

Broedel: Using Useful Utilities

Milt Broedel will be a new face at our June meeting. He brings vast experience with computer hardware and software to his presentation on adware, spyware, virus obliteration, and more. It will be an informal extempore presentation, with questions welcomed and encouraged.

Utilities that will be evaluated will include:

- * AdAware
- * Spybot
- * SpySweeper
- * AVG anti-virus
- * Norton Utilities
- * McAfee Utilities

Topics will include:

- * Detection and removal tactics regarding computer invaders and viruses
- * Ways in which to avoid adware and spyware
- * Alternate browsers such as Firefox and Opera
- * Viral threats in email attachments and downloads
- * General security precautions such as firewalls

Milt has been involved with computers for 30 years. He has his own business, **Milt's PC Service**, through which he services and trains home PC owners, as well as some small businesses.

He teaches computer skills at BOCES (where Bob Schaffer met him) and volunteers at the North Utica Senior Center. He has also taught at Utica College.

He writes a monthly PC Tip article for the *Mid-York Weekly and Pennysaver*.

A New Feature

on our website

— *Links of Interest* —

Go to:

mvpcug.com/index1.htm

- * Spyware Warrior
- * Bleeping Computer

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

No Summer Meetings

There will be no meetings in July or August, 2005. Watch for the September issue of *Explorer* for details of the Sept. 6 meeting. Have a safe and happy summer.

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 - June 7, 2005 - 6PM



explorer

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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.

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Minutes of May 3, 2004

— Donna Gorrell, Secretary

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:02 PM. There were 48 persons in attendance.

BUSINESS MEETING

Treasurer **Bill Gorrell** reported that income was \$587.25, expenses were \$332.48, and there is a balance of \$4,263.96 as of April 30, 2005.

Jerry announced that we will meet in June, but not in July or August. The September meeting will most likely be held at the Utica Maennerchor, but watch for the September issue of Explorer for details. The program for June will be **Milt Broedel** speaking about Adware and Spyware.

The Photoshop SIG has been canceled due to lack of leadership. It may resume in the Fall.

Jerry pointed out a recent feature on the website — *Links of Interest*. This is only available by going to the website. Each month webmaster **Lisa Britt** puts up 2 links that coincide with the subject of that month's program.

Jerry reminded us that we may bring in items for sale each month. They are to be displayed behind the brick partition and all responsibility is on the seller.

A Question & Answer session followed.

PROGRAM

At 6:25 PM **Linda Oltz** began her presentation on the Basics of Access. Linda had made handouts of screen shots so that each member could follow along with her presentation. She then preceded to teach us the fundamentals of Access by setting up a database with us. Linda asked for input from the audience as she progressed in her demonstration. The presentation concluded at 8:25 PM.

DOOR PRIZES

[furnished by Que's Publishing Co]

Using Word 2003 **Lisa Britt**

[furnished with club funds]

5 DVDs **Donna Gorrell**

Photo Paper **Robert McMillan**

Mini Mouse **Bob Angelow**

[donated by Jerry Finkelstein]

Post-It notes **Loralee Whitlock**

[donated by a member]

Beast Wars [game] **Bo Wozniak**

The meeting adjourned at 8:30 PM. Donna Gorrell, secretary ❖

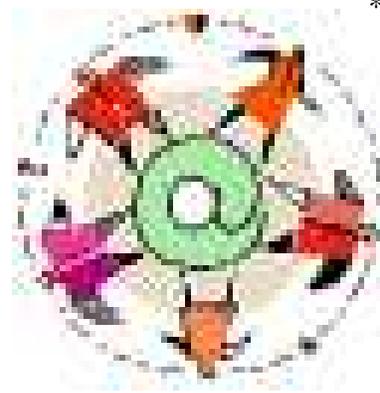
More About Microsoft Access

Information on Microsoft Office Access 2003 can be accessed at tinyurl.com/5p56t

On tinyurl.com/apg4p there is a demo that you can view for setting up a database, and tinyurl.com/824ao has information on creating a database.

Some hints and tips from the Microsoft site:

- * Click Startup on the Tools menu to customize how your application looks and acts when it is opened.
- * Hold down the ALT key to drag a toolbar or menu item without displaying the Customize dialog box.
- * To quickly display the Properties dialog box, press Alt+Enter.
- * To close the Properties dialog box, press Alt+F4.
- * Click Startup on the Tools menu to customize how your application looks and acts when it is opened.
- * You can use wildcards in the Search text box. Type a question mark (?) to match any single character, or type an asterisk (*) to match any number of characters. For example, s?t finds "sat" and "set"; s*d finds "sad" and "started."



- * To open one of the last several databases you had open, click the file name at the bottom of the File menu. Access opens the database with the same option settings it had the last time you used it. If the list of recently used files isn't displayed at the bottom of the File menu, click Options on the Tools menu, click the General tab, and then select the Recently used file list check box.

played at the bottom of the File menu, click Options on the Tools menu, click the General tab, and then select the Recently used file list check box.

- * To sort records on partial field values, use the Advanced Filter/Sort dialog box.
- * To get help on a property in a property sheet, click the property, and then press F1.
- * In a form, remove a section and its controls by selecting the section and then pressing DELETE.
- * When working with forms, press F5 to quickly switch from Design view to Form view.
- * If you need more room to type a value in the property sheet, press SHIFT+F2 to open the Zoom box.

Contact Bob Schaffer (853-5984) if you're interested in a one-time 2-hour word processing workshop in June.

Word Processing Tips

— by Bob Schaffer

WORD — Display table headings at the top of every page (97/2000/2001/2002/2003)

When you create a lengthy table that spills over onto the next page, Word doesn't display the table's headings (i.e., the table's first row) at the top of each page that contains a portion of the table. This behavior can make multi-page tables difficult to read. However, you can easily configure Word to repeat a table's heading row wherever the table breaks across pages.

To do so:

- * Place the insertion point anywhere within the table's first row, and then choose **Table | Heading Rows Repeat** — (Table | Headings in Word 97) — from the menu bar.
- * Word automatically repeats the row contents wherever the table breaks across pages.
- * In addition, Word automatically adjusts the placement of repeated heading rows so that when you add or remove rows from the body of the table, the repeated heading rows always appear at the top of the page.
- * And keep in mind that Word doesn't display repeated row headings onscreen when Normal, Outline or Web Layout (Online Layout in Word 97/2001) view is active. This behavior is by design; even though repeated row headings aren't displayed in these views, they'll still be applied when you print your document.

— How To Repeat Find

Suppose that you want to use Find to locate all occurrences of a particular word. Do the following:

- * Press **Ctrl + F** to open the Find and Replace dialog box and type in your word.
- * Then you click **Find Next** and locate one occurrence of your word.
- * You close the Find dialog box, but later on, you want to find another occurrence of the same word.

All is not lost:

- * One way to do this is to click the blue double-down arrows on the vertical scrollbar.
- * If you want to search backward rather than forward, click the blue double-up arrows.

WORDPERFECT — Rearrange your toolbar (8/9/10/11/12)

It's easy to customize your toolbars and property bars to look the way you want. You can edit the toolbars by using a dialog box. But here's a way to drag your buttons within the toolbar or off the toolbar. (This technique doesn't work in Presentations.)

- * To move a button to a new position on the toolbar, press **[Alt]**, then drag the button to a new location.
- * You'll see a vertical bar that moves with your mouse pointer as you drag the button. This bar indicates where the button will appear when you release the mouse button.
- * To remove a button, again press **[Alt]** and click and drag the unwanted button away from the toolbar area.
- * When the mouse pointer becomes a trash can icon, release the mouse button and the button is deleted from the toolbar.

— Work smarter in tables with the Table Tools Palette (8/9/10/11/12)

When working in a table in WordPerfect, the Table property bar is displayed with many buttons to help you edit the table. But you might find it faster to make formatting and structural changes if you could have a floating palette of frequently used tools available.

WordPerfect has such a feature and it's called the Table Tools Palette. To display the Palette:

- * Right-click in the table and choose **Table Tools** from the QuickMenu.
- * The palette enables you to add borders, change numeric format and add and delete columns and rows with the click of a button.
- * The palette floats above your document and you can drag it to another part of the screen so you can see your table.
- * Click outside the table and the palette closes. ❖

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 you should know about copyright issues on the Web? Before you decide to post an image to the Web, consider this: Many of the “free” Web-hosting companies have special rules about images. Read the fine print in the usage agreement, since many host companies take away any right you have to your own images. These Web hosts specify that any image you post or upload to them becomes their property. Shop around and read the fine print before you put your beautifully created image on the Web!

. . . that you could snap to grid in Word?

To display the Drawing toolbar, click Drawing

- * On the Drawing toolbar, click Draw, and then click Grid.
- * In the Horizontal Spacing and Vertical Spacing boxes, enter the spacing you want.
- * To turn off the drawing grid, clear the Snap objects to grid check box.
- * To align objects with the vertical and horizontal edges of other objects, select the Snap objects to other objects check box.

. . . that there are Word Processing keyboard shortcuts to align text?

Ctrl+L = left align

Ctrl+E = center

Ctrl+R = right align

Ctrl+J = full justification

. . . that you can remove passwords that you’ve told your browser to remember?

- * In *Internet Explorer*, click Tools | Internet Options, then Select the Content tab. Click Auto Complete. Click Clear Passwords, then OK. This wipes out all your passwords.
- * In *Firefox*, click Tools | Options. Click Privacy | Saved Passwords. Click View Saved Passwords. Select the Passwords Saved tab. Find the specific address you no longer want to remember your password and select it; click Remove, then click Close | OK.
- * In *Netscape*, click Tools | Password Manager. Choose Manage Stored Passwords, then select the website; choose Remove and close the window.

. . .that if you have recently installed *Firefox* as your default browser you can still retain *IE* and *Netscape*? *IE* should never be removed as it is part of the Windows operating system and you will need it to do updates for your system. I have all three browsers on my computer and depending on what I am doing, use any one of them. I made *Firefox* my default browser, but simply clicking on the icon for one of the other browsers opens them. To disable *IE* from being your default browser, open *IE*, Click Tools | Internet Options. Select the Programs tab. Clear the box next to “Internet Explorer should check...” Click Apply | OK.

If that does not work, there is a place to set program defaults. Click Start | Control Panel. Double-click Add or Remove Programs. On the left, click Set Program Access and Defaults. You will find three configurations. You can choose to accept all of the Microsoft programs—*IE*; Outlook Express; Windows Media Player; MS Virtual Machine, to read Java; and your current instant messaging program. The second choice allows you to enable substitute programs and remove access to the MS programs. Lastly, you have a choice of customizing your selections. To “remove access” doesn’t mean the MS programs are removed from your hard drive. Rather, the icons are removed. The programs are still there. Here, select Custom and then, the down arrow on the right. Under the default browser area, select *Firefox*; Click OK. You still need *IE* to check for Windows Updates which requires the use of an ActiveX control. *Firefox* doesn’t accept links from such controls.

. . . that there is a small plug-in program that allows you to surf the web and chat in real time? Two or more people can shop online and compare their findings using JYBE. Download the plug-in at www.jybe.com. Jybe adds a toolbar to *IE* or *Firefox* with options to create or join a Jybe session. Traffic is routed through Jybe’s servers at no cost to the user. In addition to just surfing, Jybe offers the ability to enter what they call “The Presentation Zone”. Registered users can share PowerPoint, Excel and Word documents. The application could be used by students researching a topic together; to give step by step instructions on how to use a web application; sharing and editing photos; choosing gifts, movies, hotels, flights and vacations; trading jokes and interesting websites; sharing documents, presentations and spreadsheets.



Sites to Visit on the 'Net

— by John Hunter

June is the month for graduations, marriages, vacation trips and the real beginnings of summer. If you have completed spring-cleaning your computer and want something new to view, click on over to screensavers.com. This site provides free screensavers for you to download. Want to have a picture of Heidi Klum on your computer screen? She's free for the downloading. You can download pictures of engaging puppies, private beaches, American Flags or Sponge Bob Square Pants. All for free. According to the web site, screensavers provides "the CleanScreen experience". No viruses, no spyware, no spam, no worries, promises the site. You can get wallpaper if you want it for free as well.

How is this possible, you ask? According to the web site, the wallpaper and the screensavers function as loss leaders or promotions in order for you to be introduced to other software the company sells. If interested, you may purchase AdZapper, pop-up ad killer, and a toolbar with one-click access to the "web's best search engine".

The next site is very useful for sightseers and business travelers. This site is addyournow.com. The site provides useful maps and locations and reviews of restaurants, bars, clubs, bookstores, bathrooms, coffee shops and attractions in some major cities. Click on the URL and up comes a map of midtown Manhattan. To the right is a list of other related maps such as Gramercy Park-Murray Hill. These sub-maps provide a listing of restaurants that include addresses, telephone numbers, average price of entrée and type of fare such as Indian, Greek and so on as well as the aforementioned reviews by ordinary people.

You can also get maps for Brooklyn, Boston, Chicago, London, Los Angeles, Paris, San Francisco, Seattle, Vancouver, and Washington D.C. This site seems very, very helpful. In Brooklyn, for example, there are 226 restaurants, 45 bars and clubs, 4 hotels, 7 bookstores, 15 restrooms, 23 coffee shops and 7 attractions. I clicked on Brooklyn Heights and found 16 restaurants featuring Turkish, Italian, American, Vegetarian and Other.

Henry's End, at Henry and Cranberry Streets, falls under the "other" food category. Entrees begin at \$25. But the reviews say, "Best place in Brooklyn Heights". They have all kinds of steaks, chicken, (the Chilean sea bass is unreal. It rivals Nobu). They also have wild game, duck, boar, and turtle soup. The place is expensive and looks like a hole in the wall, but its Zagat review does not lie. Another review says, "Yes it's expensive but worth every penny. Reservations are only for parties of four or more . . .". Anyway, you get the idea. Enjoy.

My grandchildren love dinosaurs so this next site probably will not interest them, yet. But if you love myths, you'll love pantheon.org. Click on the URL and you get to the homepage of Encyclopedia Mythica," the award-winning internet encyclopedia of mythology, folklore and religion". According to the site, "you will find everything from A-gskw to Zveda Vechanyaya, with plenty in between". The material is arranged by geographic region: Africa, Americas, Asia, Europe, Middle East and Oceania. Each area has subdivisions to help your search.

The folklore section contains general folklore, Arthurian legends and so on. In addition the site contains a bestiary, legendary heroes, an image gallery, and genealogical tables of various pantheons and prominent houses. If it exists in literature, this site has it all. The Arthurian Legend section contains the myths, a recommended reading list of various Arthurian works, and links to Arthurian resources including Welsh Arthurian materials. This site will appeal to general readers as well as scholars. If summer days get boring, you will know where to go.

Another site to visit on rainy summer days is bored.com. This site is an encyclopedia of interesting site links. These links include music, games, humor and romance among others. When I clicked on the humor site I found a list of the following links: bathroomlife.com (complete with a bathroom habits survey), DancingBush.com (a chance to see George W. Bush dance), office slang, and name-humor to pick a few. When I clicked on DancingBush, I first had to load an update of RealPlayer to play the clip. This took longer than I expected which was irritating, especially since the clip was not worth the time spent downloading the update.

I clicked on music and found a list of sites that included CyberParodies (pop song parodies), country song titles (funny titles of real country songs), create bands, and talk backwards (to find secret meanings in song lyrics). I clicked on create bands and found myself in an interactive place.

This interactive site allows the visitor to create a performance band that performs music created in the style of the band chosen. I chose Jethro Tull and immediately was asked to choose a set background and lighting. Then I was asked to choose the first musician, a rhythm guitar, horn, bass and so on. The following steps required me to choose four additional musicians and pick their instruments. When I clicked the play button, the band began to play. The sound I created was a boring loop of 10 notes, so I must have done something wrong, but it was fun nonetheless.

One caveat, however. To avoid total frustration at this site, you will need a broadband connection since all this interaction requires a lot of bandwidth. Those with dial-up modems should skip the *create bands* site.

Until next time . . .



Digital Photography with Photoshop Album in a Snap
by Jennifer Fulton and Scott M. Fulton III
Sam's Publishing Co. 2004; 424 pgs. \$24.99

Reviewed by Donna Gorrell

The authors begin this book with a primer on digital cameras, explaining the workings of the camera; the variety of memory cards used, accessories for it, and printers.

In the second chapter you learn the secrets of good photography: how to frame the shot, the use of lighting, and how to be creative when taking a photo.

Chapter 3 discusses the ins and outs of capturing nature, while Chapter 4 delves into the art of portrait photography.

Part II of this book starts on page 155 and here begins the nitty-gritty of Photoshop Album. Chapters 5 and 6 deal with importing images to Photoshop Album, then viewing and sorting items. Part III (Chapters 7 through 10) teach how to organize, find, and fix images. Part IV details the creation of cards, calendars, along with albums and slideshows.

Throughout the book, there are lessons which provide the “hand-holding” and precise instructions geared to help the beginner learn the basics. More than a manual, this book is a guide to getting things done quickly and easily. It is full of hints and tips on each page. The authors go beyond mere direction by illustrating each and every example with photos and screen shots, leaving no question as to the meaning of the instructions. One marginal tip tells you that “the world is your tripod if you only look—a park bench, car roof, tree branch, stone railing, or countertop, all make perfectly legitimate tripod substitutes”.

The authors are husband and wife. Jennifer has more than 20 years experience as a computer consultant and trainer, and also has authored more than 100 computer books. Scott has written several books on programming topics and was contributing editor to Computer Shopper magazine. Jennifer's brother, Michael Flynn is a professional photographer and serves as a source of advice to the authors. The book reflects the knowledge of the authors and provides a fun way to learn.

The list price is \$25, but it can be purchased at both Amazon and Wal-Mart for under \$16; a bargain for the knowledge and expertise that it offers. ❖

Byting Remarks

— Jerry Finkelstein

A good friend of mine recently bought a Hewlett Packard three-in-one fax/copier/scanner. She loved it until she took it out of the box. It wouldn't set up. The manual didn't help. The local vendor couldn't help, didn't know what was wrong, and advised calling HP. My friend called HP, spoke to a technician in India. After a very long while of intense discussion, the Indian technician said HP will send her a new start up disc, maybe that will help. I don't know where they shipped the disc from but it took two full weeks to get here. It worked. My friend loved it.

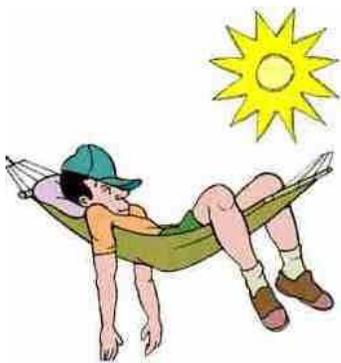
My friend loved it until she wanted to use one of those little slots on the side of the machine to show off her digital camera expertise and play around with digital images. It didn't work. No way was that machine going to receive the card. The manual didn't help. Calls to the local vendor didn't help. We brought the machine down to the store and their technician examined the machine. The pins inside were severely damaged. The acting store manager recommended that we call HP.

We couldn't just return the machine to the store because the return policy no longer applied. Never mind that the policy no longer applied because we followed their advice in the first place, calling HP and waiting two weeks for the disc. Never mind that we received damaged goods which we couldn't know about since we couldn't get the darn thing started until we received that disc. It's one of life's lessons: return the product at the first sign of something wrong with it; maybe nothing is wrong with your purchase but you don't know that. Don't take a chance, and certainly don't take the manager's advice. Just return it. But happy endings are the rule. My friend once again called HP. She talked to a technician in India (another one). With no hesitancy at all, the good Indian sent my friend a new machine. We used the old-new start up disc. It worked. The card slot worked. Images appeared and my friend emailed one of them to her daughter. My friend was thrilled. She loved it.

I hate naming names, so I won't tell which local vendor I'm referring to in this article. I know Donna has a gripe about a competing local vendor. Maybe we strong potential customers can set up a list of PC users' complaints and present them to the local vendors. Maybe with a list at hand some changes for community good can happen. Can't hurt. Let's have your stories. We all have them. Share yours. ❖

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Milt Broedel explains Spyware & Adware
Tuesday * June 7, 2005 * 6:00 PM * Whitesboro High School



what's.com/ing				June 2005		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Flag day June 14			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	15	16	17	18
19 Happy Father's Day	20	21	22	23	24	25
26	27	28	29	30	Enjoy your Summer! 	