

THE PRINTER

Chesapeake PC Users Group, Inc.



PRESIDENT'S CORNER

BRING YOUR LAPTOP WITH YOU TO THE NEXT MEETING!

Upcoming meeting topics

March 14 – Please note the date in the February issue of the Printer was incorrect



Abby Stokes, author of “Is This Thing On?” will discuss her book. **“IS THIS THING ON?”**, a Computer Handbook for Late Bloomers, Technophobes, and the Kicking & Screaming. Copies of her book available for purchase.

April 11 – Fran Damratowski will discuss PowerPoint 2010. She will show how to make a simple

PowerPoint presentation. Be sure to bring your laptop, with PowerPoint loaded, to follow along and ask questions.

May 9 – Mike Young will give an overview of new digital cameras, in particular Micro 4/3's cameras.

June 6 – Bring your toys and favorite software - Smart Phones, Tablets and other fun toys!

See you at the next meeting!

Michael

Free E-Book Readers For Your Computer and Smart Devices

by

Ira Wilsker

WEBSITES:

<http://tinyurl.com/AmazonFreeKindleReader>

<https://read.amazon.com>

<http://www.barnesandnoble.com/u/free-nook-apps/379002321/> <http://ebookstore.sony.com/download/>

<http://www.fellnersoft.at/eTR.htm>

<http://www.spacejock.com/yBook.html>

<http://www.mobipocket.com/en/DownloadSoft/ProductDetailsReader.asp>

<http://calibre-ebook.com/>

<http://www.spacejock.com/yBook.html>

<http://www.gutenberg.org>

<http://books.google.com>

<http://www.freestufftimes.com/category/ebooks>

<http://drmfree.calibre-ebook.com/by/genre>

I have been an avid reader since my earliest years. I used to be a regular at the public library, checking out so many books that I was on a first name basis with the librarian. Over the years, I have collected a huge library of books, having read virtually all of them. Even today, it is not unusual for me to purchase several books

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Undelete Files with Recuva - cont'd

which is much slower, but will do a much more detailed scan.

I attempted a standard scan for missing files in My Documents on my hard drive, a 4.4 GB directory, containing almost 6000 files in over 200 sub-directories; the initial search took 12 seconds. I tried a search on my entire hard drive, which has 545 GB of files, and it completed the initial search in 127 seconds. Once Recuva compiled a listing of potentially recoverable files, it then analyzed the results to determine the degree of recoverability, and this can take several minutes or more up to an hour for a large hard drive. The results are displayed in a sortable format, with the first column being a colored dot icon, green, yellow, and red, with the obvious green icons indicating recoverable files (labeled as "Excellent"), yellow indicating that the chance of recovery may be poor, and the red icon indicating that the file has been overwritten and is unrecoverable. Clicking on a filename in the left column makes information available in the right window. In some case, a preview of the file may be available in the right window, and selecting the "Info" tab displays all of the technical information about the selected deleted file. If a selected file is recoverable, clicking on the "Recover" button on the bottom right of the window will recover the file and restore it to its original location.

The free version of Recuva is one of those free utilities that should be on every personally owned PC, and the paid commercial versions (or similar products) should be installed on all institutional computers. One never knows when it will become necessary to recover deleted files, and Recuva is one of the top programs to perform that task.



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Grandparents' Cheat Sheet for Staying in the Game **Selected by Abby Stokes, author of "IS THIS THING ON?"**

From documenting memories to scheduling quality time, the Internet offers an endless array of options for staying in touch and enjoying time with your grandchildren and family members. If you haven't ventured into the land of Skype or Facebook, give it a go. It's where the kids are, and you should be there too!

Make a Date

- Schedule a regular date to connect in real-time online, whether it is a Skype video call or instant messaging (Ch. 19 – "Join the Conversation," p. 265).
- Be prepared with open-ended questions that promote conversation, such as: "Why is she your favorite teacher?"; "If there is something you could change about yesterday, what would it be?"; or "What is a perfect day for you?"

Create a Ritual

- Touch base with computer questions on "Tech Tuesday."
- "Website Wednesday" is when you e-mail the link of a website that you enjoy and think others would like, too (Ch. 17 – "Advanced E-mail," p. 233). For suggestions to get you started, more than 200 websites are listed on pages 416–417.
- Schedule time to play a game online for "Fun Fridays," alternating who chooses the game. Don't forget to play the old favorites—checkers, hangman, chess, and Go Fish—and be open to their suggestions for new games as well.

Chronicle Family History

- The Internet is a great tool for swapping memories and sharing family history with younger generations. Have your grandkids share a recent family photo online—either as an e-mail attachment or on Facebook. You, in turn, share an old family photo they may have never seen before (Ch. 18 – "Picture This," p. 251). You should each write a few sentences describing the photo. It can all be a great conversation starter for your next Skype session.
- Work together to design a family website for everyone to share photos and blog postings—include a family calendar with birthdays, recitals, school vacations, and more.
- Collaborate to create a questionnaire for each family member to answer and share. Include questions such as: "What's your favorite food?"; "What were you doing the day I was born?"; and "Did you have a pet when you were little?"

Send a Surprise

- Video yourself reading their favorite story.
- Send an e-card for no occasion at all.
- Shop online and send all the supplies necessary for a party (hats, balloons, etc.) when there is no event on the calendar. Just for fun! (Ch. 22 – "Shop Till You Drop," p. 339)

Go Retro

- Some traditions are irreplaceable! Send a postcard or a box of homemade cookies via snail mail.

Create a PowerPoint Presentation

by
Fran Damratowski

You probably have noticed that PowerPoint is being used more and more at our program meetings. Isn't it about time you learned how to create a PowerPoint presentation? PowerPoint isn't just for presentations at meetings it's a great way to share pictures of family and other gatherings. Instead of pulling out your digital camera or cell phone to show pictures and describe what the event is about why not create a presentation that tells a story about the event. It can be saved to a CD/DVD for archiving and sharing purposes. If the person you are sharing it with doesn't have PowerPoint or the version of PowerPoint you are using you can obtain a PowerPoint viewer from Microsoft at <http://www.microsoft.com/download/en/details.aspx?id=13>. You can include a copy of the viewer on the disk with the PowerPoint presentation. A viewer allows a person to view the presentation, but not make changes to the program.

Converters and viewers are available for other Office products at <http://office.microsoft.com/en-us/downloads/office-online-file-converters-and-viewers-HA001044981.aspx>.

At our April 11th meeting you will create a PowerPoint presentation. Bring your laptop with PowerPoint loaded on it and some pictures of an event such as a wedding or your grandchild 1st birthday. Wouldn't it be great to share that birthday when the child is four or five years old or at the first birthday of their first child?

I will be using the Office 2010 version of PowerPoint, but what we will be doing can be done with any version of PowerPoint.

Undelete or Unerase Accidently Deleted Files with Recuva

by
Ira Wilsker

WEBSITES:

<http://www.piriform.com/recuva>
<http://www.piriform.com/recuva/download/standard>

I plead guilty. I admit that I have sometimes deleted files that I should not have deleted. Often, I realize the mistake fairly quickly, but sometimes I am unaware of my error for several days. Since its earliest days, Windows has had a trashcan or "Recycle Bin" where deleted files are stored until the trashcan is emptied. If the deleted file is still in the Recycle Bin, restoring it to its original location is typically an easy task;

simply click on the Recycle Bin icon on the desktop or the Recycle Bin in Windows Explorer (or any other file manager), click or highlight the file, and then click on "Restore this item" on the menu bar. Alternatively, from the open Recycle Bin in any file manager program, right click on the file name and select "Restore"; the file will instantly be restored to its original location.

This straightforward method of recovering deleted files from the Recycle Bin is fast and reliable, but all too often users like me frequently empty the recycle bin either manually or with a

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Undelete Files with Recuva - cont'd

quick drive cleaner such as CCleaner. Luckily for us, even if a file is gone from the Recycle Bin, there is still a chance that it can be recovered. Unless the deleted file has been intentionally wiped (a process to securely erase a file by repeatedly overwriting it with random data, usually zeros and ones), or overwritten in the normal course of writing to the hard drive, it can likely be recovered. In Windows, when a file is first deleted, it is still intact on the hard drive, but the first character of the filename is changed to a "?", which tells Windows to skip the file when using a file manager such as Windows Explorer to display the files in a directory. This "?" also tells the hard drive and its controller that the space taken up by that file is available to be overwritten, as the file has been deleted, and can be used to store other files. Once a file, or major parts of the file, has been overwritten by other data, the likelihood of recovering that original data is significantly reduced. If for no other reason than this, it is important to have one or more file recovery programs already installed on your computer, because the simple act of installing a file recovery program after a file has been deleted may overwrite the exact file space that contains the targeted deleted file, rendering it unrecoverable!

There are several fine, and often free, file recover utilities that can undelete or unerase recoverable files. My personal favorite is one of the most widely used free undelete utilities, Recuva (www.piriform.com/recuva). Recuva will run on almost all builds of 32 and 64 bit Windows, and can possibly recover files from a variety of media including the Windows hard drive, a memory card such as those found in digital cameras and cell phones, and MP3 players including iPods via their USB connection to the computer. While I always install Recuva on all of my computers as one of the first utilities installed, I also have the portable version of Recuva on the flash drive that I have on my car-

keychain for use on others' computers that have files to be recovered, but do not have an undelete utility installed; this eliminates the chance of overwriting that target file which could possibly happen if I actually installed Recuva on the target machine. Using Recuva I have successfully recovered countless deleted files including digital photos, emails, music, videos, compressed files, Word files, Excel files, and a variety of other data and program files. Contrary to popular belief, formatting or simply erasing a hard drive or other media does not necessarily delete all of the content, and Recuva can often recover data from formatted or apparently erased and blank storage devices.

Recuva is easy and fast to use. First, download the 2.4 MB free version (paid versions are also available) from www.piriform.com/recuva/download/standard. Installation is quick and easy, with few options to select. Upon opening the installed Recuva, a wizard appears that will walk the user through the recovery process; advanced users can skip the wizard and go directly to the recovery console. When using the wizard, the user selects the type of files to be recovered, which speeds up the search and recovery process by only searching for recoverable files of the selected types. If the "Show all files" option is selected, the search process may be slowed substantially as there is more searching to be done. The wizard then asks the user if he knows where to look for the deleted files, such as on a media or memory card, in "My Documents", in the Recycle Bin, in a user selectable specific location or directory on the hard drive, or "I am not sure" which will be slow as it searches everywhere on the computer. The last of the wizard windows informs the user that the wizard is now ready to search for, and display the recoverable files. If the deleted file is not found, the user may select to perform a "Deep Scan"

Word 2010 Screen Shots and Screen Clipping

by

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

December 2011 issue, CRUG newsletter

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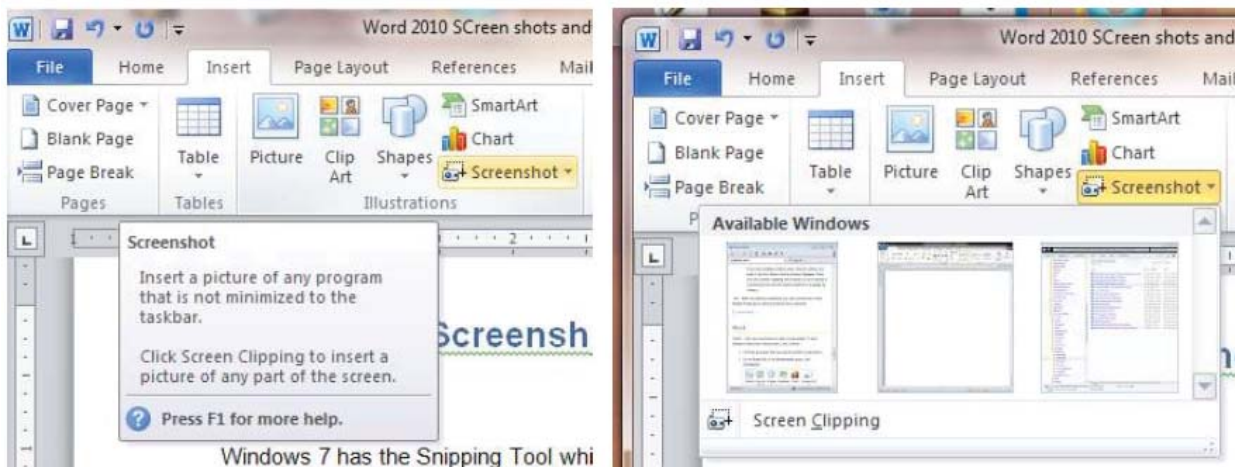
Windows 7 has the Snipping Tool which is handy to capture all or part of the visible screen. Use it to capture a screen shot of any object on your screen, and then annotate, save, or share the image. These snips are great for illustrating what you're talking about. I use them all of the time in writing articles or class documents.

Office 2010 brings the ability to make screenshots or snips directly into Excel, Outlook, PowerPoint, and Word. Take a picture of all or part of the open windows. Clicking the Screenshot button lets you select and insert an entire program window or use the Screen Clipping tool to select part of the window. The windows must be open and not minimized to the taskbar to be captured.

Both of Windows Snipping Tool and Office 2010's Screen Shots and Screen Clipping are valuable when trying to explain something seen on the computer screen.

Capture a Screenshot within Word

The Screenshot tool is located in the Illustrations group on the Insert tab. Clicking the Screenshot icon opens a drop down preview with thumbnails of open windows that are 'behind' the Word document. Unfortunately you cannot capture from the current Word document and it is not among the thumbnails. Mousing over a thumbnail, opens a tooltip with the program name and document title. Select from the available screenshots to add a shot of the entire window to the document. The screenshot of the selected window will be automatically sized to the width of the document and pasted at the location of the insertion point.



Screen Clipping in Word

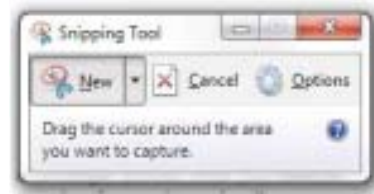
To insert a clip of a part of an open window, choose Screen Clipping. If you have multiple windows open, the window to make the click from needs to be in front of other windows with the exception of the

Word 2010 Clipping - cont'd

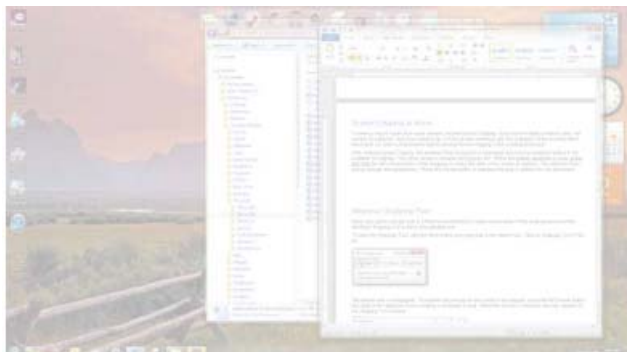
working Word document. So click on that window before clicking Screen Clipping in the working document.



After clicking Screen Clipping, the working Word document is minimized and only the windows behind it are available for clipping. The entire screen is opaque and greyed out. The pointer becomes a cross. With it press and hold the left mouse button while dragging to select the area of the screen to capture. The selection then shows through the opaqueness. When the mouse button is released the snip is pasted into the document.



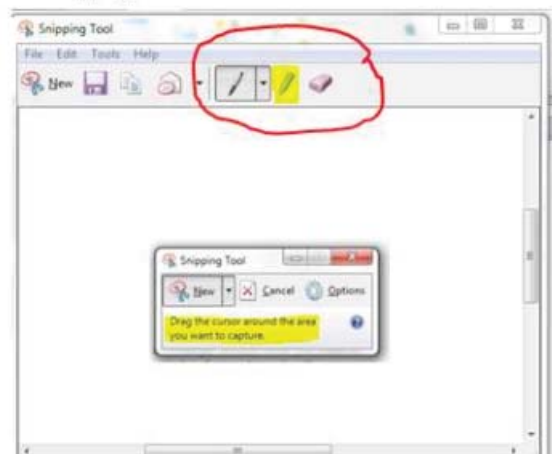
Since you cannot use the built in Office Screenshot tool to make screenshots of the working document the Windows Snipping tool is still a very valuable tool. To open the Snipping Tool, click the Start button and type snip in the search box. Click on Snipping Tool in the list. The default snip is rectangular. So position the mouse at one corner to be snipped, press the left mouse button and drag to the diagonal corner creating a rectangle to snip. When the mouse is released, the snip appears in the Snipping Tool window. To discard the current snip and create a new one click the New 'Scissors' button.



Annotating a Snip

It may be useful to highlight certain elements in the screen shot. With the Snipping tool you can draw a freehand circle, arrow or even write with the pen tool. Just click and drag on the screenshot. The standard pen is blue but I selected red and drew out a circle around the pen, highlighter and eraser tools. The Snipping Tool highlighter is yellow and can be used like a regular highlighter to bring attention to certain areas. The Eraser erases pen and highlighter markings but does not modify the original snip.

Windows Snipping Tool



Word 2010 Clipping - cont'd

Types of Snips

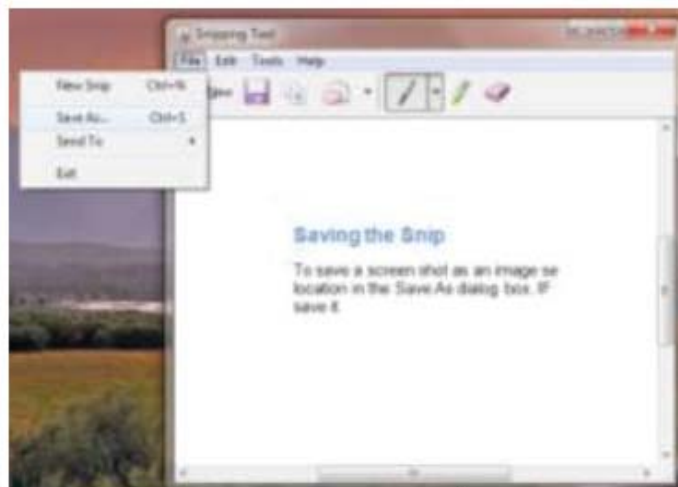
The default snip is Rectangular but Free-form, Window and Full-screen snips are available. To choose which snip to use, click the down arrow by the New button. To use the Free-form Snip draw a shape around an object on the screen with the scissors icon. When using the Window Snip to select a whole window, like an application window or dialog box, click in it with the hand icon. The Full-screen Snip automatically captures the entire screen.



Once a screen shot has been taken using the Snipping Tool, it's on the clipboard. So you can paste it straight into a Microsoft Word document or your Outlook email. The annotations added to the screen shot are included on the clipboard.

Saving the Snip

To save a screen shot as an image, select Save As in the File drop down menu. Then in the Save As dialog box type in a name for the image and specify a location for it to be saved. If you do not save the clip and close Snipping tool you will be prompted to save it. The File drop down menu also contains Send To. Click it to open your default email application and send the snip.



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Free E-Book Readers - cont'd

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Internet Explorer is not supported, but according to the Amazon website, Amazon is working on an Internet Explorer compatible version. Sony offers free e-book readers for PC, Mac, and Android devices including Android smart phones and tablets (ebookstore.sony.com/download).

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For information about the availability of eBooks, eReaders, and eAudiobooks at the Anne Arundel County Public Library go to:

<http://www.aacpl.net/>

and click on eLibrary or go to:

<http://libguides.aacpl.net/content.php?pid=130521&sid=1119403>

or just Google it.

from the Secretary's Desk....

Minutes for Board of Director's Meeting February 15, 2012

In attendances were the following:

Michael Young, Joyce Shue, Mike Regimenti, Kathy Walker, Sam Shepherd, Fran Damrakowski

Upcoming Meeting Topics

- March 14th – Abby Stokes author of *“Is This Thing On”* will speak on her book
- April 11th– Fran Damrakowski will do a presentation on “Create a PowerPoint Presentation”
- May 9th – Mike Young will do a presentation on “4/3 Cameras”
- June 6th– meeting date will be June 6 which is the *first* Wednesday of the month. The topic will be “Show and Tell”. All club members are encouraged to sign up and do a short talk/demonstration on any technology hardware or software items. Examples are smartphones, tablets, ultrabook, software they like, television and entertainment devices, cameras, e-book, etc.

SIGs

- Technology SIG – topic for March’s meeting not determined
- MSCUG SIG – nothing to share
- CRSIG – Fran Damrakowski presented the annual report.

Finances

- Kathy discussed the club financial report for January, 2012 and the club is in good shape.
- Two (2) certificates of deposit are coming due around the end of March and she will check other financial institutions to see if the club can get a higher rate on the CD and possibly go with a one year CD. Institutions that were suggested are Navy Federal and State Employees Credit Union (SECU).

New Business

- Mike Young reported the purchase of sweatshirts is in the process of being ordered.
- The club needs to be advertised more so we can get new members and to attract potential buyers of our refurbished computers. Items discussed to try to accomplish this were:
 - Fran may have an opportunity to be interviewed by Comcast to discuss the CRSIG and CPCUG. This would be broadcast on Comcast’s community station.
 - Fran shared public placemats with advertising and Joyce will price the cost of advertising and report back to the board.
 - Joyce will check the following advertising sources and cost, if applicable:
 - Advertising at the Anne Arundel County Senior Centers
 - Posting an ad in the Senior Centers’ monthly newsletter
 - Getting an interview and/or announcement on WNAV radio station
 - Getting an interview with the city of Annapolis on their Verizon broadcasted television station
- Mike Young presented a motion to purchase a Tech Net subscription for the club. All in attendance approved and the motion carried. Kathy will purchase the subscription for the club.

The meeting was adjourned at 8:30 pm.

The Next Regular Meeting will be at
The Severn River Middle School

Wednesday
March 14th, 2012

Meeting will be held in the large meeting room.

It starts at 7:00 P.M. with club business
and a short discussion period.

You're invited to a presentation

of her book

“Is This Thing On”

by

Abby Stokes

Members and their friends are welcome to

How to Find: Severn River Middle School

SRMS is close to the Arnold, MD campus of the Anne Arundel Community College. From Annapolis and points south, take Rte 2 (Ritchie Highway) north about 3 miles from the intersection of Rt. 50, **turn right on College Parkway**. At the first light, turn left on Peninsula Farm Road. (Of course, if you are coming from points North, you would turn left onto College Parkway) about a half-mile down the road the large SRMS school building, set back off a large two level parking lot, will be visible on your right. Park here and go to the main entrance. Signs will be posted to direct you to the **Large Group Room** where we will be meeting.

How to find: The Technology SIG, A ChPCUG Special Interest Group**

The meetings are held at the SRMS in the Library.



1783 Forest Drive #285
Annapolis, MD 21401

FIRST CLASS

INSIDE THIS VERY ISSUE!

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Grandparent's Cheat Sheet
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from the Secretary's Desk
Word 2010 Clipping
.... and a little bit more!

Note: The date above your name on the mailing label is the expiration date of your membership. Contact the Membership Chairman (page 2, column 2) to update.

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