Volume 106, Number 3 — **http://www.mvpcug.com** — March 2006

Beverly returns with more Internet ideas

Beverly Choltco-Devlin will present a multi-part program at 6:00pm, Tuesday, March 7. The choice of content is based on input from attendees at this past December's meeting. She returns after a short hiatus by popular demand of our members. This knowledgeable library expert really knows how to take advantage of opportunities on the Internet.

The first half of her presentation will focus on more effective searches on the Internet, with a special emphasis on maximizing the use of Google.

She will also introduce attendees to some additional search engines.

The second part of her presentation will follow up on her presentation of last month with an introduction to the *Health and Wellness Resource Center* and the *Sites by Subject* page available via the Mid-York Library System website.

The subjects covered in this final part of her presentation will include resources in two main areas: health and genealogy.

If time permits, business sources will be examined in more depth than at the last meeting. ❖

On our website

— ***Links of Interest*** —

Go to:

mvpcug.com/index1.htm

* www.midyork.org/sites/
* www.pandia.com/goalgetter/

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

Upcoming Programs

April — Linda Oltz
Really good tips for improving the way you work with Word.

May — Milt Broedel
Bah, humbug! Get rid of those bugs, viruses, spyware, worms, etc. that are plaguing your computer. An ounce of prevention . . .

Bring a friend to one of our meetings. It costs nothing and it may earn us a new member. Don't keep your membership a secret.

Tuesday, March 7, 2006 - 6PM at Whitesboro HS Cafeteria

Mohawk Valley Personal Computer User Group, Inc.
PO Box 586 ♦ Marcy NY 13403-0586

explorer

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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**
7:00	**Break**
7:15	**Program, Part 2**
8:15	**Drawing for Prizes**
8:30	**Adjournment**

Editorial Notes . . .

Thanks to Cathy Dougherty for preforming the annual audit on the financial books of the MVPCUG. The results will be presented at the next meeting. Although Cathy is not a member, she has presented a program on Quicken for us and has done previous audits. Her business card ad appears on another page. Please contact her if you are in need of her services.
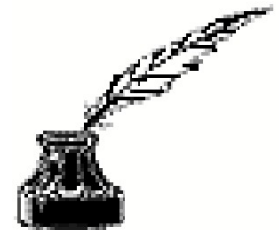
Thanks also go to Lisa Britt, Don Jennings, Howard Netzband, and Don Pianka. They have been helping Bill at the end of each meeting by packing up the gear and helping transport it to the car. Many hands make light work. We welcome other volunteers to lend a hand, either at the beginning or end of the meetings. Please offer to do what you can.

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 February 7, 2006
— John Hunter, Secretary

*The MVPCUG general meeting was held at the Whitesboro HS cafeteria. President **Jerry Finkelstein** called the meeting to order at 6:04 PM. There were 34 persons in attendance.*

BUSINESS MEETING

Treasurer **Bill Gorrell** reported that income was $191.38, expenses were $147.05, and there is a balance of $3,794.23 as of January 31, 2006.

Jerry reminded everyone that when Whitesboro schools are closed due to bad weather, the meeting is canceled. When after school activities are canceled due to bad weather, the club meeting is canceled. When New Hartford schools close, but Whitesboro remains open, we can still hold the meeting. Whitesboro Schools are the key.

The Q & A SIG meets the first Thursday of the month. The SIG met in February before the general meeting. The Q & A SIG meets at the church in Whitesboro.

Jerry reminded everyone about the most recent virus lurking on the Internet. He cautioned members to be very careful about opening attachments from individuals you do not know. Even if you missed the target date of February 3rd, an infected attachment will cause the virus to work again on the 3rd of every month.

Donna Gorrell mentioned suggestions from Kim Komando concerning buying a new computer. Komando suggests that you purchase as much power as possible. Komando also indicates that computer users who use Windows 98, 2000, XP, and who do not use Internet Explorer or MS Word, have fewer problems than those who do.

Jerry was asked about Tim Clinehens. Jerry indicated that Tim had recovered and had attended the January meeting.

Bob Schaffer then discussed upcoming programs. Bob indicated that Beverly Choltco-Devlin will return for the March meeting and will present ways to use Internet goodies and genealogy.

The April meeting will feature Linda Oltz presenting MS Word handy tips and tricks.

May will feature Milt Broedel discussing problems with viruses and worms, and things that go bump in the night.

Tentatively scheduled for June is a representative from a local provider of Voice Over Internet Protocol, VOIP.

Finally, in September, the annual guru night is scheduled at a site to be determined.

PROGRAM

At 6:24 p.m. **Bob Schaffer** introduced Sharon Giovinazzo who works at the Center Association for the Blind and Visually Impaired (CABVI). Sharon has been blind for five years and she demonstrated hardware and software available for visually handicapped individuals so that they may live and work independently.

One fun nugget Sharon presented was that among people 65 and older, 21% report some form of vision impairment. CABVI provides living skills, case management and employment opportunities for the visually impaired. According to Sharon, the blind are great users of technology since very few blind individuals now know Braille.

Sharon demonstrated font magnifiers, talking typing tutors, text to speech, OCR scanners, speech recognition and various pieces of hardware that use this software.

Sharon's presentation concluded at 8:08 PM.

DOOR PRIZES
[furnished with club funds]

USB Web Camera	**Jim Pease**
12 in 1 Card Reader	**Fred Schmandt**
15 CDRs	**Stuart Schwartz**
10 DVDs	**Howard Netzband**
McAfee Virus Scan	**Fred Cole**

[Donated by Jerry Finkelstein]

Post-It Notes	**Bo Wozniak**

The meeting adjourned at 8:25 PM.
John Hunter, secretary ❖

Word Processing Tips
— by Bob Schaffer

Word — Finding text with similar formatting (2002/2003)

In previous versions of Word, finding all occurrences of a particular formatting combination—such as all occurrences of bold, italic text—is a multi-step process. You need to choose Edit | Find to access the Find feature. Then you need to fine-tune your search parameters to find each particular formatting element.

Fortunately, Word 2002/2003 makes this process much simpler. Not only can you easily select all similar formatting occurrences, but you can also change the formatting applied to all selected occurrences at once.

First, select a portion of text to which you've applied the formatting element(s) you wish to search for.

Next, right-click on the selection and choose Select Text With Similar Formatting from the shortcut menu. Word then selects all text that shares the same formatting elements as your original selection.

To change the active selections' formatting, simply apply or remove any formatting elements as you normally would.

(Note: To omit any part of the current selection from modification, hold down the [Ctrl] key and then click on the text you'd like to omit to deselect it.)

WordPerfect — Quickly access the Save As dialog box

If you haven't yet saved a new document, the Save As dialog box automatically appears when you click the Save button.

However, once you've saved your new document, clicking the Save button no longer opens the Save As dialog box; instead, it simply saves your document in its current location using its current filename.

If you want to access the Save As dialog box to save your document in a different location or to a different filename, you probably know that you can choose File | Save As from the menu bar.

If you want to spare yourself a few mouse clicks, try using the [F12] shortcut key instead.   ❖

Receive a Word and a WordPerfect tip every other week by email from Bob Schaffer. Send your request to rdschaffer@adelphia.net.

Book Review
— by Bob Schaffer
This book will be a door prize at an upcoming meeting.

Absolute Beginner's Guide to Microsoft Office Word 2003. By Laura Acklen. Que, 2003.

This excellent guide to Word 2003 provides an easy entry into its multifaceted tools. As we have stated in previous reviews, the ABG series is very efficiently constructed to provide efficient help for the beginner, and yet provide the more experienced user with a vast amount of direction and help.

It is profusely illustrated in black and white screen shots so as to illustrate what you would see on your monitor. "It will seem as if someone is sitting right next to you, explaining the features and telling you what to do. Soon you'll be using Word 2003 with confidence," states the publisher.

Here's a small sample of what you'll find inside:
* Use clip art and pictures from your digital camera
* Format information in tables, then add lines, borders, and fill, for emphasis
* Generate letters for a mass mailing, complete with envelopes or labels
* Create forms with check boxes, text boxes, and drop-down lists.

Scattered throughout the text are boxes that contain tips. Here's a sampling of these:
* You can open multiple documents at the same time. How many depends upon your system resources. The author opened 40 at one time! Click the first document and then hold down the Ctrl key as you click the others. Then click Open.
* Regarding selecting text, when you move the mouse pointer into the left margin, the pointer changes directions and points to the right. When this happens, you can click to select a line or double click to select a paragraph. A handy quicky.
* When copying a selection, you'll see a box with a plus sign attached to it. If you don't see the plus sign, you are *moving* the selection, not *copying* it.
* If you have a mouse with a scroll wheel, hold down the Ctrl key and rotate the wheel. Word zooms in or out at intervals of 10% for every notch on the wheel.

Laura Acklen, the author, has written more than a dozen books on word processing, dealing with both Word and WordPerfect. Her style is very readable. ❖

TEXT TO SPEECH / TYPE SIZES
—by Kim Komando

TEXT TO SPEECH

Q. I have difficulty looking at the computer screen for a long time. I get headaches and my vision starts to blur. I've taken steps to make my setup more ergonomic. But I've heard that Microsoft Office will read documents aloud. Is this true? How do I do it?

A. You heard right. Both Microsoft Office XP and 2003 feature a Speech tool. This allows you to dictate documents. But it will also read documents aloud to the vision-impaired.

To open the speech tools in Word, click Tools | Speech. If you haven't used the speech recognition tool, Word tells you to train it. For now, you can just click Cancel. You'll receive a warning; click OK again.

The Language toolbar appears at the top of the window. You might not see the Speak Text button. So click the arrow on the right side of the toolbar and select Speak Text. When the button appears on the toolbar, you can get started.

Position your cursor at the beginning of the text you want to hear. Then press Speak Text. If you only want to hear a portion of the document, highlight it before clicking the button.

Things are more complicated in Outlook. First, you must set Word as your e-mail editor. To do this, open Outlook and click Tools | Options. On the Mail Format tab, select Use Microsoft Office Word 2003 To Edit E-mail Messages. Click OK.

You can access the speech tools as you would in Word. There's a catch, though. It doesn't work with messages that have been sent or received. To get around this, click Reply or Forward. When the message opens for editing, you can use the speech feature.

I find that the default voice is somewhat difficult to understand. But you can adjust it. On the Language toolbar, click Tools and select Options. Click the Advanced Speech button and open the Text To Speech tab.

You can use the drop-down box to choose the voice. A preview of the voice starts automatically. To hear it again, click the Preview button. Then, use the slider to set the speed of the voice. When you've made your adjustments, click Apply and OK twice.

The speech feature is different in Excel. To access Text to Speech, click Tools | Speech | Show Text to Speech Toolbar.

The toolbar gives you several options. The first button reads highlighted cells. The next button stops the speech feature. The two middle buttons will read by rows and columns, respectively. The final button reads the contents of a cell after you have finished typing and hit Enter.

TYPE SIZES IN MY NEWSLETTERS

I received an e-mail complaining that the type size in my newsletters is too small.

I have vision problems myself, so I am sympathetic. In some cases, the type size is unchangeable. In others, you can change it. But in all cases, there is a way to enlarge it.

My daily newsletters—Cool Site of the Day, Tip of the Day and News of the Day—are sent in HyperText Markup Language. The e-mail you receive is actually a picture of the newsletter. By using HTML, I can control the type face and size, among other things. I use 12-point type, which is one-sixth of an inch. Newspapers, on the other hand, generally use 9-point type (one-eighth of an inch).

The weekly newsletter, which you're reading now, is sent in plain text. I cannot control how you see it. The settings on your e-mail program decide how big the type will be. To change those settings:

—In Outlook Express, click Tools | Options. Select the Read tab. Click the Fonts button. Click the down arrow next to Font Size, and select Larger or Largest.

—In Microsoft Outlook, click Tools | Options. On the Mail Format tab, click Fonts. Under "When composing and reading plain text," click Choose Font.

—In Thunderbird, click Tools | Options. Click the Fonts icon on the left. Find the "Minimum font size" box. Click the down arrow and experiment with the sizes

Unfortunately, I could find no way to change the HTML font size in Outlook or Outlook Express. However, you can easily enlarge it in Thunderbird. Hold down Ctrl and click the plus mark (+) until you have the size you want.

You can get around the Outlook / Outlook Express limitations by copying the newsletter into a word processor, such as MS Word. In Outlook Express:

—Open the newsletter and click anywhere inside it. Click Edit | Select All. That will highlight the newsletter. Click Ctrl+C to copy the newsletter. Open a blank Word document and click Edit | Paste Special. Click Unformatted Text | OK.

—In Microsoft Outlook, double-click the subject line to open the newsletter in its own window. Click Select All to highlight the newsletter. Copy and paste as in Outlook Express.

America Online users are simply out of luck. AOL has no way to magnify text. So, you have two choices. You can follow the instructions above to copy text into Word. Or you can use the Windows Magnifier. Start with the Accessibility Wizard. Click Start | All Programs | Accessories | Accessibility Wizard.

If you're using an old version of Windows, you may have to install the Magnifier. I have a Tip on that at: komando.com/tips_show.asp?showID=7918   ❖

Sites to Visit on the 'Net
— by John Hunter

"I wish we could go to some of these food festivals," my wife said to me as we sat watching the host of the Travel Channel's "Taste of America" savor succulent crustations at the Maine Lobster Festival held in Rockport, Maine each summer. Later, I googled "food festivals" and within seconds up came a list of 14,700,000 food shows and festival sites.

I clicked on the listing for food references and show listings at foodreference.com and up popped a list of food shows and festival events for 2006 and 2007. The listings appear in three separate categories: by date, by state and by country.

When I clicked on Maine, up came a list of three events: a chili festival in Wells, ME September 9 and 10; a lobster festival in Rockland, ME held in August; and a clam festival in Yarmouth, ME held in July.

A click on the United Kingdom brought up a list that includes a Stilton Cheese Rolling contest held in Stilton, Cambridgshire, UK on May 1, 2006. At this event, contestants roll large rounded blocks of wood along the high street competing for a Stilton cheese and a bottle of port. From Stilton a foodie can drive to London May 3 and 4 for The Total Sandwich Show, which purports to be the biggest and best sandwich and snack show in the UK.

Closer to home, foodies can visit Tap New York, which gushes forth at the Hunter Mountain Hudson Valley Beer and Fine Food Festival on April 29th and 30th. This event features craft breweries and brewpubs from across the state. The entry fee provides a souvenir tasting glass and the chance to sample gourmet foods prepared by local Hudson Valley chefs (think Culinary Institute of America).

And even closer to home is the Great New York State Food and Wine Festival held in Clayton, New York June 23 - 25. This festival highlights food and wines produced in New York only. Bottoms up.

If you're not inclined to drive for several hours but are still hungry, visit restaurant.com. This site lists establishments that provide incentives for inquisitive diners to sample their fares. According to the homepage, the web site serves as a matchmaker to introduce "great restaurants to great people."

Restaurants list specials and offer dollars-off coupons to entice visitors to try their kitchens.

You may search for restaurants by state or by zip code. Searching by New York state brings up a list of areas such as Long Island, Southern Tier and Central New York. Click on Central New York and another, more focused, list appears for Binghamton, Ithaca, Syracuse and Utica. Click on Utica and three establishments present themselves.

The site provides descriptions and even menus to assist you. Follow the instructions for purchasing a dining certificate and print it out. Each restaurant offers a number of discounts. Pick the restaurant and discount that appeals to you.

For example, my search found three restaurants: Angel's Bar and Grill in Oneida, Bistro 7 in Clinton, and O'Connor's Alexander Hamilton Inn, also in Clinton. In fact, the last two are operated under the same roof. [At my visit, no coupons were available for the Alexander Hamilton.]

A visit to Angel's produces an offer of 50% OFF dining certificate at a cost of $3.00. Keep clicking and you'll find pictures of Angel's and driving directions. The menu offers "grill foods" and "American Cuisine." Angel's brags that it is best known for Monday Night Wing Night featuring 20 cent wings—6 p.m. to 2 a.m.

The Bar Menu includes: Philly Cheese Steak or Chicken Sandwiches served with peppers, mushrooms, onions and a choice of cheese for $6.00. Add Cheddar- Bacon Fries for $2.75 (small) or $4.50 (large) and you're good to go. The dining certificate applies only to the food, and since the certificate costs $3.00 anyway, the single diner will not save much.

The restaurant is wheelchair accessible, offers banquet services for 20 to 50 people, and serves lunch, dinner and late night. So, if you're in the mood for dancing, karaoke and Buffalo Wings, this may be the place for you.

Bistro 7 in Clinton is more upscale. The menu features American Cuisine, reservations are suggested, and a $10 OFF certificate can be purchased for $3.00. The menu features pancakes, French toast and Eggs Benedict from $4.50 to $6.75. Smoked Salmon with a bagel, tomato, onions and capers is also $6.75.

Until next time . . .   ❖

JAPANESE COMPUTER ERROR MESSAGE
You step in the stream,
but the water has moved on.
This page is not here.

Did You Know . . .   — Donna Gorrell

. . . that Windows has a Backup utility? It is not installed automatically, but is available on the installation disc. To install it:

XP Home:On the installation CD, double click the VALUEADD folder, the MSFT folder and the NTBACKUP folder. Double click NTBACKUP.MSI and run the wizard.

ME: On the installation CD, double click the ADD-ONS folder and the MSBACKUP folder. Double click MSBEXP.EXE.

98: In Windows, click Start | Settings | Control Panel. Double click Add/Remove Programs. Select the Windows Setup tab. Click System Tools | Details. Click Backup | OK | OK.

Once installed, you can access Backup by clicking Start | All Programs [in Windows 98 and ME, "Programs"] | Accessories | System Tools | Backup.

Wizards step you through the backup process. Backup gives you the choice of backing up everything or selected files. You can schedule regular backups. The Windows Backup utility may not allow you to use a CD or DVD for backup but you could try using a CD-RW, DVD-RW, tape or ZIP drive, or [if you are networked] another computer. If the Windows utility won't work, you can simply copy your data to a CD or DVD or a second hard drive. Do not backup on the hard drive you use regularly. If that hard drive fails, your original data is lost and so is your backup.

. . . that you can get a free utility for stitching photos? Several months ago I demonstrated Microsoft's Digital Image Suite and showed how the program did automatic panoramic stitching. If you're looking for a more inexpensive [free] program check out Autostitch at www.cs.ubc.ca/~mbrown/autostitch/autostitch.html. No need to arrange the photos, Autostitch does everything for you. You can download the free demo and if it expires simply revisit the website and download it again.   ❖

Byting Remarks   — Jerry Finkelstein

If you are a Stephen King fan you are probably already reading his latest novel, *Cell*. I read King sometimes but this book caught my fancy. It deals with the familiar notion of people using cell phones going batty. Not cutesy, loveable looney. More like deadly, scary, zombie crazy. Remember when some of us thought that holding a cell phone close to your ear does something really strange to your brain? Well, King doesn't use a cell phone, but here he is being downright nasty giving hell to all those who do. It is a fun and fast read, especially if you've been complaining about cell users' rude behavior on public display.

Cell phones indeed are a way to keep in touch. As mentioned before in this column, cell phones are no longer phones as we used to know them. They're communication centers delivering a host of mobile services: music, digital photography, video. To know your mobile services you will have to learn a whole new vocabulary, maybe a new language. For starters, think of mobile screens, iPods, play stations. Gadgets are being developed to connect your music player to speakers, your little cell screens to your big screen on your living room wall. Latest polls tell us that PC users are taking to these new technologies very well. A friend of mine, an old geezer that you wouldn't think could learn new tricks, just got himself a neat little PDA and is enjoying every bit of data he has on it. Another friend is hot to trot with Vonage.

I get a particular kick out of friends who take pictures of friends and family with their cell phones; I guess they store them there for ready reference. They also have the same pictures on their PC; of course these pictures are also on their desks and on every available space on tables, counters, kitchen and dining room shelves. On the PC they serve as wallpaper. It's like surrounding yourself with yourself. They are visual images that are the counterpart to the aural ones you get on your cell phone. And the need to make that call is constant. You will make that call. And you will keep up with the latest gadgets. And you will give Stephen King more material for his next thriller.   ❖

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Happy St. Patrick's Day

what's.com/ing					March 2006	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
American Red Cross month			1	2 Q & A SIG 6:30 PM St. John's	3	4
5	6	7 Monthly General Meeting 6:00 PM Whitesboro HS	8	9	10	11
12	13	14 Board of Director's Mtg 6:30 PM	15	16	17	18
19	20	21	22	23	24	25
26	27	28	30	31	First day of Spring -March 20	