

# Beverly's back with more surprises

**Beverly Choltco-Devlin**—the gal with the impressive name—returns on February 6 to tell us more fantastic tales about the valuable resources available to us through the Mid-York Library System.

This will be Beverly's third visit and based on the hugely practical information that she passes on to us, we can look forward to an adventurous evening "at the library."

Her information buffet will include:


- > Introducing participants to more of the electronic resources available to them through the Mid-York website
- > Reviewing placing online requests through the catalog
- > Looking at the general periodical, health, business and newspaper resources
- > Identifying sites by Subject link which provides annotated access to freely available, quality websites on a variety of topics.

Questions about these topics will be very welcome. This permits Beverly to clarify ideas and to also present additional information.

Our very knowledgeable presenter—as you already know—won't be bothered by any other inquiries you care to put to her. ❖

On our website  
— **Links of Interest** —  
Go to:  
[mvpcug.com/index1.htm](http://mvpcug.com/index1.htm)  
\* [www.midYork.org/sites](http://www.midYork.org/sites)  
\* [www.pandia.com/goalgetter](http://www.pandia.com/goalgetter)  
Click on the links to find out more about these subjects.

Once again winter is upon us and bad weather may force school closure. If the school is closed, we can not hold a meeting. Please check our web site — [www.mvpcug.com](http://www.mvpcug.com) — for notification of meeting cancellation, and/or listen to the radio or watch TV for school cancellations.



**Tuesday, February 6, 2007- 6PM at Whitesboro HS Cafeteria**



# explorer

The MVPCUG *EXPLORER* is published monthly from September through June by the Mohawk Valley Personal Computer User Group, Inc.(MVPCUG), PO Box 586, Marcy NY 13403-0586.

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The 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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## Meeting Agenda

5:30	.....	Meet and Greet
6:00	.....	Business Meeting
6:30	.....	Program, Part 1
7:10	.....	Break
7:20	.....	Program, Part 2
8:00	.....	Drawing for Prizes
8:15	.....	Adjournment

## Editorial notes . . .

Thanks to the efforts of Lisa Britt we have added a new perk to being a member of MVPCUG.



By special agreement, GPO Federal Credit Union has agreed to allow members of MVPCUG to open accounts. If you wish to join the credit union, appear at one of their branches and ask for a new account. Show your membership card to prove that you are affiliated with the MVPCUG and use the club name as the referring account. GPO's main office is in New Hartford, with financial service centers in Utica, Oneida, Ilion, and St Luke's Hospital.

Banking can be done online and GPO offers full financial services and a number of electronic services. Check out their web site at [www.gpoconnect.com](http://www.gpoconnect.com).

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

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**Minutes of January 2, 2007**  
 — John Hunter, Secretary

*The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President **Jerry Finkelstein** called the meeting to order at 6:03 PM. There were 47 persons in attendance.*

**BUSINESS MEETING**

President **Jerry Finkelstein** welcomed members and visitors in attendance. **Jerry** noted that meeting notices appeared in several newspapers and was listed on at least one radio station. **Finkelstein** also noted that December meeting minutes could be read in the newsletter which is posted online at the club web site.

**Jerry** reminded members that extra door-prize tickets will be issued to those individuals donating items to the club for door prizes. Several members brought in CRT monitors for **Bob Schaffer's** English language students or for any interested attendee who wished to take them.

**Jerry** also noted that **Helen Russell** had brought items to the meeting for sale. Members were also reminded that if bad weather closes the Whitesboro schools on a club meeting night, the meeting is canceled.

**Bill Gorrell** reminded the group that the Q & A SIG will meet on Thursday, January 4, 2007 in St. John's Church in Whitesboro.

**Jerry** then informed the group that **Lisa Britt** has agreed to become program chair upon **Bob Schaffer's** resignation in June 2007.

Treasurer **Bill Gorrell** reported that income was \$154.47. Expenses were \$187.98, a difference of \$33.51. **Bill** reported a \$165.28 balance in the checking and \$3114.95 money market accounts for a total of \$3280.23 as of December 31, 2006.

**Bob Schaffer** thanked people for donating older computer equipment for his BOCES English language class. **Bob** explained that the equipment allowed students to email him on a daily basis to practice their command of English

**Bob** also announced that final details had been completed for Linda Oltz's return in June 2007 for a presentation. At this point, **Bob** then introduced the evening's speaker, **Elizabeth Rossi** who began her presentation on how to use Microsoft PowerPoint at 6:27 p.m.

**PROGRAM**

Liz introduced herself as a K-12 outreach specialist at SUNYIT who works with area educators to bring innovative technology to area schools to encourage teens to consider careers in science, technology and math. Liz also assists in the administration of SummerITeens and the Mohawk Valley Technology Education and Pre-Engineering Showcase.

Liz began her presentation by noting that her presentation was stored on a memory stick (a portable storage device) the size of a small pack of chewing gum. She also cautioned the audience to remember that presenters should master a number of versions of PowerPoint since presenters have little control over the equipment and software available at the presentation site.

At the beginning of her program, Liz distributed handouts of the slides she intended to use to demonstrate PowerPoint and made arrangements for those who did not receive a handout to get them.

As with any software presentation, the audience ranged from very experienced PowerPoint users to those with no experience using the software. Liz's presentation successfully navigated a course which provided new information to experienced users without leaving the inexperienced users in the dark.

Her presentation covered how to insert items into slides, change slide views, develop a title slide, bulleted lists and inserting clip art and images, among other topics. Her presentation was very well received by those in attendance.

At 8:05 p.m. Liz concluded her presentation and asked for questions. After addressing several questions, **Jerry** then began the door-prize giveaway.

**DOOR PRIZES**

[furnished with club funds]

- 15 CDR ..... **Dave Drew**
- 15 DVD+R ..... **Dan Pianka**
- 12 in 1 card reader ..... **Bill Wilson**
- Print Master DVD ..... **Mary Tollerton**
- 4 X 6 photo paper ..... **Judy Wenner**

[donated by **Al Fasoldt**]

- Professional Software Suite ..... **Lisa Britt**
- [donated by **Jerry Finkelstein**]

- 20 CD-R ..... **John Cleary**

*The meeting adjourned at 8:15 P.M.*

*John Hunter, secretary*



## Word Processing Tips

— by Bob Schaffer

### Word — On-line video demos

The quantity and quality of help you can currently get from Microsoft to help you maximize your use of *Office* and *Word* is quite something.

[Extra: Notice the italics on “Office” and “Word.” Would you have highlighted the entire word and then hit Ctrl-I for italics? There’s a nifty shortcut. Just place your cursor anywhere in the word and hit Ctrl-I. This also works for bold and underline.]

The December on-line issue of Microsoft’s *Mindshare* newsletter urged readers to use the “self-paced learning available at Office Online.”

Here’s the URL for a direct connection to a web page with two dozen video demos—and still more: <http://office.microsoft.com/en-us/word/CH011218821033.aspx> (Note: In the number that follows the CH, the “0” is a zero, not the letter “O”.)

Now I just checked out the hyperlink by copying it into *Internet Explorer* and it took me to the list of 24 video demos. I previewed the first demo, “Copying formatting in a single click with Format Painter.” For me, this was a top-notch video that clearly and simply showed you the steps you need to take to use the Painter. It’s a tool that allows you to quickly and easily transfer formatting from one item to another. It makes repetitive tasks a snap.

Like most video demos, you can pause the picture to take down a note, try the step on your own computer, and you can repeat a section as often as you wish. This is a great learning tool.

Here’s a sample of the 24 video demos available:

- ✓ Microsoft Office System trips and tricks
- ✓ Easy on the eyes, Word reading layout view
- ✓ Delete the first-page header and footer, or make them unique
- ✓ Use mail merge to format and print mailing labels
- ✓ Take control of page breaks in your Word document
- ✓ Add a folder shortcut to open and save folders faster

Bookmark the page of demos so that you can easily return to them whenever you have the time or inclination to learn something more about the ubiquitous *Word* program. ❖

### WordPerfect — Fonts

You can have a fontastic (pun intended) time with fonts in your documents. You can change the style, the size, and such formatting elements as bold, italics, and underline. WordPerfect makes it very easy.

At the top of a WordPerfect page you have the blue Title Bar which tells you which document you are working on. At the end of your document’s title you will find “(unmodified)” *if* your document has been saved. Yes, you want to save often, especially if you’ve made extensive or complicated changes in your document. It only takes a second to hit Ctrl+S to save your work. You might even want to do that after each sentence (especially if your computer has been acting up).

Below the Title Bar is your Menu Bar. The standard configuration here is “File, Edit, View, etc.”

Moving to the next bar, you might have one or more Property Bars, depending upon how you’ve set up your editing tools. Items on a property bar can be completely individualized in terms of placement on the bar. Move an item from one bar to another or move items to a different place on that bar.

The Font Face List Box is normally the first item on a Property Bar and it contains the name of one of your fonts, for example, Times New Roman. To the right of the box is a small “v” that indicates a drop-down list. Click on it and you will probably find (depending on your setup) a huge list of different font styles. Perhaps you’d like to change your text to a fancy script style that looks like handwriting. Which of the many fonts listed will be in script?

First highlight three or four words in your document and then go to your list of available fonts. As you move your mouse over a font title, a large rectangular bar appears at the top-right on the drop down list with a clear example of the type face. You can also highlight one of the font names and then use the up -arrow or down-arrow to skim through the fonts until you see the attractive script style that appeals to you. As you move through the list, you will also be able to see those highlighted words change in your actual text, giving you a further idea of how effective your font change may be.

You can accomplish similar actions in regard to the front size. The font size box is usually located to the right of the font face box. ❖

## My Documents facts and other tidbits — by Donna Gorrell

Windows Explorer, by default, opens showing the My Documents folder. To change the default setting so that all top-level drives and folders are shown, follow these steps:

1. Click Start | Programs | Accessories, then right-click Windows Explorer, and click Properties.
2. Under Target field, which reads  
`%SystemRoot%\explorer.exe`  
 add to make the line read  
`%SystemRoot%\explorer.exe /n, /e, /select, C:\`
3. Click OK.

You can change the default location of the MY DOCUMENTS folder. By default, the target or actual location of the My Documents folder is C:\Documents and Settings\ user name \My Documents, where C is the drive in which Windows is installed, and user name is the currently logged-on user. You can change the target if you want My Documents to point to a different folder location by following these steps:

1. Click Start, and then point to My Documents.
2. Right-click My Documents, and then click Properties. Click the Target tab. In the Target box, do one of the following:
3. Type the path to the folder location that you want, and then click OK . For example, D:\My Stuff. If the folder does not exist, the Create Message dialog box is displayed. Click Yes to create the folder, and then click OK.

— OR —

Click Move, click the folder in which to store your documents, and then click OK twice. If you need to create a new folder, click Make New Folder. Type a name for the folder, and then click OK twice. In the Move Documents box, click Yes to move your documents to the new location, or click No to leave your documents in the original location.

To restore the My Documents folder to its default location, follow these steps:

1. Click Start; point to My Documents. Right-click My Documents, and then click Properties.
2. Click Restore Default, click OK.
3. In the Move Documents box, click Yes to move

your documents to the new location, or click No to leave your documents in the original location.

You can remove the My Documents folder from the Start menu by following these steps:

1. Right-click Start, then click Properties. Or, if the Start menu is already displayed, right-click an empty area of the Start menu, and click Properties. Click Customize. Click the Advanced tab.
  2. In the Start menu items list, under My Documents, click Don't display this item, then click OK twice. The next time you click Start, the My Documents folder is no longer displayed on the Start menu.
- NOTE: Removing the My Documents folder from the Start menu does not remove the files stored in the target location of the My Documents folder.

To display My Documents on the Start menu, follow these steps:

1. Right-click Start , and then click Properties. Or, if the Start menu is already displayed, right-click an empty area of the Start menu, then click Properties. Click Customize.
2. Click the Advanced tab. In the Start menu items list, under My Documents, click Display as a link or Display as a menu, and then click OK twice.
3. The next time you click Start, the My Documents folder is displayed on the Start menu.

If you keep all your data in the My Documents folder, make sure you back it up. If you have to re-install the Window operating system the My Documents folder will be overwritten and your data will be gone.

To print a Contact Sheet of photos along with their file names in PaintShopPro choose Browse from the File menu. The Browse window will appear and show you image thumbnails by folder. Choose the folder you want to print, then choose Print from the File menu. You'll get a "contact sheet" of the images in the folder, along with all of the file names. It's a handy feature that most people don't even know is there. Adobe's Photoshop Elements has a similar feature. Choose Print Layouts from the File menu and choose Contact Sheets. Newer versions of these programs should contain the same feature but may be called by a different name. Check "Help" for "contact sheets".



## Sites to Visit on the 'Net

— by John Hunter

This month's column presents a mishmash of unrelated sites that for some reason I have overlooked in the past.

### Online Shopping Presents Unusual Products

Years ago indigent people wore burlap clothing that was long-lasting but not chic. A modern twist on long-lasting plus chic is hemp clothing. Yes, children, it comes from the same plant that also produces marijuana. But unlike pot, hemp clothing produces only a fashion high. Fetching togs may be viewed at [dashhemp.com](http://dashhemp.com). The site promises "upscale" designer clothing. When I visited the site, a shirt jacket at \$65.00, on sale, headed the list of men's clothing. The shirt looks good, but I wonder whether a wearer could pass a police checkpoint manned by a pot-sniffing dog. Anyway, good luck and happy shopping.

For all you closet liberals out there, another somewhat subversive clothing store can be found at [auntiefashions.com](http://auntiefashions.com). A "Blue State Athletic Dept" labeled sweatshirt costs only \$27.99. Other shirts feature quotes from Ben Franklin including "Any society that would give up liberty to gain security will deserve neither and lose both." And another shirt that proclaims "Un-Republican is NOT Un-American."

These should indicate the strong leftist leanings of an organization that proposes to save the world as well as to sell tee shirts. Members interested in exhibiting their liberal biases can also sign up for a weekly RSS feed which sends "inspiring words from the shop's fearless leader Mal Content." [Obviously, this site caters to those who just can't wait for the 2008 political campaign season to really start boiling.] Not till next year, if then.

### Getting It Right

All of us spot typos and other errors in newspapers and magazines on a regular basis. For those who are too lazy or too uninspired to find and distribute media faux pas, [regrettheerror.com](http://regrettheerror.com) does it for you. The site broadcasts for all the world to see the editorial mistakes, unfortunate headline malaprops and unintended humor by printing corrections and funny headlines. The day I visited, editorial goofs came from the Albany Times Union, Baltimore Sun,

Boston Globe, Christian Science Monitor and New York Times to name but a few newspapers. One report from The Bombay Hindu stated that Elizabeth Hurley will wear a 4000- pound sari designed by Tarun Tahaliani at her wedding in March 2007. After a number of readers expressed concern about Hurley's health should she attempt to wear the garment, the paper acknowledged that the copy should have used the currency symbol for pound-sterling ^ rather than the word "pound."

For many good chuckles, visit this site.

### New Gear for the Techie Crowd

Some of us are driven by the need to have the latest and the best tech gear around. Unfortunately, the U.S. operates in a low-tech bubble. To see what is really, really cutting-edge stuff, travel to the Pacific Rim. [WWW.akihabaranews.com](http://WWW.akihabaranews.com) presents the newest and best of all things technical.

For example, Samsung announced the introduction of its 16-gigabit NAND flash reader using 50 nanometer (nm) process technology. This promises to increase read speed by 150%. What is unique about all this is that this baby is a solid state device [SSD] which will replace traditional hard disk drives in some computers such as the Sony Vaio UX.

### Apple Announces New iPhone

For all things Apple, visit [www.iLounge.com](http://www.iLounge.com). This site advertizes itself as the place to go for "all things iPod, iTunes, iVideo" and so on. The biggest news on this site is the Apple name change. The company will now be known as Apple Inc rather than Apple Computer.

With the introduction of the iPhone, Apple TV, and iPod in addition to computers, the company reasoned that only one of its major product lines is a computer. For all other info on apple iPods, iTunes, and manuals, this is the mother load of idata. Ai, Ai.

### Techie Diva Taps Into Women's Tech Needs

For women attracted to technical equipment that exhibit a fashion flair, a visit to [techniediva.blogs.com](http://techniediva.blogs.com) is the place to visit. Ladies can read up on technical reports, window shop for high fashion laptop bags, colorful USB flash drives and more. For example, ladies will note that NEC has developed a waterproof laptop for the accident prone. Men will need this too.

Until next time . . .



## Did You Know . . . — Donna Gorrell

. . . that you could change your color scheme? Right-click an empty area of the Desktop and click Properties. On the Display window, select the Appearance tab. The three selections are under “Color scheme.” If you want a better selection, click “Windows and buttons.” Select “Windows Classic style.” Now you’ll find tons of colors under “Color scheme.” You can also make various Windows elements different colors. Click Advanced and select the elements under Item. Windows 98 is more direct. Follow the same trail to get into the Display window. Select the Appearance tab. Colors are under Scheme; the various elements are under Item.

. . . that you can copy text from a web page or any other document and paste it into a word processing program, such as Word or WordPerfect, without fonts or formatting that was on the original document? Highlight the text you want, right click and choose Copy. Then go to your word processor and click Edit | Paste Special | Unformatted Text. This will paste the text into a document without any formatting and it will match whatever you have set up for your own documents regarding font and size.

. . . that you could print a part of a web page? If you want to print something from a web page but do not want to print the entire page, use your mouse to highlight the part you want to print. Then choose Print from the File menu and when the print dialog box appears click on Selected Text.

. . . that you can download viewers for Microsoft programs that you might not own? If someone sends you a PowerPoint, Access, Word, or Excel document and you don’t have the program, go to: <http://www.microsoft.com/office/000/viewers.asp> to download viewers which will allow you to view the file without having to purchase the program.

. . . that if you are looking for a FREE graphics manipulation program it’s hard to beat an oldie but goodie? GIMP has been around since forever [1996]. It’s still free. There is a downloadable manual online and tutorials. Go to: <http://www.gimp.org/> to learn more and download the program. ❖


## Byting Remarks — Jerry Finkelstein

TV sets are getting bigger. They’re also getting smaller. In the comfort of your home theatre you can watch movies on a 108 inch TV screen. You can also see the same movie, let’s say *Gone With The Wind* or *Mission Impossible III* on a tiny video iPod. I can understand watching movies on a big screen, especially those movies that feature grand vistas or detailed graphics, or show off very impressive special effects. But even plain old favorites like *Casablanca* are diminished when viewed on small TV sets. When was the last time you saw that great movie on a movie theatre screen? It is a different movie experience than seeing it even on a 19 inch TV or computer screen.

According to a recent *New Yorker* article, the younger members of our species are “platform agnostic . . . they will look at movies on any screen at all, large or small.” They seem perfectly content to download movies and watch them on their teeny iPod screens. Lost is the grand sweep of *Lawrence of Arabia*; the line of camels on the desert horizon looks like a line of ants. These iPod watchers can’t possibly see what they’re watching. And if doesn’t make any difference if you are watching a camel or an ant, you may not be watching *Lawrence of Arabia* after all.

The technical stuff is already here to watch movies on your PC even if your PC is also the watch you’re wearing on your wrist or the cell phone that rings tunes, takes pictures, makes movies and, oh yes, is the thing you use to talk to other people. These technical achievements make for a PC that integrates all your life gadgetries, and that makes for a life that is not piecemeal, it is integrated and whole. WOW!

Yet all things are temporary and all these new technical marvels will go the way of the long playing record. You might want to start planning what to do with your soon to be obsolete DVDs. I’m only asking because, you know, if you live long enough you will go on to the next new thing. ❖





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Mid-York's Valuable Resources  
 Tuesday ★ Feb 6, 2007 ★ 6:00 PM ★ Whitesboro High School



THINK SPRING !

what's.com/ing				February 2007		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Q & A SIG 6:30 PM St. John's	2 	3
4	5	6 Monthly General Meeting 6:00 PM Whitesboro HS	7	8	9	10
11	12	13 Board of Directors Meeting 6:30 PM	14 	15	16	17
18	19 	20	21 	22	23	24
25	26	27	28			