
Microsoft Publisher

Although we are meeting on April 1st this is no April Fool's joke. Last month the school closed due to weather conditions so we had to cancel our meeting. Jean Skahan has graciously agreed to do her program for us this month.

Jean L. Skahan, president of GIT Technologies, is a financial, insurance and marketing consultant who has extensive experience developing marketing collateral, sales campaigns, and websites. She will show us how to use Publisher to create newsletters, pamphlets, business cards and web design with ease.

Microsoft Office Publisher 2007 is the business publishing program that helps you create, design, and publish professional looking marketing and communication materials. You can create materials for print, e-mail, and the Web with an intuitive, task-based environment that guides you from initial concept to final delivery in-house without professional design and production expertise.

UPCOMING PROGRAMS INCLUDE:

MAY

Professional Media Services will be discussing video editing at our May 6th meeting.

JUNE

Beverly Cholcto-Devlin and Ruth Cosgrove will do an encore presentation showing us how to do blogs and wiki web pages.

SEPTEMBER

Our annual "Ask the Guru" night. Stay tuned for exact date and location.



Bad weather may force school closure.

If the school is closed, we cannot hold a meeting.

Please check our website —

mvpcug.com

for notification

of meeting

cancellation,

and/or listen to

the radio for school

closings.

www.wktv.com also has a listing of school closings.



Tuesday, April 1, 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 . . .

We are pleased to announce that Patricia Bruno has agreed to be Program Chair. She is actively searching for new ideas for programs for the Fall. If you have something you'd like to see, send her an email or speak with her at a meeting.



Patricia also agreed to write a column for our newsletter. This issue will mark her first appearance. Please see page 5. We hope that her new and innovative style will please you, again, if you have comments or suggestions for her, email Patricia at: pbruno315@gmail.com

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

Name _____
 Address _____
 City _____ NY
 Zip _____ Phone _____
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Please mail this application with a check payable to MVPCUG to
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Winter weather scared the Whitesboro school into closing its doors on March 4 so we could not hold our regular meeting, therefore there are no minutes to report.

There is a notice on the front page of this newsletter that informs you of what happens in the event of school closure due to bad weather, but the school was open until they decided to close for after school activities. That means we cannot use the school. Anytime the school is closed [for whatever reason] we will not be able to hold a meeting.

WKTV lists the notices of cancellation on their TV station as well as on their website. As soon as possible Jerry added MVPCUG to the notices. Bill also sent out an email to all members notifying them of the canceled meeting.

If your name appears in the following list, please send your current email address to Bill Gorrell at mvpcug@usadatanet.net. We are missing your email or have it incorrectly recorded. You will miss important notices, such as canceled meetings as well as other information that we send out from time to time. At no time do we share your email address with anyone; this database is used strictly for club business.

- Barnoskie, Paul
- Barr, David
- Bathke, Ron
- Campion, Robert
- Carollo, Salvatore
- Cleary, John
- Countryman, Richard
- Davis, Ira
- Dylis, John
- Griffiths, Frederick
- Jakobiec, Julius
- Kipers, Frank
- Kufel, Stanley
- Nudo, Robert
- Olmstead, Gerald
- Robinson, Nelson



April is National Volunteer month. How accidental is that and the fact that someone stepped up to the plate and is now immersed in volunteering her talents for the benefit of our club. Yes, our club. We all serve as volunteers so that all can benefit.



Patricia Bruno volunteered, not only to be program chair, but to write a column as well.

So, there you are reading this and saying, "Whew, am I glad someone else is doing this". We have news for you. Being a member of the club means sharing and helping one another. Now it is your turn to jump up and be one of the "doing" members.

We'd like to bring back the HELP HOTLINES. Not so long ago, there was a list of people who offered their expertise to other club members.

Are you willing to be listed as a resource for a specific program or under a heading of hardware or word processing or spreadsheets? If so, please let us know. Get in touch with a board member or just send the info to mvpcug@usadatanet.net. Tell us who you are, what email or phone number you want listed, and how you can help.

To get the ball rolling, here are a few to start the list:

WordPerfect
Donna Gorrell . . . donna.gorrell@yahoo.com

Graphic editing [PaintShopPro-PhotoshopElements]
Donna Gorrell . . . donna.gorrell@yahoo.com

Corel Draw
Patricia Bruno pbruno315@gmail.com

Hardware
Bill Gorrell lwgorell@roadrunner.com

Microsoft Word Tips

— by Bob Schaffer

Formatting Paragraphs

This article was excerpted from Microsoft® Office Document Designer by Stephanie Krieger.

Paragraph formatting includes tasks such as paragraph spacing, line spacing, alignment, paragraph borders and shading, bullets and numbering, and indents and tabs.

When you apply paragraph formatting to the text of your document, Word stores it in the paragraph mark (¶) that falls at the end of each paragraph. [You may or may not see the paragraph sign, depending upon whether you have activated it.] If the formatting of your text has ever changed when you moved it from one part of the document to another [or between documents], formatting stored in a paragraph mark was the reason.

Notice the formatting smart tags that appear whenever you paste text from one location to another in Word. These smart tags offer you the option to keep source formatting or match destination formatting, which refers to the formatting contained in the paragraph marks at the copy source and the paste destination.

To steer clear of the complications of source and destination formatting, avoid leaving empty paragraphs in your document [that is, paragraph marks where there is no text]. The best way to do that is to use spacing Before or After the paragraph [find this under Spacing on the Indents and Spacing tab of the Paragraph dialog box, accessible from the Format menu, Paragraph command] to automatically make space between paragraphs when you press ENTER. Increase your paragraph spacing instead of pressing ENTER multiple times for a new paragraph and you won't get any of this: Those empty paragraph marks contain lots of formatting that can get in your way.

Paragraph alignment and spacing options

Use paragraph spacing before or after a paragraph to create space between separate paragraphs. Just go to the Indents and Spacing tab of the Paragraph dialog box [Format menu, Paragraph command] and type the desired number of points [or use the spin boxes to make a selection] in the text boxes labeled Before or After.

As a good rule of thumb, use 12 points before or after the paragraph when working with standard body text [type that has 12 pt in either the Before or After

text box] to create a single line of space between paragraphs.

Important! Be sure to include the pt when you type points before or after. Otherwise, Word might convert your entry to a line setting that is not what you intended.

You should take the extra step to set paragraph spacing instead of pressing ENTER twice to get a new paragraph because once you set paragraph spacing, it stays set until you change it. It's less work than manually making line spacing with empty paragraph marks.

Use the line spacing feature to create space between lines of the same paragraph. Access line spacing on the Indents and Spacing tab of the Paragraph dialog box [Format menu, Paragraph command]. By default, line spacing is set to Single. To change line spacing, select an option from the drop-down list labeled Line spacing.

1.5 lines and Double line spacing are the obvious options. When you select line spacing At least or Exactly, the text box beside the Line spacing drop-down list reads 12 pt.

Use the spin boxes to change the point setting, or just type in the desired number of points. At least 12 pt means that lines of the active paragraph(s) will be no less than 12 points high, regardless of text size, so text in 8 point font will have 12 point line spacing, but lines of text in 24 point font will grow to accommodate the font size. Exactly, however, will keep the line spacing to exactly the selected number of points, regardless of font size. If the top or bottom of text is cut off in paragraphs with a large font, line spacing set to Exactly is a likely cause.

Notice that there's a difference between single line spacing on 12 point text and line spacing of exactly 12 points. Single line spacing adds buffer space between lines. On the other hand, when you set exactly 12 point line spacing on 12 point text, the bottom of the text in the first line of the paragraph will almost touch the top of text in the second line, etc.

When you need to fit just a little more text on one page, try decreasing your line spacing by setting Exactly to just a point or two larger than your font size. The line spacing will be less than single, so you'll get more room, but not so much less that anyone will notice. ❖

Al Fasoldt Workshops

For information on upcoming workshops go to this URL:
www.technofileonline.com/workshop/workshop2007-2008.html

What's Happening!!!

— by Patricia Bruno

Welcome ~ This is the first of my new column and I hope to bring to you the information or events residing in our LOCAL Internet web sites.

We are all aware of rising gas prices and I happen to come across a WEB SITE that is called : <http://www.newyorkstategasprices.com>

You are able to JOIN for free . . . save up points and you will be able to win free gas . . . Check out the *Saving Gas tips*, and get gas prices on your mobile device from www.GasBuddy.com. Find the lowest gas prices in the area or anywhere in NY state where you may be traveling . . . Check it out!!!



And if you choose to really save gas > DUMP THE PUMP and take the bus, you can check out the Centro Bus Schedule for the Utica and surrounding area. Go to: <http://www.centro.org/OneidaSchedules.aspx>

This is an EMAIL that I happen to find in my Inbox.

----- Original Message -----

From:

To:

Sent: Monday, February 25, 2008 8:22 AM

Subject: Where to buy gasoline

**WHERE TO BUY YOUR USA - GAS
THIS IS VERY IMPORTANT TO KNOW. READ ON-**

Gas rationing in the 80's worked even though we grumbled about it. It might even be good for us! The Saudis are boycotting American goods.

We should return the favor.

An interesting thought is to boycott their GAS. Every time you fill up the car, you can avoid putting more money into the coffers of Saudi Arabia.

Just buy from gas companies that don't import their oil from the Saudis.

I thought it might be interesting for you to know which oil companies are the best to buy gas from and which major companies import Middle Eastern oil.

These companies import Middle Eastern oil:

Shell	205,742,000 barrels
Chevron/Texaco	144,332,000 barrels
Exxon /Mobil	130,082,000 barrels
Marathon/Speedway	117,740,000 barrels
Amoco	62,231,000 barrels

Citgo Gas comes from Venezuela, South America

Do the math at \$30/barrel, these imports amount to over \$18 BILLION!
(And oil is now \$100-\$105 a barrel)

Here are some large companies that DO NOT import Middle Eastern oil:

Sunoco	0 barrels
Conoco	0 barrels
Sinclair	0 barrels
BP/Phillips	0 barrels
Hess	0 barrels
ARC0	0 barrels

All of this information is available from the Department of Energy and each is required to state where they get their oil and how much they are importing.

But to have an impact, we need to reach literally millions of gas buyers. It's really simple to do. Now, don't wimp out at this point . . . keep reading and I'll explain how simple it is to reach millions of people.

I am not going to tell you the rest . . . but it simply says if you email 30 people and they email 30 people . . .

Some of the above content was removed to make sure no one was offended. The data included in the email has not been verified, nor does MVPCUG take any responsibility for the validity of it.

~PB~ it's just an email. . .



Sites to Visit on the 'Net

— by John Hunter

Gone But Not Forgotten

You're retired and bored from sitting home and watching the snow melt or the grass grow. What to do? Why not get a job? "But I don't want to be a Wal-Mart greeter," you say. Not to worry; Uncle Sam may want you.

According to www.aarp.org, the federal government wants older workers to work part-time as well as full-time. Over the next five years fully one third of federal employees will retire and a limited supply of replacement workers has created employment opportunities for older workers wishing to reenter the workforce..

For example, the Small Business Administration Office of Disaster Assistance needs people to work as customer service reps, loan specialists, paralegals, and legal advisors just to name a few. If hired, you can work seasonally, temporarily, part-time, full-time, or even share a job. Employees qualify for benefits except for retirement.

If interested, you may access employment information through the AARP web site. The site also provides some employment counseling as well. In all, 37 employers and three government agencies are interested in recruiting older workers through this site.

Ca ching! Ca ching!

Travel By Computer

The next time you feel like getting out of Central New York, why not visit Yellowstone National Park. Your trip to Wyoming will take you as fast as you can type www.nps.gov. The park service home page begins with a map of the US. Click on Wyoming and up pops the local web site for the state.

Click on the outline of Yellowstone Park and read a short history of the park. Located on the left edge of the page is a list of features including live web cams. Pick your geyser and live streaming video will appear on your monitor.

I chose to view Old Faithful. Since my visit occurred at 10 p.m. New York time, the live web cam image of Old Faithful began degrading as soon as it appeared. In several minutes the entire frame went to black, but the accompanying sound track kept playing. A nice touch, I thought.

Undeterred, I backtracked and clicked on California and Yosemite National Park. Five live web

cam images presented themselves. One view from Turtleback Dome was nearly black. The view from Sentinel Dome was fading fast, but the view from Ahwahnee Meadow faced west and the setting sun illuminated the impressive image of Half Dome.

Since I visited in March, snow fields were visible on the lower and mid mountain slope below the sheer cliff face. And as I continued my visit, Half Dome gradually faded as well.

Technology certainly is wonderful - sitting in my home office I can see a live picture of a national park nearly 3000 miles a way. For free!

Remember To Wash Your Hands

Public service announcements have appeared on local TV channels over the past few weeks in an attempt to reduce the number of kids who fall ill. Public health experts know that handwashing is the most effective way to stay well during flu season.

Complementing this TV effort is a campaign aimed at young children. Click on scrubclub.org and introduce the younger kids in your family to an interesting interactive site that teaches kids about germs and how to fight them. Catchy tunes and cute animation serve up the content in a pleasant way.

Teachers can even download a free lesson plan to teach the six steps of handwashing. A national non-profit, NSF, produced the material. Scrub-a-Dub-Dub.

An Old Sweet Tooth

I had a very sweet tooth as a kid and I still have it. I remember going to the corner store and buying tubes of NECCO wafers, Clark Bars, packages of MaryJanes, and Skybars. Yummy. [I had better be careful and not begin sounding like Rachel Ray.]

Well, NECCO stands for New England Candy Company and they are still in business. To visit the company, click on www.necco.com. Find out how to manufacture Necco wafers - 8 color pictures with accompanying text. Find out who distributes these candies and go out and buy them. You may even feel younger again as you crunch.

For the Affluent

On a cold winter morning, wouldn't it be wonderful to step out of the shower and pick up a nice warm towel to dry off with? Well, you can. Click on www.brookstone.com and for only \$79.95 plus shipping and taxes, you too can have a Towel Spa Warmer. And you thought only the rich can live richly.

Until next time . . .



Did You Know . . . — Donna Gorrell

. . . that an on-screen keyboard is built into Windows XP? It can be useful if you have mobility impairments, if you are using a tablet PC, or if your keyboard goes down. To access the keyboard: Click on Start, then Click Run, and type `osk`. The onscreen keyboard opens on your desktop, featuring three typing modes you can use to type data:

- Clicking mode, you click the on-screen keys.
- Scanning mode, you press a hot key or use a switch-input device to type highlighted characters.
- Hovering mode, you use a mouse joystick to point to a key, which is then typed.

To make an on-screen keyboard shortcut icon on your “Quick Launch Bar” right-click the desktop, point to New, and then click Shortcut. Type `osk`, click Next. Type a name for the shortcut, then click Finish. Drag the shortcut onto your “Quick Launch Bar” after unlocking the Taskbar.

. . . that Mozilla, the organization behind Firefox, now offers a calendar program called Sunbird? It’s still being developed, but it looks great and works well. Click a button to see this month, this week or today’s appointments. Skip to future appointments and events. Enter appointments in Sunbird by double-clicking a date on the calendar. Reschedule appointments by dragging them to different dates. To ensure that you don’t get lost, there is a “go to today” button. If you forget to check the calendar, you can set alarms to remind you of coming events. Sunbird can play a sound or provide a pop-up alert. Download it at mozilla.org/projects/calendar/sunbird/

. . . that Mozilla offers Thunderbird users a calendar called Lightning? Since it’s an extension, Lightning is tightly integrated with Thunderbird, allowing it to easily perform email-related calendaring tasks. So if you use Thunderbird, download Lightning; but if you use another mail client, such as Eudora, Sunbird is the calendar program for you.

. . . that you could select a letter for a drive? In WindowsXP, Right click on My Computer, then select manage, choose disk management. Right click on your removable drive, Select change letter and paths. Give it any letter you want, other than C, D or E, as these may be used by the operating system. ❖

Byting Remarks — Jerry Finkelstein

Some friends of mine were surprised/ disappointed/shocked, yes shocked, that their service plan at our local Best Buy did not include virus removal or software//hardware repair. Buyer beware. Know what, exactly, your service plan provides. But suppose you are a novice, new to the world of the PC, or just new to the world of computer service plans, how are you to know what all these service plans mean? How do you know what questions to ask? There’s a standard package, a premium package, there’s an ADH Only plan. Do you need any of these? I spoke to five different employees at Best Buy, four salespersons and one of their Geek Squad personnel, to get answers to questions about their many, many plans. All five were sure about some of their service plans. Some were not sure about their virus removal and software repair plans. Some referred me to other personnel who referred me back to the guy who referred me to him in the first place. Some of the personnel seemed bothered and were not forthcoming with information. Others were friendly, they tried to be helpful, but there was just too much to know, too many plans, too many add-ons, and each plan and add-on has its own pricing plan.



Their initial connect and protect package, the set-up, for your new PC will set you back \$279. Then they’ve got various service plans, prices change according to a particular package, according to the price of your computer. The price also varies according to where you have your service plan installed, at home or at store. Then there are add-ons, installation of programs for instance. Data transfer is not covered in the initial set-up package, that will cost you up to \$229 [for unlimited gigs of information]. Virus removal will cost you and so will software repair, another service package. And there’s another extra charge to get that handy restore disk. There’s much more information to be had, they have it all listed in their reference books. Even the friendly and helpful salespeople had to look much of this up, it’s all too much to know and remember. Bring a pencil and pad, you’ll need them.



Know that Best Buy offers all kinds of services and it’s up to you to know what kinds you want. And if you don’t know, it might be wise, and financially beneficial, to talk with other PC users before you walk into the place. If they’re really good friends they’ll want to go with you. In any case. It is going to cost you. A lot. ❖

explorer

Microsoft Publisher

Tuesday ♦ April 1, 2008 ♦ 6:00 PM ♦ Whitesboro High School



what's.com/ing				April 2008		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April Fool's Day - April 1 st		1 Monthly General Meeting 6:00 PM Whitesboro HS	2	3 Q & A SIG 6:30 PM Whitesboro HS Room 522	4	5
5	7	8 Board of Directors Meeting 6:30 PM	9	10	11	12
13	14	15	16	17	18	19
20 	21	22 	23	24	25	26
27	28	29	30	Income taxes due April 15 th April is National Volunteer Month Arbor Day is April 25 th - plant a tree!		