

Interface

Lorain County Computer Users Group
www.LCCUG.com info@LCCUG.com
Volume 25 Number 4 April 2013

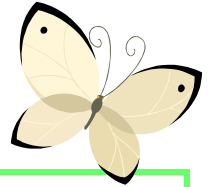


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Tuesday
April 9, 2013



Online Music



Presented
by

Eric Barnett and Georgina Karim



Next Meeting
May 14, 2013

Dr. Deborah Abbott

The Presentation will be
Newspaper Resources in Genealogy

**NO SECOND MEETING
UNTIL FURTHER NOTICE**

☺ Meeting in Amherst ☺

Meetings are held at

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

A Word From Our President



I am excited about our April 9 meeting about Online Music. Richard Barnett's son, Eric (who made a presentation on iPhones and Android smart phones last year), will talk to us about the online options for listening to music. He will show us some of his favorite online music sites such as Spotify and MySpace Music and explain the advantages of using these services.

The different ways we can listen to music have changed so much in the last 10 years! Buying a CD is no longer the most popular way to acquire new music today. At the same time the choices for watching movies and TV shows and reading books are so very different now. It is challenging to keep up with all the choices.

Our group is divided in their interest in trying the new possibilities. Some of us are eager to try the new means of listening to music and other means of entertainment. Others are content to always play the 33 RPM/cassette/8track or CD. Which medium are you most comfortable with?

As I've said before, I like to watch Netflix, Amazon Prime streaming movies and many of the other alternatives available today. I also am a big eBook fan. Count me as someone who likes to try the new options of entertainment. Lately I have been exploring reading magazines on my 8.9" Kindle Fire tablet. Several print magazines that I subscribe to also give me an option to read their issues on an electronic device. I am finding this more and more desirable. Rather than piling up issues of magazines that I'm always behind on, I can read them on the tablet where they are always waiting for more wherever I am. I can download the issue when I'm in a Wi-Fi area and have it there for reading whenever and wherever.

I recently took advantage of a special price to renew Entertainment Weekly (a guilty pleasure of mine) and when it comes, I give the print magazine to my daughter and I read the issue on the Kindle Fire using the Entertainment Weekly app. I particularly like the way the stories are set up to scroll down the page to read the complete story (rather than jumping ahead to where the rest of the story is). There are also live links to online movie trailers and the like. You can even click on an advertisement and be taken to the products website for more information. It is a very cool way to read the magazine.

Last month I wrote a story for the newsletter about how to access free digital magazines online through the library service Zinio. This is a great interactive reading experience. You can view a demo on using this great library service at this link: <http://www.youtube.com/watch?v=nLR0Ru6iHIA>

I hope you can join us at the April meeting as we continue to discover the choices of what is available to us today.

Sandee
LCCUG President

LCCUG Officers For 2012

President	Sandee Ruth president@lccug.com
Vice President	Lou Koch & Carole Doerr vp-programs@lccug.com
Secretary	Don Hall secretary@lccug.com
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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

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

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

Visit our web site at www.csuoberlin.com for more of what we can do.

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



TUESDAY
April 9, 2013



Online Music
Presented by
Eric Barnett and Georgina Karim

HOW-WHO-WHAT-WHERE-WHEN-WHY??



Is it time to give up on the record store for good?

Even if you're in love with strolling among racks and racks of CDs, the smell of vinyl, and salespeople who can rattle off the name of every obscure band to ever to pass through town, the future of music undoubtedly lies online. But you don't need to turn to the dark side of piracy (or even paying money, necessarily) to get your music fix on the Web. For this evenings presentation, we rounded up some of our favorite online music sites, each one of which offers something unique in its own right.

From **Spotify** to **MySpace Music**, we will show you the best that the web has to offer when it comes to on-line music.



Also, we will be raffling of a Seagate 500GB External Hard drive!!

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

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

Thank You



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Executive Board Meeting Minutes

MARCH 5, 2013

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

Dennis charted the cost vs. money intake of the software/hardware raffle for January and February with a gain of \$74.01 for the Computer Club.

A review of the February newsletter "flow" from Pam to Dennis to Micky to posting went very well. We will continue with that schedule.

The idea of home visits by the technical personnel was discussed and tabled for the time being.

This years meeting presentations were discussed. The March meeting will be presented by Sandee, Richard and Micky.

Dennis proposed the Club host an e-bay account for members to use. The board will continue to investigate this idea.

Pam moved, Carole seconded the meeting be adjourned.

Adobe Ending Disc Sales For Creative Suite Products



Posted By Cynthia On March 18, 2013 @ 1:00 PM In In The News, Photo Editing

Adobe, the maker of popular products like Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Premiere, After Effects and Acrobat is ending the sale of physical discs in stores at the end of April.

Consumers who want to purchase the product will need to download them or subscribe to the Adobe Creative Cloud which charges a monthly subscription fee of \$50 per month. Many new computers don't even have a disc drive and companies like Adobe and Microsoft are pushing consumers toward a subscription-based model for software products.

Microsoft was faced with a backlash ^[1] when they announced that consumers who purchased the single-license non-subscription version of Office 2013 would not be allowed to transfer it to another computer, even if their computer failed. They have since changed that policy.

~ Cynthia

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General Meeting Minutes

MARCH 12, 2013

President Sandee Ruth called the meeting to order. A motion to accept the minutes as shown in the March issue of the *INTERFACE* was made by Jack Trifiletti, seconded by Enio Fernandez. Motion passed.

Sandee mentioned the following: The Zinio article in last month's *Interface*. Micky's workshop is the 3rd Tuesday of the month. And the passing of John Dunn's wife.

Sandee and Micky presented their program of Tips & Tricks when using Windows 8. Sandee started by explaining her dual boot of Windows 7 and Windows 8, explained how the "metro user interface screen" replaces the "desktop" screen, how to display a shut off button on the metro and how learning the shortcut keys will help those without a touch screen monitor.

Micky talked about the Windows 8 Media Player and the free VLC Media Player. He showed the many helpful links he has added to the LCCUG members page to help understand Windows 8.

Bud Ennis won the software/hardware raffle. Dennis Smith won the rollover raffle and Latta Arora won \$5 in the attendance raffle.

Neil Higgins moved, Pam Rihel seconded the meeting be adjourned.



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Pam Rihel prihel1947@gmail.com

5 Reasons Why You Can't Find Your Person Online



Michael J. Leclerc
16 Jan 2013
Mocavo

Sometimes when we are searching for our ancestors in online databases, we just can't find them. No matter how hard we look, or what databases we search, they just won't appear. There are many reasons why this might happen. Here are a few.

1. The person is "too young."

There are far more online records dealing with individuals who were born more than 80–100 years ago than there are for more recent individuals. This is especially true for records of birth, marriage, and death. Searching for individuals in more recent time periods often requires working outside of vital records. Newspaper announcements of births, marriages, and deaths are excellent substitutes. City and telephone directories can help you locate people, and land records can help you track people's movements.

2. The name is unrecognizable.

It is possible that your ancestor is actually in the records you are searching, but their name is so butchered that the search engines don't recognize what you are looking for. The handwriting in the original may be faded or illegible. Or perhaps those indexing the records misread the entry. Soundex and metaphone searches can help get past some of this, but if the consonants are too confused, or extra ones are inserted, this will throw off those types of searches. You may need to manually examine images of the original records to locate your ancestor.

3. They weren't recorded.

Sometimes your ancestors just aren't captured in major official records. Some people, for whatever reason, escaped recording by the census taker for example. I have researched families where city directories, land records, and vital records all established their exact place of residence during a census year, yet examination of that address in the census shows they were not recorded. Perhaps they were away, or the census taker was not vigilant. Come people did not record the births of their children. Immigrants may have been afraid of the government. Others simply hated the government and wanted

nothing to do with it.

4. You are looking in the wrong place.

I was once helping someone look for her ancestor because she couldn't find him. She knew where he lived, but couldn't locate him in a census record. By trying a few different types of searches, I located a man with the same name living in a different state. She had dismissed this person as not being hers, but when I pulled up the image of the census, the family group indicated that this was the correct family. A map quickly demonstrated the problem. The census location was only two towns away from where she was looking, but it was on the other side of the state line. It appears that for a short time they were living in another place, with another family. Perhaps it was a relative, or perhaps they were following work. Whatever the reason, they resided there long enough to be recorded elsewhere in the census.

5. Not all records are online.

Huge number of records are now available online, courtesy of genealogical societies, government and private repositories, and commercial companies. Although a wide variety of material is available, only a tiny portion of surviving records have been digitized. Even the millions of reels of microfilm at the Family History Library that are being digitized and made available on FamilySearch represent only a small portion of records. And copyright issues prohibit a huge number of resources from being made available online. As genealogists, we cannot conduct our research without online resources. But good genealogists know that by the same token, we cannot do all of our research online. The best way to find all of the information on your ancestors is to use a combination of online records and offline resources.

http://www.mocavo.com/?utm_source=newsletter&utm_medium=email&utm_campaign=20130323+newsletter&utm_content=logo



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



**Association of Personal
Computer User Groups**



Lorain County Shred Day

When: Saturday April 20th

Time: 9:00 am to Noon

Where: 540 South Abbe Road, Elyria

Lorain County Solid Waste District Collection Center - parking lot

- This Event is offered Free to Lorain County residents.
- Please bring ID to show proof of residency.
- *Limit 5 Boxes or 5 Blue grocery bags per vehicle.*
- You **MUST** take your empty boxes home with you
- **DO NOT** exit your vehicle.

This event is sponsored by the Lorain County
Board of Commissioners & Shredding Network Company

MEDICATION COLLECTION

Saturday, April 27, 2013

9:00 am to 3:00 pm

Amherst Police Dept.	911 North Lake Street, Amherst
Avon Police Dept.	36145 Detroit Rd. Avon
Avon Lake Police Dept.	32855 Walker Road, Avon Lake
Columbia Twp. Fire Dept	25540 Royalton Road, Columbia Station
Elyria Police Dept.	18 West Avenue
Grafton Police Dept.	1009 Chestnut Street, Grafton
Kipton Village Police Dept.	299 State Street, Kipton Village
LaGrange Police Dept.	35 South Center Street, LaGrange
Lorain Co. Sheriff's Office	*New Location* 9896 Murray Ridge Rd., Elyria
Lorain Lakeview Pk Beach House	West Erie Ave., Lorain
North Ridgeville Police Dept.	7303 Avon-Beldon Rd., North Ridgeville
Oberlin Police Dept.	85 South Main Street, Oberlin
Sheffield Lake Police Dept.	609 Harris Rd. Sheffield Lake
Sheffield Village Police Dept.	4340 Colorado Ave. Sheffield Village
Vermilion Police Dept.	5791 Liberty Avenue, Vermilion
Wellington Police Dept.	117 Willard Memorial Square, Wellington

LOTS OF LOVE FOR E-CARDS



A recent Harris Interactive study, commissioned by the cloud and mobile testing firm SOASTA, found that e-Card providers like Hallmark were probably slammed on Valentine's Day.

The survey found that 38% of Americans said they would visit an e-Card site to transmit their sentiments electronically. Almost half (47%) of all men 35 to 44, 41% of men 18 to 34, and 41% of women 18 to 34 said they intended to send e-Cards for Valentine's Day. Things e-Card recipients didn't want to see in their holiday cards included "Not Safe For Work" images (29%), unicorns (25%), pictures of the sender's kids (24%), pictures of the sender's spouse (23%), and kittens (19%).

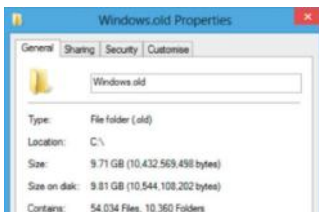
REMOTE FILE ACCESS



Microsoft Office 365 Home Premium features a cloud service that allows you to access your documents, spreadsheets, email, and presentations from any device with an Internet connection. Office 365 Home Premium supports up to five devices, including

Windows tablets, PCs, and Macs—all of which can share access to the files you store in the cloud. You can also package an extra 20GB of SkyDrive storage and 60 free Skype minutes per month as optional add-ons. Office 365 Home Premium includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.

GAIN STORAGE CAPACITY AFTER AN UPGRADE TO WIN8



The Windows.old folder maybe taking up a lot of storage space on your PC

If you choose to upgrade from Windows 7 to Windows 8 without formatting the hard drive, Win8 will move many files found in the previous Win7 installation into a folder, titled Windows.old, from which you can recover old data. Typically, the contents include Win7 Documents, Music, Picture and Video folders;

old settings; and Program Files folders. Unfortunately, this folder generally takes up at least 15GB of disk space. We recommend that you transfer files you may need and delete others to free up disk space. To perform the latter, run Disk Cleanup by searching the Charms bar for "Disk Cleanup." Click Settings and choose Free Up Disk Space By Deleting Unnecessary Files. Click the Clean Up System Files button

and select the checkbox next to Previous Windows Installation(s). Press OK and run Disk Cleanup.

Monitor Maintenance

Care For Your LCD

Monitors are one of the more maintenance-free pieces of computer hardware you'll find, but that doesn't mean the display shouldn't get a little care every now and then. Here, we'll discuss what you can do to clean and maintain your monitor.

A Clean Screen

An LCD screen requires the use of a specific cleaning solution to provide you with a streak-free look. Standard window-cleaning agents often contain ammonia, which can damage the display. You should also avoid cleaners with acetone, ethyl alcohol, ethyl acid, and methyl chloride. Instead, invest in a monitor-cleaning spray and a microfiber cloth (or other soft cloth) to wipe down the screen. The display itself is sensitive to scratches, so avoid using paper towels, regular towels, and napkins. Generally, the proper way to apply a monitor cleaner is to spray it onto the microfiber cloth, and then wipe down the screen. Spraying the solution directly onto the screen can cause streaks or leave a mark.

Clean Heat Vents

You're likely familiar with the dust buildup that occurs around the fans in your PC. Monitors don't have internal fans to keep them cool, but they do have heat vents. And just as with your PC, you don't want dust to accumulate in front of the vents, because it can prevent the heat from escaping, which will reduce the lifespan of your monitor. To clean dust from the vents, invest some canned air that you can use to blow the debris out of the unit. If dust has accumulated around the bezel, you can use the canned air to blow dust off the monitor, or use a dry cloth to brush the dust off.



Monitor cleaning solutions often come with a microfiber cloth.



You can use a can of compressed air to clean dust out of the vents.



Outlook.com



By Lynn Page, Newsletter Editor/Webmaster, Crystal River Users Group, FL

December 2012 issue, CRUG newsletter

www.crug.com lpage46@tampabay.rr.com

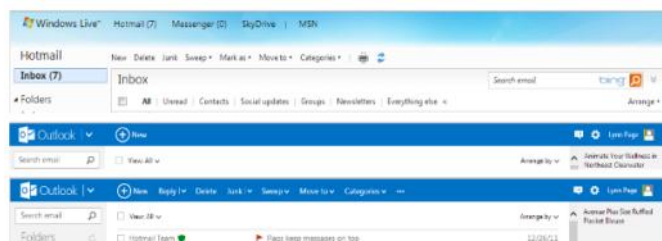
Microsoft has upgraded Hotmail and Windows Live to a new Outlook.com cloud email service. My accounts were just 'upgraded' this week. It is always hard to make changes so I will let you know what I have seen.

The introductory email has links to get started with Outlook where you can read information about the service, get a new email address, connect your account with your social media accounts and provide feedback. I have more than enough email addresses to keep track of and don't want to connect my email with my Facebook accounts so didn't even look at those options.

Interface

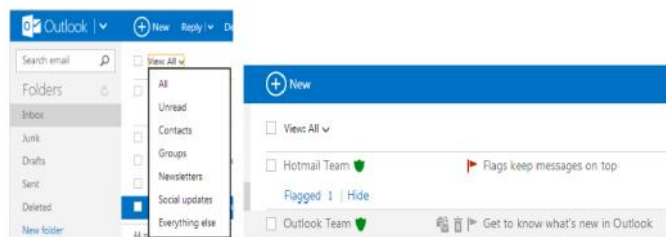
The Outlook interface has been streamlined from the Hotmail interface. It looks cleaner and takes less screen space. That can be important if you are checking email from a small portable device.

One notable feature is that the menu bar only shows message items when an email or emails have been selected. Without that the only item is the New Message icon.

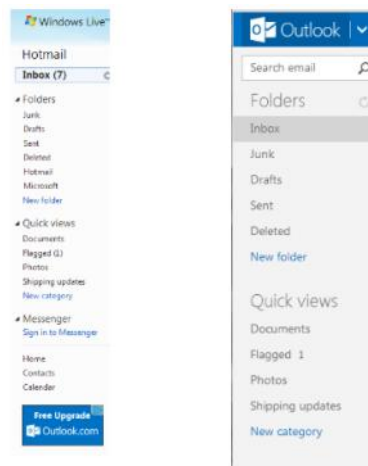


Further streamlining is seen in the filtering options. In Outlook to filter messages, click View All and select a filter category.

Another nice feature is the set of icons that are displayed when you mouse over a message. Click the icon to reply to, trash or flag the message.



Outlook Folders and Quick Views are the same as in Hotmail. You can define rules to automatically handle messages as they come in like flagging messages, moving them to folders and setting alerts for your mobile phone. Quick Views automatically sorts and shows items by category.

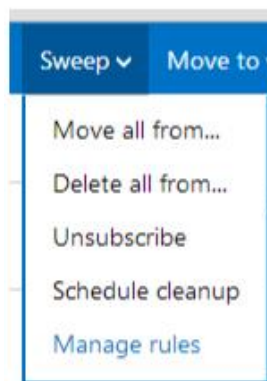


Cleaning up

I try to keep my Inbox, Sent and Deleted folders clean. This means that I either delete email from my Inbox or save to an offline folder on a regular basis. I also delete Sent emails and empty the Deleted folder ever few days. If you don't want to take care of this yourself use Sweep or schedule a cleanup. Sweep works based on the email sender. Schedule a cleanup lets you select to keep only the latest email from a sender and delete the rest, delete all messages after 10 days or move them to a selected folder. Sweep can also delete emails in bulk from multiple senders, cleaning out hundreds of emails in seconds. It will also move all email from a sender to a specified folder. If you tend to subscribe to every newsletter that comes along only to find out you don't read them Unsubscribe is a great feature.

Set simple rules in Sweep to automatically file emails from specific senders to a folder of your choice. The email won't even go to the inbox. Sweep lets you file emails straight to a folder automatically based on the sender's email address.

Office Online and SkyDrive



Outlook is designed to work seamlessly with Microsoft's free Office Web Apps. So you can open, edit, and share Office files right from the inbox. This is great if you or the recipient is using a computer without Office installed. Integration with SkyDrive makes sharing and saving your files simple in 7 GB of free storage space. To share files place them in SkyDrive and email a link. Recipients can see photos and documents, even if they don't

have Office on their computer.

Websites to Broaden Your Computer Horizons



Jim Fromm, Editor, MOAA Computer User Group, HI
January 2013 issue, The TUG
www.the-tug.org editor@the-tug.org

Because a number of you (I mean us) fall in the senior age group, and because some of you (I mean us) may be thought to lead a sheltered life, I thought it was time to offer to broaden your computer horizons.

So, I'm providing you with a laundry list of websites that you can visit and decide yourself if you want to bookmark them. It's never a disadvantage to be informed of what is happening in the world. News, opinions, human interest, goofy and technical sites are included.

There are innumerable websites on the internet covering every topic imaginable. Some are toxic to the sensibilities. Some are dedicated to historic events. Many are opinion sites that cover all topics from art, to comedy, to topical news, anything you can think of, you can find on the internet. All have their own interesting element.

I must admit, I have become addicted to visiting numerous sites every evening. I can't remember the last time I watched TV after 7 PM. I'm usually at the computer after dinner surfing through a favorite list of blogs, news and feel good sites. It's my way of taking a break from the dismal news events of the day but still keeping current.

At many of the blogs you can read the headline without clicking on through to a link. If the topic does not interest you, scroll down to the next entry. With the talking heads on TV you have to suffer through the narrative and the frequent commercials or press the mute button. At a blog you don't have that problem.

Many of the opinion sites report news items and then give you opinions from one, or more, contributors, whereas the TV news casts spend mere seconds on a topic before breaking for commercial and oftentimes have a one-sided slant to the item.

The really fun part of these is the comments section. Which, I must warn you, can get pretty salty, so be cautious. If profanity offends you, be especially careful. F-bombs are strewn throughout some of the comments. A few blog hosts prohibit foul language and you'll learn which ones if you check out the listings.

I've categorized them so you can see the genre and pass on those that you know won't interest you.

Opinions -- Far right; Left and Far left.

www.inspundit.com

www.politico.com
www.slate.com
www.rightwingnews.com
www.maggiesfarm.anotherdotcom.com
www.huffingtonpost.com
www.twitchy.com — a compilation of tweets, and responses to them, from around the world.

Fun stuff — Animals and satire

www.cuteoverload.com
www.rumfordmeteor.com
www.flixy.com
www.top20sites.com/

Tech stuff— Computers mostly

www.docmercury.com
www.pcworld.com
www.cnet.com

Arts and Music

www.classical.net
www.classical.com
<http://www.deviantart.com/>
<http://www.fineartsites.org/>

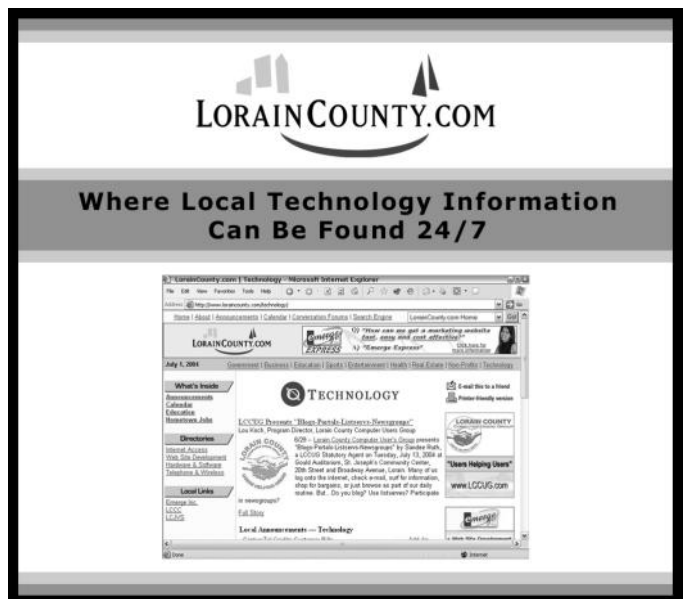
Novels and manuscript

<http://tinyurl.com/c4x5vpm> - Cincinnati Library list of books
<http://manuscriptsonline.wordpress.com/> (Research site)
<http://www.bl.uk/manuscripts/> - British Library

A few of the sites listed require registration but no membership fee unless you sign up for their 'premium' offerings. Quite a bit of the content is free to browse.

As Lou (Torraca) reminds us, be careful on the WWW while educating yourself.

Aloha,
Jim



NEED HELP?—

Here's Who to Contact:

Neil Higgins

440-967-9061 - higgins.neil@gmail.com
Evenings 6 p.m. - 10 p.m. + Weekends
Hardware, Linux & Windows Operating Systems,
Tweaking your system

Micky Knickman

440-967-3118 - micky@knickman.com
Evenings 5 p.m. - 7 p.m. + Weekends
General Software Configuration, Hardware Installation,
Basic to Advanced Windows

Lou Koch

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

Richard Barnett

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General Software Configuration, Hardware Installation,
Basic to Advanced Windows & Web Page Design

Sandee Ruth

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

David Kennett

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

Pam Casper Rihel

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

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

This Month's contributors: Micky Knickman, Sandra Ruth, Pam Rihel, Carole Doerr, Don Hall, Leo Notenboom, Allen Wyatt, Lynn Page, Jim Fromm, Sandy Berger, Howard Lewis Dan Curtis, Scambusters, APCUG, **Wordtips.net**, **Excelltips.net**, SmartComputing Magazine, Microsoft Office art online, WorldStart.com,

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

LCCUG ONGOING CLASSES AND WORKSHOPS

ALL ARE FREE AND OPEN TO THE PUBLIC

Problem Solving Workshop

Date: Tuesday - April 16, 2013

Time: 5:30 - 8 pm **Instructor:** Micky Knickman, et al.

Place: Amherst Church of the Nazarene
210 Cooper Foster Park Rd., 44001

Learn how to repair or update your computer by changing hard drives, memory, CD ROMs, etc.

Members are encouraged to bring their computers any-time before 7:30 pm for assistance from Micky, Neil or other knowledgeable members.

Genealogy Workshop

Date: NO WORKSHOP due to surgery

Time:

Instructor: Pam Casper Rihel

Place: South Lorain Library, Homewood Drive, Lorain, OH

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

You **must** register -
Email: prihel1947@gmail.com

Computer Club News

Don't Forget to Bring in Your Used Ink Cartridges

LCCUG is collecting empty ink cartridges.



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

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

Recycle & Help Our Club, Too!

Genealogy Websites Of Interest



Gravestone Symbolism

<http://www.graveaddiction.com/symbol.html>

What do all those symbols & initials mean?

<http://homepages.rootsweb.ancestry.com/~duncanrw/tombandfrat.html>



Coming In May

Dr. Deborah Abbott will be doing a presentation on using newspapers for sources and other family information.

Dr. Abbott visited us last year and she gave a great presentation on using the Internet for genealogy.

Make sure you tell your family and friends to come listen and learn from Dr. Abbott's presentation. You will take home with you some great information on how to use old newspapers for you genealogy.

Dr. Abbott's four-year genealogical research project about an African American Family from Kentucky entitled "From Slavery to Freedom to Antioch" was highlighted in the Cleveland Plain Dealer (Ohio) Newspaper (February 2008) under the title "*Six-Volumes to Amplify a Family History*". Recently (February 2010) the City Council of Detroit, Michigan presented Dr. Abbott with a "*Testimonial Resolution*" for her outstanding commitment to African American genealogy research.



The Lorain County Chapter of OGS

is having it's next meeting on :

April 8 - "Putting It All Together: Writing A Book of Your Family's (Polish) History" presented by Norm Lewicki. - Norm's research into his father's Polish family resulted in a 233 - page book that included the history of the times. In addition to vignettes from the book, Norm will highlight the resources that he discovered in putting the book together and tracing his Polish ancestry.

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

MEMBERSHIP WITH LCCUG:

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

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

Directions to Meetings:

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



How do I remove myself from the search engines?

The web has a very long memory. Removal is nearly impossible. Avoid posting sensitive information in any way that can be seen publicly.

By Leo A. Notenboom, © 2013

It was unwise of me to take part and put in my name in some guest books. I'd like to remove my information from the search results of the major search engines: Google, Yahoo, and so forth. I tried in vain to contact the webmasters of those sites. I'm becoming fussier about that and it's getting more awkward as far as my profession is concerned. Would you please assist me in dealing with this problem?

Search engines are amazing. They've collected and indexed billions of pages of information out on the internet. And while we think of Google, Yahoo, MSN, and other name brand search engines, the reality is that there are hundred of search engines that could all be indexing pages on the web.

Getting into the search engines is not terribly difficult. Getting out? The news is not good.

I'll be blunt. In my opinion, it's a lost cause. The search engines do have opportunities for webmasters to remove specific *pages* from the search results. However, it a) does have to be a page or an entire site, and b) they'll only do it at the request of the owner of the site. On top of that, there are many services and sites which take additional cached snapshots of web pages for historical records. Google, for example, often allows you to view a cached copy of a page, even if that page is no longer online. The internet archive, archive.org, is another example of a site that keeps archive copies of web pages for historical archiving purposes.

So, if you've left your information in a guest book or a blog's comment form, and the search engines have scanned it ... you're pretty much out of luck.

Now, you can certainly contact all the webmasters of all the sites that you've left your information on, and ask them to remove what you posted. *If* they listen and do what you want (there's no guarantee there either), then eventually those pages will be updated on *most* of the search engines. I say most, because there's also no guarantee that all the search engines will update, or when. Once you're there, you might be there for a long, long time.

So, ultimately, I don't have an answer or an approach for you, other than to avoid things such as those guest books in the future.

Backup and Restore

– A very useful Windows 7 feature



Phil Sorrentino, Member, Sarasota PCUG, Florida
November 2012 issue, PC Monitor
www.spcug.org philsorr@yahoo.com

I'm going to go out on a limb, here and say that we are all aware that our computers software has to be backed up. Your data, the Operating System and the Applications that you have installed, all should be backed up with some regularity. Data is fairly easily backed up with a simple "copy" or a free backup utility such as SyncToy, but up until Windows 7, the system had to be backed up with an "imaging" application that was typically not for free. But now, with Windows 7, Microsoft has provided a feature (Image and Restore) that allows the system (OS and Applications) to be easily backed up. Windows 7 refers to the backup of the system as an image because it is a bit-for-bit copy (an image) of the system that is loaded and running in memory. The saved system image is what you use to "restore" your computer after a problem is fixed. The problem could have been a bad virus infection, a replaced hard drive, or any hardware problem that may have kept you from booting your system in a normal fashion. (I've had each of these types of problems in the past and none of them are very much fun. Fortunately, I've had my system backed up so after the problem was fixed, I was back up and running right after the most recent Image was Restored.)

The "Image and Restore" capabilities can be found in the Control Panel. If your Control Panel is in the "Category" view then it is under System Security, just click "Backup your computer". If you prefer the Icon view of the control panel, click on "Backup and Restore". Either way you will get to the Backup and Restore screen. In my opinion, this screen is not the easiest to understand. The middle of the screen has a lot of Backup and Restore information, but none of this applies to the system image. The upper left area has the two controls for the system imaging process. A system image is created by selecting "Create a system image". The other control is used to "Create a system repair disc". (The system repair disc is used to initially boot the system after the problem has been fixed.)

To create a system image, click "Create a system image". After you make this selection, you will see a screen that indicates "Looking for backup devices..." and finally a screen that asks "Where do you want to save the backup?". (Note here a confusion with terms, in that the "system image" is referred to as "the backup".) This screen also gives you a link to "How do I restore my computer from a system image?", which you can click on to review some ideas relating to restoring the system image. The system image should be stored on something that is not part of your normally operating computer. The typical choice is a set of DVDs, or pref-

erably an external hard drive. If you choose DVDs, you will probably need from 5 to 15 blank DVDs. A DVD can hold approximately 4.7 GB, while an image of your OS and applications could be from around 25 or 30 GB for a fairly new installation with few Applications, up to 70 or 80 GB for a system with loads of Applications that you have been using for a long time.

An external drive is the preferred choice for saving a system image. Today, external drives are fairly inexpensive (under \$100), and are large enough (500 GB and larger) to save multiple system images. Most external drives are easily connected to the computer via a USB connector. In order to take advantage of your external hard drive, and make it a choice for the system image, you have to connect the external drive to the computer, before going to the control panel. So if you intend to put the system image on an external drive, exit from the control panel, connect the external hard drive, go back into the control panel and choose "Create a system image". Now one of the choices for the saved system image should be your external drive. (If you don't immediately see your external drive, try pulling down the triangle in the "On a hard drive" box, where all possible drives will be listed.) The external drive should be listed with an indication of the available space on it. If you have previously saved a system image on this disk, that date will also be indicated. (Also note that if you try to put the system image on the same physical drive the OS is currently on, you will receive a warning indicating "The drive selected is the same physical disk that is being backed up. If this disk fails you will lose your backups.")

After you have selected DVDs or external drive, you will be asked to "Confirm your backup settings". These settings are the Backup location:, (where you are going to store the system image), and a selection of "The following drives will be backed up:", (typically the C: drive). The Backup location setting also gives an estimate of the size of the backup. If all looks right, then click the "Start backup" button in the lower right corner of the screen and be prepared for a long process. If you have selected DVDs, be prepared to remove the DVDs as they are finished and mark them as indicated, and to put in blank DVDs when requested. If you have chosen an external drive you can leave the system unattended until it completes.

When the system image has been created (backed up), don't forget to "Create a system repair disc". For this system repair disc you will only need one CD. When you click on "Create a system repair disc", you will be presented with a window that describes the uses of the system repair disc and a button to "Create disc". Put a blank CD into the CD/DVD drive indicated and press "Create disc". It will only take a few moments to create the disc. When it is finished, label it and include the date and the computer you used to create it. Keep the disc and the system image backup (DVDs or external drive) together in a safe place, and hope you never have the kind of tragedy that forces you to use them. But, when that day comes, you will be very happy that you took the time to create these "Restore tools" with this Windows 7 very useful feature.

Credit Card Fraud

21 tips to protect yourself from being a victim of credit card fraud: Internet Scam-Busters #79

Today we focus on consumer credit card fraud. Here are 21 tips for protecting yourself...

Credit Card Fraud: 21 Tips to Protect Yourself

Although credit card fraud is certainly on the rise -- and credit card fraud on the Internet is rising even more dramatically -- many savvy Internet shoppers know that the reality is that it's actually much safer to enter your credit card number on a [secure online order form](#) than it is to give your credit card to a waiter at a restaurant.

After all, what's to stop the waiter from writing down your credit card number and placing orders on the phone with it later?

And research shows that the rate of fraudulent purchases made by cell phones is much higher than credit card fraud on the Net.

Nevertheless, we encourage you to take precautions when giving out any confidential information (including your credit card number) over the Internet, over the phone... or anywhere else for that matter!

Always use common sense -- it is the best rule of thumb.

Nonetheless, we've created 21 tips to protect yourself from credit card fraud -- which you'll find below.

First though, we wanted to mention a much more prevalent -- and much less publicized -- aspect of credit card fraud: the dangers of credit card fraud for businesses who accept credit cards over the Net. You can read more about '[Eight Sure-Fire Strategies Any Business Owner Can Use to Reduce Credit Card Fraud](#)' by clicking here.

Internet ScamBusters' 21 Credit Card Fraud Prevention Tips:

1. Keep an eye on your credit card every time you use it, and make sure you get it back as quickly as possible. Try not to let your credit card out of your sight whenever possible.
2. Be very careful to whom you give your credit card. Don't give out your account number over the phone unless you initiate the call and you know the company is reputable. Never give your credit card info out when you receive a phone call. (For example, if you're told there has been a 'computer problem' and the caller needs you to verify information.)

Legitimate companies don't call you to ask for a credit card number over the phone.

3. Never respond to emails that request you provide your credit card info via email -- and don't ever respond to emails that ask you to go to a website to verify personal (and credit card) information. These are called 'phishing' scams.

4. Never provide your credit card information on a website that is not a secure site.

5. Sign your credit cards as soon as you receive them.

6. Shred all [credit card applications](#) you receive.

7. Don't write your PIN number on your credit card -- or have it anywhere near your credit card (in the event that your wallet gets stolen).

8. Never leave your credit cards or receipts lying around.

9. Shield your credit card number so that others around you can't copy it or capture it on a cell phone or other camera.

10. Keep a list in a secure place with all of your account numbers and expiration dates, as well as the phone number and address of each bank that has issued you a credit card. Keep this list updated each time you get a [new credit](#) card.

11. Only carry around credit cards that you absolutely need. Don't carry around extra credit cards that you rarely use.

12. Open credit card bills promptly and make sure there are no bogus charges. Treat your credit card bill like your checking account -- reconcile it monthly. Save your receipts so you can compare them with your monthly bills.

13. If you find any charges that you don't have a receipt for -- or that you don't recognize -- report these charges promptly (and in writing) to the credit [card issuer](#).

14. Always void and destroy incorrect receipts.

15. Shred anything with your credit card number written on it.

16. Never sign a blank credit card receipt. Carefully draw a line through blank portions of the receipt where additional charges could be fraudulently added.

17. Carbon paper is rarely used these days, but if there is a carbon that is used in a credit card transaction, destroy it immediately.

18. Never write your [credit card account](#) number in a public place (such as on a postcard or so that it shows through the envelope payment window).

19. Ideally, it's a good idea to carry your credit cards separately from your wallet -- perhaps in a zippered compartment or a small pouch.

20. Never lend a credit card to anyone else.

21. If you move, notify your [credit card issuers](#) in advance of your change of address.

(Continued on page 14)

(Continued from page 13) Credit Card Fraud

If you suspect credit card fraud:

If your credit cards are lost or stolen, contact the issuer (s) immediately.

Most credit card companies have toll-free numbers and 24-hour service to deal with these emergencies -- they are eager to avoid credit card fraud.

According to US law, once you have reported the loss or theft of your credit card, you have no more responsibility for unauthorized charges. Further, your maximum liability under federal US law is \$50 per credit card -- and many credit card issuers will even waive that fee for good customers.

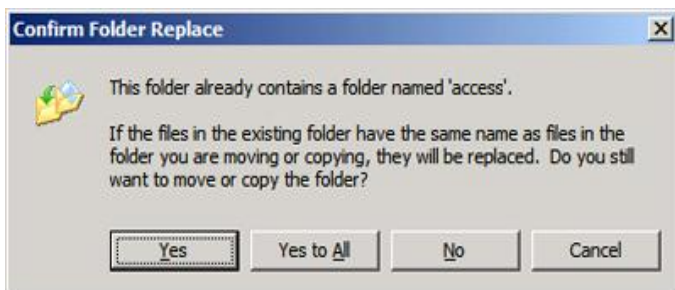
If you follow all these tips, it will go a long way in protecting you from credit card fraud.

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



Say NO to All

Have you ever been doing something in Windows that involved multiple files? If so, you've probably come across a message similar to this at one time or another:



Notice how there's an option for "Yes to All", but no button for "No to All"? What gives? I'm not going to be sitting here rapidly clicking "No" all night, am I?

Well the good news is that if you find yourself in this situation all you need to do to get "No to All" is hold the **Shift** key when you click "No".

It's that easy! **Just make sure you know what you're saying no to in the first place!**

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<http://www.worldstart.com>
URL to article: <http://www.worldstart.com/say-no-to-all/>

Show Most Frequently Used Programs In Windows 8



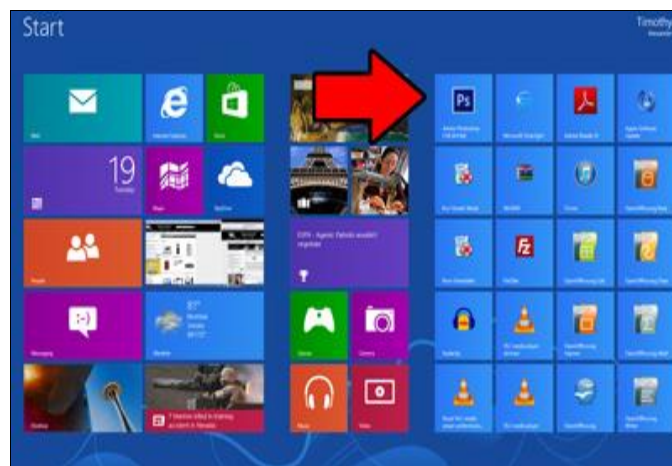
Posted By Tim On March 25, 2013 @ 9:00 AM In *Shortcuts & Keyboard Tricks, Windows 8, Windows Explorer*

Mark from Hurricane WV writes:

I just brought a new HP laptop with Windows 8. Is there away to have apps that I've been using on a regular basis to show up in the start menu like it does in Windows 7?

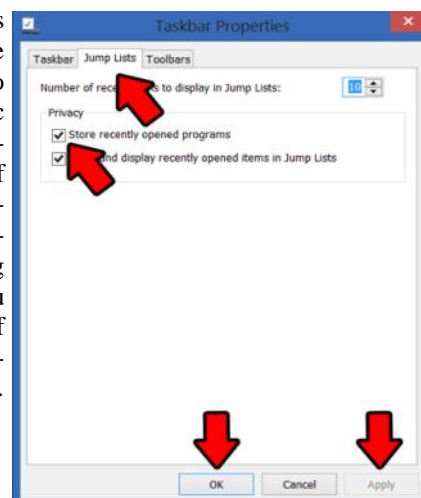
Answer:

Your recently used applications should automatically show up in the third set of application tiles. If they are not showing up you can change the settings to keep track of recently opened programs.



To enable recently used programs from the Windows 8 interface click on **Desktop**. Right-click on a blank area of the taskbar on the bottom of the screen and click **Properties**. Click on the **Jump Lists** tab and make sure there is a check mark in the "Store recently opened programs" box and click **Apply** then click **OK**.

Your recent programs should now be shown. If you want to restore the classic start menu to Windows 8 instead of using the new interface, I highly recommend downloading Classic Shell. You can read a review of this fantastic free utility by [clicking here](http://www.worldstart.com/classic-shell-turn-windows-8-into-windows-7xp/) [1].



[1] clicking here: <http://www.worldstart.com/classic-shell-turn-windows-8-into-windows-7xp/>

By Allen Wyatt



You can easily change the text in a header or footer by using the Header/Footer option from the View menu, in the following manner:

1. Display the Insert tab of the ribbon.
2. Click either the Header or Footer tool in the Header & Footer group. Word displays a list of options.
3. Click Edit Header or Edit Footer, depending on what you selected in step 2. Word activates either the header or footer area of the page.
4. Change the contents of the header or footer in the same manner as you edit normal text in your document.
5. Click on the Close Header and Footer tool (on the Design tab of the ribbon) when you are done making changes.

You should note that if your page already has headers or footers, you should be able to see them on your screen. To modify the header or footer, you can simply double-click on the area you want to change.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (7918) applies to MS Word versions: 2007

You can find a version of this tip for the older menu interface of Word here: [Changing Headers and Footers](#).

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LCCUG Classes Or Workshops

Is there a class you would like to teach or a workshop you would like to hold, just contact one of the officers to find out how you can get started and what you need to know.

Our emails are in the 2nd page of this newsletter.



By Allen Wyatt



Data labels are used to indicate what the main part of the chart represents. Depending on the type of chart you are creating, data labels can mean quite a bit. For instance, if you are formatting a pie chart, the data can be more difficult to understand if you don't include data labels.

To add data labels, follow these steps:

1. Activate the chart by clicking on it, if necessary.
2. Make sure the Layout tab of the ribbon is displayed.
3. Click the Data Labels tool. Excel displays a number of options that control where your data labels are positioned.

Select the position that best fits where you want your labels to appear.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (6788) applies to MS Excel versions: 2007 | 2010

You can find a version of this tip for the older menu interface of Excel here: [Adding Data Labels to Your Chart](#).

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Will You Be Texting Your Doctor Soon?



Sandy Berger, CompuKISS

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Texting has become very popular. We've all seen teenagers' texting each other across the dinner table or from the front seat of the car to the back seat. You may be surprised, however, to find that older people are also texting and now even some doctors are using texting to communicate with their patients.

Because texting is so popular with the younger crowd, many older folks have started texting just to keep in contact with their children. Over and over again, I have heard the lament, "They (the kids) just don't answer the phone. The only way I can get them to respond is to text them."

Yet, when these people start texting, they find it just as useful for everyone they communicate with. Texts are less intrusive than phone calls. You don't feel forced to run and answer the phone, you can deal with a text whenever you like. With a text, you don't disturb a person who happens to be sleeping because he is in a different time zone. And you don't disturb him during an important meeting, but you still get your message across. Two other advantages are that texting is faster than phoning and text messages are archived on your cell phone so you can search for previous conversations.

The newer cell phones make texting easy. With on-screen keyboards and predictive text, you can tap out a message quickly and easily. If you don't like to type, you can speak your message and have the phone type it out for you will pretty good results.

Although some predicted that texting would die out with the proliferation of smartphones, that doesn't seem to have happened. Texting does not use data, so it is often cheaper than using email on a cell phone. Also, several large cellular providers now offer free texting with their share plans, making it a very cost-effective method of communications.

Kids are still texting, and older people are also texting. In fact, in the future, you may even text with your doctor. If you think about it, texting is a quite suitable way to communicate with a doctor.

My conversations with several doctors indicate that they are happy to embrace texting patients but there are several hurdles to overcome before texting between physicians and patients can become routine.

Dr. Adam Schaffner, a New York City plastic surgeon, who specialized in aesthetic plastic surgery of the face, breast and body has been texting to communicate with his patients for several years. He says that "texting promotes comfort for the patient." In his practice, post-operative patients who used tex-

ting to communicate with him fared better than others. He says, "This type of access (texting) empowers patients and is of great benefit during the immediate post-operative period." He also finds texting a great way to start a necessary conversation with patients and found that patients who texted him had a reduced number of office visits. This, in effect, could reduce the cost of health care.

Although Dr. Schaffner finds texting "extremely beneficial", he sees several hurdles to this type of texting becoming commonplace in the medical industry. The first is that the time spent texting is currently not billable or covered by insurance. So doctors who are currently taking advantage of the benefits of texting are doctors in fields like plastic surgery and concierge medicine whose main patient base is not covered by insurance.

Second is the investment of capital needed to implement secure texting platforms to comply with HIPAA laws brought on by the Health Insurance Portability and Accountability Act. Because of this individual doctors and even most medical clinics are still not embracing texting. Besides offices like Dr. Schaffner's, you will only find doctor-patient texting in large University hospitals that have more technology funding available.

There is little doubt that many of us will be tapping out texts for years to come. Perhaps we will be texting to improve our health as well as to improve communications.

Personalized Screen Saver



You don't have to use the boring Windows screen saver.

Instead, use your own folder of photos to personalize your PC. Copy the photos you want to use to a folder on your hard drive. Right-click a blank area on your Windows desktop, click Properties, and then click the Screen Saver tab. From the Screen Saver drop-down box, click My Pictures Slideshow, and click Browse to designate the appropriate folder of photos.

<http://www.mpcug.net/2012-01-January%20PC%20Post.pdf>

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Windows 8 - The Basics



By Howard Lewis, Program Coordinator, Midland
Computer Club, MI

January 2013 issue, Bits and Bytes Newsletter

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With Microsoft's release of Windows 8, there are a number of significant changes in the interface. Many people say that this is the biggest difference in the Windows interface since the release of Windows 95 in 1995 (which is forever in the world of technology). Part of the rationale for the change in the interface is to make a consistent interface between PCs, laptops, tablets, smartphones, etc. With this article, I will introduce some of the major concepts in the Windows 8 interface and will delve into some of the basic usage issues.

Knowing that many of the current applications are desktop specific, Microsoft has two different types of interfaces built into Windows 8. The primary interface is the Start screen which is shown when Windows 8 is first started (Figure 1).

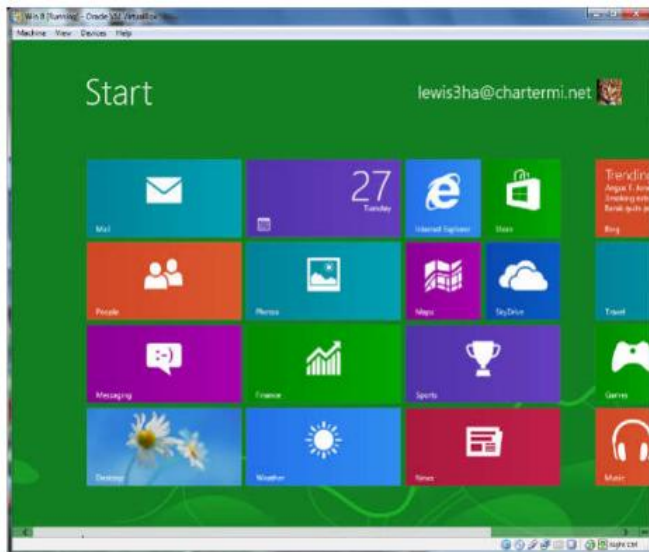


Figure 1 - Windows 8 Start Screen

The Start screen contains Tiles which will launch Windows 8 specific apps. One of the unique things about these tiles is that they can be "live". In other words, if you have a weather app running in Windows 8, the current temperature for a specific location will be displayed live. The same will be true of stock, sports scores, news, etc. The interface is designed for a touch interface, but can easily be navigated with a keyboard and mouse. The second interface is the Desktop screen (Figure 2). The Desktop screen looks (and is) very much like the very familiar Windows 7 interface. The one major difference is that

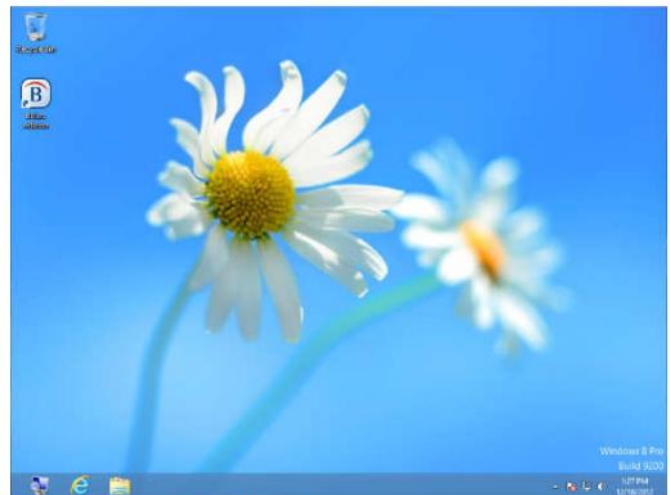


Figure 2 - Windows 8 Desktop Screen

the Start menu is missing (replaced by the Start screen).

Almost all applications that have run under Windows versions since Windows XP will run in this mode. Most current Windows users will feel very much like they are working in Windows XP, Vista, or Windows 7. At this point, I probably spend 80% of my time in the Desktop. The default Start screen tiles include a tile (lower left Tile in Figure 1) to directly access Desktop mode for easy access. Any Windows applications not designed for Windows 8 will automatically run in Desktop mode. The major changes (and focus of this article) is the Start screen.

Those who are familiar with smartphones and using a touch device will probably have no problem navigating the Start screen interface. The problem is for those of us who are desktop- or laptop-centric. If you are using a mouse, the key focal points should be the corners of the screen.



Both the upper-right and lower-right corners bring up what is called the Charms bar (Figure 3) and it will be located on the right side of the screen. This bar includes Search, Share, Start, Devices, and Settings. All of these things were incorporated into the Start menu on previous versions of Windows. The Charms bar is available from both the Start screen and the Desktop.

The upper-left corner brings up the App Switcher bar (Figure 4). This bar will be located on the left side of the screen. The App Switcher displays all apps that are currently running in either the Start screen or the Desktop and makes it easy to switch between various apps. The lower-left corner will allow you to switch between the Desktop and Start screens. The App Switcher is only available from the Start screen.



Fig.4
App Switcher

(Continued on page 18)

(Continued from page 17) Windows 8 The Basics

When you are on the Start screen or in a Windows 8 app, there are two other bars of interest, one at the top of the screen and one at the bottom. One or both of these bars will appear when you right-click in an app or on a tile. Both of these bars are app/Tile specific, but in certain apps the top bar is called the Places bar (Figure 5) and the bottom one is referred to as the App Menu (Figure 6).



Figure 5 - Places

The Places bar allows you to specify information specific to an app, whereas the App Menu allows you to specify certain properties for a tile or app. All of these bars are dynamic and change depending on the focal point of Windows 8.

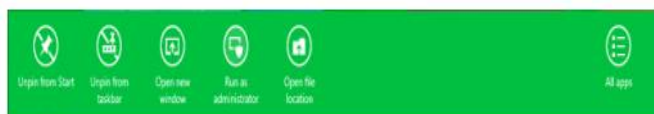
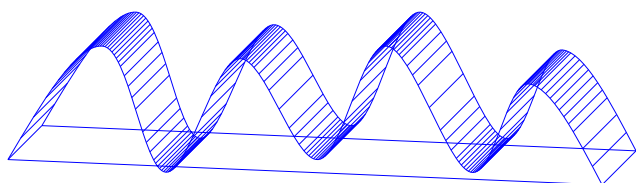


Figure 6 - App Menu

A couple of other important points that have perplexed various users. Windows 8 was originally designed for the computer to not normally Shutdown and therefore would not be turned off. Most modern devices (tablets, smartphones, etc.) run using very low power processors, so they can run for 10+ hours without being connected to power, plus they also go to sleep very easily to conserve battery. Many people from the desktop/laptop world are used to turning their computers off periodically and will want to continue to do Shutdowns. To accomplish this, simply go to the Charms bar, Settings, Power. From here you can shut down or restart the computer.

Another frequent question is how to close a Windows 8 app (Desktop apps close in the normal manner by clicking the “x” in the upper-right corner of the window). Most Windows 8 apps are designed to run in the background at all times, much like an iPad, etc. Since Windows 8 apps don’t have an “x” in the upper-right corner to close the app, you close the app by taking the cursor to the top edge of the screen where the cursor will change to a hand. Now click and drag to the bottom of the screen. This will close the app.

In future articles, I will cover various shortcuts and tips for making Windows 8 even easier.



How to Turn Your Blog Posts Into an E-Book

Posted: 20 March 2013

Want to give all those blog articles you’ve written a second life? I certainly do. I’ve assembled 5 online services that allow you to do just that by capturing blog articles and editing them into an eBook.

Here’s my take on these services. I really like *Anthologize* but it isn’t compatible with blogs like mine that operate on WordPress.com. *Ebook Glue* downloads your whole blog and doesn’t appear to allow for editing. *Papyrus* only works with Chrome and Safari browsers and I use Firefox. I didn’t want to download a different browser just to use their program.

This leaves me with two services - *BookSmith* and *Zinepal*. Both look relatively easy to use. I can’t wait to get started on my e-book. What about you?

Anthologize “...a free, open-source, plugin that transforms WordPress into a platform for publishing electronic texts. Grab posts from your WordPress blog, import feeds from external sites, or create new content directly within Anthologize. Then outline, order, and edit your work, crafting it into a single volume for export in several formats, including—in this release—PDF, ePub, TEI. ***Please note that Anthologize cannot be installed on blogs hosted at WordPress.com.***” [Read more.](#)

BookSmith “...a tool that lets you convert your blog posts into print ready book files easily and quickly. We currently support the following platforms: Blogger.com (hosted on [blogspot.com](#) or elsewhere) and WordPress (self hosted as well as WordPress MU platforms like those on [wordpress.com](#)).” [Read more.](#)

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