Interface

Inside This Issue

**Tuesday
December 10, 2013**

ANNUAL
Christmas/Holiday Party

All Proceeds Go To
The Amherst Church
of the Nazarene

A great time will be had by all

**Chinese/White Elephant Raffle
Bring in items to put in the raffle.**

☺ 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

Another year is gone!! How does this happen in a blink of the eye!!

I hope we are all enjoying our various favorite technologies. Some of us have a computer at home that is used occasionally. Some of us do everything online…. Shopping, banking, getting music and movies, playing games, communicating with family and friends by email, Skype or social media.

I can't even imagine what topics will pop up this year for us to explore. Topics that aren't even on our horizon at this moment! What is coming around the corner?

We will be asking our members who attend the Christmas party on December 10 to again let us know what their favorite topics have been and what they would like to get from LCCUG in 2014.

Hope to see everyone at our Christmas party on December 10!

Sandee Ruth
LCCUG President

Merry Christmas

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

Tuesday
December 10, 2013

Christmas/Holiday Party

Chinese/White Elephant Raffle

All Proceeds Go To The Amherst Church of the Nazarene

It's time for our Annual Christmas/Holiday Party
Come one, Come all
Enjoy an evening of fun and good eats.
Receive a free raffle ticket
for canned goods and boxed goods.
Bring a dish to share,
a happy smile & lots of money to purchase raffle tickets.
We are looking forward to all of our members attending
and bringing along some friends

LORAINCOUNTY.COM

Where Local Technology Information Can Be Found 24/7
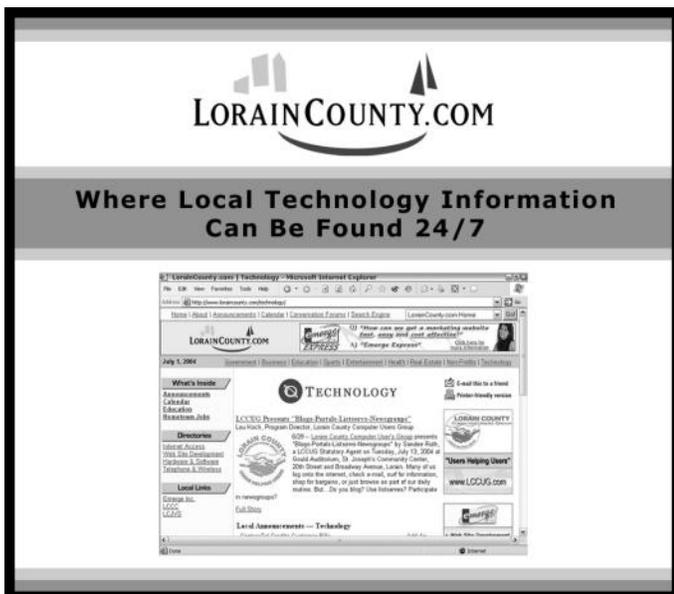
The LCCUG Officers would like to wish all of our members and their families a
VERY

Merry Christmas

Executive Board Meeting Minutes

NOVEMBER 5, 2013

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

Hardware/software prizes were chosen for the November 12 meeting.

The board discussed future presentations.
Pam will check with Deborah Abbott about her schedule.

Sandee will make up a list for a survey to be taken at the Christmas party.

White elephant donation tickets will be $.50 each or 12 for $5.

The October presenters will be given etched cups as a thank you.

Pam moved, Carole 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

General Meeting Minutes

NOVEMBER 12, 2013

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the November issue of the *INTERFACE* was made by Jack Trifiletti, seconded by Pam Rihel.

Sandee informed members that under the LCCUG blog there are pictures taken from the drone by Bruce Bishop.

She also reminded members of the upcoming Christmas meeting and the need for food/money for the church's family food program and the Chinese raffle.

Lloyd Libengood and Carl Sloan of Discount Computer Parts along with Lloyd's 11 year old son presented a program showing how electronic games have advanced from the days of Pong. How the interaction between participants and their computers present a real competitive challenge to users.

Lloyd and Carl donated items to the software/hardware raffle including a motherboard.

Carl Italiano won the first hardware/software raffle. Eneo Fernadez won the rollover raffle. Micky won $2 in the attendance raffle.

John Dunn moved, Joe Harrold seconded the meeting be adjourned.
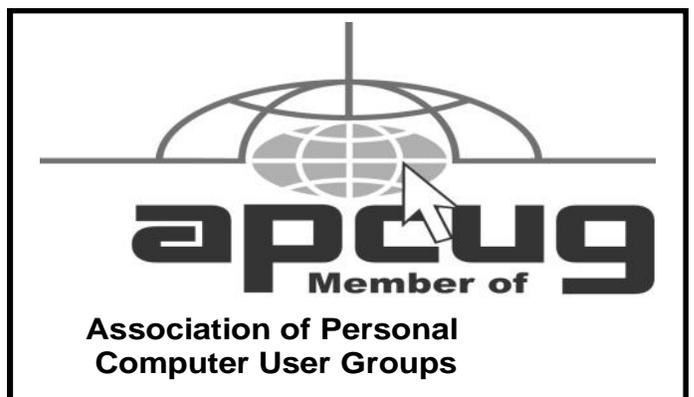
Pam Rihel prihel1947@gmail.com

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

Going Nearly Paperless - How to Get Started

The words "paperless office" have been amusing for years, but today we are beginning to see that reality. In fact, we can now come close to having both a paperless office and a paperless home.

The term "paperless office" was first mentioned in a 1975 Business Week article entitled, *The Office of the Future*. At a time when personal computers and the Internet were still embryonic, experts foresaw PCs on every desktop that could talk to each other by computer networks. Over the years, the term "paperless office" became a joke as new computer owners discovered they could create more paper than ever before. Millions of people did just that: they used their new-found productivity enhancement tools to perpetuate old, inefficient habits.

Genealogists are not immune. Indeed, genealogy has always been a personal interest that attracts paper. We make notes, we create photocopies, and we purchase books. We quickly adopted the personal computer as it extends our research efforts further and faster than ever before. So how did we use our new computers? To create more paper! It soon clutters up our lives.

I feel like I am at an A.A. meeting: "Hello, my name is Richard and I am a... packrat." Maybe we should start an organization called P.A. for "Packrats Anonymous" or R.P.A. for "Recovering Paper Addicts." I will suggest that paper dependency is an easier addiction to deal with than alcohol addiction.

Going paperless at home and at work is challenging at first, but the results are worth it. Once you convert to a paperless life, it is rather easy to maintain a home without paper. Of course, filing paper documents in a manner that allows quick and easy retrieval is also a challenge. Paper is easily destroyed by fire, water, mold, insects, and other problems. However, I suspect the most common loss of paper documents is caused by "I forget where I put that."

Digital documents, on the other hand, can be backed up and stored off-site or in the cloud. If multiple copies are stored properly in different locations, fire, water, mold, and insects will no longer be a problem. Instead of looking for that one piece of paper stored in a forgotten location, digital documents are easily duplicated and stored in multiple locations for safe keeping.

Searching for digital documents also can be fast and easy. We all know about Google's ability to search quickly through billions of web pages to quickly find the specific items we seek. The same technology can be used to search through a few thousand digital documents stored on your computer's hard drive and/or in the cloud.

Properly stored, digitized documents can be converted to new formats as the technology changes. As a result, digital documents can be preserved for centuries, if needed.

Given the benefits of digital documents, why not go paperless? I suspect one reason is that many people do not know how. A second reason is one of sheer volume: "I have thousands of pieces of paper, where I should I begin?"

The old saying of "The longest journey begins with a single step" seems to apply here. I suggest that you not dive in and immediately try to digitize a huge backlog. Instead, try going paperlite. "Paperlite" is a term that means **REDUCING** the amount of paper, although perhaps not eliminating it entirely.

In fact, according to Joe Kissell of *Macworld* (at http://www.macworld.com/article/2043300/the-mac-office-embracing-the-nearly-paperless-future.html), "The biggest barrier to a paperless office may be the very word paperless. Going paperless doesn't have to be all or nothing to be effective."

I would suggest temporarily ignoring the backlog of paper that has accumulated over the years. Instead, start with new paper received **TODAY** or to be received in the future. You can deal with the backlog at a future date, after you have established easy methods of going digital with current documents. Or you can do what I did: ignore the backlog. Let it sit in the piles and boxes and filing cabinets forever. After all, that's where it will be if you don't go paperless or paperlite. Why change now? Instead, I suggest you leave the old paper where it is and look only at today's problems. You should work to simplify your future. Once the future is simplified, you can think about going back and digitizing the backlog that accumulated before you started a paperless life.

In her story *Get Organized: Adopting Paperless Notes* at http://www.pcmag.com/article2/0,2817,2400422,00.asp, Jill Duffy of *PC Magazine* says, "Do not try to quit paper cold turkey. Pick one specific area where you will give up paper notes." No matter where you decide to start on your paperlite journey, it doesn't have to happen overnight. "Remember, this is a long-term project. Don't try to sort and organize every paper in your entire home in one day," says Heather Levin of *Money Crashers* at https://filethis.com/1556/filethisfetch/going-paperless/.

One of the biggest sources of paper in my life used to be the mailman. Bank statements, utility bills, and other non-advertising documents seemed to arrive in the mail every day. Yet the companies that send those documents are very aware of ever-escalating postage costs, printing costs, labor to stuff the envelopes, and more. Most companies are actively work-

ing to reduce the amount of paper they send every year. Their goals are complementary to my goals and to yours as well!

The business world is, in fact, making slow but steady progress toward paper reduction. For example, the use of office paper decreased by 40 percent from 2000 to 2011 (see http://goo.gl/pPLpXP), and it is now rare to find banks, utilities, insurance companies, and other services that don't offer paperless billing and payments. To reduce the paper in your life, sign up **NOW** for paperless billing. Those bills and statements should arrive in email, not in old-fashioned snail mail. Go to each company's web site and sign up for paperless billing. Many companies refer to it as "going green."

What about all those documents that come into your life that are already in electronic form? Anytime you have the impulse to print something that arrived in email, simply create a PDF file instead. In *Go Paperless: Stop Printing Everything and Enjoy the Digital Life* at http://www.howtogeek.com/163015/go-paperless-stop-printing-everything-and-enjoy-the-digital-life/, Chris Hoffman of *How To Geek* says, "Print to PDF: Anything you might want to print—whether it's a receipt, document, email, or web page—can be printed to a PDF file." Every Macintosh and all the newer versions of Windows already have built-in "print to PDF" software. If you are using an older version of Windows without the ability to create PDF files, a number of third-party products will add that functionality. Many of those third-party PDF products are available free of charge.

Macintosh and all the newer versions of Windows already have built-in "print to PDF" software. If you are using an older version of Windows without the ability to create PDF files, a number of third-party products will add that functionality. Many of those third-party PDF products are available free of charge.

Next, start paying your bills online. I do that for almost everything. In fact, I had to write a paper check a while ago for repairs to my home. The carpenters could not accept a credit card. They wanted cash or a check, and I didn't have that much cash on hand. It took a while for me to find my checkbook (it's paper, right?), and when I did find it and open it, I noticed the last paper check I had written was more than six months ago! I believe that qualifies me as a paperlite person.

Paying bills online saves paper and postage. Just ask the U.S. Social Security Administration. I think they used to send more checks than anyone else. On March 1 of this year, the Treasury Department stopped sending paper checks for Social Security, disability, and other benefits in an effort to cut costs. Instead, the Treasury Department now distributes funds electronically, either via direct deposit or on a prepaid "Direct Express" debit card. Details may be found at http://goo.gl/KM9YF4.

Bills and statements that are received via email are easily saved on a hard drive and in the cloud. I recommend you do both to protect yourself from hardware problems. With Dropbox, Evernote, SpiderOak, SugarSync, and dozens of other programs, it is quick and easy to save digital documents in

multiple locations with only a few mouseclicks, providing multiple backup copies in multiple locations.

What do you do for incoming mail or for receipts made by a cash register at a local store? Digitize those documents and then throw the originals away!

Online catalogs (you already stopped receiving paper catalogs, right?) list hundreds of scanners that will digitize most anything. I wrote recently about an expensive, but useful, scanner made for use with Evernote. (See http://goo.gl/xHNd54.) However, you don't need those sophisticated, expensive devices to get started. You probably already own everything you need to digitize incoming paper: a digital camera.

When I am in a hurry, I use the camera built into my cell phone. It doesn't produce professional-grade pictures but, then again, I don't need super high resolution images. A picture taken with my cell phone's camera produces images that are much better than the typical photocopy. We have all used photocopies for years, so why not switch to better-looking digital images that are easier to store and to retrieve? Most digital cameras can easily transfer the images to Windows, Macintosh, and other computers for long-term storage. In turn, those computers can copy the images to other disks and to the cloud for backup purposes. Those images can easily replace the originals or photocopies. I almost always throw the originals away.

A few exceptions are noted: when I receive a new driver's license or a new passport, I scan it immediately and save the digital images for backup purposes, as described above. However, I don't throw the original away! You will find a very few other documents that should be preserved as originals. The goal is to throw away **MOST** paper but perhaps not everything.

When going on a research trip to an archive or a library, I now rarely make photocopies. Whenever possible, I take a picture of the document I wish to copy. In the rare times that I do make a photocopy, I take it home, scan it or make a photograph of it, and then throw the photocopy away. I don't want to be burdened with paper storage and retrieval issues.

When creating copies from microfilm or microfiche, many libraries now have direct microfilm or microfiche-to-flash drive copiers. The devices at the Family History Library in Salt Lake City and a few other libraries will do that, plus they also will send a digital image to any email address you specify. I usually send the images to my own email address. I can electronically file and organize those images after I return home. In all cases, the digital images made from microfilm always look better than the old-fashioned photocopies made on paper from the same microfilms. Which would you prefer? So, now what do you do with that pile of digital documents you've created? If you leave them on your hard drive without an off-site backup, they are in as much danger as your paper documents would be during a fire or flood. A major hard

(Continued from page 6) Dick Eastman

drive crash could wipe out everything you decided was important enough to keep. The solution here is a secure, cloud-based document storage system such as FileThis, Dropbox, Evernote, SpiderOak, SugarSync, or any of the dozens of others. These services offer searching and sorting features along with instant access from any device, anywhere.

Going totally paperless may not be realistic, at least immediately. A better and more practical approach is to go paper-lite. Reduce your paper addiction as much as possible, even though you know you will not be completely free of paper for some time yet.

According to Ari Meisel of *LessDoing.com*, "Being paperless means you're not only doing good for the environment, but you are enabling yourself to live on your own terms, accessing 'paper' from anywhere in the world, automating its handling and outsourcing it to those better suited to deal with it so you can focus on the things you really want."

So, given the benefits of digital documents, why not go paperless or at least paperlite?

You may not be able to achieve a completely paperless life, but that doesn't mean the paperless office is a myth or failure, any more than the fact that you can still drive a car makes airplanes a failure.

If you take nothing else away from this story, remember that going paperlite is not an all-or-nothing proposition. "The important thing is to start."

Do you have comments, questions, or corrections to this article? If so, please post your words at the end of this article in the Standard Edition newsletter's web site where everyone can benefit from your words. Other newsletter readers have already posted comments there.

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ATTENTION:
Members:
Officers Elections

As you all know December is when we elect officers. It would be great if some of our members would step-up and run for an office.

Officers:

President: Sandra Ruth

Vice-President: Carole Doerr

Secretary: Don Hall

Treasurer: Micky Knickman

Membership Director: Dennis Smith

Web-Page Editor: Richard Barnett

Newsletter Editor: Pamela Rihel

Members if you would like to run for any of these offices, you can do so at our December Christmas/Holiday Party before the election takes place.

Talk to any of our officers to be nominated.

Please Note:
CHISTMAS IS CANCELLED
Apparently, YOU told Santa that you have been GOOD this year ...
He died laughing

View Your Facebook Profile as Another User to Check Privacy Settings

Posted By <u>Crystal</u> On November 5, 2013 @ 11:00 AM In <u>Security Help, Social Networking, Using The Internet</u>

Facebook gives you control over which users can see your posts, activity and photos. You can change your privacy settings for all posts and activity or on a post by post basis. If you ever wonder if you have the settings correct, you can double-check by viewing your Facebook profile as another user.

You simply choose a Facebook username to view your profile as and you'll instantly see what posts, photos and activity that person sees when they visit your profile. This is ideal for quickly checking security settings, especially if you're new to blocking users from seeing all or specific posts.

Start by logging in to your Facebook account.

Click your name at the top right corner of the Facebook home screen to open your profile.

Click the gear icon beside **Activity Log**. The icon is at the bottom right corner of your cover photo.

Choose **View As**.
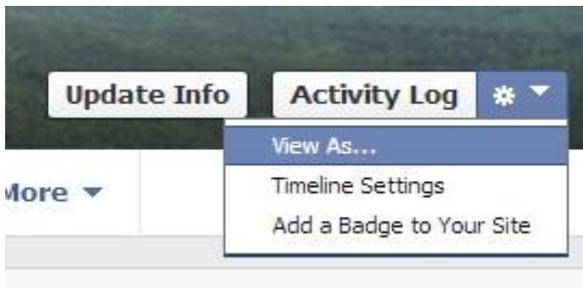
The default option is to view your profile as **Public** which is how your profile looks to people you haven't added as a friend. Press **Okay** to remove the notification box and scan your profile to ensure your public privacy settings are correct. If posts that are supposed to be private are still shown,

you will need to reset your privacy settings.

Click **View as Specific Person** to select a different user to view your profile as.
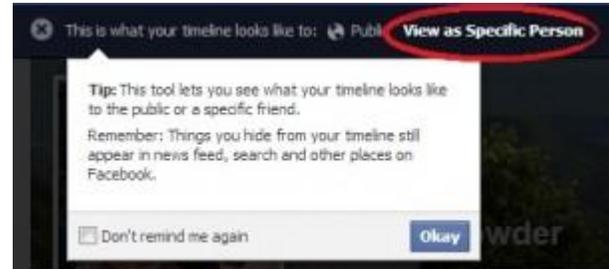
Type a friend's name and select the name when it appears. Your profile will refresh and you'll see exactly what that friend sees, repeat the process with a different friend's name.
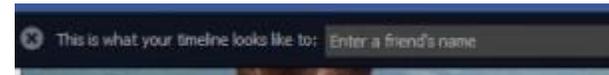
If you discover your privacy settings aren't what you thought they were set at, follow <u>these steps</u> [1] or <u>these steps</u> [2] to correctly set and manage Facebook privacy.

When you're finished viewing your profile as someone else, click the **X** beside **This is what your timeline looks like to:** text to exit and view your profile as yourself.

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

URL to article: **http://www.worldstart.com/view-your-facebook-profile-as-another-user-to-check-privacy-settings/**

[1] these steps: **http://www.worldstart.com/invisible-facebooking-pt-1-amping-up- social-media-privacy/**
[2] these steps: **http://www.worldstart.com/invisible-facebooking-pt-2-timeline- privacy-tagging-control/**

The Other Side of the Street Monthly Column Google

Bill Hart, Member, The PC Users Group of Connecticut
July 2013 issue, The Program
www.tpcug-ct.org   adrabinowitz@ieee.org

Google, it seems, has not just the most wonderful web search device in its arsenal; it is also accused of collecting private data from its clients (that's us) – far more than we necessarily know or suspect. No one in this country seems to bother about that much, but in Europe....

Think of it: how has Google become so huge? And I mean HUGE. If it's just there for us to use as a combination dictionary, gazetteer, art museum and library – for free – how can it amass the $millions necessary to keep those battalions of servers waiting to satisfy us almost instantaneously? The answer is: Cookies.

A Cookie is a small file of data sent by a website to a contact and stored on the contact's computer. When you log in to a website which uses cookies it will create a quick summary of who you are and maybe what you have accessed on the site and this will be saved on your computer so that next time you log in you can be recognized and perhaps welcomed by name. Fine; but think of it: the site now knows who you are, what your email address is, maybe (if you set up a more formal link) the User ID and password you created to use the site, and even the fact that you looked at, say, electric kettles rather than glassware. And for Google, what you looked at could be anything.

So Google can collect this data and sell it to others: to marketers of electric kettles to warn them you are on the prowl for one, say – the list could be endless. And as you move from searching history to ski equipment to checking maps to reading the news, a fairly full idea can be formed of the sort of person you are. Rather like the personal live-in servant who, over the years, knows a lot more about who you really are than even you may realize. And this worries a lot of people – particularly in Europe, which has had more than its share of secret police over the years.

So now Google is in trouble in Europe, and most of all in France. The trouble really came with the introduction of Google Street View, when specially-equipped vehicles drove the roads of the world recording pictures of what they were passing. It turned out than someone had added to the equipment a Wi-Fi recorder which was picking up all sorts of extraneous information – emails, data transfers, passwords and such. And though Google officially denied authorizing this and promised to delete the data recovered, it turns out that they have not done so. Two years ago an investigation was begun. It is still raging today, as the authorities try to rein Google in. Now the BBC reports Google has been given 35 days to delete the material. After that, who knows? Can France remove the website www.google.fr from the world?

Back to cookies. They started in the 1990s when a commercial site wanted to retain some information on visitors, but found this would quickly clog its data storage. So they asked the browser writers (Netscape in those days) to arrange for small files to be stored by the browser on each personal machine instead. When they were originally implemented nobody knew they even existed, let alone they were being stored locally. But there are now, as a result of complaints, rules for cookie construction (each issuer can only read its own cookies, for example) and ways of reducing the numbers.

You can, for example, turn them off completely ("I do not wish to help you recognize me at all!") but this may backfire. There are sites today which will not let you onto them unless you allow them to store cookies on your machine. My Firefox browser is set to tell me when cookies are requested and I can reply Yes or No. This is interesting: I have seen sites that want to place as many as six cookies at a time on my machine (Six? Why?). I often reply No and wait to see if the request is repeated until I say Yes, or if I can get onto the site without.

Many sites also, as they create the data stream for building their picture on your screen, branch to other sites which then ask for cookie permission. One of the most notorious is DoubleClick (which is now owned by Google too!). DoubleClick is purely advertising-related: we can provide marketers (for a fee) with information on the effectiveness of their ads, or the shopping habits of the public. It seems all they do is drop cookies and read them. By being called from a website as part of its setup, routine, they get by the restriction that only the issuer can read a cookie. This annoys me. I try to say No to DoubleClick cookies when I can.

What fascinates me is that "google" has become a word in common use. We no longer search for information; we google it, even if we are using another search engine. I remember as a child that Hoover came into the common English lexicon. We did not vacuum the carpet; we hoovered it. And my parents owned an Electrolux hoover. That is, to me, the ultimate in Having Arrived!

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

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
Basic Word Processing, Windows, & Web Design
Advanced Internet

Pam Casper Rihel

440-277-6076
6:00 p.m. to 10:00 pm Monday thru Thursday
Genealogy help
prihel1947@gmail.com

If any of our members are interested in helping other users with what programs you are adept at, please contact any of our officers with you name, what program or programs you would be willing to give help with, you email address and or phone number and when you would like to have them call you. Thanks

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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, Bill Hart, Phil Sorrentino, Steve Costello, Bob Rankin, WorldStart. Scambusters, APCUG, **Wordtips.net,** Microsoft Office art online,
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 - Cancelled for December
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.

Computer Club News

Don't Forget to Bring in Your Used Ink Cartridges

LCCUG is collecting empty ink cartridges.

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

If you have empty ink cartridges laying around, please bring them to our meetings and any officer will gladly take them off your hands.

Recycle & Help Our Club, Too!

MEMBERSHIP WITH LCCUG:

Yearly dues are $25.00 For more information, contact:

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"

Interesting Internet Finds

Compiled by Steve Costello, President / Editor,
Boca Raton Computer Society, FL
September 2013 issue, Boca Bits
http://ctublog.sefcug.com/
editor@brcs.org

Don't Get "Smished": How Scammers are Targeting Your Smartphone
http://www.dailybits.com/sms-phishing/

How to install a fully portable desktop on a USB for on-the-go access
http://www.techrepublic.com/blog/linux-and-open-source/how-to-install-a-fully-portable-desktop-on-a-usb-for-on-the-go-access/

How To Use Skype to Share Your Computer Screen
http://www.groovypost.com/howto/skype-share-computer-screen/

Ultimate Windows 8 Wi-Fi Troubleshooting Guide
http://www.online-tech-tips.com/windows-8/ultimate-windows-8-wifi-troubleshooting-guide/

Stop Android 4.3 from always scanning for Wi-Fi networks
http://howto.cnet.com/8301-11310_39-57596807-285/stop-android-4.3-from-always-scanning-for-wi-fi-networks/

Apps for Windows 8: What can they do for me?

By Phil Sorrentino, Past President Sarasota PC Users Group, FL
July 2013 issue, PC Monitor
www.spcug.org
philsorr@yahoo.com

Apps are what make Mobile devices -tablets and phones - so useful. So, what Apps should I have on my mobile device? Well, Microsoft has provided a starter set of Apps, at least for its tablets and laptops, as part of Windows 8. It is a basic set that allows a (new) user to immediately start taking advantage of their mobile device. Most of these Apps are general in nature, but other Apps, more specific to a task, are available (mostly for free) at the Microsoft Apps store. All of the Apps that you have heard of are there for the taking (downloading): Skype, Netflix, Angry Birds, SugarSync, etc.

Here is the collection of Apps that come with Windows 8, in a list prioritized by my particular feeling of usefulness. The first three may be all you will ever use.

1. Desktop - This tile, or App, gets you to Windows, as you knew it. All of the Windows 7 capabilities (with the exception of the old "Start" button) that you are comfortable with are here. If this is all you're looking for, click here and never come back.
2. Internet Explorer - A portal to the Internet, though the User Interface is a little different than you are used to. But, if all you want to do is surf the web, this can get the job done.
3. Store - This App connects you to the Microsoft Store where you can download all the Apps (and some other software programs) that can run on Windows 8.

The next few Apps are certainly useful, but you might find other Apps at the "Store" to satisfy your particular needs.
4. Calendar - A very simple calendar App to help you schedule and keep track of events.
5. Maps - A great way to view your surrounding geography. Input an address or point of interest and see it plotted on a map, with turn-by-turn directions, if needed.
6. SkyDrive - An App that connects you to Microsoft's portion of the "cloud." It provides 7GB of free on-line storage. It can be a central location for files you want to access from any of your computers and/

or a good place to backup your important files. It can also be used to allow you to share big files with others.

7. <u>Mail</u> - A very basic Mail App that allows you to send and read your mail.

8. <u>Messaging</u> - An App that allows you to chat with your friends. If your friends use a different chat network, you'll probably want to download an App specifically for that network.

9. <u>Photos</u> - An App that helps organize and view all of your pictures. It collects and organizes pictures from folders and from the on-board camera.

10. <u>Music</u> - An App that lets you collect, organize, and listen to your favorite music. Music will also let you stream music for free. It also lets you get to Microsoft's new "Xbox Music" service. ("Xbox", seemingly, has nothing to do with the Xbox gaming system.)

11. <u>Video</u> - This App helps organize, and allows you to view, all your videos. It also provides an entrance to Microsoft's TV and movie stores.

12. <u>Bing</u> - Microsoft's search capability. Try to "Bing" something; if it's out there, Bing can find it. "Bing it on."

13. <u>People</u> - An App that provides a centralized Address Book for all of your cyber social acquaintances. A centralized place to keep all those email addresses, mailing addresses, social media names, phone numbers, and pictures.

14. <u>Weather</u> - This App provides a color weather map, including a five-day or hour-by-hour forecast for your location or a location of your choosing.

15. <u>Finance</u> - A "Finance News" App that includes stock market activity and financial news that can be customized to your own portfolio.

16. <u>News</u> - A News App that includes Sports, Finance, and Travel. This App combines articles from many websites like The New York Times and the Wall Street Journal. It scrolls horizontally and feels much like a newspaper.

17. <u>Sports</u> - A Sports magazine App that includes sports articles from many news sources.

18. <u>Travel</u> - A Travel magazine App. Travel articles from many news sources and pictures of Featured Destinations.

19. <u>Games</u> - An App that connects you to Microsoft's "Xbox Games on Windows" store.

20. <u>Camera</u> - An App to control the onboard camera. Good for video chats and creating photos for sharing.

The 20 Apps that are included can give a new Windows user a good idea of what Apps are, what they can accomplish, and how to basically control them. Smartphone and tablet users are probably more familiar with

the whole App concept. Once you are familiar with the idea of Apps, you will probably want to go to the Microsoft App Store and get (install) Apps that might help you take advantage of your mobile device. When you get to the App store you will find that there are many categories and there are many Apps in each of those categories. Because computer software (read that as Desktop) has been around for almost 30 years, there are established standards like Microsoft Office for Office applications, Adobe Photoshop for photo activities, Acronis for backup, and Adobe for PDF readers. The world of Apps is very new and standards are only now being established. So, it is hard to put together a list of App standards, but from my recent experience let me leave you with a short list of some very good, free Apps to add to your collection. You might want to give some of them a try. To get to these Apps, click on the "Store" App on the start screen and you will be greeted by a display of Available Apps. Websites change, frequently, so things might be a little different by the time you read this, but currently, there are suggestions for "Top Paid", "Top Free", and "New Releases". Click on the category of your choice (Games, Entertainment, Photo, Sports, etc.) and see the available Apps.

- A click on "Spotlight-Top Free" yields a list of the Spotlighted top 100 free Apps. In the list you will find:
- Skype- for video chatting
- YouTube player- for watching YouTube videos
- Netflix- for Movie streaming (if you have an account)
- Yahoo Mail- for Yahoo mail accounts
- CNN- for news and weather
- Google Search –if you prefer Google to Bing Microsoft Solitaire Collection- for Solitaire enthusiasts.

In addition to the Apps that are included in the major categories, you can also search for a particular App. This is done using the Search feature that is part of the Charms bar. To get to the Charms bar, click in the lower right corner of the screen. Search is the top icon, the one that looks like the magnifying glass. Click on it, and then type in the name of the App you are looking for. This will result in a search of the "Store" Apps. When, or if, you see the App listed, click on it and it will be available for installation. You might want to try the following Apps:

- Evernote- for note taking
- IMDB- for movie and TV information and
- Dropbox– for an additional storage location in the cloud

Microsoft's Store is a lot newer than the Google Play-store (Android) or the Apple iTunes store (iOS). If you are familiar with an App from either of those stores, you may find that that App is not available at the Microsoft store, yet. Check back in the future, it might be available then. Microsoft's App developers have had less time to create versions that work on the Windows 8 platform, but I'm sure they are working on them.

As you can see, Apps cover a lot of territory and can help you accomplish many things, from simple note taking to video chatting, and video entertainment. Apps turn your computer into all the things you expect from a

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ScamBusters.org

Alert on Hashtag Hijacks, Spamming and Trolling

Hashtag terms used for mischief and malice: Internet Scambusters #572

A hashtag is a combination of a hash symbol ("#") and a keyword, used as a shortcut to find out about trending topics on social networks.

At least that's the theory. But they're also used for mischievous, spiteful and sometimes downright malicious purposes.

Who would have guessed that the humble hash symbol (#) would come to play the big part it does today in online communication -- turning its pairing with a word or phrase, known as a hashtag, into a useful device that's also a target for tricks?

If you use social networks like Twitter or Facebook, you'll know that the hashtag is used to highlight a topic considered to be of wide public interest.

Placing the symbol before a word enables the networks to pull all postings with the same theme into a single list that others can search for.

People use them to highlight their thoughts or activities relating to topics in the news -- "#hurricane" or "#election" or "#superbowl" for instance.

Anyone interested in these same subjects can read what everyone else is saying about them on a single page by simply clicking on a hashtag or doing a search on the term on the network.

Hashtags are also used by companies to promote their

products or name, and the networks produce lists of what they call trending topics -- the subjects that are attracting the most use of hashtags.
So far, so good.

The trouble is that the principle of banding together to share ideas is open to abuse by and against individuals, companies and political parties.

Cyber-Bullying
For example, there's growing evidence they're being used for cyber-bullying attacks, with online groups using a tag to gang up against a victim.

It starts with maybe just one or two people posting scores or even hundreds of comments about the victim with the same hashtag, until the subject starts gaining momentum on the networks.

Others then join in. Often, they don't even know the victim; they just get some sort of kick out of being spiteful. Complaints about this behavior are starting to appear on Twitter bulletin boards; for example, this one, which appeared a few months ago (we've removed the names):
"I would just like to throw it out there that the user (A) has been cyber bullying a young innocent woman named (B), spamming the hashtag (name of hashtag) and in return many people have been getting involved in cyber bullying this young lady."

The post is followed by several comments from others claiming to have been bullied this way.

In another incident, California students used insulting personal terms to create a hashtag on the photo network Instagram, which they then used to besmirch the reputation of other pupils.

Internet tricksters with nothing better to do also use popular hashtags in their own posts, which have nothing to do with the supposed subject.

For instance, they might write something totally malicious or untrue, then add an unconnected hashtag (for example "#superbowl"), which will ensure their post appears on the relevant search page list.

Targeting Companies
Companies are also targeted through the use of hashtags.

Perhaps the best-known example happened when the fast food chain McDonalds launched a publicity campaign using the hashtag "#McDStories" in 2012.

Inviting customers to use the tag and post offbeat stories turned to disaster when people started to use it to malign the company.

Rightly or wrongly, huge lists of negative stories about

the restaurant chain started building up on the networks.

Bad news for McDonalds.

Other firms have fallen victim too, most recently the mobile messaging company RIM, producer of BlackBerry devices.

Similar "hashtag hijacks" or "bashtags" as they are called, can happen in political campaigns.

Candidates or groups who choose and use a positive-sounding hashtag -- something like "#JohnDoeSuccess" for example -- quickly find it turned against them.

Knowing that John Doe's fans are going to be clicking on the hashtag, rivals start using it with malicious stories.

Action
So what can you do about hashtag hijackers, bullies and trolls?

First, being aware of what they're up to should induce a healthy dose of skepticism into the way you regard hashtags.

Second, if you're a parent, be aware of the bullying risk; talk about it to your kids -- both as potential victims and possible participants in a cyber-bullying attack.

If you're a victim (or parent of one) of an orchestrated hashtag bullying or falsifying incident, report it to the relevant authorities (e.g., school or law enforcement) and the social network involved.

Each network has its own way of dealing with these incidents. Here's the link for reporting them on Twitter.

Also, check out this earlier Scambusters issue on cyber bullying, Internet Safety: How to Protect Your Child from Cyber Bullying.

At a time when we're often overwhelmed by the amount of information available on the Internet, there's no doubt that hashtags can play a useful role in helping focus on the subjects that interest us.

Even the hashtag "#cyberbullying" has been used positively in the campaign against this insidious behavior.

But it's important for all of us to understand how hashtags work, how they can be used and, more importantly, how to spot when they're being abused.

WS Tech Tips

What's The Best Choice for an XP Upgrade?

Posted By Cynthia On December 2, 2013 @ 2:12 PM In Computer Terms,File & Disk Management,Windows 8

Caryl writes:
I have XP, Service Pack 3. What do you recommend for an up-grade? I do very few letters from either me or for a friend who does not have a computer. I do check my e-mails. But with my hands being my disability, I don't spend that much time on the computer.

Caryl, I'd suggest an upgrade to Windows 7 or Windows 8 and I would also suggest activating the speech recognition that comes with both of those systems. Windows XP also has limited speech recognition, but with 7 and 8, you can use your voice to control just about everything on your computer. As long as you have a microphone, you can train your computer to recognize your speech and control it without using your hands at all.

With speech recognition, you can not only control your computer by running programs, you can also dictate and edit text. That's pretty easy on your hands. If you don't already have a microphone, you should be able to get one in the $10 range.

For Windows 7, you simply go to the start menu and start typing speech recognition, then click on the Windows Speech Recognition in the results.
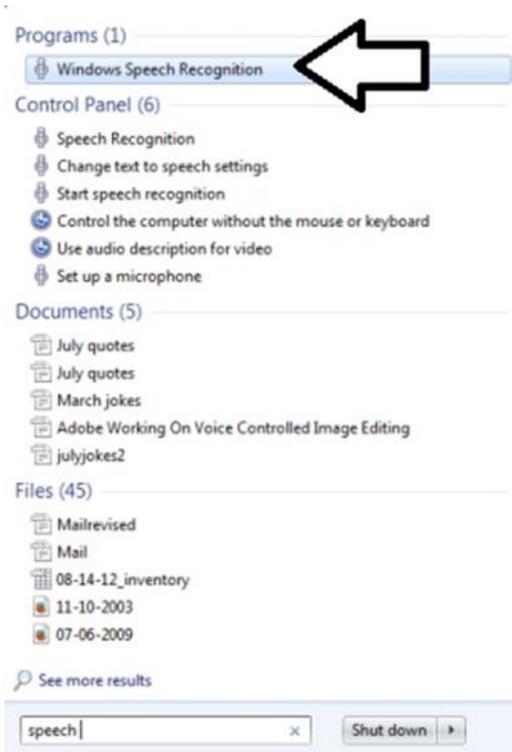
A wizard will open to walk you through the set-up process.
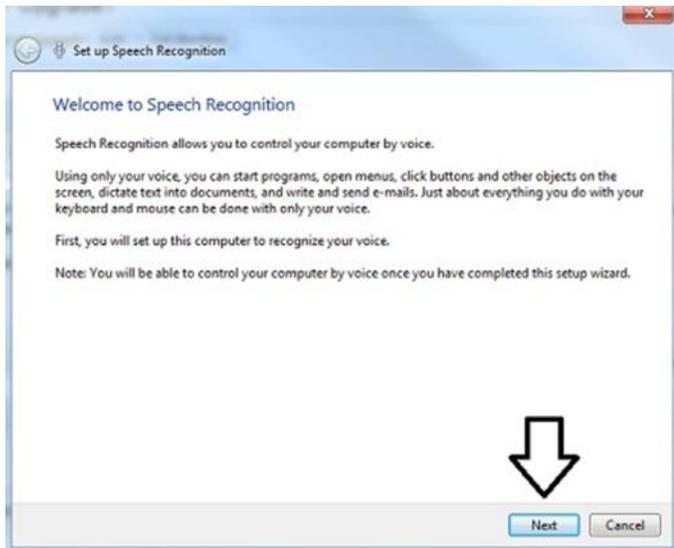
The set-up process is simple and step-by-step.

Once it's finished, you'll be amazed at what you can do with your voice. For Windows 8, you just type speech recognition in the Search Charm and select the icon.

Interesting Websites:

Lorain County Collection Center
Lorain County Solid Waste Management District

http://www.loraincounty.us/getdoc/172f43e6-8222-4cce-bc16-d7f562fc31d6/Collection-Center.aspx

And you'll be walked through a step-by-step process.
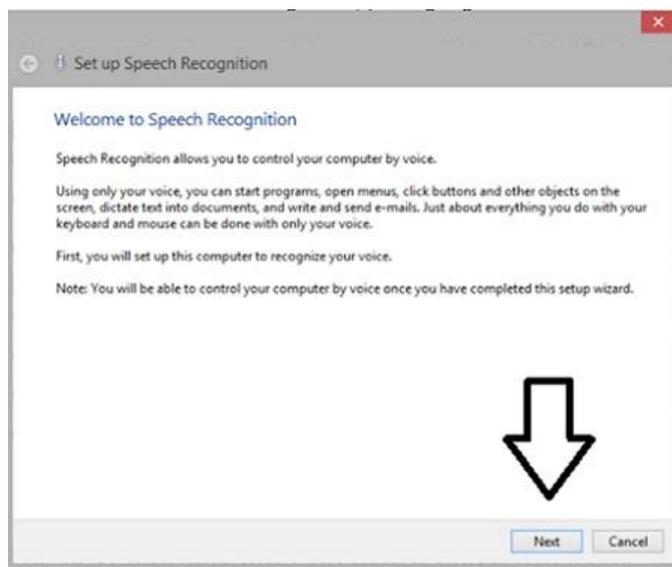
You might also want to consider switching to a tablet. Many Android tablets and the iPad all feature voice control. A tablet would work fine if you mostly use your device for checking e-mail, but could be a little more of a challenge to print from.

But with voice control on your device, you may find that you use your computer a whole lot more.

~ Cynthia

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

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.
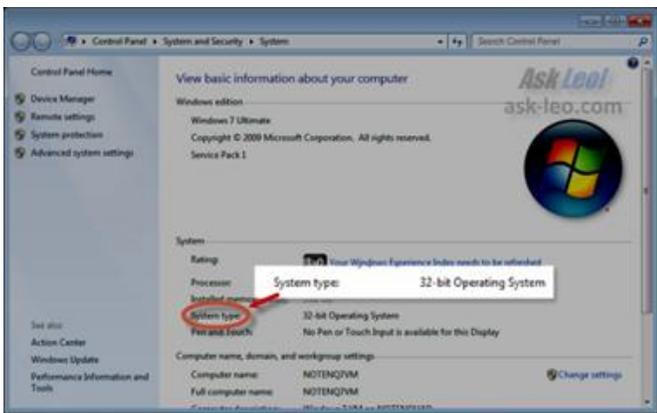

Click **Properties**.

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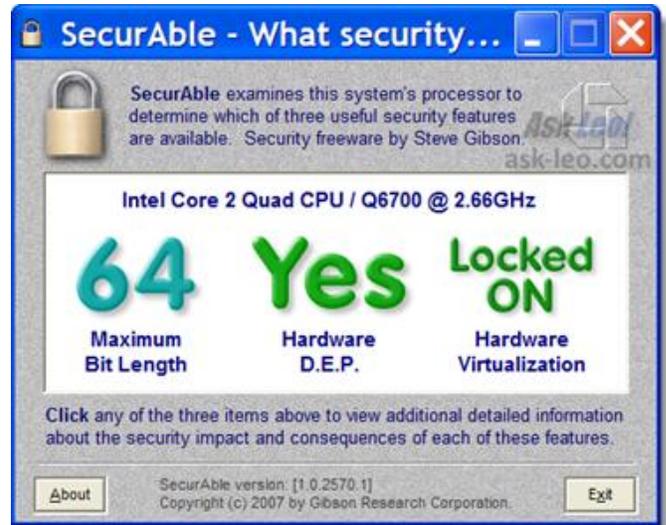
The information includes a few other aspects of your CPU that we need not concern ourselves with right now. The important issue is that it indicates whether you have a 32-bit or 64-bit CPU installed on your machine as the "Maximum Bit Length" item.

So now you know:

* Whether you're running the 32- or 64-bit version of Windows

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 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.

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 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.

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.

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.

I said "Whisper something that will get me excited"

He said "I just found what town in Ireland your 3rd GGrandparents came from."

someecards
user card   Twisted Twigs

Free Internet Faxing Services: No Fax Machine Required!

by Bob Rankin, Ask Bob Rankin
www.askbobrankin.com

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http://goo.gl/Jhh9XE

Dump your fax machine, the Internet has made this dinosaur obsolete. Think of the savings on toner, paper, and time when all you really need these days is a cell phone, PDA, or PC. I have a big list of sites for you that offer free Internet faxing services. Some of them are completely free, while others offer free or limited trials. Pick the online fax service that suits you best...

FaxZero lets you send free faxes from a simple web-based interface. Just enter the sender and recipient info, type in your message, and hit the "Send Free Fax Now" button. The rich-text editor lets you add basic formatting, highlighting and fonts to your text. You can also fax a file from your hard drive. Supported file formats include PDF, Microsoft Word (DOC, DOCX or RTF), Excel spreadsheet (XLS or XLSX), image files (PNG or JPG), TXT, HTML, and PowerPoint (PPT). You can attach multiple files, but the combined size of all attachments must be 20MB or less.

And yes, it's really free to send a fax to anywhere in the USA or Canada. You can send five free faxes per day, each with a maximum of three pages. No ads are inserted on your faxed pages, but the FaxZero logo will appear on the cover page of your outgoing fax. You can even use FaxZero to fax your U.S. congressperson or senator. I've written more about FaxZero in my Send a Free Fax article.

GotFreeFax is basically a clone of FaxZero, with some minor differences. You can send 2 free faxes daily to the USA or Canada, with a 3 page per fax maximum. No ads or branding appear on the cover page. GotFreeFax supports PDF, Microsoft Word, OpenDocument Text (.odt), and Rich Text (.rtf) file formats only. One unique feature is the ability to substitute tokens in the message, such as {RECEIVER_NAME}, {RECEIVER_COMPANY}, and {RECEIVER_FAX}.

PamFax is another free faxing service that offers 3 free outgoing pages (after signup) with no ads. You can also get a free fax number for inbound faxes. PamFax has an address book for convenience, integrates with Outlook, and works with popular cloud services such as DropBox, Google Drive, and SkyDrive.

PopFax is yet another free fax sending service. Like the others, you can input a brief text message, or upload a document from your hard drive. But I can't recommend PopFax for several reasons. In the Terms of Use on their website, it says that PopFax does not guarantee "the possible alteration of the data sent by the User nor the service availability." It also says they are not liable for damage "following to an alteration of the User data transfer." This could be badly translated legal mumbo-jumbo, but yikes! Also my Chrome browser crashed when trying to send a DOC file with PopFax. On another attempt, it said my fax number was "invalid." After sending a test fax to another number, it never arrived. Of course, your mileage may vary, but with so many other choices, I'd steer clear of PopFax.

Sign up with K7, a messaging system that will send free faxes and voicemail to your email address, with an option to view or listen to your messages via the web. You get a free fax/voicemail number which you can give to your family, friends, and business buds. Just sit back and wait for the faxes to start dropping into your inbox as email attachments. If a K7 number is inactive for 30 days (no incoming voice or fax messages), it will be terminated. K7 cannot be used to send outgoing faxes. My companion article Free Inbound Faxing goes into more detail about Faxaway, an almost-free service that forwards incoming faxes to your email.

eFax claims that they are the largest online network on the planet with over a million subscribers in 2,500 cities and 27 countries. Also known as Zipfax, you can send and receive faxes as email attachments. You simply use the recipient's fax number and eFax's address. The 30-day freebie allows you to send or receive up to 150 pages. If you don't cancel during the initial month, you will be charged $16.95 per month. See also Free Inbound Faxing for more details on eFax Limited Accounts, a free service that forwards incoming faxes to your email.

Nextiva Fax offers a 30-day free trial, including 500 free faxes. Send a fax by email, or send and receive faxes from Microsoft applications. Instead of hitting the print button, simply select "fax" right from Word, Excel, etc. Nextiva also lets you send and receive faxes from mobile devices. After the trial period, you'll be $8.95 per month, unless you cancel.

RingCentral is designed for small businesses, not only can you receive and send faxes via email, they can supply you with toll-free fax numbers, custom greetings, an auto-receptionist, voicemail, and multiple extensions. The company offers a 7-day free trial, during which you get 500 free fax pages. After the trial period, you'll be $7.99 per month, unless you cancel.

I couldn't find a smarphone app that sends free faxes. There's an app called scanR that's supposed to do that, but apparently it's defunct. CamScanner is a free app that turns your iPhone or Android smartphone into a scanner, fax machine and PDF creator. Take a picture of a document, receipt, business card, etc. CamScanner turns it into a searchable PDF that you can fax, print or upload to various cloud storage services. Faxing costs 99 cents per page.