

The Basics of Microsoft Access

Linda Oltz will once again provide us with an opportunity for quick and easy learning.

Access has many more uses than the average Office user realizes.

Learn how to create:

- * **Simple databases**
- * **Forms**
- * **Reports**



Linda Oltz works in the Learning Center at the Utica School of Commerce's operation in Canastota. She previously was a self-employed computer software training consultant. Linda's specialty is Human Resource/Payroll Software, specifically ABRA.

A new feature on our website

— **Links of Interest** —

Go to:

mvpcug.com/index1.htm

- * *WordPerfect Universe*
- * *Doug's Tweaks & Tips*

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

Whitesboro High School Cafeteria

March 1, 2005 - 6PM



explorer

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Opinions expressed herein are the writers and are not reflective of the MVPCUG, nor are they considered substantiated by inclusion in this newsletter. All articles are copyrighted by their respective authors but may be reprinted by other User Groups provided credit is given to the author and this publication.

The Mohawk Valley PC User Group, Inc. (MVPCUG) was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

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ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

HELP HOTLINES

Help is limited to times indicated:

- * Day calls: 9am to 4pm.
- * Evening calls: 6 to 9pm.

If your problem isn't urgent, please try email.

Disclaimer: The individuals listed here provide voluntary services and information. Please be considerate when you call. Our Help Hotline members reserve the right to limit the amount of advice and number of calls they will accept. Use these services and information at your own discretion and risk as they and the MVPCUG do not assume responsibility for any software or hardware failures that may occur. The club does not assume responsibility for any agreements made by participating parties.

AOL

Dave Askew

Batch Files

Tim Clinehens

Excel

Bob May

MS Money and Outlook

Bob Schaffer

Troubleshooting

Tim Clinehens
Bill Gorrell

WordPerfect and Word

Bob Schaffer

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Smart Computing Special

MVPCUG members can now enjoy special benefits and pricing from the publishers of *Smart Computing*, *CPU*, *PC Today*, and *CE Tips*. Subscribe to one magazine and have access online to all four publications!

- ★ *Smart Computing* — For all skill levels, the plain-English writing style will help you improve your PC productivity and get the most out of your computer. For more info, visit www.smartcomputing.com.
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- * You have 90 days in which to sign up

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Minutes of February 1, 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 44 persons in attendance.

BUSINESS MEETING

Treasurer’s Report: Income - \$237.84; Expenses - \$122.43. Balance as of 1/31/2005 - \$4,090.78.

Jerry announced that instead of a once a year auction, members could bring computer related items for sale each month. Members must set up their equipment behind the brick wall partition and transactions may be held before the meeting and at break time, but not during the presentation or business meeting. Members are totally responsible for their equipment and must remove same if not sold.

The new SIG, Photoshop, will be held on February 14 instead of the date listed in the newsletter. Time will remain the same: 1-2:30 PM.

Tim Clinehens may be reached at his normal email address [tim_c@usa.net] as he is having email and snail mail forwarded to his brother’s house while he is convalescing.

The Board of Directors will be meeting on the second Tuesday of the month at the Gorrell’s home. If any member wishes to attend, please email or call for directions.

Due to work changes, Christine Siedsma has resigned as a Director. Jerry requested any interested persons to let him know if they were interested in filling her position.

Jerry asked for members to send him any website addresses that they found particularly interesting or useful. These could be placed on our website as links.

PROGRAM

At 6:28 PM, **Bob Schaffer** and **Lisa Britt** showed a PowerPoint presentation on Microsoft’s new *OneNote*. After the break a PowerPoint presentation on *Outlook* and *Outlook Express* was given. A question and answer period followed. The presentation ended at 8:10 PM because Jerry warned that we needed to be out of the building by 8:30 PM.

DOOR PRIZE WINNERS

(The following prizes furnished by Mindshare)

MS Office Professional 2003 **Vincent Coyne**

(The following prizes furnished by Que/Sam Publishing)

Answer Ball **John Rathbone**

Guide to Troubleshooting edirectory . . . **Bill Wilson**

MS Windows Server 2003 **Stuart Schwartz**

(The following prizes furnished with club funds)

10 CDRs **Donna Gorrell**

Encyclopedia of Nature 2.0 **Don Jennings**

Encyclopedia of Space + Universe **Tom Maggio**

(The following prize donated by Jerry Finkelstein)

PostIt notes **Joe Madeira**

PostIt notes **Robert Jones**

The meeting adjourned at 8:20 p.m. ❖

LCD monitors give type the jaggies . . .

Images on monitors generally look very good, especially at a high resolution, but letter characters [type] have always been a problem. Curves on type leave you with jagged edges.

Anti-aliasing smooths the type edges, getting rid of the jaggies. Anti-aliasing works better on CRTs than on flat-panels [LCD]. Type on LCDs often looks blurry.

Microsoft recognized the problem and included a solution in Windows XP called ClearType. It can make type on flat-panels much sharper.

To find ClearType, right-click on an empty area of the desktop. Click Properties; select the Appearance tab and click Effects. Select the box next to “Use the following method to smooth edges of screen fonts”. Click the down arrow and choose ClearType. Click OK twice.

You still have to fine-tune ClearType. Go online to: <http://tinyurl.com/g2ox> ; follow the wizard and select the type that looks best.

Microsoft says ClearType can also improve readability on CRTs. However, one of Kim Komando’s employees, tried it on a big CRT. It actually made things worse. ❖

WordProcessing Tips

— by Bob Schaffer

WORD — Find professional-quality sample text online (97/2000/2001/2002/2003)

You may already know that you can download scores of free, ready-to-use Word templates from Microsoft Office Online. What you may not know is that many of these templates offer much more than just document design and layout help. In fact, quite a few templates in the collection (and the number continues to grow) offer sample content, as well.

For instance, you can find job-specific resumes and cover letters, marketing pieces, sales and fulfillment correspondence, legal forms, and more, all containing helpful sample text that you can personalize to meet your needs. What's more, much of the sample text is provided by recognized industry publishers and professionals, such as Career Press, McGraw-Hill, and FindLaw.

So save yourself some drafting time, or compare your current content to other professionals by looking into Microsoft's online template collection at <http://office.microsoft.com/templates>.

WORDPERFECT — Word Selection (10/11/12)

Selecting a word in **WordPerfect** also selects the space after it. The rules for selecting text were changed in WordPerfect 10.

For example, if you double-click a word and then apply the Underline attribute, the space after the word is also underlined.

You can revert back to the way text is selected in WordPerfect 9 with a little known settings option.

- * Choose Tools | Setting | Environment.
- * Click the General tab.
- * Place a check mark in the 'Use WordPerfect 9 Text Selection' check box.

Our Friends at Peachpit Press

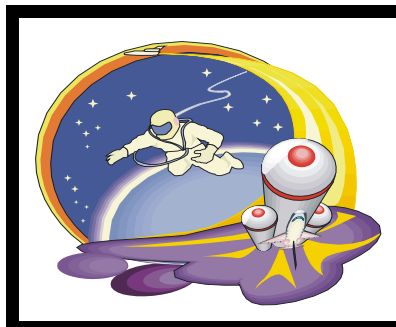
Each month we receive as many as five books from Peachpit Press . . . free. We use them for door prizes and we offer them to members who are willing to review a book. For an example of this, see Donna Gorrell's excellent review on page six of this issue of the *Explorer*. Discounts for MVPCUG members are available at www.peachpit.com. ❖

Word and WordPerfect — Easily select large areas of your document without dragging your mouse

Selecting a portion of your document for formatting purposes by dragging your mouse across it is simple—unless the area you wish to edit doesn't all fit on your screen.

When this is the case, you need to click at the one end of area you want to select, hold down the mouse button, and then drag your mouse up or down as your document's viewing scrolls by until you reach the other end of the desired area.

Although it sounds easy in theory, controlling how fast your document scrolls can be very difficult. Often,



large portions of your document flash by and you can spend a frustrating amount of time trying to maneuver your mouse so the end point of your desired selection appears on the screen.

Fortunately, there's a much simpler method for selecting large areas of your document:

- * Click at one end of the desired area to place your insertion point there.
- * Release your mouse button.
- * Then use the scrolling bar, the arrow keys, and/or the [Page Up] and [Page Down] keys to navigate to the other end of the desired area. (Be careful not to click on your document while you're navigating.)
- * Press and hold the [Shift] key, and click on your document at the opposite end of the desired area.
- * When you do, everything between the original insertion point and the new insertion point is selected and ready for any formatting or editing changes you wish to make to it. ❖

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

Send request to rdschaffer@adelphia.net

Did You Know . . . — Donna Gorrell

. . . that if you use Windows XP you can add information to your jpg photos? Simply right-click the file, go to Properties, then Summary. There's a space in which to write a note. When you hover over the file, about 50 characters of the comment show up, letting you know that the summary exists.

. . . that there are places on the web to get free fonts to use on your computer. Most downloaded fonts come in a ZIP archive. It contains the font, along with author and copyright details. To install the fonts on your system:

1. Uncompress or unzip the downloaded font files using a program like WinZip, www.winzip.com.
2. Extract the file to your Windows Temp folder.
3. Open the Control Panel; double-click Fonts.
4. From the menu, select File and then, Install.

Browse to your Windows Temp folder and select the font file. It should have a .ttf file extension.

. . . that Microsoft is planning to block owners of pirated versions of Windows when they attempt to download security updates? Those owners will be able to get updates through Windows' automatic system. Microsoft has been testing an authentication system and it will be required for manual updates starting sometime mid-year. This has been criticized by some security experts as they believe that unprotected machines will put everyone at risk. These machines could become Zombies which are often controlled by the bad guys and used to attack other computers. Microsoft said it will watch that situation. But it added that pirated versions of Windows may already include malicious software.

. . . that if you see a red X rather than a picture in Outlook Express you may be blocking the image? To find out, go to Tools | Options; select the Security tab. Uncheck the box next to "Do not allow attachments to be saved or opened that could potentially be a virus". Also, clear the box next to "Block images and other external content in HTML e-mail". Make sure your anti-virus software is updated as checking these boxes leaves your computer vulnerable. Ask the people who send you pictures to check their settings by going to

Tools | Options. On the Send tab, HTML Settings should be clicked. Select "Send pictures with messages".

. . . that you can get red X's in Web sites, too. If you see white boxes with red X's in them, the HOSTS file is probably blocking ads. Or, you may need a small program to run Java applets. You can get one, called a Java virtual machine, at: www.java.com/en/index.jsp

. . . that it's not too late to follow advice from the National Genealogical Society? Here's their list of New Year's Resolutions to tune-up your computer:

1. Run your anti-virus checker at least once a week.
2. Run your spyware checker at least once a week.
3. Make archived and backup copies of your important files weekly.
4. Clean up old files on the hard drive monthly.
5. Run other system tune-ups (such as disk defrag) monthly.

. . . that there is a difference between wallpaper and screen savers? Wallpaper is the picture you see on your desktop, where your icons are located. Screen savers come on if you leave a static window on your monitor. Years ago a static image could burn into the monitor, but that problem has been solved. Some people still like to use a screen saver. Windows offers a selection for screen saver fans.

Wallpaper and screen savers are accessed by right-clicking an unused area of the desktop and selecting Properties. Wallpaper is found on the Display tab. There's a long list under "Background". You can also use a personal picture if it is on the computer. Click Browse. When you find the picture file you want, double-click it. Use the Position drop down list to center the picture, stretch it over the full screen, or tile the screen with it. You can also add an image found on a website if it is not copyrighted.. Right-click it and choose "Set as Background".

Screen savers are on the Screen Saver tab. Click the down arrow and select one. It will show on the monitor representation. You can use your own pictures if they are on your computer. Click Settings | Browse.

Both wallpaper and screen savers are available on the Internet. Use Google www.google.com/ to find them. Read the terms of use carefully; and be aware that downloads could include spyware! ❖

REVIEW: Paint Shop Pro 8 in a Snap

by Jennifer Fulton

Published by Sam's
Publishing: 2004, \$24.95

At first glance you might say this book would hardly be a “snap” to learn from—it is 454 pages long.

I tend to agree that the book was misnamed.

This is no quick read or a simple “look and learn” instruction manual. However, after

having read all 454 pages I do feel this is an excellent resource. Not only does author Jennifer Fulton explain how to use Paint Shop Pro 8 to its fullest, she also includes explanations on how to *take* a photograph, how to *print*, and how to use *resolutions* and *image file formats*.

If you are new to digital photography you may feel that 454 pages is just too much to digest. The book layout doesn't demand that you sit down and read it from front to back; you can pick and choose to read a chapter that will assist you in learning to do what *you* want to do.

Throughout the book the author has tips, notes, and references to other segments to help you find areas that will offer more assistance. She uses photos of her family to demonstrate procedures and the illustrations are captured screen shots. Even though this is a rather technical book, the author conveys a sense of friendliness and help rather than a strict lecture type of instruction. She offers the solutions that she has used, but encourages you to try different settings so that the results are to your *liking*.



The first 40 pages (Chapter 1) are devoted to explaining what Paint Shop Pro8 can (and cannot) do and the basics of photo manipulation.

On the inside cover and facing page are the “Contents at a Glance” so if you merely want to correct red eye you would turn to page 88.

I've used Paint Shop Pro since it was a shareware program and currently have both Paint Shop Pro7 and Paint Shop Pro8 on my computer. I work mostly in Paint Shop Pro7 because I'm familiar with it and, truthfully, because Paint Shop Pro8 intimidated me.

There is quite a big difference between versions 7 and 8 and it has been very difficult for me to make the transition to the newer version. I've opened images and attempted to edit them only to get frustrated and return to the safety of version 7.

After reading *Paint Shop Pro8 in a Snap* the tools have been identified and explained so I ventured to follow Jennifer Fulton's advise as to how to make a photo more interesting.

Linda Oltz, our March presenter, sent a .bmp image of herself for us to use on page one of the newsletter. This was a rectangular image with a very dark background. It would be printed as a black and white image and I feared Linda's face would fade away with so much black. With book in hand I followed some simple directions and the result appears on page one. The same image may be viewed in color in the web version of the newsletter at www.mvpcug.com/newsletter.htm

After the ease of that successful experimentation I am ready to learn more than just feathering a selection.

If you are confused about layers, masks, histograms, saturation, luminance, gamma, burning and dodging, white and black points, or just want to learn why you should always use your digital camera in the best possible resolution mode, this book will prove its

value. I found the book at Amazon.com for \$13 new or \$8 used. ❖

— Reviewed by Donna Gorrell



Photo at left taken at the April 2001 meeting of the MVPCUG, and enhanced with Paint Shop Pro8.

Do you recognize yourself?

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.

- Q. Why don't fish go near computers?
A. They're afraid of getting caught in the Net.**

MAKING USE OF THE PHOTO SIG

The photo below was taken at the January 2001 meeting of MVPCUG. Using PaintShopPro 8, I lightened the image, then changed it to greyscale for the print version of the newsletter. You may see this in color in the web version of the online newsletter. I then put a preset border around the image and finally I changed it to a .jpg format in low resolution to save space both in print and online.

I could have done all this using PhotoShop or PhotoShop Elements as well as PaintShopPro. At our PhotoShop SIG (held on the 3rd Monday) we can learn how to do similar manipulations as well as delve into the mysteries of digital photography.

Come join us. ❖



Byting Remarks

— Jerry Finkelstein

Some questions at our last general meeting got a few of us discussing expectations of our programs, our program speakers, our SIGS, and workshops. It seems that some speakers may think they're delivering real basic stuff. For some members, however, this "basic stuff," may fly way over their heads.

Throughout the years our Q & A SIG was viewed by some to entertain advanced questions only, the more basic questions by novice PC users were, at times, tolerated. Or some members thought the SIG was too advanced for their needs. The purpose of the SIG should be specified at the outset. Still, we do get sidetracked.

Sometimes a member takes offense when a speaker introduces us to basics: getting started on folders, on using scroll bars, the task bar, on using the start menu when the topic supposedly under discussion is pretty much a heavyweight software program. Are we really ready for *Pagemaker* if we have to get into basic PC management?




I know some members who are looking to *Word* or *WordPerfect* for aspects of writing that have nothing to do with word processing and everything to do with grammar and elements of style. A fun book, *Lapsing Into A Comma*, by Bill Walsh, will tell you much about writing that you'll never find on your favorite word processor. I am looking forward to Bob's upcoming talk on word processor software (his email tips are terrific, always helpful), especially useful will be how he customizes the program to suit his own needs. But if he (or Donna or Joe or anyone else) holds forth on the use of "but" or "and" in a sentence and how it ain't etiquette to start a sentence with those little words, we'll know he just took a side trip called stylebook.

As editors of this newsletter, I suspect that Bob and Donna do consult stylebooks, have desk references at the ready, and make use of dictionaries that go beyond search and replace. I am thinking that this part of the writing process—style, how to make use of dictionaries—may make an interesting workshop for our members. How's your email etiquette? If you are interested in such a workshop, let us know. ❖

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Linda Oltz: The Basics of Microsoft Access
Tuesday ★ March 1, 2005 ★ 6:00 PM ★ Whitesboro High School



what's.com/ing				March 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 Spring !	21 PHOTOSHOP 1 - 2:30 PM St. John's	22	23	24	25	26
27 	28	29	30	31		