

The Basics of Microsoft Access

Linda Oltz will 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

- * *BC Schools Access2000*
- * *Access Functions*

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

Welcome New Members
Fran Donovan
Herb Lavin

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 - May 3, 2005 - 6PM

Linda was originally scheduled to appear in March, but wintry conditions forced the cancellation of that meeting.



explorer

The **MVPCUG EXPLORER** is published monthly from September through June by the Mohawk Valley Personal Computer User Group, Inc., PO Box 586, Marcy NY 13403-0586.

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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.

NEWSLETTER STAFF

Editor

Bob Schaffer

Columnists

Jerry Finkelstein

Donna Gorrell

John Hunter

Kay Janowsky

The **Explorer** is printed by

The Gallery

4780 Commercial Drive - New Hartford

315-768-7851

ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

Our Internet presence is at

<http://www.mvpcug.com>

The Web Team

Dan Evans

Lisa Britt

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Smart Computing Special

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★ *CE Tips* — Covers the world of consumer electronics from HDTV to your digital camera. For more info: www.cetips.com.

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- * You have 90 days in which to sign up

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Minutes of April 5, 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 48 persons in attendance.

BUSINESS MEETING

Treasurer **Bill Gorrell** reported that income was \$354.10, expenses were \$513.40, and there is a balance of \$3,931.48 as of March 31, 2005.

There was no meeting March 1, 2005 due to bad weather which closed the school.

Jerry Finkelstein spoke about the Photoshop SIG which meets on the 3rd Monday of the month from 1:00 to 2:30PM at St. John’s Church in Whitesboro. Although we work mainly with Photoshop, all questions about digital photography will be entertained.

Members are being encouraged to bring computer related items to sell at meetings. **Helen Russell** took advantage of the opportunity and sold an item within minutes. All responsibility remains with the seller.

Kay Janowsky asked for a report on **Tim Clinehen’s** condition and **Dave Askew** said that he had been in contact with Tim who is staying with his brother in Indiana. Tim had staples removed last week; is still recuperating, and after a checkup within the next month or so should be returning to his home.

We then moved into the Question and Answer period with questions mainly about digital cameras.

PROGRAM

At 6:30 PM, **Jeff Berman** began his program on Digital Cameras in Action. He gave specifics about several cameras that he passed out to members of the audience and encouraged everyone to investigate the cameras and take pictures. Jeff then took several photos and after the break he transferred them to the computer and showed how to manipulate them using the program ACDSee. Jeff said the best place to buy lithium batteries was at www.sabahoceanic.com. The presentation concluded at 8:15 PM

DOOR PRIZES

[furnished by Sam’s/Que’s Publishing Cos]

Beginner’s Guide to WordPerfect 11 Fred Schmandt
Windows XP in a Snap Stuart Schwartz

[furnished with club funds]

DVDs 5 pack Howard Esty
4x6 Staples photo paper Gary Virkler
4x6 Fujifilm photo paper Herb Lavin
Best Buy certificate \$25 Donna Gorrell
CD wallet Dan Evans

[donated by Jerry Finkelstein]

Post It notes Marina O’Grady

[donated by Donna Gorrell]

PaintShopPro 5 book George Purpura

[donated by Rod St.Clair]

Norton Antispam 2004 Helen Russell

The meeting adjourned at 8:30 PM.

Respectfully submitted,
Donna Gorrell, secretary



Photo taken at April meeting
by Lou Barile

“Smile, you’re on Candid Camera”



Word Processing Tips

— by Bob Schaffer

WORD — View two places at once by splitting the screen (Word 97/2000/2001/2002/2003)

When you're working with lengthy documents, it can be difficult to move or copy items from one place to another when the source and destination are far apart. To make this simpler, try splitting the active document window so you can view and edit two parts of your document at the same time. To do so:

- * Double-click on the split box (the tiny rectangular box located at the top of the vertical scrollbar).
- * As an alternative, choose Window | Split, and then click where you want the split to appear.
- * Word splits the document window horizontally into two panes.
- * Each pane has its own scrollbars, so you can navigate to different parts of the same document in each pane.
- * For example, you can select a passage in the top pane, and then drag it to the bottom pane to move it to a new location.
- * To remove the split, double-click on the split bar that separates the two panes, or choose Window | Remove Split.

— Viewing and navigating documents (2000, 2002, 2003)

- * To see two parts of a document simultaneously, drag the split bar at the top of the scroll bar.
- * To view a document's organization and jump to different sections, click Document Map on the View menu.
- * To see the same document in two different views, click Split on the Window menu, and then choose the views you want.
- * To display page margins, click Options on the Tools menu, and then on the View tab, under Print and Web Layout options, select the Text boundaries check box.
- * To move to the previous or next word, press CTRL+ LEFT arrow or CTRL+ RIGHT arrow.
- * To go to the beginning or end of a document, press CTRL+HOME or CTRL+END.
- * To select an entire document, press CTRL+A.
- * To close all open documents, press SHIFT, and then click Close All on the File menu.

WORDPERFECT — Insert a Graphic as a Full Page Watermark

If you're inserting a watermark graphic into your document and you want it to fill the entire page, there's an easy way to resize it without having to use the graphic box sizing handles.

To do so:

- * Open a new document.
- * Choose Insert | Watermark.
- * In the Watermark dialogue box select the Watermark A option button.
- * Click Create.
- * Choose Insert Graphics and select either Clipart or From File from the submenu.
- * Select the graphic file and click Insert.
- * The watermark now fills the entire page of the new document.

— Repeat a table's header row over several pages

When you create a lengthy table that spills over onto the next page, WordPerfect does not display the table's headings at the top of each page that contains a portion of the table. This can make multi-page tables hard to read.

However, you can easily configure WordPerfect to repeat a table's heading row or several rows wherever the table breaks across pages. To do so:

- * Right click on the row that you want repeated on each page.
- * To include several rows, first select them, Right-click on the selection and choose Format from the QuickMenu.
- * In the Properties For Table Format dialog box, click on the Row tab if necessary.
- * Select the Header Row (Repeats On Each Page) check box in the Row Attributes panel.
- * Click OK. ❖

Here's a Neat Tip!

Would you like to receive a Word and WordPerfect Tip every week via email?

Send your email address to rdschaffer@adelphia.net.



Did You Know . . . — Donna Gorrell

. . . that last month I told you to find your system resources by going to Start|Run and typing MSINFO32? Well, only on Windows98 will this work. Windows XP does not give that information, most likely because the system has been improved and it differs in the way it handles resources. You can still find a lot of information about your system, but resources is not one of the items; sorry for any confusion. I apologize for any trouble that you have from my assuming that these tips will work on all systems.

. . . that each month I dig through newsletters and magazines and websites looking for hints and tips to print? I find what I hope are interesting or informative tips that will make your ((and my) life easier. Thanks to Kay, Bob K, Rod, Lou, Ed and others for their encouraging words. Knowing that members appreciate this work makes it worthwhile. I stubbornly hang on to Windows 98, refusing to update when I find no need to disturb my totally adequate computer just to have the latest and greatest. (If it ain't broke, why fix it.) By doing this, I may miss out on some features and am appealing to you all to send me any tips that you find useful for another operating system.

. . . that there is a program that can take the place of MS Paint? Paint.NET is a paint program designed entirely by students of Washington State University and written using Microsoft's .NET Framework. It maintains the best features of the original MSPaint application and includes new, powerful tools such as a history storage for undos and redos and multi-layering which is often seen only in high-quality photo applications. The program supports multiple layers with transparency; drawing, painting, and selection tools; a clone brush; and special effects like motion blur, red-eye removal, and oil painting. Unlike Paint, it lets you specify the compression/quality level when saving a JPEG. A nice feature is that the palettes turn transparent when you're not using them, so you can see the picture canvas underneath. Paint.Net can replace Paint or live in harmony alongside it. Paint.Net is free. Download it at: www.eecs.wsu.edu/paint.net/

. . . that you could be in danger of losing all your documents? If you have accepted the default file "My

Documents" to use for all your data files you should know that reinstalling Windows will overwrite that file and all your data will be gone. I have a hard drive that is partitioned with Windows system files and program files on C:\. All other files are on D:\. I have a file on D:\ named "Documents" in which I keep most of the data files. All programs allow you to alter the place where files are saved. Check out Options or Preferences or Settings in your program to find out where to make the changes. Or use the Help to look for Saving Files. You might also lose the partition if you do a low-level format, but before doing any formatting you should *always* backup your data. Under the main folder "Documents" you can have subfolders to better organize your data. Backing up one main file or separating into the subfolders is easy to do and will save a lot of heartache.

. . . that there is an excellent program you can download for free that will print the directory files on your computer? PrintFolder can be downloaded at several sites, I used Tucows. This small program can find all the files in your directories and sub directories and will generate a file in plain text or HTML. I chose to save the file as HTML with tabs. This file opened in Netscape and I then Selected All from the Edit menu and copied it into WordPerfect. I then changed the font and margins and set the tabs to my liking. I now have a full list of all the files in my *D:\Document* folder. This is no small task as it is 30 pages long using size 9 Arial font, so you can image just how many files I have in that one directory. I am doing some Spring cleaning and including the computer as one of the things to clean out. This list gives me all the info I need to weed out some unnecessary files. The real reason I was interested in printing a list of files was to get my photographs organized. I have scanned many old photos, plus having all my digital camera files. I'm sure you can image the fun(?) I'm having sorting out and trying to organize the whole mess. I'd like to get the photos into folders that are meaningful, but unless you have the names right in front of you it can be very difficult. I have over 500 photos from my camera alone and those are original straight from the camera. I've renamed them all and diddled around with most (you know, red eye removal, cropping, and adding text to some). After I do my document files and the photo files, I plan to organize my genealogy files . . . see you sometime soon, maybe! ❖

Sites to Visit on the 'Net — by John Hunter

May is the month of new beginnings: flowers, green grass, long days. Apparently, spring is also a time for celebrities to unveil new bodywork. If you are interested in new looks, visit www.awfulplasticsurgery.com to view the new images of Britney Spears, Steven Tyler, Latoya Jackson and Marg Helgenberger. This site chronicles attempts by celebrities to do more with more or more with less, as the case may be. My take on the new bodywork is that these celebrities should have saved themselves money and time since the efforts to look better appear to have been unsuccessful (except, of course, for Britney's enhancement to a 36 double E). The site also provides definitions of plastic surgery terms so that should you consider having the same work done, you will know what to ask for. For example, blepharoplasty is the term for the plastic surgery procedure that corrects aging eyelids. If an alert, rejuvenated look is what you're going for, blepharoplasty may be your procedure of choice.

Another site to visit, as spring fever produces rising sap, is weaseleircus.com. At this site you may download free flash games, greeting cards, funny pictures and animated fun pages. I chose to click on some of the funny pictures such as: Osama's Baby Picture (a superimposed mug shot of Osama bin Laden's face on the body of a diaper clad monkey). On this same page you can download software that adds smileys to your email. (Those images are certainly complimentary.)

Another funny photo pictures an elderly gentleman wearing nothing but a Wal-Mart shopping bag. And although there appear to be some similarities, this is NOT an image of me! Finally, for those who care, there is a photo of Bill Clinton proving that he still has it.

From the absurd to the frontiers of science is a site "where science meets fiction" at technovelgy.com. The site encourages you to "explore the wide variety of invention and ideas of science fiction writers". There are more than 775 examples available at (tek novel gee) such as: armor, artificial intelligence, clothing, culture, computers and lifestyles. Pick the

clothing topic and amazing links appear. In 1977 George RR Martin published *Dying of the Light* in which the clothing worn by the characters changes color depending upon the geographic location. ". . . Dirk watched her clothing slowly fade to a mottled off-white and green to match the shade of the ground she sat upon." Just under the passage are three links to modern advances in fabric development which use nanoparticles and nanofibers.

For example, a recent press release with a photo discusses a "self-cleaning fabric"—polymer film sprinkled with silver nanoparticles under development at Clemson University. The nanoparticles allow cloth to shed any dirt by simply brushing it or by sprinkling the soiled area with water. A second link presents a news release about carbon fiber yarn that can be spun to manufacture protective vests stronger than Kevlar; bandages that contract to put pressure on wounds; and artificial muscles powered by electricity that are much lighter than current hydraulics. These related science news stories prove that today's science fiction is tomorrow's science fact.

For those who wish to try their luck separating bad guys from good guys, try surfing to www.malevole.com/mv/misc/killerquiz. When you visit this site, a short animated screen asks if you can "tell a coder from a cannibal". The site then produces pictures of both code writers and mass murderers and you are to identify which is which. This is not a particularly noteworthy site unless you are extremely well informed about computer geeks as well as current killers in the news.

Another site for technology geeks is www.aunty-spam.com. On this site, a very useful one I might add, the visitor learns that spam can infest TiVo just as easily as it invades computers. To prove it, TiVo is now testing pop-ups on viewers. The way it works is that while the user is in the very act of skipping ads, the pop-up ad pops up and remains on the screen. When you visit you will learn also that Yahoo Messenger is a target of a "very effective phishing scam". And those of you with VOIP can obsess over whether you are in trouble by reading the article "VOIP 911: Weakness in VoIP 911 system Leads to Lawsuit against Vonnage." There is a free Aunty Spam newsletter you can sign-up for as well.

Until next month . . .



How to Create Photo Albums with PowerPoint 2000

Great news for those who have *PowerPoint2000*.

Photo Album is a standard feature in PP2003 but you don't need to upgrade just to get this feature. The folks at Microsoft have listened to your desires and are furnishing a download add-in program for free.

To download the add-in program, go to: <http://tinyurl.com/5a724>. On the right side of page is Hot Downloads: Photo Album for PowerPoint 2000. Or go to: <http://tinyurl.com/4ck47>, which takes you directly to the page to download photo album. File Name: album.EXE. Download Size: 1015 KB.

Special designs for photo albums and the PowerPoint Save as Web Page feature can help you share images of a wedding, family reunion, or other special occasion across the Internet or an intranet. You can view photo albums in Slide Show view or print your album.

After you've downloaded the add-in program, the new PhotoAlbum Wizard appears in the File New dialog box. To create a photo album, click New on the File menu, click PhotoAlbum on the General tab, and then click OK. In the dialog box that appears, specify the location of the pictures you want and choose from other options.

You can add pictures directly from a scanner or digital camera. Once you've got the pictures you want in the list, you can change their order and rotate them if necessary, also add text boxes.

You then pick from a variety of layout and style options for your photo album. You can choose the number of pictures per slide and pick from a variety of frame styles and design templates. Design templates for photo albums are just like design templates for PowerPoint presentations, but with festive elements and backgrounds suggesting weddings, babies, or scrapbooks.

You can also choose to have a caption for each picture. By default, the file name of the picture is entered into the caption. Once you create the photo album by clicking Create, you return to PowerPoint, where you can change the caption text. Note: Once you have created the photo album, you cannot return to the Photo Album dialog box to make changes to photo album options. Make the changes you want directly on the slides in PowerPoint, or create a new photo album with the same pictures. ❖

Byting Remarks

— Jerry Finkelstein

It makes sense that we, as a PC User Group, should be a bit ahead of the PC media in our concern re current trends and looking to the future. We are, after all, the front lines. As I mentioned at our last March meeting, we started our SIG on digital cameras, graphics, and photoshop software months ago. It's been awhile now since we had Jeff lined up to give us his excellent presentation on working with digital cameras. Pick up the latest PC magazines; they're hawking the pros of digital cameras, reviewing printers and software so that you get the most bang out of your megapixels. NPR is looking over my shoulder right now and explaining why you should look into camera options other than megapixels to get great pictures. A five megapixel camera may get you awful pictures if you've got a lousy lens. Of course we in our Group already know that there's more to a camera than its megapixels. Recommended: get online and compare reviews. We may or may not have been there first, but who's competing? Our shared interests are being aired over the radio and across all sorts of Net, news, and PC media.

PC World tells us there are too many columns for one magazine and refers us to their online edition to get to columns that didn't make it to hard copy. The more complete PC World is found in their "dead tree" version. Newsweek has recently added a sidebar of recommended Blogs. They appear regularly in The Technologist section of the newsweekly under "Blog Watch." The April 26 PC Magazine devotes pages and pages to the "Best 100 Web Sites" as well as to 100 nifty "undiscovered" sites. I found Answers.com (among others) interesting, certainly informative; it gives answers to your questions, but it doesn't provide you with a list of links to other sites. And all media are encouraging readers to try the new Google Maps site.

When the time comes for us to get this newsletter online, we'll know others have led the way. We'll have many wonderful models to follow. ❖

Effective April 12, 2005 Microsoft updates to XP will no longer work unless you have SP2 installed.

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Linda Oltz: Basics of Access
Tuesday ★ May 3, 2005 ★ 6:00 PM ★ Whitesboro High School

*Happy
 Mother's
 Day*



what's.com/ing				May 2005		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Monthly General Meeting 6:00 PM Whitesboro HS	4	5 Q & A SIG 6:30 PM St. John's	6	7
8 <i>Mother's Day</i>	9	10 Board of Director's Mtg 6:30 PM	11	12	13	14
15	16 Photoshop SIG 1 - 2:30 PM St. John's	17	18	19	20	21
22	23	24	25	26	27	28
29	30 	31				