

Canned Tutorials: Cheap & Easy

- * Are you stuck trying to accomplish something with a piece of software?
- * Is your picture crooked, but you don't know how to straighten it in Paint Shop Pro?
 - * Has your memory failed you, and you can't remember how you did the mail merge in Word last Christmas?
 - * Are you considering sophisticated new web software that accomplishes RSS (feed creation software), but you don't know enough about it?
 - * Your office team use Outlook, but you're unsure how to use it to schedule a meeting among the six of you.



Would you believe that sometimes the help you need is more readily available to you than you might have imagined? Our December 7 program—at the Whitesboro HS at 6PM—will feature a variety of “canned” tutorials from a number of sources, each designed to show you how to perform a specific software task . . . or to explain some other aspects of the product.

You'll be provided with a handout listing the sources that we used to obtain these tutorials, whether they be slide shows, videos, or illustrated instructions. You can then hunt down some solutions of your own choosing.

You might want to come with a notebook and pen—or your laptop—so as to have the tips that should flow from this varied set of presentations.



[Actual program elements may be different from those listed above.]



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 13403-0586.

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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.

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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

MS Money and Outlook

Bob Schaffer

Troubleshooting

Tim Clinehens

Bill Gorrell

WordPerfect and Word

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.

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★ *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.

★ *CE Tips* — Covers the world of consumer electronics from HDTV to your digital camera. For more info: 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

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GET A FREE MVPCUG MEMBERSHIP

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

Stay connected . . . to the MVPCUG
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\$25 for initial sign-up - \$20 for renewal

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MVPCUG

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Marcy NY 13403-0586

Minutes of Nov 2, 2004

— Marsha Thayer, Secretary

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:05 PM.

BUSINESS MEETING

Phil Lambert is no longer doing PR for the club. The new PR person is **Lou Barille**.

Christine Siedsma was named to the Board of Directors to fill the position vacated by **George Bracken**.

Treasurer’s Report: Income—\$131.98;
Expenses—\$109.95; Net income—\$22.03.
Balance as of 10/31/2004—\$4273.69.

SIGS - As of last general meeting we were notified that there would be no Q&A and Out of Box activities. During the last Board meeting we discussed that the Q&A SIG would resume but every other month. As of tonight’s meeting the Q&A SIGS will be held every month on the 1st Thursday at St. John’s church. The next two Q&As will be November 4th and December 2nd.



All club members are welcome to attend the Board of Director meetings which are held at 6:30 the 2nd Tuesday of every month. This is an opportunity for club members to see how the Board works.

We have requested that St. John’s allow us to cut our yearly donation in half. We are waiting to hear from the church.

Bob Schaffer wants to schedule a workshop with the word processing people after the holidays. Bob is sending out Word and Word Perfect tips every month. Wants to invite the people on the list and others that are interested. He will have a hands-on presentation.

Service pack 2 is available for those who want it. Donna mentioned that SP2 is not very compatible with WordPerfect.

PROGRAM

Linda Oltz was tonight’s presenter on the creation and use of PowerPoint presentations. A tutorial on PowerPoint is located on the web at www.microsoft.com/office/PowerPoint/using.htm. During the first part of the program she gave us many pointers on creating effective PowerPoint presentations. Folks interested in putting images in presentations could use the following web sites: www.cooltext.com; Google—search for images. Be careful about copyright material.

We took a 10 minutes break at 7:15.

During the second part of the presentation Linda went through the process of building a presentation using different backgrounds and formats. She also showed us how to modify the slide master and add animation and sounds. She pointed out that Power-Point allows the user to Pack and Go which will bundle the fonts and all the other support files needed to support the presentation on another computer.

At 8:25 we drew door prizes.

DOOR PRIZE WINNERS

(The following prize furnished with club funds)

- \$50 Best Buy Gift Certificate **Loralee Whitlock**
- \$25 Best Buy Gift Certificate **Joe Piccione**
- \$25 Best Buy Gift Certificate **Rod St. Clair**
- Family Lawyer software **Marina O’Grady**
- 10 CDRs **Mary Tollerton**
- 15 CDRs **Don Pianka**

(The following prizes furnished by Que/Sam Publishing)

- Beginner Guide to Computer Basics . . **John Hunter**
- Using PhotoShop CS **John Rathbone**

(The following prize furnished by Mindshare)

- Office 2003 **Tim Clinehens**
- T-shirt **Don Jennings**
- T-shirt **Kay Janowsky**

It was reported by **Dave Askew**, chairman of the Holiday food and toy drive, that 71 food items and 17 toys were donated at the November meeting.

*The meeting was adjourned at 8:30 p.m.
Respectfully submitted, Marsha Thayer, secretary ❖*

Word Processing Tips

— by Bob Schaffer

WORD — Ruling Ruler Display

Courtesy of CNYPCUG's SaltBytes and Bill De Lucia

Word displays page rulers at the top of the document workspace in Normal and Outline Layout views (Web Layout in Word 2000) and at the top and left side of the document workspace in Page Layout view (Print Layout in Word 2000).

You can hide or display the ruler by selecting View|Ruler from Word's menu bar. When you deselect the ruler, it is automatically in "hidden" mode.

Hiding the ruler causes it to work like the Auto Hide feature that's inherent in the Window's taskbar and the Microsoft Office toolbar.

Although it is hidden from view, you can easily access it by hovering the cursor over the ruler's usual location. When you do, the ruler pops up into view.

You can then use it to make margin and tab adjustments as you normally would. When you move the cursor away from the ruler area, the ruler retreats to its hidden location until you summon it again.

WORDPERFECT — Identical Labels

You may already know how to use the Merge feature to create labels for a mass mailing, but did you know you can create a sheet of identical labels as well? You can print your own return address labels, business cards, or any other kind of label. To do this:

- * Choose Format, Labels and select the label form.
- * Create the first label.
- * Choose Tools, Merge.
- * Choose Form Document
- * Create Form Document
- * Use File in Active Window.
- * If the Associate Form and Data dialog box appears, choose No Association. Otherwise, choose Data Source, None in the Merge dialog box.
- * Choose Options, then type the number of labels on the page in the Number of Copies for Each Record text box.
- * Choose Merge.

The resulting document will contain a number of identical labels. If you flubbed the number of labels, just close this document, without saving, and try the merge again. When finished, save the label form for the next time you want to print these labels. ❖

ANNUAL FOOD & TOY DRIVE

Please bring non-perishable food items and/or new toys to the December meeting. 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 this meeting, 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.



PROPOSED 2005 BUDGET

Projected Income Source	Income Est. Amount
Dues [130 @ \$20]	\$2600
Bank Interest	40
Advertising	200
Sale of CDs	100
Total Income	\$2940

Projected Expense Items	Expenses Est. Amount
Newsletter	\$1570
Office supplies	150
Church donation	250
Insurance	420
Equipment maintenance	150
Door prizes	280
ISP	120
Total Expense	\$2940

INTERNET SIG

On Monday, December 20, there will be a meeting at 6:30pm in St. John's Church, 135 Main St, Whitesboro, for all those interested in participating in an Internet SIG. **Tim Clinehens** will lead the group and can be reached at tim_c@usa.net.

Findings, Fun, & Friends

— Kay Janowsky

This article is about my experiences with the Internet which has resulted in findings (learning), fun, and lots of new friends from all over the world. I have an addiction.

However, it is one I nurture and feed, rather than try to quit. When I retired I bought myself one of those fancy embroidery sewing machines, and the rest is history. I learned about getting on a list with people of similar interest and “talking” back and forth, sharing knowledge and suggestions. In my case it is sewing, but don’t let that keep you from reading the rest of this article. Substitute any hobby, topic, author, historical event, geographic location, etc. for the word sewing, and you are off and running with this.

I learned about the Yahoo Groups.

Go to www.yahogroups.com/. You will find several categories (similar to the ebay groupings) that you can explore to find folks of a similar interest. Some of the categories listed are Business and Finance, Computers and Internet, Family and Home, Health and Wellness, Recreation and Sports, Games, Science, Music, Government and Politics, and on and on. Click on any category and you will have up to hundreds of choices, narrowing down to the specific thing you are interested in. When you zero in on any one, you will be given a description and the purpose of the group, and will have the opportunity to join the group. Once joined, you may post any question, and share any of your knowledge with other group members, or just lurk silently and learn from the postings of others. If you ask a question, several people will quickly post an answer, and you can take advantage of help from all over the world.

For me, this has been such fun, as well as a major help whenever I get into a sewing glitch, which happens frequently I joined a group of people who have the same fancy sewing machine I have, and soon felt that many of them had become my friends because of their frequent postings and shared experiences. In fact, three times now some of us from the list have managed to set up a mutual meeting place, packed up our sewing machines, and met for a few days of fun, laughter, and mutual teaching.

It has enriched my addiction and my bank of friendships, and I have someone to get advice from 24 hours a day, from all over the world. Regular posters live in Africa, New Zealand, England, and right here in Central New York. A close friendship has resulted with a woman in Herkimer as a result of this group.

A few years ago my dad asked me to take him on a trip along the Old Historic Rt. 66. In preparing, I went to my trusty Yahoo Group site and put Route 66 in the search window and several choices came up. As a result of joining a couple, I was able to “talk” with experts who knew all the ins and outs of exploring this old highway.

We have a granddaughter born with the birth defect, spina bifida. In Yahoo Groups, I found groups for parents, people with the condition, and general informational groups on spina bifida.

I have a love for the author Kurt Vonnegut, so checked him out on the list, and yes, there are groups for Vonnegut fans. And on and on . . .there is no end to the *findings, fun, and friendships* waiting there if you want them. If you don’t find a group for the area you want, you can start a group. What a great world we live in!

COMPUTER DOCTOR LLC

5158 State Route 233
Westmoreland, NY 13490

(315) 853-5151



HOURS:

Monday4:30 - 7:00 pm
TuesdayOn Site By Appointment
Wednesday4:30 - 7:00 pm
Thursday4:30 - 7:00 pm
FridayOn Site By Appointment
Saturday9:00 - 12:00 noon

Sites to Visit on the 'Net

— by John Hunter

The holidays are here. We have just passed Thanksgiving and Christmas is rushing toward us. This year, Christmas toys present a particular problem for me as I try to buy things that eight infants and toddlers (my grandchildren) will appreciate. When I visit Toys R Us, everything seems to be made of plastic and needs batteries. Remember the old days? The days of wooden toys and heavy steel trucks, and train sets that cost less than a new automobile?

Have these toys gone the way of dinosaurs and keypunch operators? Just out of curiosity, I typed “wooden toys” in Google and within 0.70 seconds I received 3,770,000 web page links for wood toys. Amazing. Like many search engines, Google lists first the web sites that pay for the privilege, so it is not surprising to find very complete retail store sites listed in the top 10. WoodenToys.com is just such a site.

Click on the link and up pops the homepage with a banner that reads “Welcome to the world of finest quality wooden toys.” On the left of the screen is a list of categories for products sold by the site. These categories include the following: Wooden pretend play toys; Wooden imaginative toys; Wooden Rock and Ride toys; Educational wooden toys—and so on. Click on a particular category and a drop-down menu appears listing the specific toys found in this group. For example, Wooden Toddler and Pre-School Toys lists a wooden mini play cube, a wooden work bench, wooden building blocks, wooden crane truck, wooden bulldozer, and a wooden lawnmower push toy, just to name a few.

As you might expect from a company located in Westchester County, NY, these items are pricey. The mini play cube lists for \$139.95, although when I visited the site, the cube was on sale for \$129.95. The lawnmower is a bargain at \$29.95, on sale for \$24.95. The wooden work bench lists for a mere \$79.95 plus \$7 extra shipping due to weight, and the crane truck and bulldozer list for \$89 and \$79 respectively. The wooden building blocks list for \$219 for 86 pieces in 14 shapes. If you feel affluent, you can recapture the spirit of the old days, but at a very stiff price.

When I typed in “Tonka toys + steel toys” I got very different results. In 0.33 seconds I received 18,300 Google hits. But where the wooden toy site

features many places to buy many kinds of toys for kids, the Tonka lists appear to focus on adult collectors rather than children. The second item in the list presented a history of the 1960s Tonka Jeep with links to “How to date your Tonka flat-fender (Jeep) and the 1969 Look Book Catalogue page”.

The fourth site on the Google list is CarJunky.com. This site offers car parts for Toyotas, Mitsubishis and mufflers. It also offers links to 1/16th size truck models made by Wedico Toys with copy in English and German. This company offers kits for enthusiasts to build in aluminum and stainless steel. These kits are for the really serious kid or collector. The price for the Fulda Show Truck is a whopping 4,600 euros [\$5798.88] for a static model and 7,100 euros [\$8950.86] for a radio controlled model that includes a 3-speed gearbox, twin-motor drive, driven rear axles, diesel engine noise, horn, and functional headlights, indicators and brake lights. For that kind of money, the truck should wash windows, clean bathrooms and drive the kids to school as well.

The Brunswick Toys web site at tinyurl.com/45b3r advertises itself as a site for serious collectors. If you want a sand-cast steel replica of International Harvester and Studebaker Trucks in 1/16 scale, this is the place to visit. The models sell for \$325 and the site states that these trucks are not for use by children (for collectors use only). If your heart really sings when you see a Studebaker, maybe \$325 isn't too much to pay for a trip back to the good old days.

As you contemplate the holiday season, here is another site to consider visiting museumofbadart.org. This site proclaims that it is “the world's only museum dedicated to the collection, preservation, exhibition and celebration of bad art in all its forms”. In addition to pictures in the collection, the site also sells the Museum of Bad Art Book, Art Too Bad to Be Ignored. Price: \$15 plus shipping. This site is really funny. I was so impressed, I may return to this again for a more thorough evaluation. So, if you need a holiday gift for someone with a weird sense of humor, the Museum of Bad Art Book may be the perfect present.

For those of you who did not bring toys or non-perishable food items to the November meeting, there is still time to contribute to Toys For Tots and the local food pantries by bringing items to the December meeting. Best wishes for the holiday season.

Until next time.



Proposed Changes in Bylaws

ARTICLE II. PURPOSE

- A.
1. To benefit the community by providing a forum for PC users to exchange ideas, knowledge, and experience for the enrichment of all concerned.

ARTICLE VII. BOARD OF DIRECTORS

- E.
1. The Board of Directors shall meet monthly as needed but not less than nine times a year.

ARTICLE VIII. GENERAL MEETINGS

- A General Meetings will be held monthly September through June.

ARTICLE IX. SPECIAL INTEREST GROUPS

Eliminate:

Prepare agendas and summaries of meetings for newsletter publication.

Eliminate:

Prepare budget proposal.

ARTICLE XIV. ELECTIONS

- A. General elections for officers and Directors at Large shall be held annually, in December or as soon as possible if meeting is cancelled.
- B. The elected slate shall take office at the end of the meeting in which they are elected.

ARTICLE XV. FINANCIAL MANAGEMENT

- A. The MVPCUG shall be a Non-Profit organization according to Section 501 (c) (3) of the Internal Revenue Code and in Section 201 of the New York State Not-for-Profit Corporations Law as a Type B Corporation.
- B. The organization shall, whenever possible, attempt to aid other Not-For-Profit Organizations in obtaining personal computer hardware, software, information and training.
- F. An audit of the MVPCUG's financial records shall be made annually by individuals designated by the Board of Directors. **[Eliminate: and completed within the month prior to the month of the general election of officers.]**

For the complete Bylaws with changes shown in red, go to www.mvpcug.com/proposedbylaws.htm. ❖

Byting Remarks — Jerry Finkelstein

As I mentioned at our last general meeting it has come to my attention that certain club members were quite distressed about the shortage of SIGs. Once upon a time we had at least four going on in one month; attendance at these SIG meetings at times required additional chairs to be brought into the room. Remember the good old days at the Dunham library?

Through the years, however, membership dwindled, attendance at the SIGs dwindled, members interested in hosting SIGs dwindled. Indeed, at our last general meeting not one member, even those showing concern about the dearth of SIGs, wrote of any SIG they'd be interested in attending. No member showed interest in hosting a SIG. This is not to say that moments later they may discover SIG interests not thought of at this last meeting.




Some of these concerns were addressed once again at our Board of Directors meeting. **Tim Clinehens** resumed his popular Q&A SIG and will continue with it the first Thursday of the month. He will also be presenting a NET SIG, starting in December. Tim mentioned that there was one member interested in a presentation/ workshop/SIG? on XP. Anyone else interested in XP? There may be a presentation on the battle of the word processors, Word vs WordPerfect. **Bob Schaffer**, who has been doing a fine job of handing out word processing tips, is due to give a presentation on word processing. We'll continue with Q & A on digital photography at our main meetings. Also on the agenda is a presentation on Quicken and QuickBooks.

We on the Board are hoping that some of the above meet with some of your interests. We're working for you. But we need your input. We also need your attendance if you express an interest in one or another PC event. That's a start. And then there is the matter of a volunteer to host that SIG. It may well be that old SIGs outlived their usefulness, the members no longer needed them re the content or in the format they were presented. They no longer played to the needs of the members attending them. We can't bring back the old days, we're all considerably more sophisticated than we were. But we can look at ourselves as we are today, as a PC group with certain needs for now. If you let us know specific interests we will try to convert these interests into practical programs. Will I hear from you? I hope so. ❖

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Canned Tutorials: Cheap and Easy Learning
Tuesday ★ Dec 7, 2004 ★ 6:00 PM ★ Whitesboro High School



what's.com/ing			December 2004			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Enjoy the Holidays !			1	2 Q & A SIG 6:30 PM St. John's	3	4
5	6	7 Monthly General Meeting 6:00 PM	8 	9	10	11
12	13	14 Board of Director's Mtg 6:30 PM St. John's	15	16	17	18
19	20 Internet SIG 6:30 PM St. John's	21 	22	23	24	25 
26	27	28	29	30	31 