CARBONITE

By: Bobby Jacobs

Lake County Area Computer

Enthusiast www.lcace.org

Why back-up?

Although we know that computers will fail, most people don't backup their files on a regular basis. Of course, when the hard drive fails and we haven't backed up the information, we are very upset. 43% of people lose irreplaceable files every year. Of the laptops stolen, only 3 out of 100 of them, are ever recovered. Thousands of files are lost each year to fires, floods, and other disasters. Hard drives crash. Up to 13% of hard drives crash in their first year. So, you can see that you should back up your files. The larger your hard drive is, the more important it is to backup irreplaceable files up.

What other programs are there?

Use the one in XP or Vista

Use Acronis or some other program.

Norton Ghost

McAfee Backup

I've tried other methods, but I have found that Carbonite is the easiest, fastest and safest because it does the backup automatically and doesn't slow down the computer.

Why use Carbonite?

Carbonite is an Online Backup service. It is completely automatic. It is secure and encrypted. It is easy to recover your files. If you get a new computer, the files are easily available on the web to download to your new computer. I've tried it and I know it works. There is un-limited backup capacity. Plus, it only costs $54.95 a year!

How does Carbonite work?

By default, Carbonite backs up everything in your Documents and Settings folder (called Users in Windows Vista), including documents, photos, email and data files from applications, such as Quicken, Money, etc. Once a subscription is purchased, music is also added to the list. The default backup does not include programs, system files, temporary files, videos, or individual files greater than 4GB. You can, however, manually add these to your Carbonite backup with the exception of system files

Seagate Back-up Information
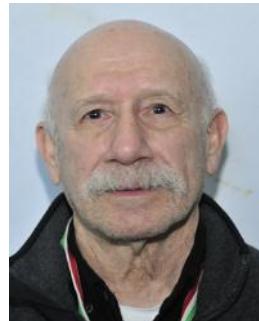
By Jay Bitterman, member Lake County Area Computer Enthusiasts, Lake County Illinois, www.lcace.org

At the last meeting of LCACE(4/17/2010) someone wanted help in performing a full "C" drive image to an external drive. I suggested that they could go t Seagates's web site and download their Disk Wizard software. It is essentially "powered by Acronis" and is capable of many hard drive functions. You will be able to make a bootable CD for emergencies.

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2009-2010

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The LCACE News Journal is published eleven times annually. Members are encouraged to submit contributions which will be acknowledged in this newsletter.

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The News Journal is produced using a Dell Dimension 8300, 512 Plus Troy *MICR* printer and *MS Publisher 2010 beta* software.

L.C.A.C.E Logo designed By JR. Johnson.

Lake County Area
Computer Enthusiasts
LCACE
c/o Group Ambassador
"J.J." Johnson

Membership

Membership in LCACE is open to all individuals and families interested in personal computing. Annual dues are $20.00 per individual/family. Associate membership is only $10.00 (out of state, unable to attend meetings). Membership includes a one year subscription to the *LCACE News Journal* and access to all club libraries and functions. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at - http://www.lcace.org.

Meetings

LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

Advertising

Ad rates per issue: Full page - $25, Half page - $15, Quarter page - $10, Business Card - $5. Discounts are available on advance purchase of multiple issues. Please send camera-ready copy and payment to the club address by the 21st of the month preceding publication. For more information on ad pricing, please call our Hotline. Ads are FREE to all paid members.

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Robin's RAMblings

At our May meeting, *Bobby Jacobs* **showed us how to set up a genealogy website.**

Don Martin **was our May 50/50 raffle winner.**

Linda Koudelka **took home scrapbooking software, our door prize.**

Everyone, if you haven't already done so, it's time to pay your LCACE dues.

Liz and Fred Barnett have graciously offered their home for a club picnic which will be held on July 10th. The club will provide meat, rolls, condiments, and pop.

Everyone will need to bring a dish to pass. Please be sure to bring your food in a covered container. If you have folding lawn chairs, please bring a couple of those with you. Liz and Fred will have badminton and bocce set up in their front yard. You will be receiving an email giving more details about the picnic. Please be sure to respond by the deadline. We need to know how much food to purchase.

We have exciting programs scheduled for 2010:

June 12-Wendy Warden will present Digital Nature Photography which the Grayslake Area Public Library will co-sponsor

July 10-Picnic at the home of Liz and Fred Barnett, 651 Alleghany Road, Grayslake

August 14-Best Buy of Mundelein will present the latest in technology

September 11-Show and Tell and Ask the Gurus

October 9-Virtual machines by Julio Rivera and Fred Barnett

November 6-Robin Seidenberg will present "My Uncle, the Hollywood Producer" which the Grayslake Area Public Library will co-sponsor

December 4-Holiday party-State Bank of the Lakes-1-5 p.m. Save the date!

Happy computing!

located in C:\Windows and temporary files located in Temp folders.

How much stuff can I back up?

There are no limits on backup storage capacity. Carbonite will back up all the supported files on your internal hard drive whether you have 1GB, 10GB or more. However, users should be aware that the speed of today's DSL and cable Internet services will make it very slow to back up more than, say, a few dozen GB of data.

## How can I tell what's backed up online?

Dots on files and folders show you the status of your backup at a glance.

A green dot on a file means the file is backed up.

A yellow dot means the file is pending backup.

No dot means the file is not selected for backup.
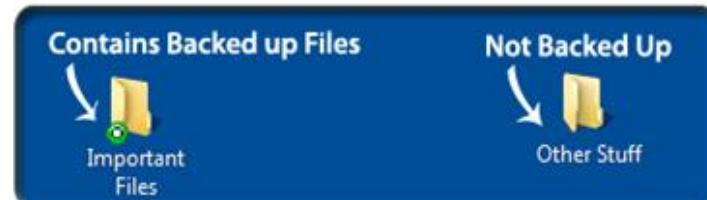
A green dot on a folder means 100% of the folder's contents are backed up.

A yellow dot on a folder means that it contains files or subfolders that are pending backup.

A "green donut" dot - a green dot with a hole in the middle - means that some of the folder's files or sub-folders are not selected for backup, but all other files within the folder are backed up.

A folder with no dot is either empty or not selected for backup.

How do I restore lost files?

Carbonite makes restoring files fast and easy. Restore any file or folder from your backup with just a few clicks. Try it for yourself:

1. Double-click the Carbonite Backup Drive icon on your desktop

2. Locate the file or folder you wish to restore

3. Right-click on the file or folder and select "Restore" to restore it to its original location, or "Restore to" to restore it to a new location

That's it! Your file or folder has been restored.

If your computer crashes or is stolen, you can recover lost files to a new computer by visiting our website. Recovering small amounts of data (a few files here or there) will probably take only seconds or minutes. Restoring all of your data will take longer and depends on how much data you have and the speed of your Internet connection. Most DSL services will allow you to download about 600-800 MB per hour, or roughly 14-18GB per day. For an average user, complete data restoration is likely to take at most a day or two.

How does Carbonite Online Backup keep my data secure?

Carbonite uses a combination of encryption techniques, similar to those used by banks, to safeguard your data. Files are encrypted twice before they leave your computer and remain encrypted on our servers, making it virtually impossible for anyone to access your files without your secret password. Users are also given the option to manage their own encryption key.

Will Carbonite work on my computer?

The current version of Carbonite is designed for Windows XP, Windows Vista, and Windows 7. Carbonite supports both the standard 32-bit and 64-bit versions of each. Carbonite will not support older versions of Windows (Windows 98, Windows 2000, and Windows ME) or Linux operating systems.

Carbonite is also available for all Intel-based Macs running OS 10.4 (Tiger), 10.5 (Leopard), and 10.6 (Snow Leopard).

How much does Carbonite Online Backup cost? How Online Backup Works

* No credit card required. Carbonite is only $54.95/year per computer no matter how much you need to back up. No hidden fees. No limits on backup storage capacity.

Pre-pay and save! Buy ahead and get 2 years of service for just $99.95 or 3 years of service for just $129.95.

HAPPY BIRTHDAY

JUNE

Linda Koudelka

Cherie Kline

Doreen Lagoni

JULY

Terri Hanlon

Lester Larkin

Jack Frost

Lew Seidenberg

Time to clean out your closet. Bring it to the meeting and place it on the **FOR SALE** or **FREEBIE** tables. All items placed on the FOR SALE table MUST have your name and asking price attached to it. If you just want to get it out of your closet, then place it on the FREEBIE table and hope one of your club members has a better home for it. All items not sold or taken must be reclaimed by the end of the meeting.

First of all go to www.seagate.com and look for "support and downloads". Then download "Disk Wizard" (DiscWizardsetup.en for English) or for the language of choice. You can also download the Adobe pdf file in the same language if you want the manual. Read the license agreement etc. before downloading.

Once it is on your computer click it (DiscWizard.en) to run the setup file. Then select the program to install the Seagaet Disc Wizard. Just follow the instructions on the screen. No serial number is required. To use it (main program window) pick a category in which you are interested in. Choose – Create a bootable disk media if you want to make a "bootable CD". Pick "Image Backup and Restore", if you want to create an image of your "C" drive to an external drive. In my case, "F" was the external drive, and I entered the name of my backup file to that drive. In my case the transfer tood 20 minutes because my computer is new and I had only 60 GB to back up.

Your computer must be configured to recognized the CD/DVD drive as the first drive in order to boot up from the disk.

NOTE: If you get an "error"message, when your computer boots up from the CD drive, hold down the **ALT** key and enter TOand/or TKO and the program should appear.

Well, from my experience using Acronis 11, on my older (Window XP) it recovered my "C" drive image twice. I was sure glad? Yessssssssss Sirrrrrrrrrrrrrr Reeeeeeeeee !!!!!!!!!!!!. So I chant, as has been echoed by gurus, geeks, and us user folks.

<u>Backup – Backup - Backup</u>

Counting Unique Values

When working with a Microsoft Excel worksheet, you sometimes need to know the number of unique values in a range of cells. For instance, suppose that an instructor was teaching the following classes:

104-120

104-101

104-119

104-120

In this case there are three unique values. There is no intuitive worksheet function that will return a count of unique values, which makes one think that a user-defined function (a macro) would be the logical approach. However, you can use an array formula to very easily derive the desired information. Follow these steps:

1. Define a name that represents the range that contains your list. (This example assumes the name you define is MyRange.)

2. In the cell where you want the number of unique values to appear type the following formula, but don't press ENTER yet:

=SUM(1/COUNTIF(MyRange,MyRange))

3. Instead of pressing ENTER, press CTRL+SHIFT+ENTER. This informs Excel that you are entering an array formula. The formula shown in the formula bar should now appear as follows (notice the addition of the surrounding braces, indicative of array formulas):

{=SUM(1/COUNTIF(MyRange,MyRange))}

That's it! The cell now contains the number of unique name values in the specified range. This approach is not case-sensitive, so if you have two values that differ only in their capitalization (ThisName vs. THISNAME), they are both counted as a single unique value. In addition, there can be no blank cells in the range. (Having a blank cell returns a #DIV/0 error from the formula.)

If your particular needs require that your list contain blanks (but you don't want them counted as a "value") and you want the evaluation to be case-sensitive, then you have no choice; you must turn to a macro. The following VBA macro, CountUnique, will do the trick:

```
Function CountUnique(ByVal MyRange As Range) As Integer

    Dim Cell As Range

    Dim J As Integer

    Dim iNumCells As Integer

    Dim iUVals As Integer

    Dim sUCells() As String

    iNumCells = MyRange.Count

    ReDim sUCells(iNumCells) As String

    iUVals = 0

    For Each Cell In MyRange

        If Cell.Text > "" Then

            For J = 1 To iUVals

                If sUCells(J) = Cell.Text Then

                    Exit For

                End If

            Next J

            If J > iUVals Then

                iUVals = iUVals + 1

                sUCells(iUVals) = Cell.Text

            End If

        End If

    Next Cell

    CountUnique = iUVals

End Function
```

Simply put an equation similar to the following in a cell:

=CountUnique(MyRange)

The value returned is the number of unique values, not counting blanks, in the range.

Finding Related Words

Finding just the right words to say what you want to say can sometimes be a challenge. Fortunately, Microsoft Word can help in this regard. One of the tools that Word provides is a full thesaurus. You can use this tool to find alternate words with the same meaning (synonyms), words with the opposite meaning (antonyms), or related words. Related words are typically similar words based on the root of the word you specify. To find a related word, follow these steps:

1. Position the insertion point in the word you wish to check.
2. Press **SHIFT+F7** or choose Language from the Tools menu and then Thesaurus from the submenu. If you are using Word 97 or Word 2000, you see the Thesaurus dialog box. If you are using Word 2002 or a later version, you see the Research task pane, with the thesaurus information displayed.
3. If related words are available for the word, you will see the Related Words choice in the dialog box or the task pane. Click on Related Words.
4. In the Related Words list, select the desired related word.
5. Click on Replace (if using Word 97 or Word 2000) or click the down-arrow to the right of the related word and choose Insert (if using Word 2002 or a later version).

Office 2007 - The Missing Manual

By George Harding, Treasurer, Tucson Computer Society, AZ

The Journal of the Tucson Computer Society, January 2010

www.aztcs.org

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O'Reilly Publishing has a series of "Missing Manuals" that are described as "The book that should have been in the box." These books give you a detailed and complete description of all you could possibly want to know about the application in question.

In this case, the book deals with the major components of Office 2007: Word, Excel, PowerPoint and Access. Microsoft provides several versions of Office, all of which include Word and Excel. PowerPoint and Access are included in some versions.

The book is extensive, being nearly 800 pages long plus two appendices and several indexes. It starts out with some of the rationale for the ribbon system used in Office 2007. It explains the Quick Access Toolbar and how to customize it. The book spends little time on the Office button, which is unfortunate. This is a major area for customization of your version of Office. There are four

major sections: Word, Excel, PowerPoint and Access, plus the initial section of the Office Toolbar and ribbon.

Word

There are eight sections: Creating, Opening and Saving documents; Entering and Editing Text; Formatting Text Paragraphs and Headings; Setting Up the Document; Themes and Templates; Spelling, Grammar and Reference Tools; Printing; and Planning with Outlines.

Each of these sections gives explicit instructions for doing a particular task; this is done in terms of the ribbon, its menus and submenus. If you are familiar with prior versions of Word, you will understand the function, but may not know where in the ribbon to find the tool you need. The sections will lead you to the proper place in the ribbon.

Excel

There are eight sections: Creating and Navigating Worksheets; Adding Information to Worksheets; Moving Data Around a Worksheet; Managing Worksheets and Workbooks; Formatting Cells; Viewing and Printing Worksheets; Building Basic Formulas; Tables and Charts.

Here, too, the book gives you explicit instructions about performing a given operation by using the tools in the ribbon. If you have used Excel before, you will need to refer to these sections to see how to efficiently perform in Excel 2007.

PowerPoint

There are nine sections: Creating a Basic Presentation; Editing Slides; Formatting and Aligning Your Text; Formatting and Laying Out Your Slides; Editing Your Slideshow; Adding Charts, Diagrams, and Tables; Delivering Presentations; Printing Presentations; Images and Transitions.

This portion, as well, shows you in detail how to construct a PowerPoint slide show. You can find out the details behind any facet of the procedure, but in terms

of using the ribbon. PowerPoint has been improved quite a bit and made easier to use. Reading

the sections will be worth your while.

Access

There are nine sections: Creating Your First Database; Building Smarter Tables; mastering the Datasheet; Blocking Bad Data; Linking Tables with Relationships; Queries and Reusable Searches; Creating Reports; Creating Simple Forms; Importing and Exporting Data.

Access has been expanded in several ways. If you are a master of Access in prior versions, these sections will show you the many improvements in Access 2007. If you have not or rarely used Access, these sections will give you a good introduction to this

powerful and versatile program

There are two Appendices, one covering "Customizing the Quick Access Toolbar," the other about "Getting Help." Help includes not only the built-in Help, but also the Microsoft Office website, and the several tutorials at Microsoft's website.

Finally, in a departure from traditional indices, there is a separate index for Word, Excel, PowerPoint and Access The last page of the book points out that more material is available. If a CD-ROM had been included, it would have various references, which are

bookmarked at the O'Reilly page for this book. Many of the references are to Microsoft's site, but they are nonetheless helpful. This is a very helpful book either for the new user of Office 2007, or those that are transitioning from a prior version of Office to 2007.

About: Office 2007 The Missing Manual

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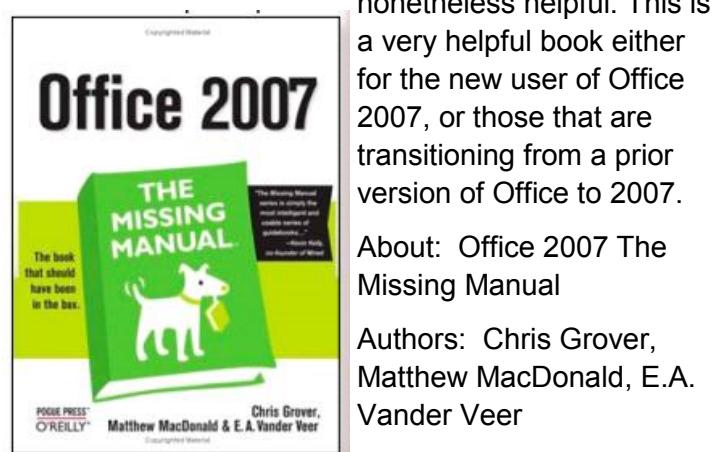
Publisher: O'Reilly www.oreilly.com

ISBN 10: 0596514220

ISBN 13: 9780596514228

Price: $34 00, $23 09 @ Amazon

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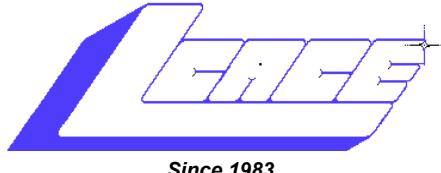
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