**Tuesday**
**July 9, 2013**

## Notice:
## July 9th Meeting Has Been Canceled.
## PASS THE WORD
## See you at the August 4th Picnic

## 2013 Annual Picnic
## See Details on page 5 of this  Issue and more details in our August Newsletter.

## 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

We are moving rapidly through the year learning about new things. 3-D printing is an exciting new development. It recently has been reported that several start-up companies have received funding to get a $350+ home 3d printer in the store within the year. Exciting information!

I am anxious to see what the new upgrade to Windows 8 will look like and I was interested to see that Microsoft has **announced** that an upcoming update to Windows 8 will have built-in support for 3D printing. The company promises Windows 8.1 will provide everyone with easy-to-use 3D printing capabilities that rival printing a simple document from Word.

That sure seems to indicate that 3-D printing is really happening!!

Neil Brennan, our June 11 presenter, spoke to us about the exciting world of 3-D printing and here are the links he mentioned
www.thingiverse.com (free files of 3D-printable objects)

www.shapeways.com (online 3D-printing service)

www.printrbot.com (the Printrbot Jr. is an inexpensive personal 3D-printer)

www.3ders.com (3D-printing news site)

The new Windows 8.1 is described as a must-have a Windows 8 adoptees. Read more about it here:
http://tinyurl.com/ltkuxnl

Here is an exciting opportunity to learn more about computers in Dayton in September if that works for you:

## Ohio Computer Fall Conference

The Association of Personal Computer User Groups will be holding a regional conference in the Dayton, Ohio area. The conference will be open to users of all operating system platforms and digital devices. All skill levels are welcome.

Venue for this event: Holiday Inn Dayton Airport NW.
**Dates for this event will be 13, 14, & 15 September 2013**
Meals, door prizes and vendor discounts available.

APCUG Regional Conferences are held in various parts of the United States and possibly other countries.

Presentations by user group members and vendors.
https://www.facebook.com/APCUGRegionalsOhio

http://apcugregional.eventbrite.com/#

Check out this slide show at : https://vimeo.com/69286770

### *Joint us at Lakeview next month…*
Picnic time! Be sure to join us for our August 4th picnic. It will again be held at Lakeview Park in Lorain…just one shelter closer to the lake! Our group really enjoyed themselves last year and we would like to see this year's picnic be even larger!

*Sandee*
*LCCUG President*

# Tuesday - July 9, 2013
# MEETING HAS BEEN CANCELED

## THIS MAY BECOME OUR AUGUST MEETING TOPIC
## STAY TUNE TO OUR WEBSITE AND
## EMAIL ANNOUNCEMENTS

## Neil Higgins,
## LCCUG member

Neil will explore virtualization using a program called Virtualbox. Virtualization is the ability to run multiple operating systems as "guests" inside your existing operating system. VirtualBox is a cross-platform virtualization application. What does that mean? For one thing, it installs on your existing Intel or AMD-based computers, whether they are running Windows, Mac, or Linux operating systems. Secondly, it extends the capabilities of your existing computer so that it can run multiple operating systems (inside "virtual machines") at the same time. So, for example, you can run Windows and Linux on your Mac, run Windows on Linux, run Linux on your Windows PC, and so on, all alongside your existing applications. You can install and run as many virtual machines as you like- the only practical limits are disk space and memory. A running installation of VirtualBox will be demonstrated, along with the installation of a Linux guest system inside VirtualBox on a Windows 7 system.

## Tonight's Raffle Prize includes the program Malwarebytes

### 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**

## Executive Board Meeting Minutes

### JUNE 11, 2013

The board met prior to the General Meeting on June 11th to finalize the prizes for the software/hardware raffle of July 9th.

Sandee and Micky announced they will not be available for the July general meeting.

The board voted not to have a board meeting in July unless an emergency surfaces.

Pam moved, Dennis seconded the meeting be adjourned.



PHOOM!

HOW COMPUTERISATION MADE OUR WORKING LIVES SO MUCH EASIER

SANGREA.NET
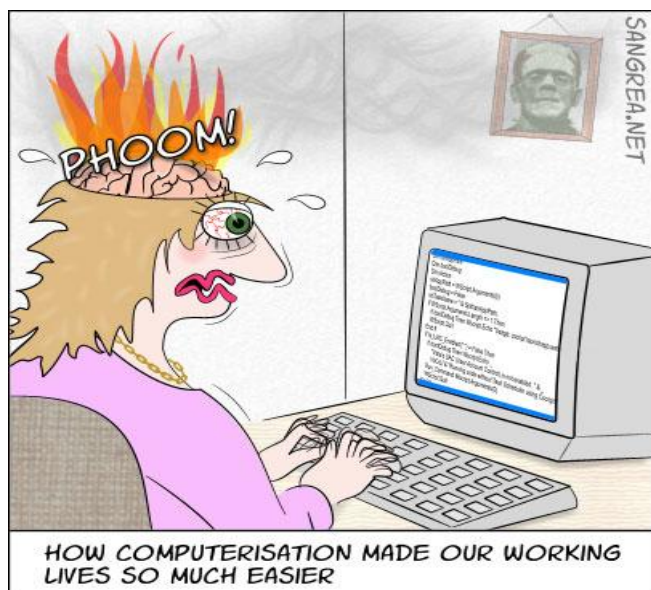
## General Meeting Minutes

### JUNE 11, 2013

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the last two issues of the *INERFACE* was made by Enio Fernandez, seconded by Richard Long. Sandee mentioned the July program and the August picnic.

Joe Harrold reported John Dunn was to have foot surgery on his right ankle due to a fall.

Neil Brennan of Bakery LLC presented a program on 3D Printing. Neil pointed out that 3D Printing is an additive system vs. the common subtractive system of machining to fabricate an object. He showed items made of plastic using a 3D printer. Some of the facts about 3D printing:
1— 1980 the first 3D printer
2— Prices start at $300
3—Items are produced layer by layer
4—Prints about 1 inch per hour height
5—There are about 25,000 printers in USA

Ron Dix won the software/hardware raffle. Pam Rihel won the rollover raffle. Dennis Smith won $4 in the attendance raffle.

Don Hall moved, Joe Harrold 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*

L C C U G



apcug
Member of

**Association of Personal Computer User Groups**

Pam Rihel  prihel1947@gmail.com

# Do You Own Your Genealogy Data?

Dick Eastman *http://www.eogn.com*.

🔊 Listen

Overheard at a genealogy conference yesterday (repeated from memory so the wording might not be exact):
Person #1: "I won't put my genealogy information online because I am afraid someone might steal it."

Person #2: "Where did you obtain all that information?"

Person #1: "From freely available public records, including census records, birth and death records, newspapers, and such."

OK, now let me add my own comments and questions: All of those records are always available to everyone else. What is person #1 trying to hide?

You may refer to the information you collect as "my ancestry" or "my records," but that doesn't mean that you own the information. In fact, most such information in the U.S. and Canada is freely available to everyone in the public domain. Nobody can claim that data as their own.

Yes, there are exceptions for new interpretations or for any analysis that you create, but the names, places, and dates are always public domain and typically are already available elsewhere to anyone who cares to take the time to look. Since it is already freely available elsewhere, I see no reason to try to hide the information. You certainly cannot claim ownership of names, dates, or places.

I won't publish names or other information about living individuals for other legal reasons, but I have freely published information online about my deceased ancestors. The concept of "protecting my genealogy information" strikes me as laughable, as long as we are not talking about living persons. If anyone wants to learn about my ancestry, or yours, they can do so in the same manner that I did: one record at a time. In fact, I hope they do so and, if they find anything I overlooked, I hope they tell

me!
Information about one's ancestry is freely available everywhere in books, microfilms, old records in various archives, and sometimes online. "Protecting" it from others strikes me as a waste of time.

*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.*

## Lakeview Park

# Time Again for the *LCCUG Annual Picnic*
## Sunday August 4, 2013
## Lakeview Park
## Lorain, OH

Our picnic this year will be held in the Picnic Pavilion at the west end of Lakeview Park in Lorain from 1-5pm

We are planning a tour of the Rose Garden this year.

This will be a fun picnic on the shores of Lake Erie where we can enjoy the beach, swimming, lawn bowling, the Rose Garden and of course good food with LCCUG providing the hotdogs and hamburgers.  Plan on bringing a dish to share.

Mark your calendars.  More information to come in our August Newsletter.

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## 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.

# How to Beat the Ransomware Crooks

For no identifiable reason, other than it's an easy and effective way of making money, 2013 has seen a huge surge in ransomware -- the malicious programs that seize control of your computer and then demand payment to unfreeze it.

The tech website ITProPortal recently described ransomware as "the cybercrime money machine of 2013."

Of course, it has been around for years, and we discussed it in some detail in a report long ago, Special Issue on Ransomware.

But its simplicity and the alarming implications of not being able to get at the valuable data in your computer triggers a panic reaction that still works extremely well for the crooks.

Although there are no overall official figures, in one instance alone, 700,000 machines in Spain were hijacked, so it's likely that tens of millions have been targeted worldwide.

And in another incident, one gang was estimated to have netted $5 million from a single extortion racket.

## How Ransomware Works

You're happily working away or surfing when a warning pops up on your machine.

The most common current one claims to be from the FBI, the Department of Justice or other law enforcement agency, saying your machine has been locked because of illegal activity.

Usually, it suggests you've been downloading "adult" images and, in recent instances, it even flashes up supposed examples of what it claims you've been viewing.

Or it may suggest you've violated copyright laws by downloading pirated videos or music.

The ransomware may even activate your webcam, showing your image and implying that you're being watched.

The warning says you've been fined -- usually $200 -- and tells you to send a money-wire for the charges to be dropped and for a password to unlock your machine.

In other cases, the warning simply says you have a virus on your machine and that, for safety's sake, it has been locked.

In this case, paying a "fee" is supposed to enable a piece of software to clean up your PC and then get it going again.

But there are many other variations.

The bottom line is that if the machine freezes and you're asked to pay to unlock it, you've been hijacked.

No legitimate software or law enforcement agency works this way.

## How to Avoid or Deal with Ransomware

The most obvious way of beating the ransomware crooks is by avoiding getting the malware on your PC in the first place.

***Here's our 10-point defense formula.***

1. Using reputable anti-virus software and keeping it up to date will stop it dead in its tracks in most cases.

2. Don't click on links and attachments that come from people you don't know.

3. Even if you do know the sender, be wary about clicking.

Is the wording of the message unusual, vague or impersonal? Is the subject line or message text dramatic or does it claim to be a bill or receipt of some sort?

***These are red flags.***

4. Don't visit dubious websites, including "adult" sites or any flagged up by your Internet security software as being questionable. That's where the malware most often lurks.

5. Keep your data (documents, photos etc.) on a separate disc or partition from your operating system (e.g. Windows), so that if your system is hijacked your data will remain intact no matter what you have to do next to get back in business.

6. Back up both your system and your data regularly -- at least daily for your data and weekly for your operating system.

7. Create an emergency boot disk or USB drive that will allow you to restart your PC if the machine has been hijacked.

*(Continued from page 6) How To Beat Ransomware...*

How you do that depends on your operating system and is beyond the scope of this article, but most operating systems and backup software will enable you to do that.

You'll need to check your software documentation or search online for information on how to do it.

**If You're Hijacked…**

If you get a ransomware message, switch off your machine.

If your computer won't let you, hold down the power button until it goes off.

8. If you know how to do it, restart your machine and go to "safe" mode, and then try to use system restore or system refresh to turn back your machine to an earlier date.

From safe mode, you might also be able to download a ransomware removal tool (search online for it) and use that. But be very careful it's not more malware!

Or use someone else's machine to search for and download a ransomware removal program onto a flash drive that you can boot from.

Check your computer documentation on how to start your machine from an external device.

9. If these options are not available, use your emergency boot disk (Point #7) to restart your machine (again, you'll need to check your documentation on how to do this), and reinstate your system backup.

10. If that doesn't work, you may need to reinstall your operating system and rebuild your setup. But if you've followed our earlier advice, all your data will be unaffected and intact.

If all of this is too tough for you, get professional help.

Above all, don't pay the ransom or provide any personal information!

There's no guarantee the crook or the software will provide the password to unlock it. Even if it does, it won't remove the ransomware from your PC; it could easily spring to life again.

Follow these steps so you don't become a ransomware victim.

# Are email messages and attachments located on email accounts with Yahoo!, Gmail, and Hotmail really gone when you delete them?

It seems that such a direct and simple question would warrant a direct and simple answer.

In a practical sense, I suppose, the answer would be "Yes, as far as you're concerned, they're really gone".

But that little bit of qualification - "as far as you're concerned" - opens up a veritable Pandora's box of possibilities.

Whether those possibilities matter depends more on why you're asking than anything else.

## Sometimes, delete isn't delete

If you're asking about an email that you simply deleted from your email account, it's possible that it's still there in two fairly common cases:

●If the service uses something like a Recycle Bin - a folder that will eventually be emptied, but for the moment, it can allow you to change your mind. It's there specifically so you can recover something that you didn't mean to delete in the first place, or if you later, change your mind.

"... what happens when an email service that does keep backups gets served with a court order to produce the contents of your email box as of a certain date in the past?"

If by delete, you mean archive. In Gmail specifically, you're actually encouraged to keep everything. Rather than deleting email, the default action is to use the Archive command - which does nothing more than remove the Inbox label. The message and its attachments remain in All Mail.

In those cases, the deleted mail can be recovered, often quite simply.

## When delete means delete

If your email service doesn't use a Recycle Bin, or you

# Tips

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA May 2013 issue, The LVCG Journal
www.lvcg.org       nsheff@aol.com

## 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 — the virus has simply hidden them. You can restore them easily using a simple command prompt trick that works in Windows XP, Vista and 7.

- Click the Start button in the lower left corner of your task bar.

- Type cmd in the search box at the bottom of the menu and press Enter.

- If you're using Windows XP, click Run and type cmd into the Run box.

- Type attrib -s -h -r c:/*.* /s /d and press Enter to execute the command.

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

## Tweeting…Instagramming…YouTubed… What Does It All Mean?

So you want a picture of your granddaughter and they said it was Tweeted and Instagramed. What does any of that even mean?"

For those of us who frequently use social media, we throw around newly-created verbiage like Tweeted, Facebooked and YouTubed like everyone should understand. This is a little list for those of you who even know what a FaceTwit is. What makes social media different from traditional media like newspapers, television, radio and film, is that instead of a professional making content like a video or a story and showing it to the audience, the audience is participating by making the content.

**So here are some handy definitions.**

**Facebook** – With over a billion users, you may have heard of this one. Facebook is a site that allows you to share what they call status updates – such as "Having spaghetti for dinner" or "Off to visit Grandma." The service is also popular for sharing personal digital photos, links to stories on websites and images with inspirational and political quotes. You can also send private messages, similar to e-mail or text messages, within Facebook. The people you choose to interact with on Facebook are called "Friends." Users add people they like as friends and "unfriend" those they no longer wish to communicate with.

You may also choose to like "pages" for celebrities, products, stores etc… You'll hear people saying they "Facebooked" a photo, meaning they posted a picture to the site or they "Facebooked" a person, meaning they contacted that person via Facebook. Facebook may be accessed with your computer, tablet or phone.

**Twitter** – This service allows people to share their thoughts – usually in short sentences. You may also share photographs and links to web sites. You follow Twitter users to see their updates. The service is popular with news junkies who follow news outlets for a continuous updates. Many celebrities have large followings on Twitter. Actor William Shatner has nearly a million and a half followers, while Ashton Kutcher has over 14,000,000.

You might hear someone say that they "Tweeted" a message. If someone shares your Twitter message with others, they have re-Tweeted. It can be exciting for a Twitter user to be re-Tweeted by a celebrity. You will often see the hashtag symbol # at the bottom of a television screen during a program or movie (example: #americanidol). The hashtag invites Twitter users to share their thoughts on the program, using that particular hashtag so it's easy for others to find those thoughts and share their own. Programs will often announce that actors from a show will be Tweeting at a certain time and responding to questions and comments from fans.

Twitter can be used from a computer, tablet or smartphone; though it is more often accessed from a smartphone.

*(Continued from page 8) Tips*

**Instagram** – This photo sharing and editing service owes its existence to smartphones and their handy cameras. When you take a picture with your smartphone, Instagram allows you to edit the photos right on your phone, adding "artistic" filters. One of the most popular changes is to make digital photos look like old Polaroid Instamatic prints. The service lets you share the shots with friends of your choosing. Those photos can also be shared to Facebook and Twitter. You can access your Instagram account with a computer, but the service is most frequently used on smartphones and tablets that feature cameras.

**YouTube** - is a site where people share videos, most of them made by non-professionals. Users shoot videos on cameras or their smartphones and upload them to the site where others can watch them. Before YouTube, it was pretty difficult for someone to just make a video and have the opportunity for millions of people to view their work. With YouTube, almost anyone can shoot a video and have the whole world as a potential audience.

Some users' videos become so popular that advertisers pay to be featured on their work. Violinist Lindsey Stirling has nearly 2,000,000 subscribers and almost 300,000,000 video views.

YouTube is very popular with musicians, so much so that Billboard is now including YouTube views into the calculations it uses to determine the most popular songs on the music charts. The site can also be a treasure trove of older TV programs, commercials, music etc… It is a unique environment when you can see cell phone videos of cats right alongside elaborately-produced HD masterpieces. YouTube can be accessed from computers, tablets and smartphones.

A major factor for the popularity of all these services is that you can use them for free.

Hope this brief guide helps out.

**What Is Memory Card Class?**

We all use SD cards. You find them in your camera and MP3 players and now especially in tablets. But there are differences in the class of memory cards.

The class of memory card refers to the speed at which information can be read and written to the memory card. Some cameras and devices support high-speed cards, while others will only take advantage of speeds up to a certain point. While using a faster card than the device supports won't damage it, you won't see any improvement over a slower-speed card.

# Interesting Internet Finds

Steve Costello, President/Editor, Boca Raton Computer Society, Inc., Florida  June 2013 issue, Boca Bitsvv www.brcs.org    Steve Costello (http://ctublog.sefcug.com/)  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 May 2013.

HTG Explains: Why Does Chrome Say PDF Files Can Harm Your Computer?
http://www.howtogeek.com/161461/htg-explains-why-does-chrome-say-pdf-files-can-harm-your-computer/

How to Create A PDF With Fillable Forms in LibreOffice
http://www.maketecheasier.com/create-a-pdf-with-fillable-forms-in-libreoffice/2013/04/29

4 Best Free Alternatives to Microsoft Visio
http://www.nirmaltv.com/2013/05/02/4-best-free-alternatives-to-microsoft-visio/

Fix: Bluetooth Mouse disconnects randomly in Windows
http://www.thewindowsclub.com/bluetooth-mouse-disconnects

Is geotagging my photos a bad thing?
http://askleo.com/is-geotagging-my-photos-a-bad-thing/

How To Choose A Strong Password
http://www.techsupportalert.com/content/how-choose-strong-password.htm

How To Use Remote Desktop Connections Like An IT Pro
http://www.makeuseof.com/tag/how-to-use-remote-desktop-connections-like-an-it-pro/

Send to Kindle — eRead (Almost) Anything
http://www.wonderoftech.com/send_to_kindle/

Tips and Tricks With Technology To Save You Time
http://inspiretothrive.com/2013/05/tech-tips-and-tricks/

How to Print to Any Printer from Android
http://savedelete.com/how-to-print-to-any-printer-from-android.html

Upload EPUBs & PDFs To Google Play Books; Read On Web, iOS & Android
http://www.addictivetips.com/web/upload-epubs-read-on-web-ios-android/

Most Fridays, more interesting finds will be posted on the Computers, Technology, and User Groups Blog:

http://ctublog.sefcug.com/

The posts are under Creative Commons licensing.

Recent posts:
http://wp.me/p2S31p-Mt
http://wp.me/p2S31p-Mg
http://wp.me/p2S31p-M4
http://wp.me/p2S31p-LQ

# 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 - lkkoch@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
prihel1947@gmail.com

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

**This Month's contributors:** Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr**,** Don Hall, Leo Notenboom, Dick Eastman, Allen Wyatt, Bill Sheff, Steve Costello, Rosita Herrick, Sandy Berger, 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**

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# LCCUG ONGOING CLASSES
# AND WORKSHOPS
### ALL ARE FREE AND OPEN TO THE PUBLIC

## Problem Solving Workshop

**Date: Tuesday - July 16, 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 Summer Vacation**
**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

**Newspapers online (pay site)**

http://www.newspapers.com/

**Netvibes for you homepage (genealogy oriented)**
http://about.netvibes.com/

## The Lorain County Chapter of OGS

is having it's next meeting at :

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

**July 8 - Annual Pot Luck Picnic** with Black River Genealogists and Wellington Genealogical Group - Join us for a relaxing evening with members of our Associate groups. Bring a dish to share, your table setting and beverage. Gather at 5:30 pm. Dinner will be served at 6:00 p.m. Carlisle Room, Lorain County Metro Parks, 12882 Diagonal Rd., LaGrange

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

## Put Recent Items
## On The Start Menu

Windows 7 has a Recent Items feature, which can display any documents you've recently used. To put this button on your Start Menu, click Start and then right-click the Start menu. Click Properties. When the Taskbar And Start Menu Properties window opens, click the Start Menu tab and then click the Customize button. When the Customize Start Menu button opens, scroll down to Recent Items and check its box. Click the OK button. Click the OK button on the Taskbar And Start Menu Properties window. Now, click the Start button. You'll see the Recent Items button on the right side of the Start Menu. Hover the mouse over Recent Items (or click it) and you'll see the list of recently used documents. Click any document in the list to open that item.

## Go Incognito

If you are using a friend's computer and don't want your browsing history to remain on his PC after you leave, you might want to use Chrome's Incognito window. It prevents the PC from retaining most traces of your browsing. (It won't, however, prevent a keystroke capture device from tracking your keystrokes.) To use the feature, click the wrench icon and then click New Incognito Window.

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## MEMBERSHIP WITH LCCUG:

**Yearly dues are $25.00 For more information, contact:**

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

### Directions to Meetings:

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

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# Windows 8 Corner

by Rosita Herrick, Member, Sarasota PCUG, Florida
May 2013 issue, PC Monitor
www.spcug.org     editor@spcug.org

### The Store App

One of the Apps (applications) distributed with Windows 8 is the Store application as shown below.

There are over 100 free Apps available for download including games, productivity and utility Apps like U-tube Downloader, Windows 8 Tool Box etc.

When you click on the Store app, you will see three tiles titled: Top Paid, Top Free and New Releases. Clicking on any of these tiles will open a full screen with names, (prices if any) and description.

Installing an App from the Microsoft store is easy. If the App is free, just click on the install box and in less than a minute it is installed and available for access. If the App is not free, you can download it for a free trial or pay using your Microsoft account.

Uninstalling an App is just as easy. On the Start Screen, right click on the App. At the bottom of the screen, a bar with 6 icons is displayed. Just click on the Uninstall icon and it will be uninstalled and removed from your PC.

If you are curious why the number 1 is displayed on the Store App tile, it is because on one of the Apps I downloaded it has an available update. When I click on the Store tile, the Update link is displayed on the upper right corner.

A click on the link will show the name of the App (in this case Utube Player/Downloader) and at the bottom of the screen will be the option to install the update.

empty it, or you actually tell Gmail to delete and not archive the email, then yes, the email is deleted and you cannot recover it, as far as you're concerned.

Usually.

Hotmail provides some support for actually retrieving emails that have been deleted from your account. A "recover deleted messages" link is typically present in the Deleted messages folder, promising to recover "as many as they can", which I've heard is around five days worth.

Past that date, and in other services, you're probably out of luck. Deleted email is gone, forever.

Or is it?

## Email services backup, too

Like any good service provider - and for that matter, any conscientious computer users - mail services regularly backup the data stored on their computer's hard disks.

Presumably, this would include the mail stored on those services.

Those backups - assuming that they happen regularly - would be preserved for some length of time so as to be able to be restored in the case of some type of system failure. Hardware and software failure do happen and the only way to protect from data loss in cases like that is to have a backup.

Your messages might be on that backup.

If it exists.

Here's the problem: the email services do not make public their backup methods and policies. They might keep a backup for a day, a year, or a decade. They might not keep one at all, relying on massive redundancy in their infrastructure to protect them from hardware or other failures.

So your messages might be there or they might not be.

We have no way to know.

## A risk that might concern some

The question then becomes this: what happens when an email service that does keep backups gets served with a court order to produce the contents of your email box as of a certain date in the past?

A date on which the email that you later deleted was in your mailbox.

*Theoretically*, the email service could retrieve that backup and extract from it the email that you had deleted.

There are many "ifs" to this scenario: if they have backups, if they keep them long enough, if the backup was taken while the email was in your mailbox, if the court decided that something was important enough to issue a warrant, and so on.

It's not a likely scenario and one that, quite honestly, most of us should never have to worry about.

But of course, perhaps a few should.

## Two more practical places that it could be

Email, by definition, is a message sent from one person to another.

You might have deleted it, but what about the person you sent it to, or received it from?

So one place that the message could still remain is that other person.

And finally, if you downloaded that email or an attachment to your own computer - be it by using a desktop email program or simply downloading the attachment directly - there are various scenarios, including your own backups, that could make the message recoverable. The chances are typically slim, but it's another place to at least be aware of.

L C C U G

# Deb from Florida Keys writes: Please explain (In Detail) how to do a screen Capture.

Deb, since you don't specify on what type of device you wish to capture an image, I'll explain how to grab an image in Windows. Hold down the CTRL key on the lower left of your keyboard at the same time you press the PrtScrn key in the upper right area. That action will grab the image. Then you'll need to open an image editing program such as Paint and press CRTL + V or right click your mouse and select Paste from the options offered.
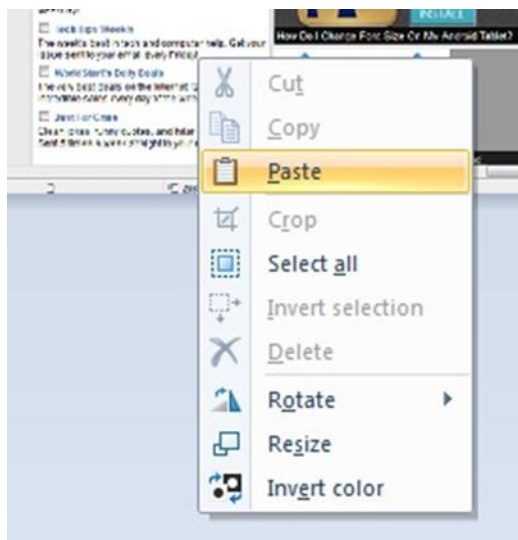
The image you grabbed will appear in the program.

Re-size or crop the image according to your needs and save it as whatever type of file works best for you.

Now your screen shot is just like any other image saved on your computer.

I do a lot of screen captures every day and it's a pretty simple process once you get the hang of it.

~ Cynthia

## Interesting Websites:

**The Top 6 New Features in Windows 8.1 Preview**
http://www.pcmag.com/slideshow/story/313097/the-top-6-new-features-in-windows-8-1-preview

**Windows 7: The Top 10 Hidden Features**
http://www.pcmag.com/article2/0,2817,2369971,00.asp

**Click on the link labeled "VIEW ALL PHOTOS IN GALLERY", which starts this link:**
http://www.pcmag.com/slide-show_viewer/0,3253,l=255104&a=255105&po=1,00.asp

## Collecting Highlighted Text Selections

*By Allen Wyatt*

Cindy has a lot of documents in which she's used the highlighter to mark different text selections. She's looking for a way to pull all those highlighted selections from the document and place them in their own document.

One way to do it is the old-fashioned manual method. You can display the first highlighted selection and select it with the mouse. Then display each subsequent highlighted selection and hold down the **Ctrl** key as you select the text with the mouse. You'll end up with a group of non-contiguous selections, and you can press **Ctrl+C** to copy them all to the Clipboard. Open a new document and press **Ctrl+V**, and the selections are in the new document.

There's an easier way, however. Follow these steps if you are using Word 2007:

1. Press **Ctrl+F**. Word displays the Find tab of the Find and Replace dialog box.

2. Make sure there is nothing in the Find What box.

3. If it is available, click the More button. Word expands the dialog box to include additional controls. (See Figure 1.)
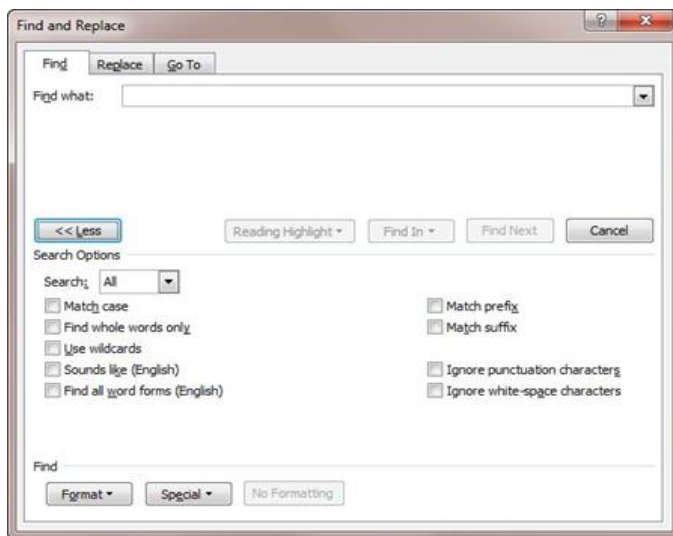


*Figure 1. The expanded Find tab
of the Find and Replace dialog box.*

4. Click Format and choose Highlight. The word "Highlight" appears just beneath the Find What box.

## Changing Gridline Color

*By Allen Wyatt*

The gridlines help you track information on the screen easier and to locate cells quickly. Normally the gridlines are shown in black, but you may want to make them some other stylish color. If you want to change the gridline color, follow these steps:

1. Display the Excel Options dialog box. (In Excel 2007 click the Office button and then click Excel Options. In Excel 2010 and Excel 2013 display the File tab of the ribbon and then click Options.)

2. At the left of the dialog box click Advanced.

3. Scroll through the options until you see the Show Gridlines check box; select it. (It is in the Display Options for this Worksheet section.) (See Figure 1.)
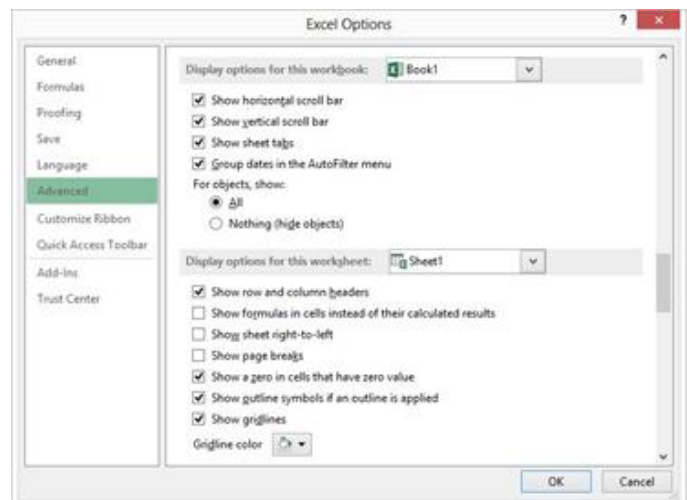


**Figure 1.** The advanced options of the
Excel Options dialog box.

4. Click the Gridline Color control and choose a color you want to use for the gridlines.

5. Make sure the Show Gridlines check box is selected.

6. Click on OK.

You can specify different gridline colors for each worksheet in a workbook.

*ExcelTips is your source for cost-effective Microsoft Excel training. This tip (8728) applies to Excel versions: 2007 | 2010 | 2013*

5. Select the Highlight All Items Found In check box. The Find Next button changes to Find All.

6. Click Find All. All of the highlighted text in the document is selected.

7.Press **Ctrl+C**. All of the selections are copied to the Clipboard.

8. Open a new, blank document.

9. Press **Ctrl+V**.

All of the highlighted text selections are now in the new document. The steps are a bit different if you are using Word 2010:

1.Press **Ctrl+F**. Word displays the Navigation task pane at the left side of the document.

2. Click the down-arrow to the right of the small magnifying glass. Word displays a series of choices you can make.

3. Choose Find. Word displays the Find and Replace dialog box.

4. Click on the More button if it is available. Word expands the dialog box to include additional controls.

5. Click Format and choose Highlight. The word "Highlight" appears just beneath the Find What box.

6. Use the Find In drop-down list to choose Main Document. All of the highlighted text in the document is selected.

7. Press **Esc** to close the Find and Replace dialog box.

8. Press **Ctrl+C**. All of the selections are copied to the Clipboard.

9.Open a new, blank document.

10. Press **Ctrl+V**.

*WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (9232) applies to MS Word versions: 2007 | 2010*

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# Web Browsing 101

By Sandy Berger, CompuKISS
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Do you know the difference between a browser and a search engine? If not, it's time to learn the jargon! At the same time you can learn all about Web browsers and what they can do for you.

Often when I ask people which Internet browser they are using, they respond "Google." Yet, Google is not a Web browser. It is a search engine. This is a confusing concept for many. When you go to the store you may be browsing through the aisles while searching for a certain item. You can't be searching for a certain item unless you are already in the store browsing through the displays.

You can apply that concept to the Internet. You browse with an Internet browser like Internet Explorer, Google, Chrome, Safari, etc. You search with a search engine like Google or Bing. You cannot use Google, Bing, or any other search engine unless you use a Web browser to get on the Internet first. So the Web browser is your gateway to the Internet.

There are many different Web browsers. If you use a Windows computer, phone, or tablet, the default Web browser is Internet Explorer. You may know it as the blue "e" that you use to get on the Internet. If you are using a Mac, iPad, or iPhone, the default Web browser is Safari. The icon that starts it looks like a compass. Other popular Web browsers include Opera, Firefox, and Chrome.

All of these browsers are free. All work in a similar manner. Each has tabbed browsing, bookmarks, auto fill, zoom, pop-up blockers, and automatic updates. Yet each one is just a little bit different. The toolbars and menus look different. Things are in different places. For instance, each browser handles downloaded files a little differently and may give you different download options and put the downloaded files in different folders.

Sometimes, even main features vary. For instance Safari, Internet Explorer, and Firefox have parental controls. Chrome and Opera do not. Both Opera and Safari have Mouse Gestures, which allow you to move your mouse in simple ways to give the browser commands without using the more cumbersome menu choices. Internet Explorer, Chrome, and Firefox do not have Mouse Gestures.

All of these browsers work with Windows XP, Vista,

*(Continued from page 15)* Web Browsing 101

Windows 7 and Windows 8. All, except Internet Explorer, which is Windows only, also work with the Mac OS. Depending on which tablet and/or smart phone you own, you can often also install these Web browsers or mobile versions of them on your portable devices. Your tablet may also have a special Web browser for use only on that tablet. One example of this, the Web browser called "Silk" that is built-into the Amazon Fire tablets.

If you are working on a PC or Mac, it is a good idea to install a second Web browser. This gives you an alternative way to get on the Internet if, for some reason the browser you usually use is not working properly. Not only can you install two or three different Web browsers, but you can use them all at the same time, if you wish. This makes it easy to try an alternative browser. You can run them side-by-side to decide which one you like better.

If you are currently using Internet Explorer or Safari and want to try another browser, check out Opera or Chrome. If you look at both of these browsers, you will see a stark contrast. Opera has all of the controls and menus visible while Chrome has a much cleaner look, with fewer obvious controls. It is up to you to determine which type of interface you prefer.

Here are links to several popular Web browsers. All are FREE!

Opera – www.opera.com
Chrome – www.chrome.com
Safari – www.apple.com/safari
Firefox – www.firefox.com

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# Win 8 Mail Won't Support POP, What To Do?

Posted By Tim On June 19, 2013

### Beverly Williams from United States writes:
*I currently have used my email address with Time Warner Roadrunner many, many years. After buying a Win 8 laptop I find MS won't support pop servers accounts. RR told me MS hasn't told them how to configure their email and to access it through the web which is slow and few options that Windows Mail used to provide. I looked into buying MS Outlook, over $100, but even then think it won't support my accessing Roadrunner through it. What's the best option for me?*

**Answer:**
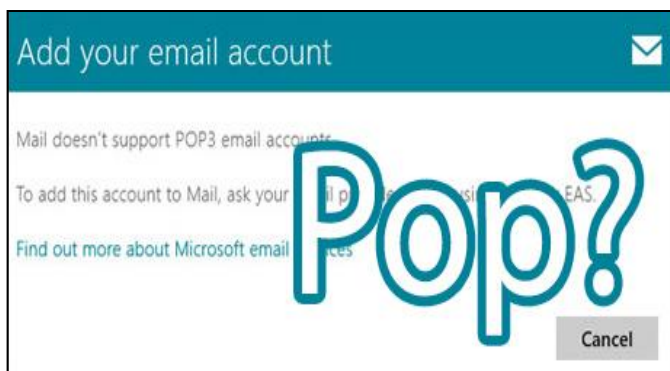


You've run into a problem that many users of the Mail app in Windows 8 have, Microsoft discontinued support for older style POP mail accounts. The good news is, there are a few ways you can work around this problem.

**Switch POP3 to IMAP:** IMAP is a server protocol for e-mail, where the e-mails are saved and stored on the server and your client (ex: Windows Mail, Outlook) just checks and syncs the information. IMAP is considered a better system then POP3, since all e-mail is saved on the server so multiple devices can check the same e-mail box. If you contact your internet service provider they may offer IMAP and have instructions on how to check your e-mail using IMAP.

**Stand Alone E-mail Client:** Another option is to use a stand alone e-mail client like Mozilla Thunderbird or Microsoft Outlook. These e-mail clients support POP3 and in the case of Mozilla Thunderbird can be downloaded free of charge by **clicking here** [1].

**Use Fetcher in GMail:** A popular choice among free e-mail providers, Gmail by Google, can check POP3 accounts and automatically download the e-mail into your g-mail account. This tool, called Fetcher, can be enabled for free on any Gmail account. **Click here** [2] to read the directions on how to use Fetcher.

-Tim

*P.S. You may also want to consider switching off your ISP's e-mail all together. The problem with using the service providers e-mail address, is if you change providers, move or cancel your account you, lose all of your e-mail. A third-party free provider (Gmail, Outlook.com, Yahoo Mail etc) solves this problem and lets you keep one consistent e-mail address.*

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URL to article: **http://www.worldstart.com/win-8-mail-wont-support-pop-what-to-do/**

# The Lemon Law

The state lemon law is found under every State's consumer legislation, which governs pretty much everything about how goods can be sold, in what kind of condition, and under what terms and circumstances.

The lemon law legislation is intended to protect the average consumer (who isn't expected to know everything!) from the fraudulent sales of goods, including motor vehicles.

These laws have come to be called 'lemon laws' because vehicles that have more-than-your-average-amount of repairs and mechanical troubles are called 'lemons.' Some of these lemon laws cover RVs, boats and motorcycles, in addition to cars and trucks.

Each state's lemon law is different. We've recently created a site that gives a summary and the full text for each state lemon law -- you can find it here.

**Here are 8 ways to protect yourself from ever needing to look up your state's lemon law:**

1.Do your research. If a particular make or year of vehicle appeals to you, find out everything you can about that vehicle. There may even be current claims made according to the lemon laws. There are lots of consumer report sites online, books you can buy, and magazines you can read that have documented 'the good, the bad, and the ugly' on almost every make and model of vehicle sold in North America.

2. If you are buying a used vehicle, take it for a test drive. If you are not familiar with mechanics, try to bring someone along with you who is -- and make sure he or she has a good look at the engine, the body, the front end and the rear end of the vehicle. Better that than having to look up your state's lemon law!

3. Look up the 'Blue Book' value of the particular vehicle. The Blue Book has a listing for every vehicle's value according to some national standards. Avoid paying more for a vehicle than the 'Blue Book' price.

4. The old adage, "If it seems too good to be true, it probably is," has never been more true than when applied to buying a used vehicle.

Use common sense when you are thinking of purchasing one. Is there a reason the car's been sitting for a year? Why do you suppose the rear door looks 'different' than the rest of the car?

Have your 'fraud antenna' up really high, and ask lots of questions -- an honest seller won't be offended by your extra caution -- and most sellers are aware of the state lemon laws.

5. Be sure to ask for a car fax report, which will detail if the vehicle has ever been in an accident.

6. Ask to see any historical documentation on the vehicle -- copies of repair or purchase orders, oil change logs, etc.

7. Check the VIN (Vehicle Identification Number) of the vehicle to find out if it has ever been classified as a lemon according to the lemon law of your state. Visit:

==>     http://www.cardetective.com/lemon-help.html

8. Ask if there are any Technical Service Bulletins (TSBs), which are manufacturer's instructions to alert dealerships of problems in any particular models.

**More ways to protect yourself:**
If you have already bought a vehicle or are in the process of buying one, make sure you take the following steps to protect yourself even further:

1. Keep a notebook about every conversation you have with the person selling you the vehicle, including phone calls. Include the date and time, and enough information about what was discussed so it will jog your memory later if it's needed.

2. Ask to keep any documentation you looked at when you purchased the car (repair orders, etc.), including the warranty book and owner's manual. Then continue to keep copies of any further documentation regarding your vehicle from the moment it's yours.

If you have bought a vehicle that you think might 'qualify' as a lemon based on the definitions in the State lemon laws -- in other words, it has a long history of repairs -- sit down and create a 'timeline' organizing each shop visit by date, the number of repairs that have been done, and the amount of total time your vehicle has spent in repair shops and out of service.

If you think you might have a case, check out the state lemon law for where you live, and contact an attorney in the state where you purchased your vehicle.

==> http://www.statelemonlaw.org

# The Tip Corner

Bill Sheff, Novice SIG Coordinator, Lehigh Valley Computer Group, PA
April 2013 issue, The LVCG Journal
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## LCD Resolutions

LCD monitors are super. They're flatter, lighter, and let's face it, cooler than the bulky old CRTs out there. However, unlike CRTs, LCDs look their sharpest at their native resolutions, such as 1,280 x 960 or 1,600 x 1,200 pixels, as listed in their users' manuals. If you have your computer's display settings set to a different resolution, onscreen text and graphics may appear slightly fuzzy. On the other hand, the native resolution may be so fine relative to the physical size of the screen that onscreen objects may be way too small for your tastes. If the labels of your icons are too tiny to read at the LCD's native resolution, try lower settings until you find a resolution that's reasonably sharp. If you are the market for a new monitor, look around for a touch screen which will make you ready for Win 8 when you get it.

## Adjust Monitor Brightness

Since we are on monitors let me ask: Do your eyes hurt after sitting at your computer, it may not just be from spending too much time staring at your screen. An overly bright monitor (particularly in a dark room) can be uncomfortable for some users. Check your monitor's sides and bottom (of the screen, rather than the stand) for buttons that will let you lower the display's brightness setting.

## Log Out Quickly

If you regularly log out of your Windows XP/Vista computer instead of shutting it down, try this handy key combination to quickly switch user accounts or "lock" your computer, depending upon your security settings. Press the Windows key (next to the ALT key on many keyboards) and L at the same time. You'll still be logged on, but you'll be able to switch user accounts. If your account requires a password, your PC will be "locked" until you supply it. When you return to the same account, you'll see the same documents and applications that were open before you pressed Windows-L.

## WEP & WPA

You probably already know that you shouldn't set up a WLAN (wireless local-area network) or Internet connection without protection in the form of encryption. What you may not realize is that WEP (Wired Equivalent Privacy) encryption is no longer enough in the eyes of most experts. WEP may discourage casual attempts to connect by nearby users that detect your WLAN's presence, but it won't keep out skilled and determined hackers. A better choice is WPA (Wi-Fi Protected Access), which adds several layers of protection beyond WEP. To use it though, you'll need WPA support in both your router or access point and your computer's wireless adapter.

## Convert To Print or Web

Microsoft Publisher's Convert To Print and Convert To Web Publication options let you change a print publication to a Web publication and vice versa. Open the publication you want to convert and click File. Next, click either Convert to Web Publication or Convert to Print Publication and follow the instructions to make the switch. As a word of caution, certain features available in one publication type may not be available in the other, so your publication may experience a few formatting changes when you convert it.

## Take a Screenshot in Word

Microsoft Word 2010 provides you with the capability to take a screenshot from another open program and paste it within Word. Just click the Insert tab and select Screenshot.

## Gadwin Screen Capture

Since I mentioned the Word 2010 screenshot capability, I thought I would mention Gadwin Screen Capture. This is a free download (just Google Gadwin) and allows you to take a screenshot of a window at any time. You can be on the internet, browsing a PowerPoint presentation or any time you want to capture something on the screen. Once loaded it works when you hit the printScrn button. (I think the latest version has you hold down the Control key at the same time). You can set up the name of the capture and whether you want to capture it to the clip board or to a PrintScreen folder, or both. What you end up with is a jpg or bmp picture. If you take a picture of a document you can always use a free OCR program to convert it to actual text. One thing you must do is set it for 'rectangle' while you are setting it up. This way you can capture any size portion of the screen – from full monitor to a small rectangle containing just what you need. I know there are other screen capture programs out there, but I have been using this one for many years and it works simply and flawlessly.

## Background Removal Tool

Need to quickly remove the background from an image? With the Background Removal Tool in Microsoft Word 2010, you can clean up the background to make your image blend with the document.

## Recall A Message In Outlook

Catch a spelling error right as you were sending out an email? If you are using Microsoft Outlook, you can recall the message. Open your sent messages, open the email you want to recall, select Actions (located in the Move section of the ribbon), and click Recall This Message.