

Interface

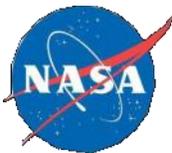
Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
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twitter



Tuesday
April 12, 2011



Social Networking

Presented by

Sandee Ruth
President

&

Richard Barnett
Web Page Editor



Tuesday
April 26, 2010

Plum Brook Facility Tour

5-7PM in Sandusky
Reservations required
by April 18th

Presented by

Stephanie Snider



Monthly Meetings Held At Gould Auditorium
2nd Floor, St. Joseph Community Center, Lorain, OH
5:30 PM Doors Open With Q & A Sessions
Meeting & Presentation Begin Between 7:00 & 7:15 PM

A Word From Our President



During our April 12 LCCUG meeting we will be looking at Social media – particularly LinkedIn, Twitter, and Facebook. It seems that everywhere you look in print and online there are invitations to follow someone or something on Facebook or Twitter. For businesses it can be a way to spread word about their services without a big PR budget. I know many members are still wondering what all the fuss is about.

The Internet has become a living and an ever-changing entity. It is not something you go to and read what is written. It is now something we *participate* in, using these Social Media tools and many, many others. Because Twitter can be used with ease on both PCs and mobile devices and because it limits users to very short messages of 140 characters or less, it has become one of the largest platforms in the world for sharing real-time data. A number of large businesses and celebrities have hundreds of thousands of followers on Twitter.**

And there is Facebook, which is enormous. How big is Facebook? If it were a country it would be the third largest. Social media has taken over Porn as the #1 online activity. I found it interesting to note that the fastest growing segments of new users on Facebook are 44-65 year old females! That is probably because the younger generation is already there.

In the case of LinkedIn, it is reported that 80% of the companies use social media for recruitment of new employees and 95% of those are on LinkedIn. I was fascinated to read how important Social media was in the aftermath of the Japanese earthquake and tsunami. Mobile phone networks and some telephone landlines collapsed in the hours following the 8.9 scale earthquake. Websites, powered by broadband connections, became a lifeline for many of those in Japan. For many, Twitter, the micro blogging site and Facebook, have become the easiest, quickest and most reliable way for the survivors to keep in touch with relatives as well as providing emergency numbers and information to those in stricken areas.

Even the US State Department resorted to using Twitter to publish emergency numbers, and informing Japanese residents in America how to contact families back in Asia. Relief organizations used Twitter to post information for non-Japanese speakers and lists of shelters for those left homeless.

Skype, the phone service that operates over the internet, and Google, the information website, also became

LCCUG Officers For 2011

President	Sandee Ruth president@lccug.com
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Director of Education	Kaye Coller education@lccug.com

invaluable resources for those searching for missing relatives.

Many mobile phone networks are unable to cope in the immediate aftermath of a crisis if hundreds of thousands of customers try to make a call or send a text at the same time, as many Londoners discovered during the July 2007 terrorist incidents.

Even though it is not actually social media, I thought it was interesting that even the MagicJack phone was a useable tool during the disaster. One Cleveland student reported that they had a MagicJack phone connection in their Japanese home. Because it uses the internet for connectivity, it continued to work when other local connections did not.

I hope you will be able to attend our next presentation and learn more about this important phenomenon.



Sandee

TUESDAY
April 12, 2011

Social Networking



Presented by

**Sandee Ruth
&
Richard Barnett**

If you have ever wondered where to go on the internet to socialize or contact people on topics that you are interested in - here's where you will find clues.



Tonight's presentation will focus on the major Social Networking web sites such as Facebook, MySpace, Twitter, LinkedIn, etc. and the changes that have taken place since these sites were first conceived. We will additionally talk about some "not so major but equally fun and useful sites such as, Foursquare, Biznik, and others. This relatively new Internet phenomena is taking the world by a "social storm", so to speak. We hope to unravel some of the mysteries of these sites for you.

It will be a fascinating and interesting evening for all.

WIN A NEW HP LAPTOP!



Laptop tickets are now being sold now for \$5.00 each and they are going fast, as we only had 200 to sell.

Hurry and purchase your tickets now. Drawing will be held, at one of our regular meetings, when all tickets are sold.

If you took tickets to sell please return the ticket stubs and any monies you have collected at our general meetings or contact Carole Doerr at:

vp-programs@lccug.com

We do need you to return any unsold tickets, so our ticket count can be verified.

Good Luck All

TUESDAY
April 26, 2011



Plum Brook Facility Tour

Presented by

Stephanie Snider

5-7 PM in Sandusky

Email your reservation by April 18th to
vp-programs@lccug.com

We have the opportunity to tour the NASA Plum Brook facility in Sandusky. How many of us even knew there was a NASA facility in Sandusky?

This facility does a variety of testing including the Space Power Facility which is the home of the world's largest space environment simulation chamber. The facility has tested parts of rockets, Mars landers and space stations.

As a Spacecraft Propulsion Research Facility, this is the world's only test facility capable of full-scale rocket engine firings and launch vehicle system level testing's at high altitude conditions, just to name a few functions at this location.

Cryogenic Propellant Tank Facility (K-Site) is a smaller space-environment test chamber allows safe, large-scale experiments using super-cold liquid hydrogen. Together with the CCL facility, these facilities compose the Cryogenic Test Complex.

Their Cryogenic Components Laboratory (CCL) is a new, state-of-the-art facility for research, development and qualification of cryogenic materials, components and systems. Together with the K-Site facility, these facilities compose the Cryogenic Test Complex.

A Hypersonic Tunnel Facility (HTF) is a unique wind tunnel designed to test air-breathing propulsion systems at speeds exceeding 5 times the speed of sound.

There will be question and answer periods throughout the tour.

Because of security issues:

We must turn in the names of attendees one week ahead of time.

Carpooling is a must as we will be driving between buildings once we enter the facility and parking is limited at the test sites. We will discuss carpooling among those who sign up to go. We will have to come in as few vehicles as possible.

Everyone must have a picture ID to be presented upon entry and you must be over 18 years old.





Executive Board Meeting Minutes

MARCH 1, 2011

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

Don will take a picture of the falcon, "Havoc", whom the club adopted at the LCMP Raptor Center.

Kaye will proof read the newsletter with Pam.

Pam will write a memo in the newsletter advising members of our meeting cancellations policy.

Carol reported 150 tickets have been sold out of 200 for our laptop computer raffle.

After considerable discussion, it was agreed we will start the tips & help session at 6:45 using the big screen.

Sandee was authorized to order 12 more mugs as gifts to our outside presenters.

It was reported the membership appreciated the "Upcoming 2011 Programs" flyer mailed to them. We might continue to publish the flyer.

Sandee will again mention the CERT, Homeland Security training at the next meeting.

Notice of an upcoming meeting will be sent out on the Sunday preceding the meeting.

Kaye will contact Jean with regard to what type of intermediate class she will be teaching.

Sandee will contact Diane at the Senior Center on disposition of the computers we have there.

The upcoming APCUG conference was discussed.

Richard moved, Carole seconded the meeting be adjourned.

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

This Month's contributors: Micky Knickman, Sandra Ruth, Kaye Collier, Pam Rihel, Carole Doerr, Don Hall, Sandy Malitz, Joanna Clay, Rod Scher, Ian Wilsker, Joseph Moran, Trevor Meers, APCUG, Wordtips.net, Exceltips.net, Smart Computing Magazine, Microsoft Office art online, PC Computer Magazine, CPU,

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



General Meeting Minutes

MARCH 8, 2011

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the March issue of the INTERFASE was made by Jesse Jasinto, seconded by Richard Long.

Sandee told attendees about Pam's upcoming genealogy class, the APCUG Conference being held this summer and the raffle we are holding for a laptop computer.

Captain Jim Drozdowski along with Jason Perkins, IT Director, and Mike Lopez, Forensics, of the Lorain County Sheriff's Department presented a very interesting and informative program covering identity theft, credit card theft, child porn and vehicle identification. The department has 7 sub-stations in the county, 41 laptops in cruisers and a 440 bed jail. There were many questions from the attentive audience.

Maggie Etzkorn was the big raffle winner tonight, winning both the money raffle and the software/hardware raffles. Tom Shoup's name was drawn for the attendance raffle, however he was not present.

Pam moved, John Dunn seconded that the meeting be adjourned.

**Happy
Easter**

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Pam Rihel LadyGeneo@roadrunner.com

How To Be Successful At Doing Immigrant Research Part 2

Passports

- * General Information
 - ◆ Could receive one from c. 1790 - present
 - ◆ Passports were not required before mid 1950s except during WWI
 - ◆ Many naturalized citizens got them as protection when traveling in Europe, some countries required them.
- * Information - from early 20th century
 - ◆ Name, birthdates & place, residence, departure date & destination were listed.
 - ◆ Naturalized citizens had to provide proof of naturalization, plus the date & court
 - ◆ Children of immigrants brought here as minors had to include father's name & his date & place of birth.
- * Records - dates are not consecutive with the records
 - ◆ 1790 - 1925 applications
 - ◆ 1790 - 1923 Indexed
 - ◆ 1925 - through present somewhat restricted, available on loan through Family History Centers and possibly on Ancestry.com, Heritage Quest to name a few, I am not sure about the websites, but if you belong to either of these sites you can check them out yourself.
 - ◆ 1925 to present, somewhat restricted, Passport Office, Department of State, Washington DC., 20520.
 - ◆ Check out your ancestor leaving for a visit to their home country, this may lead to their home village, and if your ancestor did not travel back maybe one of their siblings or children did.

Miscellaneous

- * Alien Registration
 - Alien Registration Act (Smith Act) passed June 28, 1940.
 - This required all non citizens age 14 years or older & living in the U. S. to register at their

local Post Office or INS Office (Immigration & Naturalization Service, now USCIS or U. S. Citizen & Immigration Service)

Beginning, June 1940, all immigrants arriving in the U. S. had to perform Alien Registration when they applied to immigrate. This still applies today.

Information may include: name, name used when entering U. S., other names, addresses, birth date, city, province, country of birth, citizen of which country, sex, race, marital status, physical description, port of entry, date of entry, vessel, immigration status (passenger, crew member, stow-away, etc.), date of arrival, where they will live in U. S., or have lived in the U. S. How many years, memberships or activities in clubs, organizations, societies, military in country, branch, dates, parents, spouse, children in U. S., arrests, when they applied for citizenship or not, dates of 1st and 2nd papers, occupation, employer, residence status (permanent, visitor, student, treaty merchant, seaman, official or employee of foreign government, involvement in political activities, public relations or public policy for a foreign government.

To get the record, make your request on the USCIS G-639 POIA form. This can be found at www.uscis.gov. Ask for the Alien Registration as well as any other record related to you're ancestor. Mail the FOIA form to U. S. Department of Homeland Security, 2nd Floor, FOIA Unit, 111 Massachusetts Ave., NW, Washington, DC 20529.

Include your ancestor's death certificate if he was born less than 100 years ago, also include your purpose for the request - family genealogy.

Ask for a MANUAL search. In 2 to 3 weeks, you should receive your receipt and USCIS FOIA case tracking number. It may take several months before receiving a response to your request.

- Passenger Arrival Announcement - newspapers
- Abstracted Records i.e. *In search of Missing Friends*.
- Fraternal Organizations
- Immigrant Aid Societies
- Ethnic Newspapers
- Travel Agency Records

Now You Are Ready To Trace Your Ancestor In European Records

- * **BUT** only if you know

(Continued on page 6)



- ◆ Name of town(s) where your ancestor lived
Must be name of town at the time you're ancestor lived there.
May be different from today's name
European name may be different than the name we use in the U. S.
- ◆ The country in which the town was located when your ancestors were there.
- ◆ Name(s) your ancestors used in Europe (if possible). European spellings of your surname.

* Other Helpful Information

- ◆ To which (if any) ethnic minority they belonged. Were they displaced?
- ◆ Religion of your ancestor.
- ◆ Migration patterns within the country.
- ◆ Who collected vital records. When were vital records officially kept?
- ◆ Wars, natural disasters, geography.

* Problems

- ◆ Boundary Changes
Breakup of the Austro-Hungarian Empire 1918-1919.
Dissolution of the Ottoman Empire 1830-1913.
Division of Germany & loss of eastern territory 1946; reunification 1990.
- ◆ Record Location - not consistent as in the U. S.
- ◆ Destruction of Records, many due to wars.

FHL Resources

- ◆ Family History Library Catalog (FHLC) province your town in which your town was located. Shows records which have been microfilmed.
- ◆ Research Outlines

Emigration Records

- ◆ Passenger Lists, direct & indirect, Hamburg Passenger Lists 1850 - 1934
- ◆ Police Lists
- ◆ Passport Applications
- ◆ Permission to Emigrate

Other Records

- ◆ Vital Records - birth marriage & death
- ◆ Church Records i.e. baptisms, christening, membership
- ◆ Military Records

Resources

- ◆ How-to-books
- ◆ Translation Guides - most records will be in a

foreign language

Following the Paper Trail by Jonathan Shea
Word lists - Family History Library
Foreign Language Dictionary

- ◆ Maps
- ◆ Foreign Language form letters which can be sent to a church or govt. agency.
- ◆ LI-RA-MA COLLECTION - Russian consular records in the Public Archives of Canada.

Includes people from Armenia, Estonia, Finland, Georgia, Latvia, Lithuania, Poland, Russia, Ukraine, 2. Many eventually went to live with relatives in the U. S.

Consulates in Montreal, Vancouver, and Halifax

After Russian Revolution (1917) Canada did not recognize new government. After Canada recognized the new government in 1922, records were sent to Russian consulates in New York & Boston and later to the Russian Embassy in Washington and the U. S. National Archives. Returned to Canada in 1980.

For further information, write to the National Ethnic Archives of Canada, Manuscript Division, Public Archives of Canada, 395 Wellington St., Ottawa, Ontario KIA 0N3.

Similar records are available at the Russian Consulates in the U. S. Boston, Chicago, Honolulu, New York, Portland, Philadelphia, San Francisco, Seattle.

Records may include records of immigration, settlement, military service in both Canada & Russia, education, Russian police permits, details of place of origin, family histories, photographs, letter, certificates.

◆ Record Location

- Generally, not necessary to write to Europe.
- Family History Library has filmed many records.

Websites: Emigrant Experience

Port of Hamburg

<http://german.about.com/library/weekly/aa040300a.htm>

Home Children & Young Immigrants to Canada:

www.dcs.uwaterloo.ca/~marj/genealogy/homeadd.html

Naturalization Records

Kings County Clerk's Office (Brooklyn, NY) Index To Naturalization Records 1907-1924:

www.jgsny.org/kingsintrol.htm

Cuyahoga Col, OH

www.rootsweb.com/~ohcuyah2

Passenger Lists

Immigrant Shop Transcribers Guild

www.immigrantships.net

Olive Tree Genealogy-Passenger Lists

<http://olivetreegenealogy.com/ships/index.shtml>

(Continued on page 7)

(Continued from page 6) Genealogy

Directory of Passenger Ship Arrivals:
www.daddezio.com/genealogy/ships/index.html

Websites within this article have been checked and are in working order.

Most of this information came from Sandy Malitz, volunteer at WRHS until she became ill and could no longer volunteer her services.



SOFTWARE UPDATES

COMPILED BY JOANNA CLAY

PDFCreator

Update: The 1.2.0 release of PDFCreator, free software that creates PDF (Portable Document Format) files from any printable program, fixes printing issues in certain applications and programs. The new version also supports transparent PNG files. PDFCreator can create other file formats, such as PNG, JPEG, TIFF, BMP, PCX, PS, and EPS.

You can digitally sign PDFs to verify authentication, secure them with encryption, and combine multiple files into a single PDF.

Installation: To take advantage of the new PDFCreator features, go to www.pdfforge.org and click Download at the top of the home page. Click Download PDFCreator 1.2.0 on the first red PDFCreator button. The site will open a new window with the URL www.sourceforge.net; your file download should start in the browser momentarily. Click the PDFCreator EXE file, select Run, and follow the instructions to complete the download.

Adobe Flash Player

Update: Adobe Flash Player 10.2 is available. The updated capabilities include Stage Video hardware acceleration for image rendering, Internet Explorer 9 support for hardware accelerated graphics, customized mouse cursors, and full-screen mode for multiple monitors.

Installation: To get the update, visit get.adobe.com/flashplayer. By default, the update will also install the Google Toolbar on your computer. If you'd rather not install the toolbar, uncheck the Include In Your Download box and then click the Download Now button. When a yellow bar appears at the top of the page, click it and then click Install ActiveX Control. Click Continue if the UAC (User Account Control) message appears. Finally, click the Install button.

AVG Anti-Virus Free Edition 2011

Update: AVG's latest 2011 version of its free security software is available for download. The updated edition

provides basic protection against online threats using the AVG LinkScanner. AVG also safeguards your social networking activity with AVG Social Networking Protection. AVG Community Protection Network and AVG Protective Cloud Technology offer real-time virus information, as well.

Installation: When you visit www.free.avg.com, click Get Basic Protection next to the Homepage tab. Then, click the Download button under AVG Anti-Virus Free Edition 2011. On the next page, click Download again. You will be directed to the Cnet.com download page on which you will click Download Now. Lastly, click the EXE file, click Run, and complete the rest of the download instructions.

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We are looking for teachers.

Volunteer to teach something you know something about. You don't have to be a master of the subject; both teachers and students usually learn! LCCC has a great computer lab at St. Joseph's Community Center, that we are able to use. You just have to call Dina and set up a time for your class and to let her know if she is taking the reservations or if you are.

Kaye Coller
Education Director education@lccug.com

Let one of the officers know so we can put it in the classes section of our newsletter and on our web pages.

Get involved with your club to make it better for everyone.



A Different Kind of Cloud Back-up



As February drew to a close, approximately 150,000 Gmail users found their accounts had been reset, with a glitch having wiped out their email messages and contact information. By early March, Google had restored many of the accounts, but heavy users remained affected for longer (and might still be waiting for their data). It's this type of situation that Backupify (www.backupify.com) addresses with its automated backup service.

Backupify is different from other cloud storage companies in that it offers a Web service for Web services. That is, it's an online service that backs up information from Google Apps, Bacebook, and Zoho accounts, among others, via personal, business, and enterprise-level accounts. The company also snatched up Tweet-Backup in November 2010, clearing out some competition and adding Twitter account backup to its offerings.

Backupify, with headquarters in Cambridge, Mass., is currently still working with the \$4.5 million in Series A funding it received in September 2010 in a round led by Avalon Ventures. On the heels of the Gmail problem, it's quite possible that additional funding for Backupify is just around the corner.

A Window Manual To Make Use Of

We're always on the lookout for good resources we can direct our less tech-savvy friends and family to and lessen the "you're a geek, so you must have all the answers" burden we shoulder too often. You're probably in the same boat, hence the mention of MakeUseOf.com's new "Windows On Speed: Ultimate PC Acceleration Manual." Available as a free PDF download or readable at Scribd, the manual opens with an explanation of why Windows slows down in the first place and follows up with illustrated Windows 7 and Windows XP explanations on maintaining performance, troubleshooting, and what to try when fixes don't work. Specific topics address using system and data partitions, upgrading RAM and freeing up RAM resources, properly uninstalling programs, cleaning a PC's internals, addressing malware issues, Registry cleaning, and more.

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Adding a Background to Your Document

Summary: Document backgrounds come in handy if you plan on converting the document to a Web page. Here's how you can add a background of your choice to your document. (This tip works with Microsoft Word 97, Word 2000, Word 2002, Word 2003, and Word 2007.)

You probably are already aware that Word provides many different ways for you to get fancy with your documents. For instance, you can add graphics and WordArt that convey information much better—at times—than mere words alone can.

One of the ways you can make your document fancy if it is destined for a Web page is to add a background. Simply follow these two simple steps if you are using a version of Word prior to Word 2007:

1. Choose Background from the Format menu. Word displays a small palette that shows colors and has a couple other choices.
2. Choose the color you want to use for the background of your documents.

If you are using Word 2007, follow these steps instead:

1. Make sure the Page Layout tab of the ribbon is displayed.
2. Click the Page Color option in the Page Background group. Word displays a small palette that shows colors and has a couple other choices.
3. Choose the color you want to use for the background of your documents.

Word automatically switches to Online Layout view (Word 97) or Web Layout view (Word 2000, Word 2002, and Word 2003). Note that the color you selected is visible as a background for the document. You should note that the background colors are not visible in any other view. (In Word 2007 the background color is visible in both Print Layout and Web Layout views.) If you switch to a view that doesn't support the background color, the document looks normal again (with a white background), but switching back to a supporting view again displays the same background color.

If you want to get rid of the background, follow the same steps, above, but in the second step, choose "No Fill" or "No Color" from the color palette.

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Copying Values

There are many ways that you can use Excel's tools to fill out various cells in a worksheet. One of the most common tools is to copy a cell (or cells) and then paste them into other cells. The only problem with this approach is that when you copy cells, you also copy the format of the original cells into the target cells. What if you just want to copy the values from the original cells, but retain the formatting already applied in the target cells?

You probably already know that you can use the Paste Special option from the Home tab of the ribbon (Excel 2007 and 2010) or the Edit menu (older versions of Excel), and then choose the Values option to paste just the values. If the target cells are right next to the original cells, there is an even easier way to accomplish the same task. Simply follow these steps:

1. Select the original cells whose values you want to copy.
2. Right-click on the fill handle (at the bottom right-corner of the selection) and drag the selection to encompass the target cells. When you release the mouse button, a Context menu appears.
3. Choose the Fill Values option. Excel fills the target cells with the values from the original cells; the formatting remains unchanged.

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Computer Systems Unlimited, Inc.



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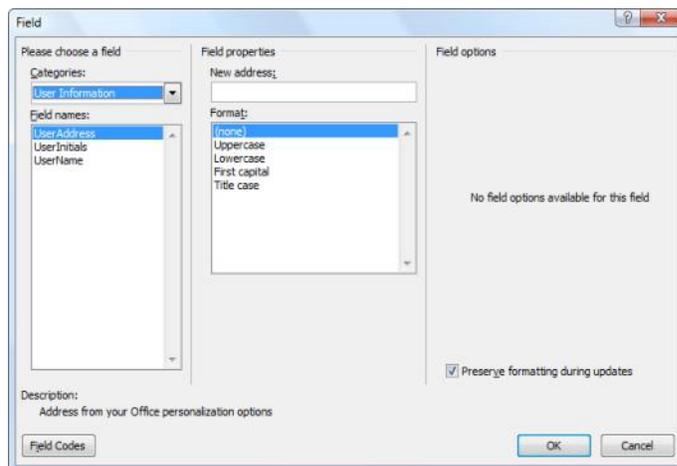
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Inserting the User's Address

Word automatically maintains several items of information about you, as a user. One such item is your address, which is changed on the User Information tab of the Options dialog box. If you want to automatically insert the user address in your documents, you can follow these steps:

1. Position the insertion point where you want the address inserted.
2. Make sure the Insert tab of the ribbon is selected.
3. In the Text group, click Quick Parts. You'll see a drop-down menu.
4. Choose Field. Word displays the Field dialog box.
5. In the Categories drop-down list, choose User Information.

The Field dialog box.



6. In the Field Names list choose User Address.
7. Click on OK to close the dialog box and insert your field.

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LCCUG Treasurer's Report

1/19	Beginning balance	\$ 8,281.50
	membership dues	\$ 475.00
	Raffle proceeds after purchases	\$ 887.55
	Membership printing & supplies	\$ (147.30)
3/28	LCCUG Certificate of Deposit	\$ 5,000.00
3/28	General Fund balance	\$ 4,496.75

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. – 8 p.m. + Weekends
General Software Configuration, Hardware Installation,
Basic to Advanced Windows

Lou Koch

440-985-1585 - lkkoch@centurytel.net
Microsoft Office: Excel, Word, PowerPoint, Publisher, Access, &
Outlook, Basic to Advanced Windows

Eddie Lewandowski

440-282-4188 - elew@erienet.net
Daytime - midnight
Desktop Publishing, General File Management, Eudora Email,
MSWorks Tools,

Richard Barnett

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

Sandee Ruth

440-984-2692 - sandee29@gmail.com
6 p.m. - 10 p.m. except when at work
Basic Word Processing, Windows, & Web Design
Advanced Internet



Jeff Kasler

440-967-7142 - Jeffk@roadrunner.com
10 a.m. - 7 p.m.
Burning CDs using Record Now

David Kennett

440-327-8624 - w8kfj@yahoo.com
9 a.m. - 8 p.m.
Video Editing & DVD Burning

Cathy Ratcliff

therats1@verizon.net
Though she lives in Coshocton, you can call
740-327-1483 before 8 pm
Paint Shop Pro, other Photo Editing programs,
Microsoft Office programs

Keith Kuhn

440-967-6509 - kthkuhn@yahoo.com
8 a.m. - 11 p.m.
Downloading Music & Burning CDs

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

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday April 19, 2011
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 any-time before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Genealogy Class

Date: Tuesday April 19, 2011
Time: 3:00 - 5:00 pm
Instructor: Pam Rihel
Place: LCCC Learning Center.
St. Joe's Com. Center, 21st & Broadway

Learn more about finding your ancestors with public records & online websites. How to start & sources to use.

You must register - Phone: 440-277-6076 or
Email: LadyGeneo@roadrunner.com

Beginning to Intermediate Computing

Date: April 12, 2011
Time: 3:00 - 5:00 pm
Instructor: Jean Griffith
Place: LCCC Learning Center.
St. Joe's Com. Center, 21st & Broadway

Bring your questions if you'd like. Jean will start with the basics and move on to intermediate topics if time allows. Learn MS Word, copying & pasting, for-mating text, saving files, basic file management, basic PC maintenance, etc

Register by calling LCCC Learning Center:
440-366-4507



Jean Griffith will be teaching **Beginning to Intermediate** Computing at her April 12th class. If you are a beginner or have a better understanding of the computer this class is for you.

YOU HAVE TO REGISTER for this class, look at the information listed above. Jean needs to know how many students she will be teaching so she can be better prepared. Thank You.

April 2011 Classes

Class Type	Location	Registration	April	Time	More Info
Classes / Workshops					
Problem Solving Micky Knickman	Amherst Church of the Nazarene 210 Cooper Foster Park	Not Required	April 19, 2011	5:30 to 8:00 pm	Page 10
Genealogy Class Online & Off Pam Rihel	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Reg. required LadyGeneo @ roadrunner.com	April 12, 2011	3:00-5:00 pm	Page 10
Beginning to Intermediate Computing Class	LCCC Learning Center St. Joe's Com. Center 21st & Broadway	Jean Griffith Register by calling: 440-366-4507	April 12, 2011	3:00-5:00 pm	Page 10

Is there a class you would like to teach or a class you would be interested in attending, please let one of our officers know.

We want to fill this last row with something new to be taught.

The Lorain County Chapter of OGS is having it's next meeting on :

April 11, 2011 - Using Maps in Genealogy - Speaker: Tom Edwards.

Saturday April 9: Beginning Genealogy Part I hosted by Margaret Cheney. Topics: Beginning Your Journey, Researching Vital Records will be from 10:30 am to 2:30 pm. To register contact the library at 440-327-8326 or send Margaret an email at margcheney@aol.com. Don't forget to bring a brown bag lunch. This is a free program.

Meetings are held the 2nd Monday of the month in the North Ridgeville Library on Bainbridge Rd., east off Rt. 83-just south of Rt. 20.

Meetings start at: Social time 6:30; and 7:00 PM for the program. Meetings are free and open to the public.

Come and enjoy some interesting genealogy programs. For direction's to North Ridgeville Library follow this link.

<http://maps.yahoo.com/#mvt=m&lat=41.385239&lon=-82.014903&zoom=16&q1=35700%20Bainbridge%20Road%20North%20Ridgeville%2C%20OH%2044039>

Finding a Date From The Past

Type in the Google search box: calendar +, then the date you are looking for , example: calendar +1954. This will bring you to all the months in the year of 1954.



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Built-In Restore & Stabilize Windows 7

Create & Use A Repair Disc

By Rod Scher

If your Windows 7 computer has been acting up on you – crashing, locking up, booting slowly, or exhibiting other problems – don't despair. You might already have on hand exactly the tool you need to repair and rejuvenate your system. Win7 includes a series of useful system recovery options and a tool to create a bootable disc that can take you right to those options. We'll show you how to access the set of utilities that can bring your computer back to life.

Create Your Win7 Repair Disc

Generally, the tools are accessed via a System Repair Disc (occasionally called a Recovery Disc in some versions of Win7), and there are several ways to create one of those discs. (And one instance in which creating a disc may turn out to be unnecessary: See the "Pre-Installed System Recovery Tools" sidebar.) Note that in all the instances we'll describe, the ultimate goal is to end up at Win7's Create A System Repair disc dialog box, from which point the system can take over and create the actual disc.

Use the Backup and Restore option.

One common way to create the disc is to use the Control Panel's various backup options to do so. Open the Control Panel and select Backup Your Computer and then click the Create A System Repair Disc link on the far left. Assuming that your system is equipped with a CD/DVD burner, the Create A System Repair Disc dialog box will appear. (If there is no burner present, an error message to that effect will appear.)

Use the Maintenance tool

If you'd rather, you can click Start and All Programs. Select the Maintenance folder and then select Create A System Repair Disc. (In some versions of Win7, the option may be Create Recovery Disc instead.) The Create A System Repair Disc dialog box will appear.

Run the Recdisc.exe utility.

Perhaps the simplest way to create a System Repair Disc is to click Start, type recdisc.exe in the text box, and press ENTER. The dialog box will appear. (The "recdisc" utility name - standing for Recovery Disc - is a holdover from Vista. Win7 usually refers to the disc as a Repair Disc but some versions occasionally refer to it as a Recovery Disc. Same thing, two different names.)

Click Create Disc. It will take a few minutes to create the System Repair Disc, after which Windows will display another dialog box reminding you to label it.

Boot Up To The Repair Disc

Now that you've created the disc, place it in your CD or DVD drive and boot the computer. In most systems pressing F2 during the initial boot (the computer's startup process) will bring up a Press Any Key To Boot From CD or DVD option. (The correct keypress may vary from machine to machine, so check your users manual.) Press a key to boot from the System Repair Disc you placed in the drive. You'll only have a few seconds to respond to the prompt. If you miss it, you'll need to reboot and try again.

It's possible that you'll need to enter the system BIOS (Basic Input/Output System) and reset your boot options to allow booting from an optical drive. To enter the BIOS, press DELETE (or ESC or F2, etc., depending again on your particular system) repeatedly during bootup. Once at the BIOS menu, go to the Boot, Boot Order, or similarly named menu. Place your optical drive first in the list of boot options. Be sure to save your changes before exiting.

In the System Recovery Options dialog box, select your language. The system will then search your computer for previously created system images. If you created a backup image earlier, you can use that image to restore your system at this point, if you like.

Otherwise, select your OS (Operating System; Win7 may be the only one listed) and click Next. At this point, the System Recovery Options dialog box will display a list of five tools: Startup Repair, System Restore, System Image Recovery, Windows Memory Diagnostic, and Command Prompt.

Using the System Recovery Options

Startup Repair. The Startup Repair option may be the most useful of the five utilities, because many system issues are caused by (or reflected in) startup-related problems. These can include slow boots, Registry problems, and lockups during boot, etc.

When you select the Startup Repair option, Windows will

(Continued on page 16)

Ohio Computer Repair Service

47375 Cooper Foster Park Road
Amherst, Ohio 44001
(440) 984-5265



The Problem:

Computers can be fun and frustrating at the same time.

This may be a surprise to some, but 90% of everything that goes wrong with a computer is configuration related. The problem is, there are just too many settings to change and modify, and most people don't even know where these settings are.

The Answer:

You could read and study like I did for the last 14 years. You could experiment with your computers on a daily basis until you get it right, or search the Internet and find more sites than any ten people could read in a lifetime. You could accidentally break your computer more times than you care to remember, or you can call us, Ohio Computer Repair Service.

The Result:

A computer that runs all the time with no errors, no surprises, and does it faster and better than when it was brand new.

Malware, Viruses, Trojans Defined



by Ira Wilsker

In the past week, I was called upon four more times to clean malware off of infected computers. One user had a major name brand antivirus program installed, running, and updated and could not understand how the malware had penetrated his antivirus software and contaminated his computer. He had purchased the antivirus software last fall from a big box electronics store based on the recommendations of a salesperson. He had been told that this particular brand of security software was the best as it was their top seller, and that antivirus software was all that he really needed. Based on that recommendation he plopped his hard earned money on the counter, went home, installed it, updated it, and blissfully surfed the internet, opened email attachments, downloaded software and music, and had just a jolly good time online until his computer gradually slowed to a crawl, and friends informed him that they were receiving spam emails from him. This user was perplexed, as his antivirus software was running, and indicated that it was updating several times a day. He just could not understand how 90 different malware programs had infected his computer. His problem started when he purchased inadequate security software; while the product he bought was excellent at protecting his computer from viruses, and some Trojans and spyware, it did not offer the all-inclusive protection of the comprehensive security suite offered by that publisher (and others as well) that would have only cost him a few dollars more.

There is a common misconception in user circles that viruses are the primary computing threat, as users have heard about viruses for several years. Today, viruses are present, but a relatively minor threat in terms of prevalence. I did a quick analysis of the most common new threats recently listed by TrendMicro, and found that viruses only made up 4% of the new significant threats to our computing security. On the other end of the spectrum, Trojans made up 42% of the commonly seen new threats, worms were at 14%, backdoors at 14%, web based threats were at 6%, java script malware was at 6%, 4% were hacking utilities, 2% adware, and about 8% other threats. It is obvious that protective software that protects the computer primarily from viruses is failing to protect the user from the majority of contemporary threats; it is precisely this fact that led to this user's infected computer, despite his premium quality antivirus software. A lot of users have a misconception about the common threats in circulation, believing that they are generically all viruses, but, as I saw in this case, this blissful ignorance may lead to a computing nightmare.

While not necessary to use a computer, it would likely be beneficial for computer users to be aware of the different threat groups that can impact our computing. According to Wikipedia, "A computer virus is a computer program that can

copy itself and infect a computer." Many viruses attach themselves to legitimate programs or data files on the infected computer. The fact that a computer virus can copy itself to infect other computers is what makes it different from other types of malware, for which viruses are commonly confused. Viruses can be spread through digital media (USB drives, CD or DVD discs, and floppy discs) or through network connections that the virus can use to copy itself to other attached computers. Once a virus has infected a computer it may perform a variety of tasks as programmed by its author. Viruses may damage the data on a hard drive or degrade the performance of the computer. Some of the viruses are stealthy and their effect may not be noticeable by the user, as the viruses do their damage in the background. Some viruses are functionally benign, other than they reproduce themselves countless times on the infected hard drive, until they consume all of the free space on the hard drive.

Computer worms are a malicious computer program that wriggles through computer networks sending copies of itself to other computers attached to the network. Most worms are free standing programs, and are commonly programmed to spread themselves through the network without any action by the user. Most worms have an explicit nefarious function such as deleting files on the infected computer, or encrypting critical files, only releasing them after an extortion payment is made to the cyber criminal. Some worms open a backdoor into the computer that will enable the creator of the worm to take remote control of the computer, converting the computer into a "zombie" under his control, which can be used to generate revenue for the originator of the worm by sending spam mail from the infected computer, with the spam fees collected going to the author of the worm. Some worms are used to create a zombie network of computers, also called a "botnet", where the compromised computers can be used to launch directed cyber attacks on other computers or networks, in an act of cyber terrorism.

For those who are aware of the epic "Helen of Troy" of Greek mythology, the term "Trojan Horse" means an object that looks like it serves one purpose, but really has an unobvious, usually nefarious, purpose. Cisco, the networking company, describes a Trojan as, "It is a harmful piece of software that looks legitimate. Users are typically tricked into loading and executing it on their systems". In cyber speak, a Trojan Horse, typically shortened to the simple moniker "Trojan" is a program that appears to have a useful function, but after being installed by the user, the Trojan may be used to perform other undesirable functions. Some Trojans are money makers for their authors because they place paid (and usually unwanted) pop up advertisements (Adware) on the infected computer, redirect web searches, or shift online purchases to a seller not of the buyer's choice without his knowledge. Some Trojans are keyloggers, which are commonly used for identity theft, or to give unauthorized users access to a computer system. Trojans are often spread through intentionally downloaded software, surreptitiously bundled with another often legitimate program, from email attachments, and purloined

(Continued on page 15)

News, Views & Tips

Compiled by Joseph Moran

Microsoft News

Hotmail Introduces Email Aliases

A new feature in Hotmail lets users set up and manage multiple secondary email addresses, also known as aliases, from within a single Hotmail account. Aliases are unique and expendable email addresses you can use to receive or send mail for specialized purposes (such as marketing lists, job hunting, or online shopping) when you don't want to divulge your primary email address.

Hotmail users can now create up to five aliases per year and up to 15 aliases total.

Microsoft releases Survey Location-Based Services

In connection with Digital Privacy Day 2011, held on Jan. 28, Microsoft released the results of a survey it commissioned regarding consumer awareness and use of LBS (location-based services). The survey questioned 1,500 people in the United States, Canada, Japan, Germany, and the UK and found that while 51% of respondents had used LBS before and 94% of those users had found it "valuable," more than 80% were concerned about the loss of privacy and potential for data and/or identity theft when sharing their locations.

More of Microsoft's survey findings, as well as some tips on how to mitigate the privacy risks of LBS, are available at www.microsoft.com/privacy/dpd.

Windows Tips

Set Up A Temporary Windows Account Lockout

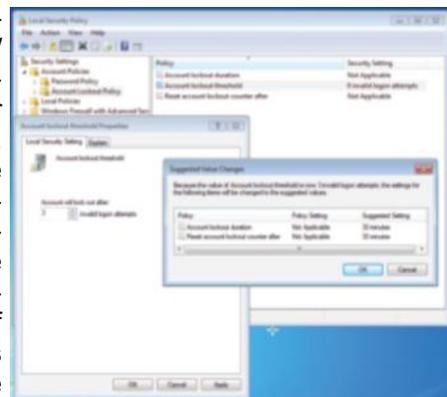
If you frequently leave your computer unattended and are concerned about passers-by potentially gaining access by repeatedly trying to guess your password, you can get a little extra peace of mind by configuring your system to temporarily lock your account after a certain number of incorrect password entries.

To set this up on a Win7 or Vista system with the Professional/Business or Ultimate versions of the OS, make sure you're logged in with an administrative account. Click Start and type **local** in the Search box. Select Local Security Policy from the Start menu. Now double-click Account Policies, Account Lockout Policy, and Account Lockout Threshold. Specify the number of invalid logon attempts you want before triggering a lock—3 or 5 are reasonable choices—and click Apply and OK.

Next, a window will appear indicating that the two related settings—Account Lockout Duration and Reset Ac-

count Lockout Counter After—will each be changed to the suggested value of 30 minutes. You can change either setting afterward if you choose. (The lockout counter setting refers to how long the system will remember an incorrect password and count it against the threshold.)

You can also set up account lockout on a Win7/ Vista Home Premium, Basic, or Starter system, but the procedure is different because those versions lack the Group Policy Editor. On any of these Windows versions, type **command** in the Start menu's Search box, right-click Command Prompt, and then



An account lockout can help thwart those who walk up to your computer and try to guess the password.

select Run As Administrator. In the Command Prompt window, type **net accounts /lockoutthreshold:x** (where "x" is the number of bad attempts you want to trigger the lockout). The account lockout duration and reset counter time are automatically set to 30 minutes for you, though here the latter setting is actually called Lockout Observation Window. To change these settings, type **net accounts /lockoutwindow:x** and **net accounts /lockoutduration:x** where "x" is the number of minutes. (NOTE: You need to change the lockout window before you can change the duration.) To see the settings without making any changes, simply type **net accounts** and to disable account lockout, type **net accounts /lockoutthreshold:0**.

Take care when using the account lockout setting, because if you mistakenly mis-type your password a few times, you could inadvertently lock yourself out of an account, albeit temporarily.

Hide The Microsoft Office Ribbon

Although it takes some getting used to for longtime Office 2003 users, the Ribbon interface in Office 2007/2010 does help keep the program's myriad features within easy reach. The flip side is that the Ribbon takes up a fairly large amount of space, which can be a problem when you're working on a document on a relatively small screen.

To temporarily reclaim some space for your document, you can hide the Ribbon by double-clicking the currently selected menu tab or by pressing CTRL-F1.

(Continued on page 15)

Windows News

Nokia To Adopt Windows Phone 7

Microsoft and Nokia have announced a partnership that will make Windows Phone 7 the "principal operating system" on future Nokia smartphones. Under terms of the agreement, Nokia will also collaborate with Microsoft on future Windows Phone 7 development and merge its own Ovi content and application store with Microsoft's Windows Phone 7 Marketplace.



Nokia released this image showing what some of the company's future Windows Phone 7-based devices might look like.

The two companies plan to build a new mobile "ecosystem" that they hope will rival that of Google's Android and Apple's iPhone. The alliance also likely marks the beginning of the end for Symbian, Nokia's current OS, though there's no indication of exactly when Nokia's first Windows Phone 7-based devices will hit the market.

Windows 7 Service Pack Released

Service Pack 1 for Windows 7 (and Windows Server 2008 R2) is now available for download via Windows Update or at tinyurl.com/36prwjl. SP1 doesn't bring any major new features to Win7, though it includes previously released updates along with a few new fixes related to HDMI (High-Definition Multimedia Interface) audio devices and XPS document printing problems.



Microsoft Distributes Windows Autorun Update.

Microsoft recently distributed a patch (KB967940) for Windows Vista and WinXP systems via Windows Update that disables the Autorun feature for USB-based flash memory and hard drives. The move aims to thwart the spread of certain kinds of malware that automatically execute when an infected storage device is inserted, such as the notorious Conficker worm that took advantage of Autorun to spread around the globe in late 2008 and early 2009.

The Autorun update doesn't apply to Win7, which disables Autorun by default. A Microsoft Fix It is available at support.microsoft.com/kb/967715 that can automatically enable or disable Autorun on any Windows system.

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websites with executable content (ActiveX is sometimes used for this). Some Trojans can be installed on the target computer by way of code written in Java, or a Java script, that when executed, implants the harmful content on the victim computer.

One of the more recent and costly types of malware to attack our computers is generically referred to as "Rogue Antivirus Software", which is usually implanted on the victim's computer by a Trojan. There are thousands of these rogue programs in current circulation, infecting millions of computers at any given time. Rogue antivirus is sometimes installed by the user using "social engineering" tactics, which tricks the user into clicking on something that installs the rogue software. Some of the common lures to ensnare the user into loading rogue software on the computer are offers for free screen savers, toolbars, utilities to play specific video formats (often attached to an email), sham online security scanners, contaminated PDF files, insecure web browsers, and other vectors. The common thread of this rogue software is an authentic looking popup that informs the user that his computer is (falsely) infected with hundreds of viruses and Trojans, and for a fee it will clean the computer. These popups which will not permanently close will typically hijack the computer, destroy the installed legitimate security software, prevent access to online services that can kill it, prevent cleaning utilities from executing, and otherwise take control of the computer until the user pays a fee, typically \$30 to \$70. This fee is to be paid by credit card or other online payment service to a website that looks legitimate, but is really a complete scam. Not only will the rogue software not clean the computer of the pseudo infections after the fee is paid, but now a cyber criminal, often in Russia, has the user's credit card information. It is not uncommon for that same credit card information to promptly be sold on illicit websites, and to have substantial unauthorized charges appear on the compromised credit card account.

While there are many other cyber threats out there, those listed above are among the most commonly encountered by users. The traditional antivirus software will protect from some of the threats listed, but not all of them; this enhanced security capability is in the purview of the comprehensive security suite, or a combination of different types of individual security utilities, and not the freestanding antivirus program. This is explicitly why I currently recommend a high quality integrated security suite, rather than an antivirus program. There are several good commercial security suites available, as well as a few free security suites. Just be aware that antivirus software by itself is inadequate to protect against today's contemporary cyber security threats.

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(Continued from page 12) **Built-in, Restore & Stabilize.**

scan your computer and look for problems. If you have a corrupted Registry or damaged system files, the tool can often correct them. Keep in mind that your system may reboot during the repair process, so don't worry if that happens.

The utility will check hard drive integrity, status of updates, and the computer's boot logs and then it will attempt to correct any errors it finds. Once it's finished, you can select View Diagnostic and Repair Details to see what it found. If the utility finds problems that it cannot correct, it will display a problem summary that may include links you can use to find more information.

System Restore.

System Restore accesses a series of previously saved restore points to allow you to revert your system to an earlier (and presumably more stable) version that contains working versions of the Registry, applications, and system files. To restore to an earlier version, select the System Restore option from the list; the system will present a list of restore points to which you can restore your system. Select a restore point that was created prior to the point at which you began having problems. Keep in mind that, by restoring, you will lose anything you've installed or updated since that date.

System Image Recovery.

This is not the same as a System Restore, described above. While a System Restore utilizes multiple (often system-created) restore points to "roll back" your computer, a System Image Recovery relies on your having previously created a system image backup – preferably prior to the point at which your problems began. Be careful: Restoring from an image will replace *everything* on your drive with the content of the image. You'll lose anything you've added since the image was created, including documents, photos, and applications.

Windows Memory Diagnostic

Bad memory can cause bad problems: frustrating, often intermittent problems that range from random reboots to failure to boot altogether. This diagnostic runs a series of tests designed to check your computer's RAM.

Select the Windows Memory Diagnostic option. Your system will reboot and begin checking its memory. The process can take several minutes. When the test finishes, the system will reboot again and display a log describing the results.

Replacing memory is simple and relatively inexpensive, so if your problem does turn out to be RAM, the solution is usually straightforward.

Command Prompt

Win7 includes (and third-party vendors also offer) command-line based utilities that let you tinker with the OS at a very low level. These tools can be very useful, but they can also be dangerous: They'll let you do just about anything, even if

(Continued on page 17)



ABSOLUTELY POSITIONING A PICTURE

Summary: Want a graphic to appear at a precise place on the page? It's easy to gain control by following the steps in this tip. (This tip works with Microsoft Word 97, Word 2000, Word 2002, Word 2003, and Word 2007. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: [Absolutely Positioning a Graphic.](#))

Word, as you know, allows you to insert pictures into your documents. When you insert a picture, it is basically placed where your insertion point is located. You have total control, however, over where your picture is positioned on a page.

Let's say, for instance, that you want your picture to appear exactly 3 inches from the top of the paper, and 2 inches from the left side of the paper. In order to effect this positioning, you would follow these steps if you are using Word 2007:

1. Insert your picture as you normally do.
2. Click on the picture one time to select it.
3. Make sure the Format tab of the ribbon is displayed.
4. In the Arrange group, click the Position tool. Word displays a number of stock ways in which the image can be positioned.
5. Click More Layout Options. Word displays the Advanced Layout dialog box.
6. Make sure the Text Wrapping tab is displayed. ([Click here](#) to see a related figure.)
7. Select one of the Wrapping options except In Line With Text.
8. Click the Picture Position tab. ([Click here](#) to see a related figure.)
9. In the Horizontal area of the dialog box choose the Absolute Position radio button and set the picture to be 2 inches to the right of Page.
10. In the Vertical area of the dialog box choose the Absolute Position radio button and set the picture to be 3 inches below Page.

(Continued on page 17)

(Continued from page 16) Absolutely Positioning A Picture

11. Make sure the Move Object with Text check box is cleared.
12. Click OK.

If you are using Word 2002 or Word 2003, follow these steps:

1. Insert your picture as you normally do.
2. Click on the picture one time to select it.
3. Choose Picture from the Format menu. Word displays the Format Picture dialog box.
4. Make sure the Layout tab is selected. ([Click here](#) to see a related figure.)
5. Select one of the Wrapping options except In Line With Text.
6. Click the Advanced button. Word displays the Advanced Layout dialog box.
7. Make sure the Picture Position tab is selected. ([Click here](#) to see a related figure.)
8. In the Horizontal area of the dialog box choose Absolute and set the picture to be 2 inches to the right of Page.
9. In the Vertical area of the dialog box choose Absolute and set the picture to be 3 inches below Page.
10. Make sure the Move Object with Text check box is cleared.
11. Close both of the open dialog boxes. Finally, if you are using Word 97 or Word 2000 you should follow these steps:
 1. Insert your picture as you normally do.
 2. Click on the picture one time to select it.
 3. Choose Picture from the Format menu. Word displays the Format Picture dialog box.
 4. Make sure the Position tab is selected.
 5. Using the Horizontal field, and its associated From drop-down list, specify 2 inches from the Page.
 6. Using the Vertical field, and its associated From drop-down list, specify 3 inches from the Page.

7. Make sure the Move Object with Text check box is cleared.

8. Click on OK.

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(Continued from page 16) Built-in, Restore & Stabilize...



it's wrong.

If you need to run a command-line tool, select this link. A command Prompt window will open. From within it, assuming you know the DOS-derived commands and switches, you can move from one drive to another, invoke programs, copy and delete files, and more. Just be careful in there. If you're using a command line-based tool, be sure to follow the instructions very carefully.

The Right Tools for the Job

Win7 is probably the most stable, trouble-free OS ever released by Microsoft, but it's still a complex piece of software that must run in thousands of different configurations and work with an almost infinite number of applications and drivers. Things can go wrong. When they do, your Win7 System Repair Disc may be able to help you clean up Windows and get it running smoothly again.

There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

Keep It Cool



Computers generate quite a bit of internal heat, especially if they are running video or audio applications or multiple programs simultaneously. Excess heat over prolonged periods of time can damage components and connections, not to mention affect performance. All computers are equipped with fans that dissipate the heat, but sometimes they can't keep up, especially if the vents are blocked or occluded by dirt and dust. In addition to keeping the vents clear, you can keep your computer cool and healthy by keeping the room temperature lower and making sure air can circulate around your computer.

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Genealogy Web Sites

Passenger Ship Arrivals

<http://www.daddezio.com/genealogy/ships/index.html>

My Heritage Family Tree Site

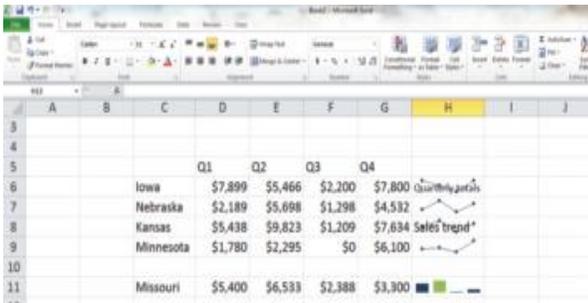
<http://www.myheritage.com/>

Microsoft Office 2010

Excel's New Sparklines

BY TREVOR MEERS

It seems like every version of Microsoft Excel released over the years has brought a faster way of making charts. Excel 2010 takes the evolution to a completely new concept with the introduction of sparklines. Excel's regular charts are already pretty quick to create, but with the tiny sparkline charts, you can have instant micro charts in the same row as the data they portray. Because the small charts are embedded throughout a worksheet, it's easy to provide at-a-glance data summaries right next to the data, wherever it occurs. Sparklines are compact enough that they won't take up a lot of space on the worksheet or interrupt the overall look, and when you print a worksheet, the sparklines print, too.



Excel's new sparkline feature lets you quickly insert micro charts next to the source data, providing at-a-glance summaries of your information.

Sparklines require you to shift your thinking about charts a bit in this way: They don't exist as separate objects in the worksheet. They live right inside a cell, just like a number or text. This integrates them fully into the data they represent. If you cut and paste a group of cells, you can highlight the sparkline's cell, too, and move it right along with the data. And because the sparkline lives in the cell's background, you can put text messages over the top of the little charts in statements, such as "110% growth over last year!"

A Variety Of Choices

The variety of available sparklines lets you graphically show rather detailed data trends or choose simple representations that indicate base information, such as whether a quarter's revenues showed a profit or loss. And once you've created a sparkline, it automatically adjusts itself each time its source data changes.

Create Sparklines

Assuming your worksheet already contains cells full of data, here's how to create sparkline charts that tell the story. Click the cell where you want the sparkline to appear, then go to the Ribbon's Insert tab and click one of the chart types in the Sparklines section. After you select a chart type, such as Line, a dialog box asks you to select the cell range that will provide the chart's information. You can simply highlight the correct

cells to tell Excel what information to use.

After your new sparkline appears in the cell, you can customize it with several tools that appear on the Ribbon. A group of checkboxes lets you indicate which data points are marked with a little box on a line chart. Markers are a good choice, as it puts a box on each data point. Color tools let you choose colors for the markers and the data line itself.

If you want to create several sparklines at the ends of several rows of data, highlight the entire block of cells. Then, click a sparkline type on the Insert tab. When the dialog box appears, highlight the cells that will contain the charts and click OK. If you already have a series of sparklines, you can instantly add another one (assuming there's data to support it) by clicking the last cell that contains a sparkline and dragging the fill handle onto new cells.

As you format sparklines, remember that Excel treats groups of sparklines as a unit. If you highlight the last sparkline in a group of four, you'll see that any formatting changes you make will be applied to all the sparklines.

If you want to remove a sparkline, simply right-click its cell and choose Sparklines and Clear Selected Sparklines.

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"Excel"erate PowerPoint Slides



If your Microsoft PowerPoint presentation covers topics such as sales growth or profits forecasts, adding an Excel chart is probably an ideal method to convey such information. In PowerPoint 2003 you can create an embedded Excel chart in a slide. Select the slide in which you want to add a chart. Next, open the Insert menu and click Object. In the resulting dialog box, select the Create New radio button, click Microsoft Excel Chart in the Object Type list, and click OK. PowerPoint will insert a dummy chart with sample data; click the Sheet1 tab at the bottom of the chart layout to replace the sample data.

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Useful links:

Windows Media Player 12 Online Radio: Windows Media Player 12 features the ability to play online radio.

Complete Guide to Windows Libraries

Burning DVDs with Windows DVD Maker

6 Best Free DVD Authoring Freeware to Create DVDs from Home Movies

Magix FunPix Maker

USB Drive Scams

As the data we use and store on our PCs grows, so too does our hunger for higher-capacity storage devices, including USB flash drives.

Crooks, mainly based in China, Hong Kong and India, have used the opportunity this creates for a scam by creating knock-off designs of well-known drives, chiefly the highly-reputable Kingston brand, and lying about their supposed capacity.

These phony devices sometimes do work but have nowhere near the capacity claimed on the label. Devices with claimed capacities of 32, 64 and even 128 gigabytes are being sold online, when they really only hold 4 or 8 gig.



Buyers can't necessarily tell because the scammers hack the devices so that they show the wrong, higher capacity even when you check this on your PC.

You don't find out until you run out of space far earlier than you thought you would.

The giveaway on this USB scam is usually the price -- a third or a quarter of what the genuine item would cost.

Time to repeat our favorite warning: **"If it looks too good to be true, it probably is."**

This scam is the subject of a lot of debate on eBay forums, so check that site out for more information on what to look for and how to protect your interests.

Go to <http://forums.ebay.com>, click on the "Search" button and enter in "USB drives."

Let's face it, USB drives are a boon -- especially as we so often move data between PCs, both in the home and between home and work.

They're light and easy to use and transport. But that's also their weakness -- it makes them vulnerable and potentially expensive.

So, be cautious rather than curious with others' drives, be wary when using shared machines, and don't fall for those cheap "high capacity" drives. Those are our simple rules for USB safety first!

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USB Safety Alert

While many people think of computer security as an Internet access issue, USB safety and scams relating to these popular "thumb drives" should not be overlooked. Those rectangular USB ports on PCs have become an essential part of everyday computing.

We connect all manner of devices with them to store and transfer data, from hard drives to digital cameras. But the USB storage devices, also sometimes known as "flash drives" or, in Europe, "pen drives," pose a particular security threat because of their easy portability and increasing capacity.

They're used to steal information, install malware on PCs and even for conning people into buying them when they're next to useless.

And, as usual, the ingenuity of crooks pulling fast ones knows no boundaries.

For instance, the New York Times reported recently that employees of a company found a number of USB drives bearing the firm's logo scattered around its parking lot. Curiosity being what it is, several employees picked them up, took them into the office and plugged them into their PCs to see what was on them.

They found what appeared to be a document but when they clicked on the icon, it installed malware that was intended to steal confidential information directly from the company's computer network.

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CHOW

Smart Computing
In Plain English

If you aren't hungry yet, you will be by the time you pull yourself away from CHOW. The site has enormous, gorgeous shots of tasty dishes, along with the recipes that will help you make them for your family.
<http://www.chow.com>

open system

In communications, a network designed to incorporate devices from any manufacturer, as long as they can use the same communications protocols and facilities. Alternately, when applied to specific hardware or software, an open system is one that accepts add-ons from third-party suppliers.

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Find Your Devices

To find out what components are in your computer, right-click the My Computer icon on the desktop. Click Properties, then click the General tab. This tells you what OS you are using, the processor speed, and amount of RAM in the computer. To view the actual devices, click the Hardware tab and then click the Device Manager. In the Device Manager you will see a list of every type of hardware in your computer. For example, if you click DVD/CD-ROM drives you will see each separate drive listed under that category. To see more information about any specific drive double-click it. This lets you see component info, such as the device status and if the device is enabled. You will also see what drivers the device is using and when they were last updated.

open source

Source code that is freely available to programmers for use in developing new software. The source is usually in the form of a standard--a sound format such as MP3, for example. It can also refer to an entire program (such as Netscape Communicator) or an operating system, such as Linux. Proponents of open source argue that by letting as many developers as possible work on a program, the software evolves. Developers will fix bugs, add new features, and adapt it for new uses or operating systems. See [Open Source Initiative \(OSI\)](#).

Customize PowerPoint Graphics

Inserting Clip Art into your PowerPoint presentation is great, but you can take presentation to the next level by adding your own graphics. All you need is a picture or graphics file (JPEG, GIF, etc.), such as a shot of the outside of your office building or your colleague giving a presentation at a conference. To insert an image into PowerPoint, navigate to the appointed slide and click Insert, Picture, and From File. Browse to find and select

the appropriate image. With the image now present in the slide, you can drag, crop, resize, and otherwise edit the image. To make a nice background, drag the image so that it fills the screen, right click it, and select Format Picture. When the dialog box appears, change the color scheme to washout and click OK. This will make the image look like more of a watermark over which you can add text. If the image is not satisfactory, repeat the process from the right click on and change the brightness and contrast settings accordingly. Use your imagination to come up with more ways to create personalized, custom graphics for your PowerPoint presentations.

Display Or Hide Toolbars

As with most Microsoft programs, you can control which toolbars display onscreen in FrontPage. This ensures that the toolbars you need are handy and also preserves screen real estate. By default, the Standard and Formatting toolbars display in FrontPage. To display another toolbar, click View and then Toolbars and select the toolbar you wish to use. For even faster access, right-click any visible toolbar (or the menu bar), and then click a toolbar's name on the displayed list. In the same way, you can hide a toolbar by right-clicking it and then clearing the check mark that appears next to its name on the list.

Animate Menus

You can animate the drop-down menus for FrontPage, Word, and Access. To do this, right-click any visible toolbar and then choose Customize from the shortcut menu. In the Customize dialog box, click the Options tab. Click the Menu Animations drop-down arrow and then choose an effect (such as Slide or Unfold) from the list. Click Close to confirm your choice and use the menu animations.

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