00)
	Rent for meetings	\$ (500.00)
	Membership/meeting expenses	\$ (690.11)
3/2	LCCUG Minimum Deposit	\$ 5,000.00
3/2	General Fund balance	\$ 6,225.40



Don't forget to check the Members' page for up-to-date information about programs & events:

<http://www.lccug.com/members>



**Association of Personal
Computer User Groups**

(Continued from page 2) Presidents Column

- ◆ Better battery life, faster boot
- ◆ Great for touch
- ◆ Core performance is very good

The “Modern” interface (formerly called Metro) seems to be the trickiest element to get used to. At our meeting we will show you how to do most of your work from the more familiar Desktop side of the new system and when the new Interface is advantageous to use. Learning to navigate these two interfaces is a big part of the challenge.

To many computer users, the changes are disconcerting. Join us as we explore and see what you think.

LCCUG Classes Or Workshops



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

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

Members

If there is something you would like to have me put into our newsletter just let me know at one of our meetings or email me at:

newsletter@lccug.com. I would be more than happy to oblige you. Pam Rihel



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Interesting Sites to Visit on the Internet



Nancy Preffitt, Member, ICON Users Group, MO
December 2012 issue, The ICON

www.iconusersgroup.com ngpreffitt@juno.com

NO TIME TO READ?

If you find it difficult to set aside time to read a good book, this site is for you. Daily Lit offers a “novel” solution! It emails chapters of a selected book to you every day thus allowing you to read in smaller increments. Just browse the database for a book you want to read, enter your email address, and click subscribe. Choose from best-selling and award-winning titles, literary fiction and romance to language learning and science fiction. The site also features forums, where you can discuss your favorite books and authors.

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

AN OLD GAME IN A NEW TECHNOLOGY

Remember Yahtzee? You can now play on your PC. It's a single person game in this version. You can even download it as a portable app and store it on a thumb drive. It's a geeky site – as are most open source sites – but it's easy to download and enjoy without a hassle.

<http://www.openyahtzee.org>

MEDICATION INTERACTION?

It seems that the older we get, the more prescriptions we have. Your doctor or pharmacist may give you basic instructions (or not) but if you have an odd ache or rash or something, what should you do? The Physicians' Desk Reference is what doctors use and you can get it online to acquire more information about drug reactions and interactions, etc. Check it out at <http://www.pdr.net>. There's a site just for consumers which may be more understandable at <http://www.drugs.com/pdr/>

AMAZING OLD PHOTOS

These photographs were taken from color slides found at the Library of Congress. They're dated from 1939-1943. The colors are so bright and clear it's hard to imagine they're so old. I enjoyed the old vehicles, fashions and social habits, too.

<http://extras.denverpost.com/archive/captured.asp>

TRYING TO PICK A GOOD MOVIE?

Make sure it's one you'll like by visiting Rotten Tomatoes first. It takes a look at dozens of films now playing at theaters, and collects reviews from major critics. It also lets readers rank the movies, which might provide the best indication of the movie's quality. <http://www.rottentomatoes.com/movie/in-theaters/>

Read Magazines Online with Zinio



A new free digital service available at some local public libraries is worth checking out.

At this point this service is available in the Cuyahoga County Public Library, Ritter Public Library (in Vermilion), Amherst Public Library, Akron Public Library and Avon Lake, more libraries may be adding this service in the near future.

Zinio works on PC, Mac, iPhone, iPad, Android, Kindle Fire and Blackberry Playbook.

Zinio provides a quick and easy way for library patrons to read digital copies of their favorite magazines. Using your PC, reading fans will be able to access the library's catalog of selected digital magazines. Zinio's unique digital platform recreates a magazine page-for-page, including highly visual full-color pictures, while taking the reading experience even further through intuitive navigation, key word article search and interactive rich media elements such as audio and video. *Consumers Reports*, *Car & Driver*, *Good Housekeeping*, *The Economist*, *ESPN Magazine* and *Esquire* are just a few of the popular titles that will be available through the Zinio for Libraries' program.

What is Zinio Quick Instructions

Creating a Library Zinio account:

You will check out magazines on the library Zinio page. To create your account or to recreate your account after the upgrade:

1. Click on the purple "create account" button.
2. Enter your library barcodes and email address.
3. Enter and confirm your password. Your name is optional.
4. You will receive a confirmation notice in your email inbox. Click on the link to confirm your subscription.

Logging into your account: You'll login to the library Zinio page each time you want to check out a new magazine.

1. Enter your email and password
2. You will be directed to the magazines available for download.
3. Click on the cover to subscribe to the magazines and transfer the issue to your www.Zinio.com account.

You'll need to create a Zinio.com account to read and manage your magazine subscriptions.

1. Enter your name, email and password when registering.
2. Click on "My Library" to view the magazines you've subscribed to via the library Zinio page. **New issues will appear automatically.**

Watch the video for step by step instructions:

http://www.youtube.com/watch?feature=player_embedded&v=IAKRRzVV0bg

Remove Malware



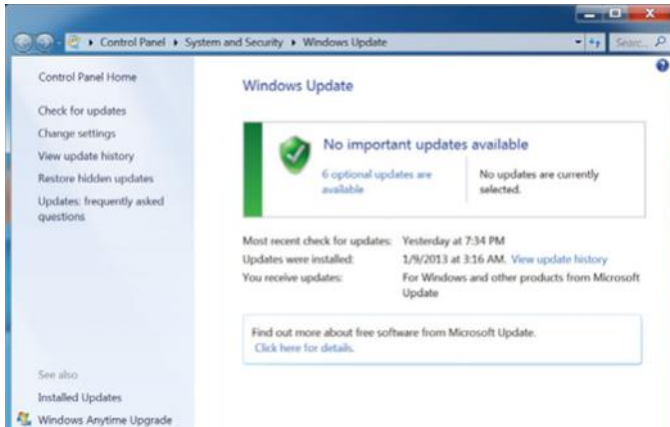
Bill Sheff, Novice SIG Coordinator,
Lehigh Valley Computer Group, PA January 2013
issue, The LVCG Journal

<https://sites.google.com/site/lvcgsite/Nsheff@aol.com>

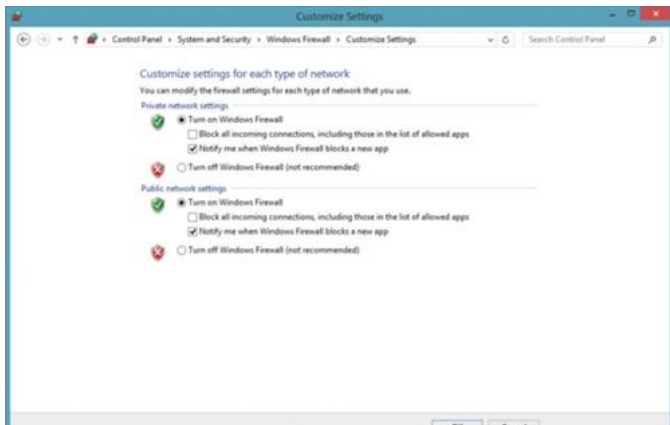
If you do not do a routine cleaning out of malware from time to time, you can be subject to system crashes, blue screens, computer slowdowns, and even hardware failure. You want to periodically clean out your cookie folder, internet files and scan your computer. Unlike virus checkers, where you only want one program operating on your system, you can have more than one program to check for malware and spyware. There are various strengths and weaknesses with each one. There are several free ones, and there are others included within the security suites like McAfee, Avast and Norton as well as Microsoft Security Essentials. Some standalone programs are Malwarebytes, Ad-Aware and AVG. I have been using CCleaner for many years which not only checks for malware and Trojans but will also search and clean your registry of orphan shortcuts and other problems. One of the useful items included in CCleaner is the ability to select cookies – such as from your banks or shopping sites – and save them before you do a cookie cleanup, keeping your important ones so you do not have to reenter data on sites you use frequently. Another important feature is making a copy of your registry before making any changes in case something was inadvertently removed. I have trusted CCleaner to do its job with no adverse results. Better yet, it is free. We have discussed this at the Novice SIG but I thought it worthwhile to include it in my tip column.

Stay Safe On Public Hotspots

Take Steps To Secure Your System



Keep your system up-to-date to thwart those who would take advantage of exploits.



Enable your firewall for public networks, and block incoming connections for even more protection.

Connecting your laptop to a public Wi-Fi hotspot is a little bit like blindly stepping off the curb; it's dangerous. You could avoid connecting altogether, but that's simply not an option when you're on the road: You need to get work done, communicate, and access the Web, and public Wi-Fi may be the only option available. In this article, we'll help you look both ways to stay safe on public hotspots.

Risky Business

There are undoubtedly some doubters out there who're reading this and thinking, "I've hopped onto hotspots dozens of times, and nothing bad ever happened." Every day that passes, however, the tools that cybercriminals use to snoop, swipe, and infect your system get better, easier to use, and

more automated. If it only takes a few seconds for a data thief to break into your system and start wreaking havoc, then you owe it to yourself to spend a few minutes to shore up your defenses. And it's easy enough that even a computing novice can minimize his exposure to the hotspot threats you're likely to encounter.

Maintain Security Software

This one should go without saying, but security software is typically pretty good at preventing unauthorized users from accessing your system, notifying you of the presence of infected files, and removing harmful links and malware.

Make sure you have antivirus, anti-malware, and firewall utilities. Windows comes with firewall software enabled by default, but you may have to seek out third-party options for antivirus and anti-malware software. To make sure your firewall is enabled in Windows 7, click Start, Control Panel, Security, and then click Windows firewall. Next, click Turn Windows Firewall On or Off, input the administrator password if prompted or confirm the operation, then click On (Recommended) and then OK. In Win8, from the Start screen, type firewall, select Settings from the menu that appears on the right side of the screen, click Windows Firewall from the left, click Turn Windows Firewall On Or Off, and then select the radio buttons for Turn On Windows Firewall for public networks. You can also use the Block All Incoming Connections option from this menu; do this for some extra protection. It's also a good idea to make sure your laptop's operating system and other applications are up to date before you hit the road.

Don't Share

The first time you connect to any network, Windows asks if you're connecting to a Home Network, Work Network, or Public Network. Do yourself a favor and always select Public Network when connecting to a hotspot. This ensures that your PC is not visible to others using the hotspot, blocks malicious software, prevents access to the HomeGroup, and turns off network discovery.



Choosing Public for the hotspot network type can prevent several types of attacks.

(Continued on page 9)

Connect Manually



Avoid connecting automatically to public hotspots.

Although doing so may seem tedious, make sure you're manually connecting to hotspots every time. Rogue hotspots hosted by cybercriminals tend to use SSIDs (service set identifiers) that sound like they're being hosted by a legitimate business. You may be inside a Starbucks, but that doesn't mean you should trust any available hotspot with the coffee shop's

name in the SSID. Whenever possible, verify the hotspot's SSID with an employee of the establishment before signing on. We know what it's like when you need to connect right away: It's just easier to try the open networks before inquiring about a password to one of the closed ones. But don't do it. Although password-protected networks aren't inherently any safer, they can help you determine whether the network is hosted by the business or by a nearby data thief with a portable router.

Practice Safe Surfing

When you are connected to a public hotspot, avoid using e-commerce and banking sites if possible. If you *must* connect to these sites, make sure that no one else has a clear view of your screen or keyboard while you enter usernames and passwords. Also ensure that the sites on which you enter your information encrypt your data. Remember that secured URLs begin with HTTPS. When you're finished, log out.

Hotspot Hotshot

Following these simple steps will go a long way toward thwarting would-be hotspot hijackers. Go ahead, connect with confidence.

If it only takes a few seconds for a data thief to break into your system and start wreaking havoc, then you owe it to yourself to spend a few minutes to shore up your defenses.

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



Interesting Internet Finds



Steve Costello, President/Editor, Boca Raton Computer Society, Inc., FL January 2013 issue, Boca Bits
www.brcs.org <http://about.me/sefcug> editor@brcs.org

In the course of going through the more than 200 news feeds in my Google Reader, I often run across things that I think might be of interest to other user group members.

The following are some items I found interesting during the months of November and December 2012.

(Long URLs shortened with the Google URL shortener <http://goo.gl/>)

Shockwave keeps crashing. What can I do to fix it?
<http://goo.gl/8ZVzs>

I'm drowning in spam. What can I do?
<http://goo.gl/a133b>

How to back up your Samsung Android phone to PC
<http://goo.gl/aYaVX>

The Assumptions You Make About Your Slow PC (and Why They're Probably Wrong) <http://goo.gl/Th9aw>

HTG Explains: What's the Difference Between CC and BCC When Sending an Email? <http://goo.gl/2nFTx>

15 WordPress User Errors That Make You Look Silly [Infographic] <http://goo.gl/mFI8i>

3 changes you should make in the Options dialog box of PowerPoint <http://goo.gl/Z5Wb3>

HTG Explains: What You Can (and Can't) Do on the Desktop in Windows RT <http://goo.gl/Dbf3o>

Rid Your PC Of Outdated Bookmarks, Duplicate Files, Broken Shortcuts & Empty Folders [Windows]
<http://goo.gl/BNNUG>

How To Connect a USB Keyboard To Your Android Phone
<http://goo.gl/yltyS>

OTT Explains – Is It Better to Log Into Websites using Facebook, Google or Twitter Accounts?
<http://goo.gl/SfB1T>

How can I read an epub formatted book on a Kindle?
<http://goo.gl/uGUef>

eBooks, Remote Control & Other Creative Uses For Dropbox That You Haven't Thought Of <http://goo.gl/BqKq5>

Why can't I send mail from my hotel room?
<http://goo.gl/1jLZs>

NEED HELP?—

Here's Who to Contact:

Neil Higgins

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

Micky Knickman

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

Lou Koch

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

Richard Barnett

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

Sandee Ruth

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

David Kennett

440-327-8624 - w8kfj@yahoo.com
9 a.m. - 8 p.m.
Video Editing & DVD Burning
Microsoft Office programs

Pam Casper Rihel

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

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

This Month's contributors: Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Leo Notenboom, Allen Wyatt, Jennifer Holik, Nancy Preffit, Bill Sheff, Steve Costello, Nancy De Marte, Dick Eastman, 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 - March 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 any-time before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Genealogy Workshop

Date: NO WORKSHOP due to surgery

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

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!

Genealogy Websites Of Interest

www.distinguishedwomen.com

www.maidenname.net

www.nwhm.org

National Women's History Museum





The Lorain County Chapter of OGS

is having its next meeting on :

March 11, 2013 – "Meet Me at the Fair; the 1864 Northeast Ohio Sanitary Fair" presented by Tim Daley of the Soldier's and Sailor's Monument in Cleveland. Tim Daley relates the fascinating story of the women who formed the Soldiers' Aid Society of Northern Ohio and how they organized a single one-time event that raised over \$78,000 for the local war effort. At the start of the Civil War, the government was not prepared to provide needed services and supplies for the soldiers. From their beginning in 1861, the women of the Soldiers' Aid Society took it upon themselves to raise the funds and gather the supplies to provide food, clothing and medical supplies, ambulances and hospital services for the sick and wounded soldiers until the end of the Civil War in 1864.

Jean Copeland: jcopeland1975@gmail.com. or
Pete Hritsko: hritsko@centurytel.net



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Do I Need Both Disk Cleanup and CCleaner?

In this excerpt from [Answercast #95](#) I look at how CCleaner works on a computer in comparison to using disk cleanup and a defragging utility.

Disk cleanup and CCleaner

Well, no. There are definitely a couple of different things going on here.

Defragging is unrelated to disk cleanup - and unrelated to CCleaner. Defragging is something that you probably want to continue doing on your Windows XP machine. If you're running Windows 7, the system is already taking care of defragging for you once a week, but doing it yourself on Windows XP once a month sounds great.

Disk cleanup and CCleaner... there's a lot of overlap. CCleaner cleans up some things that a disk cleaner doesn't. I believe that the disk cleaner may clean up a few things that CCleaner doesn't but I'm not sure that it's very much.

Do you need CCleaner?

CCleaner is in my opinion, the better, more comprehensive tool. That being said, is it safe to delete it? Sure. Lots of people don't run with it at all. It's fine; it's a clean-up utility.

Its absence isn't going to cause you any problems, certainly not in the short term. As your machine maybe accumulates some data, or accumulates some temporary files that a tool like CCleaner might clean up, you can use the disk clean up utility to clean those things - or you can do some investigation yourself to find out what kinds of things you want to clean up.

I would take a close look at the feature set that CCleaner is giving you. I think, on a personal level, you need to decide whether or not that larger feature set that CCleaner offers, even with its default configuration, is something that you want.

Personally, I think you do want it. There's no harm in leaving CCleaner either. Keep it up to date, of course - but my tendency is that you go ahead and continue to keep CCleaner; run it instead of a disk cleanup utility and then run defrag periodically on your own.

Take Control of Your Fonts



By Nancy DeMarte

Nancy DeMarte, Regular Columnist (Office Talk), Sarasota PCUG, Florida January 2013 issue, The Monitor

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You know you're becoming a real techie when you start to question standard (default) settings on your computer. This fact is true when considering fonts; which means text and other characters of a certain style. Windows operating systems come with dozens of fonts; Microsoft Office adds even more with its installation. For years the default font in Office was *Times New Roman* in Word and *Arial* in the other Office programs. When the default fonts changed with Office 2007, many users didn't care for the new look, but accepted it grudgingly. Perhaps they didn't realize they could set another font as their default. They may not have known that they could also download and install other fonts from the Internet. This article explains how to take control of your fonts and use them in creative ways.

The Background

In the early days of computing, text characters had unnatural, jagged edges. Fortunately, the look and variety of fonts have improved dramatically. TrueType font format was designed by Apple in 1991, and Open Type, jointly developed by Microsoft and Adobe, appeared in 1997. Clear Type greatly improved the clarity of text on flat screens and laptops. Today most text appears smooth and clear, even at very small sizes and in many alphabets, such as Latin, Greek, and Japanese, and Arabic.

Finding Your Fonts

Fonts are stored in the Fonts control panel of Windows. (Type "fonts" in the Start menu search box or click the Start button – Control Panel -- Fonts.) Thumbnails of the fonts currently available on your computer are grouped alphabetically. The fonts that are installed depend on the languages which are enabled. My font list, for example, shows only English fonts. Double-clicking a font thumbnail reveals the font in the sentence, "The quick brown fox jumps over the lazy dog," followed by the numbers "1234567890" repeated in different sizes. Fonts are organized by families, which include various sizes and styles like regular, italic, condensed, and narrow.

Windows 7 added forty-eight new fonts to the list, many in lesser known languages. Office includes custom fonts with each new release. If you purchased Office 2007 or 2010, you noticed right away the new default fonts: *Cambria* for headings and *Calibri* for the body of a document. According to Microsoft, the most popular five fonts in their products are *Gill Sans*, *Calibri*, *Arial*, *Curlz MT*, and *Times New Roman*.

Changing the Default Font

With little effort, you can change the font that is standard in an Office program. On the Home tab in Word 2007 or 2010,

click the small arrow in the bottom right corner of the Font group to open the Font dialog box. Select a font name, style, and size, and then click, "Set as Default" -- OK.

Getting a New Font from the Internet

You can also search the Internet to find new fonts, some offered for a price and some free. These can be downloaded and installed to the Fonts control panel, where they will be available to any program on your computer which uses text. My new fonts can be used not only in MS Office programs, but also in Photoshop Elements and PrintMaster, as well as others where text is needed.

I wanted to send a homemade Valentine greeting card to my daughter using a font that had that theme. Searching with Google offered me many websites that had free custom fonts for download. I knew that any free download has the possibility of containing bugs or malware. So I researched a bit more and decided to focus on three of the many reputable free font sites: 1001freefonts.com, dafont.com, and fontspace.com. I searched the Valentine category in dafont.com, found a font I liked, clicked the Download button and then the Save button twice, which scanned the setup file for viruses and saved it in my Downloads folder. Then I opened my Downloads folder (Start – Nancy – Downloads), opened the new font setup file, and clicked Install. The process was automatic and quick. I closed all open windows, opened Word, and scrolled down



the font list to my new font, called *MC Sweetie Hearts*. Using it, I designed a simple greeting card which I printed and mailed.

CAUTIONS: If you create a product with a downloaded custom font and send it digitally, such as an email attachment, the person won't be able to view the font if he doesn't also have it installed. Instead, the text will revert back to the default font of the program that opens the attachment. If you want to delete a font from my computer, locate it in the Font control panel, right click it, and click Delete. A warning: deletions are permanent.

Using Fonts Creatively

Exploring the fonts on your computer is fun and will probably make you want to make better use of them. For instance, open a word-processing program like Word and scroll down the font name list on the Home tab to the three fonts called Wingdings. They are "Dingbats"; that is, fonts where text characters have been replaced by pictures and symbols. You can't use Wingdings to write a contract, but you might find an occasion to include a telephone, pair of scissors or arrow in the body of a letter.

Even if you don't download any new fonts or include Wingdings in your documents, you can still use fonts creatively. Paying attention to how professionals use text in magazines and web pages can give you ideas for creative font use. For example, you can select the first letter of the first word in a paragraph and make it a different font in a larger size for a dramatic effect. While it isn't a good idea to use too many fonts in one document, combining a couple gives interest to the text. You can make your fonts work for you.

Disaster Scams Special Part 2: What To Do and Where To Get Help

10 Rules for Avoiding Disaster Scams

1. Avoid charity and fundraising scams by:

- Only donating to established charities.
- Using your own resources to track down the charity - don't rely on links or emails.
- Refusing to donate over the phone to telesales or other incoming calls. Initiate the donation yourself.
- Checking out charities' credentials with the [Wise Giving Alliance](#).
- Thoroughly checking and vetting websites and Facebook pages supposedly set up by or for victims. If you can't be sure they're genuine, don't donate.

Check out these Scambusters issues...

[Charity Scams](#), [Four Charity Scams to Avoid](#)

...and this guidance from the Federal Trade Commission (FTC): [Charity Scams: What You Need to Know](#)

2. Avoid bogus contractors by:

- Refusing to deal with doorstep and telesales solicitors.
- Checking contractors' licenses and registrations with state and local boards and trade associations.
- Requesting copies of their liability insurance and references from past clients.
- Getting at least two professional opinions and competitive bids in writing.
- Keeping advance payments to a minimum -- don't pay in full up front.
- Don't let people into your house whom you haven't positively identified.

4. Use extreme caution with personal financial information

- Don't give your credit card number or bank account details to any individual or organization you don't know or haven't thoroughly checked out.
- Same goes for your Social Security number. In fact, it's extremely unlikely that anyone, anyone at all, would legitimately need this.

5. Use official or reputable sources for information

- Don't click on links or open attachments supposedly relating to the disaster.
- Use TV, radio and well known media websites to find out what's happening. They will also broadcast emergency contact and support numbers.
- Be skeptical of reports from other sources predicting impending disaster -- especially ones that are nearly impossible to predict, like earthquakes.
- If you get a call to evacuate your property from someone you don't know or can't positively identify, check it with emergency services.
- Don't send money in response to calls or email messages from supposed friends or relatives claiming to be caught up in the incident -- check their whereabouts with other friends or family members.

6. Avoid sales solicitations

- Never respond to spam. You'll likely be conned and your name will end up on a list of easy targets. Your credit card details will also be stolen.
- Don't buy from door-to-door sales people whether they're selling insurance equipment, supplies, or contracting services. If you need something, shop properly for it.

7. Check grants and investment opportunities

- Don't pay someone who claims they can secure a grant for you.
- Check supposed grant availability with official sources -- like your county, state and federal offices. Be especially wary of unsolicited incoming calls, letters and emails offering grants.

(Continued on page 14)

(Continued from page 13) Disaster Scams...

- Speak to a trusted financial advisor before investing in activities linked to the disaster aftermath. Don't make hasty decisions, especially if you're pressured to do so.

8. Don't pay to get a job

- Job lists connected with the disaster may be genuine but don't pay for them. Find out about opportunities for free from your local or state labor department.
- Be skeptical of disaster-related jobs advertised on sites like Craigslist.
- Don't pay up front for things like background checks, travel, equipment or kits from supposed employers unless you have thoroughly vetted them.

9. Use common sense

- Stay calm and avoid impulsive actions. Think them through and discuss them with others.
- Be skeptical of things that your instincts tell you are difficult to believe, and be suspicious of people you don't know who contact you about something that will cost you money.
- Don't pass on chain letters and emails that are intended to invoke fear or incite hatred.
- If you receive hate mail or abusive social network postings, tell the police.

10. Be prepared

Always maintain emergency supplies with reserves of water, canned food, batteries, candles, a portable radio, candles and matches. (See below for more information.)

If you have to buy equipment or supplies, it may be difficult to avoid price gouging, but when it's appropriate you should report it to your local consumer protection office.

Where to Get More Information and Help

We've already stressed the importance of using official sources, like state and local authorities, getting information from broadcasters and reputable websites, and checking out other organizations and individuals you're not familiar with.

And we've mentioned the [Federal Trade Commission](#), an invaluable source of information on fraud and scams.

Another useful source of help is the [National Center for Disaster Fraud \(NCDF\)](#), a Department of Justice agency set up after

Hurricane Katrina. It's a sort of clearinghouse for frauds relating to emergency incidents.

(Although this address curiously includes the words "oil spill," the site deals with all manner of disaster scam reports.)

NCDF works hand in hand with the [FBI](#), whose site can also be searched with the words "disaster fraud" for more guidance:

If you're concerned for your safety or the victim of intimidation or abuse, contact law enforcement.

For more information, both on disaster preparedness generally and specifics like building a kit of emergency supplies, see the government's [official readiness help site](#).

That site is operated by the key government agency involved in dealing with emergencies and disasters, the [Federal Emergency Management Agency \(FEMA\)](#), which oversees disaster recovery.

It's a key source of information on disaster scams, grant availability and incident specific contacts. Its home page also features an "Active Disasters" map by state.

Depending on the nature of the incident, a Community Emergency Response Team (CERT) may be involved in providing additional support.

You can search for a local team by keying in your zip code at the [Search CERT Programs By ZIP Code](#) page.

Finally, of course, here at Scambusters we already have a database of issues dealing with all of the tricks outlined in this two-part disaster scams report.

[Hurricane Katrina Scams](#)
[How to Avoid Haiti Earthquake Scams](#)

During Hurricane Sandy, we also published a list of useful information sources that might prove useful in other disasters.

[Best Internet Resources for Tracking Hurricane Sandy and Staying Safe](#)

You can search the Scambusters site for more. And we have our own guides on preparedness:

[Emergency Preparedness](#)

[Disaster Preparedness: Preparing your Medical Records for Emergencies](#)

Being prepared is a key element of coping effectively with the effects of a disaster.

And knowing how to spot the con artists and their tricks is the key to avoiding disaster scams.

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

By **Allen Wyatt**



Word provides many tools that you can use to help you develop your writing. One tool which many people find particularly helpful is outlining. The outlining features in Word are basically an implementation of how you learned to create outlines in school. First, you develop your major ideas, which become the headings in your outline. As you add more detail, your outline takes form with different levels of headings.

The headings in an outline are, in reality, the headings you use in your document. Thus, the outline becomes a condensed version of your document, showing only your headings. You can switch between your regular editing views and your outline by simply clicking your mouse on the Outline View icon in the lower-right corner of the screen.

To create an outline from scratch, follow these steps:

1. Create a new document.
2. Make sure Outline view has been selected. The Outlining tab of the ribbon should be selected automatically.
3. Start typing your document. The paragraphs you enter will be a first-level head (formatted with the Heading 1 style).
4. Adjust the heading levels of your paragraphs by clicking the left and right arrow keys on the Outlining tab of the ribbon.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (5968) applies to MS Word versions: 2007 | 2010

You can find a version of this tip for the older menu interface of Word here: [Understanding Outlining in Word](#).

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Microsoft Word tips can be found online
at <http://word.tips.net>.*



By **Allen Wyatt**



Alan uses Excel frequently for creating printouts that are used by others. He likes to include borders on the final documents to give them a professional appearance. Alan knows how to invoke page borders in Word, but there isn't a similar feature in Excel. Lacking this he has resorted to manually inserting borders on cell ranges to get the appearance he wants. This works OK if the printout is a single page, but it isn't too great when Alan has multi-page printouts. He wonders if there is some way to add page borders automatically in Excel.

There are a couple of ways you can approach creating page borders for an Excel printout, but none of them are automatic. One way is to create an image of your border using your favorite graphics program and save it as a JPG, PNG, or TIF file. (You could actually use several other image file formats, but these are ones typically supported by all the graphics programs.) In Excel you can then, within the header, insert the picture of the border. Format the picture to adjust the image size so it covers your whole page.

If you prefer a macro approach to the problem, then you may want to use the solution presented in this message thread:

<http://www.ozgrid.com/forum/showthread.php?t=83326>

There are also third-party solutions available. One that has come highly recommended by some subscribers over the years is Asap Utilities (<http://www.asap-utilities.com>). It allows you to create borders rather easily.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (8185) applies to MS Excel versions: 2007 | 2010

You can find a version of this tip for the older menu interface of Excel here: [Adding Page Borders to a Printout](#).

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Adobe Issues Emergency Flash Player Update

Posted By [Cynthia](#) On February 8, 2013 @ 4:43 PM
In [In The News](#), [Security Help](#)



Adobe has issued what they are calling "critical" updates for all versions of Flash Player for Windows, Mac, Linux and Android. The updates address security weaknesses that could crash your computer and allow a hacker to take control of the system.



One kind of attack tricks the user into opening a Microsoft Word document delivered as an email attachment. This attachment contains malicious Flash content. There are also reports of attacks on content hosted on websites that target Flash Player in Firefox and Safari on the Mac platform.

Adobe says Flash users should immediately update to the newest version of Flash by going to the [Adobe Update Center](#).^[1]

- Cynthia

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

URL to article: <http://www.worldstart.com/adobe-issues-emergency-flash-player-update/>

URLs in this post:

[1] Adobe Update Center.: <http://get.adobe.com/flashplayer/>

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Is It The Website Or My Connection?

Posted By [Tim](#) On February 6, 2013 @ 11:00 AM In [Cool Sites](#), [System Tune-Up Help](#), [Using The Internet](#)

What do you do when a website won't connect? Do you pull your hair out? Reset your router? Call your Internet company? Reboot your PC? You can't figure out what it could be because you don't know if the problem is on your end or the website's end.

The fantastic site Downforeveryoneorjustme.com^[1] (or isup.me^[2] for short) will tell you if it's a problem on your side or if it's also not accessible from their servers. How does it work? Simply type in the address you want to see if it's working and click "or just me" and you'll be told if it's just you or if it's down for everyone.

If the site is down...

It's not just you! <http://support.microsoft.com> looks down from here.

[Check another site?](#)

If the site is up...

It's just you. <http://worldstart.com> is up.

[Check another site?](#)

Now that you know if it's you or everyone, you can make the proper decision on how to fix it. If it's just you, it's always a good idea to start by rebooting your computer then restarting your router (unplug the router for 30 seconds, plug it back in and wait three to four minutes for it to reset.) If that does not work, you can move on to contacting your internet provider to see if there is an outage.

If it's down for everyone, the best thing to do is wait it out. The company hosting the website may be down or experiencing technical difficulties.

-Tim

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

URL to article: <http://www.worldstart.com/is-it-the-website-or-my-connection/>

URLs in this post:

[1] Downforeveryoneorjustme.com: <http://www.Downforeveryoneorjustme.com>

[2] isup.me: <http://www.isup.me>

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This and That – Word 2010



By Lynn Page, Newsletter Editor/Webmaster, Crystal River Users Group, FL December 2012 issue, CRUG newsletter www.crug.com lpag46@tampabay.rr.com

Horizontal Lines

AutoCorrect creates a number of different lines according to three characters typed. Type three consecutive hyphens and press enter to create a line. Use underscores to create a bold line or equal signs to create a double line.

☺ Smiley Face

On the Insert tab in the Symbols group select the smiley face icon from the Symbol drop down. The inserted symbol will have the formatting of the text being used.

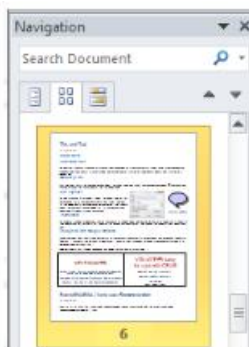
Add Captions

To add a caption to an object, select the object and on the References tab in the Captions group click Insert Caption. In the dialog box in the Label drop down select the type of object the caption is being added to. In the position drop down specify where to add the caption. You can change the numbering options and exclude the label from the caption. If you don't like the options, once added the caption can be changed as any other text.



Page Thumbnails

To navigate through a document using thumbnails of pages open the Navigation pane by selecting to show it in the Show group on the View tab. Then on the Navigation pane select the Browse the pages in your document icon.



Incognito with Google Chrome

When you don't want your browsing history to remain on a computer after you leave, use Chrome's Incognito window. It prevents the PC from retaining most traces of your browsing. To open a new incognito window in Chrome press Ctrl+Shift+N. Another useful tip is to clear Chrome's browsing history with Ctrl+Shift+Del.

Is There a Murderer in Your Family Tree?

Posted by [Dick Eastman](#) on February 20, 2013 in [Online Sites](#)

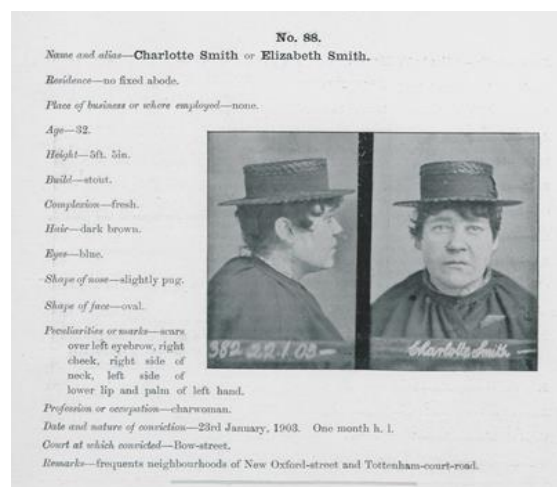
The National Archives (of England and Wales) and findmypast.co.uk are cooperating to place 2.5 million records online, dating from 1770 to 1934, including murderers, drunks and petty criminals. This is believed to be the biggest collection of historical criminal records from England and Wales. The documents include mug shots, court papers, and appeal letters. The Crime, Prisons & Punishment records will be crucial to your research as they contain information about your ancestors that isn't available in other records.

On the right is a record from the collection – click on the image for a larger version. The record tells the story of charwoman Charlotte Smith, also known as Elizabeth Smith. Charlotte was convicted of being a habitual drunkard in 1903 and sentenced to one month of hard labour.

As well as two photos, the record also provides a detailed physical description: Charlotte was 5ft 5 inches tall with a stout build, fresh complexion, oval face, dark brown hair and blue eyes. She had a slightly pug nose and scars over left eyebrow, right cheek, right side of neck, left side of lower lip and palm of left hand.

The same documents often lists names and locations of victims and witnesses. Even if your ancestor was not the criminal, you often can find information about your ancestor and the life he or she led.

You can learn more at <http://www.findmypast.co.uk/content/news/crime-prisons-punishment>.



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>.



The Tip Corner

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Using the Command Prompt to Reveal Hidden Files

Some viruses leave behind nasty side effects, even when your antivirus program has cleaned the actual virus from your computer. If your desktop icons are missing and your C: drive appears blank, don't panic, your files haven't gone permanently AWOL.

Common viruses, 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. If this happens to you here is how to restore them. Click the Start button in the lower left corner of your taskbar. 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.

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 (c:) in the command above to the drive letter of the storage device with the hidden files.

Do we have to defrag a USB Flash or thumb drive?

The short answer is NO. Since they are solid state without any moving parts there is no reason to do a defrag. Additionally, you could even damage the device if you defragment it too many times. Each memory cell on a flash memory device only has a certain number of times you can read/write to it before it becomes damaged.

But don't panic, it will take quite a while for that to happen. With memory prices still falling, think of multiple backup scenarios to protect your data.

I think I gave this one before, but it is a goodie.

Rename multiple files at once

The next time you have a bunch of files, folders, or pictures with names like DSC_5678 and want to rename them in a more uniform way, do this: Highlight all the files/folder in question, then Right-click, choose Rename and call it something that best describes them. For example: XmasParty2012. Now you have the name you want, and it numbers each picture. Note the file that the cursor is on when rename is selected will be the 1st on the list. So if you want to keep the order put the cursor on the top file.

Here is a new subject: Android OS

More of us are getting or already have smart phones. Here is a tip for the Android Operating System. I do not know if it also applies to the iOS, so check it out. You know that each phone or tablet comes with multiple screens you can swipe to. After awhile there are icons and widgets spread across the four to five screens we have (actually, the new Samsung Galaxy S III has seven). Here is a way to make one of those screens your home screen without moving the icons.

First, pinch your screen with two fingers to zoom out. This "zoomed-out" view will show you all of the screens you're able to work with. On my phone I just have to tap the screen I want to be home. With some other phone you will find a little, tiny house icon in the upper right corner of each zoomed out screen. Tap that little house and it will set the specified screen as your new home screen. Going back to your original home screen is easy. Just do it again.

Tablet Shopping: Accessories Worth Buying. If a tablet is now part of your high tech items, be it the Apple iPad or the Amazon Kindle or anything in between, what accessories are worth buying and which should you avoid?

Cases: A case is a good investment. Find a case with a comfortable feel, along with a stand or a holder for other items you already carry. Avoid cases that weigh too much, though, as the combined weight of the tablet and case can get bothersome for your wrist.

Screen Protector/Cleaning Cloth: A screen protector film is very popular because they provide a scratch resistant, plastic-like coating to the screen. I use it on both my phone and tablet. A cleaning cloth or other cleaning device is great to remove fingerprints and smudges on the screen. A good microfiber or pad-based cleaning device works best and will let you wipe the screen clean hundreds of times over.