

# Microsoft Office System Sneak Preview

**The new Microsoft Office System is coming. This first-hand look will provide a sneak peek at the new Microsoft Office System and show you how to maximize your productivity at home and at the office, reduce spam, customize your email, and much more.**

Office 2003 Editions, the successor to Microsoft Office XP, are the cornerstone of the Microsoft Office System. By helping connect to the right people, information, and business processes through innovations like integration with Microsoft intranet collaboration technologies, information rights management (IRM), and support for industry-standard Extensible Markup Language (XML), Office 2003 Editions make it easier for people to take more effective action and get better results. Other enhancements include:

- ◆ Integration with Microsoft SharePoint Products and Technologies can help teams work together with speed and agility, and improves their ability to contribute in increasingly demanding business environments.
- ◆ XML support in Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office Access 2003 provides the building blocks businesses can use to create solutions that improve an individual's ability to anticipate, manage, and respond to organizational and market changes.
- ◆ Support for IRM means that businesses can protect their information against misuse and misappropriation.

Our November main meeting presentation will include:

- ◆ In-depth information on how the new Microsoft Office System helps increase personal productivity, creates more effective teaming, improves business processes, and enables better business decision making
- ◆ Live demonstrations of how you can maximize your productivity at home and at the office, with new Microsoft Office technologies.
- ◆ A feedback forum so members can provide Microsoft with feedback on what would be of value to them in future products.
- ◆ Exciting prizes will be raffled off for meeting attendees such as Xbox systems, portable music players and more.

## Meeting Agenda

5:30	.....	Meet and Greet
6:00	....	Business Meeting
6:30	.....	Program, Part 1
7:00	.....	Break
7:15	.....	Program, Part 2
8:15	...	Drawing for Prizes
8:30	.....	Adjournment

## ANNUAL FOOD + TOY DRIVE

Bring non-perishable food and/or a new toy to the November and December meetings. You will help the less fortunate of our community while gaining an extra ticket for the door prize drawing.

**Our Meetings  
are open  
to the public.**



**No admission  
charge!**



# explorer

The MVPCUG EXPLORER is published monthly by the Mohawk Valley Personal Computer User Group, Inc., PO Box 586, Marcy NY 1403-0586.

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The Mohawk Valley PC User Group, Inc. (MVPCUG) was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

## ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

## NEWSLETTER STAFF

### Editor

Bob Schaffer

### Columnists

Jerry Finkelstein  
Donna Gorrell  
John Hunter  
Joe Madeira

The *Explorer* is printed by

## The Gallery

4780 Commercial Drive - New Hartford  
315-768-7851

Our INTERNET presence is at

<http://www.mvpcug.com>

## The Web Team

Dan Evans  
Lisa Britt

## HELP HOTLINES

Help is limited to times indicated below. Day calls: 9am to 4pm. Evening calls: 6 to 9pm. If your problem isn't urgent, please try e-mail.

Disclaimer: The individuals listed here provide voluntary services and information. Please be considerate when you call. Help hotline members reserve the right to limit the amount of advice and number of calls they will accept. Use these services and information at your own discretion and risk as they and the MVPCUG do not assume responsibility for any software or hardware failures that may occur. The club does not assume responsibility for any agreements made by participating parties.

- AOL ..... Dave Askew
- Basic ..... Mike Smith
- Batch Files ..... Mike Smith  
..... Tim Clinehens
- dBase ..... Mike Smith
- Excel ..... Bob May
- Money ..... Bob Schaffer
- Troubleshooting ..... Tim Clinehens  
..... Bill Gorrell
- Word ..... Clara Lantz
- WordPerfect ..... Bob Schaffer

## OFFICERS AND DIRECTORS

- President ..... Jerry Finkelstein
- Vice President ..... Bill Gorrell
- Treasurer ..... Donna Gorrell
- Secretary ..... Marsha Thayer
- Directors-at-Large ..... Tim Clinehens ['04]  
] ..... Dave Askew ['05]  
..... George Bracken ['06]

## Special Interest Groups (SIGs)

Our Special Interest Groups usually meet each month. Each SIG is independent and has its own leader.

Internet SIG — 3rd Mon at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Learn about web pages and how to navigate the Internet. Jerry Finkelstein

Q&A SIG — Last Tues at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Questions, whether simple or complex. Tim Clinehens.

Basic Training SIG — Last Wed at St. John's Episcopal Church, 135 Main St., Whitesboro, at 6:30pm. Learn Basic operations, like turning the machine on and off. Lisa Britt

WordProcessing SIG — doesn't meet monthly, but you can request weekly emails with tips for both *WordPerfect* and *Word* from Bob Schaffer

MV Genealogy Club — disbanded as of June 2003. Send email to Donna Gorrell if you're interested in participating in a Genealogy SIG.

### GET A FREE MVPCUG MEMBERSHIP

- ◆ It's easy to do and you'll save \$20.00!
- ◆ Just sign up two *new* members and you receive a one-year membership extension.
- ◆ You have 90 days in which to sign up your two new members.

Stay connected . . . to the MVPCUG  
Mohawk Valley PC User Group, Inc.  
\$25 for initial sign-up - \$20 for renewal

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ NY

Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Please mail with a check payable to MVPCUG to

MVPCUG  
PO Box 586  
Marcy NY 13403-0586

## Minutes of October 7, 2003

– Marsha Thayer, secretary

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:10 p.m.

### Business Meeting

Members present approved the minutes of the September general meeting.

Treasurer's report: Income for the period of 9/1/2003 - 9/30/2003 was \$214.33; expenses for the period were \$588.40; the balance in the treasury as of 9/30/2003 was \$4703.80. The treasurer's report was accepted to be included with the minutes.

Dave Askew reported that new, unwrapped toys and non-perishable food will be collected at our November and December meetings. Since Dave will not be at the December meeting, Dave Yeaton agreed to see that the December collections get to the right places. Any member bringing toys or food will get an extra door prize ticket - one each for toys and food.

Our by-laws need reviewing and possibly updating. Dave asked for volunteers to serve on the By-Laws Committee. John Hunter volunteered.

Jerry called for a membership vote for the club selling CDs of freeware and shareware. The membership voted to sell CDs in a 22-3 vote. Also, some entries in the CD labeling contest have been tweaked slightly. Submitters have no problem with this. Members present were given blue tickets with which to vote for the official CD label for the club. Tim had the label entries available for viewing. Members were asked to vote by writing the number of the selected CD on the back of the blue ticket and putting the ticket in the jar.

It was mentioned that Tim would like to organize a SIG-in-a-Box for the purpose of people bring their computers in to be fixed. Details are forthcoming.

**Presentation:** At 6:38, Lou Barile introduced our speaker, Bob Wheeler. Bob works for the Central Association of the Blind and Visually Impaired and has been totally blind for 7 years. Bob presented an inspiring and informative program on the technical aids available for low-vision and blind people.

Bob explained several aids available to low-vision people including the software package ZoomText that will magnify text from 2x to 16x. The software can

operate at two levels. Level one provides magnification only; level 2 provides magnification and sound. Other computer-related aids for low vision are large print on keys of the keyboard, large computer screens and Microsoft's accessibility software that is OK for beginners but not as good for advanced users.

Bob was generous enough to share with us his story that is very inspiring. Prior to becoming blind, he owned a carpet business. After becoming blind he is still able to seam carpets and even recently spray painted the rooms of a house for a friend. Bob completed his undergraduate degree in three years and now attends Albany Law School. He lives independently.

Break - We took a break at 7:10.

After the break Tim presented this month's CD (MVCD #03-10) which contains 183 programs in about 30 categories. The CD includes a free antivirus program AVG.

The program resumed with Bob presenting the software package JAWS (Job Access With Speech). This software enables completely blind people to navigate their desktops, menus and documents by providing voice cues. The user can select many different voices and can control the speed at which the software reads. Bob has the software set at 2% for his presentation to us. He normally runs it at 43% - 45% for himself. This software reads documents and provides spelling and grammar check for documents generated by users.

Bob mentioned that in his college work, he removes the spines from textbooks and scans them into his computer. He then uses JAWS to read the books. The software he uses for scanning is called Kurzweil 1000.

At 8:15 we drew door prizes.

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,  
Marsha Thayer, secretary

### Door Prizes

[The following prizes furnished with club funds]

- \* 20 CDRs with cases - **John Neustadter**
- \* Business Card Factory Delux - **Jerry Finkelstein**
- \* Stopzilla - **Ray Tryon**

[The following prize donated by Dave Yeaton]

- \* SpamKiller - **Nick Dudish**

[The following prize donated by Bo Wozniak]

- \* Ethernet card - **Jim Pease**



**Donna's Data**

by Donna Gorrell

What do I know that you don't? Not much, that's for sure. In this fast paced world we live in I am running at the speed of an LP when the rest of you are at CD speed. However, I have been reading some fascinating news lately. Before I forget—to clean a CD, never wipe it the way you would an LP. Using a soft cloth, wipe from the center outward across the CD.

PowerQuest has just been bought out by Symantec. I don't know if that is good news or bad. We'll have to wait and see what happens; it just might be a good thing, as Martha would say.

Another newsworthy item is the fact that Sun Microsystems has discovered a way to transmit data faster than technology now permits. Placing the edge of one chip directly in contact with its neighbor may make it possible to move data up to 100 times as fast as current top speeds. Additional news is that Advanced Micro Devices [AMD] has introduced a 64-bit microprocessor. What do these innovations mean to us? Probably not much at the present time, but watch for these advanced products to show up at a computer store near you soon. In case you are contemplating a new computer you might want to wait for these products.

Elsewhere in this newsletter you will find an article about an experience with lightning. In case you have not heeded my warnings to backup, backup, backup, maybe what genealogist George Morgan says will move you to thinking about the horrid things that might happen to your computer. Some of you only use your computer for email and surfing the 'net, but if you have a lot of records and photos on your computer it does pay to be safe. I have a large database of family names and information, along with copies of documents and photos. These have taken a long, long time to enter into the computer and I'd be devastated if I lost all that data. Am I paranoid? You bet! I've had trouble before.

Along with backing up my files, I also am cautious about viruses, worms, and just plain spam. I use Eudora for my mail and that does help, but I look carefully at each email that comes in before I open it. Be very wary of email that appears to come from some company, such as Microsoft. They will never send you an email telling you to open an attachment. No company will send email to an individual. If you receive something of that nature, trash it immediately. For you to obtain updates, you must visit the Microsoft web site. Do not fall prey to hackers who have the technology to emulate a valid web site, such as the recent AOL scam. NEVER send your password, social security number, or any other vital information to anyone. ❖

**Windows XP Tip-of-the-Month**

— by Joe Madeira

Windows XP has a built-in firewall. If you have cable Internet access and are always on, you should have a firewall unless you are using a router, which provides a hardware firewall. There is no need to buy additional firewall software.

Here's how to activate it:

1. Click START
2. Select All Programs, then Accessories
3. Select Communications, then click Network Connections
4. Right click on the icon for Local Area Connection or the Internet connection
5. Click on Properties, click the Advanced tab, then check the box for "Protect my computer and network by limiting or preventing access to this computer from the internet".
6. Click OK and it's done.

You can use the same process to deactivate it if an Internet program doesn't function properly. ❖

**Word Processing Tips**

—by Bob Schaffer

**WORD** — Selecting Text Columns

You most likely know that you can click at the top of a Word table to select the entire table. But what if you need to select columns of tabbed text that aren't in a table?

To select columns of text:

- Click where you want to begin your selection
- Then hold down the Alt key while you use the mouse to select the desired text.

**WORDPERFECT** — Maneuvering columns with keyboard shortcuts (8/9/10/11)

If you often work in newspaper or parallel-style columns in WordPerfect, there are a few keyboard shortcuts you can use to help you move around more efficiently, as follows:

[Alt+Home]: moves the insertion point to the top of the column

[Alt+End]: moves the insertion point to the end of the column

[Alt+Right Arrow]: moves the insertion point to the next column to the right

[Alt+Left Arrow]: moves the insertion point to the previous column ❖

## Did You Know . . .

. . . that you could create your own icons? Give the shortcuts on your desktop more personality by designing your own icons. Here's how:

1. On the Start menu, point to Programs, point to Accessories, and then click Paint.
2. On the Image menu, click Attributes.
3. Enter 32 pixels in Height and Width.
4. Create an icon using the paintbrush or pencil tools.
5. Name and save your icon.

To replace an existing icon on your desktop with your new one:

1. Right-click the shortcut on your desktop and then click Properties.
2. Click Change Icon.
3. Click Browse.
4. Locate the folder containing the icon you created.

The icon you created will now replace the original on the desktop

\* \* \*

. . . that in Windows98, to use the keyboard instead of mouse for right-click menus, you can press Shift-F10? This will bring up the right-click menu in Windows or any Windows program. Once the menu is displayed, use the arrow keys to navigate to the option you want, press Enter or the shortcut letter key (the underlined letter in each menu option).

\* \* \*

. . . that you can use the keyboard to shutdown the computer? Pressing ALT-F4 displays the ShutDown dialog box. Press U or click on Shutdown.

\* \* \*

. . . that you can see what is running by pressing Ctrl+Alt+Delete? CAUTION—Do this one time only—repeated pressing of this key combination causes shutdown. You can also close a program that is not responding using this “three finger salute”. After pressing Ctrl+Alt+Delete highlight the program that is causing trouble and click End Task.

\* \* \*

. . . that you can change the color scheme on your computer? Right click the desktop, select Properties, then click on the *Appearance* tab. Highlight each of the desktop's elements under the *Item:* drop down list and choose size, colors, and fonts according to your

liking. Click the Save As button and give these new settings a name. You can then access these under Schemes.

\* \* \*

. . . that you can save spreadsheet files where you want them, rather than where the program dictates? To save the Lotus files in a directory of your own choosing go to File|User Setup|1-2-3 Preferences. When the preferences dialog box opens click the File Locations tab. Delete the current entry in the Workbook Files entry box and type in a location of your choosing, such as, C:\123 files. Click OK and close the dialog box.

To do the same in Excel: Open Tools|Options, click on the General Tab. Type the complete directory you want in the Default file location line; click OK.

\* \* \*

. . . that you could make someone's holiday extra special if you brought a new unwrapped toy or non-perishable food item to the November and December meetings? ♦

Q. What is a computer's first sign of old age?  
A. Loss of memory



5158 State Route 233  
Westmoreland NY 13490  
(315) 853-5151

### HOURS:

Monday	.....	4:30 - 7:00 pm
Tuesday	.....	By Appointment
Wednesday	.....	4:30 - 7:00pm
Thursday	.....	4:30 - 7:00pm
Friday	.....	By Appointment
Saturday	.....	9:00am - noon

## “PROTECTION FOR YOUR COMPUTER AND GENEALOGICAL DATA

by George G. Morgan: "Along Those Lines . . ."

I live in Florida, the lightning capital of the United States. This summer has been the most active one I have seen for rainy, electric weather in the past ten years. Instead of our every-afternoon shower, which coincides with rush hour, there have been almost daily lightning and thunderstorms, with rain pouring down in inches at a time.

Needless to say, in this environment, I try to be careful about all my electronic equipment, especially the computer. Since my livelihood is linked to the data stored there, as are several decades' worth of genealogical information, it is important that I should establish a regular computer backup plan. Right? Well, on Thursday, 21 August 2003, we took a direct lightning strike to the house and, despite all the data protection provisions I had taken, there was still some damage and some data loss. It could, however, have been much, much worse.

**WHAT A DIFFERENCE A DAY MAKES!** The lightning strike to my computer destroyed the motherboard and damaged the motor of my hard disk drive. The cost to replace these components, replace some cables, and to install all the computer's "guts" into a new case cost me more than \$800! (Dell doesn't sell replacement components to local computer retailers and repair services.) In addition, the data on the hard disk was not retrievable by my computer shop. While I had backed up a great deal of data, there were some things that I had been complacent about and which are a necessity for my business. Therefore, my hard disk has gone on a little vacation of its own to the "data recovery hospital" to determine if that essential data can be recovered. The starting cost for this service is a whopping \$1,000.00!

Yes, I admit that I should have known better than to let my backup routine lapse in any way. However, it just goes to show that all of us are vulnerable.

### COMPONENTS OF YOUR COMPUTER SYSTEM

Your computer is a delicate piece of electronic equipment, and for the amount of money you paid for it, you want to protect it. Consider the layout of your computer system for a moment.

First, your computer consists of a box commonly referred to as the CPU (Central Processing Unit), a monitor, keyboard, and a mouse. It may also have a modem installed inside (for dial-up telephone line connections) and/or a network card. The latter is sometimes referred to as an Ethernet card, a network interface card (or NIC), or simply a network card.

Second, if you have a network card, you are probably capable of communicating via a cable network connection or DSL service from your home. In a larger corporate environment, you may be connecting via dedicated high-speed T1 or T3 lines. Therefore, you may have either a cable or DSL modem to interface you with your service provider.

Third, you probably have a printer, a scanner, a fax machine, and/or some other equipment attached to your computer for additional functionality.

All of these pieces of computer equipment and peripheral devices add up to some big bucks! You certainly want to protect them all from things like lightning strikes, power surges, and similar problems.

**BASIC PROTECTION** Power surges and brownouts can really wreak havoc on those microscopic electrical connections on the motherboard, on the circuit boards and cards in your computer, and on other equipment. It doesn't take much to zap them.

The most basic protection for your computer and its peripherals is electrical surge prevention. A surge protector strip can help prevent a minor electrical power spike. Remember that there is more electrical input coming into your computer than just the electricity from the wall outlet. A telephone line and a cable or DSL line also carry electricity. It is not unusual for lightning to strike the earth and travel many miles through telephone lines to your home. Your telephone and cable or DSL lines should also be running through a surge protector of some sort to help buffer your computer.

Some power strips available in office supply and computer stores come with multiple three-prong, grounded electrical outlets as well as input and output jacks for the standard telephone line (known as an RJ-45 connector plug). These can be effective for smaller systems with dial modems. There are a variety of quality manufacturers, including Fellowes, Belkins, and APC.

Another option is the battery back-up/surge protector system. The American Power Conversion Corporation (commonly known as APC) is the manufacturer of some of the best of these units for use in both home and business environments. You can visit their webpage at: <http://www.apc.com>. They provide everything from high quality surge protectors mentioned above to the battery back-up/surge protector units, into which numerous pieces of equipment, telephone lines, and cable or DSL lines can be plugged. Different models provide different times of uninterrupted power so that if your electricity goes out for a while, you don't immediately lose what you were working on at the time.

[continued on Page 7]

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In my case, I also was running two APC units in my home at the time of the lightning strike. One unit protected one computer and all its peripherals with the exception of the network card. The other APC unit prevented my worst damaged computer from being a complete loss, i.e., some parts were salvageable. Without that protection, we believe that the one computer would have been a complete loss and may have presented a fire risk. **BACK UP, BACK UP, BACK UP!** Take an hour at your earliest convenience and take inventory of the data on your computer that if lost, is difficult or impossible to replace. Consider your genealogical database materials, digitized photographs, word processing documents, e-mail address book, spreadsheets, checkbook or financial programs, Web browser bookmarks/favorites, and other unique data. Make a list of those items and where they are located on your computer.

Next, determine how frequently you need to back the data up in some manner. You may back it up to diskettes, in which case you can use your computer system's back-up facility. (Start/Programs/Accessories/System Tools/Backup.) You might also consider copying files or entire directories or folders to a removable Zip drive disk or burning data to a CD. Another trick I use for some data is to e-mail it as an attachment to myself. I do this with my financial ledger and that places a copy outside my office.

Establish a regular back up routine by notating a calendar with those things that should be backed up and when. Then, stick to your plan.

**OFFSITE BACK UP OPTIONS** If you are concerned about your most important genealogical data, digital photographs, and other related data, you might want to consider creating a MyFamily.com website. It is quick, simple to create, and an inexpensive off-site data storage facility. Your individual site is secure and password-protected. Only you and other persons, whom you authorize to access the site, either as viewers or as administrators, can get into your MyFamily.com space. You can always upload an updated version of your files on a regular basis and alleviate the risk of data loss.

**SUMMARY** Take it from a victim of a computer catastrophe. Protect your valuable computer equipment and your data in every way you can. Definitely invest in electrical surge protection for your computer, the peripheral equipment, and the communications lines. And be certain to formulate a regular back-up schedule for your data. You won't be sorry when you become the victim! (Copyright 1998-2003, MyFamily.com, Inc. and its subsidiaries.)

"Ancestry Daily News" (<http://www.ancestry.com/dailynews>) ❖

## Byting Remarks

- Jerry Finkelstein

Thank you for the wonderful response to my last article about the mystery of the Italian singer singing his Italian song in the midst of a playlist of songs introduced by Fred Astaire. Your email was most welcome, but alas the mystery remains. It was only the second time something like this happened to me, and each time it was an Italian singer singing an Italian song smack in the middle of a playlist that had nothing at all to do with Italian singers or Italian songs. Still, it was two times too many. And with Halloween approaching it takes on ominous, gremlin, even occult proportions.

Ah, but life with a PC is filled with mystery. Like: a few of our members have reported to me instances of a commercial music CD (bought at reputable stores in the community) not playing on their car or home CD player. It seems that when they made a copy of this commercial CD the copy did play in the car or home CD. Some burned (DVD) movies, in direct opposition to ads, reviews and burner hardware/software expectations, do not play on your home theater DVD players. I wouldn't call this a hostile takeover, it is more like feelings of abandonment.

Mysteries may be nothing than lack of information. Not knowing about the complexities of the ordinary home PC will present quite a few "mysteries" to the ordinary home user. PDF files may make life a lot easier for Lisa, who posts our articles on line at our website, but they may appear as mysteries to anyone far removed from the old business of copying and pasting and the new methods of sending and receiving and posting whole files. We have more than a few members who find the mere mention of attachments a mystery that will remain now and forever unsolvable.

Sometimes experience counts in the solution to a PC mystery. I'm thinking of our excellent, thought provoking speaker at our October meeting, Bob Wheeler. As a sighted person I found him amazing in his ability to focus, in his abundant supply of patience, in his firm sense of security as he maps out for us his positive self imaging. Some of our members were not aware he was totally blind until his presentation was half over. With all his wonderful hardware/software helping him along I did wonder how is he able to "visualize" the total page that he was just working on, how is he able to "format" appropriately. He did mention templates.

But still . . . to me it's a mystery. Not to him, and he's blind . . . ❖

# explorer

**Microsoft's sneak peek of Office 2003**  
**Tuesday ! November 4, 2003 ! 6:00 PM ! Whitesboro High School**

what's.com/ing				November 2003		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>HAPPY THANKSGIVING !</b>						1
2	3	4 Monthly General Meeting 6:00 PM	5	6	7	8
9	10	11 Board of Director's Mtg St. John's 6:30 PM	12	13	14	15
16	17 Internet SIG St. John's 6:30 PM	18	19	20	21	22
23	24	25 Q & A SIG St. John's 6:30 PM	26 Basic Training SIG CANCELED	27	28	29
30						