

Interface

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

President's Letter	Pg 2
LCCUG Officers	Pg 2
May Program	Pg 3
Minutes	Pg 4
Genealogy	Pg 5
Giving Internet TV a Try	Pg 6
7 Lessons NOT to Go 100% Paperless	Pg 7
Organizing & Backing Up	Pg 9
Interesting Internet Finds	Pg 10
Question: All in One Computers?	Pg 13
Misery From Social Media	Pg 13
Need Help?	Pg 10
Classes, Workshops & SIGs	Pg 10
Genealogy Websites	Pg 10
LCC-OGS Programs	Pg 11
Excel Tips	Pg 15
Word Tips	Pg 15
Ask Leo	Pg 16
Tips & Websites	Pg 18



**Tuesday
May 14, 2013**



Newspaper Resources in Genealogy



Presented
By



Dr. Deborah Abbott

Tonight's Raffle Prize Snagit

This is a great program for when you are researching those newspapers.

***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



Genealogy continues to be one of the largest past times in America. Genealogists rely heavily on the Internet to do their research and to share what they find. Genealogy software, websites, conferences, blogs, and user groups continue to thrive and grow. Most general computer users groups have stabilized or diminished as fewer users need computer user groups to assist them in how to use their computer.

"Here is a quote from a recent article in the Bloomberg Business week web site at <http://goo.gl/RxuQQ>:

"Today, genealogy ranks second only to porn as the most searched topic online."

The article does not give any reference where that information came from so I might suggest taking it with a grain of salt. However, I suspect the statement is correct.

Congratulations genealogists - our favorite topic is now as popular as sex!

<http://tinyurl.com/ch3nu5b>

Genealogy learning opportunities abound! In April I attended a workshop in **Genealogy and the Law** at the Western Reserve Historical Society and a **Family History Conference** at the Westlake Historical Library. Monthly opportunities occur at the N. Ridgeville Public Library where the Lorain County Chapter of the Ohio Genealogy Society holds meetings. There are many exciting local opportunities.

LCCUG is fortunate to have Deborah Abbott, a professional genealogist, return to the club and speak to us again. She will be making a presentation to us on May 14 on researching in Newspapers. Dr. Abbott is an excellent speaker and is sure to make the subject come alive!

Old newspapers are a reliable source for hundreds of years of history featuring death notices, birth announcements, historical data and secrets to both the past and the future of the world at large.

There are many projects online to archive old newspapers. It can be challenging to find what is available and learn how we can take advantage of their wealth of information.

Newspapers were first archived on microfilm which is a very reliable storage medium but their access has been limited to the locality of where the film and the microfilm reader is found. We all benefit from the many projects out there that are digitizing this microfilm so it can be shared and searched online.

LCCUG Officers For 2013

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Many libraries now have one of the newer microfilm reader/scanners that will *read* the film and digitize an article or a page of the newspaper directly from the microfilm you are viewing. You can save what you find on the microfilm as a file to a thumb drive and you are set to go.

So even if you're just curious about historical events -- the sinking of the Titanic, Lincoln's Gettysburg Address, or the price of gasoline in 1915 -- there's nothing quite like seeing the headlines, stories and advertisements from the actual newspapers of the day.

Sandee
LCCUG President



TUESDAY
May 14, 2013

Newspapers: An Overlooked Source

**Presented by
Dr. Deborah A. Abbott, Ph.D.**

Dr. Deborah A. Abbott has many credentials in genealogy. She is also the Trustee of the Cleveland District for OGS. She is past president of the African-American Genealogical Society, Cleveland, OH and a retired Professor of Counseling from CCC in Cleveland.

Deb has given many lectures at national conferences and at a variety of local genealogical societies & libraries from around the country. For more information on Dr. Abbott, visit this website: http://www.genealogicalspeakersguild.org/member_details.php?member=AbbottD

One of the most overlooked resources in genealogical research is newspapers. We sometimes dismiss them for a variety of reasons, one being that newspapers are not indexed, thus hard to search. Second, we usually don't believe that our ancestors were important enough to be among the news of the day. Well, times have changed and there are many newspapers that have been digitized, thus making our searches much easier. You will be pleasantly surprised at what you can find among the pages of the daily news. Newspapers are more than obituaries and death notices. Finding marriages, birth announcements, military service, etc. can help to enhance your research by bringing a historical context to your family tree. Learn the genealogical clues that can be found in newspapers. Learn where to find them, how to search them and how to make them worth your time. Newspapers are a wonderful source.

Tonight's Raffle Prize includes the program **SnagIt**

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: **www.lccug.com**
www.lccug.com/members

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

APRIL 2, 2013

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

The board agreed upon the items to be offered in the software/hardware raffle at the April 2nd meeting.

The board discussed the possibility of having a Webinar presentation as a program in October. Sandee will contact Lou Koch about doing a trial run to make sure Skype will function properly at the church.

Carole offered her proposals and the board finalized the schedule of meeting presentations for the remainder of 2013.

Carole moved, Richard seconded, the meeting be adjourned.



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



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General Meeting Minutes

APRIL 9, 2013

President Sandee Ruth called the meeting to order. She announced the availability of paper shredding at the Elyria Recycle on April 20th.

On April 14th, 1 PM, she will present "An Introduction To Genealogy" at the North Ridgeville Library. At our May 14th meeting Deborah Abbot will talk about using old newspapers in genealogy research.

Eric Barnett and Georgina Karin presented their program "All About Online Music". Eric began by saying the advent of the MP3 format allowed the beginning of online music due to its being 1/11th the size of the CD format.

He explained the Download Services and the Streaming Services and their differences. He listed the biggest servers:

- iTunes
- Amazon
- Google Plays
- Pandora
- i Heart Radio
- Spotify
- Slacker

He gave the costs of each service for downloads and/or monthly fees.

Sherry Klekota won the rollover raffle and Michael Cherney won the software/hardware raffle. No one won the attendance raffle.

John Dunn moved, Pam seconded the meeting be adjourned.



**Association of Personal
Computer User Groups**



Pam Rihel prihel1947@gmail.com

Posted by Dick Eastman on April 23, 2013

Geni.Com Adds Historical Records to Advance Family Tree Collaboration

I have found the growth of Geni.com to be fascinating to watch. The service started several years ago as a user-friendly method of allowing distant relatives to find each other online. Over the years, the service has matured into a genealogy powerhouse that offers many features. Today, Geni.com announced another step forward: the addition of Record Matching and Smart Matching. You will find it is now easier than ever to find both ancestors and distant cousins on Geni.com, thanks to the ability to suggest matching records and family connections, based on the many records available in the MyHeritage.com database. I especially like the idea that sources and citations are automatically created and added to the online data. While other services often offer an OPTION to record sources, I find that many people ignore the option and leave the source citations blank. I wish that all online services would follow Geni.com's example.

Disclaimer: Geni.com is a division of MyHeritage, the sponsors of this newsletter. However, I honestly believe I would write the same words even if MyHeritage was not the sponsor. I offer this as a full disclosure and invite you to look at the service and decide for yourself whether or not you agree with me. You can check for yourself free of charge as Basic accounts on Geni.com are free and are unlimited in size.

The following announcement was written by Geni.com:

Major new features launched to help Geni.com users enrich the World Family Tree and discover unknown relatives



Los Angeles, USA – April 23 2013: Geni.com, the leader in collaborative family history, today announced the release of two major new features, Record Matching and Smart Matching™, which enrich family trees with relevant historical records and help users discover unknown relatives and ancestors, respectively. This will add significant new detail and color to the World Family Tree, a global initiative by Geni.com that shows how

everyone in the world is related, and will help members learn more about their shared ancestries.

The move upgrades Geni.com from a family tree network into a more comprehensive service that includes historical records, fulfilling the promise of its parent company MyHeritage that acquired Geni.com in November 2012. Record Matching and Smart Matching™ are unique technologies developed by MyHeritage which are now made available on Geni.com for the first time. They are designed to automatically search the massive MyHeritage database and suggest matching historical records and family connections that can then be added by users in one click to their family tree on Geni.com.

These new enhancements will illuminate the legacies of the millions of individuals in the World Family Tree, and allow the community to conduct family history research collectively. Enabling members to immediately leverage the work of fellow family historians without duplication is an industry-first. Once a record is confirmed and added to the World Family tree, sources and citations are automatically created, allowing users to view information in the right context. This makes the World Family Tree a more accurate and better documented resource, like the value added by footnotes at the bottom of every article in Wikipedia.

"We're thrilled to integrate MyHeritage's groundbreaking features of Record Matching and Smart Matching™ and extend them to our loyal community of Geni.com members and curators", said Noah Tutak, formerly CEO of Geni.com and now General Manager, USA of MyHeritage. "By adding historical records and unique family tree matching capabilities to the World Family Tree, it becomes the authoritative reference for the human family tree and the go-to resource for anyone interested in family history. This is a great stride in advancing Geni.com to fulfill its mission."

Record Matching

Record Matching is the next generation of family history exploration. It finds matches between family trees and a massive database of global historical records on Geni.com's parent site, MyHeritage. The records include birth, marriage, death and divorce documents, grave-stone photos, census information, military, immigration and other documents. It's the only service of its kind to automatically find relevant newspaper articles, books and other free text content through semantic analysis, to shed light on the actual lives, personalities and achievements of one's ancestors.

Smart Matching™

Smart Matching™ automatically finds matches for family trees on Geni.com in the global database of family trees, containing more than a billion profiles, on its parent site MyHeritage. These matches allow Geni.com members

(Continued on page 6)

(Continued from page 5) Genealogy

to grow their family tree, discover new ancestors and relatives, connect with other family tree owners and reunite with long lost family members. Sophisticated name-matching technology uses synonyms, phonetics and international variations to facilitate discoveries despite differences in spelling and language.

The two matching technologies work together in a cycle that constantly pushes forward the users' knowledge of their family history. They were both developed by MyHeritage and integrated into Geni.com by the companies' combined engineering teams.

Record Matches and Smart Matches™ are displayed on Geni.com family trees and individual profiles. Users can also view a list of all Record Matches and Smart Matches™ in their Merge Center, where they can sort, view, confirm or reject them. Confirming a match adds a reference to the tree on Geni.com in a single click. These features will continue to improve over time; planned enhancements include regular email updates about new matches and the ability to extract information from records into Geni.com using a convenient interface.

Record Matches are displayed for free as an extract and a range of record collections can be viewed in full for free. For full access to every type of historical record and to all Smart Matches, users are offered an affordable Data subscription. The same subscription also provides full and unlimited access to SuperSearch, the powerful search engine for historical records on MyHeritage.

Anyone can join, contribute to and benefit from the World Family Tree by signing up to Geni at www.geni.com. Basic accounts are free and are unlimited in size.

About Geni.com

Geni.com is the leader in collaborative family history and the home of the World Family Tree, a global initiative showing how everyone is related. The collective research of casual and expert family historians benefits the entire community of people interested in discovering and preserving their family history. The site was founded by David Sacks, co-founder of PayPal and Yammer. For more details, visit www.geni.com.

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



Giving Internet TV a Try



By Gene Olson, Member, ICONPCUG, Long Island, NY
November 2012 issue, The ICON Graphic
www.iconpcug.org Editor@iconpcug.org

After getting the Cable bill, I wanted to reduce the rates by having Internet TV (and cutting out Cable). After reading about "Satellite Direct", which seemed like it was better than other Internet TV software – I bought it. It cost \$50 over the Internet. I would NOT recommend using a regular credit card.

PROS:

- It does give you a lot of channels.
- Lots of channels are in English.
- They do provide music channels.
- The quality on most channels is great.
- Some channels are the same channels on Cable TV.
- It has a nice menu to select Video by country.
- It has a nice ability to Search Video from any country.
- The channel changing is fairly quick.
- Even some of the foreign channels are in English (Brazil TV had the Beatles in English).
- It does have the ability to get some channels from HBO, Showtime, Cinemax, etc.
- It's better for a person who knows foreign languages to get other country channels.
- Lots of channels are from Satellites.

The one-time \$50 fee is not bad to try the product, get connected to Internet TV and without a monthly charge.

CONS:

- It does not allow you to install it on any other computer (even one you own).
- It didn't provide as many channels as they indicated (3500).
- Many channels are from foreign countries.
- Some channels don't load.
- I can't get all the channels that I can get on Cable TV.
- Some channels have software in front of it that you have to get around.
- Some screens are blank.
- Some channels are slow (requiring 10 seconds to connect).
- Some content on some channels repeat.
- Some channels are not online all the time (understandable for other countries in a different time zone).

(Continued on page 7)

(Continued from page 6) Giving Internet TV a Try

- Some channels the audio runs, but the video stops, and/or the video jumps.
- Not good if you only know English (like me) and there are many foreign language channels.
- It seems the same advertisements are on multiple channels – seems to be from “Satellite Direct.”

Once installed, the software wants you to upgrade to their PREMIUM PACKAGE at \$5/month.

I read an Internet review that some Internet TV software overflows the buffer and downloads viruses and malware to your computer. They were right, after three days – I had a Trojan on a computer that never gets viruses and is not used for the Internet. I will now have to run constant full Virus Protection scans on my computer more often.

REVIEW: The software could be written a lot better, without viruses, without advertisements, without distracting screens. They don't tell you what you get with \$5/month more premium package. I would not recommend it, primarily because of the viruses. But if you do use it, use on a spare computer (one that you can reformat).

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.



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7 Reasons NOT to Go 100% Paperless

Why going 90% paperless makes more sense

In our culture, we often feel that if we don't do something 100%, we're not doing it well. But in the case of going paperless, that's CRAZY.

We've found that going 90% paperless is ideal for most people and most businesses. It's what makes sense and is cost effective.



“Excuse me, Mr. Johnson, but our company doctor is here to determine if you suffer from Paperitis.”

Here are 7 of the biggest reasons why:

Reason #1: Some documents must legally be kept in paper format.

For example, imagine showing a picture of your driver's license to a police officer or a photo of your passport to a customs agent. It simply won't work.

Nonetheless, we suspect you'd be surprised at how few documents legally need to be kept in paper format -- the list is VERY small.

(Continued on page 8)

(Continued from page 7) 7 Reasons NOT To Go Paperless

Reason #2: Converting old documents often does not make good sense.

When people think about going paperless, often the first thing that comes to mind is what a monumental effort it would be to scan all their old paper documents. Since this can be overwhelming, they decide they can't afford to go paperless.

Backfile conversion (as it's called) is a totally different process from going paperless moving forward. Although it's a common industry standard practice to do backfile conversion when you decide to go paperless, you do NOT have to scan all your paper files -- right away or ever. In fact, you almost definitely shouldn't. (We certainly didn't.)

After all, how often do you need to RETRIEVE all that information? The answer for 80+% of your existing information is probably never!

So why would you waste your time and money scanning all this information that you'll probably never retrieve?

Reason #3: Other people and businesses may not cooperate.

Some people will fight you tooth and nail to hold onto paper. If it's not your employees or customers, it's your creditors and vendors. Someone will always want some paper from you, or want to send you some.

Reason #4: Typically, there are VERY few benefits for that last 10%.

We've watched people drive themselves crazy and beat themselves up over the last 10%. We don't want you to experience this frustration.

Reason #5: The last 10% is often the most expensive and is rarely cost effective.

In fact, naysayers often point to this last 10% for why you shouldn't go paperless at all.

Reason #6: People simply prefer paper for some things.

Some people love the feel, smell or experience of reading a paper book. Others like to take meeting notes using paper. Still others love their Moleskins. And so on.

There's simply no reason you can't go mostly paper-

less, but use and keep paper when you want.

As an aside, one of our personal favorite examples is this video called "Between the Folds." Frankly, when we heard about it, we thought it would be really boring. So we were amazed by how captivating it is. We've recommended it to dozens of people and they've been equally surprised. Check it out:

http://www.amazon.com/Between-the-Folds/dp/B003DQ9UUY/ref=as_li_wdgt_ex?&linkCode=wsu&tag=kf1mima-20

Reason #7: Sometimes, paper is the best solution.

We like paper for some things -- we certainly don't want to give up *all* paper.

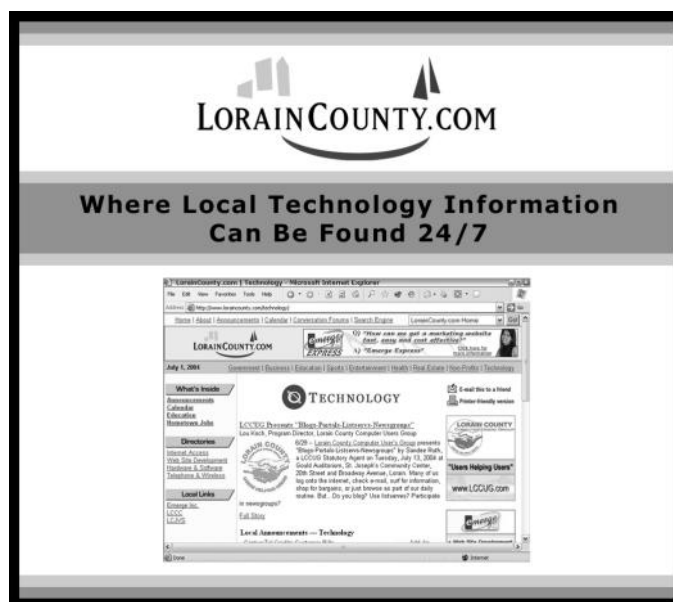
<http://www.paperitis.com/cartoons/reason-number-7.html>

(Yes, we know about the Japanese toilets, but still...) Finally, although we've found that going 90% paperless is the ideal situation for most small businesses, you don't need to do it all at once. You can take baby steps.

You might first go 10% paperless, then 20%, and so on. We highly recommend that you do what makes sense for you.

Please let us know what you think of this article by commenting and asking questions below.

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Organizing and Backing Up



By Diane Fahlbusch, President, ICON PC User Group,
Long Island, NY-February 2013 issue, The ICONPCUG
Graphic

www.iconpcug.org Editor@iconpcug.org

We all have LOTS of files saved to our computers as well as on other hardware, such as MP3 players, camera cards, thumb drives and CDs/DVDs, and the cloud. The problem with having lots of hard drive space and cheap mass media storage is that, well, we use them... a LOT, and often store way too much. The first problem is finding the files you want quickly when you want them amidst all that you have. Think about this:

Why did I create and save this file?

Wow! I have this?! I was just playing. It had a purpose once upon a time. It has nifty information. It saves me from looking it up again. It's a wonderful trip down memory lane. I really wanted it! I use it frequently. I need it for work. It's precious to ME. It's precious to me AND others. It's important stuff. I need it for work or a specific project. It's legally required.

Only you can determine how important your files are, but start rethinking what you save in the first place.

The second problem is what happens if you lost this file. Here are some things to consider:

What will your reaction be?

None because you forgot it was there. Say "So what". Pout for a few minutes. Cry for a few hours. Lose a night's sleep. Have a panic attack until I figure out how to rectify it. Curl up in a fetal position for numerous days. Take a sudden trip to the ICU ward of your local hospital.

What would I do if I lost it?

Not even realize it's gone. Say "Oops" and forget about it. Recreate it easily. Spend a lot of time recreating it. Spend more money to get another copy. Be unable to recreate it. Lose your job or spouse. Be in potential legal trouble.

If you are the beginning point in the scale, you REALLY need to clean out files. If you are on the later end of the scale, you REALLY need a Backup plan. But do you just want to duplicate that big messy "pile"? So it's time for:

ORGANIZATION

Files are useless if you can't find them when you need them. You first must get in the habit of using meaningful names for your files, and try to keep them short. Ad-

vanced search options do allow you to search for a word or phrase in the document and on your entire hard drive. But that can be time consuming. The programs we use want to save files where the programmers decided to set up as the default location. YOU need to take control of this by remembering to select the "Save" location or you are at their mercy. (Of course, it helps if you had initially set up some organization prior to doing this. However, you can still do it after the fact.)

It's up to you how you want to organize your folders and files. One of the best ways to think about how to organize them is by considering how you would do it if they were all paper documents. Most people would get a filing cabinet and use some kind of system, such as tax returns in one section, legal certificates in another but fairly close, other legal documents, banking, etc. Well, do that with your electronic files. Create folders and subfolders. If you use specific programs for your banking, you can create shortcuts to the programs within the folders. You may need to add even more layers, but don't be excessive. If you maintain important documents such as tax records, I would suggest that you create folders for these that are separate from the remainder of your documents, or not even store them on your computer at all.

Most of your document files wind up in the "My Documents" folder on your Windows machine. Most programs will separate out your photos, music and videos into the "My" files of coordinating names, or in a subfolder within the specific program's folders. The problem is that hackers and phishers know where to look for these files. You should get into the habit of creating your own folders, just as you did when everything was kept in file boxes or filing cabinets. Keep sensitive information encrypted and in folders OUTSIDE of the "My Documents folder".

Once you have created your filing system, it's time for the work of going through your files to make sure they still open—otherwise, why save it? Next, ascertain whether you still want or need them. One question you can ask yourself is, "Did I actually remember that I had this?" If the answer is "No", then you might want to get rid of it. (That's the problem with LOTS of hard drive space – we don't get rid of anything.) Another option is to consolidate related information onto one file. (I know I started numerous documents with tips about a specific program, which I eventually just put into one document.) Depending upon how many you have, I suggest that you attack it a little at a time. You may find that you need to create more folders to accommodate the information you have accumulated.

While you are moving and checking your files, you might want to consider adding some "mouse over" information. RIGHT click the file, and then click on
(Continued on page 12)

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
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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 - May 21, 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 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

U.S. Genweb

<http://usgenweb.org/>

National Archives

<http://usgenweb.org/>





The Lorain County Chapter of OGS

is having it's next meeting on :

May 13 - "Amish and Mennonites; Who Are They?"

Robert Hyde of the Medina County Genealogical Society will acquaint us with the Mennonites, Amish, and Hutterites. Learn more about these divisions of Swiss Brethren from the Reformation to present day distribution in customs, beliefs and life styles.

North Ridgeville Library, 35700 Bainbridge Rd. North Ridgeville, Ohio. Meetings are free and open to the public.

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

MEMBERSHIP WITH LCCUG:

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Dennis Smith
Director of Membership,
membership@lccug.com.

Directions to Meetings:

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"In return for an increase in my allowance, I can offer you free unlimited in-home computer tech support."

Interesting Internet Finds



By Steve Costello, President / Editor, Boca Raton Computer Society,
Florida March 2013 issue, Boca Bits
<http://brcs.org>
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 month of February 2013.

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

HTG Explains: What Is RSS and How Can I Benefit From Using It?
<http://goo.gl/VS6H1>

How do I share my screen in a Google Plus Hangout?
<http://goo.gl/Tzo0n>

How do I copy photos from my phone to my PC?
<http://goo.gl/uq9Vx>

Create Google Maps of Your Own To Share & Collaborate With Friends
<http://goo.gl/EIVBY>

5 Ways to Get Data From Your Desktop To Your Android
<http://goo.gl/2Pb0d>

Bits and Bytes Explained
<http://goo.gl/hEgQP>

How to Maintain Your DVD Player - For Dummies
<http://goo.gl/fMW20>

The Ultimate Guide to Private Browsing on the Internet
<http://goo.gl/XslrH>

How to Use Hyper-V Virtual Machines
<http://goo.gl/4dxBh>



“Properties”. You can add comments, keywords, etc. Unfortunately, most of us do not do this. This can become very handy if you need to have the same file in multiple locations. Now you can note how many copies there are and where they are. Photos often require you to put this information in your metadata. There are programs that can help you do this, but most of the time the metadata is editable through your camera’s software. There are often batch renaming options included with this software, as well as other programs. Don’t forget to add notations about the people and places in those photos, especially if you want to share them with future generations. Now you understand what programmers mean by “document, document, document”!

Additionally or as an alternative, you could use Microsoft’s One Note to create electronic loose leaf binders of information that can help pull information together. Or you could create links to your folders and use the program Fences to keep them grouped and hidden until you want them. Or you could actually create a database that can contain even more information and hyperlinks to your documents so they are but a click away. Use what works for YOU. But it still makes sense to create order and KEEP IT THAT WAY.

So you have slogged through all of your files scattered throughout the universe, created order from chaos, and provided possible cross-references and information. Great! But what happens if that drive dies? That’s why you need a:

BACK UP PLAN

The first step is making sure you have a physical medium to back up to. CDs and DVDs are quick and cheap, and there are lots of free burning programs, but they are usually not recommended, even by their manufacturers, for long term archiving of data. Thumb drives are a better option, but are also known to go bad, and do have a limited number of times they can be rewritten. (Granted, it’s a huge number, so you may want to keep a drive just for backups.) Hard drives provide the greatest longevity, and the old fashioned magnetic discs are recommended for the long haul. Of course, they can lose the data if they cross paths with a magnet. That’s why you should have at least two sets. Yep, the ol’ duplicate backup motif.

However, the aftermath of Super-storm Sandy, and her kin in other areas, proves that even if you backed up to multiple drives, they would all be lost if they are saved in the same building. Back up physically to multiple sources, and at least one site away from where your main stockpile of data is stored. This includes the cloud, or another hard drive in a safe deposit box. Why a safe deposit box? Because of the way banks are built, they will survive most natural disasters. Also consider keep-

ing your backup drives in a refrigerator. If you can get your hands on one of those small ones that college kids use, even if it is not running. We don’t want to keep the drives chilled; we just want to protect them from fire. (The insulation in your refrigerator, but especially the freezer, is so thick that items such as these would survive a fire that destroys the entire house.) You could use one of those locking fire proof boxes, except that most thieves just grab the whole box ... but not the ice-box.

Now it’s time to back up. You can just simply copy files, especially those important, costly or irreplaceable ones, to another drive. But please remember that certain files may only be opened with a specific program. Look into alternative programs that might be able to import the file. (The open source Open Office and Libre Office both have a word processing program that will open most forms of MS Word documents. You may lose some formatting, but the text will be there.) Consider saving files with formats that can be opened by other programs without imports or conversions (.odt, .pdf or .txt). Of course, regular backups are a must.

Another alternative, especially if you have a lot of files that you want to save and are always editing them or adding new ones, but forget to back up our files is to build yourself a NAS (Network Attached Storage device). Yes, you can buy them but you can also take an old computer and build one with the cross platform open source Free NAS. Your data will be backed up as you are working on it. This will also back up your entire system if you want it to.

Another choice is to use software specifically designed to use backups. Yes, all of the Windows operating systems from at least ’98 had this. The problem is that you need to restore your backups with the same operating system. So if you backed up files in the Windows XP backup THAT is the OS you will need to be using to restore them.

Of course you can always look for third party software to backup your files and your system. Most offer the option for automatic backups. Some allow you to schedule specific times, but look for those that will do automatic backups at startup and shut down, especially if your computer is on at irregular intervals. Many of these are transferrable from one operating system to another, but make sure you check. Some come with bootable discs, so you can fully restore your system, programs and files to a new hard drive if your original one died. But still consider utilizing cloud storage as an additional backup, especially since many offer some free storage space.

Finally, remember to CHECK YOUR BACKUPS to make sure that they are working properly.

Wendall from Wisconsin writes:

I will be buying a new computer in the next few months. Interested in the all-in-one desktops, (computer and monitor) other than price is there any down side to them? I have dial-up and basically just read email & bank online. Thank you for any insight!

Answer:

The All-In-One computers, where there is no separate tower the parts are integrated into the monitor, definitely have some significant advantages. You

save a lot of space, cables are easier to manage, you can move the entire computer easily and the overall style of the unit is attractive. So what possible downsides are there?

Upgradeable: Because the units are sealed into the monitor your upgrade options are limited. Most all-in-ones do not have any PCI or PCIe slots for upgrade cards or open drive bays for extra hard drives.

Serviceability: The computers are manufactured to reduce the size of components. They use specialized laptop components instead of regular desktop components. If one goes bad, it can cost more to replace due to increased part cost and increased labor to disassemble the unit.

Reliability: Since the entire computer is contained in one shell with the monitor and power supply, you run into decreased reliability versus a conventional desktop. That isn't to say these units aren't reliable and can last a very long time, it's just that if the monitor fails you can't replace just the monitor like a traditional desktop.

Price: Style doesn't come cheap and due to the compact construction and smaller parts needed the price you'll pay is usually higher than a traditional tower computer.

So should you buy one? That question really comes down to what style you want, what price you'll pay and what risks your willing to accept. The above listed downsides may seem doom and gloom but if you want a more compact all-in-one unit the trade-offs may be worth it.

If style and portability are major concerns, you may also want to consider a Windows 8 tablet or convertible device. The [Microsoft Surface Pro](#) or the [Lenovo Thinkpad Twist](#) which functions as both a tablet and a traditional laptop computer and can connect to external monitors when you want to dock it for a larger screen.

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Misery from Social Media



By Greg Skalka, President, Under the Computer Hood User Group, CA February 2013 issue, DriveLight
www.uchug.org president@uchug.org

Does Facebook make you miserable? I know I get depressed when I think about all the time people waste on social media sites, spending hours looking at what other people are doing or raising imaginary crops on Farmville. I get perturbed when I read about those bird-brains that spend all their time tweeting their every action, and the twits that follow them. I'm not sure what is higher on the worthless scale in that case, being the tweet-er or the tweet-ee (at least the tweeter is writing something).

Now there may be proof that all this social media connectivity is bad for our mental health. A joint study conducted by two German universities indicates that use of social media sites like Facebook causes increased feelings of envy. Researchers reported that one in three people felt worse and more dissatisfied with their lives after visiting these sites. "We were surprised by how many people have a negative experience from Facebook, with envy leaving them lonely, frustrated or angry", said researcher Hanna Krasnova from the Institute of Information Systems at Berlin's Humboldt University. This is not very surprising to me. The tendency of most people to post mostly positive information about themselves, their families and their activities, and leave off the unflattering bits tends to skew what is seen on these sites. I'm sure some use social media as the high tech way to brag. When faced with glowing reports of friend's lives and activities and beautiful photos of their latest adventures, a viewer's feelings of inadequacy seem a reasonable result of the social media experience. The study did report that vacation photos posted by others was the biggest cause of resentment. How surprising. Second was social interactions, where being able to compare against others the number of birthday greetings received or comments and "likes" on photos and posts produced envy.

The researchers noted that these feelings of envy prompted users to boast more about their own activities, which I would think would result in more angst overall for Facebook users, as everyone competes to report having the most impressive lives. It reminds me of the feelings I recall having when my wife and I would go out to tour model homes on the weekends, not to buy but to get decorating ideas for our own home. We would leave our house feeling reasonably satisfied with it, but interested in making it just a little better. We would return from touring these fabulously decorated and ridiculously neat model homes with the feeling that our house was a dump. It would have been better for our mental health and overall happiness if we had never gone looking. I wonder if we will someday find it is the same with social media?

(Continued on page 14)

A Hard Drive In Your Pocket

Ignore those that say you can't take it with you - now you can. When you need to carry around a lot of data, Kingston is there for you. They announced the 1 TB version of the Data-Traveler HyperX Predator 3.0 flash drive at CES, which is expected to be available in the first quarter of this year. It will allow you to carry a hard drive's worth of data with you and access it at USB 3 speeds. You will have room in your pocket for it, however, as the price will empty your pockets, wallet and more. "Greg's Rule of Flash Drive Pricing" says not to pay more than \$0.50 per GB for flash drive storage, and you can do that for drives up to 32 GB. Unfortunately, the 512 GB version of this drive is priced at \$1300 (\$2.50 per GB), and the 1 TB version is expected to fetch over \$2500, about what you would pay for 35 1 TB 3.5" hard drives.

The Extermination of the Mouse

Those of us that were at the January general meeting at the Microsoft Store in the Fashion Valley Mall saw a demonstration of Windows 8 on a large display screen connected to a touch screen computer. The touch screen is one way to get rid of the mouse in our computing lives. Another way is coming from a company called Leap Motion (<http://www.leapmotion.com/>). They are producing a product that will allow you to interact with your computer without a mouse, using hand gestures similar to those controlling the computers shown in the movie *Minority Report*. Think of it as a Microsoft Kinect interface for your hands only. You can interact with your computer through hand waves, pinches and other gestures more intuitive than a mouse can allow. You can pre-order their 3D hand gesture control capability for \$69.99. The small hardware motion controller, the size of a pack of gum, plugs into a USB port and sits in front of your monitor. With the Leap Motion software, they claim it can track individual finger movements to 1/100th of a millimeter. If this becomes real like Kinect, it could make the mouse obsolete.

What's Going into the Gadget Graveyard by the End of 2013?

My column last month contained my predictions for the next year. One of them was that desktop and laptop computers would continue to hold their own against the onslaught of tablets and smart phones. I'm happy to report that my prediction is in line with the 2013 Gadget Graveyard predictions made by IEEE, the world's largest technical professional organization. Their survey of IEEE members, engineers, engineering students and CES attendees predicts that desktop computers should live on for at least another year.

Smart phones also will not yet force cameras, car keys or GPS systems into the gadget graveyard. What are most likely to head for extinction are entertainment devices like CDs, radios, MP3 players, DVDs and cable boxes, as streaming services for audio and video continue to gain in popularity. The consensus was that paper-based items, including printers and paper money, would be around a while longer. I think I will

hang onto my DVDs and MP3 players, as they may provide the only entertainment I will get this year. The problem with Internet streaming services is bandwidth, and in just one month I've found mine to be more limited than I thought. I've got cable Internet at home that typically shows a 12 Mbps or greater download speed (often approaching 20 Mbps), but recently I was confronted with web pages that would not load on my computer. Something was bogging down my Internet access. I went downstairs to find my wife watching an episode of *Downton Abbey* on her Kindle Fire HD tablet, while my son was downloading something on his Google Nexus tablet. It is kind of like the water we San Diegans get from the Colorado River.

At the state line it is an impressive flow, but if enough users turn on the tap at the same time, all I'm likely to get is a trickle. All these new tablets are thirsty for bandwidth, so I may need to wait until everyone has gone to bed before I can pay the bills online. Meanwhile, as they are screaming for more bandwidth, I can watch my DVDs on my laptop in peace (as long as I have on my noise canceling headphones, that is).

A Warning from the Cable Company

As if limited bandwidth isn't bad enough, I recently received a warning from Road Runner / Time Warner that I had an infected computer. When I tried to access the Internet through a browser, a web page popped up that appeared to be from Time Warner. It appeared in the same manner that an initial web page would on a hotel Internet connection, requiring a log in or acceptance of terms before proceeding to the Internet. This page warned me that they had "received a report of suspected virus activity from a machine connected to the cable modem" on my Internet connection. The page provided links to Microsoft's free Malicious Software Removal Tool, as well as McAfee anti-virus software that I could download for free as a subscriber. It also warned me that I could be in violation of their Acceptable Use Policy and could have my access suspended. To proceed to the Internet, I had to click on a button that indicated I was aware of this issue and would clean and secure my computers.

I regularly scan my computers for viruses and malware, but occasionally have guests, like my son's girlfriend's laptop, connected to my network. I was also not sure how regularly my son maintains his PCs. I persuaded my son to install a free antivirus to take the place of his expired software, but he found no infections. I scanned my laptop and desktop, but found no problems there. When I scanned my wife's desktop, the antivirus did find something that was reported as part of a trojan, and eliminated it. I don't know if that was the "reported" problem, or how it was that a problem was detected by the cable company. The web message said to contact my local cable office for further questions regarding this incident, but knowing how much fun it is to try to get useful information out of them over the phone, I never made an attempt to learn more. So far my cable Internet access has not been cut off.

By Allen Wyatt



When Tom hyperlinks from one Word document to another, he would like the previous document to close automatically. He notes that if he has several documents hyperlinking to several others, he can end up with quite a few Word documents open at the same time.

Believe it or not, this behavior is built into Word and, unfortunately cannot be changed. You could, however, bypass hyperlinks all together and create some sort of macro or macro button to open the new document and close the old one. The ways in which you would implement such a work-around will depend on the names and locations of the documents you want to access.

Creating a Document Based on a Template

John noted that when he double-clicked on a template file in Windows Explorer when using Windows XP and Word 2003, a new document was created, based on the template. However, using Vista and Word 2007, when John double-clicks on a template file the template file opens instead of a new document. John wonders how to configure things to open a new document based on the template instead of opening the template itself.

The default action of double-clicking a template on the desktop is to create a new document based on that template, regardless of the version of Word or Windows you are using. In fact, what happens when you double-click a file is controlled by Windows; Word has nothing to do with it. The only possible answer is that something is probably amiss with John's Vista setup.

The first thing to check is to make sure that the template is actually a template. Start Word, load the file, and then use Save As to save it specifically as a template under a new name. Get out of Word and double-click the newly saved template. If a new document is created—one based on the template—then you know that there was no problem with Windows and the problem is solved.

If the problem persists, then you should try to "reregister" Word with Windows. You do this by starting Word using this command in a command window:

```
winword /r
```

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By Allen Wyatt



Probably the most commonly created control object for worksheets is the lowly button. This is because the most common use of buttons is to run macros which you have associated with a workbook. You can insert buttons in your worksheet by use of the Button tool. Follow these steps:

1. Display the Developer tab of the ribbon.
2. Click Insert in the Controls group. You'll see a small palette of items you can insert in your document.
3. Click on the Button tool.
4. Click in your workbook where you want a corner of the button to appear, but don't release the mouse button.
5. Move the mouse to specify the size of the button you want.
6. Release the mouse button.

Excel immediately displays the Assign Macro dialog box, offering you the opportunity to assign a macro to the button. Notice that the dialog box presents a list of previously defined macros, along with a suggested name for the macro to be assigned to this button. The suggested name is comprised of the default name of the button itself (something like Button1) combined with the action that will start the macro (Click). This macro name (Button1_Click) will appear very familiar to people that have programmed in Visual Basic before, since it conforms to the standard way of naming event handlers. (Event handlers are nothing but programming code designed to handle a specific event, such as an object—like a button—being clicked with the mouse.)

To complete your work with the Assign Macro dialog box, select a macro you want assigned to this new button and then click on OK. You can then change the title appearing on the button by clicking your mouse within the button text and entering a new title.

Once the button is finished in this manner, the macro associated with this button will be run whenever anyone clicks on it with the left mouse button. If you use the right mouse button instead, you will see a menu that allows you to delete the button or change the macro assigned to the button.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (10485) applies to MS Excel versions: 2007 / 2010

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64-bit and 32-bit: Which Do You Want? Which Do You Have?

Helping people with computers... one answer at a time.

With Window Vista, Windows 7, and Windows 8, the operating system is available in two different "flavors:" 32-bit and 64-bit. I'll look at why you'll want one over the other and how to tell which one you already have.

The difference between 32-bit and 64-bit computers and versions of Windows remains a point of very common confusion. It's really no surprise because the concept is actually fairly geeky and not something a typical computer user should need to worry about.

And yet, it turns out that it's important to realize that there is a difference. When installing software, including the operating system itself, using the wrong flavor can lead to anything from decreased performance to installations that don't work at all.

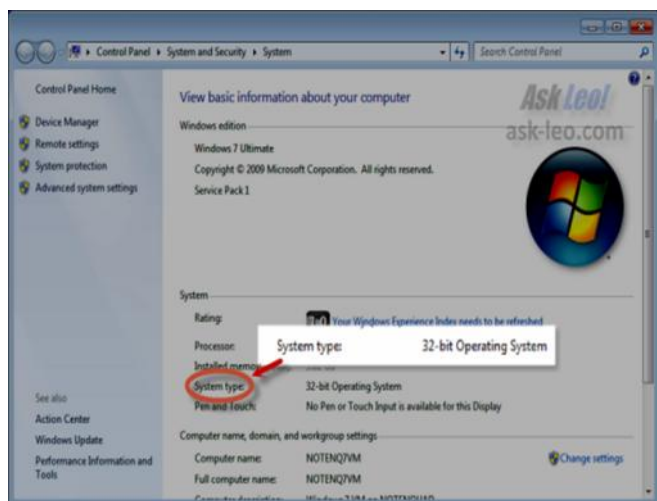
It's also important to know what you already have, if for no other reason than to be able to select appropriate software and possibly system updates in the future.*

Do I have 32-bit or 64-bit?

Let's start with determining what flavor of Windows you have.

Click the Start menu/orb and then *right-click* on **Computer** (or "My Computer"). You can also simply right-click the **Computer** icon on your desktop.

Click **Properties**.

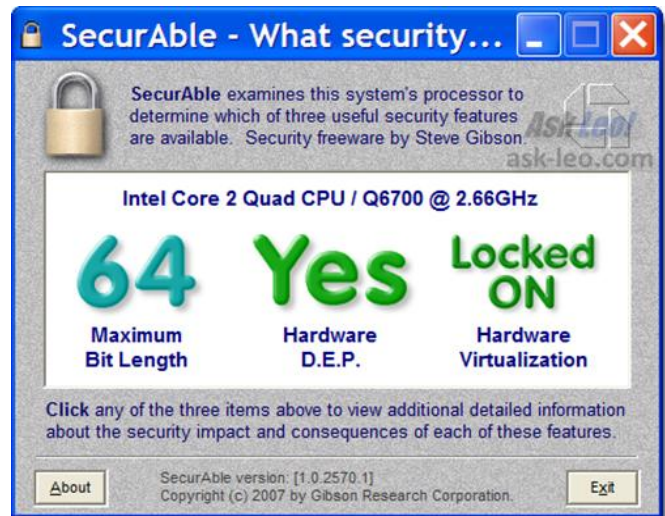


There, you'll see the information indicating whether your system running a 64-bit or 32-bit version of Windows.

Great, but what about the actual capabilities of your *hardware*?

For that, we need a separate program. I happen to like the free utility [Securable](#) from Steve Gibson out at grc.com.

Download and run the program, and it'll display a window like this:



The information includes a few other aspects of your CPU that we need not concern ourselves with right now. The important issue is that it indicates whether you have a 32-bit or 64-bit CPU installed on your machine as the "Maximum Bit Length" item.

So now you know:

- Whether you're running the 32- or 64-bit version of Windows
 - Whether you're running on a 32- or 64-bit CPU
- Great, so why all the fuss?

What's the difference between 32-bit and 64-bit?

Computers are all about bits where a "bit" is a thing that can have a value of either 0 or 1. That's it. In fact, that's all that computers really know: zero or one. *Everything else is built on collections of zeros and ones.* Everything from the article that you're reading to the pictures you see on your digital camera to the music



(Continued on page 17)

you play on your portable device, it comes down to zeros and ones. Personally, I find that concept absolutely amazing, until I realize that that means all I really do all day long is put zeros and ones in the right order for whatever it is I'm doing.

Fortunately, you and I don't have to think about zeros and ones. We group them together in various ways to make them easier to think about.

Computers do that too in that they work on *groups* of bits at a time. Popular CPUs can be easily traced back to ancestors that worked at four, eight, and 16 bits at a time.

Computers don't do this to make "understanding" the bits any easier, but because it's faster. A 32-bit processor works on information 32 bits at a time (grossly oversimplifying here, but that's the concept), and a 64-bit processor works on it 64 bits at a time. The difference is in hardware - all the way from the CPU to the memory installed as well as their interconnections on the motherboard.

Do I want 32-bit or 64-bit?

If you have an existing computer, and you determine that it has a 32-bit CPU, then you're done: you can run only 32-bit versions of Windows. Your hardware is incapable of running 64-bit software. In addition, your computer is limited to four gigabytes of RAM, the most that a 32-bit CPU can access.

These days, most new computers come with a 64-bit CPU. In fact, even if you're running 32-bit Windows, you may find that if your computer has been purchased any time within the past few years that it may in fact have a 64-bit CPU.

64-bit CPUs are capable of running 32-bit software, just not the other way around.

The problem is that running a 32-bit operating system still limits you to that four gigabytes of RAM. Even if your machine has more, only the first four gigabytes will be used if you're running a 32-bit operating system.

Today, the choice is fairly simple:

- **If you are getting a new machine**, get a 64-bit machine. (It'll be difficult to get anything else, to be honest.) On that machine, install the 64-bit version of your operating system of choice. Consider making sure that new machine has or can be expanded to 8, 16, or even 32 gigabytes of RAM. You may not need it today, but as we all know, resource requirements only grow over time.
- **If you have an existing machine that has a 32-bit CPU**, then you're stuck. Put as much RAM in it as you can (to its maximum of four gigabytes) and the 32-bit version of the operating system of your choice.
- **If you have an existing machine that has a 64-bit**

CPU, but the computer system itself *cannot* be upgraded beyond four gigabytes of RAM, there's really not much point in installing a 64-bit operating system. I'd recommend a 32-bit operating system and once again as much RAM as the machine can handle.

- **If you have an existing machine that has a 64-bit CPU** *and* the computer is capable of handling more than four gigabytes of RAM, then you have a choice to make: leave the existing machine as is until the day you need to reinstall the operating system, and maximize the RAM and move to 64-bits at that time, or force the issue and backup, reformat, and reinstall now.

Backup, reformat, reinstall?
Aye, there's the rub.

Upgrading from 32-bit to 64-bit

There is no "upgrade" path from any 32-bit version of Windows to a 64-bit version.

The only way to "upgrade" your machine from your 32-bit operating system to a 64-bit version is:

- Backup the machine completely.
- (Optional) Install any additional RAM that you plan to install for the new operating system.

Install the 64-bit operating system *from scratch*.

The operating systems are so fundamentally different throughout that a clean install is the only approach you can take.

This is why many people elect to leave existing machines running as-is, until they either find themselves in a position that they need to reinstall from scratch anyway, or until they get a new machine.

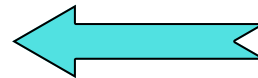
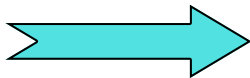
Maintaining 32-bit or 64-bit

In use, 32-bit and 64-bit versions of Windows operate virtually identically. In fact, it's often difficult to know exactly what version you're using unless you actually look at the Properties dialog that we started with.

However, there are some ramifications to ongoing maintenance and related choices.

64-bit versions of Windows will typically run most 32-bit applications. However, you may gain additional performance or capacity if you elect to install the 64-bit versions of some applications, if available.

Drivers and system software typically must match. That means that if you have a 64-bit operating system, you'll probably need to ensure that you have 64-bit drivers available for any hardware that's not natively supported by your install of Windows.



THE “PROBLEM STEPS RECORDER”

Looking for a way to help tech support people understand the problem you’re having with a computer? Both Windows 7 and Windows 8 come with a “Problem Steps Recorder” utility that allows you to reproduce the issue by capturing text and screen shots. To reach the tool in Win7, just type **PSR** in the search field and select the Problem Steps Recorder (Record Steps To Reproduce A Problem). Click the Start Record button and continue through the steps you usually perform when the problem occurs. Once the issue pops up, click Stop Record, and save the recording. The image captures will be saved as a .ZIP file, which you can email to the appropriate tech support contact. You can also add comments to the record.



This utility can capture an issue with screen shots and comments.

.MICROSOFT’S VISION OF THE FUTURE



In the future, you’ll be able to interact with all the devices in your home.

The physical and digital worlds will work together in the next several years, according to a video promoting Microsoft’s new Envisioning Center. Most of the digital devices in your home will be connected to the Web and will feature touchscreens. In the video, all the connected devices are able to work together to accomplish a task. For example, you could select a recipe and have it projected onto a kitchen counter top. You’ll also be able to video chat with friends and

family, as cameras and microphones will also be built into most devices.

INSTRUCTABLES

www.instructables.com

If you’re looking for a way to share an interesting project you’ve completed, or to get some ideas for creative

things you can do at home, Instructables is a great place to start, as there are currently over 100,000 projects available. Instructables started in 2005 as an in-house documentation system for Squid Labs. It’s now host to a huge community of people who share their creations. Popular channels at press time included Woodworking, Toys, Soups & Stews, Photography, and (our favorite) Pies. There’s also a section called The Family Handyman and TechShop, where you’ll find detailed how to’s with photos and step-by-step guidelines for projects. You can communicate with the active community via a Forums area, where you can post questions and solicit advice.

GOOGLE DRIVE

www.drive.google.com

This popular mobile app also has an associated Web service with which you can connect via your PC. Google Drive combines the features of Google Docs with 5GB of free cloud storage, which you can use to back up key files, images, and videos. Google recently announced a Preview feature that will provide a visual display for up to 30 file types; flip through the files to quickly scan documents, watch videos, or flip through images. Supported file types include .JPEG, .MPEG4, .DOCX, .XLSX, .PPTX, .TIFF, and .PDF.

THE PICTURE SHOW

www.npr.org/blogs/pictureshow/

Fans of NPR should visit The Picture Show to discover more about the stories and see images go along with the daily NPR news. The photo stories are typically filled with images, so you’ll be able to see a variety of photos that enhance each story. NPR also links you to other sources and images, so you can do more research.

TED

www.ted.com

Short for Technology, Entertainment, and Design, TED is a nonprofit website that has devoted itself to what it calls “Ideas Worth Spreading.” You may already be familiar with TED Talks, a series of live-streaming lectures and performances where known thinkers and doers are challenged to give the talk of their lives for 18 minutes or less, and TED.com provides access to more than 1,400 archived TED Talks. You’ll easily be able to sort through the various TED Talks, as there are filters for the T.E.D categories, as well as Business, Space, Science, and Global Issues. There’s also a search field at the top of the website, in which you can enter specific queries.

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