

# Overheads are out . . . And slide shows are in . . .

## ***PowerPoint*** **Basic Training**

\* \* \*

**Presented by Linda Oltz**

6 P.M. — November 2, 2004

Whitesboro Senior High School Cafeteria

Linda, who hails from  
neighboring Chittenango  
will demonstrate . . .

\* \* \*

***How to Create and Use  
PowerPoint Slides Effectively***

A debut performance by

## **Linda Oltz**

Linda is a self-employed software trainer  
who works part-time at the  
Utica School of Commerce.

Linda is the current U.S.  
Coast Guard Auxiliary Division  
Captain for the Second Division  
in the Ninth Eastern Region.

\* \* \*

! Linda welcomes your questions.  
! Please speak loudly so others  
can hear.

## 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



# explorer

The MVPCUG *EXPLORER* is published monthly from September through June 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.

## NEWSLETTER STAFF

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Bob Schaffer

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Donna Gorrell  
John Hunter

The *Explorer* is printed by

## The Gallery

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315-768-7851

Our Internet presence is at  
<http://www.mvpcug.com>

### The Web Team

Dan Evans  
Lisa Britt

## ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

## HELP HOTLINES

Help is limited to times indicated:

- ★ Day calls: 9am to 4pm.
- ★ Evening calls: 6 to 9pm.

If your problem isn't urgent, please try email.

Disclaimer: The individuals listed here provide voluntary services and information. Please be considerate when you call. Our 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
- Batch Files ..... Tim Clinehens
- Excel ..... Bob May
- Money ..... Bob Schaffer
- Troubleshooting ..... Tim Clinehens  
..... Bill Gorrell
- WordPerfect ..... Bob Schaffer

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## Smart Computing Special

MVPCUG members can now enjoy special benefits and pricing from the publishers of *Smart Computing*, *CPU*, *PC Today*, and *CE Tips*. Subscribe to one magazine and have access online to all four publications!

- ★ *Smart Computing* — For all skill levels, the plain-English writing style will help you improve your PC productivity and get the most out of your computer. For more info, visit [www.smartcomputing.com](http://www.smartcomputing.com).
  - ★ *Computer Power User* — For the high-end power user with a taste for cutting-edge products and for those who enjoy the challenge of mastering and implementing new technologies. For more info, visit [www.computerpoweruser.com](http://www.computerpoweruser.com).
  - ★ *PC Today* — Filled with practical Windows advice that PC users can put to work immediately. Step-by-step tutorials, the latest operating system news, hardware and software reviews, and PC gaming. For more info, visit [www.pctoday.com](http://www.pctoday.com).
  - ★ *CE Tips* — Covers the world of consumer electronics from HDTV to your digital camera. For more info: [www.cetips.com](http://www.cetips.com).
- For every five paid subscriptions MVPCUG will receive a free subscription. Members family and friends can order subscriptions. The unique code numbers to use when calling (800) 733-3809 to order are:
- ★ Smart Computing: 12659
  - ★ CPU: 935
  - ★ PC Today: 570
  - ★ CE Tips: 415

### 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 Oct 5, 2004**

— Marsha Thayer, Secretary

*The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:07 PM.*

**Business Meeting**

**George Purpura, John Hunter and Rod St. Clair** volunteered to help **Tim Clinehens** carry the coffee supplies in and out each month.

**Dave Askew** reported that during November and December we are conducting the **Annual Food and Toy Drive**. Items being collected are non-perishable food and new toys. Everyone gets an extra ticket for a toy and/or food.

**Jerry Finkelstein** asked for volunteers to serve in a newly vacated board position (**George Bracken** has resigned).

**Treasurer's Report:** Income \$137.95 — Expenses: \$536.05 — Balance as of 9/30/2004: \$4251.66

**Q & A:** Tim Clinehens will not be holding Q&A and Out of the Box SIGs. Jerry asked for inputs from members on SIG topics.

**Digital camera questions:**

Paint Shop Pro will remove the skew from photos that are taken at a bad angle.

High resolution pictures can be saved at a smaller size such as 25%.

Folks have had pretty good results from using digital processing at drug stores and Wal-Mart.

**Future Programs:** **Linda Oltz** from the Syracuse Club will present a tutorial on Power Point at the November meeting.

**Program**

**Bob Schaffer** introduced **Ron Matteson** from the Syracuse Club to discuss OCR (Optical Character Recognition). Go to [www.sohotechnology.info](http://www.sohotechnology.info) for his website. OCR processes a scanned document and makes the document editable.

“Scanning for the SOHO” is a book written by Ron and was available for sale at the meeting for \$14.95. The book covers scanner inputs and outputs, controlling the scanner, scanning line art, scanning

text, continuous tone documents, scanning half tone documents, scanning transparencies, image editing, color management, fax transmission, and digital cameras.

During the first part of his presentation, Ron presented a very interesting program describing some of the difficulties and methods in converting scanned documents from images to editable documents. In the second part he described how to scan and convert various documents into OCR documents.

At 7:55 we drew door prizes.

**Door Prize Drawing Winners**

(The following prize furnished with club funds)

- McAfee Security . . . . . **Fred Cole**
- 10 CDRs . . . . . **Sherm Stein**
- 15 CDRs . . . . . **Tom Maggio**
- Picasa . . . . . **Mary Tollerton**

(The following prizes furnished by Que/Sam Publishing)

- Managing Data with MS Excel . . . . . **Howard Estey**
- Formulas + Functions MS Excel . . . . . **Nick Dudish**
- Beginners Guide to Ipod & Itunes . . . . . **Donna Gorrell**

(The following prize furnished by Stu Culp)

- WinFax Pro . . . . . **Bill Gorrell**

(The following prize furnished by Bob Angelhow)

- Quicken Basic 2004 . . . . . **John Hunter**

(The following prize furnished by Ron Matteson)

- Scanning for the SOHO . . . . . **Bob Angelhow**

*The meeting was adjourned at 8:15 p.m.*

*Respectfully submitted,  
Marsha Thayer, secretary*



**DIGITAL PHOTOGRAPHY SUGGESTIONS**

To receive weekly tips from PCWorld columnist Dave Johnson, go to <http://tinyurl.com/4c7kh> and scroll down to “PCWorld Digital Focus”. Click on the title to get a sample newsletter. If you like it, sign up to receive this in your email box every week. An archive of his articles may be found elsewhere on the PCWorld website.

To copy a document or photo, use a magnet to place the item on your refrigerator. Then set your camera on a stool or tripod at the height of the item and snap away. No more skewed pictures.

### Word Processing Tips

— by Bob Schaffer

#### **WORD** —Starting Where You Left Off in a Document

When you open Word and load the document you were working on the day before, the cursor always appears at the top of the document. So you have to locate where you left off to continue your work. This is often a real pain if you're working with a long document and you were not working at the end of that document when you closed Word. To get back to where you left off, run Word, load the document and then press Shift+ F5. Word will place the cursor just where it was when you last closed the program.

#### **WORDPERFECT** — Customize the underline feature (8/9/10/11/12)

By default, WordPerfect underlines only text and spaces when you use the Underline button.

But if you want to underline tab spaces as well or you don't want the spaces underlined, you'll need to change how the underline feature works. To do this:

- \* Choose Format | Font from the menu bar and click on the Underline tab.
- \* In Version 8, select an option from the Underline dropdown list.
- \* In Versions 9/10/11/12, first select a line style and then select an option in the Apply To panel. In Version 9 you'll see an example of the format at the bottom of the Font Properties dialog box.
- \* When you select the All option, any text, spaces, and tab spaces are underlined.
- \* The Text Only option underlines text but not spaces or tab spaces.
- \* Text & Spaces option is the default setting that underlines text and spaces but not tab spaces. The Text & Tabs option underlines text and the spaces used by a tab but not the spaces between words.
- \* When finished, click OK to accept the settings.
- \* Changes that you make will affect any underlines that are already in the document.

### ANNUAL FOOD / TOY DRIVE

Please bring non-perishable food items and/or new toys to the November and December meetings. The food is donated to the Utica-Rome Food Bank and the toys go to the Toys for Tots program.

We have special door prizes for these two meetings, including a copy of Microsoft WindowsXP Professional, Microsoft Publisher and Office 2003, among other goodies.

You can receive up to 3 tickets—one for donating food, one for donating toys, and the regular one you receive each month. This is a win-win situation. The less fortunate of the community receives our help and you have an extra chance to win a fabulous prize.



At the November meeting we will hand out to the first 50 attendees a copy of the Windows XP Service Pack 2. Come early for your copy.

## COMPUTER DOCTOR LLC

5158 State Route 233  
Westmoreland, NY 13490

(315) 853-5151



#### HOURS:

- Monday .....4:30 - 7:00 pm
- Tuesday .....On Site By Appointment
- Wednesday .....4:30 - 7:00 pm
- Thursday .....4:30 - 7:00 pm
- Friday .....On Site By Appointment
- Saturday .....9:00 - 12:00 noon

**Sign up for weekly WordProcessing Tips to be emailed to you.**

**Send your request to [rdschaffer@adelphia.net](mailto:rdschaffer@adelphia.net).**

**Did You Know . . .**

— Donna Gorrell

. . . that there are several sites you can use for detection and removal of worms and viruses? These sites will scan your computer and aid in removing the offending worms.

- \* Symantec Security Response: [www.sarc.com](http://www.sarc.com)
- \* Trend Micro Housecall: [housecall.trendmicro.com](http://housecall.trendmicro.com)
- \* McAfee Virus Removal Tools for Lovsan, Klez, and Bugbear: [find.pcworld.com/43632](http://find.pcworld.com/43632)
- \* Panda ActiveScan: [find.pcworld.com/42634](http://find.pcworld.com/42634)

\* \* \*

. . . that you can learn a lot from just a few sources? PCWorld magazine, SmartComputing magazine and Kim Komando are just 3 of the sources that I use for tips, info on the latest patches, and warnings of worms and viruses. All three can be accessed online.

- \* PCWorld magazine: [pcworld.com/](http://pcworld.com/)
- \* SmartComputing magazine: [smartcomputing.com/](http://smartcomputing.com/)
- \* Kim Komando: [komando.com/](http://komando.com/)

\* \* \*

. . . that Kim Komando has a page devoted to FAQ relating to WindowsXP Service Pack2? Many of you have issues that might be explained in this page: [komando.com/tips\\_wxsp2.asp](http://komando.com/tips_wxsp2.asp)

\* \* \*

. . . that you could print the contents of your folders through **Netscape**? Open **Netscape** and type the following in the address bar: **file:///C:/** press Enter and your list of folders on C drive should appear. You can open various folders to print the names of the files contained within each folder. If you have partitioned drives, you can do the same by just changing the drive letter. For example, my documents are on D drive so I would type **file:///D:/** and press enter. To print the list all you do is print out the resulting file in Netscape, just as you would do for a website. This does not work with Internet Explorer or Windows Explorer. The only other way to print out the contents of a directory is by using DOS. If you want to print out more than one folder, can copy and paste a list from Netscape into your word processor, name and save the file, and then you can add to it by using the copy and paste method for any or all folders you want.

. . . that there is a fix for a message that might appear when using Adobe's Acrobat Reader? If you get this message "Error reading linearized hint data" don't panic. In Acrobat Reader 5, press Ctrl-K, choose Options, then uncheck "Allow Fast Web View". In Adobe Reader 6, press Ctrl-K, choose Internet, then uncheck "Allow Fast Web View". In either case, save the changes and you will be able to open the .pdf that gave you the error.

\* \* \*

. . . that you can use page protectors to help in scanning small objects? Paul Fleischmann, publisher of SALTbytes of CNYPCUG offered this tip in the September issue. Paul says to place a blank sheet of paper in the page protector and then add the small items you wish to scan, tacking them to the paper with a Post-It if necessary. This will prevent the small items from slipping when the cover is put down. He says the sheet of white paper acts as a background thus eliminating the black that will use up your printer ink. He also says that using the page protector will probably help keep smudges off the scanner glass. To those of us who are scrapbook enthusiasts, the use of repositionable tape on the back of small items will work wonders. No repositionable tape? Simply use regular tape that you've stuck to an item of clothing first. This removes some of the "stickiness" and will allow you to remove the tape without damage. I prescan several small items that have been attached to one page and then use my scanner software to select and save the individual items to a file. I'm not sure if this saves the life of the scanner bulb, but it seems as though it is a smart thing to do.

\* \* \*

. . . that if you have a problem with a Hewlett Packard printer there might be a solution? Visit <http://tinyurl.com/3xx77> for answers. Thanks to Fred Langa's Langelist for this information. I renamed the file Hpzstatx.exe to Hpzstatx.exe.old as suggested and no longer have to reboot to clear things gone wrong after some printing problems. This file is unnecessary and the same can be said of HPzsta9x.exe. You can rename them both without jeopardy. ❖

Most computer problems are caused by a loose nut between the chair and the keyboard.

## Sites to Visit on the 'Net

— by John Hunter

Mark Twain observed that “There are three kinds of lies: lies, damned lies and statistics.” This trenchant remark is never truer than when people talk about education and educational performance of schools. Comparisons of educational achievement levels between the United States and other countries always seems to suggest that educational performance in the United States lags behind every other country. One of the major sources for educational statistics is The National Center for Educational Statistics (NCES) that publishes statistics on an astonishing number of topics such as “Revenues and Expenditures for Public Elementary and Secondary Education by State for School Year 2001-2002”, for example.

NCES also publishes periodic study results for Trends in International Mathematics and Science Study (TIMSS) and the Civic Education Study (CivEd), among others. These studies always make for good news copy since critics of American education charge that TIMSS in particular shows just how inadequate US education has become when compared to educational results achieved by students in the rest of the developed world. Recently, NCES published questions that appeared on the Civic Education test taken by ninth grade students in 28 countries in 1999. Sample questions are at <http://tinyurl.com/5av24>. You will also be able to try your luck answering these questions to see how well you do compared to 9th graders in social studies classes. Answers are provided for the unsure.

Two of the ten questions ask students to identify facts from opinions. Four statements are given and the student is asked to identify one statement as a fact from three statements that are opinions in one question, and to identify one statement as an opinion from three statements that are facts in the other question. The percentage of correct answers are given for 15 countries: an international average of correct answers from the total number of 28 participating countries and for the following countries: the US, Columbia, Chile, England, Sweden, Portugal, Italy, Greece, Romania, Germany, Estonia, Finland, Russia, Hong Kong and Australia.

For the question requiring students to identify fact from opinion, the results for correct answers from

representative countries are as follows: International average—49% correct answers; U.S.—69%; Sweden—54%; England—54%; Chile—26%; Germany—53%; Hong Kong—57%; Australia—58%.

For the question requiring students to identify opinion from fact, the results include: International average—53% correct answers; U.S.—76%; Sweden—59%; England—64%; Chile—37%; Germany—42%; Hong Kong—63%; Australia—63%.

In all ten questions listed on the web site, students from the U.S. consistently scored higher than students from the other countries. These results indicate that on at least one international evaluation, U.S. students performed better than students from other countries in their ability to discern the difference between facts and opinions. I might add that this skill is not an inherited one; rather, it is a learned skill taught by social studies teachers and other teachers as well.

For those of you who think that American schools are hopeless, these statistics will not convince you otherwise. For those of you who think American schools are better than they are perceived to be, these statistics will gladden your heart. For those who love statistics on any subject, the NCES web site will give you a buffet of statistical comparisons to chew on.

Parents often ask about the educational performance of the schools their children attend. To address this issue, Education Secretary Rod Paige released a “Back to School Checklist” of questions and tips for parents, schools and the community. This list can be found at <http://tinyurl.com/4b3r7>. The three-page checklist sorts questions by major areas: “Academic Curriculum and Achievement”; “Helping Parents and Students”; “Teacher Training and Quality”; and “Student Discipline”.

Under academic curriculum and achievement, parent questions include:

- \* Does your child’s school have a written academic mission or credo that guides the behavior of both adults and students?
- \* Does the school district have written guidelines on the amount of homework given for each grade level?
- \* How does the achievement level of the school compare with the district-wide and statewide achievement levels?

Under the No Child Left Behind Act (NCLB), states determine whether a school has made adequate

(Continued on page 7)

(Sites . . . continued from page 6)

yearly progress by comparing the percentage of students meeting proficiency standards with the statewide goals. Parents should ask:

- \* What percentage of students graduate? How many attend college?
- \* What percentage of students takes challenging pre-college courses in language arts, mathematics and science?
- \* Does the high school offer courses and programs to prepare students for the workforce?

Parents may also find help at this web site:

<http://tinyurl.com/49919>. This site provides a list of publications parents can use to help insure academic success for their children. Some topics include: “Helping Your Child Become a Reader”, “Helping Your Child With Homework”, “Questions Parents Ask About Schools”. At this site, files are in pdf format so if you don’t have Adobe Reader, download it before accessing the material.

Finally, parents can find help in financing the higher education of their children. Scholarships abound, but many scholarships go begging because students don’t know about them or do not apply for them.

The following sites offer scholarship searches: [scholarships.com](http://scholarships.com), [college-scholarships.com](http://college-scholarships.com), and [fastweb.com](http://fastweb.com). This last site compiles a list of 600,000 scholarships totaling more than \$1 billion. Your kid must be able to qualify for something from this list.

Until next time . . . ❖

### TOP 20 OXYMORONS LIST [oxymoronlist.com](http://oxymoronlist.com):

20. Government Organization
19. Alone Together
18. Personal Computer
17. Silent Scream
16. Living Dead
15. Same Difference
14. Taped Live
13. Plastic Glasses
12. Tight Slacks
11. Peace Force
10. Pretty Ugly
9. Head Butt
8. Working Vacation
7. Tax Return
6. Virtual Reality
5. Dodge Ram
4. Work Party
3. Jumbo Shrimp
2. Healthy Tan
1. Microsoft Works ❖

## Byting Remarks — Jerry Finkelstein

Time for a new PC. It’s the season. The ads look great. The price seems right, there’s more bang for the buck. My machine is about five years old and it’s time. I’m ready. Well, I think I’m ready to take the plunge. The decision is not without ambivalence. After all, it’s not the sort of thing you buy everyday. And once you buy it, obsolescence sets in the minute you hang up the phone. Or set it in your car from Circuit City or Best Buy or BJ’s.

Right now I’m working with Windows 98. I’ve loaded it with a bunch of great programs, software that does not come close to filling up the mammoth 20 GB of hard drive. It takes me where I want to go on the Net. My monitor still shows bright, clean, really colorful images. The sound can match or better the average sound system on the market. I’m typing this in WordPerfect 10. I use Word 2000 for other projects. Both wordprocessor programs serve me fine. I’m not into video or games, friends tell me I don’t need an expensive video card. I remain partial to floppy disks, I know I’ll continue using them even after I abandon the PC I’m using now.

Still, XP, I’m told is the way to go. Will it help me write a more interesting or more relevant article for this newsletter?

Will the new speedier PC get me to a Website really faster? I know that life is short, but will the difference take all of 10 seconds? A




180 or 200 GB will certainly store a lot of information. I’m thinking of my needs of the moment and in the near future and am wondering how I can possibly use all that hard drive space. I do enjoy burning my own CDs. I’d like to get into burning DVDs. With a DVD burner in my system I’d be in the throes of copyright issues. I need this, right?

Did I just talk myself out of buying a new PC? Not really. I’m a firm believer in “it’s nice to have.” I also like to help out the economy when I can. And I do think that the new black and grey colors of the hardware are easier on the eye than my old beige. And the new monitor’s footprints are really small. And . . . ❖

# explorer

**Basics of using *PowerPoint* effectively**  
**Tuesday ★ Nov 2, 2004 ★ 6:00 PM ★ Whitesboro High School**

what's.com/ing				November 2004		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM	3	4 Q & A SIG 6:30 PM St. John's	5	6
7	8	9 Board of Director's Mtg 6:30 PM St. John's	10	11 	12	13
14	15	16	17	18	19	20
21	22	23	24	25 	26	27
28	29	30	Before you come to the meeting on Nov 2 don't forget . . . 			