

## The Inside Track

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## Mid-York Resources

Beverly Choltco-Devlin returns on February 5 to tell us more about the valuable resources available to us through the Mid-York Library System.

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

Some of the new and exciting things Mid-York has to offer:

- ★ New genealogy databases (GenealogyBank and Historic Newspapers) in all libraries with remote access and Ancestry/HeritageQuest in 4-6 libraries for in-library use
- ★ Downloadable audiobooks
- ★ New Ask Us 24/7 Virtual Reference service
- ★ Web 2.0 technologies (i.e., blogs, wikis, tagging, social networking)

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

Once again winter is upon us and bad weather may force school closure. If the school is closed, we cannot hold a meeting. Please check our website — [mvpcug.com](http://mvpcug.com) for notification of meeting cancellation, and/or listen to the radio for school closings. [www.wktv.com](http://www.wktv.com) also has a listing of school closings.



**Tuesday, February 5, 2008- 6PM**  
**Whitesboro High School 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 . . .

Many thanks to Judy Wenner for contributing software that she can no longer use. We will be using some for door prizes and the rest will be offered at future meetings for free. Those of you who picked up Quicken 2002 and Navy Fighters can thank Judy.



Are you using Vista? If so, can you offer any hints or tips? As many of you know, I recently bought a new laptop with WindowsXP. I chose not to get Vista as I am happy with the programs that I use and do not want to have to upgrade simply because the operating system isn't compatible with the software that I now have. Newer is not always better.

Please send me [[donna.gorrell@yahoo.com](mailto:donna.gorrell@yahoo.com)] any and all of your tips regardless of operating system. Remember our motto, "Members Helping Members."

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

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**Minutes of January 3, 2008**  
 — John Hunter, Secretary

*The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President Jerry Finkelstein called the meeting to order at 6:05 PM. There were 30 persons in attendance.*

**BUSINESS MEETING**

**President Jerry Finkelstein** welcomed members and visitors. Jerry then asked **Bill Gorrell** for a treasurer's report. Bill reported that as of December 31, 2007 the club had received \$100.85 in revenues and had spent \$216.60 for Internet service, newsletter printing, postage and a meal for the December presenter. This left a negative cash flow for December of \$115.75. Bill also reported that account balances for checking, money market and credit union share account total \$2913.16.

Jerry then announced that the speaker for February will be Beverly Choltco-Devlin of the Mid-York Library System who will speak about genealogy resources available at the library.

March will bring a presentation of Microsoft Publisher.

The April meeting will feature a presentation by **Donna Gorrell** and **Jim Pease** featuring what you can do once you have researched your family histories.

Then Jerry entertained questions from the group which included a discussion of fan noise and what the noise might portend.

Another member reported that she had received a notice about a new virus that no one else had experienced.

Donna Gorrell reported that she received a warning notice about apdproxy.exe which turned out to be an issue with Adobe PhotoElements6. This can be fixed by turning off auto launcher in the Organizer portion of the program.

**PROGRAM**

At 6:30 p.m. Jerry introduced the night's speaker, Dick Williams. Mr. Williams, a retired Whitesboro High School Social Studies teacher, spoke about how to start a personal family genealogical history. Williams provided a handout for attendees that included research tips, and sources that included the Oneida County Historical Society, various departments in the City of Utica, and a number of print and Internet resources which include ethnic web

sites DNA testing services and various collections of censuses and directories.

There was a 10 minute break at 7:15 PM and Mr. Williams concluded his informative talk at 7:58 PM.

**DOOR PRIZES**

[furnished with club funds]

- 15 CDR 52X w/case ..... **Richard Eades**
- 10 DVD-R w/case ..... **Lisa Britt**
- Photo Paper ..... **Kay Janowsky**
- 1 GB Flash Drive ..... **Fred Cole**
- 10 CD cases ..... **John Hunter**

[Donated by Peachpit Press]

- IPOD/ Itunes Book ..... **Nelson Robinson**

[Donated by Jerry Finkelstein]

- 20 CD-Rs Cool Colors ..... **Ken Dembowski**

[Donated by Kay Janowsky]

- XP Book ..... **Herb Levine**

The meeting adjourned at 8:10 PM.  
 John Hunter, secretary



**New Friends and Old Friends**

Joseph Parry [1841-1903]

Make new friends, but keep the old;  
 Those are silver, these are gold.  
 New-made friendships, like new wine,  
 Age will mellow and refine.  
 Friendships that have stood the test-  
 Time and change-are surely best;  
 Brow may wrinkle, hair grow gray,  
 Friendship never knows decay.  
 For 'mid old friends, tried and true,  
 Once more we our youth renew.  
 But old friends, alas! may die,  
 New friends must their place supply.  
 Cherish friendship in your breast-  
 New is good, but old is best;  
 Make new friends, but keep the old;  
 Those are silver, these are gold.

Welcome new members:

**Ann Brunnett**  
**Shirley Hilts-Adams**

and Welcome back an old friend:

**Bob Brown**

## Word Processing Tips

— by Bob Schaffer

### Templates . . . and a template problem

Excerpted and modified from *SmartComputing*  
March 2007, Vol.18, Issue 3, Page 69

Templates are great tools for creating documents; they save you from having to reinvent the wheel every time you want to create a document. All documents are based on templates, even if you don't choose one manually.

Click File and New to create a new document. The New Document pane opens. You probably click Blank Document in the New section of the pane most times. You are creating a document with the Normal.dot template when you do so.

You can also choose to create a document from another template. There are three selections in the Templates section of the New Document task pane. Click the On My Computer link, and you will see a tabbed dialog box with a variety of templates and template wizards on which to base new documents. Each template contains a unique set of elements. At the bottom right of the dialog box, you can create a new document from a template or create a new template.

The template tabs are:

- \* General - Blank, Web Page, Email Message
- \* Legal Pleadings - "Wizard" available
- \* Letters & Faxes - 13 templates available
- \* Mail Merge - 10 templates available
- \* Memos - 3 templates, plus "Wizard" available
- \* Other Documents - 3 Resume templates, plus "Wizards" for Agendas, Calendars, Batch Conversion, and (more) Resumes.
- \* Publications - Thesis, Manual, Directory, Brochure
- \* Reports - 3 templates available

There's also a still larger variety of templates on Office Online. If you haven't tried using the "Wizards" to take you step by step through the process of creating a template, then you are missing a valuable word processing feature that can save you a great deal of time and help you create especially attractive documents.

You may face the situation when all of the template elements, such as macros, AutoText, and custom toolbars, menus, and shortcut keys, you used with a document have suddenly disappeared when you open the document. This happens when the

document can no longer find the necessary template. There are two ways this can happen.

You may have moved the document to a new location that doesn't contain the template you need. Attach the template to the document before you move it to a new PC. With the document open, click Tools, Templates And Add-Ins. Click Add, select the template you need, and click OK twice.

You may also encounter this situation when the necessary template has been moved to a new location on the computer. If you suspect this, click Tools and Templates And Add-Ins with the document open. Click Add, find and select the template, and click OK. The template may have been lost somewhere on the PC, and you can't find it. If so, click Start, Search, and then type \*.DOT in the folder search field (the first field in the vertical pane on the left side of the screen). Click OK. The template document appears if it is still on the PC. ❖

by Tom Hancock (Modified by Bob Schaffer for MS Word 2003)



### 24 Free Video Tutorials!

Are you, like me, not always helped by wordy explanations of how to do things in Word? Then *do* read the rest of this article and learn how to quickly and easily entertain yourself while learning how to make better use of Word.

1. Enter this URL on the address line of your browser:  
<http://office.microsoft.com/en-us/default.aspx>
2. Near the bottom of the web page entitled "Microsoft Office Online" you'll see a horizontal white bar with five headings. The fourth (from the left) heading says "Training." Click on "Office Demos" under that heading and you're taken to "Help and How-to".
3. In the middle of the page is a yellow rectangle with the heading "Browse Demos by Product".
4. Below that heading are three tabs. Click on the tab that says "Office 2003" and below that click on the item that says "Word 2003".
5. And there you have it: twenty-four video tutorials covering a number of different topics, including: copy formatting in a single click with Format Painter, using the Clip Organizer, Word reading layout is easy on the eyes, rotate graphics in documents, delete the first page header and footer, and more . . . ❖



## Don't Throw Out Your Old Computer — by Kim Komando

Q. I got a computer for Christmas. What should I do with my old one? It still works, but I don't think I'd get much on eBay. Throwing it out would be bad for the environment. Is there some way to recycle the machine?

A. You're right. You definitely shouldn't throw your old computer in the trash. Computers and monitors contain toxic compounds such as lead and mercury. These can leach into the ground.

And it isn't just computers and monitors that can harm the environment. You should dispose of all electronics—iPods, televisions, cameras, etc.—properly.

I'm going to address the computer question below. But some of this answer applies to other electronics, too. I wouldn't throw any of them into the trash.

I don't know much about your old computer. So I can't say how much you'd get for it on eBay. But it might not be worth your time and effort. You can search for comparable machines and see how people are bidding. You may be surprised.

Maybe you could reuse your old computer. You could turn it into a DVR [<http://tinyurl.com/ydae28>]. This is relatively easy, not to mention inexpensive. Throw in a media extender or two, and you can watch recorded shows on TVs around the house.

You could also turn the computer into a server. This may sound intimidating, but don't let it scare you. I have a tip that explains how it's done [<http://tinyurl.com/26xa47>]. You can use it to store files and serve media. It also makes backups easy.

You don't need a particularly powerful computer for a server or DVR. But if the computer is a laptop, it probably isn't well suited for these uses. Or, maybe you just prefer to reduce the clutter.

In that case, there are other solutions. First, maybe a friend or family member could use the old computer. Ask around; you may find a taker. Bob Schaffer [[rdshaffer@roadrunner.com](mailto:rdshaffer@roadrunner.com)] would like your old computer for his ESL class. Failing that, you can donate the computer to a charity. Depending on the machine, a charity might be happy to have it. And by donating it, you're extending the machine's life. You can try contacting local charities. For example, a church or a school may be able to use your old gear. If you have trouble locating an organization that will take your gear, contact the National Cristina Foundation [[cristina.org/](http://cristina.org/)]. It has affiliates in every state and takes both PCs and Macs.

The National Cristina Foundation will help you find charities that will accept your donation. This can take a few weeks. You can donate computers, printers, peripherals and even software. In some cases, you may be

able to donate computer parts.

You'll also find trade-in programs for computers and other old gadgets. For example, HP accepts a variety of gadgets from many manufacturers. You will get a check for your trade-ins; the check can be redeemed on HP products.

Toshiba has a similar program that offers cash for your trade-ins. Gateway's trade-in program is like Toshiba's. However, it is only available if you've recently purchased a Gateway or eMachines product.

Toshiba will recycle its products for free. Gateway charges for recycling, as does HP. But HP gives you a credit toward a new HP machine.

Costco also has a trade-in program. It accepts a variety of gadgets. You'll receive a gift card for the store. If the item can't be resold, Costco will recycle it for free. Certain items, like CRT monitors, can only be recycled. Shipping is free.

Dell will recycle any computer with the purchase of a new one. It also recycles its machines free of charge at any time.

Apple has a free recycling program for iPods and cell phones [<http://tinyurl.com/j7yke>]. It doesn't matter who makes the phone. You can mail in the items for free. Or, take your iPod to an Apple store for 10% off a new one.

Apple will recycle any computer and monitor with the purchase of a new Apple computer. Additionally, you can recycle Apple batteries at any Apple store for free.

There are other options for recycling electronic equipment. Staples stores will recycle your gadgets. There's no charge for small items. Larger items, such as computers, incur a \$10 charge. Televisions and large copiers are not accepted.

Office Depot also offers a recycling program. You can purchase a box for \$5, \$10 or \$15. Fill it with as many acceptable items as it will hold. Then, drop it off at your local store. Acceptable items include CRT monitors, computers and more.

Other retailers, such as Best Buy, offer free recycling of cell phones, ink cartridges and batteries. You must take the items in to the stores.

If you have difficulty recycling or trading in your equipment, visit Electronics Recycling [<http://tinyurl.com/35wu5z>]. It lists recyclers in your area. You may be charged for recycling. You may also contact the manufacturer of the gadget. It should offer recycling advice.

Now, before you do anything with your old gear, erase your data from it. Otherwise, your identity could be stolen. And remember, simply deleting data from a hard drive is not enough. You should use a program like Eraser. ❖

## Sites to Visit on the 'Net

— by John Hunter

### Web Icon Fades Away

The Internet has become a tool so versatile and necessary that we take the power it gives us for granted. But the Internet we use today did not develop without Netscape Navigator, the first really popular browser. The first Netscape iteration came to market in 1994 and became, for a time, the browser of choice for more than 90% of the web population.

AOL, which now owns Netscape Navigator, announced that Netscape will no longer be supported after February 2008. AOL hopes Netscape users will migrate to Firefox. After February 1<sup>st</sup>, users may still use Netscape, but AOL will provide no more active support such as security patches or software updates.

Oh well . . .

### Spoof Ads

Good satire is hard to come by these days with political correctness running rampant and all. If you have a decidedly mean streak and want a good laugh, click on <http://adbusters.org/spoofads/index.php> I found a wonderful spoof of an Absolut Vodka ad that shows a hangman's noose in the shape of an Absolut Vodka bottle with copy reading "Absolut Hangover." Another funny spoof ad features "Man in a Can!" The ad reads: "All over the Western World, male fertility is rapidly declining. What's a healthy woman to do? Go modern, of course! MAN IN A CAN offers you the perfect genetic material for the children of your dreams! – doctor, scientist, athlete." Very funny.

And then there's the AA meeting plan with seats set up in the shape of an Absolut bottle.

### More Humor

For more chuckles click on [www.hatsofmeat.com](http://www.hatsofmeat.com). This utterly ridicules concept features photos of men and women wearing various cuts of meat as hats. Really. Some people have too much free time. I clicked on the FAQ section and found the following. I learned that wearing a meat hat is not harmful to my hair. Proteins in the meat provide the hair with nutrients.

Want to celebrate Hanukkah? Free brisket yarmulkes will be provided for the whole family to attend the Hanukkah Party. Meatheads will find a new line of yarmulkes made from corn beef and

pastrami. These are the perfect adornment when you attend the Hats of Meat Fashion Expo. This is soooo silly, but it does produce smiles.

### What Has AI Gore Spawned?

Planet sensitivity run amok. The magazine *Building Operating Management* recently published a list of Green resources for building managers who wish to provide a greener approach to cleaning buildings. To find the latest and greatest in green cleaning click on [www.astm.org](http://www.astm.org). Type in ASTM E 1971-05 and up pops the standard guide for the cleaning of commercial and institutional buildings.

If you wish to assure that the school your kids and grand kids attend is green, click on [www.chps.net/greentools.htm](http://www.chps.net/greentools.htm). This site provides tools to build a new generation of green schools. You can even attend the annual convention in California in September. If you play your cards right, this may be an IRS deductible vacation!

### What Ever Happened To . . .?

You play the game at parties: You think of someone famous and wonder if so and so is still alive. How can you find out? Simple. Click on [www.deadoraliveinfo.com](http://www.deadoraliveinfo.com). This site will give you the health status of nearly 1000 famous or nearly famous people. It is as current as Benazir Bhutto, 54, (December 27, 2007). The site provides the death date, the age, the field (politics, for example) and various links to find updated info on each subject.

You can find out if your subject has died in the last 6 months, died before the age of 30, cause of death and so on. The list for 2007 is long and includes such notables as Kitty Carlisle, Phil Rizzuto, Teresa Brewer, Tom Snyder and Boots Randolph.

You can also take dead or alive quizzes, put them in order quizzes, guess the age quizzes and who have you outlived quizzes. This is very informative, if slightly macabre.

### Want a Second Career?

If you want a career as a board member of a non-profit, click on [www.boardnetusa.org](http://www.boardnetusa.org). This site helps professionals seeking to join nonprofit boards to find boards seeking members. Remember, you gotta give back.

Until next time . . .



## Did You Know . . . — Donna Gorrell

. . . that Steve Bass at PCWorld has some excellent tips regarding Rules and Filters for email? See: <http://blogs.pcworld.com/tipsandtweaks/archives/004138.html>. He says that Rules aren't difficult to create, and there is help to get you started. He recommends Sitedeveloper's Outlook Spam Tutorial [[sitedeveloper.ws/tutorials/spam.htm](http://sitedeveloper.ws/tutorials/spam.htm)]. It covers Outlook Express, and Outlook versions 2000 and 2003. A less technical tutorial for Outlook Express is at [[helpdesk.umd.edu/topics/email/general/853/](http://helpdesk.umd.edu/topics/email/general/853/)]. Both have screen captures that give you visual aide as well as written explanations.

Online tutorials mainly focus on filtering spam. That's important, but filters can also be used to maintain order in your e-mail folders. Bass makes folders for more than a dozen categories—newsletters, PC World editors, blogs, jokes, reader e-mail, to name a few. That way everything doesn't land in his inbox and it gives him control on deciding when to read, say, newsletters.

The logic of arranging the order of filters sometimes takes a little work. Inside Outlook Express [[insideoe.com/tips/rules.htm](http://insideoe.com/tips/rules.htm)] is a site with smart filtering ideas. [The tips also apply to Outlook.]

. . . that there are also filters for Eudora? Bass uses Eudora and considers it to have the most powerful email filtering system. He recommends Cecil Williams's "Eudora Spam Filtering with Eudora" site [[cecilw.com/eudora/index.htm](http://cecilw.com/eudora/index.htm)] to learn of his filtering strategies and brilliant examples, plus his explanation on how to apply controls to every incoming e-mail.

Bass states that he created a whitelist filter that takes everyone in his address book and gives them a free pass into his inbox [or appropriate other folder]. Another one filters out e-mail with Asian characters; and another that finds spoofed e-mail allegedly from AOL, Yahoo, or MSN addresses. If you use Eudora, you really need to look over the site; Outlook users may be able to glean the concepts and syntax, and from them, create equally powerful rules.

. . . that you can see a list of the fonts on your computer? Press the Windows key+R, or select Start | Run, type Fonts, then Enter, or in Windows Explorer select c:\windows\fonts. ❖

## Byting Remarks — Jerry Finkelstein

January's meeting, Researching Genealogy, was only the beginning. Our Newsletter informed us that that program was meant as a starter; indeed, the headline on the first page introduced the program, "Getting Started in Genealogy." We'll be getting more in the months ahead. We've got a good many members interested in this subject and we acknowledge this interest by programing extensive and in-depth presentations.

Beverly's back for our February meeting and I'm sure she will be entertaining any questions from the genealogy crowd. Her presentations are always so informative, so far reaching and yet immediately useful. A lot of what she presents is sure to intersect with the information needs of genealogy researching. I am eagerly awaiting Beverly's next program with us.



Club programs were main items of discussion at our last Board of Directors meeting. Actually, our main concern was our need for a Program Director or Chair; no member responded to our call for a volunteer for this position. Of course we'll carry on with the members of the Board filling in, as needed, in the meantime. Any reconsiderations for Program Chair? You'll get plenty of support. Considered for future programs were a presentation of Open Office vs. MS Office, an interactive presentation of digital photo manipulation, and/or video production and editing. At this point and without a Program Chair, these are considerations only. Still, we'll work hard to bring them to you.

Budget concerns were also discussed at the Board meeting. Although not thought of for the immediate future we did, once again, talk about electronic vs. hard copy newsletter. More to the point, we discussed how to make our online site along with an e-newsletter more interesting to our members. Again, there are no plans to get rid of the hard copy newsletter anytime soon. We're just looking to the future when, like other newsletters and magazines, the switch over will appear inevitable.






In the meantime, let's make this interactive and let's hear from you about all matters relating to the Club. ❖

# explorer

**Fabulous Resources at Mid-York**  
**Tuesday ♦ February 5, 2008 ♦ 6:00 PM ♦ Whitesboro High School**



Do you see a shadow?

what's.com/ing				February 2008		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Boy Scouts of America founded February 8, 1910</b>					1	2 
3	4	5 Monthly General Meeting 6:00 PM Whitesboro HS	6 	7 Q & A SIG 6:30 PM Whitesboro HS room 522	8 	9
10	11	12 Board of Directors Meeting 6:30 PM	13	14 	15	16
17	18 	19	20	21	22	23
24	25	26	27	28	29	