

# Interface

Lorain County Computer Users Group  
[www.LCCUG.com](http://www.LCCUG.com) [info@LCCUG.com](mailto:info@LCCUG.com)  
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2014

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**Tuesday  
August 12, 2014**



**In**  
*August*

☺Meeting in Amherst☺

Meetings are held at  
The Amherst Church of the Nazarene  
210 Cooper Foster Park Rd. Amherst, OH  
Doors will open at 5:30 PM, program starts at 6:30 PM

## A Word From Our President



We will not be having a Monthly meeting in August. Micky will hold his August 19 Problem Solving Workshop at the church as usual.

We are taking a little vacation in August.

Our September 9 meeting will be by Bob Gostischa -- "So You've got a New (or New to You) Computer, Now What?"

So remember: No meeting August 12!

*Sandee Ruth*  
LCCUG President

## Tip Corner



Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
March 2014 issue, The LVCG Journal

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### Speeding Up Your PC

We all experience times when the computer starts slowing down. Usually, the biggest culprits are the things that sneak into your computer such as spyware, adware and other computer threats that are unwittingly downloaded along with other content while online. It happens to us all.

A good place to start is to clean Your Computer's Windows Registry. Don't try and do it manually.

Use a program that is set up for that. One that many of us use is CCleaner. There is a free version and does a lot more than just the register. Errors, spyware and orphan file pointers build up over time. Some like to clean the registry daily, but I personally only use it about every other week. Go through the settings. For example, you can clean out your cookies, but before you do you can list the ones you want to keep such as cookies to special sites.

— you won't believe the difference that it makes.

## LCCUG Officers For 2014

<b>President</b>	Sandee Ruth president@lccug.com
<b>Vice President</b>	Carole Doerr vp-programs@lccug.com
<b>Secretary</b>	Don Hall secretary@lccug.com
<b>Treasurer</b>	Micky Knickman treasurer@lccug.com
<b>Newsletter Editor</b>	Pam Rihel newsletter@lccug.com
<b>Web Page Editor</b>	Richard Barnett webpage@lccug.com
<b>Statutory Agent</b>	Sandra Ruth statutory_agent@lccug.com
<b>Director of Membership</b>	Dennis Smith membership@lccug.com
<b>Director of Advertising</b>	Richard Barnett advertising@lccug.com
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**Tuesday  
August 12, 2014**

# NO AUGUST MEETING

ON VACATION



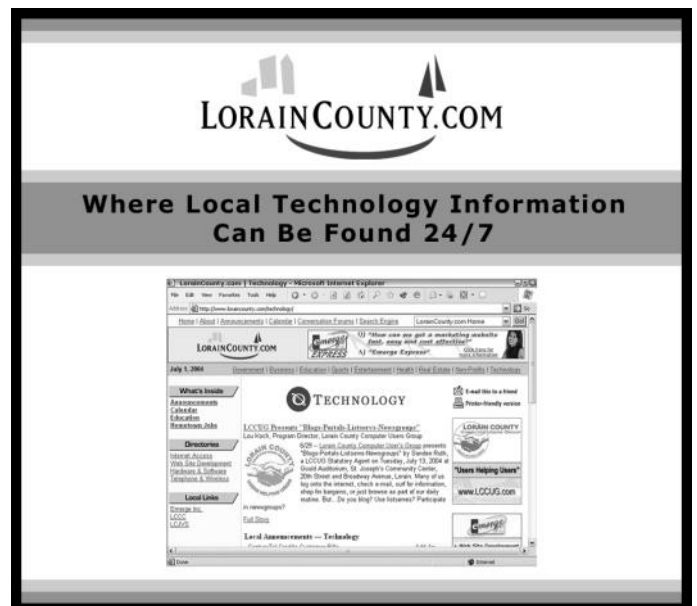
## MEETING CANCELLATION NOTICE

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](http://www.lccug.com)  
[www.lccug.com/members](http://www.lccug.com/members)

If you think the weather is too bad to drive in then don't try to come to a meeting that may already be cancelled. Please check your email boxes and our websites.

**Thank You**





## Executive Board Meeting Minutes

**JULY 1, 2014**

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

Don will write a thank you letter to Ed Baker, speaker at our picnic.

After discussing future programs, the board voted to cancel the August meeting.

The board will meet for one hour on August 5th for a trial run using Google Hangouts as an alternate board meeting procedure.

Sandee informed the officers of a Microsoft program in Westlake July 9th dealing with their latest program technologies. She plans to attend.

Richard reported our web site has had 487 hits since April.

Prizes were chosen for the July 8th meeting.

Micky moved, Richard seconded the meeting be adjourned.



## General Meeting Minutes

**JULY 8, 2014**

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the July issue of the *INTERFACE* was made by Mary Brown, seconded by Nancy Smith. Motion passed.

Sandee informed the members there would not be a meeting in August.

Pam informed members of the annual OGS picnic at the Carlyle Visitors Center.

- ◆ Eric Barnett presented a very interesting program "SOCIAL MEDIA." This included:
- ◆ HISTORY
- ◆ STATS & STATISTICS
- ◆ RECENT MAJOR DEVELOPEMENTS
- ◆ A LOOK AT THE FUTURE
- ◆ Q & A

Dennis Smith won \$4 from the attendance raffle, Ray Stevens won the software / hardware raffle and Sharon Kohler won the large rollover raffle.

Neil Higgins moved, Sandee 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>



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Pam Rihel [prihel1947@gmail.com](mailto:prihel1947@gmail.com)

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

## How to Turn Your Smartphone into a Wi-Fi Hotspot

**NOTE:** This article has nothing to do with genealogy but I will suggest that all owners of cell phones should be aware of the hotspot capabilities of their phones.



Would you like to access the web with your laptop or tablet computer while at a library or archive or most any other location? If a wi-fi

network is available, that is easy to do. However, what do you do when you are not in range of a wi-fi connection? If you have a cell phone, there is an easy answer: tether the cell phone.

Tethering allows sharing the Internet connection of the cell phone with other devices, such as laptops.

Be aware that not all cell phones can be tethered, but the majority of them can. For instance, I have two cell phones; one runs Android and the other runs the Apple iOS operating system. One of them can be tethered but the other cannot. Sometimes the cell phone manufacturer decides not to allow tethering and some cell phone providers will either not allow tethering or will charge extra for the capability.

If your Apple iOS, Android, or Windows Mobile cell phone does have the capability to be tethered, the process is easy. Step-by-step instructions are available in an article by Brian Burgess in the GizMag web site at <http://www.gizmag.com/how-to-turn-your-smartphone-into-a-wi-fi-hotspot/32544>.

**Warning:** be aware that some cell phone companies charge extra for tethering while others do not. Check your cell phone carrier's web page or call their customer service department for details.

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.

## Free Family Record Forms from the Library of Congress Web Site



Long before the invention of home computers that could generate forms, many families recorded their important family events within their Bibles. Whether printed as part of the Bible or printed on separate paper forms that could be stored alongside the family Bible, these forms often were ornate with beautiful artwork. The Library of Congress has collected many of these forms and made them available online.

Some are simple "fill in the blank" forms while others have space to manually paste in pictures. All of the forms are available free of charge.

You can download any of these old Family Records and Family Register forms and even print them on your own printer, then use them as you wish. Many of them are "oversized." If so, they cannot be printed on a normal computer printer that only handles 8½ by 11 inch paper. However, you can always save them to a flash drive and then have them printed on an oversized printer or plotter at FedEx Office (formerly called Kinko) or other service that has such hardware available. You can even send the print image to online to:

<http://www.fedex.com/us/office/> and either pick up the finished printout in person or have it shipped to you. You will have to pay a few dollars for the printing and shipping, of course.

You can find many Family Records and Family Register forms by starting at: <http://www.loc.gov/search/?q=Family+Records+and+Registers>.



Some of these forms are huge! Downloading them may take a minute or two on a slow to medium speed Internet connection. However, I will suggest the results are worth the wait.

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

## Snippets Issue: Bogus Contractors, Funeral Notice Virus & Safe Harbor for Kids

More people are wising up to bogus contractors who offer to do roof repairs or repave a driveway -- and then never return or do a shoddy job after being paid up-front.

And they're not so easily fooled either by people who claim to be from the local utility company and say they need to inspect an installation inside their home -- while planning to distract and steal from their victims.

So, inevitably, these crooks have come up with a new trick, as we explain in this week's Snippets issue.

We also want to alert you to a new way of getting malware onto your PC, and let you know about a safe harbor program for kids using the Internet.

### A Lightning Con Trick

A flash of lightning can be a frightening experience, and a worry for your electricity supply company.

But worry as they may, they're not going to come knocking at your door offering to install a lightning rod. And even if they did, it wouldn't come with a hefty price tag in the order of \$8,000.

But that's the price some contractors have been asking for a basic home installation.

Some of them claim to be working "on behalf" of your local power company -- but they're not.

When you're being lined up for a rip-off like this, the contractor will usually ask for at least 50% of the cost up-front but may even demand the whole sum.

And when they claim to be working for your electricity company, it's almost certainly a scam.

We're not entering the debate about whether or not you should have a lightning rod.

You should speak to the power company or your insurer about that, but in most areas it's unusual to see them on residential properties unless they're in storm-prone areas, isolated or particularly exposed.

But if you're in the market for one, the independent, not-for-profit Underwriters Laboratories suggests \$2,500 for 2,500 square feet is a fair rate.

Get bids from at least two specialist electrical contractors and check out their license, bonding and other credentials before doing business with them.

### Deadly Virus

What would you do if you received an email with the subject line: "Funeral Notification"?

And what if the message appeared to come from a reputable funeral home and invited you to "a celebration of your friend's life service"?

Would you click the link that supposedly offers "more detailed information" about this memorial service?

We hope not. But if you lost a friend or relative in the recent past, you might be tempted.

Or you might just be curious in case an acquaintance passed recently without you knowing.

However, if you click, you could be about to download a deadly virus onto your PC.

The lack of a name of your "friend" is the first giveaway that it's a scam.

But if you think it might be genuine and want to know more, find the funeral home's number in the phone book and call them to check and request further details.

Beware too of similar messages but with an attached "Invitation." Clicking that also risks infecting your PC with malware.

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

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## Safe Harbor

For our final Snippet, and for a change, we have some good news to report on the Internet security front.

The Federal Trade Commission (FTC) has approved a new "seal of approval" program under which child-friendly websites and other technologies are reviewed for their safety factors.

The kidSAFE Seal Program, as it's called, requires that site operators and their products comply with five core safety rules. They must have in place:

1. Safety measures for chat and community features.
2. Rules and information about online security.
3. Procedures for dealing with complaints and safety issues.
4. Parental controls over the children's accounts.
5. Age appropriate content, advertising and marketing.

Already, scores of [certified sites](#) are listed on the kidSAFE site, with click-thrus that enable you to check the credentials of individual companies.

Parents can also sign up for email updates that include new listings and safety tips to help protect children online.

The FTC approval qualifies the kidSAFE Seal as a "safe harbor" program under the Children's Online Privacy Protection Act (COPPA).

Firms that participate in safe harbor programs are subject to the controls and disciplinary procedures of the FTC.

**Alert of the Week:** Watch out for a phony Facebook claim that the hugely popular TV series Game of Thrones has been cancelled.

It hasn't -- and clicking on the Facebook link will take you to a page that says you need to install a "Java update" on your PC, which, of course, is really a virus.

Don't click and don't worry. The fourth season of Game of Thrones recently ended but the series is expected to return.

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



## Computer Problems Plague Everyone, Even Me

Sandy Berger, CompuKISS

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[www.compukiss.com](http://www.compukiss.com)

Why do things change on your computer? One day everything comes up just as it normally does. The next day, you can't get on the Internet, the icons are in a different place, and/or your program is working differently. Well I am here to tell you that everyone has problems like this -- even me! Here's the whole story!

When weird things happen on the computer, most people immediately blame themselves saying, "I must have done something to make this happen." The truth, however, is that in the computer world changes can happen without you having done a thing to cause them. This was really brought home to me this week when I had several "problems" with my own computer.

When I sat down to work on the computer last Monday, the icons for my password manager and several other shortcuts that I use regularly were no longer on my browser toolbar at the top of the screen. On Tuesday, when I opened my Quicken program, the numbers and text was twice as large as normal. On Thursday I tried to play some music and found that iTunes was no longer working. On Friday I found that my CD drive, which I hadn't used for months, was no longer working.

Now, it is unusual for all of these things to happen in one week, but it is not unusual for them to happen. I did not do anything to cause any of these changes. So what happened? Well the simple explanation is that the computer is run by millions of lines of code. As you work on the computer, add files, and download programs, things change. Even installing updates from the manufacturer causes changes. Sometimes these changes, even if they are aimed at making a certain part of the computer better or more secure, can adversely affect other programs and other computer operations.

Although these types of changes can produce huge frustrations for the end user, the first thing to learn is that you probably didn't cause the different behavior and that, if you remain cool and calm, you can often correct the changes. Here's how I got through my aggravating week.

To find the missing icons, I had to look carefully at the screen where they normally appear. I found two arrows

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(Continued from page 7) Computer Problems...

next to where the icons normally appeared. Low and behold, when I pressed the arrows, the missing icons cascaded down. To actually solve the problem, I simply put my cursor on the area next to the arrows until it turned into a double-ended arrow. Then I dragged that to the left and my icons appeared and remained on the screen.

Quicken was another disconcerting item. For several days, the text and numbers appeared larger one time and smaller the next. To be honest, I never found the cause, but luckily it all went back to normal and has stayed that way.

Why in the world would iTunes stop working? I had no explanation, but I did have an easy solution. I simply reinstalled the iTunes program. It was aggravating and a bit time-consuming to have to do so, but after I did, everything went back to normal.

The most vexing problem was my CD drive. Last time I used it, it worked fine. Now it wasn't working. It did not appear in My Computer at all. A trip over to the Device Manager showed the CD drive with a yellow exclamation mark meaning that it was not working properly, which I already knew. I tried a few things like uninstalling the CD driver and rebooting, but had no success. I knew that this could be a hardware problem. Perhaps the drive itself had stopped working. I also knew, that it could be a software problem. Since the driver and filters from the operating system are used to run the CD drive and other peripherals, I decided to check that out first. I headed over to the Microsoft website where I found a Microsoft tool called "Fix It." I used it to troubleshoot and correct the problem. There are multiple Fix It tools, and the proper one can be a bit hard to find, but Fix It checked out the software, found the problem, and helped me quickly solve the problem at no cost. That sure beat having to purchase and install a new CD drive.

Well, now everything on my computer is back to normal. At least for the moment. The moral of the story is that, unfortunately, we have to expect glitches when working with computers. The best thing that you can do is to keep your eyes open for possible solutions, learn as much as you can about how your computer works and be bold enough to troubleshoot small problems. I keep my Sherlock Holmes hat ready for use at any time. You may want to do the same.



## The Internet as an Information Resource



February NNCUG meeting recap by Anne Moss, Secretary

Presented by: Brian Riley, Vice President, Northern Neck Computer User Group, VA  
March 2014 issue, The Link  
[www.nncug.org](http://www.nncug.org)  
[geocadjr@verizon.net](mailto:geocadjr@verizon.net)

Brian started with an overview of the ancient history of software documentation to illustrate the impact of the Internet as an information resource. In real time, 30+ years. Software once came with manuals and disks (5-1/4, 3-1/2). A loose-leaf manual was designed for manual updating. Updating usually was tedious, time consuming, and almost instantly out-of-date. The problem was cost. Updates had to be printed, mailed, and then each manual updated manually. And updates could be out-of-date with the delay in the mailing process. This was costly both to the software vendor and to the company or individual who had to maintain their manuals.

Onward to Help File Systems. Remember those days? To get somewhere one had to search back and forth through hypertext trying to find an answer to a question. And then the documentation frequently *almost* but *not quite* answered your particular query and you ended up going round and round in circles trying to find a better answer. In addition, you could not update help files that came on disks.

So how do Help files now work? Click on "HELP" in the menu (or the F1 key), which formerly brought up a standard help format. Clicking F1 in a program brings up Help files that are now located on the Internet. This makes a lot more sense if you think about it. First, there is only one place to update; every user automatically has the latest information. Second, the user does not need to update individual installations and check others to make sure they updated. Third, updates and corrections are pretty much instantaneous. The major anti-virus vendors, Apple, Adobe, Microsoft, etc. now are following this same pattern. That doesn't mean "how to" books are no longer out there. Printed documentation is bought separately, or from third parties.

What about the tangible effects of the Internet on everyday life? Brian then reviewed changes in everyday life that are the result of information being available through Internet technology. Real Estate has always been a candidate for a database – Multiple listings actually began in the late 1800's and transactions were standardized in 1999 (RETS) by the National Association of

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*(Continued from page 8) The Internet...*

Realtors. Realtors used to maintain paper files, and updated them frequently. This changed with Quick Response (QR) coding, which allowed a publication to show a picture or brief listing, with a QR code beside it, thus allowing the customer to access the data.

Banking is no longer just transactions by snail mail or in a bank branch. On line banking has grown exponentially in the last decade. How many tellers does it take this day and age to staff a bank branch? Instead customers now use the ATM and pay bills through a secure website. On the other hand who needs an ATM if you don't use cash? Plastic card purchases comprise 66% of all in-person sales, and 31% of those are made with debit cards. Even bill paying can be set up automatically and half of all households have bills paid by automatic deduction from bank accounts.

Conducting transactions with your stockbroker is no longer by telephone, and choosing the best stockbroker for you is easy with an Internet inquiry and exploration of web sites.

We have all become used to using the Internet to find stuff, buy stuff, and these days fix stuff. For example, oops I have a broken keyboard. Do I take it to the shop or fix it myself? First, I'll need a replacement keyboard. Using Google, type in "replacement keyboard" and the computer model number. There are references to the part, as well as a YouTube video showing just what to do, and a downloadable manual. Not only is this useful for electronic parts, but ordinary equipment such as a simple three-hole punch can be repaired.

There are innumerable questions and updates available with the simplest of inquiries. For example, when planning to visit an out-of-town friend, use Google weather, and pick the city or Zip Code. What about next week when I will be traveling, just add a 10-day forecast to the inquiry. Then find hotels and restaurants at the destination. Found the type of food you want? Specify if you want it delivered. Whatever the topic, Internet surfing allows the user to learn more than the original question. We really do carry around a mammoth reference library in our smart phones, tablets, etc.

Taking Classes: Maybe you would like to take a class in something. There are a lot of online accredited colleges. They are usually expensive and require that you complete entrance requirements. There are also a lot of non-accredited classes for a wide variety of subjects and generally they are very cheap. Some of them are offered by established brick and mortar colleges, and some offer feedback from students.

Udemy is one of many websites offering online courses.

es. It also lists reviews of the courses. Udemy, and similar sites, do frequently offer discounts, some substantial, particularly if you get on their mailing list. Keep in mind that non-accredited courses will not count towards a degree or be used for a job application.

Remember: There are thousands of websites. Some are well documented and maintained by professionals and experts. Others are less reliable. So who to trust? As an example, Brian uses Wikipedia and finds it good for information that is non-controversial. For controversial and philosophical subjects, you may want to check with several sources.

Brian concluded by noting that the Internet is more than just iPhones and tablets; it is about information access!



## The Tip Corner – April 2014

Bill Sheff, Lehigh Valley Computer Group, Pennsylvania  
April 2014 issue, The LVCG Journal  
[www.lvcg.org](http://www.lvcg.org)    [nsheff@aol.com](mailto:nsheff@aol.com)

### Tech Support

Before calling or e-mailing for support, do have the following information handy:

- Have the model and serial numbers.

- Also be close to the product.

- Have paper and pencil for instructions or contact information.

- Try googling for the information before contacting anyone.

- Ensure that you have lots of time available.

- Have all purchase information available.

- If there is a charge, have more than one credit card available.

- When connected, write down the support representative's name and any case number assigned.

### Windows hidden "god mode" folder

Windows offers a centralized Control Panel for all of the OS settings, which makes it easy for users to tweak everything from desktop background to setting up a VPN. To enter this mode, create a new folder with this exact name (copy and paste it): God Mode.{ED7BA470-8E54-465E-825C-99712043E01C}. The folder icon will change to a Control Panel-style icon, and you will be able to jump in and change all kinds of settings. Note: Don't try this on Windows Vista 64-bit as it's known to cause a reboot loop.

*(Continued on page 11)*

# NEED HELP?—

## Here's Who to Contact:

### Neil Higgins

440-967-9061 - [higgins.neil@gmail.com](mailto:higgins.neil@gmail.com)  
Evenings 6 p.m. - 10 p.m. + Weekends  
Hardware, Linux & Windows Operating Systems,  
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### Micky Knickman

440-967-3118 - [micky@knickman.com](mailto: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](mailto:lkoch@centurytel.net)  
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, & Outlook, Basic to Advanced Windows

### Richard Barnett

440-365-9442 - [Richard216@aol.com](mailto: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](mailto: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](mailto: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 your name, what program or programs you would be willing to give help with, your 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, CreatoCard 8.

**This Month's contributors:** Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Dennis Smith, Leo Notenboom, Dick Eastman, Sandy Berger, Brian Riley, Bill Sheff, WorldStart, Scambusters, APCUG, Microsoft Office art online,  
Newsletter is now  
Online at  
[lccug.com/newsletters](http://lccug.com/newsletters) or [lccug.com](http://lccug.com)

## LCCUG ONGOING WORKSHOP

ALL ARE FREE AND OPEN TO THE PUBLIC

### Problem Solving Workshop

**Date: Tuesday - August 19, 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](mailto: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](http://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 :

**September 8 - "Newspaper Research" by Debbie Abbott**  
- Debbie Abbott will discuss the genealogical treasures found in newspapers, how to search for the genealogical information, and how to locate old newspapers that are micro-filmed and/or digitized.

### 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](mailto:jecopeland1975@gmail.com). or  
Pete Hritsko: [hritsko@centurytel.net](mailto:hritsko@centurytel.net)

*(Continued from page 9) Tip Corner*

### Problem Steps Recorder

This handy tool automatically records any mouse clicks and takes screenshots for you. If you need tech assistance with your computer, go to Run by typing Windows + R, and then type "psr." Use the tool and by the time you are finished, you can send this information, neatly compiled automatically, to the person helping you with the issue. It will make the process of finding the problem much easier for them, which means you will be able to get your system up and running faster.

### WinDirStat

Find and Delete large files cluttering up your hard drive. A tool called WinDirStat (Windows Directory Statistics) will help you find files and folders that are taking up the most space on your drive. Once found they can be deleted.

### Use the Cloud

If you are working on some serious stuff don't just save it to your hard drive. Use the Cloud to backup important files. You can use services like Dropbox, Google Drive, or many of the other popular cloud storage solutions. They usually offer two to ten GBytes of free storage. More than that can cost, but it will be a while before you have to go that route. The files are then available to you no matter where you are or on which computer. A little setting up can put the folders in easy reach. Try it out.

### Typing Tricks

Ctrl + Bksp will delete an entire word.  
Move the Cursor to the beginning of the next or previ-

ous word by using Ctrl + left or Right Arrow. Instead of using Paste Special to get unformatted text type Ctrl + Shift + V.

### Cycle through open windows

Pressing ALT+TAB allows you to cycle through currently open windows. This makes switching back and forth between running processes quick and painless.

### UNDO

You can undo almost any action by using CTRL + Z. This is not only to fix typing errors. If you accidentally delete or move a file, CTRL + Z brings it right back to where it was. In Chrome and Firefox you can also undo closing a tab using CTRL + SHIFT + T.

### CTRL + ALT + Delete

This handy shortcut Interrupts all processes and should be a standby for us all. Something happens, the computer freezes and in most cases Ctrl + Alt + Delete will interrupt all processes, including the one that is bogging down your system, which might save you from a restart and lost data.

If you want to open the task manager directly and bypass the interrupt that happens when pressing CTRL + ALT + DEL just type CTRL + Shift + ESC.

### File Management Trick

Rename a file quickly Right-clicking and selecting rename is not very efficient. Instead, simply press F2 while a file is selected to change its name. To alter the name of another file, type TAB without deselecting the current file.

### Rename files sequentially

In Windows You actually don't need to download any programs to perform a batch file rename in Windows. Instead, you can select all the files you want to change, right-click the first one in the list, select rename (or use F2), and type in the name. This will automatically change all the other files with the same root name with a suffix: (1), (2), and so on.

### Minimize all windows

If you have a few programs open and want to get to the desktop, Windows + D will minimize everything you have open. Beats pressing the minimize button for each window.

### Close current window

Close the current window/tab. Sick of moving all the way to that X button? Press CTRL + W and the current window will close.

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## System information window

Not too many uses around for the Pause button. Bring this one up by pressing Windows + Pause/Break and the System Information panel is there.

## Making sub and superscript text

If you need to make sub or superscript text (think exponents for superscript), press CTRL + = for subscript and CTRL + SHIFT + = for superscript

## Security Tip

Run programs on an infected PC. Often times, malware will prevent a computer from running certain programs. Changing the name of the .exe file can often override this. If that doesn't work, changing the extension to .com is another useful alternative, and the program will still be able to run in spite of the extension change.

## Web Browsing Trick

Automatically add www. and .com to a URL. You can shave off a couple of seconds typing in a URL by simply clicking CTRL + Enter after you type the name of the site. Need .net instead of .com, press CTRL + Shift + Enter instead.

## Korora

Korora takes Fedora and adds things like Adobe Flash and various multimedia codecs as well as a big selection of software to make it a great system for those fairly new to Linux.

Korora Linux is available with a number of desktops including KDE, Cinnamon and the one we checked out Gnome3. Korora has modified the Gnome desktop a bit by adding a places-icon to the top panel which allow you to quickly access files on your file system, network, or external media. Korora is nice looking and responsive.

## Genealogy Websites Of Interest

A One-Step Portal for On-Line Genealogy  
Stephen P. Morse

<http://www.stevemorse.org/onestep/onestep3.htm>

GeneaBloggers

<http://www.geneabloggers.com/new-genealogy-blogs-2-august-2014/>



## Interesting Internet Finds February 2014



Steve Costello, President / Editor Boca Raton Computer Society, FL [Editor@brcs.org](mailto:Editor@brcs.org) <http://ctublog.sefcug.com/>

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

The following are some items I found interesting during the month of February 2014.

I don't have installation media for Windows. What if I need it?

[http://askleo.com/i\\_dont\\_have\\_installation\\_media\\_for\\_windows\\_what\\_if\\_i\\_need\\_it/](http://askleo.com/i_dont_have_installation_media_for_windows_what_if_i_need_it/)

Leo explains some options for this problem, stressing that you solve the problem before actually needing the media.

Create a List of All Installed Windows Software  
<http://www.ghacks.net/2014/02/06/create-list-installed-windows-software/>

Several methods of listing installed Windows software are given.

Ask HTG: Why is My Download Speed Slower than the Internet I Pay For?

<http://www.howtogeek.com/181879/ask-htg-why-is-my-download-speed-slower-than-the-internet-i-pay-for/>

HTG explains why you may think you are getting speeds slower than you are paying for, but are actually within an acceptable range more times than not.

Demystifying the Backup  
[http://askbobrankin.com/demystifying\\_the\\_backup.html](http://askbobrankin.com/demystifying_the_backup.html)

Are you not backing up because you aren't sure about how backups work? If so, you need to read this post, and start backing up. You never know when your hard drive is going to die, but if you have backups

10 Tips to Work Smart When You Get Hit with a Slow Internet Connection

<http://www.makeuseof.com/tag/10-tips-work-smart-get-hit-slow-internet-connection/>

Do you sometimes end up with a slow internet connection? I know I do. MakeUseOf has some tips to stay productive if that is the case.

Find Out Who Else Has Access to Your PC's Files  
<http://www.techsupportalert.com/content/find-out-who-else-has-access-your-pcs-files.htm>

This post talks about AccessEnum, a free portable Windows program by SysInternals. It gives a link to get a copy, and an overview of how it works.