

QBITS

Quad-Cities Computer Society

Newsletter for January 2012

Volume 29, number 12

563-265-1728

www.qcs.org

Welcome to the Year of 2012!



Meeting & SIG Groups Resume!

Now that we all have had a chance to enjoy good food, friends, relatives and gifts from the year 2011, the QCS resumes its full schedule of SIG groups and meetings.

If you are a new member, decide to drop in on a SIG group of your choice. You will be glad you did. It is a wonderful forum to share ideas, and helps among one another. That's why the QCS was created. If you are a current member, continue to come and share your insights and tips with us all. Consult the calendar in this issue and our web site qcs.org for the latest updates and changes.

QCS Review:



presented by
Harry Cleaveland
harry.cleaveland@bestbuy.com
Chris Klaver
cklaver@hotmail.com

Views and opinions expressed by presenters do not necessarily reflect those of the Quad-Cities Computer Society. Monthly meetings are open to the general public.

Samsung 4G Mobile Hotspot



Roku - 2 XS Wireless Digital Media Player



HP Photosmart 5510 Network Ready, Wireless e-All-in-One Printer



Sony 3D Wifi Built-in Blue Ray player



Microsoft XBOX 360 4GB Console with Kinect



Wow! I guess the old adage is that technology changes and moves faster and faster is true. Harry and Chris brought a sample of these exciting things to our club to ogle and examine. By the time this newsletter is published the holiday season of gift giving will have passed, but

it is none-the-less worthwhile to write about these neat gadgets that they brought along.

The overall theme of their electronic display is Wireless. It seems that all devices are becoming wireless, and untethered to cables. The Samsung 4G Hotspot is a prime example.

Chris explained that the major cellular carriers are now offering 4G mobile hotspots with 2 year contracts at very reasonable prices. Why should one consider these devices? Chris said that these things are 5 times faster than Mediacom Internet. Harry brought a heavy duty gamer Asus laptop, and an Internet broadband speed test revealed that it has up to 12 MB of download speed and 7.9 MB of upload speed.

These hotspots enable you to hookup wirelessly 5 devices. Now that the 4G wireless support is becoming worldwide you can go anywhere and have ready internet access right at your finger tips.

According to Chris' observation, that kind of data speed makes for smooth and quick multimedia access. The major carriers offer data packages per month of 3-10 GB. He said if you don't stream movies, the 5 GB standard package

We thank NBS,
the host of the QCS.org site!



The QCS is a member of



Would You Like to receive your *QBITS* via email?

The *QBITS* can now be produced in Acrobat PDF format and sent to your email box. If you desire to have the newsletter sent to you electronically instead of by US

Mail, notify:
Patty Lowry,
QBITS co-editor
(563) 332-8679

pattylowry@rocketmail.com

QBITS

Published monthly by the
Quad Cities Computer Society
c/o Cheryl Heimbürger
17209 Cedar Road
East Moline, IL 61244-9729

webpage: www.qcs.org

Co-editors

Joe Durham

joseph85_us@yahoo.com

Patty Lowry

pattylowry@rocketmail.com

The Quad-Cities Computer Society or QCS is an Iowa nonprofit organization for charitable, scientific, and educational purposes primarily to educate the public concerning the advantages and disadvantages of microcomputers and to publish a newsletter for distribution to members, area libraries and educational institutions. The QCS is recognized as a 501(c)(3) nonprofit charitable and educational organization by the IRS. Copyright *QBITS* copyright © 2012 by the QCS. All rights reserved.

Subscriptions are included in cost of membership. Reproduction of any material herein is expressly prohibited unless prior written permissions is given by the QCS. Permission to reprint material contained herein is granted to other non-profit personal computer groups provided the full attribution of the author, publication title and date are given, except that articles with Copyright notice in the header indicates article may be reproduced with the express written permission of the author (or other indicated copyright holder). Brand or product names are trademarks of their respective carriers. As a typographic convention we do not so identify as such.

is quite sufficient for use.

He did note that a standard movie will use up 3GB of data bandwidth, so you need to factor that in your data package set if many movies take up you Internet use. The days of Internet via cables are fading into the sunset.

Harry brought forth a small matchbox size device, the Roku-2 XS Wireless Digital Media player. What does it do? It allows you to stream movies and media from the internet to a HDTV with a HDMI interface.

This little gadget give you the Internet on the big screen. Harry mentioned that it is easy to stream the Netflix movie service to your TV with this gadget.

Even the printing world has become a wireless centered. The HP Photosmart 5510 Network Printer allows you to wirelessly print from any location to your home printer. This HP printer has its own email address to which you can send you data and photos. A concept that was unimaginable just a few years ago. Harry said that he sends pictures for printing from his tablet or smart-phone easily to the HP 5510 Network printer

Following the streaming media theme Harry put on the table the Sony 3D Wifi Built-in Blue Ray player. This device plays the latest DVD technology and does it wirelessly to the Blue Ray Player to your TV. Once again a HDMI input to a HDTV is all that is required.

For personal entertainment, our society has moved beyond board games to fully interactive games on the TV. The Microsoft XBOX 360 4GB Console with Kinect takes this concept to it freest form. The Kinect device monitors and interacts wirelessly with your game-play. No

game consoles are required. It identifies each person that plays and the commands via movement that they make.

Games like Bowling and Dance exercises are popular Harry said. He often recommends for families that they purchase the WipeOut game that mirrors the competition on the TV version. Each player moves and jumps like the TV contestants to move the game along.

Harry did suggest that if one is interested in the XBOX with Kinect that they should purchase the version with 4GB as you eventually have to download updates and expand your system to get its full enjoyment. The larger version comes with 3 games.

Both Harry and Chris observed that new products are to be released within weeks for the Nintendo and Sony PlayStation that seek to expand the gaming experience as well.

For the Holiday Season past there were certainly useful and entertaining options from which to choose. The year of 2012 looks to create more fun and excitement for our entertainment dollar. The QCS would like to thank Harry and Chris for their presentation. As a parting gift. they handed out a brochure from shutterfly.com that contained one free 8 X 8 photo book and one free 5 X 7 Greeting card for each member of the audience.

New SIG: eBook SIG

**Monday, January 23, 2012
7:00 PM**

guided by Joe Durham
ndujoe2@gmail.com
309-764-5570

To expand on the increasing popularity of eBook readers and to supplement more detailed info and resources from Eileen Ackerland's fine presentation last year, we are doing a one month exploratory eBook SIG.

Support and information about the currently popular eReaders: **Kindle, Kobo, Nook, and Iriver** will be featured. Bring your e-readers, your experience and questions so that we together can learn how to get the most of out of this wonderful new method of reading the printed word.

Broadsides

Compiled by Ron Broadhurst,
Member, Space Coast PC Users
Group, Inc., FL
November 2011 issue, *The
Space Coast PC Journal*
www.scpcug.com
ringram728@earthlink.net

These ideas are compiled from years of accumulations from various magazines, books, online sites, and my own personal experience. I claim neither originality nor ownership to any of its contents. My only intent is to share the various "tips," "tricks," & "hints" in hopes of helping & maybe enhancing your computing experiences. They are all intended for anyone who uses a PC. It is for beginners as well as advanced users. Enjoy and use as you will.

In the past my Broadsides articles have dealt with Windows XP and a few others. However, since the emergence of Windows 7, I have decided to add that OS in future articles along with XP. Any suggestions to these Broadsides articles is appreciated.

How to customize the CTRL+ALT+DEL screen in Windows 7 Pro and above

When you press the key combination CTRL+ALT+DEL in Windows 7 (and Vista), you get a screen that shows you a number of options, including locking the computer, changing your password, logging off, and starting Task Manager. You can customize this screen to show only those options you want to see, using Group Policy - if you're running Windows 7 Professional, Enterprise or Ultimate edition. Here's how:

1. Click Start
2. In the Search box, type `gpedit.msc` and press ENTER to open the Group Policy Editor
3. In the left pane, navigate to and click on User Configuration | Administrative Templates
4. In the right pane, double click the folder name "Ctrl+Alt+Del Options"
5. In the right pane, you'll see the items that you can remove (for example, "Remove Lock Computer"). To remove one, double click it and click Enabled to enable the policy and remove the item from the screen menu.

6. When you're finished, click Apply and then OK

To see the change, press CTRL+ALT+DEL

How to display shortcuts and files in the Computer folder

In Windows 7, the Computer folder (formerly known as My Computer) by default contains all the drives and removable storage devices attached to your system. You can also display your favorite shortcuts to applications or documents here so you can get to them quickly. Here's how:

1. Open Windows Explorer
2. Click Organize | Folder and Search Options | View tab.
3. Check the box to show hidden files, folders and drives, and click OK.
4. Now navigate to this folder: `Users \ \AppData \ Roaming \ Microsoft \ Windows \ Network Shortcuts`
5. Create the shortcuts in this folder that you want to display in the Computer folder.
6. Open the Computer folder and you should be able to see your shortcuts. To group them together underneath the Network Location, set Explorer to sort by Type.

Shortcut To Create New Folders In Windows 7

The usual way of creating a new folder in previous Windows operating systems was to right-click on a blank space in the window or computer desktop and select the new folder option. There was no keyboard shortcut available that could be quickly pressed to create that new folder. This has apparently changed in Windows 7 as it is now possible to create new folders with the keyboard shortcut [CTRL Shift N]. All you need to do is press this keyboard shortcut whenever you want to create a new folder. The only thing left to do is to type in the name of the folder if you want to change it and hit enter to save the changes.

Insert blank page

Question: How do I insert a blank page between pages 5 and 6 in a Word 2007 document that contains 65 pages?

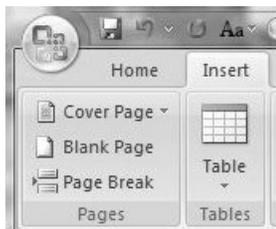
Answer: With your document open at the place where you wish to

--continued on next page--

insert a blank page:

- Click on the Insert tab
- Click on the Pages group
- Click the Blank Page option.

This will insert a blank page.

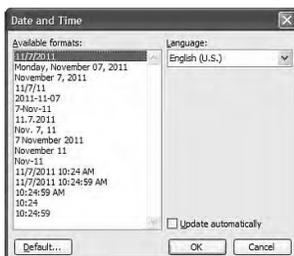


Inserting the date and time

Undoubtedly, the time will arise when you need to insert the current date or time in your document. This may be in the introduction of a letter or in a header or footer. Word allows you to quickly insert the date or time in several different formats. This information is inserted as a field which can be updated manually or is updated automatically when you print the document.

To insert the date or time into your document, follow these steps:

1. Position the insertion point where you want the date or time inserted.
2. Display the Insert tab of the ribbon.
3. Click Date & Time in the Text group. Word displays the Date and Time dialog box.
4. Select a format for the date or time.



5. Select the check box at the bottom of the dialog box if you want the selected date or time to always reflect whatever is current. If you choose this, it means that Word in-

serts the date or time as a field so that it always represents the current date or time.

6. Click on OK. The date or time, as specified, is inserted in your document.

Discovering Windows 7 – Part 20

By Neil Stahfest, Vice President, Tacoma Area PC User Group, Washington
October 2011 issue, *the Data Line*
NCStahfest @msn.com
www.tapcug.org

In the days before Microsoft Windows, when we deleted a file the file was gone and there was empty space on the disk was increased. Accidental file deletions could be a problem if you didn't have copies. Enter Peter Norton who created a powerful unerase program followed by a number of other similar programs. Norton Utilities was a must have software package for businesses and serious PC users.

With the release of Microsoft Windows, Microsoft introduced the "Recycle Bin". Now when you deleted a file it didn't really disappear off your disk. Windows simply changed the file location address from where ever the file was located (i.e. Pictures) to the Recycle Bin. If you discover that you really need a file you just deleted, all you have to do is double-click on the Recycle Bin, select the file or files you want to restore, click on it to select and then click on the Restore button. This causes Windows to change the file address location back to what it was before you deleted the file.

Of course, you have a limited amount of space on your hard drive. By default 5% of your total hard drive space (i.e. 15 GB on a 300 GB drive) is allocated for the Recycle Bin. If you have more than one partition on your hard drive, each partition will have its own Recycle Bin. You can change the size of your Recycle Bin to make it bigger or smaller by right-clicking on the Recycle Bin and selecting "Properties". In the Recycle Bin Properties window, select the bin location for the partition you want to change and then enter the amount of space you want to reserve for the Recycle Bin (see Figure 1).

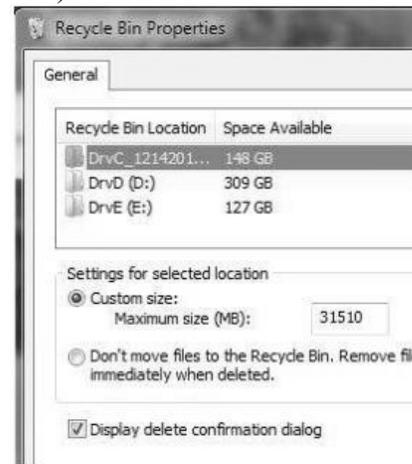


Figure 1

Before we move on from the Recycle Bin Properties window, note that there is an option that lets you delete files without sending them to the Recycle Bin. This will not delete your Recycle Bin and the amount of disk space it uses. It just allows you to erase files from your disk in one step (with no Recycle Bin safety net). If you are annoyed by Windows asking you if you really want to move a file to the Recycle Bin, you can click to turn off the file delete confirmation dialog.

If you keep deleting files eventually you will fill up your Recycle

Bin. At that point Windows will start to delete the oldest files in the Recycle Bin from your hard drive. Files deleted from the Recycle Bin are truly gone, creating empty space on your hard drive. Actually you may still be able to still restore them with third party file un-erase programs but that's beyond the scope of this article.

So how do you create empty space on your hard drive by deleting files you no longer need? Well, start by deleting them (sending the files to the Recycle Bin). Then right click on the Recycle Bin and left click on "Empty Recycle Bin" (Figure 2). The files are now gone and you have more space on your hard drive.

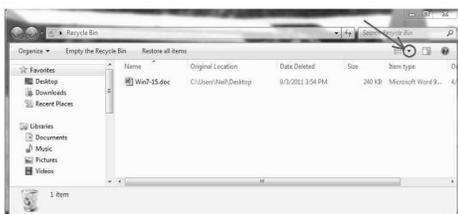


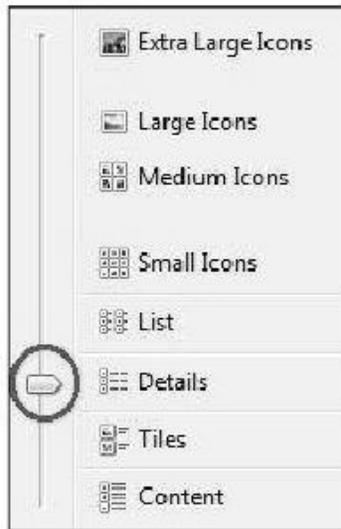
Figure 2

This brings up the question, should I periodically empty my Recycle Bin? That's really an individual choice but my experience has been when I accidentally delete a file, I discover the mistake within minutes or at most a few days after the deletion. I usually delete everything that has been in my Recycle Bin for more than a week.

You may wonder how you know how long a file has been in the Recycle Bin. When you open the Recycle Bin you may or may not see the date the file was deleted. If you do not, click on the small triangle in the upper right corner of the Recycle Bin window as shown in Figure 2 (circled in red).

In the pop-up window that appears (Figure 3), select "Details" (shown circled in red) and now you

should see the "Date Deleted" column.



As you can see, the Recycle Bin is a pretty useful tool. You can use it as it comes out of the box so to speak, or you can alter it to change its size to suite the way you work.

For more information click on the Windows Start button, select "Help and Support" and type "Recycle Bin" in the search box.

Family Tree Maker 2011 (Part 5A)

Review by Mary Phillips,
Secretary, Icon Users Group,
MO
September 2011 issue,
*The ICON-Newsletter of the
Interactive Computer Owners
Network*
www.iconusersgroup.com
mphillip1.mary@gmail.com

Tab 5 Publish — This is the section that I think is really fun. Here is where I can print out all types of beautiful charts and reports. I can write a Smart Story, make a calendar of birthdays, and eventually publish a book, maybe.

Reports are mostly text (except for a media report) but the charts can have backgrounds, pictures of the people, and different color boxes for different categories of family members with as much information as you want to include. Charts can be framed, printed as posters made of multiple sheets of 8.5" x 11" paper taped together, reduced in size to fit in a book, or emailed as file attachments.

There are two views for this tab: Collection and Detail. Collection shows the available styles of Charts, Reports, Books, and Other (Calendar Report and Smart Story). Detail shows the Chart after it has been generated in a default arrangement, however, the right panel offers many options for number of generations, background, etc.

Styles of Family Tree Charts:



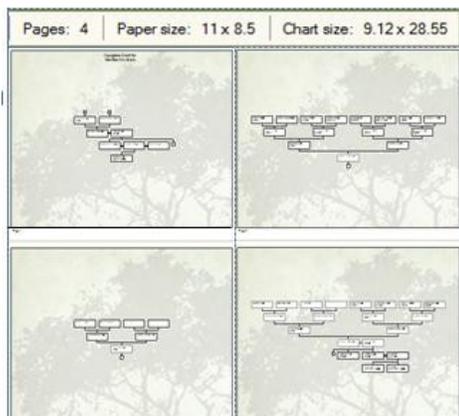
Pedigree Charts: 1) Standard Pedigree Chart — primary individual on the left of the tree with ancestors branching off to the right.

2) Vertical Pedigree Chart — primary individual at the bottom and ancestors branching above.

Hourglass Charts:

1) Standard Hourglass Chart — primary individual in the middle with ancestors branching above and descendants branching below. Selecting the book layout option (next page) rather than the poster option the chart is condensed into a series of individual family trees that appear on separate pages.

--continued on next page--



2) Horizontal Hourglass — the primary individual appears in the middle of the chart with ancestors branching to the right and descendants extending to the left of the person.

Descendant Charts — the primary individual is shown at the top of the chart with direct descendants underneath in horizontal rows.

Bow Tie Charts — the primary individual appears in the middle with paternal ancestors on the left and maternal ancestors on the right.

Fan Charts — displays ancestors in a circular shape, one generation per level. Variations include a full circle, semi-circle, or other (below).



Family Tree Charts — the primary individual is shown at the bottom of the chart, with ancestors branching above in a tree shape.

Extended Family Charts — can display every individual you've entered in your tree or just the people you select. Each generation appears on a separate horizontal row. This chart can be huge.

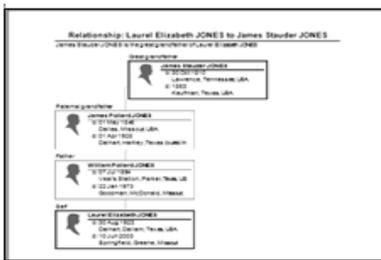
Relationship Charts — pictures one person's relationship to another plus each person in between. The common ancestor is shown at the top.

Notice that if photos of the individuals are present on the Person or

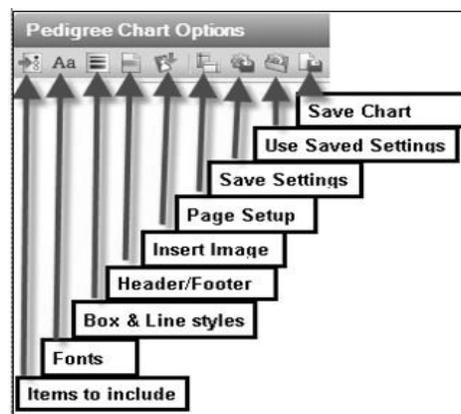
Family page it then they are pictured in the chart Creating a Chart:

To create a chart, do the following:

- 1) On the People Tab, click on the person you want to be the Primary Individual.
- 2) Click on the Publish Tab
- 3) On the Collection tab, under Publication Types, click Charts.
- 4) Click on the desired chart, then
- 5) Click the Create Chart button or click the Details tab.



Use the editing panel to make desired changes. You may choose which facts to include, whether to include individual numbers with the names, which individuals to include (siblings, spouse, etc.), edit the title, include source information, add background images and/or portraits, add borders from the Embellishments folder.



Saving a Chart:

Once a chart has been created, it can be saved within the program by clicking on the Save Chart icon shown above or it can be Exported (File>Export) as file types: FTM, FTM 2010, FTM 2008/2009, Ged-

com 5.5 (standard), or Gedcom for FTM 16.

The chart can also be saved as a PDF file or as an image by clicking the Share button in the upper right-hand corner. This allows for options to:

- 1) Upload to Ancestry,
- 2) Upload to MyCanvas



Send as PDF (Navigate to the location where you want to save the chart, enter a file name, and click Save. FTM opens a new email with the file attached in your default email program.),

4) Export to PDF saves to My Documents folder,

5) Export to One Page PDF (Use this if you are creating a poster-sized chart or having a chart printed at a copy store. Example: 32"x32.5")

6) Export to Image offers options to save as file types .bmp, .jpg, .png, and .emf.

Printing a chart

To print a chart, do the following:

- 1) Open the chart (if it's been saved)
- 2) Click the Print button above the editing panel
- 3) Select a printer, select number of copies
- 4) Click Print.

Whose Kids Are You Anyway?

By Bill Ellis, member, Computer Users of Erie, PA
November 2011 issue, *Horizons*
www.cuerie.com
cuerie1@verizon.net

At one of our genealogy SIG meetings, we discussed how to add

January 2012 **QBITS**

children to a marriage, so a descendant report, Family tree or a lineage chart came out right. If the kids are linked to anyone other than their birth parents, you will see several marriages having the same kids. This will make the reports and charts inaccurate and quite confusing. If we lived in a society that would accept a husband having many wives, or, if we could trace your roots back to the cave dwellers, then, none of what I'm about to say would be of any value because we could just lump everyone together into one big happy family. But, that's not to be.

I will use my family tree in an effort to explain how to link children to a family unit when there is more than one marriage, since both of my parents remarried and created another family with their new spouses. Multiple marriages will create stepparents and stepchildren even if you don't know who they are. You can have a stepmother, or stepfather, somewhere that you don't know anything about. You can even have stepsisters and/or stepbrothers.

My parents, Willard and Romaine, had my sister and me. I am the youngest, in the family, and my father left us shortly after I was born. My mother raised us, for many years, as a single parent until she met and married Elmer Degner. Now, my sister and I had a father and a stepfather. In the family history, my sister and I are only linked to our mother and father.

We are not linked to my mother and her second husband, our stepfather. If we were linked to the second marriage, a family tree would show us as having two sets of parents. This would be very confusing. It will get even more con-

fusing, because my father also remarried. Now, my sister and I have a father, a mother, a stepfather and a stepmother. We also have a step-sister and a couple of stepbrothers. Wow!

This family unit is growing faster than the national debt. I've called this a family unit because that is what we are. Biologically and thru marriages we have become one family.

Now, let's try to keep all these people straight.

As I said, my mother remarried. She and her second husband, Elmer, had a daughter and they named her Sandra. She is the biological off spring of my mother and her second husband.

Even though my mother's new husband is a stepfather to my sister and me, we are not linked to this union.

Their daughter, Sandra is the only child that can actually be linked to them. My sister and I can only be linked to my mother and her first husband. Now when you generate a descendants report, or chart, the kids will be shown with the proper parents and the descendants report will be accurate. My sister and I will be shown as the kids of Romaine and Willard Ellis and Sandra will be shown as a kid of Romaine and Elmer Degner. However, my mother is now the biological parent of three children. We can see all of her children in each of her marriages, by using the "View 1/2 kids" feature in Legacy.

The only time you should see the same kids linked to two different sets of parents is through adoption, which I'll cover later in this article.

Now, let's go to the family view of the Legacy program and look for this view 1/2 kids feature of Legacy.

Legacy does not use the term "Step kids". It uses the term "1/2 Kids". If you've linked the kids correctly, as previously instructed, then go to a couple that has married more than once and has children by each marriage. If you have linked kids correctly, you will only see the kid, or kids, for that marriage. As you bounce from marriage to marriage, the kid(s) in the child view screen change with each marriage. If you see kids that are not off springs of both parents, you will have to unlink the ones that don't belong. You can do this by right clicking on the kid that doesn't belong and clicking on the unlink selection at the bottom of the pop up window. You will need to do this for each kid that does not belong to that married couple.

Once the kids are properly linked to their biological parents we need to turn on the "View 1/2 kids" feature to see all the kids that were born through all of these marriages. Right click on one of the kid's names and in the screen that pops up, go to view and click on "Show 1/2 kids." Now you will see all the kids from all the marriages. The ones that are stepchildren of that marriage will have 1/2 in front of the name. The one(s) that belong will not.

Again, as you bounce from marriage to marriage, the 1/2 kid designation will change to different kids. Bounce through your marriages and give it a try.

Moving forward, my father's second wife, Gladyce, had been married before and she had two sons with her first husband. They were William and Earl Shaffer and they are linked to Gladyce and her first husband. When my father mar-

-continued on next page-

ried Gladyce, he adopted her two boys and changed their surname from Shaffer to Ellis. Because of this adoption, the two boys are now linked to two sets of parents. Their biological father and mother and their adopted father and biological mother. Therefore, they will show up twice in a descendants report or chart. They will be listed once with the Shaffer marriage and once with the Ellis marriage. This is okay, because as sons of the Shaffer family, their surname is Shaffer. Under the Ellis family, their surname is Ellis. Legacy allows you to do this by using the alternate name provision in the program. The AKA, alternate name, feature of Legacy is a topic for discussion at another time. Now, back to our family unit. Since the Shaffer boys were adopted at an early age, everything that they have done thru much of their lives, such as high school graduations, college degrees, marriages, etc. have been done using the Ellis surname. Therefore, researching these events using the surname of Shaffer would be fruitless. This is one of the many reasons for using the AKA feature.

I hope this scenario has helped to clear up linking kids in a multiple marriage situation. Just remember to link the kids to their biological parents, even if you don't know who there are. If a child is adopted through an adoption agency and you don't know whom the child's parents are, link that child to an unknown set of parents. Now, link the child to its adopted parents. This will keep your family tree and charts in order. How to link a child to unknown parents is left up to the genealogist. Each genealogist will enter this data differently.

The world of genealogy does not set a standard for entering unknown

people into your family history. That data entry decision is left up to you.

Office 2007's Magical Spelling & Grammar Checker

By Nancy DeMarte, Columnist,
Office Talk, Sarasota PCUG,
Inc., FL

November 2011 issue, *Sarasota
PC Monitor*

www.spcug.org
ndemarte@Verizon.net

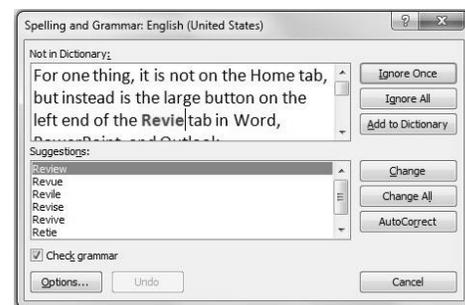
Among the hundreds of tools which are part of the Word, PowerPoint, and Outlook programs within the Microsoft Office 2007 and 2010 suites, none is as useful and under-utilized by home users as the Spelling & Grammar Checker. For one thing, it is not on the Home tab, but instead is the large button on the left end of the Review tab. (Certain tools are assigned oversized buttons, by the way, because they were found to be used most often in the workplace). It's time we home users catch up, especially since this tool has been improved in recent versions of Office.

How it Works

Spelling & Grammar Checker works in two ways to find your errors and help you correct them. You may have noticed the red, green, and more recently, blue wavy lines appearing under words as you type. These are the alert signals that a word is misspelled (red), the grammar is incorrect (green), or in recent versions, a word doesn't fit the context of the sentence (blue).

The traditional method of using the checker is to let it search from beginning to end of your finished document, stopping at every error. Then you decide whether to accept

one of the suggested changes or ignore them all.



Begin by putting your cursor at the start of the document. Click the Spelling & Grammar checker icon to open a dialog box. (Adding this icon to your Quick Access bar will make this step quicker). The box displays a snippet from your document at the top with the first error highlighted. If the problem is a spelling error, a list of related words and spellings appears with the recommended correction listed first. Click 'Change' to make the recommended change in your document. 'Change All' will change all instances of this word in the document. The options 'Ignore Once' or 'Ignore All' result in no change. If the word is unique, as with a proper name, but is spelled correctly, click 'Add to Dictionary' to include it in the large Office dictionary. Checking an entire document is a good last step after completing a document where accuracy is important, such as a report or article.

A new and quicker way to check spelling is to go through your document and right click each of the underlined errors. The drop down menu gives you similar choices to those in the dialog box as well as other options, depending on the error. Left click your choice, and your document will be corrected.

Using AutoCorrect

You'll notice that one of the

choices both in the dialog box and the right click menu is "AutoCorrect." Office includes a list of common misspellings of words in the Options sections of the Office programs. As long as the AutoCorrect function is enabled, these words will automatically be corrected as you type. One example is "teh," which will immediately change to "the" as soon as you hit the space bar.

If you have a word that you type often and constantly misspell, adding it to the AutoCorrect list makes sense. To do this in Word, click the Office (File) button, then 'Word Options'. Click 'Proofing' in the left pane. Here you will find a number of check boxes for adjusting spelling and grammar-related functions. You can, for example, have the spell checker ignore the spellings of Internet addresses or have the program stop checking grammar errors. Next click 'AutoCorrect Options' at the top of the right pane. Here you can adjust more check boxes to change how the checker works. At the bottom of this box is the AutoCorrect list. Symbols appear first, so scroll down to find the list of misspelled words and their corrected counterparts. To add a new word, type your misspelling of it in the box under 'Replace'. Type the correct spelling under 'With' and click OK. This word will now automatically be replaced with the correct spelling as you type.

Correcting Grammar

If you haven't adjusted the Proofing options in your program, the Spelling & Grammar checker will identify grammar errors well as spelling. This function has always been a weak link in the checker. As

a veteran teacher of English, I sometimes disagree with the checker's opinions. Perhaps it's because 'grammar' needs to be taken loosely in this context. For instance, if you leave an extra space between words, both words will underline in green, indicating a grammar error. It is good to remove extra spaces because they will be blatantly visible when the Word document is printed or the PowerPoint slide show projected on the screen. But I wouldn't define it as "grammar." The checker will also underline real grammar problems, such as sentence fragments, run-on sentences and subject-verb agreement. It is smart to look carefully at these sentences and make improvements as needed. The checker is not perfect, though, so proofread any important documents.

New: Contextual Spelling

A new feature of the Spelling & Grammar Checker in Word 2007 is the option to check contextual spelling. This involves flagging of homonyms, words which are pronounced the same, but have different meanings. Some examples are *to - too - two* or *there - their - they're*. This function is not automatically enabled because it uses quite a bit of memory. If your computer has less than 1 GB of Ram, the option will be disabled automatically. It also doesn't always catch errors, but it's a start and will probably be improved in future versions of Office. If you wish to turn on this option, go to Word Options - Proofing and click the check box, "Use contextual spelling." If it slows down your computer, I recommend turning it off.

One last thing: If you use one of the Windows email programs (Out-

look Express in XP, Windows Mail in Vista, or Windows Live Mail in Win 7), the Office Spelling & Grammar checker will automatically check your composed messages if you have the option, "Check spelling as you type," enabled.



[gary.stanley.net/
cyber_news.htm](http://gary.stanley.net/cyber_news.htm)

What if you could collect all of the world's data into one place?

Occasionally we see some learned organization counting the number of bytes of data that humans have produced to date. Could this even be accomplished? Someone actually is trying to collect all the data in the world and use it to peer into the future! The story from goo.gl/8v0eH.

Last month I told you about "Flipboard," an app for the iPad.

This month I have another one that I enjoy just as much, and it's called "Zite." It's free from the Apple store. Watch a short video here, zite.com then download it, choose your favorite subjects, and bingo you have all your interests in magazine form!

I retired several years ago from a career in flying. Those were good years with lots of great memories. There were very few

--continued on next page--

major airports in the U.S. that I didn't fly into, including Denver International, but I never witnessed anything like this! goo.gl/1faOc

With the unbelievable popularity of the iPad, can the PC be saved? It's an unlikely source, but it's true. Ultrabooks, the ultra-thin notebook computers with no hard disk drive or slot for a DVD, are a category of PC that was essentially invented by Apple with its MacBook Air, which debuted in 2008. Now, PC makers are scrambling in their attempts to replicate Apple's secret sauce. Will Ultrabooks save the PC? The story from [CNN Money](http://CNN.Money).

Photo Tip of the Month: Use "Photo Fuse" in WindowsLive Photo Gallery to combine the best parts of two or more photos into one. This feature is useful in improving photos, like group portraits, where a person might look better in one photo than in another. Easy to use with exciting results, and it's free from Microsoft.

Membership Corner The Dues are NO More prorated

Any New Members joining and Members renewing in the month of July **2011**, your dues are
Individual : \$ 30.00
Family: \$ 40.00

The QCS board has changed dues payments :
Dues are annual and due on July 1st.
Anyone who joins in January or after Individual will pay \$15
Family will pay \$20

Officers 2011-2012

Elected Officers

President	Judi McDowell	(309) 314-1780	julee89@gmail.com
Vice President	Nancy Polios	(309) 755-4926	npolios@gmail.com
Secretary	Diana Wolf	(309) 797-5413	theqcs.sec@mchsi.com
Treasurer	Cheryl Heimburger	(309) 496-9435	cheimbur@hotmail.com
Directors at Large	Susan Peterson	(309) 721-7048	felspaw@sbcglobal.net
	Karen Reynolds	(309) 797-6572	kajor31539@gmail.com
	Emily Smith	(309) 794-9320	ginghis18@mchsi.com
	Dave Tanner	(309) 764-6455	dl.tanner@mchsi.com
	Vicki Wassenhove	(309) 787-2239	wazz123@gmail.com
Director Past President	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com

Director/SIG Leader

Beginners	Jim Kristan	(309) 755-8277	jmkris@gmail.com
Genealogy	Len Stevens	(563) 359-9672	judylenstevens@msn.com
Digital (coordinator)	Vicki Wassenhove	(309) 787-2239	wazz123@gmail.com
Internet	Ted Huberts	(309) 792-9470	s1owhand54@sbcglobal.net
Office	Judi McDowell	(309) 314-1780	julee89@gmail.com
QBits	Joe Durham	(309) 764-5570	joseph85_us@yahoo.com
Windows	Larry Stone	(309) 787-5574	lstone521@mchsi.com

Appointed Officers

Membership Director	Susan Peterson	(309) 721-7048	felspaw@sbcglobal.net
Program Director	Nancy Polios	(309) 755-4926	npolios@gmail.com
Public Relations Dir.	Melinda Missman	(309) 235-7579	mamissman@msn.com
Publicity	Joe Durham	(309) 764-5570	joseph85_us@yahoo.com
Financial Committee	Mel VanderHoek	(563) 355-5085	vanderhoek@netexpress.net
APCUG Representative	Patty Lowry	(563) 332-8679	plowryapcug@gmail.com
Membership Records	Susan Peterson	(309) 721-7048	felspaw@sbcglobal.net
Web Master	Vicki Wassenhove	(309) 787-2239	wazz123@gmail.com
QBITS Newsletter	Joe Durham	(309) 764-5570	joseph85_us@yahoo.com
	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com
Mailing	Patty Lowry	(563) 332-8679	pattylowry@rocketmail.com
Resource Manager	Judi McDowell	(309) 314-1780	julee89@gmail.com

Name _____

Company _____

Address _____

City _____

State, Zip +4 _____

Home Phone _____

Cell Phone _____

Email _____

Referred by _____

QCS Meeting Dates – January 2012

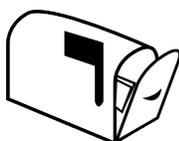
S	Mon	Tue	Wed	Thu	F	S
1	2	3	4	5	6	7
	5:30 PM Beginners SIG Jim Kristan 309-755-8277 jmkris@gmail.com					QCS Officers President Judi McDowell julee89@gmail.com
	7:00 PM Facebook! Cathy Jacobs					Secretary Diana Wolf theqcs.sec@mchsi.com
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	5:30 PM Genealogy SIG Len Stevens 563-359-9672 judylenstevens@msn.com					Vice-President Nancy Polios npolios@gmail.com
	7:00 PM Internet SIG Ted Huberts 309-792-9470 slowhand54@sbcglobal.net					Treasurer Cheryl Heimberger cheimbur@hotmail.com Vice-President
22	23	24	25	26	27	28
	5:30 PM eBook SIG Joe Durham 309-764-5570 ndujoe@gmail.com					
	7:00 PM Windows SIG Larry Stone 309-787-5574 lstone512@mchsi.com					
29	30	31				



Quad Cities Computer Society
c/o Cheryl Heimburger
17209 Cedar Rd
East Moline IL 61244-9729



Moving? Send an
address change to:
felspaw@sbcglobal.net



This Month in **QBITS**

Welcome to the new Year 2012!	
QCS Review : Best Buy	1
New SIG: e-Book SIG	2
Broadsides	3
Discovering Windows 7	4
Family Tree Maker 2011	5
Whose Kids are You Anyway	6
Office 2007 Magical Spelling and Grammar Checker	8
Cybernews!	9
QCS Membership Corner	10
QCS Officers 2010-2011	10
QCS Meeting Dates	11

Monday
January 2, 2012
Facebook!
Kathy Jacobs
7:00 PM
Butterworth Education Center
7th St and 12th Ave.
Moline IL

January 2012 **QBITS**