

## The Inside Track

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## “Read” a Book

Audiobooks, which can be downloaded to your computer or iPod or MP3 player, offer the ability to “read” a book using your ears rather than eyes. This is a wonderful aid for those of limited sight, but those of us who would rather listen to a book also benefit.



That fabulous duo of Beverly Choltco-Devlin and Ruth Cosgrove will be with us once again, this time to show us how to download these audiobooks.

Beverly Choltco-Devlin is the Reference and Electronic Resources Consultant for the Mid-York Library System. She is also an Adjunct Professor at Syracuse University School of Information Studies and coauthor of a book on evaluating digital reference.

Ruth Cosgrove is the Reference Services & Volunteer Coordinator at Kirkland Town Library in Clinton.



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 2 - 6-8:30PM**  
**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
- 8:15. .... Drawing for Prizes
- 8:30. .... Adjournment

## Editorial notes . . .

Thank you to all those who volunteer to serve our club without recognition.



Bo Wozniak is our greeter and gives you a door prize ticket each month. When he is unable to come to the meeting, ever faithful Rod St. Clair steps up to the plate and assumes greeter duties. Rod also helps in other ways at various times.

Don Pianka, Don Jennings and Steve Gorrell usually help Bill pack up the equipment at the end of the meetings.

Kay Janowsky submits articles to the Explorer and our former secretary, John Hunter sends his column from Penn Yan each month.

Please say Thank You to these folks and consider what you can do to help improve our club. Our motto is "Members Helping Members" —what can you do to help?

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

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ NY  
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Please mail this application with a check payable to MVPCUG to  
M V P C U G  
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## Minutes of January 5, 2010

— HRussell, Secretary

The MVPCUG general meeting was held at the Whitesboro HS cafeteria. Vice President Lisa Britt called the meeting to order at 6:07PM. There were 22 persons in attendance.

### BUSINESS MEETING

Lisa started the meeting by asking for a volunteer to do the club's audit for 2009, if interested check with Bill Gorrell.

Lisa then asked Bill to give a treasury report covering for the month of 12/1/09 to 12/31/09, to the attending members. Those that are interested in the full treasury report can check either with the secretary or Bill Gorrell.

Next Lisa reminded the members that one or two moderators are needed to monitor the club's website. If interested, please contact Lisa at [vicepresident@mvpcug.com](mailto:vicepresident@mvpcug.com).

The last item of the business meeting consisted of a question & answer session.

### PROGRAM

Tonight's interesting program consisted of three of our computer club ladies, Patty Bruno, Donna Gorrell and Lisa Britt. Each one had a special tips and better ways of doing it, which they presented to the members;

PATTY BRUNO, warmed us up with a Donald Duck movie. After that she showed us how to forward Email without using all the headers. By using Email Etiquette and keeping it short and simple had more advantages of getting the recipient to read your Email, rather than a long one. She gave another tip on how to get rid of annoying and unsolicited Emails from your browser.

DONNA GORRELL, gave a demo on Adobe Reader. She showed us how she creates our monthly newsletters, quite interesting. She also demonstrated

on how to copy an image from a PDF document. In using Adobe Reader version 7 or 8, she had the Reader speaking through the speakers on a portion of the PDF document that she designated.

LISA BRITT, Stressed the warnings on Internet Security especially Facebook, My Space, Blogs, etc., are just a few places where the "hackers" lurk. Be vigilant when opening an Email and never give out any personal information on the Internet. The ID you save may be your own. Be extra careful when opening an Email from someone that is unknown and the red flag certainly goes up when they are asking for your personal information. Lisa best advise on this to DELETE.

### DOOR PRIZES

[furnished with club funds]

Flash Drive 4gb. . . . .	Don Jennings
50 Pk.-DVD-R. . . . .	Don Pianka
Book-Build a Web Site. . . . .	Nelson Robinson
Photo Paper 4X6. . . . .	Jim Pease
Anti-Theft, McAfee . . . . .	Fred Schmandt

[Donated by Smart Computing]

Subscription, 1 year. . . . .	Jim Schmandt
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The meeting adjourned at 8: 25PM.

Helen Russell, secretary



### ~~ NOTICE ~~

During the demonstration of Adobe Reader at the January meeting one of the tools did not work correctly. We were using Reader, version 9. There are known bugs in that version. The Loupe Tool is one of those bugs.

The Loupe [pronounced *loop*] Tool should bring up a box that is magnified and is supposed to work similar to a Loupe that is used by jewelers to magnify settings and gems. The Loupe Tool works as it should in version 8.

## This 'n That

—by Donna Gorrell

At our January meeting, Gary Virkler informed us of a program he uses in conjunction with his Canon camera. He kindly sent me the info so we can share it will all of you.

“I learned of CHDK [Canon Hacker Development Kit] in *Smart Computing*. It is an Open Source Program that adds to the functions of most *Canon Power Shot* cameras. The program is loaded on the SD card and never modifies the actual camera. CHDK allows both longer and shorter exposures than the camera normally provides. It displays more info on the LCD screen; this info can be repositioned to suit the photographer. It will save pictures in RAW format. It will execute special scripts, one of which will trigger the shutter when something in the screen changes. This can be used to take pictures of lightning. There are many more possibilities, but not all are available for every camera. Following are 3 places where I got info and/or the program:

<http://mighty-hoernsche.de/>

This sight has the actual programs [different for each different camera]. It is a good place to see if your camera can use the CHDK program.

[http://chdk.wikia.com/wiki/CHDK\\_for\\_Dummies](http://chdk.wikia.com/wiki/CHDK_for_Dummies)

The title tells it all.

<http://chdk.wikia.com/wiki/SX10>

Data for my [Gary's] camera, it might be generally helpful.”

During my demo of Adobe Reader I mentioned that Microsoft Word could not create a PDF [Portable Document Format] file. While early versions of Word might be capable of saving to PDF, Word 2007 is not.

The January 2010 issue of *Smart Computing* has an article in the Tech News column with instructions on downloading an add-on that will allow you to add an option to the Save As menu for publishing to PDF. Go to [www.microsoft.com/downloads](http://www.microsoft.com/downloads). Search for “2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS”. From the results list click the link with the same name. When you get to the download page, click the Download link in the blue box and save the file to your hard drive. Locate the file and double-click it to start the installation. Once it is installed, you will be able to save a document as a PDF file by

clicking the Office button. Mouse over ‘Save As’ and choose PDF or XPS. A dialog box will appear and you can then name the document. Instead of a Save button you will see a Publish button. Click on that and you now have the document saved as a PDF.

If you use WordPerfect, there is no need to download an add-on, WP has the capability to create a PDF file within the program. Simply go to File on the menu, choose ‘Publish To’ and then click on PDF, or HTML if you'd like to use the document on a website.

The benefit of using a PDF file is that it can be opened by Reader and will retain all the formatting that you created in whatever program you use. The person you share this document with need not have the program that you used to create it, but they will be able to see exactly what you meant them to see. I use WordPerfect to create newsletter pages but not all board members have that program on their computers. Sending them a PDF of the page shows them the page as it was created and they don't have to worry about having the same program and/or version that was used for the original document.

~~~~~  
*Smart Computing* magazine [Jan 2010] also tells of software for *Kodak EasyShare* cameras. Version 8 of the software adds new features; a rating system for photos, keyword search, and one-click uploading to YouTube.

Go to [www.kodak.com](http://www.kodak.com), then click the Help Center tab at the top of the page. In the ‘Start Here’ box, choose Software. In the ‘Software Package’ field, choose ‘EasyShare software’, then click Go. On the next page, locate the Downloads section on the right side and click ‘EasyShare Software Downloads’. On the download page, first select your operating system, then click the gray Download button. Save the file to your hard drive. After the download is finished, double-click the file to begin the installation.

~~~~~  
Whenever you download a program or an upgrade, remember that you must double-click the file in order for the file to be installed. Or choose ‘Run’. Just downloading it does not run the file. The files I download go to a folder that I've designated so I can always find them. When you download you are given a chance to name the file and location. ♦



## Microsoft Office 2007 Tips

### OFFICE 2007

#### [Format Several Graphics from One Dialog Box](#)

When you format graphics [such as a SmartArt diagram, an Excel chart, or a picture] in the 2007 MS Office programs Word, Excel, and PowerPoint, the Ribbon provides most of the formatting options you need. But when you need to open a dialog box to see more options, you may notice that many of the formatting dialog boxes have changed. One of the most helpful changes is that you can now click between the dialog box and your document without closing and reopening the dialog box. Even if you change your graphic selection to a different type of content [such as selecting a chart axis and then a chart data series], the dialog box automatically changes to accommodate your selection. To open a formatting dialog box for the type of graphic you've selected, click the dialog launch icon in the lower-right corner of a tab section. [For example, clicking that icon in the Picture Styles section on the Picture Tools Format tab in Word opens the Format Picture dialog box.] Then click between the dialog box and document as needed.

### POWERPOINT

#### [Fine-Tuning Objects in Presentations](#)

When working with text in PowerPoint, you can use the F2 key to switch between selecting text in a placeholder and selecting the placeholder itself. So the next time you've edited some text and want to reposition it on the slide, instead of clicking the tiny edges of the box, just press F2. The entire text box will instantly be selected for you, ready for alignment.

### EXCEL

#### [View All the Text in your Columns](#)

In Excel, you can resize multiple columns to different widths so that you can see all the text in your spreadsheet. Select the columns where your text appears by clicking the column headings. Select multiple columns if necessary. To resize the columns to fit, double-click in the column heading, exactly on top of the border that divides any of the two columns you selected. All of your selected columns are resized based on the longest text string in each column. In this way, a large and confusing spreadsheet with lots

of text that you can't see is converted into a legible spreadsheet with all text showing.

#### [Wrap Text in Excel 2007](#)

In Excel 2007, if the text you type is too long to be displayed fully in a cell, you can easily set the text to wrap. This setting enables the cell [and the rest of the row] to expand automatically so that the content of the cell is always visible. Click in the cell that you want to wrap. On the Home tab, in the Alignment section, click Wrap Text.

### WORD

#### [2003 to 2007 Quick Parts](#)

In Word 2003, you can use AutoText to automate the typing of oft-repeated text like names and addresses. But what if you want to reuse more than text? You can use Quick Parts in Word 2007 to save any document content—text, pictures, Microsoft SmartArt graphics, headers and footers, and more—to an easily accessed Quick Part Gallery. Click the Insert tab, then select the document content that you want to reuse. Click the Quick Parts button in the Text section, and then click Save Selection to Quick Part Gallery. Enter a name and description, then click OK. To reuse the content, click the Quick Parts button, then select the Quick Part that you want to use.

#### [Get More Information from the Word Ruler](#)

You can get helpful layout information from the ruler in Word. On one of the rulers (horizontal or vertical), click a tab or margin marker and hold down the left mouse button. Now click the right mouse button. Hold both buttons down. The normal ruler measurements disappear, and instead you can see distance measurements that help you lay out your document.

### VISTA

#### [Windows Sidebar](#)

Windows Sidebar is a desktop tool that provides a number of small gadgets [minimal-resource applications] that you can access quickly. To turn on Windows Sidebar: Click Start | Type sidebar in the Quick Search box | Click Windows Sidebar. You can customize the sidebar by adding more gadgets and configuring how the sidebar is displayed.

#### [Classic Folder Menus](#)

Most Explorers have classic menus available. Press the ALT key to access them; hide them by pressing the ALT key again. ◆

## Sites to Visit on the 'Net

— by John Hunter

### Unhappy with Your Bank? Move Your Money.

**Q**uestion: What's the difference between a Wall Street bank and a Mafia loan shark?  
**A**nswer: The loan shark charges lower interest rates and is easier to deal with. In the last newsletter I reported that major banks charge fees to download personal financial data into financial accounting software such as Quicken.

As the country gets ready for the new consumer protection legislation to take effect, large national banks are ramping up credit card interest rates that two decades ago would have been considered illegal usury. The Huffington Post [huffingtonpost.com](http://huffingtonpost.com) has a solution for unhappy large bank customers: close out all accounts with banks such as Bank of America, Citibank, J.P.Morgan Chase and Wells Fargo and open accounts with local financial institutions.

The Huffington Post web site provides a link that lists IRA Bank Rated banks with a B+ or higher ratings in your zip code. Type in [moveyourmoney.com](http://moveyourmoney.com), and you will find a number of very healthy local banks with which to do business. When I entered the zip code for Rome, NY, I found at least seven local or regional banks that score a B+ or higher with the FDIC rating system.

Although Martha C. White in the Washington Post, [www.washingtonpost.com](http://www.washingtonpost.com), debunked this idea by listing all her reasons why this won't work, it seems apparent, to me at least, that national banks "To Big To Fail" will heed a reduction in deposits and credit card revenues, just because these bankers are too greedy to let any deposits or revenues leave their banks unchallenged. If you are 'Mad as Hell' and want to do something about it, you have choices.

### Who Needs Rosetta Stone When You Can MyGengo?

Although Google pioneered translations of web sites from Spanish, French and so on into English, Google efforts to expand the mechanical document translations by using human translators came to naught. While the free computer translations are still available, Google no longer attempts sophisticated web translations performed by people.

Now, startup [MyGengo.com](http://MyGengo.com) will try to become the world's provider of specialized translations produced by real people.

This Japanese startup plans to offer human translations of books, office documents, newspaper articles, blog posts or tweets. Beginning in March 2010 the service will provide translations into English from Japanese, Russian, Chinese, Spanish and Italian. Unlike Google, the service isn't free, but customers may choose between three pricing levels and get results in a matter of a few hours. Click on [www.es.mygengo.com/discover/twitter/celebs](http://www.es.mygengo.com/discover/twitter/celebs) to see a Spanish translation of tweets from Ashton Kutcher, CNN and TechCrunch.

This site will probably appeal to the business community and academics. But if you have the time and the money, give it a try.

### In Winter, If All Else Fails, Exercise

New York State has more than 1200 miles of multi-use trails where people can bike, walk, cross-country ski and sometimes horseback ride. The closest trail to Oneida County is of course, the Erie Canalway.

In addition to the canalway, using [www.ptny.org/trailfinder](http://www.ptny.org/trailfinder), you will find 99 other trails throughout the state to visit. The trailfinder will give you a trail, trip planning information; it is a one-stop interactive gateway to rail trails, canal trails, greenways, bikeways and river walks.

The site also provides links to bike-friendly B&Bs for the really adventurous. You can also sign up for periodic trail updates. And all this for free since this service comes from a private, not-for-profit organization that provides trail guides, trail maps and other info to anyone who asks.

Interactive maps provide you with information about the trail itself: is the trail paved with asphalt, stone dust, an on-the-road segment or natural surface, for example. Parks and Trails is a very useful site.

### Want to be a Nosy Neighbor?

You can find out what Netflix films your neighbors are watching by clicking on [www.slipperybrick.com/2010/01/examine-netflix-rental-patterns](http://www.slipperybrick.com/2010/01/examine-netflix-rental-patterns). Find out the viewing tastes of people in 12 U.S. cities, neighborhood by neighborhood. Or you can stop being a voyeur and get a life.

### Have Furniture to Shed?

Click on [www.nationalfurniturebank.org](http://www.nationalfurniturebank.org) to find one of 60 furniture banks where you can donate extra furniture for a tax deduction and a warm feeling you get from helping the less fortunate.

Until next time . . .



## Did You Know . . . — Donna Gorrell

. . . that you could toggle between applications? Use Alt-Tab to switch open programs without touching your mouse. To navigate app windows: Press Ctrl-Tab to cycle through an application's windows [or through a Web browser's tabs].

. . . that you could keep your OS current by opening Windows Update [Automatic Update in XP], found by going to Control Panel and choosing Windows Update [or Press the Windows key and type Windows Update]? Set it to 'Download updates but let me choose whether to install them'. That way, Windows won't urge you to restart when you don't want to. Another option, which I use, is 'Notify me but don't automatically download or install them'.

. . . that you can take a screenshot by pressing Print Screen button? This copies an image of your full screen to your clipboard and you then can paste it into Paint or your preferred image editor. To capture just the active window, use Ctrl-Alt-Print Screen.

. . . that you could arrange two [or more] windows side by side in Windows XP or Vista? Hold down Ctrl and click on the desired windows in the taskbar; then right-click the taskbar and select Tile Vertically. In Windows 7, you can simply drag any open window to the right or left edge of your screen and then let go.

. . . that you access the Run command easily? Press Windows-R.

. . . that if you can open a new Windows Explorer window without leaving the keyboard? Press Windows-E.

. . . that if you miss Windows' old Control Panel there is an option? Control Panel displayed all of it's items at once—very handy. In XP and Vista, open the Control Panel and select Switch to Classic View. In Windows 7, click the View by drop-down menu in the upper-right corner and select your preference.

. . . that there is a simple solution if you have network problems? Open the command prompt [enter cmd in the Start menu's search box] and type ipconfig /renew to reset your network connection. ◆

## Byting Remarks — Jerry Finkelstein

Sometimes bigger is better.

After seeing *Avatar*, the amazing movie now playing at our local movie houses, I thought there was no way you can see this huge film on your laptop and get even an idea of what this movie is about. It's just too big. Again, huge. It's also intended to be seen in 3D. Try that on your Netbook. Some things are meant for the Big screen. I understand that a lot of downloads are not as sharp as viewing a movie directly from DVD. It seems then that downloads on the smaller screens are inferior products.

You also want to watch your movies in its letterbox version if you want to literally see the whole movie. Without letterbox about one third of the film is sliced off its sides. People complain about the "unnatural" look of the narrowness of the screen in letterbox and don't mind the pan and scan method of looking at pictures, of not seeing a third of what is actually there in the original movie.

Size and clarity of font matter when reading e-books. And what about the size of e-books themselves? I'm hoping that Bev and Ruth comment on the "e-book explosion." Surely the format of the book determines, in part, your reading experience. The print and the type and quality of the paper all contribute to that experience. How do these aspects of reading translate to e-books? Do people read more of War and Peace on an e-book than in its original weighty and hugely thick packaging? Are e-books more friendly? Are they easier to read? What's the trade-off? Certainly watching the richly defined visuals of *Avatar* cannot find justice on the small computer/TV screen. It won't be the same vital movie. Now, someone out there will say, "Wanna bet?"



Still, I wonder, how does the packaging of a handsome volume of another sort of reading matter translate to e-books? ◆




# explorer

## “Read” A Book

Tuesday ♦ February 2 ♦ 6 - 8:30 PM ♦ Whitesboro High School



Groundhog Day  
February 2

what's.com/ing ~Library Lovers Month~ February 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Monthly General Meeting 6:00 PM Whitesboro HS	3	4	5	6
7 SuperBowl XLIV	8	9 Board of Directors Meeting 6:30 PM	10	11	12 Lincoln's birthday	13
14 	15 	16 Mardi Gras Shrove Tuesday	17 	18	19	20 Love Your Pet Day
21	22 Washington's birthday	23	24	25	26	27
28	Groundhog Day - February 2 Winter Olympics - February 12-28 * Westminster Dog Show - February 15-18 Ash Wednesday - February 17 Iwo Jima Landing Day - February 19 * Iwo Jima Day [flag raised] - February 23					