



## Central Kentucky Computer Society

CELEBRATING 25 YEARS 1984 - 2009

CKCS Resource Center, 160 Moore Drive, Suite 107, Lexington, Kentucky, 40503

(859) 373-1000

[www.ckcs.org](http://www.ckcs.org)

December 2009 – Vol. 17, No. 11

© Central Kentucky Computer Society Inc.

Posted Nov 30, 2009

# Tech Night to include a Christmas Party at CKCS

**Let's celebrate the holiday season as our membership and friends** get together at the Resource Center. On Monday December 14, the normal tech night date, CKCS will host a Christmas party with some surprises. The festivities start at 7:00 PM.



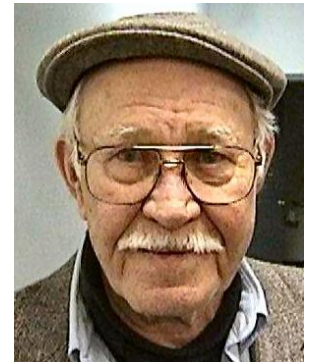
Members are asked to bring a small treat – enough for 10 people – such as cake, cookies, chips or your favorite treat. CKCS will provide coffee and soft drinks.



There will be a short program offering a visit to selected internet sites which should be entertaining and informative. Additional information may be found in the President's column in this newsletter. ■

# Getting ready for the 2010 Equestrian Games? One CKCS member is on top of it!

CKCS Member Harold Washburn has created a Blog under the title is "HaroldsBluegrassHorseCountry" Sub title is "Lexington, Ky. "The Equine Capital of the World"



Harold Washburn

## Central Kentucky Computer Society

Incorporated

160 Moore Drive Suite 107  
Lexington Kentucky 40503  
(859)-373-1000

### OFFICERS

*Tenure end June 30, 2010*

President: Bob Brown  
Vice-President: Mike Seiler  
Treasurer: Jim McCormick  
Secretary: Ben Rice

### DIRECTORS

*Tenure end June 30, 2010*

Wendell Curtis  
David Highet  
Matt Snoddy  
Paul Stackhouse  
Joe Dietz

*Tenure end June 30, 2011*

Jim Geeding  
John Newsom  
Julia Steanson  
Larry Trivette  
Larry Mitchum

Webmaster: John Newsom  
Office coordinator: Jenny Brown  
Newsletter: Jerry Heaton

The reason for the blog is to make Horseracing and Horse breeding information easy to find, because of the Alltech World Equestrian Games in 2010.

"I am not trying to rewrite history. There is lots of it well documented out there. I am trying to make it easy to get to", he said.

The Alltech FEI World Equestrian Games 2010 in Kentucky **will represent the largest equine sporting event ever held in the United States.** Expecting 500,000 people and held at the Kentucky Horse Park from September 25 to October 10, 2010, this will be the first time that the event will be held outside of Europe.

Lexington - Bluegrass Region

[Home](#) / [Trip Planner](#) / Lexington - Bluegrass Region

Welcome to Lexington and Kentucky's famous Bluegrass Region! This area is known as "The Horse Capital of the World" because of the regions some 450 horse farms, top equine hospitals, scores of equine related businesses and services, Keeneland, the Red

Mile, and, of course, the Kentucky Horse Park. Come experience our beautiful countryside, horses, heritage, arts and crafts and so much more! To see his blog, take a look.

<http://equinemanky.com/wordpress/>

While you are there click on my website. Let me know what you think

<http://equinemanky.com/>

Would you like more information?

Harold's email address is

[Equineman1@aol.com](mailto:Equineman1@aol.com) ■



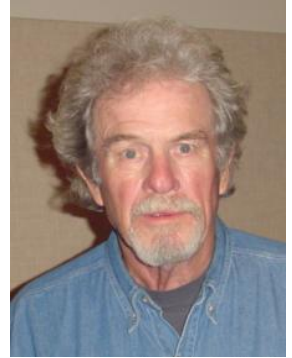
## MEMBERSHIP CORNER

By David Highet

**A**t the last Director's board meeting, President Bob Brown quoted a very interesting (and rather disturbing) statistic. After researching several years of membership records for the Central Kentucky Computer Society, he concluded that each year only 70% of our members renew their membership.

70%, that is an eye opening number. That means that every year we lose 30% of our members. At that rate in a few years

CKCS will be able to hold its meetings in a phone booth if it were not for some new members joining us! However, we don't get enough new members to replace all those who leave. This is not the best of news!



So then, why are our members failing to renew? If those who fail to renew attend any functions at all, they should be well aware of the many benefits of membership. I am certain that if they realized just what they were giving up, they would renew.

Is there something the Board of directors needs to do to retain the membership of CKCS? Should the members themselves be doing something to retain the membership of CKCS? The answer lies somewhere in the middle. We all (both the Board of Directors and the membership) need to work together to retain our membership. However, that is only the starting point. Not only do we need to retain our membership, but we need to work to make our membership grow as well!

How do we do this? By spreading the word about what we personally gain as a result of being a member in the CKCS. As active members, we all know and enjoy the benefits.

These benefits range from keeping abreast of the latest technologies (i.e. Windows 7 etc.), to the very fine friendships we make while attending functions at the resource center. We not only learn about the latest developments in the computer world, but also have the opportunity to be trained in their use. Trained by fellow members who by the very nature of their professions or ambitions are self trained and experienced experts.

As members of the CKCS, we are very fortunate to have in our own membership these extremely talented people. Fellow members, who do not only teach us, but assist us with our daily problems, and who are also our very close friends. What other organization in Kentucky (or any other place for that matter) offers that as a prime benefit!

We must not fail to realize that the very existence and future of the CKCS lies in its membership. Without a healthy membership to support it, CKCS will go under – fail to exist. We need members to help pay the bills, just like any family, we have expenses and a budget. If we as dedicated members wish to keep our excellent computer society going, we need to pull together to save our membership and add to our numbers.

The time is now, we need to act now to keep the members we have, and recruit many new members now, not later. May we count on you to do your part? ■

We proudly **WELCOME** a dozen new members to the CKCS Family. Thank you for joining us in membership. Tell your friends about your experience here and invite them to come to our Special Interest Groups and Classes on computer subjects. **We also extend a special thanks to those who have renewed their membership** in the past three months. With your help, we hope to continue to grow our membership list.

### September New Memberships

ALCORN	TED
BARNETT	DEBBIE R
MATHEWS, JR	W RUSH
MCCORMICK	LINDA
SMITH	SYDNEY R

### September Renewals

ANDERSON	CATHY H
AUVENSHINE	Dr. DWIGHT
BLANTON	B W
BLONDELL	DAVID
BUCKLEY	JOE
COBLENTZ	WILLIAM K
DOTY	DARRELL W
GILBERT	EVELYN
GILL	MALCOLM
HAGA	JACK
HENRY	KENNETH J
HICKS	THOMAS
HIGHET	DAVID J
HOLMES	CAROLYN L
JEFFERSON	KURT
KARL	ROBERT G
LABORIO SR	THOMAS
LAMM	THOMAS M
MEADE	CHARLES W
MILLER	MARCIA S
PALMER	CAROLE
RIESTER	ANNA L
SCHENBERG	RICHARD P
SPEDDING	R.H.
STRATTON	JO
ULANDER	HAROLD
WAYBRIGHT	TOM
WEIR	IVAN R
YOUNG	HAROLD

### October New Memberships

GUTER	FLORA L.
ROSENBAUM	DAVE
SIMPSON	MARY E.

### October Renewals

BELL	WAYNE P
BUTLER	HERMAN B.
CAVINS	DELORES
CLOSSON	LYNDA
COX	LARRY A & JOYCE A

FUNK	NORMAN R
GILL	SUE
GREENE	JOHN
HARVENER	FRANKIE
HUGHES	BETTY
JOHNSON	ROBERT B
MCCARTY	ROBERT
MCGLENNON	RAMONA
MCKENNEY	LAVERNE
MIDBOE	DEAN
MOSLEY	DARLENE
NEWBERY	ILSE
NIKITOVITCH-WINER	BILLY
PERRY	JOAN W.
PILLA	JOSEPH
POPE	JAMES G AND HELEN H
RATLIFF	BUD
REDMOND	PENNIE
SCHOEN	TERRY
SPARKS	ADRIAN
STAHLMAN	TRICIA K
WITT	PATTY
WURMSER	JERRY
YANCEY	GREGORY T

### November New Memberships

BARRON	PHYLLIS
NORRIS	BEVERLY
PHILLIPS	AUDENNA B
SPARKS	BARBARA C

### November Renewals

BUNCH	GAIL M
CHADWELL	PAT
GEEDING	JIM
GEHLBACH	RICHARD
JACKSON	CHRIS S
KASS	KAY
LAWRENCE	NANCY N
LAYTON	JOHN
ROBINSON	MATTIE S
SCHEIDT	PATRICIA
SETTLE	STAN E
STRAUS	E H
TUCKER	ANN

# WINTER CLASS SCHEDULE IS ON LINE

Winter is a great time to brush up on computer subjects. No gardening and outside work so here is your chance to sign up that CKCS class you have been thinking about. It is simple, just call the office and a friendly office worker will help you sign up (859) 373-1000.

Don't wait too long, though; some of the classes are beginning to fill up, and they have all the details. Class size is limited by the number of computers in the classroom (8). Classes are filled on a first come first serve basis. Want to know more about the class, just click on the topic.

<b>CKCS CLASSES – WINTER 2010 SESSION</b>						
<b>Click on class title for description</b>						
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
MORN 10-12		<a href="#">Beg. Dig. Imaging</a> Jan 26 - Mar 2 Joe Dietz Larry Cox	<a href="#">Adv. Dig. Imaging</a> Jan 27 - Mar 3 Joe Dietz Larry Cox	<a href="#">Mac OS X (10) Basics</a> Jan 28 - Mar 4 Frankie Harvener	<a href="#">Movie Maker</a> Jan 29 - Mar 5 Fred Kendig Brooke Thomas	<a href="#">Mac Beyond Basics</a> Jan 30 - Mar 6 Kurt Jefferson Joe Settles
AFT 1-3	<a href="#">Beyond Basics</a> Jan 25-Mar 1 Mike Seiler Harold Washburn	<a href="#">Creative Graphics</a> Jan 26 - Mar 2 Marci Miller Lilly Crawley	<a href="#">Digital Imaging Independent Work</a> Jan 27 - Mar 3 Joe Deitz Larry Cox	<a href="#">Computer Basics</a> Jan 28 - Mar 4 Myra Engle Nancy Dawson	<a href="#">Computer Basics</a> Jan 29 - Mar 5 Cathy Anderson Nancy Alverson	
AFT 4:30-6:30	<a href="#">Word</a> Jan 25-Mar 1 Larry Parker Adrienne Saffell			<a href="#">Mac Beyond Basics</a> Jan 28 - Mar 4 Kurt Jefferson Joe Settles		
EVENING 7:00-9:00	<a href="#">Photoshop Elem.</a> Jan 25 - Mar 1 Ilse Newbery Susan Umberger		<a href="#">Advanced Photoshop Elements</a> Jan 27 - Mar 3 Ilse Newbery Kay Kass			

# Create Sticky Notes in Windows 7

By Joe Isaac [joeisaac@insightbb.com](mailto:joeisaac@insightbb.com)



Forget pasting paper sticky notes to the sides of your monitor. They look terrible there, and they always fall off anyway. Instead, paste digital stickies to your Windows desktop. If you're a Windows 7 user, it's a snap: Just run the new Sticky Notes app.

You might recognize it from the ol' Vista Sidebar. In Windows 7, Microsoft ditched the Sidebar but kept the gadgets, allowing the latter to reside anywhere on your desktop.

To run the app, just click Start, type **sticky**, and press Enter. You'll immediately see a new note; just start typing whatever it is you need to remember.

Need another note? Click the plus sign on the first one. Want to delete it? Click the x in the opposite corner. Prefer a different color. Right-click in the body of the note and choose from six options.

Remember that Sticky Notes is an app, so your notes will stay on your desktop only as long as the app is running. If you close it (by right-clicking the taskbar icon and choosing *Close window*), Sticky Notes will restore your notes the next time you run it.

This is a decidedly barebones program. You can't change the font size, adjust transparency, or force notes to stay on top of other programs. If you want that kind of functionality, try [Stickies for Windows](#).

Still, Sticky Notes can really come in handy when you need, well, a note that sticks to your desktop.

[http://www.pcworld.com/article/183030/favorite\\_windows\\_7\\_features.html?tk=nl\\_sbx\\_h\\_cbintro](http://www.pcworld.com/article/183030/favorite_windows_7_features.html?tk=nl_sbx_h_cbintro) ■

*The Windows SIG meets on the second Tuesday of each month.  
Check the "MEETING SCHEDULE" for more information.*



From the Lexington Herald Leader, November 27, 2009

# PRESIDENT'S COLUMN

Bob Brown, CKCS President [crb7@yahoo.com](mailto:crb7@yahoo.com)



## A bit of news for December.

The Open Source Special Interest Group (Wednesday, the 2nd at 7PM) will review a few software products that help with project management. They assist with such tasks as job scheduling, dividing big jobs into smaller, more manageable parts and keeping records of what has been done and what should be done. Some project management tools handle big complex work such as building houses but for our purposes we are interested in tools that help keep track of smaller jobs such as revising the CKCS website or developing a new CKCS class. Even little jobs can have multiple steps and keeping track of everything can be daunting.

The December Tech Night (Monday, the 14th at 7PM) will be a Christmas Party with some surprises. We would like everyone to bring a small treat to share such as cookies, chips, cake, etc. CKCS will provide coffee and soft drinks. There will be a short program to review some interesting Internet sites, have some special membership communications and more.

Because of the holidays, many of the Special Interest Groups will not meet in December. Check the CKCS website calendar for each different one.

Also note our Winter class schedule that will start Jan 25. Classes are already filling up, so if you are interested in one or two you should act soon. We will be able to answer questions about the classes at the Tech Night meeting. ■

---

## CKCS office volunteers will be off during the holiday season

The CKCS Resource Center will be closed for the Christmas holiday and the New Year celebration.

The office will be closed on Wednesday, December 23, 2009 and reopen Monday, January 4, 2010 at 10:00 am. The answering machine will be monitored during this time. Those calling about a class may leave a message and someone will return the call.

This closure does not dictate the SIG meeting schedule, so anyone wondering about any SIGs during this period, should contact the SIG leader. Dr. Fixit (Norm Funk) has announced that he will hold his Dr. Fixit SIG on Saturday, January 2, 2010 at 2 PM ■



# Improving your Macintosh experience

By **Kurt Jefferson** Macintosh SIG Leader *lextown2@gmail.com*



**Kurt Jefferson**

Now that you've bought a new Mac, switched from Windows to the Mac, or decided to really get more out of your Mac, here are some tips that might help.

1 Spend at least a half-hour each day learning about Mac OS X (this is pronounced ten, like the number).

How much do you really know about the operating system which runs the machine in front of you? You'll be amazed how much you can learn in a short amount of time. You

don't need to be a Mac expert to get more out of your computer. There are small steps you can take such as learning to use keyboard commands, creating new accounts for different users, and listening or viewing podcasts through iTunes. Some podcasts teach users how to get more out of their Macs. It takes time, but it's time well spent.



2 Take a course at CKCS or dig into a Mac book.

Central Kentucky Computer Society offers a number of Mac classes. If you learn best in a classroom setting, sign up for a class. (Full disclosure: I teach some of the Mac classes at CKCS). I guarantee you will learn. You'll be in a friendly setting surrounded by others who also want to learn. If you learn better from books, then here are some titles you might want to investigate:

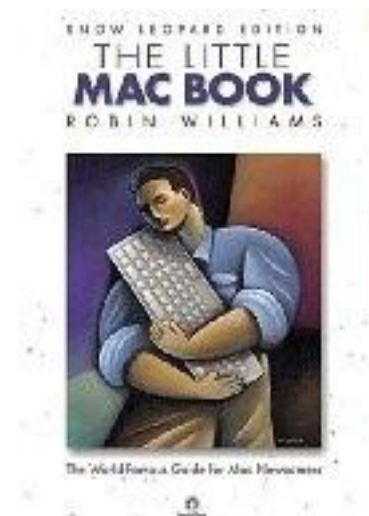
Mac OS X Snow Leopard: The Missing Manual  
by David Pogue

The Little Mac Book, Snow Leopard Edition  
by Robin Williams

Teach Yourself VISUALLY Mac OS X Snow Leopard  
by Paul McFedries

Mac OS X 10.6 Snow Leopard: Visual QuickStart Guide  
by Maria Langer

Mac OS X 10.6 Snow Leopard: Peachpit Learning Series  
by Robin Williams and John Tollett





3. Learn keyboard commands (sometimes called keyboard shortcuts).

They'll speed up your typing and make your Mac experience more enjoyable. Here are some Web sites offering a number of commands:



<http://support.apple.com/kb/HT1343>

<http://www.switchingtomac.com/tutorials/an-introduction-to-the-apple-keyboard-symbols-and-shortcuts/>

<http://www.macworld.com/article/143948/2009/11/slshortcuts.html>

[http://guides.macrumors.com/Keyboard\\_shortcuts](http://guides.macrumors.com/Keyboard_shortcuts)

<http://lixlpixel.org/mac-keyboard-shortcuts/>

<http://www.finseth.com/parts/mac-keys.php>

4. Replace your keyboard and/or mouse.

If you don't like the keyboard or mouse that came with your Mac, ditch it and get another one. (The Mac mini doesn't come with a keyboard or mouse. You're supposed to provide your own with the smallest Macintosh).

Some of the biggest names in Mac-compatible keyboards and mice include Kensington, Logitech, macally, and Microsoft.

Search Amazon.com, Newegg.com, or Buy.com for Mac-compatible devices.



To find devices that score highly, visit Macworld's Web site devoted to keyboards, mice and trackballs: [http://www.macworld.com/products/input\\_devices.html](http://www.macworld.com/products/input_devices.html)

Scroll down to "Input Devices Reviews" and read what the magazine has to say about Mac-compatible devices.

THIS ARTICLE CONTINUED ON PAGE

16.. CLICK THIS NUMBER **16** TO JUMP TO THAT PAGE



# Passwords and a Password Safe

By Jerry Heaton with input by Matthew Snoddy

Do you use the same password for every web site you visit? Is that also the password you use for online banking? My answer to these questions is a qualified “yes”. If you are like me, I tend to create a simple password I can remember, and use it for most web sites. Unfortunately, that is a NO-NO! However, in my defense, I do have more than one password.

How do you manage your passwords? If you do use multiple passwords, then you have to pair each password with the username that you used for a particular web site. Most likely you have many user names, because some web sites ask for specific types of user names, maybe a phone number, while others ask for your e-mail address, an account number or perhaps a name of your choosing.

Next comes the problem of how you keep track of all this information. I find it necessary to list each web site, my username for that site and password. I keep this on paper and tucked away from prying eyes but actually I type this on my computer, using a word table format, but, I know, that’s not a good idea either. If some hacker manages to break into my computer and find that document, he will know my username and password for every website I visit, plus credit card companies plus the library plus PayPal and my bank account. Actually my list contains approximately 50 listings for passwords and user names but by having them in my computer I can sort them alphabetically. That is easy but that is not safe.

**I turned to CKCS Computer expert Matt Snoddy for guidance about passwords and something he mentioned recently, a PASSWORD SAFE. He offered the following,**

Security professionals have known for years that passwords are a good way to secure information, but only as long as the passwords themselves are secure. People are the weak link in securing passwords. You can see why when you take a look at some of the best practices for implementing passwords. Best Practices are pretty straightforward, but you can see how they quickly become difficult to deal with:

- 1) Use a different password for each web site or application you access that stores your data.
- 2) Make the password complex -at least 8 characters long with a mixture of uppercase, lowercase, numerals, and nonstandard characters such as punctuation marks.
- 3) Don't have any passwords that are words you could find in the dictionary. "Dictionary attacks" are a common and quick way to break passwords.
- 4) Don't user passwords that have personally-identifiable information in them, like names or dates, because these are easy to guess.
- 5) Don't reuse passwords over and over again. Many financial institutions' web sites require you to change your password a few times a year. Changing the password to a new one, and then changing back to the old one again isn't securing anything.



Following these standard best practices makes you and your personal information (stored all across the world) much, much more secure. However, in reality, most people don't follow the best practices, because it makes our world much more complex. Who can remember all those passwords?

## THE PASSWORD SAFE

So what is the solution? Matthew Snoddy recently mentioned the perfect place to store this kind of information. It's called the PASSWORD SAFE which can be found at this website; <http://passwordsafe.sourceforge.net/>. This is a free and open source program you may download to your computer. Instead of storing passwords in easily-snooped Word or Excel documents, Password Safe was created from the ground up to be a completely secure digital storage locker for passwords. Security expert Bruce Schneier (<http://www.schneier.com>) designed the program to be secure, simple, and intuitive.

Once you download the program, install it and set up your "master" password for your database. This is the one password you cannot allow yourself to forget -- if you lose it, you'll lose all the other passwords! PASSWORD SAFE allows you to set up multiple databases, so if you have family members or perhaps "personal" versus "work" passwords you want to keep completely separate, you can do that too.

Once you have the program installed and a database set up and secured with your master password, you can start populating the database with user IDs and passwords. Password Safe allows grouping of entries, URL entry so you can tie an ID/Password combination to a specific web site, and auto-copying of passwords to the clipboard unseen for pasting without ever displaying your password on the screen. Password Safe can even generate and store random secure passwords for you, for web sites that you don't visit often and don't want to use any password you yourself generated (and might be guessed or learned by other people).

In our digital age, there are dozens, if not hundreds, of web sites we access with passwords, from Amazon to Facebook to home mortgages to the local library. Passwords are the only thing keeping our personal information safe. With a program like PASSWORD SAFE, you can easily have different, random passwords for all the sites you deal with, and never run the risk of compromising your data from a digital security threat, either on your own computer or on the web site that is out on the wild Internet. PASSWORD SAFE is a practical way to keep your passwords secure.

The bulk of this good information is provided by Matthew Snoddy. Matthew is a member of the CKCS Board of Directors and owns Network Therapists.

([www.network-therapists.com](http://www.network-therapists.com)) ■

### More on Passwords

During a recent password audit, it was found that a blonde was using the following password:

**MickeyMinniePlutoHueyLouieDeweyDonaldGoofy**

When asked why such a big password,  
she said she was told that it had to be at least 8 characters long.

# Using your Scanner as a Camera

Joe Dietz Digital Imaging SIG Leader [joedietz@aol.com](mailto:joedietz@aol.com)



Did you know that you can take great pictures with your scanner?

Well you can – and it's easy!

What do you need?

1. A scanner
2. A room that is fairly dark – not necessarily completely dark
3. Something to scan – it should lay fairly flat on the scanner bed
4. A clean scanner bed. (Any smudges will show up and have to be removed from the image.)



**Joe Dietz**  
Digital Imaging  
SIG Leader

With these in mind, you are ready to go.

- 1) Open your scanner
- 2) Clean the glass
- 3) Situate your object on the scanner
- 4) From your scanner program preview the image (preferably from your digital imaging program).
- 5) Crop the image to the size you want
- 6) Set the resolution to 1200. A higher the resolution may give a sharper image but will have a very large file.
- 7) Scan the image
- 8) Adjust the image using the **Levels** tool. (Drag the black diamond to the right)
- 9) Save your image.
- 10) You now have a great scanner image!

**Due to the everyone's busy schedule for the holidays, the Digital Imaging SIG will not meet in December. Our next SIG will be on January 26, 2010 at 7:00 PM.**

**The photo contest for January will be on 'FESTIVALS. ■**

# APPARENTLY, SOME USING DIAL-UP ARE SLOWING US DOWN

On a surprising note: According to a report released by CWA (Communication Workers of America), the United States is far behind other countries in terms of Internet speed, ranking 28th, behind countries such as South Korea, Japan and Sweden. The average speed for the nation, 5.1 megabits per second is far behind South Korea's average of 20.5 megabits per second and Japan's 15.8 megabits per second. The country's fastest connection speeds were located in Delaware, Rhode Island and New Jersey. Insight broadband in Lexington, is currently offering speeds up to 30.0 megabits per second. ■

## VIDEO'S / SHOWS TO WATCH

To watch some of these shows, you must have a PowerPoint program on your computer. If you don't have that, you may download [a free PowerPoint viewer](#) from this Microsoft link:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

### *Sand And Fingers*

<http://pelapapas.com.mx/htmls/animacion-arena-2.html>

*This furnished by CKCS member Ted Mellinger*

### *Four Men (Il Divo) singing inside the Coliseum in Rome*

<http://link.brightcove.com/services/player/bcpid1785324681?bclid=1338935106&bctid=1913313052>

*Furnished by CKCS member Carl Peter*

### *Musician Who Plays Just One Song*

<http://www.cnn.com/2009/US/11/05/vif2.bugler/index.html>

*Found on CNN*

### *Funeral*

<http://www.youtube.com/watch?v=Nw0s4C0g5SM&feature=related>

*Furnished by former CKCS member John Heaton*

### *Some of America's Finest sing the National Anthem*

[And this my friends is the way it should be sung.....](#) with no 'artistic interpretation'

*Furnished by CKCS member Carl Peter*

### *Ride on a U2 Spy Plane*

<http://www.youtube.com/watch?v=1PmYItnlY5M> This is in high definition, therefore is slow in downloading. Start the show, then pause to let it get way ahead for continuous viewing. 11 minutes but worth it

*Furnished by former CKCS Member Harvey Shackelford*

## WORKING WITH WORD(s)

# The next version of Word is 2010

By Jerry Heaton, Word Processing SIG leader [j.heaton@insightbb.com](mailto:j.heaton@insightbb.com)

Microsoft has announced that the beta version of Office 2010 (which includes Word 2010) is now available for testing. They expect about a million users to try it out before the scheduled release now announced as 'mid-2010'.

The 2010 version is more of a minor shift from the Word 2007 version released just a couple of years ago. Senior vice-president Chris Capossela, who heads the MS business division, said "we have refined things" from the 2007 version. 2007 users should get along just fine and should enjoy the improvements.

But if you are moving from Word 2003 to 2010, that is a big jump and initially you should be prepared to be lost, until you find the location of things with which you have become familiar. MS will continue to offer a crutch to help the 2003 to transcend to 2010. An example of a useful free program, they developed for 2003 users going to 2007. Check it out by Gogging "Word 2003 to 2007" or "Office 2003 to 2007" to download their compatibility pack. Or use this link to temporarily view it.

<http://office.microsoft.com/assistance/asstvid.aspx?assetid=XT100766331033&vwidth=1044&vheight=788&type=flash&CTT=11&Origin=HA100744321033>

Capossela mentioned some specific things that will 'WOW' users trying the 2010 version of the Office suite.

-- A new video editing function in the PowerPoint slide presentation program.

-- A new co-authoring function in Word that allows two people to simultaneously make changes in the same Word document.

-- Easier email managing in Outlook, and the ability to tie your Outlook account into your favorite social networks. ■

*The Word Processing SIG meets on the first Tuesday of each month.  
Check the "MEETING SCHEDULE" on the CKCS home page for more information.*

What you should know

# The 2010 United States Census

Every ten years, a census is conducted with the goal of obtaining an accurate count of the population of each city, county, state and the nation. Other pertinent information is also sought, such as the street address, the name, age, gender, race and other relevant information of each person living at each address.

Census workers are currently only ringing door bells or knocking on doors to verify address information. Do not give your Social Security number, credit card or banking information to anyone, even if they claim they need it for the U.S. Census.

Eventually, more than 140,000 U.S. Census workers be on the streets to take the Census. It is important that our citizens cooperate to help provide the information needed, as completely and accurately as possible.

There are some cautions though, that have been issued by the Better Business Bureau because there may be some 'fake' workers who may be out there trying to get money from your checking account and other financial sources. The BBB offers the following advice:

- If a U.S. Census worker knocks on your door, he/she will have a badge, a handheld device, a Census Bureau canvas bag, and a confidentiality notice. You should ask to see their identification and their badge before answering questions. However, you should never invite anyone you don't know into your home.
- The Census Bureau will not ask for Social Security, bank account, or credit card numbers, nor will employees solicit donations. Any one asking for that information or for donations is NOT with the Census.
- While the Census Bureau might ask for basic financial information, such as a salary range, you don't have to answer anything at all about your financial situation.
- Eventually, Census workers may contact you by telephone, mail, or in person at home. However, the Census Bureau will not contact you by Email, so be on the lookout for Email scams impersonating the Census. Never click on a link or open any attachments in an Email that are supposedly from the U.S. Census Bureau.
- Remember, the census bureau has decided not to work with Acorn on gathering this information. No acorn worker should approach you saying he/she is with the census bureau.
- Technically, no matter what they ask, you really only need to tell them how many people live at your address.

For more advice on avoiding identity theft and fraud, visit [www.bbb.org](http://www.bbb.org) ■

Continued from Page

. **Click on this number 9** to return to that page.

5. Replace your mouse with a trackball.

Okay, this one sounds radical. But once you get the hang of a trackball, you might wonder why you didn't begin using one years ago. One place to start is Trackballworld.com. There, you can read about various trackball brands, including products from Kensington and Logitech, two of the largest trackball makers.

You can save money by purchasing a trackball from Amazon.com, newegg.com, or buy.com.

It takes awhile to get used to a trackball, but once you learn about the device, you won't want to give it up.

I switched to a trackball last fall and I'm amazed how much I prefer it over a mouse.



6. Sign up for a one-on-one session at an Apple Store or check the store calendar to determine when workshops and teaching events are held.

The Louisville Apple Store Web site  
<http://www.apple.com/retail/oxmoor/>

and Cincy Apple Store Web site  
<http://www.apple.com/retail/kenwood/>

provide schedules of upcoming workshops and events.



7. Use Time Machine.

One of the best features of Mac OS X Leopard and Snow Leopard is Time Machine. (Leopard and Snow Leopard refer to different versions of the Mac operating system. Leopard is another name for OS 10.5. Snow Leopard is the newest version (10.6) released last fall).

Time Machine is software that automatically backs up all of your data to an external hard drive. So if you accidentally delete a file, you can easily use Time Machine to recover it.

Time Machine can be a godsend. With the drop in external hard drive prices, it's especially easy to purchase a hard drive and then use it to automatically back up all of your data.

8. Come to the Mac SIG.





CKCS holds a variety of SIGs (special interest group) meetings throughout the month.

The Mac SIG is held the second Thursday of every month at 7:30 in the evening. There's usually a central topic for each meeting and those attending are invited to ask questions.

9. Use the Mac OS X Help menu bar.

Every Mac OS X program application contains a Help file. You can click on "Help" in the menu bar and then choose a search category or type in a word or series of words in the search blank. Leopard (10.5) and Snow Leopard's (10.6) help menus are actually quite, well, helpful. Use them.

10. Get the proper desk and chair. Keep the monitor the right distance from your face.

Ergonomics is the science of designing the workplace so it fits the worker. Get a comfortable desk and chair. Make sure they're right for you. Make sure your computer monitor (or iMac screen) is the proper distance from your eyes. And make sure the screen isn't too high or too low.

11. Use the CKCS Mac page.

Visit <http://www.ckcs.org/sigs/mac/mac.htm> weekly. You'll find links for everything from iPods to iPhones to Macs. ■

---

This article was a jump from Page 9

. **Click on this number 9** to return to the first part of the article.