Mohawk Valley Personal Computer User Group, Inc.
explorer

PO Box 586 • Marcy NY 13403-0586

Volume 105, Number 2   **http://www.mvpcug.com**   February 2005

Schaffer & Britt: One Note and Outlook

Bob Schaffer will present a PowerPoint slide show on Microsoft's new *One Note* software.

- **Are you tired of losing important information?**

- **Is your desk a mess? Then take a look at *One Note*!**

- **Type notes anywhere on the page.**

- **Sort, label, and prioritize the way you like.**

- **Search and find information easily.**

- **Keep related video, sound bites, and pictures.**

- **Share easily through e-mail or on the Web.**

Lisa Britt will join Bob in the second half of our program. We'll show you how to get the most out of *Outlook* and *Outlook Express*.

- **Do you want to tame the chaos of your Inbox?**

- **Color code with automatic formatting.**

- **Use "flags" to prioritize and efficiently follow up.**

- **Use folders to organize and group related email.**

- **You can play favorites and quickly locate important folders.**

Whitesboro High School Cafeteria
February 1, 2005 - 6PM

A new feature on our website

Links of Interest

Go to:
mvpcug.com/index1.htm

* *Infopackets Gazette hot Windows tips n'tricks*

* *Downloads straight from Microsoft*

Click on the links to find out more about these subjects.

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

WELCOME NEW MEMBER

January

Stuart Schwartz

Mohawk Valley Personal Computer User Group, Inc.
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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

Columnists
Jerry Finkelstein
Donna Gorrell
John Hunter
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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

MS Money and Outlook
Bob Schaffer

Troubleshooting
Tim Clinehens
Bill Gorrell

WordPerfect and Word
Bob Schaffer

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Smart Computing Special

GET A FREE MVPCUG MEMBERSHIP

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- * 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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Minutes of Jan 4, 2004
— Donna Gorrell, Secretary

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:00 PM. There were 52 persons in attendance.

BUSINESS MEETING

Treasurer's Report: Income - $285.09; Expenses - $362.14. Balance as of 12/31/2004 - $3,975.37.

Jerry welcomed new members **Marina O'Grady**, **Fran Gawkins**, and **Stuart Schwartz**.

Jerry acknowledged the great job that **Lou Barile** is doing as Publicity Chair and a video was shown of the taped WKTV interview with **Bill Gorrell** and **Kay Janowsky**. A lengthy write up was in the Utica paper regarding tonight's program.

Dave Askew reported on the status of **Tim Clinehens** who had bypass surgery this week. **Bill Gorrell** will be conducting the Q&A SIG in Tim's absence.

Donna Gorrell made the motion to accept the revisions to the bylaws as read by Jerry. **Joe Madeira** seconded. There being no discussion, a vote was taken and the motion was approved unanimously.

A question and answer period followed.

PROGRAM

At 6:30PM Jerry introduced **Catherine Dougherty** who demonstrated personal finance software and spoke about money management and taxes. Cathy's program concluded at 8:10PM.

DOOR PRIZE WINNERS

(The following prizes furnished with club funds)

15 CDRs . . . . **Fred Cole**

Webster's Dictionary & Thesaurus . . . . **Ray Tryon**

American Greetings CreataCard . . . **Stuart Schwartz**

(The following prizes furnished by Que/Sam Publishing)

Absolute Beginners Guide to WiFi   **Gerald Olmstead**

Teach Yourself Adobe Premier Pro . **Joe F. Madeira**

(The following prizes furnished by Mindshare)

Publisher 2003 . . . . **Gerry Virkler**

T-shirt . . . . **Bo Wozniak**

(The following prize furnished by Jerry Finkelstein)

Highlighter pens . . . . **Bill Gorrell**

(The following prize furnished by Bill Gorrell)

Norton's AntiSpam 2004 . . . . **Rod St. Clair**

The meeting adjourned at 8:20 p.m. ❖

Web Blogs Defined, Explained and Understood — by Sharon Housely

What are Blogs?

Having heard the term previously but not having paid much attention most people are just too afraid to show their ignorance and ask the question, what is a blog? Lets face it; the term blog does not conjure pleasant images.

Blogs are web logs that are updated regularly, usually on a daily basis. They contain information related to a specific topic. In some cases blogs are used as daily diaries about people's personal lives, political views, or even as social commentaries. The truth of the matter is that blogs can be shaped into whatever you, the author, want them to be.

Where Did Blogs Come From?

The roots of blogging can be traced back to the mid 1990's. Who the very first blogger actually was is unclear, as the art of blogging did not really take hold until 1999. The original "weblogs" were link-driven sites with personal commentaries. The very first blogs were human guided Internet web tours. While initially thought of as diaries or online journals, blogs have evolved into the latest fresh web content.

The Future of Blogs

A buzz word in techie circles, "blogging" is the wave of the future. Whether it's a fad, or proves to be a new way to communicate with existing and potential customers it deserves at the very least a cursory look.

Why Blogging Is Helpful to Businesses or Individuals

Just as animated .gifs were once cool, blogging is the trendy thing to do. That does not mean that it is not beneficial to businesses. Webmasters struggling to keep fresh, attractive content on their websites to lure visitors back, have found blogs the answer. Content is a necessity for online businesses, both for purposes of being found by search engines but also because it gives visitors a reason to come back.

Now that we have established that blogs are not only trendy but also beneficial to businesses, it's important to understand how they can be used to your advantage. We currently manage and update two blogs on a daily basis. The first is our new business blog at: www.notepage.net/blog.htm. This professional business blog allows us the opportunity to tell potential—or existing customers—industry news,

Word Processing Tips
— by Bob Schaffer

WORD — Viewing Special Files

Let's imagine that you have a large number of files in your Word data folder. These files are not all DOC files—some are RTF, some are TXT, etc.

* Choose File/Open and then click the arrow at the right side of the 'File of type' list box and select 'All Files' (*.*).
* Now click Cancel.
* The next time you choose File/Open, you will see all the files in your data folder.
* What if you want to see only RTF files right now, but, you don't want to change 'Files of type' each time you need a new file?
* Choose File/Open and type in the 'File name' entry box '*.rtf'. Now, only the RTF files will appear and you can make your selection.

WORDPERFECT — Using guidelines to change margins (8/9/10/11)

One way to change margin settings is to display the Page Setup dialog box by pressing [Ctrl][F8] or by choosing Format | Margins. You can also change a margin setting by using your mouse. To do so:

* First display the margin guidelines by choosing View | Guidelines.
* Next, select (click on) the Margins check box so that a checkmark appears in the check box and click OK.
* When you do, WordPerfect will display a dotted line to identify your document margins.
* To adjust a margin for a specific part of your text, highlight that text and then move the mouse over one of the dotted margin lines.
* When the cursor changes to a double-arrow icon, click and drag the margin to a new location.
* You'll note that as you move the margin, Word-Perfect displays the setting in a shaded box.   ❖

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

Send request to rdschaffer@adelphia.net

Web Blogs . . . *cont. from page 3*

updates, or generally how mobile or paging software can be used in specific situations to alleviate problems. The bottom line is we control the content. It's updated daily, which increases the chances that search engines will spider on a regular basis and it helps with page rank because it's been submitted to all the blogging directories. Initially started on a whim we've found it beneficial to report tips, tricks or make visitors aware of new regulations related to the mobile or paging industry. The second blog we manage is at: www.softwaremarketingresource.com/blog.html.

This blog is less formal and contains marketing tips, or promotional advice for software developers or online marketers. We found that we had overflow from our monthly newsletter. Generating a daily blog would require very little effort and would assist us in creating fresh content which our readers told us was of significant interest.

Blogs & Your Business

The bottom line is you need to determine how a blog will benefit your business, determine a schedule, and adhere to it. Let your readers know what to expect and when to expect it. Blogs provide great supplemental content and direct attention to areas of your business that you want to showcase; you direct the content but let your readers guide you.

Creating a Blog

There are numerous online tools that can be used to create a blog. We found that because of security concerns, it would just be best to use a standard html program. In our case we used Dreamweaver and then create daily posts. It's really not much more complicated than typing an email. The content is then sent via FTP to a web server. If you want to test the waters there are online web-based tools that helps you publish to the web instantly. The most popular web-based tool is likely Blogger at www.blogger.com.

Other Advantages to Blogs

While you may initially create a blog for your existing customers, you may find that you can attract new customers by illustrating your expertise in a specific field. There are numerous websites that act as "blog search engines". Be sure to submit your sites to these websites to increase your exposure. This will also help with your page rank and possibly increase the likelihood you will receive decent ranking with Google. You can also create an RSS feed to syndicate blog content and gain additional exposure.   ❖

About the Author: Sharon Housley manages marketing for NotePage, Inc. www.notepage.net a company specializing in alphanumeric paging, SMS and wireless messaging software solutions. Other sites by Sharon Housley can be found at www.softwaremarketingresource.com, and at www.monitoring-software.net.

TOP 10 REASONS TO INSTALL
WINDOWS XP SERVICE PACK 2 (SP2)

. . . according to Microsoft's website:

microsoft.com/windowsxp/sp2/topten.mspx

(*See website for full explanations*)

1. **Help protect your PC from harmful attachments.**

2. **Improve your privacy when you're on the Web.**

3. **Avoid potentially unsafe downloads.**

4. **Reduce annoying pop-ups.**

5. **Get firewall protection from startup to shutdown.**

6. **Take control of your security settings.**

7. **Get the latest updates easily.**

8. **Help protect your e-mail address.**

9. **Take action against crashes caused by browser add-ons.**

10. **Go wireless without the hassle.**

TWEAKS FOR SP2

by Scott Spanbauer, PC World Magazine, Oct 2004
pcworld.com/howto/article/0,aid,117422,tk,sbx,00.asp

Scott says that Windows XP is a safe and secure operating system as long as you don't connect to the Internet.

He recommends installing a third party bidirectional firewall such as Zone Alarm and then disabling Windows Firewall. To do this, go to Start | Control Panel | Security Center, then click the Windows Firewall link at the bottom of the dialog box, check Off in the next window, and click OK.

If Windows does not recognize the firewall a security warning icon may appear in the system tray. To disable the firewall security warning in the Security Center, click Recommendations in the Firewall pane, check I have a firewall solution that I'll monitor myself, and click OK. Windows will then switch your firewall status to amber, and stop the firewall warnings in the system tray.

Automatic Updates are a good thing for some users, because you need to install patches as soon as possible. By default the service downloads and installs updates at 3AM, without inquiring into the user's preferences. But if your computer is always asleep or disconnected from the Internet at 3AM, you might never get any updates under the default arrangement. And you might want to inspect the updates that are available for downloading before agreeing to install them on your PC.

To change Automatic Updates' settings, click the System link at the bottom of the Security Center window (or choose Start | Control Panel, and click or double-click the System icon). Select the Automatic Updates tab. To choose a time when you know your PC will be awake and available to download and install updates, select Automatic (recommended), and pick a time from the drop-down list. To have Windows download but not automatically install updates until you can inspect them, select Download updates for me, but let me choose when to install them.

If you use Internet Explorer as your browser, the Pop-Up blocker may be a useful thing, but it can cause problems when you visit sites that use pop-up windows for logging in, completing surveys, displaying videos, or performing other special tasks.

First, to test whether IE's pop-up blocker is responsible, disable it by choosing Tools | Pop-up Blocker | Turn off Pop-up Blocker. If that tactic solves the problem, you can instruct IE not to block pop-ups from that one site.

To do so, first copy the site's address in IE's Address field then choose Tools | Pop-up Blocker | Pop-up Blocker Settings, then press Ctrl-V to paste the address into the 'Address of Web site to allow' field, and click Add. Or you can type addresses directly into the field.

SP2 introduces a related security feature in the Outlook Express email program. To block the tiny invisible images called Web bugs that sites use to identify you online, Outlook Express by default now blocks downloads of any external images referenced in HTML messages. If you receive one of those slick-looking e-mail newsletters, it may not look so slick after you've installed SP2.

To re-enable the display of these image links in e-mail messages, choose Tools | Options | Security, uncheck Block images and other external content in HTML e-mail, and click OK.   ❖

Sites to Visit on the 'Net
— by John Hunter

Some critics believe the New York State Legislature is the most dysfunctional legislative body in the country. In part, critics cite the chronically late budgets and the various legislative impasses that regularly occur. But before New Yorkers surrender to this characterization, we should visit www.justafreak.com.

A visit to this site will convince you that just because legislatures in other states seem to pass laws faster than New York does, the laws they pass may be of questionable utility. For example, hunting camels in Arizona is illegal. Donkeys cannot sleep in bathtubs. Cards may not be played in the streets with Native Americans. (Has anyone told Ray Halbritter?) And no one is permitted to ride a horse up the main stairs of the county courthouse. This last is a local law in on the books in Prescott, Arizona.

Kansas contributes to the general welfare by making it illegal to shoot rabbits from motorboats; and if two trains find themselves on the same track, it is illegal for one to proceed until the other has passed (sic). How this occurs is intriguing. Maybe one train pulls a SpeedRacer maneuver and jumps over the other.

In Wyoming, it is illegal to fish with a firearm; and you may not take a picture of a rabbit from January until April unless you have an official permit. In Cheyenne, it is illegal to take showers on Wednesdays.

In Ohio it is illegal to fish for whales on Sunday. It is also illegal to get a fish drunk. In Cleveland it is illegal for women to wear patent leather shoes lest men see reflections of their underwear. Remember CCD classes in the 1940s and 1950s? The priests must have all been Ohio natives. All in all, compared to this legislation, New York doesn't seem quite so bad.

For those of you with iron fortitude, there is a similar site, www.dumblaws.com. For the record, I think that www.justafreak.com is the funnier of the two and has the most content.

I may have mentioned in an earlier column my love of the 1950 Studebaker Commander Starlight coupe designed by Raymond Lowey. Another car of that era that makes my pulse quicken is the Nash Metropolitan, a tiny little two-seater with an Austin engine that sipped gas at 40+ miles a gallon. If you too enjoy these classic cars, click on www.arcticboy.com and

visit the Nash (American Motors) website devoted to pictures of all the classic American Motors cars of the period.

Another classic car site is www.amphicar.net. The 1950s and 1960s were decades of innovation. Germans designed and manufactured Amphicars from 1961 to 1968. The machine is the only civilian amphibious car ever mass- produced. More than 3,000 of the cars were imported into the U.S. The vehicle featured a rear engine Triumph Herald motor with 43 horsepower and could achieve speeds of 7 mph in the water and 70 mph on land. For the nostalgia- needy, the site with its various links has many pictures of the Amphicar cruising the waterways and the highways.

Another site to take away the February blues is www.robotfrank.com. This site provides a story line, pictures and a chat room with the fakest, tackiest-cardboard-covered person I've seen in a long time. You can e-mail Robot Frank and talk with him in the chat room. If you like The Simpsons, you'll probably enjoy this site as well.

Until next time . . .   ❖

"Swap Meet" in lieu of Auction

The Board of Directors decided that instead of devoting a whole meeting to an auction, it would encourage members to have a continuing "Swap Meet".

Instead of waiting for one day a year, members can bring computer hardware or software to any meeting. If you want to sell an item bring it to a meeting and display it behind the brick wall partition. All responsibility remains yours. You must watch over the item and remove same if not sold. MVPCUG will not be held liable for any theft, breakage, etc.

We request that all transactions be done before the meeting begins or during the break. As sound carries throughout the cafeteria no conversations will be allowed during the business meeting or the program. ❖

Tim Clinehens has recently had surgery and is staying with his brother in Indiana. He will be returning to Cleveland OH for further surgery sometime in March. He is not expected to be home for quite some time. Therefore he is unreachable for the helpline. Please do not call his home or email him, other than to wish him well. Temporarily he may be reached at <JLCSBIN47@aol.com>.

Did You Know . . .
— Donna Gorrell

. . that in December security researchers uncovered a spoofing flaw in Internet Explorer that could allow a scammer to display a fake Web site with all the attributes of a genuine, secure site, including the URL and the icon indicating SSL security. This affects only Microsoft IE. Anyone using Firefox, Netscape, Opera or Safari web browsers will not be victimized by this scam as those web browsers do not contain the Microsoft bug. If you are making any online purchases, conducting bank-by-mail or any other sensitive transactions, make sure that you use one of the safer web browsers. There is currently no patch for the bug. If you continue to use IE, turn off ActiveX or switch the security level for the "Internet" zone to "high". The vulnerability is caused by an error in the way the DHTML Edit ActiveX control handles certain inputs. The result is that a malicious site can execute script code in a user's browser session in the context of any other site.

. . that CDs and DVDs will soon be obsolete? How many of you know what a 5 ¼ inch floppy is? Did you have programs or files on a 3 ½ inch floppy and then get a new computer that lacks a floppy drive? Soon you will find that new technology will consist of something that will not play your CD/DVDs. Lockheed-Martin and the Harris Corp. are doing battle to design the Electronic Records Archive [ERA]—a system that will store information permanently so it's retrievable with whatever hardware and software are available at the time. Although this is a future technology, the smart thing to do is keep up with modern storage devices. At first, CDs were thought to last forever. Now we are cautioned that CD life is much shorter than we expected. In fact, exposure to sun can mean disaster to files on a CD. Until the next best thing to sliced bread comes along, why not make sure your files are safe by burning two CDs. Place one out of harm's way or at another location. And check the information you have on those CDs to make sure it is still viable. It takes such a short time to do and can be so worthwhile. I have all my photos, both digital camera originals and scanned old photos, on CDs, but I also have them backed up on another computer. Do you want to find out the hard way how heartbreaking it can be to lose data? ❖
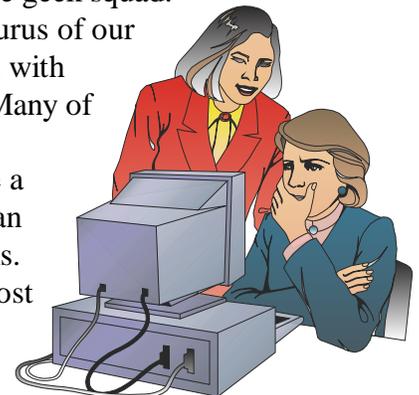
Byting Remarks
— Jerry Finkelstein

In a world of PC gadgetry it is hard to tell just what is what. Is this a cell phone I hold in my hand or is it a camera? Apparently, it is not an either/or dichotomy; it is indeed a cell phone *and* a camera. Over the holidays a friend of mine had fun taking pictures of me with her cell phone. But wait, it's also a PC of sorts perfectly capable of email, playing games, doing some word processing as well as working up a database and spreadsheet display. It's truly a James Bond gadget. Who would know by looking at this tiny thing called a cell phone that it could also do all this computer stuff? Or is it a camera? Maybe it's an iPod . Whatever.

With all this digital imaging and video and audio tracking, I'm hoping that it's all being backed up on CDs and DVDs. You know, of course, that in due course even the CD and DVD storage media will go the way of the 78 record and the LP. You want to keep up with the technology if you have any long term interest in your digital data. There are so many variables to keep in mind if you intend your images to last beyond 2005. For instance, attention must be paid to the ink and the quality of the paper of your prints. Most prints don't live long in sunshine and heat.

If anything goes wrong with your PC/cell phone/camera/DVD player . . . feel free to hire any of the local geeks to help out. They will charge a fortune but there they are, the computer geeks, the electronic geeks, the all purpose geek squad. Then there are the gurus of our Club to help you out with your PC problems. Many of you know that the MVPCUG gurus are a lot less expensive than the commercial geeks. Sometimes it's the cost of a phone call. Sometimes it's a visit to a meeting. Whatever the cost it is surely one of the advantages of belonging to our Club. It's members helping members. Is this a camera in my hand? It's a cell phone if you can use it to call a member. Oh, it plays MP3s? I see, it's an all purpose thingamajig. That's okay, you get your email, I can wait . . . ❖

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Schaffer & Britt: One Note and Outlook
Tuesday ✶ Feb 1, 2005 ✶ 6:00 PM ✶ Whitesboro High School

what's.com/ing				February 2005		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Monthly General Meeting 6:00 PM Whitesboro HS	2	3 Q & A SIG 6:30 PM St. John's	4	5
6	7	8 Board of Director's Mtg 6:30 PM	9	10	11	12
13	14 ❤	15	16	17	18	19
20	21 PhotoShop 1 - 2:30 PM St. John's	22	23	24	25	26
27	28	Six more weeks . . . or an early Spring?				