Volume 105, Number 4　　　**http://www.mvpcug.com**　　　April 2005

New: Digital Camera in Action

J eff Berman's presentation, "Digital Camera in Action," will cater to people who have purchased a digital camera and know some of the basics. It's a follow-up to the beginner's course he presented to us a few months ago.

He will bring some of his digicams and show us how to take blur-free, properly exposed pictures. If you have a camera, bring it along! He'll also show us how to transfer pics to a computer, edit images, and upload them to an online photo album. Jeff will be recommending some great digicams, image editing programs, and camera related websites, so you might want to bring along a pad and pencil.

Jeff is a certified and experienced computer instructor who regularly works with novices and people with little computer confidence.

After graduating from the University at Buffalo with a BA in Psychology and Anthropology, he moved to New York City to work as a budget analyst for the Dean's Office at Columbia University. There Jeff developed a passion for using the PC.

He returned to his hometown of Syracuse to pursue an MSW with a focus in gerontology at Syracuse University, but got sidetracked while offering to teach some older adults how to use their home PCs.

Jeff discovered a love for teaching beginners to use computers. Before long, he had earned a graduate level certificate in Information Systems and Telecommunication Management at the SU School of Information Studies.

After becoming certified, he became a computer instructor for OASIS, the nation's largest not-for-profit organization serving older adults (www.oasisnet.org). While teaching at OASIS, Jeff became obsessed with digital photography. He now spends most of his free time researching digital photography and has taken well over 10,000 digital pictures.

In January of 2004, Jeffrey established his own business "JBB Simplified Computer Education". It's a unique school that offers several reasonably priced computer/digital photography classes at clients' homes. Jeffrey works within his clients' busy schedule, supplies them with critically acclaimed notes, gives his clients lots of personal attention, and tailors his assistance to his clients' home PCs. He can be reached at (315) 372-4628 or emailed at jberman876@gmail.com. ❖

Whitesboro High School Cafeteria
April 5, 2005 - 6PM
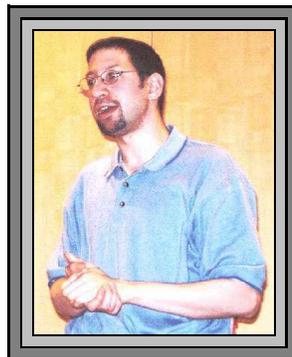
A new feature
on our website

— ***Links of Interest*** —

Go to:

mvpcug.com/index1.htm

* *Kodak eMagazine*

* *Digital Camera Tips*

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

Meeting Agenda

5:30 . . . . . . Meet and Greet
6:00 . . . . Business Meeting
6:30 . . . . . . Program, Part 1
7:00 . . . . Break
7:15 . . . . . . Program, Part 2
8:15 . . . Drawing for Prizes
8:30 . . . . Adjournment

Coming Attractions

Linda Oltz - May - *Access*

Milt Broedel - June

explorer
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.

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ADVERTISING RATES
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HELP HOTLINES
Help is limited to times indicated:
✶ **Day calls: 9am to 4pm.**
✶ **Evening calls: 6 to 9pm.**

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

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

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MS Money and Outlook
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Troubleshooting
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Minutes of March 1, 2004
— Donna Gorrell, Secretary

Unfortunately Mother Nature threw a fit and due to the expected snowstorm all area schools closed on March 1. It was an April Fool's joke one month early!

When the school closes we are unable to hold a meeting, regardless of the weather later on.

The cancellation notice was posted on our website (www.mvpcug.com) by 10:00AM and an email notice was sent out to all members that have provided us with an email address. Sadly, several of the emails were returned as being invalid.

If you have not given us your email address we will not be able to send important notices your way. If you do not keep us informed of any changes in your email address we have no way of knowing that the information we have in the database is incorrect.

If you've never supplied it, or have changed your email address, send your current email address to mvpcug@usadatanet.net so that Bill can update the membership database.   ❖

Other Words for "Bugs"
* Undocumented Feature
* Design Side Effect
* Known Issue

A maintenance Release = Bug Fix
Service Release = Collection of Bug Fixes   ❖

How To . . .

. . . print a "contact sheet" using **PaintShopPro**. Choose Browse from File menu. Browse window will appear and show you thumbnails by folder. Surf to the folder you want to print and choose Print from File menu. You'll get a "contact sheet" of the images in the folder, along with all the filenames.

. . . darken a faded image using **PaintShopPro**
Use PaintShopPro layer functions. Make sure image is set to 16 million colors. (Click on Color menu, choose increase color depth-16.7m.) If it is greyed out–it is already the correct depth.

Click on Edit, choose Copy. Select Edit, Paste As a New Layer. Finally, click on the Layer Blend Mode menu icon in the Layer Palette and choose Multiply. These tips may also work in **Photoshop** and **Photoshop Elements**.   ❖

"Swap Meet" in lieu of Auction

The Board of Directors has decided that instead of devoting a whole meeting to an auction, it would encourage members to have a continuing "Swap Meet".

Instead of waiting for one day a year, members can bring computer hardware or software to any meeting. If you want to sell an item bring it to a meeting and display it behind the brick wall partition. All responsibility remains yours. You must watch over the item and remove same if not sold. MVPCUG will not be held liable for any theft, breakage, etc.

We request that all transactions be done before the meeting begins or during the break. As sound carries throughout the cafeteria, no conversations will be allowed during the business meeting or the program.

Word Processing Tips
— by Bob Schaffer

WORD — Captions for pictures and tables (97/2000/2001/2002)

When you need to illustrate a point that words alone can't convey, pictures and tables can be a perfect complement to your document. However, pictures and tables can't always speak on their own; sometimes you'll need to discuss and refer to them within your document's text, as well.

When you use graphic objects to support your document text, it's a good idea to number them so that they're easier to refer to as you write. You can easily number your document's graphic objects using Word's Captions feature. To apply a caption to a graphic object:

* First select the object to which you'd like to add the caption.
* Choose Insert | Caption (Insert | Reference | Caption in Word 2002) from the menu bar to open the Caption dialog box.
* Choose an appropriate label option from the Label dropdown list. (Note: As an alternative, you can click New Label to create a new label option. You can also modify your caption's numbering scheme by clicking Numbering and modifying the settings in the Caption Numbering dialog box.)
* As you make modifications, a preview of the caption that will be applied is shown in the Caption text box. Click OK to apply the caption.

As an alternative, you can automatically add numbered captions to each graphic object you insert in your document. To do so:

* Choose Insert | Caption (Insert | Reference | Caption in Word 2002) from the menu bar to open the Caption dialog box.
* Click the AutoCaption button and, in the AutoCaption dialog box, choose the object types to which you'd like to add captions.
* Using the settings in the Options panel, specify the label, position, and numbering you'd like to use, as applicable, and then click OK to close the AutoCaption dialog box.
* The next time you insert an object that you've configured to use captions, Word automatically adds one according to your specifications.

WORDPERFECT — Assign a macro to a button on a toolbar (8/9/10/11/12)

Do you need a quicker way to run a macro while working in WordPerfect? Just assign it to a custom toolbar button. To do this:

* Choose Tools | Settings from the menu bar.
* Then, in the Settings dialog box, click on the Customize icon (double-click in version 8).
* If necessary, in the Customize Settings dialog box, click on the Toolbars tab.
* In the Available Toolbars list box, select the toolbar that you want to add the button to. When you do, that toolbar is displayed if it isn't already.
* Now, click Edit.
* In the Toolbar Editor dialog box, click on the Macros tab.
* To add a macro stored in a folder, click Add Macro.
* Select the name of the macro and click Select.
* If prompted to save the macro with the full path, click Yes. When you do, a Macro Run button is added to the selected toolbar.
* To assign a template macro from the current document to a toolbar, in the Toolbar Editor dialog box, click Add Template Macro.
* Select the macro name in the Macros In (template name) list box and click Select.

If you want to change the appearance of the macro button, while the Toolbar Editor dialog box is open, do this:

* Right-click on the macro button and choose Customize from the QuickMenu.
* Use the Customize dialog box to change the text of the Quick Tip or the face of the button.
* Click OK when you've finished.
* To return to the WordPerfect document, click OK to close the Toolbar Editor dialog box and then click Close twice to dismiss the Customize Settings and the Settings dialog boxes.
* The next time you need to run the macro, just click the custom button.   ❖

Sign up for weekly Word Processing Tips to be emailed to you.

Send request to rdschaffer@adelphia.net

Did You Know . . . — Donna Gorrell

. . that when you move files you should do so using the right-click and drag method rather than just click and drag? This gives you the opportunity to cancel or copy the file in case you really didn't want to move it. If you do left-click and drag and then change your mind hit the ESC key before releasing the mouse button to stop the operation.

. . that you should always use the right-click and drag when creating shortcuts? If you use the left mouse button you actually move the file and Windows will not be able to find it.

. . that if you don't have a Windows key (as on some laptops) you can still access the Start menu from the keyboard? Press CTRL+ESC and the menu will pop up.

. . that you can also use the keyboard to access the right-click menus? Press SHIFT+F10 and then use the arrow keys and ENTER key to select the option you want.

. . that you could eject a CD by using your mouse? Open My Computer and right-click on the CD-ROM drive and choose Eject.

. . that Windows 98 has an image editing program called "Imaging"? Unfortunately XP doesn't seem to have this. With Imaging you can view a file, scan a file, browse thumbnails of files and make annotations. It does not have the capability of a photo editing program like Photoshop Elements, but at least you can view or scan pictures if you have no other method.

. . that you can make your own icons? Open Paint and set up the image by clicking Image | Attributes, then make the width and height 32 pixels, click OK. Click View | Zoom | Custom, click on 800%, click OK. Click View | Zoom | Show Grid or press CTRL+G. Save the file as a .bmp and then go to the file and rename it to an .ico file.

. . that you can save your favorites or bookmarks? This would serve as a backup in case the dreaded "thing" happens and your computer goes belly up. Before you do this there is a program which will check for dead links and duplicate entries and it's FREE. Go to www.webattack.com/get/amdeadlink.html. . . . Once you've run that program and have all your bookmarks in order you can save it as a .zip file from within the program. If you don't want to use this program *you can still save the bookmarks—here's how:*

In Internet Explorer 6

* Click File | Import and Export | Next
* Select Export Favorites, Click Next.
* Under Import from a File or Address, use the selected file or choose your own using Browse.
* Click Next
* Select Favorites, click Next | Finish.

In Netscape 7

* Press CTRL+B to open Bookmarks window.
* Click Tools | Export. Navigate to the folder where you want to save the Bookmarks.
* Click Save.

. . . that the term Bit comes from "Binary Digit"? Computers use base-2 counting so numbers are either 1 or 0 and each one of these is called a bit.

A byte is 8 bits. A kilobyte is 1,024 bytes; a megabyte is 2^{20} or 1,048,576 bytes; and a gigabyte is 2^{30} or 1,073,741,824 bytes. *Whew!* A 32-bit processing system means you have numbers from 0 to 4,294,967,295 available to perform work.

. . . that you can cause your computer to slow down by having a large file copied in your clipboard? If you've recently copied something humongous it will remain in the clipboard until it is overwritten by the next use of "Copy". After you have copied a large file you can get rid of the clutter by simply copying a single word or letter and this will take the place of the larger file. Of course, make sure you have finished using the clipboard file before you do this.

. . . that you can find all kinds of information about your computer easily? Go to Start | Run and type MSINFO32 in the dialog box. I learned that my system is running at 44%, not good. It also tells me what version of Windows I'm using, what is running at the moment, and also checks for hardware conflicts. This could prove valuable if you need to obtain help from another person. ❖

Sites to Visit on the 'Net
— by John Hunter

It's been a long winter. Sometimes I've felt that my mind has turned into a pile of slush due to boredom and inaction brought about by cabin fever and a recent illness. My feeling is not unique, at least according to the dull men website at www.dullmen.com. Click on the URL and the homepage brings you a picture of a man ice-fishing and a cartoon of a dull man watching a pot of water come to a boil, the implication being that ice-fishing and pot-watching are similarly dull. These activities are certainly linked as far as I am concerned, so I continued on. When I clicked on the "more" button, another screen introduced me to the Dull Men's Club, a place "in cyberspace where men can share thoughts and experiences, free from the pressures to be 'in and friendly,' free instead to enjoy the simple, ordinary things of everyday life."

This part of the site provides a list of activities that "celebrate the ordinary," such as: watching sap drip, counting snowflakes, celebrating national bubble wrap day, reading a book on the history of gloves, and defrosting car windows. If these activities don't appeal to your sense of adventure, your dullness can be affirmed by ordering a certificate from the National Council of Dull Men that certifies your dullness. You can even visit a blog site to share thoughts and feelings with others like you. Enjoy.

MVPCUG club members who may prefer nursing a brew alone rather than commiserating with like-minded dullards should visit the web site for drinkers at www.moderndunkardmagazine.com. The homepage lists various articles in this cyber "zine" and trumpets the slogan, "Say It Loud, Say It Plowed." As with any magazine, this "zine" features articles, editorials, letters to the editor, and various links to interesting topics. Articles include the following such as "The Subtle Art of Beer Snobbery," Four Nights in Philly: Boozing in the city of Brotherly Love," and my favorite, "Beer Brewing Monkeys of Borneo". In spite of the humorous premise, the articles, surprisingly, are straightforward and give the appearance at least of fact-checked objectivity.

Other features include, Wino Wisdom, Gin-soaked Fiction, Skid Row Poetry, Comics for Alcoholics, and a profile of the "Drunkard of the Month". A real guy, apparently. In addition you can visit and contribute to a daily blog or catch up on the latest Booze News. For techies, you can even download a screen saver that depicts two crossed swords surrounding a martini glass with olive. For the socially conscious, you are encouraged to attend the 2nd annual Modern Drunkard Convention, May 13-15 in Denver, CO.

I was surprised to find that this sophomoric site had received more than 2 million 350 thousand hits at the time of my visit. Obviously there are many people out there with money to spend and little brain power with which to analyze their behavior. I encourage anthropology majors to visit the site to observe the wildlife.

The next site will appeal to anyone who appreciates clarity and precision in using our English language. Www.buzzwhack.com should interest the politically incorrect or the individual incensed by fuzzy thinking produced by the newest examples of chic-talk.

Buzzwords are defined at the site as "a usually important sounding word or phrase used primarily to impress lay persons". A "buzz.wack.er" is any person who derives some degree of pleasure in bursting the bubbles. These are my kind of people: vicious.

The mission of this site is to de-mystify buzzwords. The buzzword of the day at the time of my visit was "microwaiting" or the time spent in front of the employee break room microwave. "This generally occurs just before noon and is not reported as a part of the lunch hour."

Another phrase defined is "Shortening the path to profitability" or "it's what dot-coms say when they reduce staff in hopes of putting their companies in the black. We're not cutting back, we're shortening the path to profitability."

Still another word is "Sheeple". This is defined as people who follow like sheep. A final example is the bane of all comptrollers, CFOs, and business managers, "Budget-dust," or the year-end money that must be spent before it is swept away by the cold winds of the new fiscal year.

I am sure that Eric Blair and George Orwell, would applaud the efforts of this site. In his famous essay "Politics and the English Language," Orwell says, ". . . the slovenliness of our language makes it easier for us to have foolish thoughts . . .". For those of you interested in learning more of these buzzwords, I encourage a visit to this site.

Until next time . . .   ❖

Absolute Beginner's Guide to WordPerfect 11
by Laura Acklen — Que Publishing Co — 2004 — $18.95

Book Review by Donna Gorrell

If you are a novice when it comes to word processing, then this is the book for you. WordPerfect 11 can be intimidating if you are unfamiliar with the program, but author Laura Acklen offers a hand-holding tour of all the features of WordPerfect—starting with creating, saving and printing a document—all the way to advanced features available to the legal community.

The book is full of screen shots illustrating the instructions, which makes them easy to understand. There's also an abundance of Tips, Notes, and Cautions scattered throughout.

Acklen gives the default settings and later on explains how to make alterations to suit your preferences. One of the interesting features she shows that can be applied to other programs is how to navigate through drives and folder. In fact, most of the information in Chapter 3 is applicable to many Windows program.

Creating form letters and using WordPerfect's merge feature can be confusing and frustrating but in Chapter 14 you can learn to master this feature through Acklen's clear and explicit instructions. She makes creating a sheet of identical labels (such as return address labels) as simple as a few sentences.

Here's an example:
You can create a sheet of identical labels with the Merge feature. Create the label form and type the text of the label.

★ *Choose **Tools**, **Merge**.*

★ *In the merge dialog box, be sure that **Form Document** is set to **Current Document** (choose **Form Document**, **Create Form Document**, or **Use File in Active Window**)*

★ *Set **Data Source** to **None**.*

★ *Click **Options**.*

★ *Type the number of labels on the page in the **Number of Copies for Each Record** text box.*

★ *Click **Merge**.*

Clear, concise, and easy to follow—just like the rest of the book. For under $20 this book can help you become a WordPerfect expert. You can receive a discount. Go to www.quepublishing.com/usergroups or www.samspublishing.com/usergroups. ❖

Byting Remarks
— Jerry Finkelstein

More about blogs. They've been getting a lot of attention recently from the news media, both print and TV, from TV talking heads, from TV and from radio hosts interviewing bloggers about the state of their contributions. You might want to visit some of them to see what they're about. Different blogs have different agendas. A particular blog may be a diary of personal thoughts. The focus may be narrow. The content of another blog may range "across a universe of topics," personal, cultural, PC technical, political. As one blog tries for a definition there is the notion that there are as many kinds of blogs as there are people. Whoever you are, there is certainly a blog for you. At least one.

Don't think that bloggers uphold the standards of journalism; they are, after all, personal publications not subject to the rigors of objectification and verification one hopes to find in our national media. Still, the blog may be a corrective to the content in the media. One blog is credited with causing a correction in a court decision. Blogs call attention to issues not recorded by the national press corps. Factcheck.com called the shots on the so-called facts claimed by both sides of the 2004 presidential campaigns. It continues to call attention to the false claims found in the diverse areas of the media.

Blogs for Bush is a fun blog to check into, especially if you're a loyal Bush fan. Andrewsullivan.com is a personal, conservative (a bit right of center, not extreme) political blog. He seems to be a favorite of TV hosts, and he seems to be always on. Left of center are Wonka.com and Instapundit.com. They're all popular blogs Then there are blogs that track the blogs: Globe of Blogs, Blogdex are two. Again, no two blogs are alike: they are all pretty much personal journeys, promoting their opinions and agendas. As one critic noted, a lot of bloggers are navel gazers. Others are worth a visit. Or two. ❖

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Jeff Berman's "Digital Camera in Action"
Tuesday ✶ April 5, 2005 ✶ 6:00 PM ✶ Whitesboro High School

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