



THE BUSSLINE

(BUSSLINE is the term for the complex multi-functional circuitry on a computer motherboard, a PC's heart.)

Vol. 113 No. 2 Newsletter of the Central Florida Computer Society, Inc. [Non-Profit, 501(c)3] Mar. 2013

Office Depot Expert to Speak at CFCS

Sunday, March 17

Arthur Register from Office Depot is our speaker for March 17th's meeting at Orlando Daycare Center. He's going to present on some of the new Windows machines.

Note that our Sunday meetings during tax season are held at Lake Dot. Directions are on page 24.

Earlier on the same day of each presentation, the **WINDOWS Special Interest Group (SIG) meeting is held.** The WinSIG always meets at 12:30 pm, and is hosted by Hewie Poplock, former president of both CFCS and FACUG, and author of Hewie's Views and Reviews. Hewie will start at 12:30, just before the CFCS General Meeting. If you use or plan to use Windows, these discussions, demonstrations, and Q&A sessions will be of immense value to you. Geared to intermediate level Windows users, tips, tricks, and information on all versions of Windows are discussed. An e-newsletter is sent periodically with meeting information and links discussed at the meeting. You need not attend both meetings, but many members do. Non members are always welcome. Sign up for the free e-newsletter at cfcs.org.

Bring your questions about Windows or any computer questions to be fielded by a room full of computer enthusiasts. The questions will be answered during the Windows SIG or during the "Askit Basket" portion of the main meeting. We even have a few lurking Mac owners, and when we turn off the lights to better view the presentations, you may notice the glow of numerous iPods in the crowd. CFCS was the first to put the 'YOU' in USER-friendly!

The Inside Stories:

2. Special Interest Groups
3. Recycle Bin
- 4,5. CFCS Details, phone numbers, Member Renewal
7. Hewie's Views
8. Refresh Computer Discount
9. Tablet or Laptop
10. Behind the Scenes with Legacy
12. Photo-Graphic Memory
15. Smart Guys on the Move
22. Helpline: Numbers to call for help
23. Calendar for the next two months
24. Meeting Directions to the monthly general meeting

(Continued on page 2)

OUR OTHER SPECIAL INTEREST GROUPS (SIG)

The ACCESS, MS OFFICE, and SECURITY SIGs meet conjointly on the second Wednesday of each month from 7 to 9 pm at the New Horizons Learning Center at 1221 Lee Rd. Arvin Meyer, a Microsoft MVP (Most Valuable Professional), (and current CFCS president), leads the SIG. <http://groups.yahoo.com/group/cfcs-access> This is a combination of three separate SIGs which now meet alternately for the duration of Arvin's presidency. They will resume separate meetings when he leaves office.

The VIRTUAL DIGITAL PHOTO & VIDEO SIG lead has been assumed by Hewie Poplock and and it meets on the 3rd Wednesday of every month, by invitation. To register go to <https://apcuq.ilinc.com/perl/ilinc/lms/event.pl>

The TECH DISCUSSION SIG meets on the fourth Tuesday of each month from 7 to 9 pm at the Casselberry Denny's at 436 and Oxford Rd. SIG leader is Stan Wallner, President Emeritus.

This SIG is a non-structured, open conversational group for CFCS members, that has no specific topic or speaker, but is simply a round table discussion. It is not an advanced group, but a place for people to come and discuss various tech subjects, such as new products and technologies, hardware, software, web-related, etc.

Bring in articles from magazines, newsletters, unusual problems/situations that have arisen, questions, etc. Also, new or ailing devices or notebook pc's are welcome, either for "show and tell" or discussion or demo of situations.

A screen and projector are available, but not always there. If you want it to demo something, please E-mail: tech-sig@cfcs.org a day or 2 ahead.

Another feature of this SIG is the Tech-SIG Yahoo Group mail. We now have 57 people communicating through this, with tips and tricks, "Ask-It Basket" type questions, etc. Also, a second, on-line VIRTUAL meeting of the TechSIG is being experimented with

on the second Tuesday of each month. Co-hosted by Mike Ungerman and Stan Wallner, it may attract a long distance audience. Stay tuned to the e-Blast for times and details - it is not yet permanently scheduled, but will be announced in the e-BLAST and on the Tech-SIG Yahoo Group mail. If you are not on that list and want to be, please E-mail: tech-sig@cfcs.org

The iSIG meets on the third Monday of each month at 7:00 PM at Florida United Safety Council, 1505 East Colonial Drive, Orlando FL 32803. This building is located across from the Publix on Colonial Drive in the Colonialtown section of downtown Orlando. They have secured WiFi and vending machines are available. The iSIG meetings cover the products that use the iOS, which includes the iPhone, iPad, and iPod Touch. This is a combined effort of the Central Florida Computer Society <http://www.cfcs.org> and the Florida Macintosh Users Group <http://www.flmug.com>. Other groups are invited to participate. Attendees are consumers, developers, consultants, and publishers, who find common interests and discuss how to handle topics from both the consumer & the developer perspectives. The SIG leader is Sean Kane, Certified Apple Technical Coordinator, long-time Mac and iOS user, and a technologist and consultant to [The Walt Disney Company](#).

Please note that the iSIG no longer meets at the Denny's on Lee Rd in Orlando. The Tech-SIG and the Board of Directors meetings continue to meet at Denny's on 436 & Oxford Rd in Casselberry. Stay tuned to the eBlast (cfcs.org) for details each month.

The Recycle Bin by Stan Wallner, President Emeritus, CFCS



Stan, a CFCS member since 1984, has served in many offices over the years, and is now on the BOD as President Emeritus. Separately, he is a local IT consultant, "PC Doctors Make House Calls," offering his services on-site, at your office or home - for PC and Laptop Upgrades, WiFi, Networks, Virus & Spyware removal, Troubleshooting both hardware & software, at reasonable rates (discounts for CFCS members!). You can contact him at smwallner@yahoo.com or 407-862-2669.

This is a MOST important issue regarding our environment, and can't be over-emphasized! It is an area that is changing frequently, so please keep reading this column

regularly! This particular one has a LOT of changes, so please read carefully.

Regarding your bringing items to either the General Meeting or my own SIG which we did when we had Orlando Recycles. They would pick them up at my place, which is unfortunately a thing of the past. They can't do that anymore, and I can't take the items to them - just too far, both in time, gas costs, etc.

So, here is what I suggest you all consider for the various types of items, which I have sorted into two categories:

Category "A" - Primarily For Monitors, Printers, Scanners that still work, and PC's that are repairable, with exceptions as noted:

#1 Missionary Computer Fellowship; "MCF"

We'd been told last year that they were shutting down, but they didn't. We just got these details - they are still rebuilding PC's, sending over 40,000 overseas over the years, and also providing them to local people in need:

"What we need:

- Volunteers to work on computers. No experience needed - we will train you!
- Pentium I11 computers or faster. They don't have to work. We can fix them.
- Monitors less than 10 years old, especially flat screens. They need to work. We don't fix monitors.
- Currently working printers and scanners.
- Any Windows operating systems from Windows XP to Windows 7.
- Mice, keyboards and speakers and video, network and sound cards
- Hard Drives greater than 40 GB (We will SECURE CLEAN all HDs)
- CD/RW and DVD/RW Drives
- Memory DDR213 256 MB or above
- Microsoft Office software
- Cash (any denomination!)

How can we help you?:

Are you a missionary or involved in a mission?
Are you a church group or a non-profit?

Could you use a computer system or repair of an existing computer system?

If so, please call (407-422-9265) or email us (info@mcf-orl.org) . Donations can be brought directly to 725 West Central Boulevard, Orlando, Florida 32805, on Tuesday or Thursday (9 a.m. - 4 p.m.). This is west of I-4, near North Parramore Ave and West Washington Street.

#2 Southeastern Data, at 142 Park Road, Oviedo, FL 32765

(Off Alafaya Trail, just north of E. McCulloch Road); phone 407-971-4654.

They've been very helpful in allowing CFCS members to drop off most recyclables with no service charge, for quite some time; greatly appreciated!

SE Data offers free recycling with the exception of monitors and terminals with cathode ray tubes, CRTs and terminals which are \$3.00 each. TVs with cathode ray tubes need to be evaluated, but most are \$0.60/lb. Displays with LCD/LED screens are accepted at no charge and most likely can be purchased, working or not. You can come by anytime, but a heads up call would be appreciated for large loads. **Also, do let them know you are involved with CFCS.**

SE is also a great place to pick up parts and accessories, and they accept trade-ins against purchases and they will even outright purchase your components. Their hours are 8:00 am til 5:00 pm, Monday thru Friday.

Southeastern Data is ISO 9001:2008 and ISO 14001:2004 certified and offers shredding of hard drives, tapes, optical media, cell phones and small electronics at their facility and on site. And, since they will do also accept items that DO NOT work, they do truly fit in both Category "A" AND "B!!"

#3 Orlando Recycles, Inc.

They have changed their policies in that they will no longer be able to provide us with any revenue, and will no longer be able to pick up materials from my house. They are still a viable place to recycle, and there is no charge to you for items like CRT's, TV's.

They are at located at 5014 Forsyth Commerce Road, #4, Orlando, FL, 32807, just off Forsyth, about 1/2 mile

east of 436 and south of Colonial. Their hours are from 9:30 to 5:30. You do not need to call them. You can take things on your own - just go there. No need to say you are involved with CFCS; just leave your items with them if they are open. AND, you can even go when they are closed - they have an outdoor Drop Box there, always open and available! Since they do also accept items that DO NOT work, they do truly fit in both Category "A" AND "B!!"

#4 Goodwill. They have recently changed their policy, and WILL now accept WORKING Monitors including CRT's if not too old, Printers, Scanners, PC's, DVD, CD or Hard Drives at all of their locations, including the manned Trucks around town.

#5 Salvation Army. They also accept WORKING Monitors including CRT's if not too old, Printers, Scanners, PC's, DVD, CD and/or Hard Drives at all of their locations.

They do not sell them in their stores, but Auction them off at their W. Colonial location, every Mon, Wed, and Fri, at 9:00 am, along with other various items that either did not sell or are damaged.

#6 Vietnam Vets. They also accept WORKING Monitors including CRT's if not too old, Printers, Scanners, PC's, DVD, CD and/or Hard Drives at all of their locations. They do sell them in their stores.

Category "B" - Scrap Only - For Monitors, Printers, Scanners that DON'T work, PC's that are too old, and/or NOT repairable, etc.

#1) A1 Assets (www.a1assets.com) is the parent company of Refresh Computers. Their address is 1100 Charles Street, Longwood, FL 32750. They have both drop-off and pickup services available. If there is a large quantity, they can pick up for you, but there may be a fee, depending upon the quantity and quality of the items.

Most items are free of charge to drop off. The only exceptions are CRT Monitors and TV's at \$3.00 per item under 21 inch. Larger TVs and monitors could be as much as \$10 each.

An appointment for drop off at Charles Street is not needed, but is not a bad idea if dropping off a truck load. The Phone number is: 407-339-7030.

MEMBERSHIP RENEWAL

Membership renewal invoices will be e-mailed from treasurer@cfcs.org approximately thirty (30) days prior to your membership expiration. Invoices will be snail mailed to members for whom there is no e-mail address in the membership database and to those members whose e-mail was returned to treasurer@cfcs.org for any reason. Please help us by adding this address to your contacts list and setting your spam filter to let our message get to your inbox. We do not share your e-mail address with others (We hate that too!), but it is necessary for full participation in the Society, including receiving your newsletter.

Members will be requested to renew their membership by paying dues on time. Dues may be paid by cash or check at the meeting, by PayPal at <http://www.cfcs.org/membership/membership.php> or by mailing a check to:

**CFCS
204 Larkwood Drive Ste 100
Sanford, FL 32771-3643**

If you do not receive a renewal invoice, lose it or have questions about your dues and or membership status, please inquire at the sign-in table or send an e-mail to: treasurer@cfcs.org.

Membership Cards: A new membership postcard with the membership card included for the next year will be distributed at the meeting following your renewal. The Cards will be mailed to those members who request

If you only have a small quantity of items (1 to 4 items) you may drop them off at one of the Refresh Computer Stores. Locations are found on the Refresh web site at <http://refreshcomputers.net/>. An appointment/phone call is not needed for small drop offs.

#2 Best Buy Stores. All local stores; no need to contact them first. All items above; all at NO CHARGE, limited to three items per visit. The only exceptions are CRT Monitors or TV's. First, there is a maximum size of 32", and there will be a fee of \$10.00 each. However, they do immediately return the \$10.00 to you in the form of a Cash Card! You can go to www.bestbuy.com/ recycling for more info, or CALL '24/7' 1-888- BEST BUY (1-888-237-8289)!

#3 Recycling Directory: <http://earth911.com/> This is a directory containing information for recycling over 240 different products that are free for consumers. There are

(Continued on page 6)

THE CENTRAL FLORIDA COMPUTER SOCIETY is a charitable, scientific and educational, nonprofit organization, founded in 1976 and incorporated in 1982 to encourage interest in the operation and development of computers through meetings with free exchange of information and educational endeavors.

Newsletter: The CFCS Newsletter © 2008 is the official newsletter of the Central Florida Computer Society, Inc. It is published every month by CFCS for the purpose of keeping members and others informed of computer-related news and activities of the Society. Circulation: 25,000.

Mailing Address:

CFCS
204 Larkwood Dr., Suite 100
Sanford FL 32771

Membership: CFCS membership includes participation in the Society's activities and subscription to this Newsletter.

Annual Dues Schedule:

- Individual\$ 25
- Extra family member 15
- Student (Full time)..... 15
- Corporate membership..... 100*

*Includes free business card ad

Members are responsible for sending a change-of-address notification (including e-mail) to: membership@cfcs.org.

Gifts to CFCS are welcome, and because of the Society's nonprofit tax status, are tax deductible.

Meetings: CFCS meets each month on the 3rd Sunday at 2:00 p.m. at the **Jackson Hewitt Training Center, 2221 Lee Rd. Winter Park, FL**. The Jan. Feb. and Mar. meetings are held at another location. Guests and the general public are invited to attend. Special Interest Groups (SIGs) within the Society meet regularly. See Special Interest Groups listings on pages 6 & 7.

CFCS Web site: www.cfcs.org

Editorial: Articles for publication in the CFCS Newsletter should be *emailed* to the Editor at: editor@cfcs.org. Please use Microsoft Word format, Times New Roman font, 12 point, if possible. The deadline for submitting articles is the first of each month.

Articles by authors other than directors of CFCS and the Newsletter staff do not necessarily reflect the policies or sanction of the Society. Unless otherwise indicated, articles in the CFCS Newsletter may be reprinted in newsletters of other nonprofit organizations, without permission, provided credit is given.

This issue was created using Microsoft Office 2003 and MS Publisher 2003 Edition. ☐

Interested in making a difference?
Then volunteer with CFCS! The programs and benefits that members receive would not exist without members also volunteering. There are vacancies for a Program Chair/Coordinator, Education Chair and Advertising Chair. Please contact Arvin Meyer, if you have any questions, comments, or suggestions. president@cfcs.org

Board of Directors

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Reviews (S/W & Books)	Mike Ungerman	(e-mail only)	reviews@cfcs.org
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Newsletter Committee

Editor: Robert Black	
Associate Editor:	
Proofreader: CFCS BoD	
Distrib: Stephen Constant	Advertising: (Needed)

CFCS Newsletter Advertising

Computer ready rates, for one time insertion, whether in the Printed or Electronic Edition:

Full Page	\$200.00*	Quarter Page	\$75.00*
Half Page	125.00*	Business Card	25.00*

Advertising deadline: the first day of month of issue. Electronic copy is required.
 All ad copy and correspondence should be sent by email to: advertising@cfcs.org
 Annual Rates, Paid in Advance, for 12 insertions, with a minimum of 2 Printed Editions: Full Page \$1200 Quarter Page \$450
 Half Page 750 Business Card 150
 *Does not include Back Page; please inquire if interested

CFCS is associated with both International & Florida User Group Associations:



www.apcug.net



over 127,000 locations and programs that people can search to find local recycling and disposal resources. Thanks to Mike Ungerman and Hewie Poplock for sending this to me - includes County places, and for example - Staples, many others, by ZIP. It is thorough! (However, what is not mentioned on this site, for example, is that Staples just mentioned CHARGES \$10 EACH for any PC, Printer, CRT or LCD, even Hard Drive! Only small items, such as mice and keyboards are free. So I would say 'caveat emptor' applies! Call or go first, as I did!

#4 Seminole County Residential Electronics recycling;
<http://www.seminolecountyfl.gov/envsrvs/solidwaste/electronics.aspx>

Where can I recycle my e-scrap?

The Seminole County Solid Waste Management Division accepts e-scrap at the Central Transfer Station's Household Hazardous Waste Drop-Off Facility. The e-scrap is accepted during regular working hours.

1950 State Road 419; Longwood, Florida 32750
 HOURS: Monday - Saturday, 7:30am - 5:30pm, (except certain holidays)

Who can recycle e-scrap?

The electronics recycling program is available for all residents of Seminole County for e-scrap generated in your home. This service is FREE OF CHARGE for residential households. Contact Seminole County's Solid Waste Management Division Customer Service Team at 407-665-2260 for more information.

#5 Orange County Electronic Waste Disposal

<http://www.orangecountyfl.net/YourLocalGovernment/CountyDepartments/Utilities/ElectronicWasteDisposal.aspx>

Electronic equipment from your home can be recycled. Examples of electronic equipment include: Computers, Televisions, VCRs, Fax machines, CD players, Stereos. These items are accepted at the Household Hazardous Waste Facility at the Orange County Landfill Monday through Sunday between 8:00 a.m. and 5:00 p.m. and the McLeod Road Transfer Station on Wednesdays and Saturdays between 8:00 a.m. and 5:00 p.m. This free service is available to eligible Orange County residents.* An attendant is present at the facility to assist with unloading.

For more information about disposing of electronic equipment, please call the Solid Waste Hotline at 407-836-6601 or send an e-mail to Solid.Waste@ocfl.net.

*Eligible participants include residents of unincorporated Orange County and the cities of Apopka, Ocoee, Orlando, Windermere, and Winter Garden only. Proof of residency required. (We have no idea why Winter Park, Maitland, and other cities are not included.) Here are details on the locations.

Orange County Landfill; 5901 Young Pine Road; Orlando, FL 32829; 407-836-6600

McLeod Road Transfer Station; 5000 L.B. McLeod Road; Orlando, FL 32811; 407-245-0931

CFCS By-Laws up for Vote

Your CFCS Board of Directors has been working diligently on revising the By-Laws to better reflect the needs and practices of our long-lived society. In case you had not noticed, CPM is dead, along with floppies, film cameras, and tape drives. Likewise some items in our By-laws, mostly cosmetic and grammatical, but a membership vote is necessary nonetheless.

To read the proposed changes, follow either link below. You will find two columns, the left containing the current By-laws, the right containing those proposed. The vote will take place on March 17, at the General Meeting.

<http://www.cfcs.org/index.php#bylaws>

<https://www.dropbox.com/s/dmko6iwyjzstcfs/By-Laws%20%20Revised%20in%20January%20and%20Febuary%202013%20-%20NOT%20APPROVED.pdf>

CFCS President Elected Director of FACUG

Arvin Meyer, hard working president of CFCS, nationally known author, and Microsoft MVP, and leader of three CFCS SIGs, has been elected Director of the Flor-

ida Association of Computer User Groups. If our luck holds, this busy man will continue to be the asset that he is to our society, and now, the whole state.



Hewie's Views and Reviews

By Hewie Poplock, CFCS, APCUG

<http://www.hewie.net>

Keep your friends

By Hewie Poplock, Director APCUG; Vice President, Central Florida Computer Society, FL

www.cfcs.org

<http://www.hewie.net>

Hewie @ Hewie.net

When you pass on a funny joke or some information to several of your friends, I want you to do so without jeopardizing their privacy or upsetting them. I like a good joke. What I do not like is my email address exposed along with 20 or 30 of your friends' addresses as well.

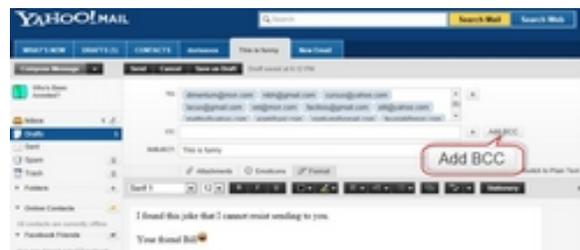
Every time I try to explain this to a friend who sends me an email as shown below, I seem to lose a friend. Maybe it is my approach, but they get mad at me for saying something about it. I hope that you and I can simply point them to this article, and maybe they will learn the correct netiquette for sending emails to a group.

shared with all 37, his list of friends and their email addresses. He also included the original sender's address. If any of the 37 people decide to forward the message again, it will include all of his friends' email addresses as well as the original sender's. If one of their friends decides to do the same, all of their friends will be included. At that point someone can have quite a list of addresses to do with whatever they wish.

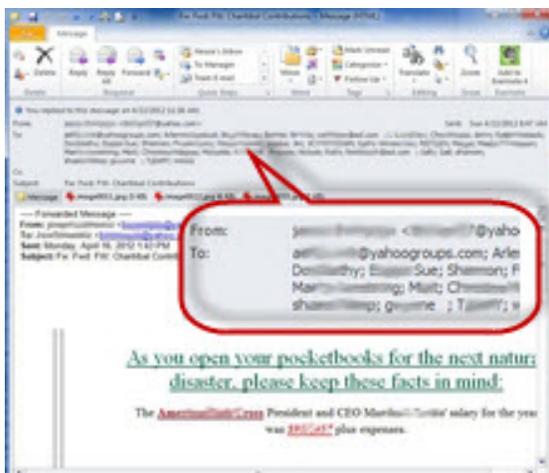
This is what concerns me. I am sure that you have received a lot of these forwarded messages. Anyone can take all of those addresses and could harvest all of them for some later use, perhaps an ad campaign, or some other message. It has happen to me. I started to get ads from someone on a friend's email list.

Now here's a suggestion on how to remedy that problem. Note the line below the "To" line is "CC" which goes back to the typewriter days and stands for "Carbon Copy." Any addresses placed on that line will also be visible to everyone. So that does not help. However, there is a third choice which is "BCC" from that same typewriter period, which means "Blind Carbon Copy." Anyone listed in the "Bcc" line will not see any of those addresses at all, not even their own.

When sending Yahoo Mail, that line is not visible by default, but can be easily added.



When you click on the "Add BCC" button, it will



This friend sent an email to 37 friends, including me. He placed their names in the "To:" portion of Yahoo Mail. That makes sense. However, in doing so he



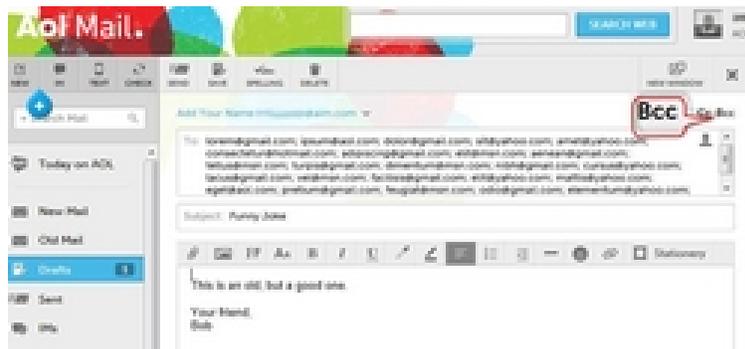
Lake Mary store is located in the Oaks at Lake Mary shopping center, at 3005 W. Lake Mary Blvd.

The new Apopka store is in Victoria Plaza, at 1087 W. Orange Blossom Trail. (407-814-3935) This is just past the 429, in the same Plaza as the Harbor Freight. Both open 9-7 Mon.-Sat. Closed Sundays

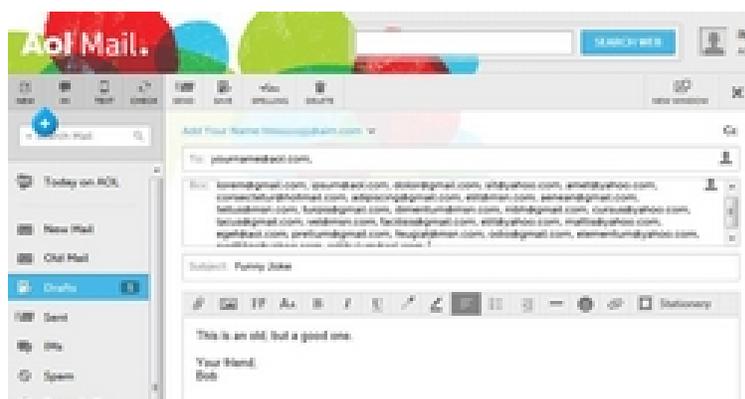
5% discount on most items for CFCS members!

add a third line to address portion for that blind copy. Then add all of your friends' addresses who you want to send the message to, in the "BCC" line. When they receive the message, they will only see your address and perhaps their own.

There are several approaches to what you put in the "To" line. I always just put in my email address, thus sending it to me to verify that it was sent and each recipient sees my address.



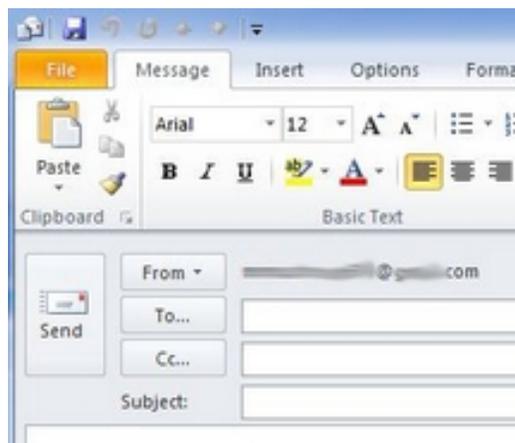
Follow the same instructions as above with your AOL mail.



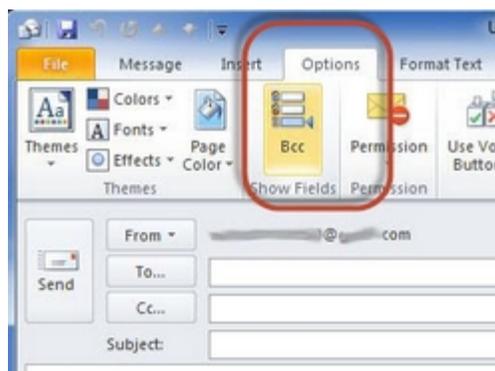
The approach is similar in other email programs. I will show you a few of them. If you use another program to read and send email, look for the "BCC" location. If you do not see it, check the "Help" area for that program and search on "BCC."

Gmail is almost the same as Yahoo! Mail. The "Add Bcc" link is below the "To" line. Even the "Cc" is not available until you click it.

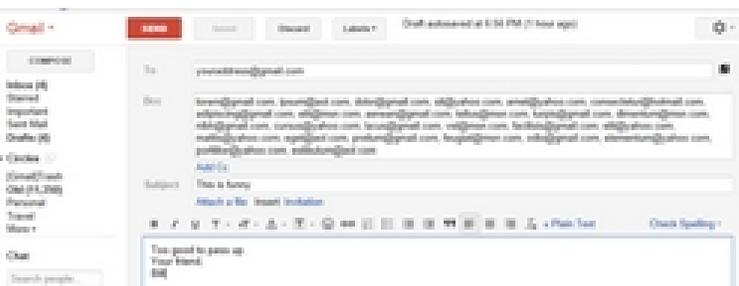
Microsoft Outlook is a bit more difficult to locate and add the "Bcc" to your message. The default may have omitted that important art of the message. The blank message will look like this.



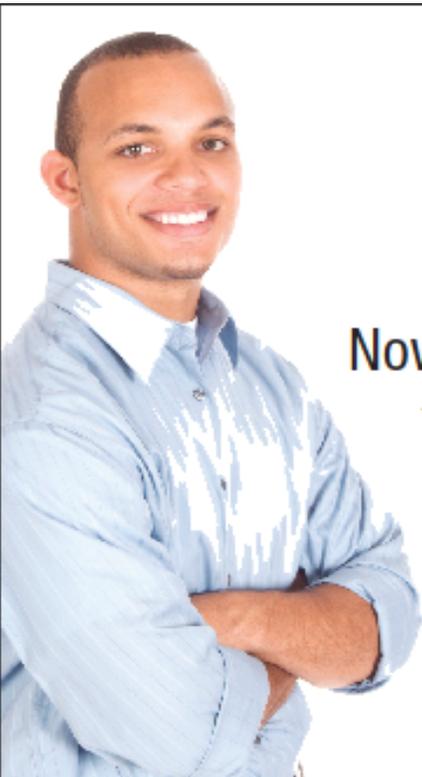
Once you add the line, it will be similar to the other. Place all of the addresses in the "Bcc" line and use your address in the "To" line.



To the right of the "File" tab is the tab "Options." Click that. You will the choice for "Bcc."



Again, AOL is almost identical. They place the buttons to add the "Bcc" and "Cc" just above the "To" line.



GET MORE out of taxes!

Now you can with Jackson Hewitt® Tax School.

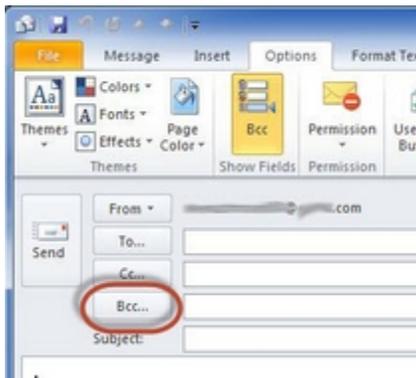
When you enroll in the Jackson Hewitt Basic Income Tax Course, our trained instructors will teach you to prepare individual income tax returns. Some of our students even go on to find jobs at Jackson Hewitt Tax Service® offices.*



*Enrollment in, or completion, of course is neither an offer nor a guarantee of employment. Additional training, experience or skills may be required. Most offices are independently owned and operated.

Call 888-282-1040 for information.

When you click that choice the “Bcc” line will be available in the message.



At that point, you are ready to add your addresses, and following my advice above, complete and send your message.

In most of the programs, once you add the “Bcc” to a message, it will be added to the defaults and should show up from then on. My only other suggestion is to clean up the heading from the forwarded portion and delete the header containing your sender’s address. I usually look through the forwarded portion and remove any ads that may have been included or attached when it was sent to me. Get rid of the junk.

I hope that this helps and will keep your friends happy and safe, as well as keeping your friends. Just refer them to this article. Note: the addresses in my graphics are made up and not real. Do not try to harvest them.

Tablet or Laptop, a Popular Question ...and “Cool App Reviews”

By Greg West, Advisor, Region 6 and International; Webmaster:

Sarnia Computer User’s Group

www.scug.ca

[gwest\(@apcug.org\)](mailto:gwest(@apcug.org))

Unless you are a “hard core” computer gamer, you can now officially say goodbye to the laptop.

The day of computer frustration is coming to an end. The answer to pulling your hair out as you are trying to figure out why the laptop is so hard to use is called: “touch pads”.

I recall clearly, back on the APCUG/FACUG technology cruise in January 2012 where 400 plus geeks rode the seas and clicked on computers in various seminars. Wait, that’s not correct. It wasn’t computers these everyday people were using. No, it was touch screen devices. Mostly iPads I must admit. This too is strange as the group was 99.9% Windows users. The average age in the 400 plus crowd was, shall I say, more than 50+. Most of them said they cannot believe the difference and ease

when they switched from a laptop or desktop to a tablet.

Most people on the tech cruise, who recently bought a tablet and still owned a laptop/desktop computer, said that they “hardly ever use their computer anymore.” The hot topic on the ship was the app. People were constantly sharing newfound apps for their tablets.

So what makes these tablets so popular? Price, ease of use, two click downloads for software, portability, and low price is enticing laptop/desktop are just a few of the factors enticing people to switch. Here are some tips when shopping for a tablet:

Test drive several. Ask friends who own them what they suggest. Do online searches for reviews.

Decide what exactly you are going to use it for then decide on the size. I wouldn't worry too much about the hard drive size as most of what we do on computer is heading to the cloud and soon, you won't need software programs for your devices.

Make sure the tablet of choice as an USB slot for thumb drives, cameras, and other such devices. IT-world.com suggests “Decide on the operating system. The three main choices these days are iOS, Android or Blackberry Tablet OS. Do a bit of research on all three and pick the one that will work the best for you.”

One final word...Most people will tell you once they bought a tablet their other computers became lonely. Just ask anyone who owns a tablet and they'll tell you they “hardly use” their computers anymore because the tablet is “so much easier to use and less hassle.”

Forester.com researchers predict “Tablets will cannibalize netbooks, and outselling them starting in 2012. In 2015, 23% of all PCs sold to consumers in Happy hunting. Oh yes, one more thing. The tablet to watch is Samsung, once the amazing new Windows 8 “Surface” hits the streets. Then you will have a tough decision for sure: Do I want to be a “Mac or a PC” lol. Have fun!

Cool App Reviews...”AppZilla 2” won the App of the year award in 2011.

I finally broke down and bought an app for my iPhone, AppZilla 2, it nicely slid onto my iPad after syncing with my iCloud (fodder for a future article on iCloud). Ninety-nine cents is a fair price to pay for an app that houses 120 apps with just one click. Some of the Apps

within this App included: Google software, Apple reports this app “surpasses 3 million downloads to date!” AppZilla 2 works on the iPhone, iPad, and iPod touch. Sorry droid users you only get 40 Apps right now!

With 150 apps in one App, it will take some time to test drive them all. YES, you heard correctly, one software application houses 150 software applications. Some are kinda corny but still fun. As a Google user of Docs, now called Google Drive, Gmail and many of Google's software program, I like the way this app has corralled all the Google products for ease of use. They call this the “utility” app and rightfully so, as there are levels, app for flashlight mode on your phone, path finder so you never get lost, night vision, password keeper, parking meter reminder with alarm, police scanner for many cities, and many more I haven't tried but sure will. I give this app a 10+. For a listing of all the 150 Apps you can go here: <http://fossilsoftware.com/>

Greg writes a regular monthly magazine tech column about “Anything Tech” and new Apps. This article was previously published and is now free to distribute.

Behind the Scenes with Legacy

By Bill Ellis, member of the Computer Users of Erie, PA
www.cuerie.com
cuerie1@verizon.net

Have you ever wondered what the Legacy Family Tree program was doing for you as you keyed in your family data. I never did, until one day, as I sat staring at my family file in the family view screen and I noticed there was some data showing up that I hadn't entered or that some of the information that I had entered was in a place other than where I had put it. This got me to wondering what the Legacy program was doing behind the scenes and why. Let me run a few of these behind the scenes operations by you and see if they ring a bell. First off, I would key in my family data, much like a robot, and not give any thought to what was really happening to that information. I mean, what the heck, I put the name here, and the date and place of birth goes on this line. Marriage info goes in this section. And let's not forget about that whole brood of kids. We'll key them into the spaces below the parent's name. We are entering this informa-

tion routinely from documents that we gathered and we are more concerned with being accurate, than to be concerned about anything else. While we are doing our thing, the Legacy program is doing its thing in the background. First of all, when we name our family file and tell Legacy to save it, Legacy turns the file into a database file. It doesn't look like a database file that we are familiar with, as we view our family file in a pedigree or family view, but that's what it is. As we know, a database file keeps everything in order and labeled correctly. The database file created by Legacy will end with an .fdb extension. (Family database?) As we continue to add people to our family file, Legacy creates another file as a companion to the database file. This companion file will have a .TC extension. (Table on contents?). This file holds the names of all the people that are entered into the Legacy program and we can view these names by going to the name list within Legacy. As we add more names to our family file, this name list file will continue to grow and be updated automatically. When we're done working with our family and shut the Legacy program down, we are asked if you want to make a backup copy of the family file. That is, of course, if you haven't changed the defaults setting for closing down Legacy. When we select yes to make a backup, Legacy creates another file. This third file will have the same name as the other two files, but with a .ZIP extension. A ZIP file is a compacted file. Its size is smaller than the original file and easier to store or transport. These are the basic files that are created, behind the scenes, as we work with Legacy. As we work with Legacy's other features, Legacy will continue to create additional files to keep how we work simple and easy to understand and recreate.

To see more of Legacy's behind the scenes work, let's take a look at our family file using the family view screen. Hopefully, you'll be looking at your own family file or a close relative's file with parents listed above and children listed below. In other words, I'd like you to have a full screen of people as we navigate through this window. Let's look at the male on the left side. In Legacy, males are on the left and females on the right. Above the males name is the label "Husb". Looking at the female, you'll see "Wife" above her name. By default, Legacy labels all married couples as husband and wife. If they are not married, or if you only a female on the right and no male on the left or vice versa, they are labeled "Male" and "Female", instead of husband and wife since there is no spouse. Above the man and woman you'll see the parents for each. For each parent

that is deceased, you will see their birth and death year. If the person is still living you will only see their birth year. You will also see a plus sign at the end of their entries. This indicates that they have descendants. I know you're going to say this is rather obvious, since a child is listed below. That sign also indicates that there are more descendants than the one you are seeing. Legacy puts this information there, so your family file is easy to read, understand and easy to navigate. Below this man and woman will be the section for their marriage information such as date and place if they were married. This section will also indicate the status of their union such as, married, unmarried, divorced, separated and so on. In the children's section you'll see the birth year for each child. If a child is deceased, you'll also see the death year. You will also see some strange symbols. These symbols indicate different events about the child. They indicate whether a child has children, whether a child is married and doesn't have children, whether a child never married and never had children, etc. These are just some of Legacy's behind the scenes operations. You've entered all the information, but Legacy will lump it together to make the family file easier to read and understood.

Looking at the very bottom of the family view screen, you'll see the time of day in the middle. Legacy gets this from your computer's internal clock. This is also an alarm clock. If you're like me and work on your family history until the wee hours, an alarms clock really comes in handy. Place your cursor on the time of day and left click. This will open a window so you can set the alarm. You can also type in a reminder message, so you know what you're supposed to do when the alarm goes off.

To the right of the time of day are four windows. The information in these windows is also created by Legacy behind the scenes. In the first three windows are numbers with an H, M, or W. prefix. These are (RIN) record identification numbers and an H, W or M prefix stands for Husband (Male), Wife (Female) and Marriage respectively. As each individual and/or marriage is entered into your family tree the record identification number is increased by one. For example, if you were the first male to be entered in your family file, your RIN would be H1 and if you are married, your marriage will be assigned the married record identification number of MRIN1. To some people, the H and W prefix for man and woman are considered a flaw in the program. I call it a quirk and no big deal. No matter what, I'm glad that Legacy keeps track of my individuals and their marriages chronologically, because I don't have to remember to do it. I file all

of my documents for each individual or marriage by their RIN. I label the documents with the RIN, put them in acid free, clear sheet protectors and file them in several three ring binders. Previously, I had filed all of my documents in a file cabinet, using the same RIN filing system. It didn't take me long to figure out is it much easier to lug binders with me on my genealogical research excursions than a file cabinet. Needless to say, I've abandoned my first filing system.

The date at the far right is the last date that this couples and/or individual's records were modified. If you modified the record today, it will show today's date. Otherwise you'll see a previous date. Maybe you will to.

All of these appearances are being done, behind the scenes, by the Legacy program. It has been setup this way by default. You have the power to change any or all of these behind the scenes operations by going to the custom menu under options. Most will be found under the view tab. I have found the default settings to be AOK for my use and have left them that way. Maybe you will to.

I hope you enjoy what Legacy does for you, behind the scenes. Creating a family history is a daunting task and it's great to have a little help on our side.



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Document Your Life with Photo-Graphic Memory

By Phil Sorrentino, Member,
 Sarasota PCUG, Florida

September 2012 issue, PC Monitor

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spcug@verizon.net

A photographic memory is probably something we all would like. And, just think, you can have at least the effect of a photographic memory just by using your camera and your computer to document your activities... your life.

It is amazing how much paper we collect along the way. Most of it goes neatly into file folders and then those folders go neatly into multi-draw filing cases or boxes. Before you know it you have multiple multi-draw filing cases in the den, the home office and/or the bedroom closet. Have you ever looked at the pile of paper you have collected over these many years? It's not a pretty picture. Now there are some things that we just have to hang on to, like licenses, automobile registrations, titles of any sort, and certain special papers that might have an emotional or historical attachment. But the rest of the pile might be eliminated or at least pared down. (And how about old tax forms? How many years do you have to keep the paper? Or is an electronic copy good enough for taxes paid 10 years ago?)

What I'm suggesting is that with your computer, and a scanner and a camera, you can probably cut the paper you need to save down to a very manageable size, and even eliminate some of those storage cases. The scanner is really the key here. The camera is for unusually large items, or those things that just can't be copied on a flat-bed scanner. Consider this, review the contents of some of those folders and if you need to know that something occurred, and is relevant, like an award you were given from your last employment. If you have not looked at it since you received it, then you can probably scan it in and throw away the original. I know how difficult this will be for some people, but after a little practice it will get a lot easier. (A very important thing here is that you have adequate "backup" to guarantee that you will never lose the scanned in files. If you don't have adequate backup, which means multiple copies of the data files of the scanned objects, than this is not going to be a good

idea. So before you commit to this, make sure you have a good backup plan in place. Make sure that you can guarantee at least two if not three copies of the scanned in files. The first two copies could be two external or portable disk drives and the third might be on DVD or a flash memory device.) Once the backup plan is in place and you are really using it, the fun begins. Gather your papers, separate the ones that you have to keep and make a pile of those that can be shredded after they are scanned. Do you really need those greeting cards you received 15 years ago?

In order to make sure that you can retrieve any of these “documents”, it is good to establish a naming convention before you start to scan the paper documents; after all, it is no use to have all the data if you can’t access it quickly. As you collect your scanned documents, you will be creating a database. Two popular ways of organizing your database are 1- by date, and 2- by event. If every file that you want to keep has a name starting with “yyyy-mm-dd” and is followed by a descriptive name, then when the digital files are put in a digital folder, they will organize in a chronological fashion. yyyy represents the year, like 2011, mm represents the numerical value of the month like 04 for April, and dd represents the day of the month like 01 for April 1. (For some databases only the year and month may be adequate.) Now, when you go looking for a document, all you have to know is the date associated with the item, and you can just look in the chronological order to find it. Let’s say that if you scanned in an award that you received in June 1976, then you would look in the area of 1976-06, to find that document. Windows Explorer makes it easy to find scanned documents because it shows a thumbnail photo of the file, while you are searching for the file. This is especially helpful because a scanned file is usually saved as a .jpg file, a picture file.

If you do use this naming convention, then you can organize your folders to represent either years (or groups of years), or events. If you choose to be completely chronological, then the folders will be named 1970, 1971, 1972,... you get the idea. Then you could put the 1970s folders into a folder named 1970s, and you could do the same with all other decades. If you choose to organize around events, then the folders might have names like “awards”, “house info”, “car info”, “career”,... – really, any collection of events or things that makes sense to you and any others who will use the database.

Besides your scanned in documents, you can include

photos from your digital camera. If you use the same naming convention with your photos, then you can mix them in with the documents and they all will organize in chronological order. Sometimes that makes a lot of sense when you have both pictures and documents that are part of the same event. This combination sometimes helps tell the complete story of the activities of the specific event.

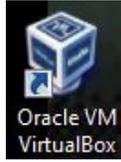
Another way to organize your database is to organize your folders around event; then you might name your folders “birthdays”, “anniversaries”, “parties”, “weddings”,... you get this idea too. So these would represent those types of events throughout the years. The fact that the files are chronologically named means they would organize chronologically inside the folders, making it easy to find a specific event within an event folder. And you can mix the two types of database folders. You could have your basic folders chronologically named, but inside a year you might have a series of events like “a vacation trip to the Grand Canyon” where the pictures from the trip would show what you saw and the documents you collected like maps and brochures from the particular destinations. As long as each file is chronologically named, the files will organize in a way that will make it easy for you to find a specific document, or group of pictures.

Not only do you save storage space, but once your pictures and documents are in your database, they are immediately available because they are literally at your finger tips (if your fingers are on the keyboard). I bet you’ll be able to impress your friends how fast you can find those awards you received from your first employer. Of course there are always a few items that just can’t be committed to electronic files and there are always a few pictures of the grandchildren that just must be made into an 8 by 10 for the wall. But, just think, with a lot of those paper documents shredded, and all of your photos committed to digital files, you won’t need all of that paper and picture storage. It will probably free up some valuable storage space and maybe you can even make a few bucks by selling those filing cabinets.



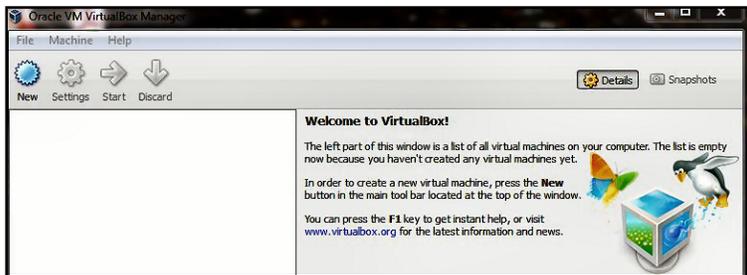
Using Virtual Operating Systems

Bob Elgines, Editor, Colorado River Computer Club (CRCC)
www.crccaz.org
elginesz@hotmail.com

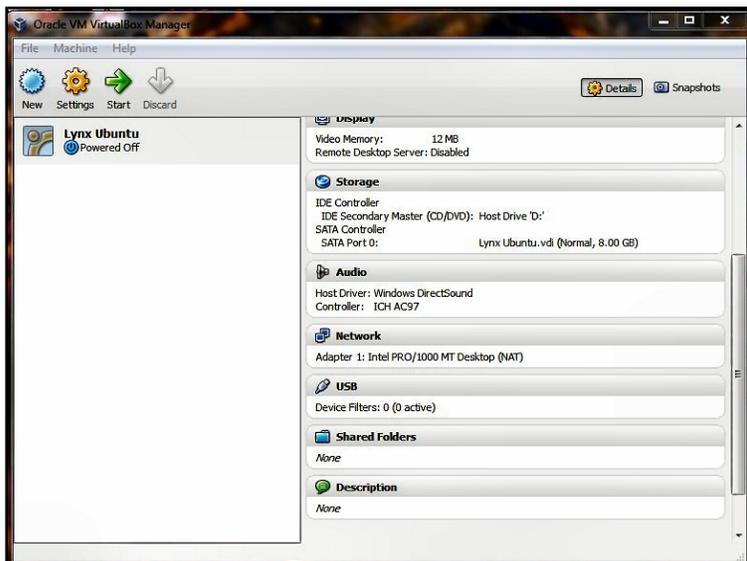


If you have Windows 7 Pro or better you can use Microsoft's free Virtual Program and a free Windows XP copy. If not, or you wish to add more than one Virtual Disk Drive, then use the free Oracle Virtual Program. Of course you will need the OS (Operating System) disk you wish to load, such as Win XP, Lynx, etc.

After installing the Oracle program double click on it and the Oracle VM (Virtual Manager) welcome window comes up.



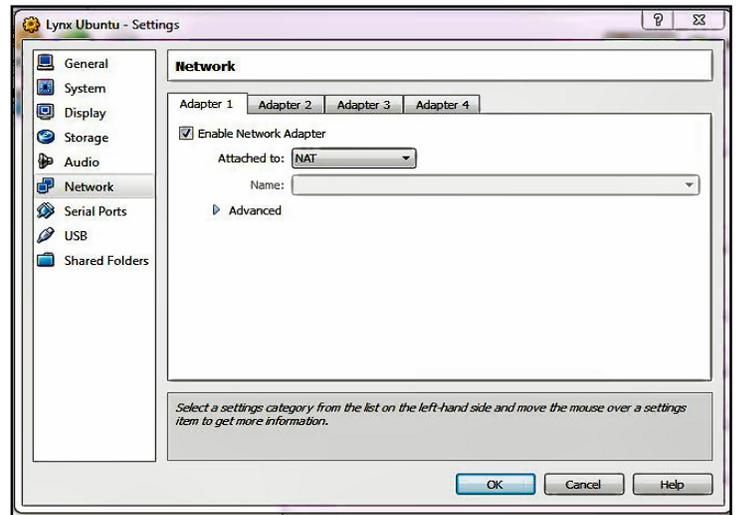
1. Click on NEW (located in the upper left), then NEXT
2. Put in a Name of the OS, such as LYNX, then NEXT
3. Select memory size needed for your Virtual Drive, such as 512MB for Lynx or Win XP, and 1000 MB for Vista. Click NEXT



4. Select "Create New Hard Disk", then NEXT
5. Select "VDI", then NEXT
6. Select "Dynamically allocated", then NEXT
7. Set 8 to 20 GB for hard drive space depending on OS. Example 10 for Lynx and XP, 20 for Vista, then NEXT
8. SUMMARY is listed, if good, then click on CREATE
9. The "Oracle Virtual Manager" window comes up. You are almost ready for installing your OS, double click on the listing of OS you just created (upper left).
10. Your Host drive is now shown (usually Drive D:). Install your OS installation disk (CD or DVD), an "Auto play" window comes up, X it out, then click on NEXT Another Summary, click on START, your OS starts to install. Follow instructions on the screen.

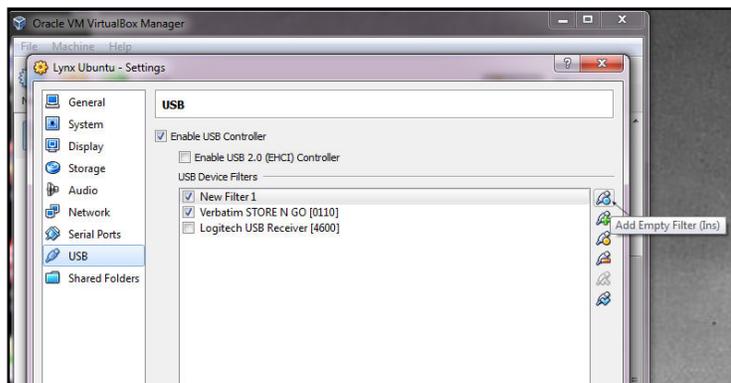
After installation of the OS you may want to install your own Antivirus program if you are going to use it on the web.

If the Internet does not work you may have to change the settings on the VM windows under Internet. Most common settings are: attached to: NAT; and Adapter Type: Intel Pro / 1000 MT (Desktop). Try different Adapter types first.
 These worked fine for XP and Lynx.



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To setup the USB for reading thumb drives, etc. First plug in a Thumb Drive. Second bring up Oracle VM and on the lower right double click on USB. The USB screen comes up, then click on “Add Empty Filter”, symbol located on the right, next click on the “+” symbol, if your thumb drive is listed, then select it. Now click on the “+” again and select your mouse (using a USB Mouse) on the list, then take the check mark off. In the picture is “Store & Go” for Thumb Drive and “Logitech” for Mouse. □



Smart Guys is on the move.

The Lake Mary location of Smart Guys Computers will be moving sometime in April to 1617 WP Ball Blvd Sanford, FL 32771. This is at the Marketplace at Seminole Towne Center.

We will be located in between Bright Now Dental and Firehouse Subs, alongside Spint, AT&T, TCBY, Cafe Positano, Panera Bread, T-Mobile, Massage Envy, Comic Central and in front of Big Lots, Super Target, Sports Authority, Ross, Marshall's, Old Navy, & World Market.

We are very excited to be moving to the nicest and heaviest trafficked plaza we have ever been in. There are over 110,000 people living within 5 miles of our new location with an average household income more than 60% above the national average. Located a short distance from our current location and right off Rinehart Rd. We are directly in the center of the fastest growing shopping corridor in Central Florida and we also welcome the opening of four new restaurants right down the street later this year. Carraba's, Longhorn Steakhouse, Buffalo Wild Wings, and Cheddar's are all coming soon.

We will be announcing our moving/clearance sale shortly and after that our new Grand Opening sale.

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Regular readers of this column are well aware that digital books (eBooks) are making tremendous inroads in the publishing industry. With the purchase of countless millions of e-readers, along with smart phones, tablets, and other digital devices, the market for eBooks has exploded. Several book companies including Amazon and Barnes & Noble, have introduced dedicated readers such as the Kindle and the Nook, that allow the user to carry an entire library of books and magazines in a light weight, thin electronic device. Many schools and col-



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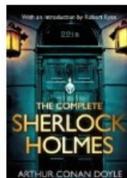
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(Continued from page 15)

leges across the globe are now arranging for textbooks to be provided to students via a reader, rather than as the traditional paper based books.

There are both cost and environmental advantages to utilizing eBooks rather than the paper books. Supposedly, millions of trees are now saved annually because they are not felled to make the paper used in the books, while massive amounts of diesel fuel is not burned because thousands of tons of books no longer have to be shipped. With an e-reader, rather than the proverbial "ton of books", our children no longer have to suffer back and other orthopedic issues due to an overweight backpack, but instead carry a digital reader that weighs mere ounces. Casual readers and academics can carry their entire personal libraries on a reader that weighs only ounces, yet may easily have a display comparable to that of their favorite paper books.

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regardless of operating system. Amazon obviously has a pecuniary interest in getting the widest possible dissemination and distribution of its commercial Kindle devices and free Kindle apps in order to sell more of its Kindle formatted books and magazines.

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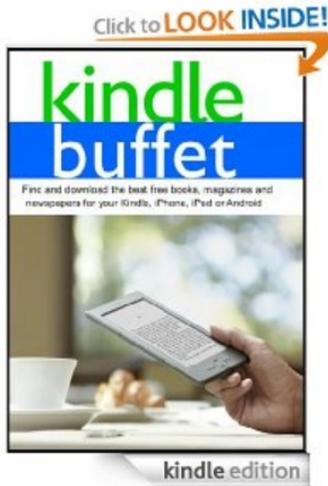
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There are several ways to locate the free books and other printed materials available on Amazon for the Kindle devices and apps. I opened the Amazon.com webpage and did a simple search for "free kindle books" which displayed a pull-down menu that provided the appropriate links to what I was looking for. As I type this, Amazon is offering 54,472 free books for the Kindle. While most of these titles are totally free, there are many others that are listed as free to borrow by Amazon Prime members (normally \$79 per year), but are for sale to non-members. It must be stated that the listings of free Kindle books are somewhat dynamic, in that some of the titles are only free for a

limited time, while other titles are likely to remain free of charge. It is likewise also important to note that titles are somewhat constantly being added to these free listings, while others are deleted. Unless desiring a specific title, this is a trivial impediment, as at any given time, there are over 50,000 free titles available.

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Posted on January 20, 2013 by Steve Weber 1 Comment

Anne Digby, a hugely prolific British children's author, is best known for the Trebizon series, published between 1978 and 1994. *A Horse Called September* was her debut novel, and a yellowed used copy of the paperback would set you back \$25 plus shipping. But today it's free on Kindle, look for it at the top of the buffet. The artwork for the Kindle edition is from the First Edition hardcover, which costs about \$125 from collectible dealers if it's in good condition.

Before penning her 14 novels set in the fictional Cornish boarding school, Digby was a magazine journalist and lived in Paris for a while. But her dream was to become a "proper" author, and she certainly did, even though her agent was skeptical that a school-days series would sell in the 1970s and 80s. But Anne freshened the boarding-school genre, drawing on her own experience and her research of contemporary schools, and the books were well received. She went on to write the *Me, Jill Robinson* series, the *Jug Valley Juniors* series, *Quicksilver Horse* and *The Big Swim of the Summer*. She added six books to Enid Blyton's *Naughtiest Girl* series and created the *Three R Detective* children's books.

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Kindle books making the menu method of finding titles of interest somewhat easy. Upon clicking on many of the listed genres, a sub-menu opens listing topics under that particular genre, making locating desired texts still easier. For example, clicking on the "History" topic, which includes over 3600 titles, opens a sub-menu of over a dozen categories.

One especially interesting free Kindle eBook that appeared among the most popular downloads is "Kindle Buffet: Find and download the best free books, magazines and newspapers for your Kindle, iPhone, iPad or Android [Kindle Edition]", by Steve Weber. "Kindle Buffet", according to the review on Amazon, "... will introduce you to KindleBuffet.com, a website and newsletter

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The Tip Corner

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Shift+Space Web Browser Navigation

Here is a way to make navigating pages in your web browser a little easier. Instead of using the Page Up and Page Down keys, you achieve the same results by pressing your Space Bar to go a page down and pressing Shift+Space to go a page up.

What Is Pinning and how do I do It?

Pinning is keeping items within a window in the same place for easy access. Programs, applications, web sites, etc. can all be "Pinned." For Example: The Windows Start Menu is divided into two sections. The top half of the menu is reserved for pinned items. Since I use Excel and Word almost every day, I keep them pinned, making them accessible at the click of a mouse at any time.

How does one do this? Simply right-click on an icon on your desktop and choose "Pin to Start Menu." That's it.

The bottom section of the Start Menu is reserved for frequently used programs or programs that are used on a regular basis. Though this may sound the same as a pinned menu, the items on the list change dynamically based on what I've been apt to do lately. So if I've been using the calculator a lot, its icon will show up, but if I stop using it for a while and make use of something else, that icon will show up.

What happened to Normal View in Word 2007 and 2010? If you're using either Word 2007 or 2010 and preferred working in the Normal view, then you're probably wondering what happened to it. If you went to the View tab of the Ribbon it is not there. Well, it was not deleted. They just renamed it Draft view. Now all those page separations are gone. Unfortunately when you reopen the file it again opens in the Print Layout view.

So how do we tame Microsoft to open in the Draft view every time? Click on File and choose Options then Advanced on the left. On the right scroll all the way down to the General section. Locate and select the "Allow opening a document in Draft view" option. Click OK.

When you open a file that you saved in Draft view it will still be in Draft view.

Should I use Sleep, Hibernate or Shut it down?

The answer to this depends on who you talk to. Way back when, you shut your system down to prevent burn-in. Then came screensavers. With screensavers and less burn-in on the LCD screens it is no longer an issue. Before I put in my two cents worth, let's pin down these terms once more.

When a computer goes into sleep or standby mode, it shuts off its display screen, video card, CPU and hard drive, so processes like anti-virus scans won't run. It stores the computer's last state (software opened on the desktop, etc.) to the RAM, and so requires a small amount of electricity (called a "trickle charge") to maintain that. Since RAM is transient memory, once the computer shuts down completely the computer's current state is lost, including any unsaved information. So a word to the wise, SAVE before you leave.

The advantage to sleep mode is that, when you "wake" your computer, it comes back to its current state very quickly - almost instantly. So if you're only going to be away from it a couple hours, this is quite convenient.

In hibernation mode, the computer writes everything from the computer's RAM, including its current state, to the hard drive and then shuts down, so it functionally uses no power while in hibernation. Once the computer is brought out of hibernation, it goes straight to the computer's current state, including all open programs. Although this takes less time than a full shut-down and start-up, it does take longer than simply waking it up from sleep, although it uses no power when hibernating, as opposed to little when asleep. Again, no programs or scans will run while a computer is hibernating.

Power off is, duh! Off. The main reason for shutting your PC down is, of course, power savings. The amount of money that it takes to run a PC depends on how many watts you're actually using to run your PC (this can be determined by buying a Kill-a-watt or similar device for about \$30), and how much you're being charged by your electric company per kilowatt hour. Most estimates seem to run about ten to twenty dollars per month, running 24 hours per day.

There's also the question of stress on your computer components. Whereas having it on is harder on your

components than having it off, the process of shutting down and starting up your PC puts more stress on these components than simply leaving them on.

So what it comes down to is personal preference. In my case, I leave my computer on at night to run virus scans, hard drive scans and defragging. The monitor is pretty much off by itself. If you do leave your computer on overnight, it's a good idea to do a restart in the morning. This allows your computer to clear any information in the memory cache and in your RAM and allows your computer to run more quickly.

Windows 7 Autoplay Settings

When you connect a device or media to your computer (digital cameras, phones, DVDs, CDs, etc.) are you happy with the choices your computer gives you? For example, when you insert an audio CD, you may not want iTunes to load it – maybe you would rather import through Windows Media Player. And with a DVD should it play automatically, just like your regular family room DVD player?

Here is how to make your media do exactly what you expect it to do. Click Start and in the Search Box type, AutoPlay and hit Enter. A window will pop up. Now simply go down the list and use the provided drop-down menus to choose what each media type does when it's inserted into your computer. When you are done, press Save. That's all there is to it. If for any reason you want to go back to the default Windows 7 settings, hit the Reset all defaults button at the bottom.

Restore Last Tab

Ever accidentally close the last tab and realize you needed it? Just click Ctrl+Shift+T and your last closed tab will open up. This works in Mozilla Firefox, Google Chrome and Internet Explorer. Try it out.

CD or not CD which side is up?

There are two sides to a CD. A shiny side and a label side. The shiny side of the disc is the side that holds the data and is the side that the CD player reads. Thus it seems that to protect the disk, you would put the CD label down, shiny side up. However, let's review what we know about a CD.

A CD starts with a soft, thick plastic poly-carbonate disk that stores the data; the little pieces of data are called "pits." These pits (millions of them) are "pressed" into the plastic, from the center of the disk

outward. CDs are read by a tiny focused light called a laser. On top of the data, a thin reflective spray of aluminum coating is applied. (Some manufacturers use gold or silver instead of aluminum.) This layer acts kind of like a mirror and reflects the laser back (after it has read the data) to the CD player's detector. This is the play side of the disk; it is the shiny side. On top of that layer, an ultra-thin hard layer of plastic coating is applied. It seals and protects the reflective coating underneath and forms the surface that the label can be applied to. Finally, the label is applied.

Now here's the important part: The label itself is very thin – ultra thin – and offers little-to-no protection for your CD. If you scratch your CD on the shiny side, it may become distorted and can skip, or keep playing the same spot over and over, or just freeze until you hit the table or shelf it's playing on to make the CD continue. It could be dirt or a scratch. If it's on the shiny side and it hasn't gone too deep, you can generally go a long way towards fixing it by cleaning it or getting some CD scratch remover.

However, since the reflective layer is so near the surface of the label side, it is a lot easier to damage. And if you damage the label side of a CD, you have yourself another coaster. No way to fix it. This makes it seem as if you should place the CD shiny side down.

However, if you damage the shiny side badly enough, it makes the CD unreadable. It is a bit harder to damage than the other side, but that doesn't really matter, the point is that it can be damaged beyond repair if you put it down on that side. This makes it seem as if you should place the CD shiny side up.

So what's the answer? Neither! You should always put it back in its case. Both sides can be equally as damaging to data on a CD.

Expanded Windows 7 Defrag Options

Windows 7's defrag utility has a lot more going for it than previous versions, but you have to know where to look to find the good stuff. To access some of the more interesting options like parallel defragging (defrag two separate hard drives at once) and progress reports, you need to use the command line version.

It's not that hard, just click Start, and in the search box type cmd. In the list that appears above, right-click the cmd icon and select "Run as administrator." The com-

mand window should open up.

Type defrag and press Enter. This will bring up a list of switches you can use along with the defrag command. Simply type the command with a / and the letter of the switch you'd like to use. For example, if I want to defrag all volumes I'd type defrag /c. Multiple switches can be used, too, so if you want to defrag all volumes at normal priority I'd type: defrag /c /h

Experiment a bit and see if you can come up with a combination you like! There is also a neat little program called Smart Defrag. It is free and offers a screen with many options that could help you to a better defrag. Google it and download.

Get rid of the blue vertical lines on the left side of forwarded email. Those blue vertical lines are generated by some e-mail clients. They can create bad formatted text and are not just annoying but can be hard to get rid of. However, there are a few tricks that can speed up your ability to remove these annoyances without resorting to using a third party "e-mail cleaner" program. Here are some methods to remove vertical lines in some of the most common e-mail programs and services.

Microsoft Outlook: Despite possibly having the most options for formatting e-mail of any e-mail program or service available, Outlook has, surprisingly, the simplest method of removing vertical lines from forwarded e-mails. First: Open the e-mail you wish to forward, select the content directly in front/to the right of your vertical line (s) in the body of the e-mail message, and press Ctrl+C to copy the highlighted contents to your clipboard. Then create a new blank e-mail message. Then, Paste (press Ctrl+V) your copied e-mail into the new e-mail message. Your e-mail message will be pasted into the new message window with most, if not all, vertical lines gone. If any vertical lines remain, simply copy any text and images with said vertical lines still attached, and paste the copied content into the same e-mail just above the content you just copied. Repeat until all vertical lines are gone. Finally, delete any duplicate or unnecessary text/images beneath your newly cleaned content, and send your e-mail.

There is another way in Outlook to do this which is even easier. Outlook has keyboard shortcuts to "Clear Formatting": CTRL+SHIFT+Z or CTRL+SPACEBAR. Either of these methods will remove the blue vertical line.

In Windows Live Mail, which is the latest evolution of Outlook Express, there is a push button solution to removing these email annoyances. Simply select your e-mail and press the forward button to open it in the standard "Send E-mail" editor. Then, place your cursor directly in front of (to the right of) the vertical line you wish to remove. At the top of your e-mail editor, select the Message tab if it is not already selected. Various message formatting options will appear. Find and click the Clear formatting button just next to the font size and style fields.

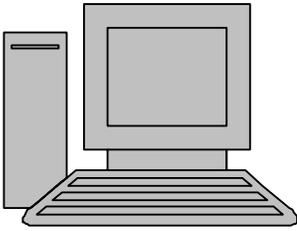
Once all vertical lines have been cleared, you will likely be left with a bit of margin space to the right of your e-mail content. To remove this, simply select the message content you wish to forward, copy it (Ctrl+C), and paste it (Ctrl+V) at the beginning of your message. Delete the old content beneath your freshly formatted message, and hit Send.

Capitalization

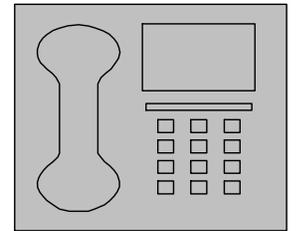
Should you capitalize the word "Internet"? What about "e-mail"? Do you use a hyphen or not? Ever wondered about that? Here is the answer: The Internet is actually considered to be a proper noun and in the English language, most proper nouns are capitalized. So, in short, the word Internet should always begin with a capital letter. If you haven't been using a capital, don't worry, you're not the only one. As far as the term e-mail goes, it is accepted with and without a hyphen. However, according to the Merriam-Webster Dictionary, the correct spelling is actually e-mail, with a hyphen. Why?

Because the word e-mail is composed of two different words (electronic and mail), so the hyphen helps separate them for a more technical spelling. Who knew? Now, go on and spread the word.

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