

*North Texas*



**PC NEWS**



**Veterans' Day  
November 11**

*Online Edition*

*November 2003*

VOLUME 22 • NUMBER 11

Published monthly by members of North Texas Personal Computer Users Group for their use. Send all editorial correspondence to: Editor, North Texas PC NEWS at: [newsletter@ntpcug.org](mailto:newsletter@ntpcug.org)

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Circulation:

Member distribution was 475

The editors of North Texas PC NEWS use Microsoft Word for Windows 97. This issue of North Texas PC NEWS was composed using Corel Ventura 8.0, Corel Draw 9.0, Arts & Letters Express 6.01, Adobe Photoshop 4.01, Microsoft Publisher 2000 and Adobe Acrobat 4.01 Principal typefaces include: Times, Palatino, Helvetica, A&L Cafe, French Vogue, and Lithos.

**DEADLINE**

Copy deadline for December  
**North Texas PC NEWS:**  
Friday, December 5, 2003

**Meeting Dates:**

November 15, 3rd Saturday  
December 20, 3rd Saturday  
(Date may change)  
January 17, 3rd Saturday



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Submit Newsletter articles to: [newsletter@ntpcug.org](mailto:newsletter@ntpcug.org)

Visit the North Texas PC Users Group Web page:

<http://www.ntpcug.org>

**Submitting Articles and Stories to the Newsletter**

The North Texas PC NEWS is now online—and it's more important than ever that the NTPCUG newsletter contain timely and informative content of interest to our members. We will welcome pertinent "How to do it" articles, book reviews, software reviews and other materials that would be helpful and interesting to NTPCUG members.

For prospective authors, there are a few, but very important, "Do's and Don'ts" involved in article submission to the newsletter, first of which is accuracy. Be sure of your facts (unless you report them as "rumors") and always remember to report the source(s) as well.

Please don't submit articles that are taken from another source without crediting the source in your article, i.e., if you excerpt something from the Microsoft (or other) Web site, please state that in the article.

Remember to "sign" your article/ story at the bottom. A simple "by Your Name" will be quite helpful, particularly if the editors have questions or suggestions about the story.

Please don't submit the article or story in HTM or .PDF format. It can make editing and formatting quite time consuming and difficult.

We can accept MS Word 97, most WordPerfect files and ASCII .TXT files. The absolutely latest version of any word processor may not convert gracefully to our format and may have to be rejected as a result.

Graphics should be submitted in one of the "standard" formats, i.e., .TIF, .EPS, .GIF, .PCX or .JPG files. While "native" CorelDraw (CDR) files are also OK, other graphics editor native formats may not be convertible.

Again, we want your articles and thank you in advance for your input and cooperation.

Finally, submit as e-mail attachments to: [newsletter@ntpcug.org](mailto:newsletter@ntpcug.org), or to [reagana@ntpcug.org](mailto:reagana@ntpcug.org)

Reagan Andrews

## PROGRAMS & PRESENTATIONS . . . *Linda Moore*

# November 15 Main Presentation

## Sneak Peak at the New Office 2003 Suite

Microsoft is excited to include NTPCUG on its fall tour of Mindshare User Groups, where we'll be treated to a sneak peak at the new Office 2003 suite.



We'll be visiting user groups and offering their members a first-hand look at the new features, functionality, and applications that make up the Office 2003 suite: For more information, see the <http://www.microsoft.com/office/preview/editions/default.asp>.

- Word** - Word processor.
- Excel** - The MS Office spreadsheet.
- PowerPoint** - The MS Office presentation graphics program.
- Outlook** - Personal information manager and communication program.
- Access** - Database program.
- Project** - Project management programs and solutions.
- Publisher** - The MS Office desktop publishing program.
- OneNote** - Note-taking and management program.
- InfoPath** - Information gathering and management program.
- Visio** - Business diagramming solution.
- FrontPage** - The MS Office Web site creation and management program. .

As usual, there will be lots of Microsoft products to be given away. Only NTPCUG members are eligible to participate in the drawings.

NOVEMBER 15

# Prez Sez Nov. 2003

The first item this month concerns our ongoing goal of getting more participation in our WebBoard system. For those that don't know, WebBoard is a combination mailing list, bulletin board, and message archive that members can use between meetings to communicate and ask questions.

I recently sent an email to the membership to alert everyone about a message that had been posted on WebBoard mentioning the possibility of free copies of Office 2003 being distributed by Microsoft. The mention of "free stuff" attracts attention, and this was no different. Several members signed up for new WebBoard accounts. However, only a third of the membership has WebBoard accounts. Interestingly, there are more non-members with accounts than there are members. At the moment we encourage non-members to participate in order to increase the traffic, and to increase the knowledge base for answering questions.



Don't expect to get a members email each time there is an important posting on WebBoard. That would defeat the purpose, wouldn't it? There are many great deals and good information posted that you will only see if you sign up.

For those new to WebBoard, or who have questions about it's use, the PC Concepts SIG will have a discussion about WebBoard at their 9:00 am hour.

While speaking of SIGs, the PDA SIG welcomes Nokia to do a presentation this month. PDA has been designated as the feature SIG of the month. Check out the notes about their meeting later in this newsletter.

A new Perl SIG is forming this month with **Larry Martin** as leader. It meets after the Linux SIG. Two SIGs, Access Beginning and Family Tree Maker are not meeting this month.

Microsoft will do a special launch presentation of Office 2003 to NTPCUG this month. Office 2003 has just been released, so this is a great way to get up to speed on the new features if you are an Office user.

As always, let me or any of the board members know if there is anything we can do to make the club more useful to you.

*Bill Parker.*



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# Intuit's 'Quicken 2004 Deluxe' - The 20<sup>th</sup> Anniversary



By Jim Wehe

October 14, 2003

Quicken 2004 Deluxe is one of a series of products by Intuit which provide individual or small company accounting tools. In early years this program was simple to use and was popular as a tool to balance a checkbook, track loans and credit cards. It has now grown into a program that can keep track of all your assets, guide you in budgeting and your tax status, and inventory your house contents. It will require some time to learn to all its features.

The program was purchased by this author.. In summary I found the program useful. I do miss some of the features of previous versions, such as the documentation, a link to locate house sales in your area,

another to find used car values, and the ability to show the registers only without the alerts, even though these can often help. The screens are arranged to group features that are related. However the drop down-menus consist of 255 items, and that makes it desirable to become familiar with some of the shortcuts. A competitive product, Microsoft Money, is used by some of my friends who like that product. Finally the help screens sometimes provide short movies, sometimes take you to text help, and sometimes suggest you upgrade to a more expensive version.

Which version? *Quicken Basic* (\$30), *Deluxe* (\$60), *Premier* (\$80), and *Premier Home & Business* (\$90). Various discounts are available but watch the time limits.

Installation of the new version over the previous 2003 version was easily and quickly accomplished. The pre-

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vious version contained a small manual that was helpful, but this version does not. A beginner would do well to buy a reference book to guide him as he becomes familiar with the program.

Hardware requirements are not high; any computer less than four years old will probably work, but read the box label before purchasing to be certain. Several versions of Quicken are available in any local computer store or can be ordered from Intuit's Web Site <http://www.intuit.com> and [www.quicken.com](http://www.quicken.com)).

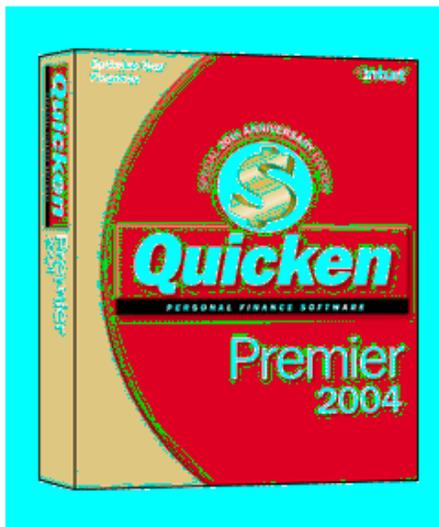
I have used Quicken now for three years, starting with version 2000.

When first starting the program, you are directed to setting your personal data and at least one account. This information is easily modified later by going to Tools – Quicken Guided Set Up. It is also a good idea to edit the program preferences at the Edit Menu and Category List at the Tools Menu to eliminate categories you don't plan to use. There is a short Video at the Help Menu.

With Quicken you can track Checking and Savings Accounts, Credit Cards, Loans, Investments, Home Inventory, and Home and Car values, You can plan a budget entering each item as a constant or variable by month or quarter. You can estimate your income tax and try what-if scenarios. The Planning Center, the Tax Center, and the Reports Menu all can help you analyze your expenditures.

This program or its competitor, MS Money should be used by everyone wanting to better understand their family finances.

*Jim Wehe*



# Microsoft Access 2003

## A First Look

*by Larry Linson*

*Co- Leader, NTPCUG Microsoft Access SIG*

There's new functionality and new nomenclature and the *Office System* designation has been extended to include other desktop software (such as Microsoft Project) and server software, too (such as Live Communications Server and Share Point Portal Server).

Perhaps in an attempt to extend the user audience beyond the traditional knowledge workers, office is available for corporate licensees in a great many combinations, and there are several editions available, described in detail at <http://www.microsoft.com/office/editions/howtobuy/compare.msp>. Access is included in *Microsoft Office Professional Edition 2003*, retail, volume license, or preinstalled.

Access has been, since late 1992, the database software component of Microsoft Office, which has over 90% of the office software market, according to knowledgeable sources. It is unquestionably the most widely used desktop database in history, and also has the capability of developing database applications for use by novice users. With Visual Studio Tools for Microsoft Office 2003, available separately, those applications can be distributed to and run by users who do not have Microsoft Access 2003 installed.

Microsoft Access is an easy-to-learn, easy-to-use desktop database product based on a relational database. The default database engine installed with Access is the venerable Microsoft Jet database engine, which has been reported to be able to support over 100 concurrent users if all factors are near perfect. Access also provides the capability of developing applications, either in a multi-user Access environment or as a client to any server database that supports either the Open Database Connection (ODBC) or that has an ActiveX Data Objects (ADO) Data Provider. Also included, but not installed by default, is Microsoft SQL Server Desktop Edition (sometimes called the Microsoft Data Engine, MSDE), a capacity-limited version of Microsoft's flagship serv-



er database, but without many of the excellent administrative tools of the full product. It is “optimized for 5 users”, but reports indicate that it can handle, at least, 25 concurrent users in a normal business environment. Finally, for users with Internet Explorer V 5.5 or later, it can produce web applications called Data Access Pages.

Many of the new features of Access 2003 target the enterprise customer, to promote collaboration, and application integration and most are shared with the other Microsoft Office System 2003 applications. Additional features also benefit the individual user and small organizations.

Quoted items are Access enhancements and improvements listed the Access 2003 Beta Test 2 version Help (the unquoted comments on each are my own descriptions):

“View Information on Object Dependencies” is useful but somewhat limited and it is not as extensive as third-party products.

“Error Checking in Forms and Reports” finds and displays options for correcting common errors, e.g., two controls with same keyboard shortcut.

“Propagating field properties” modifies the corresponding inherited properties in Forms and Controls when you modify the properties in the table where the field is defined.

“Smart tags”, introduced in other Office software in Office XP, have been extended to Access. When a control contains one of many predefined words, an indicator is displayed, and clicking brings up a menu of optional actions. The common example is to check the market for a stock price when the stock symbol or company name is used.

“Back up a database or project” is single-click backup with the database open.

“Windows XP theme support” optionally applies the theme you choose in Windows XP to views, dialog boxes, and controls.

“Improved sorting in controls” for List and Combo Box controls allows ascending or descending sort on up to four fields, with a wizard similar to sorting in the Report Wizard.

“Autocorrect options” provides more control and an icon near the autocorrected text to allow you to undo the autocorrect.

“Enhanced font capabilities in SQL views” allows you to set the font and size in which queries are shown in design view, similar to the existing feature in modules.

“Context-based Help in SQL view” gives help on Jet SQL, similar to other in-context help when Function Key F1 is pressed.

“Importing, exporting, and linking” adds Share Point Services lists to the data types supported for these functions. Also allows creating a local table from a linked table instead of having to create a Make-Table Query.

“XML support” supports transform files on import or export, allows including related lookup tables with export, and preserves a predefined filter or sort order on objects being exported.

“Security enhancements” means macro security to set level of risk you allow, require signature certification, and block potentially unsafe functions from being used in expressions.

**More new features:**

## Reconsidering Digital Photography – From an Analog Background

by Reagan Andrews

I've been puttering around with digital photography for the last two and a half years after being presented with a digital camera on retirement from the VA Medical Center at Dallas. For the most part, it has been a love-hate relationship.

This last was entirely my fault, well, maybe a little bit the camera's fault too. Mostly it was trying to move from one conceptual basis to a totally different operational style when using the "new" camera.

### On Seeing

There several approaches to "seeing" available to the photographer. A straight forward record photo, "See Aunt Jane smiling at the camera" perhaps with a scenic background such as a vacation location is probably the most common. Baby shots, the new car, a new home, soccer team shots, etc., tend to fall into this category.



A second approach, attempting to interpret some idea or transmit an emotion via careful attention to composition, lighting and shadows, and expression is another. It's the stuff of photojournalism and an art in itself. I tend to place this in two categories—monochrome (black & white, sometimes sepia) and color. Using either involves training the eye to "see" appropriately for the medium in use.

### Nothing wrong with "Aunt Jane"

From the stand point of the typical user, doing a "See Aunt Jane smiling at the camera" shot in day-

- o "New look for Office" means Office has a different appearance and enhanced task panes.
- o "Tablet PC support" means exactly what it says, the chief feature being handwriting support.
- o "Microsoft Office Online", useful for all, but most useful for those with a high-speed Internet connection – training, documentation, hints, etc. at a Microsoft web site.
- o "Improving quality for the customer" allows Microsoft, at your option, to collect configuration information for future planning and for you to provide feedback to Microsoft on Office programs, help content, and Microsoft Online content.

The main Microsoft Office 2003 launch event was held in New York on October 21, 2003, and it appeared in computer stores the same day. Additional launch events are being held through the November 2003. The Dallas Launch event is **November 4** and the Fort Worth event is **November 18** (for details, see

the Access web board at <http://www.ntpcug.org>). The NTPCUG Office 2003 launching is **November 15**.

Microsoft Office Professional Edition 2003 -- \$499 new user\*, \$329 upgrade\*

Microsoft Access 2003 (separate product), \$299 new user\*, \$109 upgrade\*

\* The prices quoted are based on purchasing direct from Microsoft and the street prices may vary.

--- Larry Linson  
Co-Leader NTPCUG Access SIG  
Microsoft Access MVP 2003

light, most digital cameras are appropriate—depending on the desired results. For more serious users coming from a heavy film experience background, most inexpensive digital cameras are questionable—unless the user intends to do nothing more intensive than the above with them.

If the user wants acceptable 4" x 6" prints and lower resolution shots to send across the Web, 2 megapixel digital cameras are adequate. Increases in desired size and quality mean moving to higher resolution and much more *expensive* cameras. More on that later.

### Where I'm coming from

My background: I was at one time a serious photographer and actually sold my first photographs to a national magazine at age 14. They were taken with a simple Ansco 620 box camera, but they contained subject matter of significant interest to the target magazines.

My first "real" camera was an Eastman Kodak 616 *Tourist* given to me by my father when I entered the Air Force and was sent to the Army Language School in Monterey, CA. Although quite obsolete by standards even then (1958), the folding camera produced beautiful 2-1/2" x 4-1/4" negatives on monochrome (black & white) film. It was replaced (616 film was hard to obtain) by a Minolta Auto-cord, 6 cm x 6 cm, twin-lens reflex—44 years ago.

While stationed in Berlin, Germany, I acquired several 35 mm Leica range-finder cameras, a III F and an M2, in addition to several 9 cm x 12 cm glass plate cameras and another 6 x 6, a Mamiyaflex C2. Tempelhof AB had a Special Services darkroom and I continued learning negative and print processing (paper and chemicals were free), and bulk 35 mm film loading. I didn't shoot much color which I considered too expensive on \$85/month AF pay.



One result of this was that my primary conceptualization was monochrome light and shadows. My approach was toward "available darkness," highly candid shots of people.

After leaving the AF, I earned a degree in Journalism and although primarily text-oriented, continued using my photographic skills for newsletters and magazines in corporate and industrial PR stints as well as some photographic (free lance) assignments. I never was much for award shots, another form of "See Aunt Jane smile at the camera" at that time, with exception of my wife, Connie, even though I did them from time to time.

### That was all analog. Digital is very, very different.

I learned this in a hurry with the digital camera. Where I had used various exposure and developing techniques, filters for color balance with film, I had to set the digital camera's White Balance, sharpness and ISO ratings before shooting anything. Where I had control before, I had to struggle with software camera settings and auto-focusing when using the digital camera, often in opposition to my "internal" analog settings I would have used with either my current Olympus or Nikon SLR's.

If I used the camera's ISO settings at equivalent of ASA 400, I was faced with the aspect of CCD

(Charge-Coupled Device)

"noise" introduced by the solid state device. I was accustomed to the "grainy" negatives when I pushed Tri-X too far, but considered this "arty" and made use of the effect. Results in digital were not so arty and far less pleasant.

Available darkness was further rendered a casualty since the

This is the "Hunger Rake" — A memorial to the Berlin Air Lift and the airmen who died in the 1947-8 effort to keep Berlin supplied with food and heating (coal) during the Berlin Blockade. All of the photos in this article are either digital or scanned from 35 mm and 6 cm x 6 cm negatives or transparencies. Most are 40+ years old.



camera didn't allow manual focus and often didn't focus where I wished in low light conditions. I did discover that the digital camera was very, very appropriate for "See Aunt Jane smiling at the camera"—unless I used the camera's built-in flash. Then, because of the flash unit's proximity to the camera lens, "Red Eye" was a very common result. That meant lots of time working in *Adobe PhotoShop* to bring the subject's eyes back into reality and out of the demon mode.

One good feature of the camera was a flash synch outlet. A lacking feature was absence of a flash "hot-shoe" connector on the camera body itself. Direct flash works OK with exception of "Red Eye" in "See Aunt Jane smiling at the camera," but bounce flash is much, much better indoors for both people and objects in general. This can, of course, be assisted by a small white card affixed to the flash head that will direct a small portion of the flash unit's light output directly to the scene to fill-in shadows produced by the bounce flash. This particular camera allowed use of the (weak) built-in flash to accomplish the same effect, but far too much "Red Eye" was a common result.

You can approximate this by attaching an appropriate bracket and synch cord, and strobe to the camera body (if there is a tripod screw available on the bottom of the camera), but does add significantly to the bulk and weight of the camera in such use. A "hot-shoe" would be much better.

### Best of both worlds?

Several vendors, Canon, Olympus and Nikon, do offer digital camera models that feature "hot-shoes," manual focus and other amenities, but at a substantial cost to the user. This usually appears as a \$900+ camera when combined with 5+ megapixel resolution and a decent optical zoom lens. (Avoid, when possible, use of the digital zoom feature of the camera, since this greatly reduces resolution of the resulting image.)

### How much resolution is really required?

If the user wants to do "decent" 8" x 10" prints with good gradation and sharpness, 3+ megapixel resolution is recommended. I have done decent 11" x 14" prints from a 3.1 megapixel camera, but this was af-



ter considerable "tweaking" in PhotoShop. (Yes, the PhotoShop filters can be very, very useful.)

Here's a hint and an accolade to Canon. Several Canon cameras use a somewhat larger CCD or CMOS image capture chip than other vendors. While the resolution of the CCD chip is supposedly the same, lens resolution requirements are somewhat higher for the smaller CCD chips to produce the "same" final image quality. That means a larger CCD chip doesn't require as high lens resolution capability as a smaller CCD chip does.

### Low-end Digital v. Throw-away

Again, the usual inexpensive digital cameras are probably best suited to use similar to the throw-away cameras available from Kodak and Fuji. Question for the user is when it is more economical to go the digital rather than the throw-away route. Once the digital photo is on the PC drive, any number of copies can be made at relatively low cost compared to film and prints. It's a balance between the cost of the cameras, cost of film, cost of developing and printing, and cost of ink jet cartridges and paper.

If all the user wants is decent shots of the kids and family members to send to relatives over the Web, a low cost digital camera may be the best choice. If the user wants studio quality, archival prints of important subjects, I'd still choose film in a good medium format or 35 mm SLR. Big and archival prints are another story than Web-bound shots across a dial-up connection.

### Why Film over Digital?

Average 35 mm negative or positive (transparency) is 1" x 1-1/2" in size, and similar 6 cm x 6 cm negatives or transparencies are 2-1/4" x 2-1/4" in size. Currently available film scanners operate at 1,200 - 4,800 dpi



resolution and can produce files ranging beyond 40+ MB in size. Resulting prints can be astonishing in terms of sharpness, gradation and balance. To achieve the same results with a digital camera, you're looking at several thousand dollars today.

Do the math. A 6 cm x 6 cm, monochrome negative scanned at 1600 x 3200 dpi will result in a 26 megapixel rendering while a 35 mm slide or negative will give the equivalent of a 7.7 megapixel rendering. Note that I didn't give file sizes. These can become huge when shot in color, depending on the color depth used.

I still do a few "Aunt Jane smiling at the camera" shots in addition to more serious work. Recently

did a number of shots of Lakewood "McMansion" shots that were perfectly appropriate for the digital camera, one of which is shown in this brief blurb.

Will I make a large print of this? Don't be silly. It was only because I'm disturbed at the change in the character of the neighborhood—and envious of anyone who can afford a \$650,000+ house

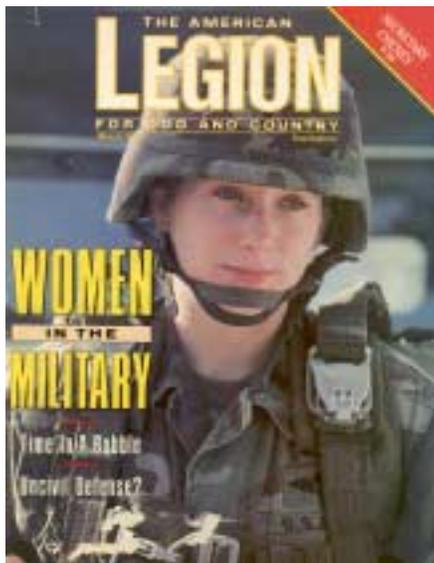
*Reagan Andrews*





**November 11, 2003 – Veterans’ Day**

Yes, it’s Veterans’ Day. We all tend to think of the men who served on this day, but we all also need to remember that women are veterans too. The photo above left, is from WW-II and portrays women who served in the WAC (Womens Army Corps), WAVES, SPARS and WAAC. Not pictured are the WASPS, Womens Army Service Pilots, and Other women who served as Army and Navy Medical Corps nurses.

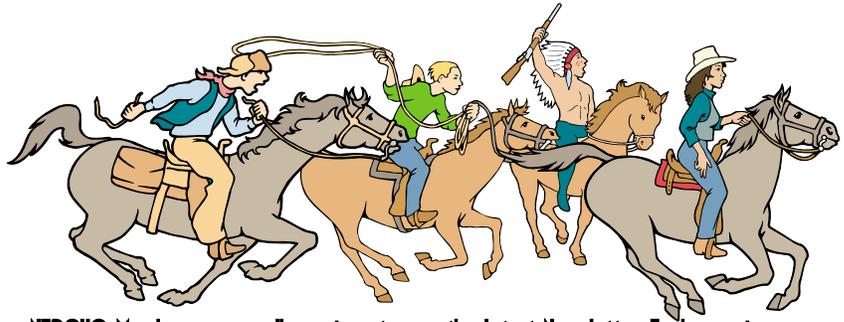


### !!! Mark Your Calendar !!!

#### Future Newsletter Deadlines and Meeting Dates

Please Note: The Novber meeting will be on November 15 at Building "C" on the North Lake Community College in Irving, TX.

Our main meeting presentations [and most SIGs] will be on the **third Saturday** of each month. The **newsletter deadline** each month will be **fifteen days before** the main meeting. See the schedule below at right for a listing of those dates.



**NTPCUG Members are really anxious to see the latest Newsletter Exchange issues...**

Newsletter Deadline	Meeting Date
October 31	November 15 3rd Sat
December 5	December 20 3rd Sat
<i>(This date may change)</i>	
January 2, 2004	January 17, 3rd Sat.

#### Off-Site SIGs

The North Texas Microsoft Developers SIGs (Beginning Visual Basic, Advanced Visual Basic, Access, and Application Developers Issues SIGs) will meet the **second** Saturday of each month at Microsoft Corporation's Building #1 located at 7000 State Highway 161 in Irving, Texas.

#### Up-to-date Information

Make it a habit to check our Web site at <http://www.ntpcug.org> for any last minute changes. Keep informed through our Web site.

### The Perfect Gift!

Looking for a last-minute gift that's quick, easy and keeps on giving for the entire year? Take a tip from Doug Gorrie and consider giving a one-year membership in the North Texas PC Users Group. This is an especially appropriate gift for a friend or relative who is new to computing and interested in learning how to use and enjoy the PC.

Point out the Genealogy SIGs to people who are collecting information about their families, tell friends how much the Internet SIGs can help in easing their way into really using the Web, and the benefits of friendly, early computer lessons in the Introduction to the PC SIG.

More experienced users would appreciate value of vendor presentations in making important software and hardware decisions during the year.

If you have a friend or relative who constantly "borrows" your copy of the latest *North Texas PC News*, a gift membership might be especially welcome.

*Doug*



## Humor Line

When he was finished with the bulk of the changes, Mr. Smith added yet one more stipulation to his will: that he be buried at sea. He explained, "that's just in case my wife makes good on her threat to dance on my grave."

-----

Lady:(standing in the middle of a busy street)  
Officer, can you tell me how to get to the Hospital? Officer: Just stand where you are!!!

-----

A motorist was unknowingly caught in an automated speed trap that measured his speed using radar and photographed his car. He later received in the mail a ticket for \$40 and a photo of his car. Instead of payment, he sent the police department a photograph of \$40. Several days later, he received a letter from the police that contained another picture, this time of handcuffs. He immediately mailed in his \$40.

-----

A blonde girl enters a store that sells curtains. She tells the salesman, "I would like to buy a pink curtain in the size of my computer screen." The surprised salesman replies, "But, madam, computers do not need curtains . . ." And the blonde said, . . . "Hellooooo . . . I've got Windows!!!!!!!!!!!!!!!"

-----

"SEEN IN NEWSPAPERS..."

\*\*Our experienced mother will care for your child. Fenced yards, meals and smacks included.

\*\*Man wanted to work in dynamite factory. Must be willing to travel.

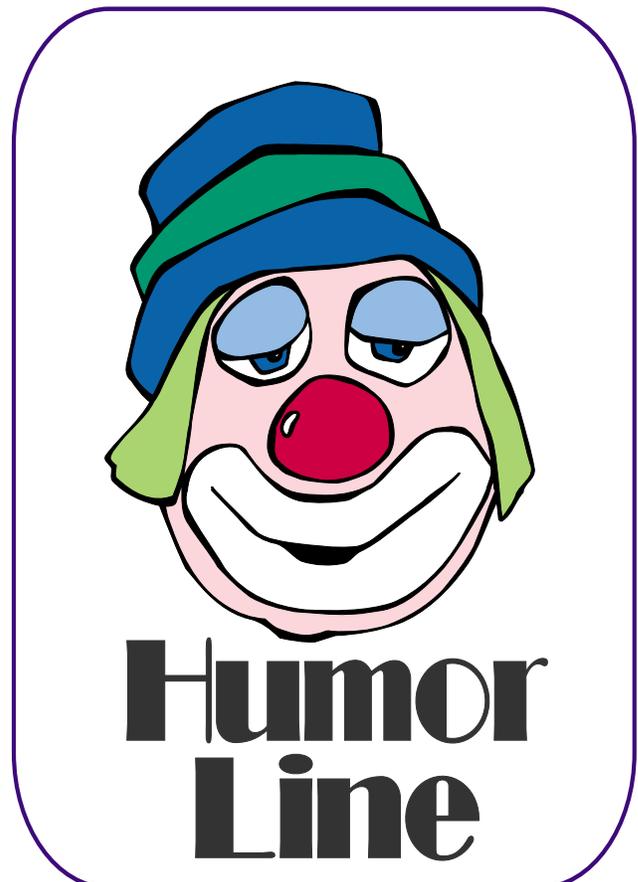
\*\*Girl wanted to assist magician in cutting off head illusion.

\*\*We do not tear your clothing with machinery. We do it carefully by hand.

\*\*For sale. Three canaries of undermined sex.

\*\*Wanted: hair cutter. Excellent growth potential.

\*\*Wanted: man to take care of cow that does not smoke or drink.



# Selected SIG Reports . . .

News and meeting notes of Special Interest Groups  
Further background information about a SIG is available from the SIG's  
Web page at <http://www.ntpcug.org>

## Access

The *Microsoft Access SIG* meets with other developer SIGs on the *Second Saturday* of the month, at Microsoft's facility in Irving on the President George Bush Parkway (State Hwy. 161), just North of State Highway 114. If you exit Highway 114 going North, stay on the access road and you'll find the Microsoft entrance before you reach the first tollbooth entrance onto the President George Bush Parkway. The Access SIG Website at <http://members.tripod.com/ntaccess/> has directions, a link to a map, and meeting times.

**On November 8, 2003:** SIG Co-Leader **Larry Linson** will take a *First Look at Access 2003*, the database component of what is now named the *Microsoft Office 2003 System*. To take full advantage of all the enhancements of Office 2003, a customer will have to invest not only in Office on the desktop, but on server software, too. But, never fear, there are features for the individual and small-group user, too.

**Coming December 13, 2003:** SIG Co-Leaders **Jack Atkinson** and **Larry Linson** will continue our tradition of having one meeting a year devoted to *Tips and Tricks*. They will start the discussion by presenting some of their favorite tips, tricks, and traps-to-avoid when using *Microsoft Access*. Then the floor will be opened up to all participants to tell about their own favorite tips and tricks. Plan ahead -- be thinking of some tips and tricks to mention or show and, especially, your cautions about traps to avoid. We are looking for a 'good time to be had by all' at our last meeting in 2003.

**In October, 2003:** Thanks to SIG Co-Leader **Jack Atkinson**, who continued his *Access to Browser* presentation, discussing use of Access' connectivity as a "common denominator" for obtaining, manipulating, coordinating, and merging data from disparate sources into a comprehensive whole. Jack said he "can't imagine how difficult this would be without having Access as a tool to use."

Larry Linson

## Access - Beginning

November 2003 - No Meeting

SIG Leader **RAY WRIGHT** is moving to Georgetown, TX, and we will miss the programs he created and arranged for us.

Because Microsoft is showing their new Office 2003 System from 10:00 AM to Noon, we will not hold a meeting this month. We don't expect MS to demonstrate Access, so if you are interested in the latest version, consider going to the second Saturday meeting at the Microsoft office building. We understand Larry Linson has an early copy and will demonstrate the latest features.

Jim Wehe

## Application Developers Issues

ASP.NET

Introducing the ASP.NET SIG. The Application Developer Issues SIG is changing its name again, to the ASP.NET SIG.

My vision for this SIG is a place that developers that are new to ASP.NET

## SIG Meeting Schedule

- 8:00**  
Microsoft Networking  
Hardware Solutions  
Excel/Spreadsheets  
e-Commerce  
Quicken
- 9:00**  
Communications  
Operating Systems  
PC Concepts  
Alpha Five Data Base  
Dallas Corel  
Microsoft FrontPage  
Microsoft Word
- 10:00**  
Access - Beginning  
PC Concepts (Continued)  
Microsoft Word (Continued)  
Personal Digital Assistants  
Professional MIDI and Audio  
Rhino 3D
- 11:00**  
Internet  
C# SIG  
Web Design  
PC Concepts (Continued)  
WordPerfect for Windows  
Digital Photography
- 12:00**  
**NTPCUG Business Meeting**
- 12:30**  
Investors  
DSDA  
Linux  
The Master Genealogist  
Family Tree Maker
- 1:30**  
DSDA (Continued)  
The Master Genealogist  
(continued)  
Linux (Continued)

SIG meetings are listed by time for the November 15 meeting. Times may change, and members are advised to check the NTPCUG Web site for latest listings. Room locations will be posted on the day of the meeting.

The following SIGs are meeting at separate locations, and are not included in the schedule above. Check the SIG notes for time and location.

Meets on 11/08  
Access  
Application Developers Issues  
Visual BASIC - Advanced  
Visual BASIC - Beginning

# .. SIGs

can come and learn what they need to learn to successfully develop a production ASP.NET application.

**Toi B. Wright**, President of Metroplex Access Developers (<http://www.madttx.org>) has taken over as SIG leader.

## Upcoming Meetings

- ❖ November - Databound Web Sever Controls
- ❖ December - C# vs. VB.NET  
*Toi B Wright*

## Communications

Instant Messaging: We will be talking about Instant Messaging in November.

There are over a hundred million instant messenger users. Screen names are a part Netscape, AOL Yahoo, MSN and the service is free.

I will be demo a product called *Trillian*. Trillian is a product that allows instant messaging with the four major services (AOL, Yahoo, MSN and ICQ, Instant Messenger and IRC) simultaneously. Users connect to a central server which allows real-time message delivery.

This product is the most convenient means of communicating on the Internet today, filling the gap between a phone call and e-mail. Trillian provides notification of mail received, file transfers and previous messages sent. Trillian cost \$25 per year for the Pro version but there is a free version that has fewer features.

There are many customizable features such as Language Packs, custom skins and Systray alerts. Trillian does provide Internet security because it operates on a central server and as a proxy server to your computer. Security features are customizable for all instant messenger products.

All of the Instant Messenger services have corrected security flaws in their software. Trillian provides patches as Instant Messenger services upgrade their products. Security has always been a concern for direct IRC chat because unsolicited file transfer is possible.

AOL and ICQ offer secure instant messaging using 128 bit encryption. This secure messaging may not keep the Russians from reading your conversation, but it will hide your personal details from snoops. We will be doing an online demo, so if you can't attend the SIG, sign on and we will take your questions through instant messaging.

I won't be doing video or IRC but I may be setup for voice chat. My instant messaging is: ICQ 7926055, AOL birlsmith, MSN birlsmith(remove me)83@hotmail.com and Yahoo birladv(remove me)@swbell.net.

The (remove me) is to avoid the harvesting of these e-mail addresses. Please remove the parentheses and the text within.

*Birl Smith*

## Dallas Corel

November Meeting  
For the November meeting, we will look at Corel's CorelDraw Essentials. Corel Photobook and Corel PhotoAlbum also come with it.

Essentials is a poor man's Corel Draw. It has most of the CorelDraw tools and features. They are arranged a little differently than CorelDraw and in some respects are easier to use.

The PhotoAlbum is very nice and easy to use. It is closely coupled to the Photobook and lets you make a lot of quick easy correction to your Photos. We will look at these features and some of the shortcomings in November

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**October In Review**

For October, **Martin Hellar** showed how Corel Draw can be used to make Web Pages in the subset SVG (Scalable Vector Graphics) of XML. Since the push in Internet Page design seems to be more and more towards XML format, most graphics products are making the SVG format as one of the Save TO options. The more that you can put the graphics in SVG, the faster the pages will load in the browser.

XML in itself allows the designer to have more flexibility and control in their web page designs. SVG is a text based program. This allows you to quickly modify your web page.

CorelDraw will convert your Vector based page to SVG file. Adobe Illustrator and Jasc's Web Draw 1 will also do this. Web Draw 1 makes a fairly clean code conversion. Corel's is quite verbose. Code made from scratch is about one-tenth the size of the Corel code for a relatively simple drawing.

While SVG is not the perfect answer yet, progress is continuing in standards and new features.

Samples of what can be done with simple text code can be viewed on the web at <http://test.dsda.org/svg.html>. If you don't already have a patch to IE or Netscape, you will be asked if you want to install it. Better say YES or

you can't see the examples. The next generation of Browsers will have the patch in place. Happy Viewing.

To see the code, right click on the sample and select "view svg source".

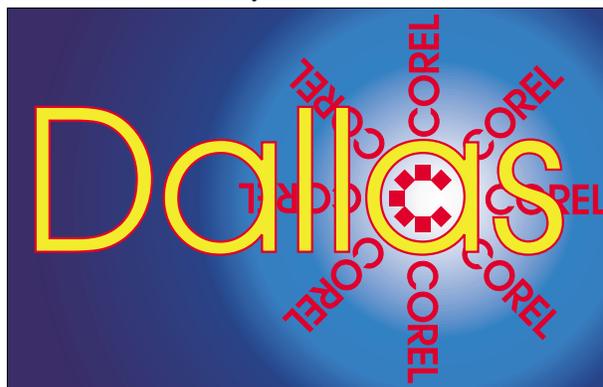
**September In Review**

**Bob Campbell** saved the day by showing the plaque that he developed for his high school reunion. Since he got some help from **Gene Brown** in getting the photograph of the old high school cleaned up and copies printed, Gene gets credit in "Show &Telling".

Bob, described the process and equipment used to produce enough copies for all of the attendees at the reunion. Since there were no more "Showers" Martin carried out his threat to talk about his recent experiences in Wichita Kansas at the Air World Tour of vintage aircraft (over 20 planes designed prior to 1932).

**2003 Program Schedule**

- January Marsha Drebelbis
- February Martin Hellar
- March Gene Brown
- April Martin Hellar
- May Martin Hellar
- June Marsha Drebilbes
- July Cynthia Burtch
- August Cynthia Burtch
- September Show & Tell
- October Martin Hellar



*SIG of North Texas PC Users Group, Inc.*

# SIGs

November Martin Hellar

December 20

For Support on all Corel Products, access Support at Corel at <http://www.corel.com/support/ftpsite>

For past program information, access Dallas Corel's full Web site and archives at <http://www.ntpcug.org/sigs/corel/new/meet.htm>.

KnockOut 2.0 Now Available at: <http://www.altman.com/resources/software.htm>. Foster D. Coburn III pre-built catalogs for all versions of CorelDraw clipart CDs, going back to version 6, and also CGM (Corel Gallery Magic library of 200,000 images). They are available for you to download FREE via <http://www.unleash.com/articles/romcat>.

*Martin Hellar*

**IMPORTANT COREL ADDRESSES & PHONE NUMBERS**

**Corel Corporation  
1600 Carling Avenue,  
Ottawa, Ontario, Canada  
K1Z 8R7**

- ❖ Technical Support Representatives..... 888-267-3548
- ❖ G1 Release, CD-Rom only (latest "fixes" and patches for Corel products) ..... 800-772-6735
- ❖ Customer Service Representatives ..... 800-772-6735
- ❖ IVAN (Interactive Voice Answering Network)..... 613-728-1990
- ❖ 24 Hour Automated Fax System ..... 613-728-0826 Ext.3080
- ❖ Technical Support hours are 4AM to 8PM (EST) excluding holidays
- ❖ To obtain our catalogue please request document #2000

## Dallas Software Developers Assn.

### November Meeting at North Lake College

We will be looking at our web site again and checking on the progress of each of the pages. Bob Webber will talk some more about ASP.NET programming. Members can bring their computers and we will all be connected to the Web Site.

### October Meeting at North Lake College

At our October meeting, we started off with a report by **Martin Hellar** on the status of our crusade to get a 501(c)(3) letter of declaration. A further modification in our Articles of incorporation by the IRS using their legal words to Resolve to not let officers vote that are not qualified on any expenditures where they can profit from said expenditures. The Resolution was passed by the BoD, signed by 3 BoD members and sent to the IRS.

Martin Hellar showed some examples of SVG (Scaler Vector Graphics) script files. SVG is a subset of XML and fully defined with examples on the W3C Web Site. A set of examples is on the DSDA web Site and can be viewed at <http://test.dsda.org/svg.html>.

Some of us were hooked up to the Internet during this meeting and had some questions that we needed help on. The members all pitched in with suggestions.

**Bob Webber** showed how to download a file from our web site without using a FTP program. You need to know the name and location (URL) of the file. For example, if you go to <http://test.dsda.org/svgview.exe>, a box will open, asking if you want to open, save or cancel. At this point, you can save to your computer. If you need to upload, you still need to use FTP and have permission to do so.

Several other questions arose and received suggestions from other members as to how to solve the problems.

### June Meeting@North Lake College

For our June meeting, we continued to work on our web site. All members that wanted to continue their work were connected through our router to the Internet.

We worked on the style sheets. Those that were having trouble in completing

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#### Rhino 3D

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#### Visual Basic .NET — Beginning

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their assignment got assistance at the meeting, which lasted a full three hours. We spent a little time getting Bob Webber's ASP.NET program to work on the web.

### May Meeting @ North Lake College

The first part of the meeting in May was a presentation by **Glenn Ford** about style sheets and templates. Since, most of the members present had computers with them, they were all hooked up to the Internet and able to download their work to the web site.

There was some discussion about the preferred style, but no final dissuasion was made. Glenn made a zip file available with template for member use.

### April 26, 2003 Meeting @ North Lake College in Review

Well, we had a pretty good meeting. We actually got connected to our web site and were able to FTP to & from our site.

There was a discussion as to how to modify the embedded style of an individual page to match other site pages. It was resolved that we will just put pages up on the site first and then add the style information later. This will allow us to get the content on the site quicker, and we can refine the style after the content is placed.

Thanks to **Hank Williams** for his contribution (loan) of the router which, coupled with an 8 port switch, allowed 5 or 6 of us to connect simultaneously. I anticipate that we will need a switch with more than 8 ports for our next meeting.

*Glenn Ford*

### Digital Photography

That's two months in a row that I have missed. I promise to try extra hard to be there in November.

I'm not sure just what we'll do at the November meeting. I have several new things I'm working on, so we'll just have to see what works out.

# SIGs . . .

As usual, if you have specific problems or questions please fee free to bring them up at the meeting.

We are still in need of an assistant SIG leader. Anyone interested should contact me so we can co-ordinate.

Please note that my e-mail address has changed. The new address is *jdunn@ImagesByJamesDunn.com*. As always, please put NTPCUG on the subject line so I don't delete your e-mail thinking it is SPAM.

*James Dunn*

### e-Commerce

At our November meeting, we will return to **Alan's** "travel" themed affiliate Website to see what he is doing there and to discuss the methods and tools he is using, both for that Website in particular and affiliate sites in general. We will also explore the most profitable ways of promoting an affiliate Websites and locating merchants with whom you would like to affiliate.

Our meeting begins promptly at 8:00 am. Be sure to check at the sign in desk for the exact room location.

*Alan Lummus*

### Family Tree Maker

November is book month. Family Tree Maker's Book and Publishing center is the topic for review. Due to scheduling conflicts with other genealogical activities we are meeting November 8<sup>th</sup> at another location. Contact the SIG leader for details and directions.

We're going to depart from Family Tree Maker a bit this month and talk about scanning and editing images. Family Tree Maker does have some editing capabilities, but we'll also look at some other programs.

We had some good questions in September that also served as a little review of previous meetings. Version 11 is now out so some of those changes were discussed

August was HELP month. We explored and discussed FTM's many help screens and services.

FTM's people menu bar has many functions. They were discussed in July

In June, we met at another location due to scheduling conflicts and reviewed the scrapbook function, how it works and its ability to do image editing.

May was a discussion of all the items on the file menu from the various screens with in the program.

Tweaking and formatting the various reports available within the program was the April topic.

Our March gathering looked at the various chart options and how to manipulate the way they look.

We had a great 'first' meeting in February with a great deal of learning and exchanging of information. We talked about data entry formats and sourcing

Hand outs are available for all meetings.

*Tresa Tatyrek*

### Internet

#### Spam-Proof Your E-Mail Address

At our October 18<sup>th</sup> meeting, the focus was on a new report entitled *Spam-Proof Your EMail Address*, by Brian Livingston. This turned out to be a real hot-button discussion, with many of our members expressing surprise at the report's findings and recommendations. Since the recommendations cover lots of territory, we agreed to

# SIGs

continue the discussion at the November meeting.

Here are links to the research material and services mentioned at the October meeting:

Brian Livingston's e-book Spam-Proof Your E-mail Address, is at <https://briansbuzz.com/spamproof/buy.php>. The 27-page report is a PDF file that costs \$9.95 to download. It is a highly readable, practical guide on what measures you can take to dramatically reduce the amount of spam that is sent to you.

1. The Center for Democracy & Technology study (see <http://www.cdt.org/>) of what happened to 250 fresh e-mail addresses during the first six months of their existence can be found at <http://www.cdt.org/speech/spam/030319spamreport.shtml>.

2. A summary of the US Federal Trade Commission's spam report can be found at <http://www.ftc.gov/bcp/online/pubs/alerts/spamalrt.htm>. One of their test e-mail addresses started receiving spam *nine minutes* after it was first used!

3. Regarding the way spammers can verify your e-mail address by sending an HTML-formatted message, Masons, a London-based international law firm at <http://www.out-law.com/>, published a report, viewable at [http://www.out-law.com/php/page.php?page\\_id=press-rele3360&area=about](http://www.out-law.com/php/page.php?page_id=press-rele3360&area=about).

4. A free e-mail address encoder service, used to generate harvester-proof return e-mail links for a web page, is available at [http://www.hive-ware.com/enkoder\\_form.php](http://www.hive-ware.com/enkoder_form.php).

5. Emailias at <http://www.emailias.com/> is a service that provides disposable e-mail addresses. 60-day trial membership is free, \$4.95/month if you continue after that.

In November, we'll continue the Spam-Proof Your E-mail Address recommendations.

*Glynn Brooks*

## Investors

The next meeting is Saturday, November 15, 2003. Please double check on the day of the meeting for the room location for that specific day.

The list of the DFW investing groups will be available by e-mail in late October or hard copy at the November meeting.

November's meeting will be whatever you bring to discuss. I will have info about the investment clubs around the area and some other topics we haven't gotten to - like the discussion about how 'we' feel about the economy versus what we are reading in the papers.

*Kathryn (Kathy) Kirby*

## Job Search

Today's job hunt is completely different from job seeking just a year ago. Many job seekers have turned to the Internet to find a job and end up spend endless hours researching job boards and applying on-line only to end up frustrated due to the lack of response. Topics covered include "All about Monster", "How to Effectively Work with Recruiters", "How and Why to Research Companies" and "All about Networking".

The Job Focus SIG will meet quarterly to cover these topics. Be sure to check the Website for new job postings.

*Tanya Steffen*

## Linux

In November, we will have a Q&A session. If your Linux distro is giving you problems, bring your processor and we will help you debug it. You don't need

to bring your monitor, keyboard, mouse, etc.

*Gil Brand*

## Microsoft FrontPage

In November, we will continue our review of the use of FrontPage as a tool in the creation and development of a "travel" themed Website Alan recently started. Our meeting time is 9:00 am, and the SIG immediately follows the e-commerce SIG at 8. Check at the sign in desk for exact room location.

Whether you are a novice or an experienced user of FrontPage, come and share your experience, questions and answers as we explore both the capabilities and limitations of this software, both for personal and commercial Websites.

*Alan Lummus*

## Microsoft Networking

In October and November, we will be demonstrating the installation of Windows Server 2003 by actually upgrading the NTPCUG 'backup' box, our test/development PC, from Windows 2000.

Stop by and give us a hand.

*Gil Brand*

## Microsoft Word

Microsoft Word SIG Meeting Topics November - Preparing Letters and Envelopes with Mail Merge



December - Understanding and Setting Tabs

January - Tables - Part 1

*Topics are tentative and may change*

Our newsletter, *The Word*, can now be accessed from here. Follow the links at the end of this Web page.

## NOVEMBER

In our hierarchy of features, Merge is next in the list. At the suggestion of **Mary Johnson**, we will take this opportunity to show you how to create letters and envelopes - just in time for Christmas and the Holidays. Merge is an often-needed feature, and is really quite easy ... once you know how!

## DECEMBER

Setting a tab should be simple. And it can be ... once you understand the seven different types of tabs and how to set them. You may have set up a tab from the dialog box, yet returned to your document to find they were not there. You may have set a tab from the ruler bar to find they disappeared when you moved to another location in the document. Join us to find out why these things happened.

## JANUARY

Tables are a feature that almost everyone can use ... to organize lists, in place of tabular columns, as a database, as a spreadsheet with some mathematical capabilities, for sorting data, to hold graphics, and so on.

## DRAGON NATURALLY SPEAKING

If you would like to be part of an e-mail group to share information and experiences in learning and using Nat-Speak (*as the Pros call it*), let me know ([diane.bentley@ntpcug.org](mailto:diane.bentley@ntpcug.org))!!

## WOW! I DIDN'T KNOW THAT!

### Viewing the Keyboard Shortcuts for the Toolbar Buttons

If you're curious what all the keyboard shortcuts are for those toolbar buttons, you don't have to track down some master list. Just set your toolbars to display shortcuts when you point to them with the cursor.

# SIGs . . . .

1. Tools | Customize | Options *do my best to provide a satisfactory answer. I will also post the question and answer on this Web page, as well as in the next newsletter so others may benefit from the information.*
2. Mark these two options: Show Screenshots on Toolbars -and- Show Shortcut Keys in Screen Tips

### WHAT'S YOUR PROBLEM?

At the September meeting (*Designing Your Own — Toolbars, Menu Bars, Shortcut Menus and Keyboard Shortcuts*), I expressed my frustration with Microsoft allowing me to display only the last nine documents on the Recently Used Files list and the Work Menu — I want it to be unlimited.

**Jose Rivero** checked out Word Help and sent me the following:

Since there was a lot of talk about the 9 file limit I thought I would mention the "HISTORY" option found in 2000. This is the information from help:

"Open and save your Microsoft Office documents (Improved in 2000). With the improved File Open and File Save dialog boxes, you can see more files at one time and access them faster in every Office program. You can use the new Places Bar to get to the folders and locations you use the most, click History to see the LAST 20-50 DOCUMENTS AND FOLDERS you have worked with, and then click the Back button to easily return to folders you have recently visited."

Do you think this should make me happy? Yes, it should — and it does. Do you think I will no longer be frustrated with the limit of nine in the other areas? Nope ... but I could 'live' with 50 in the other areas. :)

Thanks, Jose, for your time in locating this and sending it to me. I'm sure everyone will appreciate it!

*Got a problem with Word? Describe the problem to me in an e-mail. I will*

### WHAT'S NEW AT MICROSOFT?

#### Windows XP Tips

At our meetings, I use Word 2000 for my presentations. Since almost all of us are using Word 97 or Word 2000, this works fine. However, some of you are using Word XP and possibly Word 2003, which have many differences from Word 97 and Word 2000. Microsoft has a Web site that you may find to be of help:

<http://www.microsoft.com/windowsxp/expertzone/tips/default.asp>

Below is a list of categories of Windows XP tips provided on this Web site:

- Windows XP Tips from Users
- Customize Your Settings
- Digital Media
- Maintenance and Recovery
- Security
- Setup and Administration
- General
- Hardware and Compatibility
- Networking and the Web

#### Third-Party Windows XP Tip Sites

*Doug Knox's Tweaks, Fixes, and Tips for Windows XP*

Associate Expert and Windows XP MVP Doug Knox is a frequent contributor to the Windows XP newsgroups and maintains this site with Windows XP tips

*Kelly's XP Korner - Windows XP Troubleshooting and Support*

Windows XP MVP **Kelly Theriot** publishes this Windows XP-related site with answers to the problems some users have with Windows XP, and commonly requested tweaks and tips

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*Bob Cerelli's Windows Page - Windows XP Tips* **Bob Cerelli** started his Web site for users before the release of Windows 95 and has tips for every version, including more than 7 tips for Windows XP users

## Tips Resources from Microsoft

### *Windows XP Professional Tips*

Learn quick ways to get the most out of Windows XP Professional

### *Windows XP Home Edition Tips*

Learn quick ways to get the most out of Windows XP Home Edition

### *TechNet Tips and Tricks for Windows XP Professional*

Tips for IT Professionals from the Microsoft TechNet Web site

### *TechNet Tips for Techies*

Tips submitted to TechNet by the IT Pro community

### *Windows XP Digital Photography Tips*

See these tips to learn more about digital photography and Windows XP

*Diane Bentley*

## Operating Systems SIG

Two 'what ifs' I mentioned in recent Operating System SIG meetings were actually accomplished: creating an external USB 2.0 disk drive and using swappable hard disk drives to shift operating systems (OS's) from Windows XP to Windows 98SE in order to accommodate "legacy" software that won't run in XP. Although hardware in nature, both have OS parameter concerns the user needs to appreciate.

Microsoft may advertise "hot plugging" capabilities in Win 98 and later, but don't treat external disk drives in this manner. They have to be **un-mounted** rather than simply removed.

In Windows 98SE, ME, 2000 and XP, Belkin suggests:

- ❖ 1. Double-click on the "Unplug or Eject Hardware icon on the system tray.
- ❖ 2. Select the "USB Mass Storage Device' then click "Stop." Choose the Hi-Speed USB 2.0 External Drive that you want to disconnect, then click on "Stop" again.
- ❖ 3. When the system prompts "You may safely remove this device", unplug the USB cable from the USB port of your computer.

Using swappable boot drives in order to install Windows 98SE after installing 2000 or XP brought forth an E-mail from **Jose Rivero** with some cautions here:

The idea of swapping bootable drives is used at TCC (Tarrant) for teaching operating systems and other hardware and software operations. It works. I use a removable data storage kit (Fry's Electronics) in one of my computers to run a drive with Windows 98SE for hardware and software that does not work with newer OS's and other drive for testing with other OS's.

One note of caution is to MATCH THE SPEED OF YOUR DRIVE SYSTEM TO THE KIT (Example: Some kits do not work with IDE ULTRA DMA 33 or slower disks in the system.)

Another caution for using these kits is the *depth* of the unit. In some computer cases, the motherboard or other internal

components prevent the full insertion of the drive box assembly for the drives.

I'll add another caution. Remember that Windows 2000 and XP may automatically install NTFS when originally setup by the user. Windows 98SE cannot, repeat cannot handle the NTFS file structure and won't be able to see files and directories on the NTFS formatted partitions.

This isn't a concern for me since I tend to use FAT32 on partitions smaller than 32G, but may be a problem for users with NTFS partitions on other drives in the system.

*Reagan Andrews  
& Chuck Stark*

## PC Concepts

Should You Stop Buying and Start Using?

[Right after we review our club's NTPCUG WebBoard and other Web site features, our Concept SIG will present the following November 15th program as highlighted with the synopsis and excerpts below.]

If you are a habitual buyer of each new operating system and each new version of your application software, you are the *esteemed idol* of the software makers' marketing department. They know you have insufficient time to fully learn and use all of this new stuff at least while you are out buying more, installing same, and attempting to learn the new features. 'Keep buying' they shout as they egg you on.

How many of us have rushed out to buy a new PC because we had to have



it for a timely completion of a task and then never having discovered those built-in features that came with that machine? I know I have been surprised when I would discover that I already own a certain piece of software, it is on my system, it has never been used, and then I find that I like it!

This is not just a quirk among established users as a 'newbie' too will soon find that we are busy learning how to file, save, and perform stunts on the Internet. We never seem to have time to properly explore what we already have. This leaves salivating *marketing managers* everywhere shouting *whoopee* as they can then concentrate upon bombarding us with new or updated applications.

We need to sit back, relax a little, and then comprise a *reality check* just between us, our computers, and their associated software. I have used MS Word Office systems for several years without knowing a delightful and useful program that was included with the Microsoft package since Word 97. This is their Photo Editor program. I believe I came across it one day while browsing some nearly obscure Microsoft marketing bulletins and possibly a demo disk with the application.

The demo worked beautifully, although it was years later before I realized it was a permanent fixture accompanying Word Office programs. Strangely, it was never programmed to automatically install. There must be dozens of such programs hidden away and yet undiscovered by us.

Corel's WordPerfect had a jewel that is often overlooked — the Print Directory Listing that is even installed on their menu — at least as long as the user selected the WordPerfect menu system instead of Windows menus.

The false comfort I would get when I bought new and upgraded software would last... at least until I found that I really didn't need those new features anyway!

Then there are situations wherein you inherit yet another graphics and photo

## SIGs . . . .

editor program as you buy a new scanner, a new camera, a new office suite, and a new Web builder program. Of course, someone will recommend that you buy some others too, and you will surely be impressed by a few of the advertisements from suppliers of these products.

If I were to count all of my present photo editors that I readily find, either installed or on a shelf, the count surely would reach over twenty units. I like three or four of these and most of the rest get removed from my list of loaded software. I only keep a representative number of this product (beyond my personal use) in order to help understand the problems and needs of certain others who are seeking specific advice.

Since I own several versions of low-cost and medium-cost software, I can honestly say that most of those packages that come (free) with devices and peripherals are merely teasers and getting-started versions. Often, these software packages will not have the really fine functions and features that the product name is noted for but you are always invited to upgrade at a fee, of course. You may quickly learn the lack of concern that suppliers have that many inevitably omit instruction manuals and tutors except or until you decide upon paid versions.

If marketing were serious in introducing a product they may want to be successful, perhaps they should try touting and demonstrating first class user's manuals. That would help win me over.

When computers were not as competitive as they are today, the personal computer operating systems and software applications programs had wonderful, well-written manuals explaining much about setting up, operating, and expanding uses for your system with efficiency and enjoyment. Stiff competition and a large percentage of owners

and users have shrunk the growth of sales and marketing has dictated that engineering and product support to be severely curtailed leading to us having to find outside sources for product use and learning.

Most of us miss the great publishing that was once dominant among major suppliers. We just have to go search our favorite technical book stores for something to supplement the less than satisfactory built-in help and online help that is available.

The PC Concept SIG will discuss several of these applications and different options to consider with your system configurations and their setup.

Make our Concept SIG your SIG for getting started with popular concepts with new and older systems. Please feel free to ask questions and to contribute to the program.

*Harold (Spike) Smith*

### Perl Programming

The focus of the Perl Programming SIG is to teach the Perl language and assist with related issues. If you can program and would like to learn Perl, this SIG is for you.

There will be a general overview presentation and discussion of Perl and related issues. Also Perl: news, topics of interest, Q&A.

The November meeting will begin this new SIG. We will try to measure the interest levels in Perl related topics to set the direction for the SIG.

*Larry Martin*  
([Larry.Martin@ACM.org](mailto:Larry.Martin@ACM.org))

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## Personal Digital Assistants (PDA)

In November, a representative from Nokia will demonstrate their latest releases for their mobile devices. Nokia has a new line of products that include digital cameras, Bluetooth connectivity, messaging, full keyboards, video recorders/players built in FM radios, games, built in televisions, streaming audio, digital AAC/MP3 business voice solutions and push to talk cellular products. The new range of products has more added feature than any products to date. There should be something for everyone so join us in the PDA SIG for our November meeting.

*Birl Smith  
Craig Winder  
David Martin*

## Professional MIDI and Audio

Since several people acquired the "DCart 5" software last month, we will spend some time reviewing the tools, settings, and use of that audio editing suite. Then, we will conduct a general discussion of all things audio and MIDI.

Our meeting time is now 10:00 am and will immediately follow the E-commerce and FrontPage SIGs. Come and share your experience, questions and answers about all things audio & MIDI on computer, from recording to editing to composing, arranging and playing music on your system.

*J. Alan Lummus*

## Quicken

The Quicken SIG will not meet in November. Any Quicken questions you have can be given to Kathy at the Investor SIG meeting at 12:30 or placed on the NTPCUG WebBoard. We will meet again when the NLC schedule will permit a time acceptable to more members.

*Jim Wehe*

## Rhino 3D

Rhino 3D (<http://www.rhino3d.com>)

For Corel Draw and Adobe users, Rhino takes over where the others leave off. Rhino is a true 3D modeling program. The companion program called Flamingo is a true rendering program.

For September, we went back to the basic steps of creating lines arcs and circles. A specific topic for November is still in the works.

*Bob Campbell*

## Visual Basic - Beginning

We will be meeting at 9:00 AM on Saturday, November 8th at the Las Colinas campus of Microsoft Corporation.

### PASSWORDS

**I'd like to say this about passwords. I have a lot of them, and (believe it or not) they are not the same. Now there have been applications that I have used in the past that sometimes are useful, but they don't do everything that I want. I might have a copy of the application on my laptop, and a copy on my desktop. If I add a**

**new password (or worse yet, change an old one), now the respective databases are no longer in sync. What's a guy to do?**

Well, I know what I'm going to do... I'm going to use .NET and build an application that I can use to manage my passwords from a desktop, from a web browser and anything in between!!! AND I'm going to use Visual Basic .NET to do it!

The next few meetings we will build a practical .NET application and explore the different solutions that we can use. The application we are building is one that will help us manage the plethora of passwords that we all have.

For our November meeting, **Tuc Goodwin** will demonstrate the first swing at the .NET password application. We will build a windows form application that communicates to a database to store our passwords. Come join us as we build a .NET application that everyone can use.

Also, Tuc will have FREE copies of the latest ASP.NET Pro magazine for everyone. Our thanks to the generous folks at Informant Communications for these. If you want to see more about what this magazine is about, check out their web site at <http://www.aspnet-pro.com>.

Below is our tentative schedule for the new few months. These are exciting

Visual Basic - Beginning — Upcoming Meetings		
Date	Theme	Description
November 8	TBD	Beginning VB.NET - Tuc Goodwin Building a .NET solution using WebForms (Password Manager)
December 13	TBD	Beginning VB.NET - Tuc Goodwin/ Terry Witt Building a .NET solution as an XML Web Service (Password Manager)
January 10 (2004)	TBD	Beginning VB.NET - Terry Witt Building a DataPool Object

topics and we are going to have some fun.

Come join us Saturday morning as start our journey learning more about .NET! Every Month there will be some presentation at the Microsoft Developer's SIGs about .NET. See you Saturday!!!

*Tuc Goodwin*

## WordPerfect

WordPerfect SIG Meeting Topics

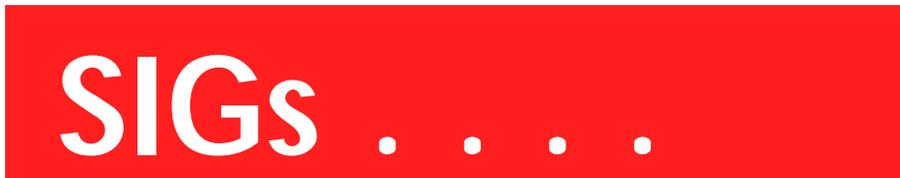
November — **Even More Shortcuts!**  
 December — **Styles — Making Your Work Easier**  
 January — **WordPerfect 11 ... What is Available from the Screen?**

*These topics are tentative and may change at any time.*

Our newsletter, *In a WordPerfect Minute...*, can now be accessed from here. Follow the links at the end of this Web page.

### NOVEMBER

**In June, we presented a bunch of formatting tricks. We have even more to show you this month. Here are some of the shortcuts I think you'll find exciting: Create a Chart Instantly - Store Text for Use Later (one of my favorites) - Place Tables Side-by-Side - Create PDF Files (I use this to create the PDF files of the**



*newsletters to go on the Web site) - Print List of Files in a Folder.*

### DECEMBER

We used Heading Styles when creating a Table of Contents at the August Meeting ... but that's not the only time to use them! You can use them anywhere throughout your document. We will give you examples for using them, as well as show you how to edit them.

### JANUARY

With the apparent 'hit' of WordPerfect 11, we're going to start from the beginning. That is, taking a close look at the WordPerfect screen, explaining features you may have been ignoring or never even paid attention. I promise you will learn something new, whether you are a beginner or experienced user.

### DRAGON NATURALLY SPEAKING

If you would like to be part of an e-mail group to share information and experiences in learning and using Nat-Speak (*as the Pros call it*), let me know at [diane.bentley@ntpcug.org](mailto:diane.bentley@ntpcug.org).

### WOW! I DIDN'T KNOW THAT!

#### *Moving Text between Documents*

When copying or moving text between documents, try this quick method:

1. **Open each document**
2. From the Menu Bar in any of the documents: Window
3. Choose one of the following:  
 @Bullet = **Tile (Top-to-Bottom)**  
 @Bullet = **Tile (Side-by-Side)**  
*If you're not sure which to choose, just choose one, work with it, and if you don't like it, change to the other.*



4. Select the text you want to copy the either:

@Bullet = Drag it across the screen and drop it in the other document where you want it to go (*use the Shadow Cursor to line it up before releasing the mouse*

-or-

@Bullet = **Copy it, then Paste it in the other document**

With both documents open, you don't have to keep switching back-and-forth between them. *I really like this method.*

### WHAT'S YOUR PROBLEM?

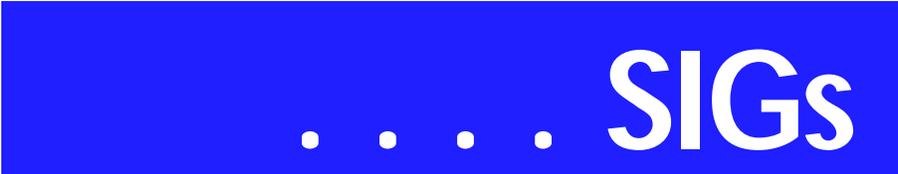
*Got a problem with WordPerfect? Describe the problem in an E-mail. We will do our best to provide a satisfactory answer. The question and answer will also be posted on this web page, as well as in the next newsletter for the benefit of others who might have the same problem.*

### WHAT'S NEW WITH WORDPERFECT?

#### *WordPerfect® 11 New & Improved Features*

During the development of WordPerfect 11, user feedback was key in determining which new features to add and which existing features to improve. As well as enhancing popular features such as Reveal Codes, Real-Time Preview and Variables to increase usability, the development team added a number of new features designed to put exceptional power and control in the hands of the user. This has resulted in an easy-to-use, robust application with a wide range of features and tools. On-line Help has been rewritten to make





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## the XML Editor easier to use, especially if you're new to XML.

**Publish to PDF:** Already outstanding PDF functionality has gotten even better. WordPerfect 11 now supports *symbols*, meaning graphic-laden documents published to PDF will have much smaller file sizes. In addition, *page numbering* has been improved so that it is consistent between a WordPerfect file and its PDF offspring. And, with support for Adobe Acrobat Reader 5.0, PDF *compatibility* will never be a problem.

**Microsoft® Word File Sharing:** WordPerfect 11 gives you the ability to import and export Microsoft Word files.

### *Performance and Productivity Features*

WordPerfect 11 is loaded with tools and features that allow you to work smarter and faster.

**Web Publishing:** You can take advantage of the increased flexibility of the advanced page layout and formatting features in CSS and HTML when converting WordPerfect documents for use on the Web.

**Mass Mailings:** WordPerfect 11 lets you mass-produce letters, envelopes, mailing labels, contracts, phone lists, memos and more with the Merge feature. By merging a form document with a data source, such as a *Quattro Pro file, Paradox database table, or a Microsoft Outlook address book*, you can write a document once and have WordPerfect 11 customize it with information from each record in the data source to create a new series of documents for mass distribution.

Enhancements to WordPerfect 11 make *envelopes* even easier to work with. A preview window has been added to the Envelope dialog box so you can easily see how your envelope will look before you create it. And working with *bar codes* has been improved. You can

now insert a POSTNET 11-digit delivery point bar code on an envelope, in addition to a 9-digit or 5-digit ZIP code.

**Document Formatting:** The popular *Reveal Codes* feature gives you tremendous control over the formatting in your documents. When you work on a document, codes are inserted to indicate where the formatting options begin and end, and what properties are applied. For example, when text is made bold, codes for bold surround the text to indicate where formatting starts and stops. You can open a pane below the document window that displays the text and the associated codes, giving you an 'under the hood' look at your document.

You can delete codes or modify the properties of the codes, giving you control over every element of a document. This feature has been enhanced so you can print a document with Reveal Codes displayed with the same range of familiar, standard WordPerfect printing options.

You can see what a formatting change will look like before applying it with *RealTime Preview*. You can scroll through and preview many different formatting options, including fonts, lines, tables, borders, outlines, numbering, drop caps and shading. RealTime Preview saves valuable time by reducing the need to undo and redo unsatisfactory formatting changes.

The *Text Styles* feature ensures consistent formatting within a document and between multiple documents. By applying the same styles in different documents, you ensure documents have a consistent look and feel, without having to open the original document to make sure the formatting options are the same. This time-saving feature lets you quickly apply a range of formatting attributes to selected text, paragraphs and entire documents.

You can also modify existing Text Styles and create new ones. Outline, bullet and numbering styles functionality has been enhanced so that they are easier to create and preview.

WordPerfect 11 includes a selection of business-oriented *watermark graphics* that you can easily use to enhance the look of your documents. You can also create watermarks from an image on file or from a clipart image.

Cindy Adams

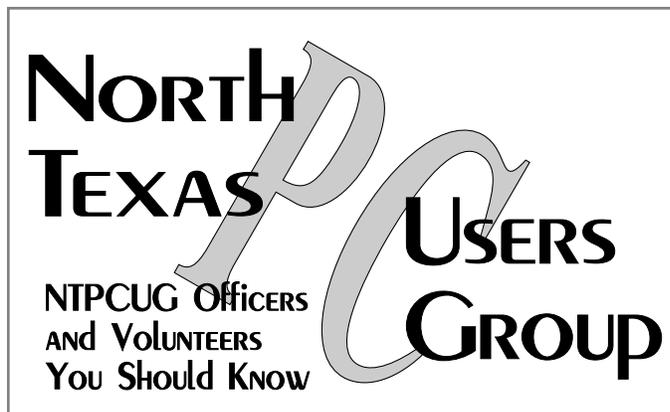
# North Texas PC Users Group, Inc.

P.O. Box 703449, Dallas, TX 75370-3449

Phone (214) 327-6455 for recorded information about the North Texas PC Users Group and scheduled meeting date times and locations. Please leave a message if you would like specific information about the Group. Or, visit our Web Page at: <http://www.ntpcug.org>

The North Texas PC Users Group, Inc., is a non-profit, independent group, not associated with any corporation. Membership is open to owners and others interested in exchanging ideas, information, hardware, predictions, and other items related to personal and compatible computers. To join the Group, complete the application blank found on the NTPCUG Web site, <http://www.ntpcug.org>, and send with \$30 membership dues to the Membership Director — address shown below. Subscription to the newsletter is included with each membership.

The Group meets once each month, usually on the third Saturday. See inside front cover for date, time and place of the next North Texas PC Users Group meeting.



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E-mail Password problems?

Call Doug Gorrie at..... (972) 618-8002

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