

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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2014

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*Happy
Father's
Day!*



**Tuesday
June 10 2014**

FAVORITE WEBSITES

*Presented
by*

YOU, Our Members & Friends!

**Sunday
June 15, 2014**

LCCUG Annual Picnic

**Come one Come all
To have a great time
With Family & Friends**



**See page 7
For more details**

Raffle Items

**Turbo PowerLine Ethernet Adapter
USB EZ Eyes Keyboard (Large Letters)
Memorex Portable Speaker (3 AAA batteries needed)
Dane-Elec 8 GB Flash Drive
Mouse Pad
ROLL-OVER AMOUNT IS \$225 WITH ONLY TWO CARDS LEFT**

☺ 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



Prepare to be astonished and amazed! Prepare to be amused and entertained! Prepare to discover websites to help you answer all life's questions!! Join us at the June 8 meeting and we will lay all this astounding information out before you!!

January 2013 was the last time we explored this topic. The internet is constantly changing and improving and you will be overwhelmed as we demonstrated some of these great websites.



On June 11 we will have our annual club picnic. Again we will meet in a Picnic Shelter on the west end of the park. We will have a speaker on the history of the Lorain Lighthouse. Check for details of this event later in this newsletter. Watch for emails from us about special raffle prizes to be won on that day!

I can't believe that the year is soon going to be half over! It feels like warm weather has just started and we are just beginning the **real** part of the year!

If there is anything particular you would like to see covered in future meetings, be sure to let us know.

I have been hearing from folks who are concerned about using their Windows XP computers since Microsoft has stopped supporting this operating system. We can spend time discussing the options if there is enough interest.

Sandee Ruth
LCCUG President



LCCUG Officers For 2014

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

Computer Systems Unlimited, Inc.

We are a full service computer/peripheral sales and repair Company specializing in custom built Pc's, network design, software integration, and everything in-between. We are located in the small college town of Oberlin, Ohio, and for fourteen years have been providing unrivaled service to home users, small and large businesses all over Ohio as well as State and local government agencies. All of our systems and networks are tailored to meet the individual needs of our customers.



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

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

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

Tuesday
June 10 2014

FAVORITE WEBSITES

Presented
By
You, Our Members
&
Friends

Discover the Fun, Interesting and Helpful Websites.

Come and share your favorite website!

In the past we have spent a couple meetings sharing our favorite websites.

The response has always been fantastic

and it is always a fun and interesting meeting.

What is useful? What is fun? What is Intriguing?

What sites are amazing or unusual or addictive?

What websites are a waste of time?

What sites are educational?

No matter what, we will have fun exploring
what is out there for all to enjoy!



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

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Executive Board Meeting Minutes

MAY 6, 2014

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

The board spent most of the time discussing possible topics and presenters for upcoming general meetings. There has been a minimum of input from members, other than the recent survey, as to what topics they would like presented.

Carole and Pam are coordinating on supplies necessary for the picnic. Dennis will supply cotton candy.

Richard reported there were 640 hits on our web page including 100 hits on our newsletter, **INTERFACE**.

Dennis reported on our inventory of items for the raffle along with the financial balance of money taken in vs. cost of our raffles. The board chose items for the next raffle.

Dennis moved, Pam seconded the meeting be adjourned.

LCCUG Members Page

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



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



Association of Personal Computer User Groups



General Meeting Minutes

MAY 13, 2014

President Sandee Ruth called the meeting to order. A motion to accept the Minutes as shown in the May issue of the *INTERFACE* was made by Carole Doerr, seconded by Ellen Endrizal. Motion passed by voice vote.

Sandee reminded members to turn in their used ink cartridges so we can get additional money for raffle prizes.

She informed members we will have a speaker at the picnic talking about the Lorain Lighthouse.

She also mentioned that under our web page Blog there is information pertaining to the latest virus affecting Windows XP.

Jim Reese from Parallel Horizons Group presented a program on Identity Theft. Jim was a victim himself. He reported there have been 15 million victims with an average cost per victim of \$3500. It takes an average of 600 hours to resolve the issues with a cost of \$600—\$18,000 per case. People have committed an average of 6 thefts before going to jail. Very informative!

Lata Arora won \$4 from the attendance raffle. Mary Butler won the software/hardware raffle and Doug Smith won the rollover raffle.

John Dunn moved, Joe Harrold seconded the meeting be adjourned.



Your low cost supplier for...
Computers · Parts · Service

DCParts.Com
Discount Computer Parts

New Systems
Diagnostics
Virus Removal
Rebuilt Systems

Upgrades
Installations
System Tune Ups

On Site or Walk In Services

440-322-0259

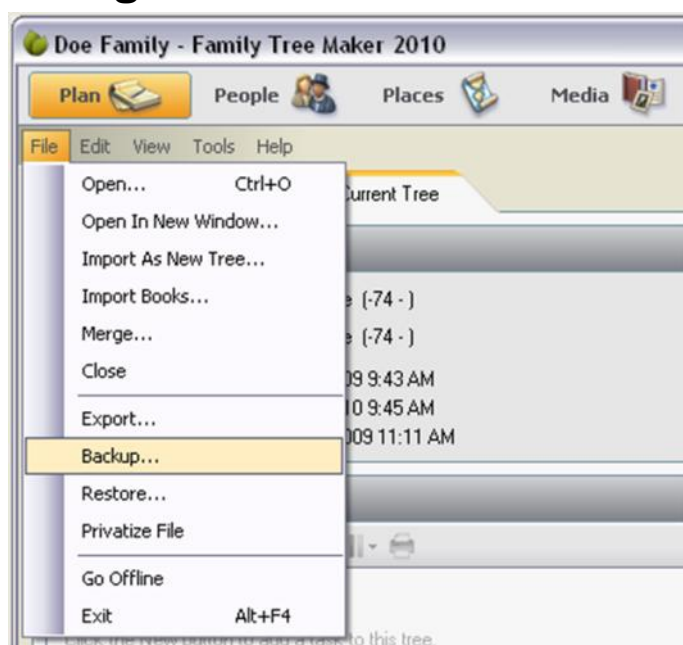
Broad St., Elyria 44035



Pam Rihel prihel1947@gmail.com

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

Backing Up Your Genealogy Data to Dropbox or to Google Drive



I am always suggesting that everyone should back critical files in multiple locations. For safety reasons, at least one backup copy should be stored "off site" where it will not be damaged by a disaster in your home. In fact, most of today's genealogy programs can quickly, easily, and securely back up files to the cloud with such services as Dropbox, Google Drive, Microsoft Drive (formerly known as SkyDrive), Box.com, Copy.com, or any of the many other available file copy services. Doing so is quick and easy and protects your data.

Another advantage to making backups to a cloud-based service is that you can easily copy databases between computers, such as from your desktop computer to your laptop or vice versa.

Keep in mind that you need to first create a Dropbox account or Google Drive account or an account on another service in order to use this

option. Most of these online services offer free accounts that will save up to a few gigabytes of data. In most cases, the available space on a free account will be more than enough to store copies of most genealogy databases.

I would also strongly suggest you never back up a genealogy database while it is open and in use by your favorite genealogy program. Backing up open files that are in use can sometimes lead to database corruption, the exact opposite of what you are attempting to accomplish! Instead, when most of today's genealogy programs are closed, an option appears asking if you want to back up the database. The exact wording will vary from one genealogy program to another but all of today's worthwhile genealogy programs do have built-in capabilities to save backup copies. Most of programs will also add a "date/time stamp" in the file name such as: backup-2014-05-17.zip or something similar. Use of date/time stamps makes it easy to keep **EVERY** version of your database.

In most genealogy programs, selecting the option to create a backup will first close the database, making sure the backup is complete and will not be corrupted. Then you specify a backup location that is in a folder within the online file copy service of your choice (Dropbox, Google Drive, Microsoft Drive, Box.com, Copy.com, etc.).

In this case, I will use the example of RootsMagic making a backup to a Dropbox folder. However, the process is similar with most of today's genealogy programs and with almost all other cloud-based services that copy your files to safe and secure cloud-based services.

For RootsMagic, instructions were in the RootsMagic Newsletter of May 2014. It is specific to RootsMagic but similar options exist in The Master Genealogist, Legacy Family Tree, Reunion, and most other genealogy programs.

From the *RootsMagic* Newsletter:

We are always telling users "backup, backup, backup". And while folks are getting better about backing up, they often just back up their file on their hard drive, meaning if something happened to their computer, both their database and their backups would be at risk.

One of the great new features we just added in the update mentioned above is the ability to back up directly to Dropbox or Google Drive. This actually copies your backup directly to "the cloud", so even if your computer melted into a puddle, your backup is still safe.

When you now do File > Backup, or choose to do a backup when exiting from the program, the backup screen will have 2 new options as seen below. Just

(Continued on page 6)

check whether you want to backup to Dropbox or Google Drive, and when you click "Begin backup", RootsMagic will have you login to the one you select and will upload your backup directly to your account on that service.

For most all genealogy programs, instructions may be found online. Make sure you specify the backup location to be a folder within the online service you are using, with any name of your choosing, such as:

C:\Dropbox\backups\MasterGenealogist\

For **Reunion for Macintosh**, read the instructions and view the video at <http://genealogytools.com/how-to-backup-a-reunion-family-file/>.

For **Legacy Family Tree**, look at:
<http://www.legacyfamilytree.com/helpLegacy8Backup.asp>

In **MacFamilyTree**: To save a copy of the current database in a custom location, just go to the top menu bar and select:

"File" -> "Export MacFamilyTree Database"

More information is available in the User Guide.

When exiting **The Master Genealogist**, the program always asks the user if he or she wishes to make a backup copy. Select YES and then specify a folder location such as C:\Dropbox\backups\MasterGenealogist\.

Family Tree Maker has the capabilities to make a backup to any folder on your hard drive, on a flash drive, or to a cloud-based file copy service. However, the exact instructions and exact wording varies a bit from one version of Family Tree Maker to another. One sample is shown at http://help.ancestry.com/app/answers/detail/a_id/4378/~/-backing-up-a-file-in-family-tree-maker. Other versions of Family Tree Maker will be similar.

Why do you need to make a backup? Think about how many hours of work will be required to recreate all your data if your hard drive crashes five minutes from now!

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. You might also want to read comments posted by others there.

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

Cloud Storage - Are You Concerned?



By Bill Armstrong, Treasurer, Lehigh Valley Computer Group, PA November 2013 issue, The LVCG Journal
<https://sites.google.com/site/lvcgsite/> Bill@yahoo.com

There has been discussion at our Lehigh Valley Computer Group meetings about cloud storage. Concerns include not being able to retrieve your data without an internet connection, and the safety of your sensitive data. Who is looking at it? Is it encrypted? Can the government get at it and see all your data? Can the company hosting the data read it?

These are legitimate concerns, especially since the recent revelation about the NSA spying on our domestic phone calls, emails, and cloud stored data.

In today's Morning Call, I found an ad for Best Buy. It offers a solution to this concern that is very practical.

Western Digital offers their My Book Live Personal Cloud Storage external hard drive (HD). This unit attaches to your wireless router. That makes it available to every connected device that you own, both in your house, and when away from it (via the internet). That means your smart phone, tablet, and laptop, whatever. There are apps for both Android and iOS. You can store movies, photos, and all kinds of data, and access them anywhere you have an internet connection. It also makes a good place to share files with other family members, no matter where they are located. Public and Private shared accounts can be created.

Because the data resides on your personal hard drive in your home, the worries about others (government, hackers, etc.) getting that data is greatly reduced, if not eliminated. Your data is safely stored behind your user ID and password (as well as your router's security), which is as safe as you choose to make it (long, complex passwords are recommended).

The cost is not excessive. Best Buy offers the Western Digital 2 terabyte (TB) version for about \$130, and the 3 TB version for about \$150. The included software makes backup of your computer very easy.

Online backup services, such as Carbonite and iDrive cost about \$60 per year. This unit would pay for itself quickly, and offer the added privacy of local storage.

One drawback that I can see is that if my house should burn down, or thieves should steal the HD, your data is gone. Cloud storage is safer in that respect. Any very safe storage system should include off-site storage in some manner. It could be as simple as burning DVDs and storing them in another location.

So, to summarize, it is an interesting solution with many positives, but not a perfect one.

LCCUG ANNUAL PICNIC

WHERE: Lakeview Park

TIME: 12:00 NOON TO DARK

POTLUCK STARTS AT 1:00 PM

OUR POTLUCK PICNIC THIS YEAR WILL BE HELD IN THE PICNIC
PAVILION AT THE WEST END OF LAKEVIEW PARK
IN LORAIN CLOSEST TO THE LAKE.

WE HAVE THE PAVILION FOR THE ENTIRE DAY
SO THINK GAMES, WALKS AND GOOD FOOD.
IT SHOULD BE WARM THE ENTIRE DAY.



THIS WILL BE ANOTHER 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.
CUPS, CUTLERY AND NAPKINS WILL BE DONATED.

PLAN ON BRINGING A DISH TO SHARE,
AND YOUR DRINKS & PLATES,

A REALLY, REALLY RELIABLE 'RUMOR' IS THAT WE WILL HAVE COTTON CANDY
AGAIN THIS YEAR. YIPPEE.



WE ARE PLEASED TO HAVE
ED BAKER, PRESIDENT
OF LORAIN FOUNDATION INC.,
MAKE A PRESENTATION ABOUT
THE LORAIN LIGHTHOUSE THIS YEAR.

THIS WOULD MAKE
A GREAT FATHER'S DAY PRESENT

THERE WILL BE SOME GREAT PRIZES TOO!



How can I find out what program keeps popping up in my taskbar and disappearing before I can click on it?

It's not uncommon to see programs quickly come and go. There are a few ways to try and capture what they are; some technical, and some innovative.

How can I find out what program keeps popping up in my taskbar and disappearing before I can click on it?

I've seen 'em too. You really start to wonder what the program is, and before you can even reach for your mouse, it's gone. Or even if you *do* manage to click on it, it disappears from view.

There are several techniques I use to track these guys down. Not all work in all cases, but between them all I can usually figure it out pretty quickly.

I'll share a couple of places to look, and I also want to mention one technique that's perhaps not all that obvious, but actually quite handy.

Auto-Start

I'll start with the relatively obvious: check what's starting when you login. What's all this stuff running after I boot Windows? covers several of the techniques you can use to examine your system and identify all of the different programs and utilities that start each time you boot or log in.

You'll probably be surprised at how much there is. With that alone you may be able to say "oh yeah, that's it" when you

stumble on something you didn't realize was starting on login.

Process Explorer

My next approach would be to use Process Explorer. Process Explorer actually highlights processes as they start and stop, leaving them highlighted on its display for a few seconds after they exit.

The only "trick" here is that you'll need to add Process Explorer to your start-up programs, and hopefully in a position where it starts and is running before the event you're attempting to diagnose.



Grab a camera ... or phone

I picked up this next trick from reading Fred Langa's old LangaList¹: grab your video camera or smartphone and take a video of the screen as the item pops up and disappears.

Now, watch that video in slow motion, or even frame by frame. You may now be able to read the text in the task bar button, and use that as a clue to return to some of the techniques above. (This technique works great for error messages and blue screens that occasionally fly by as well.)

(Continued on page 9)

Genealogy Websites Of Interest



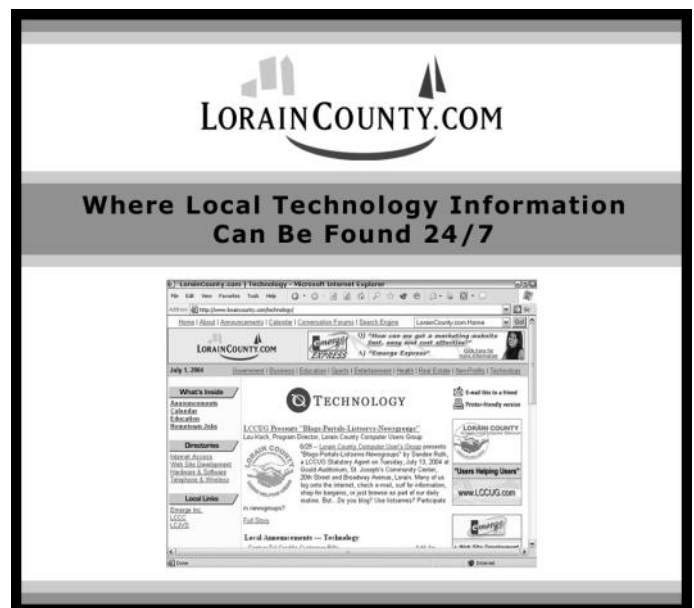
Awesome Screenshot (Chrome, Firefox)
<http://awesomescreenshot.com>

Evernote (free iPad app) <http://www.evernote.com>

Evernote Smart Notebook
<http://trunk.evernote.com/gear/evernote-moleskine>

EverClip (\$) <https://itunes.apple.com>

Evernote Clearly (Google Chrome Extension)
<http://evernote.com/clearly>



(Continued from page 8) Ask Leo

Process Tracking

Finally you can enable something called “process tracking”. This will create a log of *all* processes that come and go on your machine. You may get overwhelmed with data, but the answer is almost certainly in the results. This article – *How can I track what programs come and go on my machine?* has the details.

This is a minor update to an article originally posted : October 18, 2005

Read more:

How can I track what programs come and go on my machine? Windows is constantly starting and stopping programs as part of its normal operations. You can see exactly what programs are being run using a Windows technique called process auditing.

What’s all this stuff running after I boot Windows? When you start Windows many programs start automatically as well. It can be difficult to identify everything and determine whether or not they’re all necessary.

Process Explorer – A Free Powerful Replacement for Windows Task Manager Process Explorer is Task Manager on steroids. A free utility that completely replaces Task Man-



Word Tips <http://word.tips.net>

Endnotes by Chapter

by [Allen Wyatt](#) (last updated April 6, 2013)

Please Note: This article is written for users of the following Microsoft Word versions: 2007, 2010, and 2013. If you are using an earlier version (Word 2003 or earlier), this tip may not work for you. For a version of this tip written specifically for earlier versions of Word, click here: [Endnotes by Chapter](#).

David has a book manuscript that consists of twenty chapters. Each chapter is in its own document file, and each chapter has its own endnotes. He would like to create one large, single document file for the manuscript, with the endnotes properly separated by chapter at the end, and renumbered from 1-X in each endnote section, as they are now.

This can be done rather easily, as Word allows you to specify that endnotes should appear at one of two places in a document: either the end of each section or at the end of the document itself. Follow these general steps:

1. Create a new, blank document.
2. Define the layout for the new document to match whatever layout you want for your book. (Set margins, orientation, etc.)
3. Display the References tab of the ribbon.
4. Click the small icon at the lower-right corner of the Footnotes group. Word displays the Footnote and Endnote dialog box.
5. Make sure the Endnotes radio button is selected. (See Figure 1.)

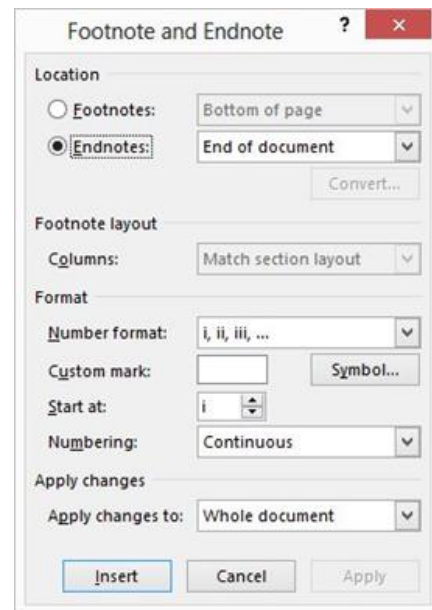


Figure 1. The Footnote and Endnote dialog box.

6. Change the drop-down list at the right of the Endnotes radio button to End of Section.
7. Change the Start At value to 1.
8. Change the Numbering drop-down list to Restart Each Section.
9. Click Apply.
10. Insert your first chapter file. (Display the Insert tab of the ribbon, click the down-arrow at the right of the Object tool within the Text group, and then choose Text from File.)
11. Insert a section break at the end of the chapter file you just inserted.
12. Insert your next chapter file after the section break.
13. Repeat steps 11 and 12 for each of your remaining chapter files.

What you end up with is each chapter divided by sections breaks, with the endnotes configured to appear at the end of each section. Numbering of the endnotes will begin at 1 in each section.

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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

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

Richard Barnett

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

Sandee Ruth

440-984-2692 - sandee29@gmail.com
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

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

This Month's contributors: Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Dennis Smith, Leo Notenboom, Dick Eastman, Allen Wyatt, Bill Armstrong, Anne Moss, WorldStart, Scambusters, APCUG, Microsoft Office art online, <http://infoinformationhealthh.blogspot.com/2012/07/funny-pictures-of-internet-and.html>

Newsletter is now
Online at
lccug.com/newsletters or lccug.com

LCCUG ONGOING WORKSHOP

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday - June 17, 2104

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"



The Lorain County Chapter of OGS

is having it's next meetings on :

June 9 - "Genealogical Research in Kentucky" - Tom Neel, the Ohio Genealogical Society Library Director, will guide researchers through the sources available to find their Kentucky ancestors

LOCATION

North Ridgeville Library, 35700 Bainbridge Rd. North Ridgeville, Ohio. Meetings are free and open to the public. Social time is at 6:30 PM and the program begins at 7:00 PM.

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

ScamBusters.org

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

(Continued on page 12)

(Continued from page 9) Endnotes by Chapter

The only time this approach will present a problem is if you have section breaks within a chapter. For instance, if you switch from a one-column to a two-column layout within a chapter, then the layout change requires the insertion of a section break. Since endnotes are configured to appear at the end of each section, that means you may have endnotes that appear at the end of your one-column layout and then at the end of the section that marks the end of the chapter. This is probably not what you want.

You can suppress the endnotes for some sections in your document (such as the first part of the chapter, before the layout change), but that presents additional problems with numbering. Since numbering is designed to start at 1 for each section, you may end up with two (or more) endnotes numbered "1" in a single chapter. You can get around this by applying continuous endnote numbering for the entire document, instead of restarting the number in each section.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (6099) applies to Microsoft Word 2007, 2010, and 2013. You can find a version of this tip for the older menu interface of Word here: [Endnotes by Chapter](#)

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Reprinted by permission. Thousands of free Microsoft Word tips can be found online at <http://word.tips.net>.



'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.

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>

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In The News 05-30-14

Thursday, May 29th, 2014 by *cynthia* | Filed Under: *In The News*



More Google Ads On The Way

Ready to see an ad on your thermostat? How about on your glasses or our watch? Google says "a few years from now, we and other companies could be serving ads and other content on refrigerators, car dashboards, thermostats, glasses, and watches."



Google paid a pretty penny to pick up home automation company Nest, so it might not be a surprise to find target ads on the screen when you go to turn on the air conditioning. Since Google already uses the content of your e-mail and your web searches to target ads, imagine what they can do with data like how much electricity you use and what you're looking at through Google Glass.

Microsoft Offers Discounted 8.1 To Makers Of Lower-Cost Device

On the heels of offering Windows 8.1 free to the makers of devices smaller than 9 inches, Microsoft is now offering a deeply discounted Windows 8.1 with Bing to makers of lower cost devices. These devices will have Internet Explorer with Bing set as the default search engine, however users can change that setting if they want.



The goal is to help manufacturers build lower-cost Windows devices. Lower-cost devices are defined by Microsoft as

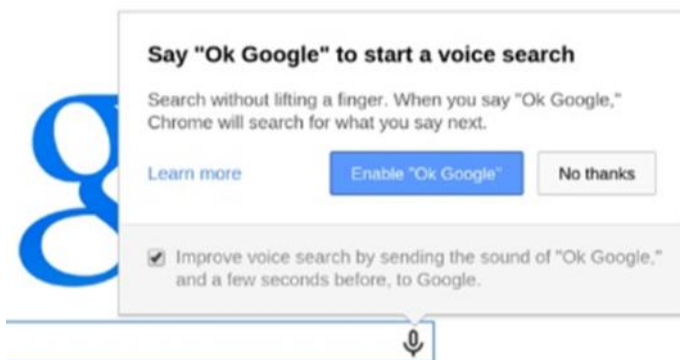
(Continued on page 13)

(Continued from page 12) In The News 05-30-14

those with 1GB of memory and 16GB of storage. Many of these devices will come with Microsoft Office or a one-year subscription to Office 365. No specific devices were announced. Microsoft says the devices will be announced by manufacturers over the next few weeks.

Chrome Adds Voice Search To Desktop

Hands-free voice search is now available for the desktop version of the Google Chrome Browser. If you are updated to the latest version of Chrome and have a microphone for your PC, you can say Okay Google to start a voice search, set a timer or create a calendar reminder.



Just click on the microphone icon in the search box to enable this feature.

~ Cynthia

Tags: chrome, google, in the news, Windows 8.1

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Working with PDF Files



By Cal Esneault, Former President and leader of many Open Source Workshops & SIGs, Cajun Clickers Computer Club, LA December 2013 issue, Cajun Clickers Computer News

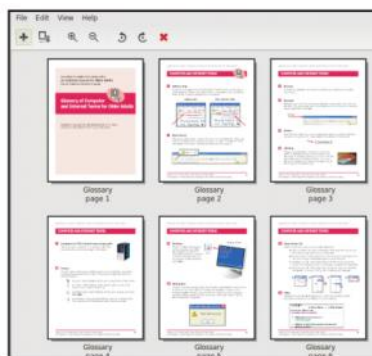
www.clickers.org ccnewsletter@cox.net

The Portable Document Format (PDF) file format is used extensively to pass documents between people and organizations that use different computer hardware and operating systems. Introduced as a proprietary format in 1993 by Adobe Systems, it was released as an open standard in 2008. With rare exception, if you have a PC you can read a PDF file (for example, Adobe Acrobat Reader for Windows OS). If you produce a document with almost any word processor, you can export a PDF version so that a recipient doesn't need to have your specific software to access it. As you browse the Internet, you will find many supporting documents are in PDF format for you to print them or for you to read them on an electronic display.

Although PDF files are easy to create and read, editing PDF files is more complex since the default is to produce a read-only file. You can usually copy text or images and paste them as components into other document software. However, many times we want to extract whole PDF pages without having to reformat the results after pasting smaller parts. PDF Shuffler, a small python-gtk open-source program for Linux, is a great method to easily rearrange, split, or merge pages from PDF files.

As an example, I downloaded a 14-page PDF file from federal government resources titled "Glossary of Computer and Internet Terms for Older Adults" and a 1 page PDF File titled "Basic Computer Technology" from the New York State Library. After starting PDF Shuffler, added and joined both files by hitting the "+" icon.

The following image is a screenshot of PDF Shuffler displaying the first 6 pages of the combined file. You can then select any page and delete it. Pages can be rearranged by a "drag-and-drop" mouse action.

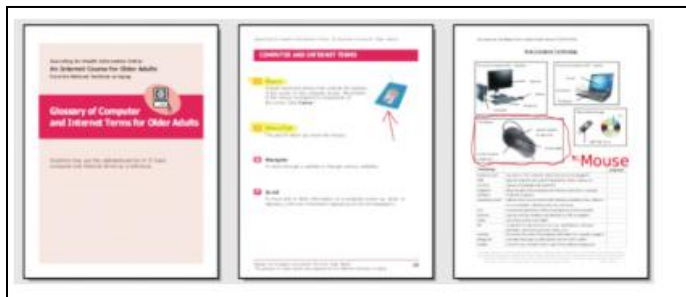


I removed all but pages 1 and 10 from the "Glossary" file and left the single page from the "Technology" file. I next saved the 3-page result as a single PDF file with a new unique name. This shorter customized version can now be

(Continued on page 14)

sent to a recipient with just the specific information I desired. The simplicity of PDF Shuffler is its greatest attribute.

Although you may not want to change the content on a PDF page, you may want to draw attention to specific points. Xournal is a Linux application for taking notes or sketching with a stylus. It also has an "Annotate PDF" feature. Within Xournal, select a PDF file to annotate. You are then able to add a layer of lines or text above the original page. Below is a view of the saved version of the customized PDF file described previously? Yellow highlighting, arrows, and text were added to accentuate points about a computer mouse.



For filling out PDF forms, flpsed is an even simpler program for Linux systems which only inserts text.

The programs mentioned here are available in the repositories for many Debian-based distributions, such as Ubuntu or Linux Mint. Give them a try next time you are working with a PDF on your Linux box.

INTERESTING WEBSITES

What do you want to learn today

<http://www.lynda.com/?co=2>

The Freecycle Network™ is made up of 5,132 groups with 7,431,294 members around the world. It's a grassroots and entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns.

<https://www.freecycle.org/>

Pixlr Express is a fun and free *photo editor* that lets you quickly crop, re-size, and ... photos in a snap and transform your photos into *cool* looking vintage images.

<http://pixlr.com/>

FotoFlexer is the most powerful online *photo editor* in existence. It can remove blemishes, change skin/hair color, morph photos and more! 100% free.

<http://fotoflexer.com/>

Storage Media, Interfaces, and Backups

Recap of December 2013 Meeting by Anne Moss, Secretary, Northern Neck Computer Users' Group, NJ January 2014 issue, The Computer Link

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Rob Mink, President NNCUG, was the speaker at the December NNCUG Meeting. Rob's discussion about storage media and interfaces was designed to pick up from Brian Riley's October discussion about the use of external hard drives for computer backup. Throughout his talk, Rob passed around examples of different storage media.

There are two basic types of storage media – Magnetic and Solid State. However, optical storage may still provide a method of relatively long term data storage.

Magnetic Storage: First, Rob noted that physical media, for example punch cards, is extinct for computing. The most common form of magnetic storage is found in hard drives. Soft drives (such as tapes and floppy disks) are obsolete. Currently the maximum capacity of hard drives is 4 terabytes (TB). The 4 TB limits of hard drives dictate the use of a desktop computer. A hard drive in a desktop computer can have 4 or 5 platters to store data on each surface area. Additional storage usually can be installed in a desktop computer or attached to it. A desktop will use a 3.5 inch drive and a laptop will use a 2.5 inch one. A laptop hard drive uses a lower number of data storage platters with a maximum capacity of about 1.5 TB. Laptop capacity can be expanded by the use of a USB flash drive which functions as an external drive. In addition, an external hard drive may be attached to a laptop via a USB port. Magnetic storage devices can fail quickly or gradually. They sometimes give warning of forthcoming failure.

Solid State Storage: These storage devices commonly can be Solid State Drives (SSD), USB Thumb drives or "sticks", and flash memory cards. Basically, these devices are made of transistors and capacitors in the desired format and size. Data life can be from 8 years to over 100 years, depending upon the temperature in which they are used and stored. The greater the capacity, the higher the price! However, over time, the prices for a given size device usually drop. The drawback for these solid state devices is that they can suffer sudden and catastrophic failure.

Solid State Technology: This comes in single layer or multi-layer forms. It is made from Floating gate MOSFET NAND FlipFlops. Floating gates keep data for a very long time - 80 years was mentioned. Even though the technology is quite difficult for the average user to understand, one sees the products everywhere – for example, tablets and memory cards. Rob was asked why sudden failures occur. Reasons can be a bad interface with a chip or sudden drops can kill a device.

The technology still is immature, so it is not good at recognizing failure. He does not trust flash drive backups considering the risk of sudden failure. (In response to a question about photograph storage, Rob indicated that, in actual practice, photos by the average home user could be stored on magnetic media. Alternatively, while photos can be stored on flash drives, Rob counseled that it is probably safest to burn a CD.)

Optical Storage Technology: This includes CDs (read only and read-write), DVDs (in various types such as read only, read-write, dual layer that are burned on each side), and Blu-ray disks (in similar types). Optical storage media can be normal or archival in nature, depending upon the dye material used. Best is gold or silver dyes found in the more expensive disks. Normal grade disks are other colors such as green or blue. (Rob noted that it is best to stay away from DVD's with a purple colored dye.) Expect a burned disk to last from 2 to 25 years. For critical data, Rob advised that it is wise to burn pairs of disks. Then if it is needed, recovery can be made by combining data from both disks. It is unlikely that both disks would fail in the exact same place. Optical media is cheap and comes in capacities of 650 megabytes to 125 Gigabytes. Data can be burned in a single write session or multi-write sessions depending on the media used. The former is locked after the initial write session, and the latter can be written to or erased many times. The latter method is less reliable, and somewhat less readable by devices other than the one that was used to create the original disk.

Interfaces: Rob described a wide range of interface types. Internal interfaces in computers include SATA, IDE, and SCSI/SAS types. Some need a connector to the power supply to function. External interfaces include Serial Peripheral Interface (SPI), SATA, USB, and Firewire.

Backups: There are two major strategies for data backups. First, backups can be kept offsite using cloud storage firms such as Carbonite or Spider Oak. Costs vary, but one should estimate about \$1.00 per gigabyte per year. Relatively limited cloud storage may be available for free. Second, one can use onsite storage. There are a few different types of onsite storage. Onsite magnetic storage includes using RAID and NAS hard drive configurations. (Different RAID type numbers indicate different configurations of hard drive storage.) Onsite optical storage, such as CD's or DVD's is a good means of back up storage, but is labor intensive for burning the data to disks. (Burn disks in pairs and not automatically.) Tape backups have changed and now are smaller than cassettes. However, tape backups are slow, and there are may be a number of failures. Rob indicated that the best approach is to have backups on two optical disks and another type of storage such as hard drives. Some computers have a removable hard drive bay and one can use several hard drives to have a rotating backup plan. This approach is useful for whole hard drive backups.

To sum up, Rob presented an extensive list of the available choices when choosing to back up data, as well as highlighting the changes in standards that has occurred over a relatively short time in computer technology.



Backups and Disk Cloning

Recap of October 2013 Meeting by Anne Moss,
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October 2013 issue, The Computer Link

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Brian Riley, Vice President of the NNCUG, gave a Membership Meeting presentation on computer backups and cloning of hard drives. Most of his presentation centered on what you can do to get your computer working quickly after a virus infestation or hard drive failure.

He explained that while backing up is necessary, the problem is that you have to have a working operating system and backup software to restore the backup you made. This may entail having to reinstall the operating system and backup software before you can even start to get your computer back.

He then explained the difference between cloning a disk and making a disk image. With cloning a disk, you get an exact copy of the disk, that if inserted into your machine, will allow you to resume work from the point the clone was made. Disk imaging on the other hand, which is how backups work, makes a copy of the contents of the disk in some kind of compressed format (zipped), which then has to be restored by a program that can read that format.

Usually this is done with a "restore" disk, which is a bootable CD or DVD that contains enough of an operating system to run the backup software that can restore your drive, but requires you to make that disk ahead of time. If you haven't done that (and most backup software, including what comes with Windows 7, has utilities to make one of those disks), you need to restore from the original Operating System Install disks. This is a time consuming process!

Brian showed us what he called a "toaster" drive, which is a USB or ESATA device that allows you to put a regular 3 1/2" (desktop hard drive) or 2 1/2" (laptop drive) in a slot, and run your backup or clone to it.

Tiger Direct has a listing of toaster drives here (NewEgg and Amazon have them also)

http://www.tigerdirect.com/applications/category/category_slc.asp?MfrId=0&CatId=2785

(Continued on page 16)

(Continued from page 15) Backup and Disk Cloning

He then explained that if you have chosen a computer that has your C: accessible from the outside of the machine, you can take that disk and easily and quickly replace the damaged or infected drive with it.

Brian explained he had made a clone of the laptop drive he was giving the presentation on the night before, he simulated the computer becoming infected with a virus, shut it down, replaced the hard drive, and rebooted continuing the demonstration, all within three minutes.

He pointed out making a clone is not the complete answer to backups: clones do not do versioning of your files for example, and it is still important to do a regular backup.

There are two key questions you have to ask yourself in choosing a backup method:

- How important is my data? Is merely having a second copy of it enough, or does it have to survive a catastrophic event like a fire? If it is the latter, you must have an offsite backup, if it isn't then just a backup copy will do.
- How much important data do I generate in what period of time? If you spend all day working on a project, then you probably want a backup on a daily basis. If redoing everything you have done for a week isn't a problem, then a weekly one will do. If all you do is play games on your computer and answer e-mails on line, then you probably don't need more than a clone – your data isn't changing.

Things that cause data loss come in many forms: from "happy clicking", where you accidentally overwrite something you have been working on all day with an inappropriate up-date; virus infestation that makes your machine unusable and may scramble the contents of your hard drive; hard drive failure (sooner or later they all fail); or catastrophic event such as a fire or burglary.

Even if you are using anti-virus software, your machine can become infected by a virus that was built to get around that software. Often the first thing these viruses will do if they manage to get a foot-hold on your machine is turn off your anti-virus software.

Brian suggested a simple step: since many viruses work on the account level, you should always create a second account on your machine with administrative privileges.

This may allow you to log in as that other user and run your anti-virus software that has been disabled under your main account.

He also suggested you should hover over any link with your mouse to see where it is sending you. Depending on the application, the address the link is sending you to will be displayed in a tool-tip or on the bottom of the screen. If that address goes somewhere unexpected, don't click on it!

What backup software should you use?

Windows 7 ships with backup software, and allows you to make a restore disk. It doesn't do cloning, it isn't easy to tell what it is backing up, and the backup requires a disk larger, sometimes double the size, of the drive you are using as your C: In other words you would need a one terabyte drive to back up a 500 gigabyte one.

It was suggested using Macrium Reflect, which is available as either free or paid software. The major difference for the home user between the two is the free version can't do incremental backups (that is, only backup the files that have changed since your last full backup). You can read more about it on their website:

www.macrium.com/reflectfree.aspx

Along with the free version, the Standard version costs \$49.99, and the Pro version costs \$58.99.

There is cloning and backup software available from other vendors also.

Acronis is another backup/cloning program. Brian and Rob stated it is much more Bloated but not as user friendly as Macrium.

If you are interested, reviews of 10 of the top contenders for 2013 can be found here:

<http://data-backup-softwarereview.toptenreviews.com/>

Brian emphasized that if your concern is getting your computer up and operating as quickly as possible from a simple hard drive failure or virus infestation, then cloning is the way to go.

He also made the point that one does NOT have a backup UNTIL it is confirmed that the data can be RESTORED from the backup!

