

North Texas



PC NEWS



Online Edition

February 2005

VOLUME 24 • NUMBER 2



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

Send address changes to: Membership Director, NTPCUG, P.O. Box 703449, Dallas, TX 75370-3449.

Managing Editor Reagan Andrews
(214) 828-1466

SIG Copy Editor Doug Gorrie
(972) 618-8002

Newsletter Exchange Jim Wehe
(214) 341-1143

The opinions expressed herein are those of the authors and do not necessarily reflect those of the Group or its members. Copyright ©2005 by North Texas PC NEWS. (Articles without specific copyright notices may be reproduced unchanged by other not-for-profit User Groups if credit is given to the author and the publication.)

DEADLINE

Copy deadline for the February
North Texas PC NEWS:
Friday, February 3, 2005

Meeting Dates: 2005

February 12, 2nd Saturday
February 19, 3rd Saturday

March 12, 2nd Saturday
March 19, 3rd Saturday



Articles and Announcements:

President's Message 4
Birl Smith, President

Moving to a newcomputer 5 - 7
Gene Barlow

The wonder of the current computer . 7 - 8
Hardware Transitions
Timothy Everingham - TUGNET

Editor's Comments 9
Reagan Andrews

1,500 & Counting 10
Gil Brand

The Perfect Gift! 11
Doug Gorrie

!!! Mark Yout Calendar !!! 11
Connie Andrews

Humor Line 12, 25
Anonymous

Special Interest Group Reports . . . 13 - 25
Doug Gorrie

Special Items:

Vendor Presentations . . 3

SIG Meetings . . . 13
Rooms & Times

Officers & People You
should know 26

Submit Newsletter articles to: newsletter@ntpcug.org
Visit the North Texas PC Users Group Web page: <http://www.ntpcug.org>

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, particu-

larly 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, or to reagana@ntpcug.org

Reagan Andrews

PROGRAMS & PRESENTATIONS . . . *Linda Moore*

February Presentations

10:00 AM - Noon

Microsoft Presents

How to Design Your Active Directory

NTPCUG members will be eligible for raffle prizes.

Come join us for a great presentation

1:00 - 5:00 PM

The Master Genealogist (TMG)

Bob Velke, President of Wholly Genes Software, will be presenting version 6 of TMG.

NTPCUG members will be eligible for raffle prizes.

Come join us for a great presentation.

FEBRUARY 19, 2005

February 2005
**New NTPCUG Officers,
Two Great Vendor**

Presentations in February

The new NTPCUG Board of Directors and officers for 2004 are: **Birl Smith**, President and **Linda Moore**, President-Elect. BOD Members are: **Jack Atkinson**, **Gil Brand**, **James Dunn**, **Thomas "Tuc" Goodwin**, and **Bill Parker**.

Two new officers for the 2005 year — **Arnold Krusemark** will assume the duties of Volunteer Coordinator and **Curtis James** is our new System Administrator.

Two vendor presentations in February:

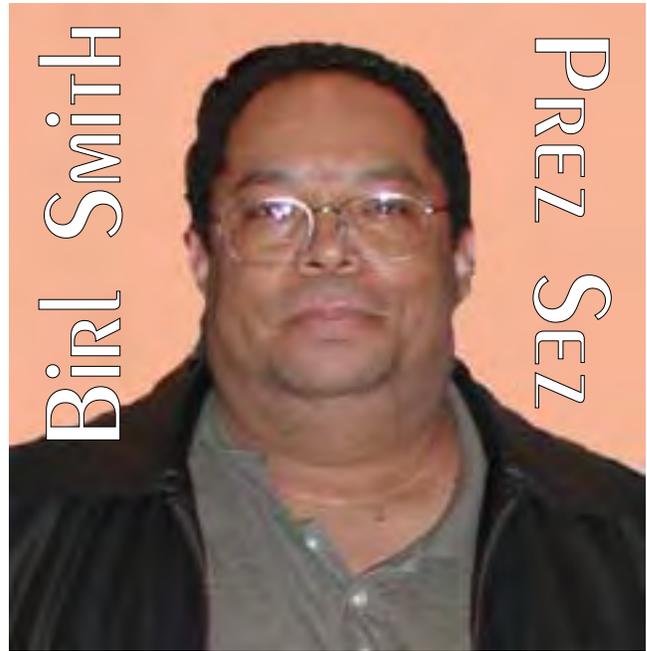
Microsoft — *Designing your Active Directory*
10:00 AM – Noon

WhollyGenes — **Bob Velke**, President of WhollyGenes Software, will be presenting version 6 of *The Master Genealogist* from 1:00 - 5:00 PM.

2nd Saturday raffle winners — already sent — emphasize 2 full copies of VS .NET 2003 Professional Edition were raffled to 2nd Saturday attendees, who are members: **Ted Badje** — VB .NET 2003 Professional Edition software, **Richard Bauman** — VB .NET book, **Jeff Frauenheim** — Code Two book, **Kathy Brown** — ASP .NET book, **Jean Weinstein** — ASP .NET book, **David Stark** — VB .NET 2003 Professional Edition software.

3rd Saturday raffle winners: **Ann Titsworth** and her family joined NTPCUG in November 2003. Since then she has won 5 raffle prizes. She must have a whole pocket full of 4-leaf clovers. Share your secret Ann. **Patrick Flautt** — Virtual Server 2005, **Curtis James** — Links game, **John Snodgrass** — Halo game, **Ann Titsworth** — Links game.

Members who have successfully recruited new members:



Bob Webber recruited **Raymond Pronk**

Members who have requested NTPCUG marketing materials to use to recruit new members:
Harry Poe

See the Article in the January Culminis newsletter about the NTPCUG computer refurbishing project.

New Members:

- ❖ **Carol Brooks** — Plano
- ❖ **James J. Doyle** — Kildeer, Illinois
- ❖ **Bennie Husk-Lister** — Dallas
- ❖ **S. A. Norris** — Coppell
- ❖ **Raymond Pronk** — Dallas
- ❖ **Jo A. Slaten** — Colleyville
- ❖ **John Snodgrass** — Denton

Birl Smith

Birl.Smith@ntpcug.org



Moving to a New Computer System

by Gene Barlow
User Group Relations
Copyrighted January 2005

Many users buy a new computer during the holiday season when sales are everywhere and prices are low. Perhaps you got a new computer recently, too. By now, you have your new computer all set up and you are busy learning all the new things you can do with it. But, you find that you miss having a familiar program or some files from your old computer on your new computer. How can you move your programs and data files from your old computer to your new computer is a question I hear often. Done a step at a time, this can be a long and hard process to complete. Finding all of your programs and files on your old computer and then install-

ing them and getting them to work on your new computer is not the easiest thing to do. There is a software utility called *Move Me* by Spearit software in New Jersey that can make this process a quick and easy thing to accomplish. Let me share with you this month a bit of information about this amazing software utility.

First, you place your old computer and your new computer next to each other on a work table or counter. Then you connect the two computers together with one of three different communication cables that will let your two computers talk to each other and move files between them. The fastest of these communication cables in a standard local area network (LAN) connection. If both your old and new computers have ethernet ports on them, you can connect the two with either an inexpensive CAT-5e UTP Crossover cable (under \$5 typically) or a couple of standard LAN patch cables connected to a LAN Hub. If you don't have ethernet ports on both computers, but have USB ports on both of them, you can use a special USB1.1 or USB2 File Transfer Cable (\$30-40

We Make Meetings More Effective

- ◆ **Product Sales & Rentals**
An extensive line of presentation products from a variety of leading manufacturers for rent or sale.
- ◆ **Video & Data Conferencing Systems**
A complete range of solutions for every need and budget – from the desktop to the conference room.
- ◆ **Installation & System Design**
Consultation, design and installation of customized solutions from the classroom to the boardroom.
- ◆ **Presentation Skills Coaching**
Individual or group training sessions teach proven techniques for delivering dynamic presentations.
- ◆ **Creative Design Services**
Time-saving, affordable ways to maximize the effectiveness of your next presentation.
- ◆ **Service Programs**
Customized service plans for maintenance and support minimize equipment downtime.

Data Projections, Inc.
Phone 972.386.7686
Fax 972.386.7685
Toll Free 800.840.7991



**Quality Products
Excellent Service
Customer Commitment**
www.data-projections.com

Austin Boise Dallas Houston Indianapolis St. Louis San Antonio

from [http://](#)) to connect your old and new computer. The third option is to use a special parallel transfer cable (\$12) between the two parallel (printer) ports on the two computers. While this is slower than the other two connection options, you can always count on your computers having parallel ports.

When you have your old and new computer connected together with one of the three cable options above, you run **Move Me** on both computers. Before you begin to transfer your files between the two computers, **Move Me** needs to validate your serial number with Spearit software. You will need an internet connection on one of your two computers or even a third nearby computer to do this. The **Move Me** screen on your old computer will tell you where to connect to and what information to submit in your Validation internet run. **Move Me** is licensed for moving files from a single computer and cannot be used to move files from another computer later on. The validation takes only a minute or two to complete and then you are ready to start moving all of your files from your old computer to your new computer.

Here's what happens as the move progresses. **Move Me** gets a file from your old computer and looks to see if it is already on your new computer. If not, it copies the file across the cable and installs it on your new computer. Then it goes back and gets the next file on your old computer. It continues this process until all files have been copied from your old computer to your new computer. The entire process may take an hour or more to complete, depending on the number of files on your old computer needing to be copied and the transfer cable speed. **Move Me** copies all of your data and setting files between the two computers. It also copies all of your application programs between the two computers. It even copies the registry entries from your old computer and merges these into the registry of your new computer so that your application programs can run on your new computer. The only things that are not copied to the new

Editor's Note:

Yes, this is a "commercial" from Gene Barlow. However, Gene has pointed his attention to a subject that's been of considerable interest to me. He's also very good at finding software I've found very, very useful in the past .

computer are your operating system and any files that were already installed on the new computer.

Your old computer is not changed in the **Move Me** process. So, it will continue to run exactly as it did before the move. Your new computer should now have all of you applications, data files, and setting on it from your old computer as well as anything that was on it before the move began. At this point, you should test all of your programs to make sure they run on your new computer. Some older DOS and Windows applications may not run on Windows XP whether they were transferred with **Move Me** or installed directly on the new computer. You will need to get a new version of these older applications from the software developer. Other low level utilities, like PartitionMagic, will need to be reinstalled on your new computer in order to get the WinXP version of the program on your new computer. In general, you will find that most of your application programs will work just fine on WinXP.

Move Me is an amazing utility that can save you hours of work migrating all of your files from one computer to another. If you have an older computer that you want to retire as soon as you can get all of your files off it, **Move Me** is exactly what you need to use. **Move Me** on a CD lists for \$50, but you can purchase the same product at the user group discount price of just \$30. Look for it in our User Group Store at <http://www.usergroupstore.com> and click on any of the yellow "Buy Now" buttons to get to our secure web order form. Complete the form including the special user group code of UGNL0105 and submit it. You may share

The Wonder of the Current Computer Hardware Transitions

By Timothy Everingham,
TUGNET, <http://www.tugnet.org>
teveringham@acm.org

When we have been changing computer hardware standards frequently, it has been one thing at a time. At other times those in authority say that if we are going to change one thing lets get some other changes done too.

We are going through much more of the latter right now.

The thing that is more in the forefront of change currently is the move from PCI and AGP motherboard card slots to PCI Express (PCIe). PCI Express also changes the way data is transferred (serial rather than parallel) and has more intelligent data traffic management.

This puts you in the position of having to decide whether to migrate to the AGP and PCI cards when upgrading to a new processor and motherboard or buying a new computer, something that is more of a problem if you recently

this discount offer with your immediate family and close friends. These prices are not available to others not involved with a user group.

I hope this month's newsletter has made you aware of this exciting *Move Me* utility from Spearit software to help you move to a new computer. Let me know if you have questions about anything in this newsletter by sending me a note to gene@ugr.com. Thank you for your attention.

*Gene Barlow
User Group Relations
PO Box 911600
St George, UT 84791-1600
435-652-3005*

www.ugr.com

paid a lot of money for a high end AGP graphics card or have a specialized PCI card where there is no equivalent PCIe card available. However, there are motherboards currently available that have both old and new type slots.

On the other hand you could go to the other extreme by buying a computer with the new NVIDIA SLI system. That is a motherboard with two PCIe graphics slots where you can run two NVIDIA graphics cards in parallel to get a 3D graphics performance boost similar to what was done to the old 3dfx Voodoo 2.

We also started a shift last spring from Sockets 940 and 754 to Socket 939 for AMD 64 bit processors (Socket A remains for 32 Bit AMD processors) and from Socket 478 to 775 for Intel Pentium 4 processors, which also limits your upgrade options. Dual core processors, which have two CPUs on one chip, will be coming out for workstations, servers, and desktops in the second half of this year.

Support for dual core processors will come from more of a BIOS change than socket change; however, some motherboards will be able to support dual core processors by upgrading your flash BIOS, but others will not. We also are making the transition from DDR to DDR2 system RAM, and some motherboards only support DDR2.

Now you think you have had enough. I am nowhere near finished.

We now have a new power supply standard too. ATX Power Supply 2.01 is in process of replacing ATX Power Supply 1.3. Newer motherboards have different power connectors now. The new connector has 24 pins rather than the old one with 20. There have been adapters for the 1.3 power connectors to fit 2.01 compliant motherboards, but now we are going to move to adapters for 2.01 power supplies to fit into 1.3 compliant motherboards. Some motherboards and power supplies had AUX connectors, but the new standard does away with that.

One thing that is nice with the new standard is that having SATA drive power connectors is now mandatory rather than optional. Also power supplies under the new standard are supposed to be more efficient. Nevertheless be aware that some power supply manufacturers have been exaggerating the capacity of their power supplies.

However, this new power supply standard is just a step in another transition, the move from the ATX motherboard and case design standards to BTX design standards. I say standards because there are three different BTX motherboard design formats: BTX, MicroBTX, and Pico BTX. BTX replaces the standard ATX motherboards, with MicroBTX going against the Mini-ATX motherboards and PicoBTX goes against the ITX motherboards. Part of the reasons for the change is to redesign the airflows in the case to get rid of all heat generated by the latest processors.

The airflow of BTX designs is from the front of the computer straight through to the back of the computer rather than typical lower front intake with exhaust in the upper back. The CPU has been repositioned towards the front of the computer so it gets the cool air first. That means a redesign of the power supply to a new BTX standard. Also a thermal module has replaced the standard CPU heat sink and fan. It takes a more global approach in covering the highest heat producing components sitting on the motherboard, including the CPU.

Intel is the one who is pushing this because their Pentium 4s have higher clock speeds than an equivalent AMD Athlon 64 chip, which means they produce higher heat. There is so much heat that Intel had to abandon their goal of producing a 4 GHz Pentium 4 chip. As such AMD is not in such pressure to move to BTX, so BTX motherboards supporting AMD processors will be a few

months behind those supporting Intel processors. The first BTX motherboards just recently came out, and should become dominate in 2006.

What does all this mean? By the second half of 2005 if you have a computer that is more than one year old it will probably be better to get an entire new computer rather than upgrade.

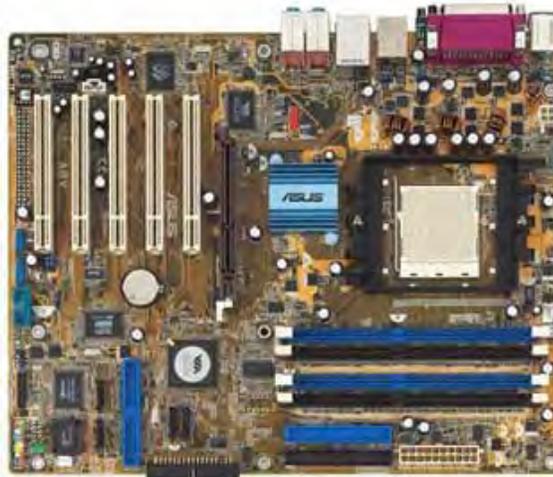
This puts into motion another round of the old computer becoming the backup computer and the old backup computer becoming a boat anchor, flowerpot, or for the more adventurous: Christmas or Chanukah display control system for the whole house and yard. However, be-

cause there are so many changes with these transitions that many people will get a new computer sooner than normal, resulting in some of the retiring old backup computers being new enough to where non-profit organizations and schools may want them. [Ed. Note: Think about the NTPCUG PC recycling project.]

As such the probability is that not just those selling computers and computer components benefit from the chaos caused by this round of the wonder of computer hardware transitions.

Timothy Everingham is CEO of Timothy Everingham Consulting in Azusa, California. He is also part-time press in the areas of high technology, computers, video, audio, and entertainment/media and has had articles published throughout the United States and Canada plus Australia, England, & Japan. He is a member of TUGNET. Further information can be found at:

<http://home.earthlink.net/~teveringham>



Editor's Comments – Why did I choose these Two particular articles

I usually don't run articles from other PC user groups or commercial sources. Why did I run these two? The articles by Gene Barlow and Timothy Everingham hit sensitive spots for me and I thought NTPCUG members might gain some important information from each.

Gene's article hit me in particular because I've hit a wall, so-to-speak, in transferring programs from an older PC to a newer PC. The inexpensive programs I've looked at (including Gene's) want to transfer the entire PC to the new machine.

What brought me to this question are several programs I downloaded from commercial sources and updated periodically over the last two – three years. All the latest versions have new "features" I really don't want, but the "new-featureless" versions I do have are quite useful and I don't want to abandon them at this time. One of these is *ACDSee 3.1* which is pretty "Spartan" compared with newer *ACDSee* versions, but does exactly what I want it to do, i.e., display the .TIF placement images accompanying .EPS PostScript files. The "classic" (2.43) *ACDSee* doesn't do this.

What if I don't want to transfer everything? Alohabob's Website claims that *PC Relocater Ultra* is capable of single program relocation, but carries a \$70 pricetag. I can replace the program for less ...

Timothy Everingham's article really hit a sensitive spot after I saw a rather expensive magazine (\$9.95) on new MOBO's (motherboards/ mainboards) and CPU's in a local supermarket of all places. While paging through it, I saw a lot of acronyms that I didn't recognize at all. Since I usually have a slight tendency to be interested in hardware issues, fact that I didn't recognize the acronyms was somewhat unsettling to me.

His (Timothy's) article explained a great deal of the confusion and elaborated on reasons for some of the changes. Just as I suspected, HEAT and I/O speed were responsible for the new "standards." Both AMD and Intel have been aware of the heat consequences of increasingly higher and higher clock rates involved in the CPU "speed" race. Each, as well as IBM, have concluded that multiple CPU's on a single chip may be the answer since multiple CPU's can run at somewhat lower clock rates to do the same work as a single CPU at a higher clock rate.

(CMOS technologies dictate that increased clock rates significantly increases waste heat and power consumption.) Dropping the clock rates reduces both. How much power are we talking about? Somewhere in the 60 – 75, or even higher, watt range at 3 GHz. This escalates (rapidly) at 4 GHz, where Intel declined to explore before announcing multiple CPU's on a single chip would be available later this year.

This may mark the end of my upgrading efforts and make Gene's article more significant in the future.

I put an editor's note in Timothy's article reminding NTPCUG members that our PC recycling project can certainly use these "older" PC's. Just to refresh your memory, here are the requirements for PC's to be donated to the project:

- ❖ CPU's — PentiumIII's or AMD K-5's running at 300 MHz or higher. Later CPU's at higher speeds are also welcome.
- ❖ Storage — 1 - 10 GB drives, preferably EIDE drives.
- ❖ Monitors — 15" SVGA capable monitors, larger, 17" - 21," monitors are difficult to ship.

Reagan Andrews

1,500 & Counting

NTPCUG Volunteer Effort Report

by Gil Brand

Status of the computer refurbishing project?

NTPCUG Volunteers have assembled, tested and shipped their **1,500th** PC since the project began. Currently, the volunteers are averaging 500 refurbished PC's for impaired users per year.

For new members, NTPCUG sponsors a volunteer program to refurbish "old" PC's using NTPCUG volunteers with the finished computers going to visually impaired individuals via the Texas Center for the Physically Impaired (TCPI), <http://www.handicapability.org>. All of the equipment goes to blind or visually-impaired persons in America and in several foreign countries.

If you have basic hardware skills, or just want to learn, contact me at gb1@ntpcug.org We only have 12 work stations, so please request a place. Don't just arrive expecting to find a station available.

We have regular sessions every Tuesday and Thursday, 1-4PM, at King of Glory Lutheran Church, 6411 LBJ Freeway (West bound serv-



ice road from the Hillcrest exit). Our workroom is in the basement level of the church. Ring the outside bell for entry into the building.

If you, your employer, or a friend, have older computers (Pentium II-300Mhz or better) and/or components (56k-modems, hard drives, sound/video cards, 72 & 168-pin memory, monitors, keyboards, mice) that are just gathering dust, please contact me about donating them to this tax-deductible effort. We have received several corporate donations in the last few months; PLEASE keep checking with your company about donations.

We are also in need of a couple of volunteers to assemble some donated shelving, if you can't or don't want to work on computer hardware.

And last, but not least, we need a volunteer to: determine the proper driver for various donated sound/video/modem cards; download and test the drivers; and save the drivers to floppy disks.

So you can see that we need volunteers with different skills, and have a continuing need for additional computer refurbishing help. Let me know if you can assist.

[For those of you who have requested weekend sessions, these do occur on occasion and if you let Gil Brand know of your interest, he'll get in touch to let you know the date and times.]

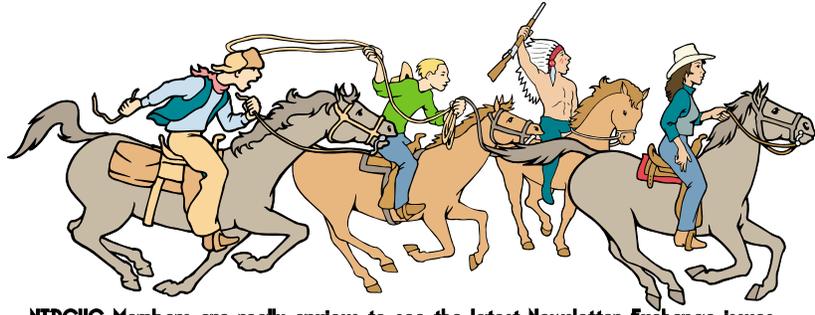


Gil...

!!! Mark Your Calendar !!!

Future Newsletter Deadlines and Meeting Dates

Please Note: The February meeting will be on February 19 at Building "C" on the North Lake Community College in Irving, TX.



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

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.

Newsletter Deadline

February 4

March 4

Meeting Dates

February 12, 2nd Sat.

February 19, 3rd Sat.

March 12, 2nd Sat.

March 19, 3rd Sat.

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 Gorrie

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.



Humor Line for February

This month's Humor Line was contributed by several "anonymous" sources

Andy Rooneyisms

1. If you have a lot of tension and you get a headache, do what it says on the aspirin bottle: "Take two and keep away from children."
2. It's a very strange name they picked for "Social Security." For what they actually send you, you can't afford to be "social" nor can you really feel "secure."
3. Short skirts have a tendency to make men polite. Have you ever seen a man get on a bus ahead of one?
4. It is hard to understand how a cemetery raised its burial cost and blamed it on the cost of living.
5. We are born naked, wet, and hungry. Then things get worse.
6. The 50-50-90! rule: Anytime you have a 50-50 chance of getting something right, there's a 90% probability you'll get it wrong.
7. It is said that if you line up all the cars in the world end to end, someone would be stupid enough to try and pass them.
8. If the shoe fits, get another one just like it.
9. The things that come to those who wait may be the things left by those who got there first.
10. Give a man a fish, and he will eat for a day. Teach a man to fish, and he will sit in a boat drinking beer all day.
11. When you're swimming in the creek, and an eel bites your cheek, that's a moray!
12. A fine is a tax for doing wrong. A tax is a fine for doing well.
13. The only cure for insomnia is to get more sleep.

14. Everybody lies, but it doesn't matter since nobody listens.
15. I wished the buck stopped here. I could use a few.

The Frog Princess

A man was crossing the road one day when a frog called out to him and said, "If you kiss me, I'll turn into a beautiful princess."

He bent over, picked up the frog, and put it in his pocket.

The frog spoke up again and said, "If you kiss me and turn me back into a beautiful princess, I will tell everyone how smart and brave you are and how you are my hero."

The man took the frog out of his pocket, smiled at it, and returned it to his pocket.

The frog spoke up again and said, "If you kiss me and turn me back into a beautiful princess, I will be your loving companion for an entire week."

Continued on Page 25



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 is BACK! Back, that is, with the main meetings of the North Texas PC User Group SIGs on the third Saturday of the month at North Lake College. We are happy to be meeting along with the other **NTPCUG Microsoft Office SIGs: Microsoft Excel** spreadsheet and **Microsoft Word** word processor. Tentatively, we will meet at 11:00 AM, so as to avoid meeting time conflict with the other Office SIGs... you can start at 8:00 AM with Excel and spend the whole morning learning about Microsoft Office software.

On February 19, 2005: (Note the change to Third Saturday!) the **Microsoft Access SIG** will again meet in conjunction with the newly-renamed **Microsoft Access Fundamentals SIG**. We will continue with our review of the fundamental operations and features of Microsoft Access.

Microsoft Access Fundamentals SIG Leader **Jim Wehe** will conduct the meeting, and others of the leadership of both SIGs will participate. See the Access Fundamentals SIG notes for details. Attendees are always welcome to express their preference for topics to be covered to provide information on their particular areas of interest in Microsoft Access, and questions are solicited. If we can answer the questions, we will; if we cannot, then we will pursue an answer or direct you to likely sources.

In January, 2005: Despite projector problems that prevented the planned demonstrations and lessons from a training CD, we had a very successful joint meeting of Access Fundamentals and the Access SIG. Discussing of

plans for the year and surveying attendees' interests filled the hour.

Valuable Prizes:

And, in keeping with the long-standing tradition of the Access SIG, we'll see if we can't turn up a "valuable prize" or few, if you will agree to the premise that that "value, like beauty, is in the eye of the beholder". **Beginning in March, 2005, we will be giving away a full, retail copy of Microsoft Office 2003 System Professional at each meeting of the SIG for the rest of the year, courtesy of Microsoft's South Central Developer Guidance Council. How's that for a "valuable prize"?**

Jack Atkinson

Access Fundamentals

In February, we will hopefully have better luck with the projector (I will bring an extension cord) and will open a few database samples, including the birthday list which will be available for attendees in Access 2000 format on floppy disks.

Then we will discuss and show the common database objects and data types. Finally we will distribute the January attendance list and a list of expressed interests, notes of our topics, have a drawing if Larry is back on his feet, and respond to questions from the floor.

At our organizational meeting on January 15, 2005, (third Saturday) at North Lake College, we surveyed Access versions in use by members and solicited those with an interest in making presentations on some Access fundamental. We also showed some of the available

SIG Meeting Schedule

- 8:00**
Microsoft Networking
Hardware Solutions
Excel/Spreadsheets
e-Commerce
- 9:00**
Wireless Communications
Operating Systems
PC Concepts
Dallas Core!l
Microsoft FrontPage
Microsoft Word
- 10:00**
Alpha Five Data Base
Microsoft Word (Continued)
Personal Digital Assistants
Rhino 3D
- 11:00**
Access/ Access Fundamentals
Internet
WordPerfect for Windows
Digital Photography
- 12:00**
NTPCUG Business Meeting
- 12:30**
Investors
The Master Genealogist
Linux
- 1:30**
The Master Genealogist
(continued)

SIG meetings are listed by time for the January 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 02/12
SharePoint
ASP.net
Visual BASIC - Advanced
Visual BASIC - Beginning

The following SIG meets at other times, and are not included in the schedule above. Check the SIG notes for time and location.

DSDA

.. SIGs

reference books a user might find helpful.

We will make every effort to work in the public domain and avoid commercial or copyrighted applications.

Jim Wehe

Alpha Five Database

February Meeting

SIG leaders have a system that lets them post notes to the web, so members can find out the topic of the next meeting(s). This system was developed in 2000. We now need to add some features and I have been told that it would be difficult using the current system.

Some of the members of the Alpha Five SIG have agreed to work on a new system using Alpha Software's web server, so this month's meeting will be a working session for developing this web application. Some of the features of this system are

a.. Password login

a.. Update a database with user text

a.. Format an html page from the database

a.. FTP the new page to another server

Come see how the Alpha web server works and add your thoughts to the development of the new system.

Bill Parker

ASP.NET

The ASP.NET SIG is a place that developers that are new to ASP.NET can come and learn what they need to learn to successfully develop a production quality website using ASP.NET.

Our meeting place has changed. Instead of meeting on the fourth floor of

the Microsoft building, we now meet on the first floor. Our new meeting space is gorgeous!

An End-to-End Application: Month 4 - Business Logic Layer

Last November, we started an **exciting** new series on developing a web application from beginning to end. The application that I will be building over the next 10 months will demonstrate best practices and it will use a number of the application blocks provided by Microsoft.

Upcoming Meetings

- ❖ March 2005 – Toi B. Wright, speaking on An End-to-End Application: Month 5 - User Interface
- ❖ April 2005 – Toi B. Wright, speaking on An End-to-End Application: Month 6

Toi B Wright

Communications

Phishing -- A Security Problem for Everyone

The oldest con in the book, the confidence scam, is now called Phishing.

Pay Pal has been the target of Phishing for at least three years. I have reported these e-mail's to their fraud reporting department (spoofer@paypal.com). The response saying the e-mail is a fraud is now immediate. But the fraud e-mail keep coming and the investigations have not curbed any e-mails.

Early Phishing attacks avoided copying trademarked logos, but now it is common to see them in fraudulent e-mails. It appears the consequences of stealing logos are less than severe, and perpetrators are difficult to identify.

Phishing attacks usually start on Friday evening and end on Sunday evening.

SIG LEADER LISTINGS

SIG Coordinator

Bill Parker at:

sig_coordinator@ntpcug.org

Access

Larry Linson

larry.linson2@ntpcug.org

Jack Atkinson

jatkin@bigfoot.com

Alpha Five

Bill Parker.....(972) 381-9963 h

bill@partec.net

Dan Blank.....(972) 395-3367 h

dan.blank@verizon.net

ASP.NET

Toi Wright.....(214)-521-8336

toi@compuserve.com

Larry Linson

lmlinson@yahoo.com

Linda Moore

lhmoore@pobox.com

Dallas Corel

Cynthia Burtch.....(940) 320-0164

reburtch@charter.net

Martin Hellar.....(903) 849-3492

mwhellar@ntpcug.org

Marsha Drebels (214) 951-0266

mdreb@litigraph.com

Dallas Software Developers Assn.

Glen Ford.....(972) 423-1888

gford@sharpsite.net

Martin Hellar.....(903) 849-3492

mwhellar@ntpcug.org

Bob Weber, (214) 348-3813

rwebber@swbell.net

Digital Photography

James Dunn.....972-279-5712

jdunn@ImagesByJamesDunn.com

e-Commerce

Alan Lummus.....(972) 733-4141 w&h

alan.lummus@ntpcug.org

Excel/Spreadsheet

Jose Rivero.....(817) 271-8246

jrjrivero@hotmail.com

Frank Tubbs

ftubbs@sbcglobal.net

Genealogist - The Master

Jeri Steele.....(972) 306-15966 h

jeri@pioneerinfo.com

Bill Dow (972) 306-1596 w

dow@PioneerInfo.com

Hardware Solutions

David Huckabee.. (318) 686-3624 h
dhuckabee@msn.com

Internet

Glynn Brooks (214)-228-2831
glynn@rgbtechnical.com

Investors

Kathryn (Kathy) Troxell
infoinvest@aol.com

Linux

John McNeil (972) 227-2881
john.mcneil@ntpcug.org
Gil Brand,
gb1@ntpcug.org

Microsoft FrontPage

Alan Lummus (972) 733-4141 w&h
alan.lummus@ntpcug.org

Microsoft Networking

Gil Brand (214) 341-7182 h
g.brand@ntpcug.org
Bill Rodgers..... (972) 690-3507 h
bill@lexonitech.com

Microsoft Word

Diane Bentley..... (972) 724-0855 w&h
diane.bentley@ntpcug.org

Midi & Audio SIG

Alan Lummus (972)-733-4141
alan.lummus@ntpcug.org

Operating Systems

Reagan Andrews (214) 828-1466 h
reagan.andrews@ntpcug.org
Chuck Stark (972) 985-9176
chuck.stark@attbi.com

PC Concepts

Harold (Spike) Smith
..... (214) 764-1188 h
intro@comcast.net

Perl SIG

Larry Martin..... (972)-783-4548
larry.martin@acm.org

Personal Digital Assistants

Birl Smith..... (214) 616-6458 w
birl.smith@ntpcug.org
Craig Winder (214)-724-4210
c.winder@ntpcug.org
David Martin
davidm@attbi.com

Rhino 3D

Bob Campbell (817) 540-1273
bob@campbelldesigns.com



These Phishing e-mail are timed so you won't have an immediate confirmation of the e-mail's validity when querying the legitimate web site owners.

There is an immediate cost to everyone, so you must read any suspicious e-mail carefully to determine its validity. Financial institutions receive lots of inquiries on the validity of the e-mail.

These repetitive e-mails clog mail boxes. But a new Phishing twist is the realization that more frequent e-mails seem to improve the inferred validity of the message. Eventually, someone responds to these e-mails with their passwords and account numbers.

No one is tracking the financial loss these scams have cost. One organization has estimated spam e-mail has a 1% response rate, but Phishing has a 5% response rate. One congressman has said that proper legislation could cure the problem overnight. When a dollar amount is attributed to Phishing, there will be effective control.

I have looked up the domain names contained in Phishing and spam e-mails. The groups or individual that are Phishing and spamming usually register the domain name the day before the e-mail is sent. It would appear anyone can register a domain name, and there is no requirement to prove who you are.

It takes more identification to open a bank account. And even then, there are certain account names that would not be allowed, such as CitiBank, Chase, Internal Revenue Service, etc.

To curb Phishing, we need specific legislation, immediate enforcement of fraudulent requests and control of domain names.

There are two security flaws that are contributing to Phishing. One bug ex-

ploits how Internet Explorer displays URL's in the address bar. Internet Explorer is incapable of displaying the special character '%01' or anything following it. A URL like "www.citibank.com%01@211.249.14.1/login.htm" would appear as 'www.citibank.com'.

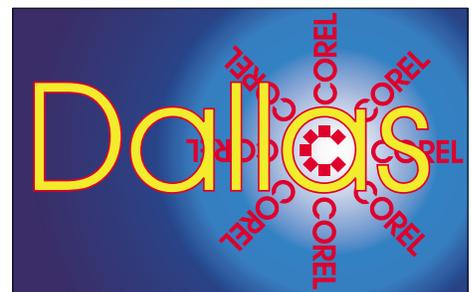
Another exploit involves links within an e-mail. Clicking the link causes changes your HOST file, affecting the conversion of domain names to IP addresses. Subsequently, when you attempt to access your financial institution, you will be directed to different site that appears to be your financial institution.

This HOST file exploit is a special threat to any computer used by multiple users. Worms or a virus can trick a computer to going to the wrong IP address. Spammers are utilizing the manipulation of the HOST file, keyboard recorders and scripts hidden in links to maintain a fresh list of e-mail addresses.

If an e-mail offer looks too good to be true, it is probably a scam. Second, be careful what you click on.

Be sure to use a firewall and anti-virus software, which provide some level of protection.

These exploits may be fixed in future patches to Windows, but for now we are all vulnerable.



SIG of North Texas PC Users Group, Inc.

SIGs

I will spend more time discussing the HOST file and what you can do to protect your computer in our monthly SIG.

Birl Smith

Dallas Corel

“Give Your Loved One Their 15 Minutes of Fame”

February will be a bright and cheerful meeting for the Corel SIG, with eye-popping results as we call PhotoPaint’s blending modes into action. Ever take a lousy photo of someone you really cared about and wished you could salvage it somehow? The wonders that can be worked on a poorly lit, weakly composed photo will challenge you to dust off some of your old photos and create fresh new life into old memories a la Andy Warhol style.

January In Review -- January’s Quick Tip dealt with combining simple

shapes to easily construct more complex objects. Using just 3 rectangles and 1 triangle, I quickly sketched out an ordinary pencil, and then gave it 3-dimensionality by simply dragging the interactive fill tool across the selected object.

Our main feature topic was using Corel Draw to create a business card. We skimmed over set-up options, and then dug into text handling within the business card—importing text, applying font options, aligning, line spacing, kerning, and coloring. Finally we moved on to using the Imposition Layout Tool from within the Print Preview to control layout of rows and columns, gutters, cut and fold marks so that multiples of the card could be printed from one design.

The beauty of using the Imposition Tool is the ease with which you can apply changes to multiples of cards—you do the work just once and let the imposition tool do the work of applying it to every instance on your page.

December In Review

Our December meeting was full of fun. **Bob Wright** kick-started it with his Quick Tip -- How to make exceptions to any layer on the Master Page level.

Right-click on the layer in the Object Manager Docker. This brings up a dialog box with several check box options. The final check box gives you the option to apply all property changes to the current page only. This is very useful when you are working with multipage documents and need to vary the page design elements on just one of the pages.

Next, **Martin Hellar** inspired us with samples of the Christmas cards he created. Each card was personalized for the recipient with photos from their past, guaranteed to bring a smile with the memory of that moment.

Martin went on to share some of his discoveries in Corel’s newly acquired Paint Shop Photo Album, and then we compared the ease of making frames in PhotoPaint and PaintShop Photo Album. PaintShop is designed for quick fixes rather than heavy photo editing, and indeed it made framing a very simple matter.

PhotoPaint can rival the professional level photo editors with it’s depth of control and options, yet it makes framing almost as simple as the lighter programs. Just got to EffectsCreative-Frame and you’re at the heart of the matter.

If you need a quick review of easy frames, check out the link for Corel’s tutorial on picture frames at <http://www.corel.com/servlet/Satellite?pagename=Corel2/Products/Content&pid=1047022690654&cid=1047024052919&trkid=gef1205tip1>

Cynthia Burtch concluded the meeting with a quick demo of the Interactive Transparency Tool controlling the view through window panes.

November In Review

In November, **Bob Campbell** shared the Quick Tip as he demonstrated how he changed text to contours in order to drive his laser to cut signs. We were all intrigued and delighted with this presentation, but Cynthia benefited most because she got to take home the sign he made as a show-and-tell piece.

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

Security SIG

Adam Rose
adam.rose@ntpcug.org

Visual Basic .NET — Beginning

Tuc Goodwin..... (972) 345-9934
tgoodwin@ntpcug.org

Visual Basic .NET — Advanced

Stephen Johnson (214) 532-9788
stephen@rsj-services.com

Wireless Communications

Birl Smith (214) 616-6458 w
birl.smith@ntpcug.org

WordPerfect / Windows

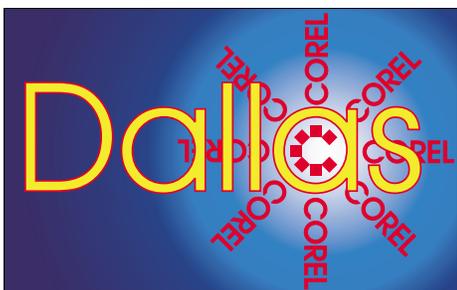
Cindy Adams (817) 481-1300 wM
cadams11@earthlink.net

Martin was a good sport as we called him a geek and explored the makings of a geeky candy bar wrapper. It began with a scanned image of a circuit board for the background of the wrapper. On top of this, Cynthia placed an illustration of Martin (of sorts) with his name arched over him. The lens effect was applied by converting the drawn portrait into a bitmap, then double-clicking on the bitmap which launched PhotoPaint with the bitmap ready to edit. It was equally simple to switch everything back to CorelDraw to finish up. The blend tool was used to create the copper-toothed edging of the wrapper.

October In Review

In October, we got a head start on the holidays with the Ultimate Gift idea...a gift that's festive, professional, and uniquely you. It's easy to mail, slip in a stocking or stow on a trip, it's small, unobtrusive, and yet full of warmth and connection. And best of all, it's an affordable gift that doesn't make you look cheap. Attendees received a free CorelDraw template for a unique CD wrap, one quite unlike any ever seen before.

As we explored the template we discussed how to open, customize, and save a template. The use of locked layers was essential to the success of the template as personal photos could easily be slipped in behind the locked frame. After customizing and printing your own CD Wrap, it was recommended to finish it by sealing it with several light coats of clear Krylon acrylic spray -- an oil-free product that won't cause CD rot on the enclosed CD. It's a fantastic was to present a family photo album, a slide show, or a custom MP3 mix.



SIG of North Texas PC Users Group, Inc.

SIGs

September In Review

Martin Hellar was the speaker for September. He started with showing of the distortion function in CorelDraw12. Using this function as described in the E-book CorelDraw12 Unleashed produced some rather un predictable results. The preferred approach was to use the property bar rather than the menu bar to modify Circles and explore all of the options available. Martin demonstrated how to stretch a spiral using the elastic mode in the distortion tool. The final demo was to show the difference between grouping and combining objects.

Martin asked **Gene Brown** for his opinion of using a slide duplicator to show a slide and then photograph it with your digital camera. Much to his surprise, Gene said that it's a good quick approach -- a fast way to view of a lot of slides. However for best results, go to a good scanner when necessary.

August In Review

Gene Brown of Gene's Photo was our August Speaker. He took us on a shoot and as he went along explained what each piece of his equipment was and why he used it.

His number one pick of a digital camera is Fuji S2. Gene said that Digital Cameras are capable of making excellent quality pictures, but he still thinks he gets a little better picture by use a 120 film camera and then convert to digital for any clean up.

Gene demonstrated his camera support equipment including the tripod and control head. His suggestion to us not in the business was we could produce better pictures with a Bogen Mono Bod. It only costs about \$45.00. If we use it, he guarantees us that we will get much sharper pictures.

After the shoot, Gene took us through some his processing tricks. First, Gene says he uses a freeware program called

Card Wiper to clean the card in his digital camera before a shoot. Since the reformat or erase commands only reset the pointers on the card, he feels that all data should be erased to produce the best pictures. He also described his use of Photo Converter EX and Q Image.

Gene always gives a lot of good tips on how to improve our Photo Shoots and processing. We do appreciate this and thank him for his contributions.

2005 Program Schedule

| | |
|-----------|--|
| January | Business Card Design (Cynthia Burtch) |
| February | Portraits With Pizzazz (Cynthia Burtch) |
| March | Tricks with Text |
| April | Handmade Books |
| May | Members' Showcase |
| June | Clipping Masks and Photo Collages |
| July | The Strengths of the Image Spray |
| August | The Secrets of the S-curve Revealed |
| September | Bitmap to Vector Victory |
| October | Engaging Envelopes |
| November | Card Tricks |
| December | Dressing Up the Ordinary |

For Support on all Corel Products, go to <http://www.corel.com/support>.

For past program information Access Dallas Corel's full Web site and archives at

<http://mail.ntpcug.org/signs/corel/new/next.htm>.

SIGs

Foster D. Coburn III prebuilt 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/rom-cat>.

Cynthia Burtch

e-Commerce

In February, we'll continue our creation of a "billboard" or "calling card" website for a local hunting and fishing guide service. We'll decide what's important for such a site, research the competition, and make our design decisions. In the FrontPage SIG that immediately follows, we'll actually create several of the most important pages and post them live on the Internet. As time allows, we will also answer your questions regarding any area of e-commerce activities, including domain names, hosting choices, various types of scripts you'll likely need or want to consider, payment gateway choices, credit card and check processing choices, shopping carts and affiliate scripts, to name but a few. So, bring your questions, experiences as customer/merchant/affiliate, and suggestions, and join with us for this "hands-on" meeting.

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

If you'd like to receive news about our SIG meetings via e-mail, and/or if you'd like to receive e-mailed information about special opportunities or promotions I think would be of particular interest to participants in our SIG, please sign up for the appropriate automated e-mail distribution list(s): For SIG meeting information only, subscribe by sending a blank e-mail with the "TO" and "SUBJECT" lines exactly as follows: TO: [SIG-](mailto:SIG-ecommerce-info-subscribe@bkmts.com)

lists@bkmts.com SUBJECT: [SIG-ecommerce-info-subscribe](mailto:SIG-ecommerce-info-subscribe@bkmts.com). To subscribe to the automated e-mail list for special opportunities and promotions, send a blank e-mail with the "TO" and "SUBJECT" exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-ecommerce-promo-subscribe](mailto:SIG-ecommerce-promo-subscribe@bkmts.com).

Once you successfully subscribe to either list, you'll receive a confirmation e-mail that will contain information for unsubscribing at any time from either list. Finally, be sure to "whitelist" both "NTPCUG.ORG" and "BKMTS.COM" so your SPAM filters won't keep you from receiving these notices!

Alan Lummus

Excel

This February the group will put Excel to work. The projects are things that the group's members like to do in a spreadsheet. We do a Q&A on what the projects need and how to do it. The projects put forth this month: (a) working with time to create a time sheet, (b) working with lookup to create an invoice and, (c) chart totals two ways over time.

Got any ideas you would like to work on with Excel? Send an email to jrrivero@hotmail.com or drop by the SIG meeting and analyze the projects with us.

José Rivero

Internet

January's topic was *Getting the Most Out of Firefox*. We discussed our favorite tips and tricks, favorite add-in programs, and other power user techniques that help you do searches more rapidly, and overcome some of the Internet Explorer differences.

Our topic for *February* is Favorite Online References, Search Engine Tips

and Tricks.

March: Firewall Set Ups, Wireless Network Security

April: The Future of Email - How Technology Will Stop Spam and Phishing Attacks

May: The How and Why of Managing Your Cookies

June: The Future of the Internet: IPv6, Internet2, Internet0

Glynn Brooks

Investors

February meeting notes. Updated on: Friday, January 28, 2005

The next meeting is Saturday, February 19, 2005

Please double check on the day of the meeting for the room location for that specific day.

I AM STILL LOOKING FOR AN ASSISTANT SIG LEADER

The web site we will focus on for the February meeting will be:

<http://moneycentral.msn.com/investor/home.asp>

We have briefly looked at this site before. This time I want to walk through the stock evaluating process at this site, thoroughly, to see if we feel it is an accurate system to use.

If anyone has time, please look at it before the meeting to be familiar with it.

The tax topic for this meeting is free online filing available to everyone. This is according to an article in the January 20, 2005 edition of the Dallas Morning News. I will have a copy of this article with me and you can also check out this information at the IRS site located at: <http://www.irs.gov>

Bring investing ideas and join our discussion.

Kathryn (Kathy) Troxell
formerly

Kathryn (Kathy) Kirby

Microsoft FrontPage

In February, we'll continue the creation of the "billboard" or "business-card" website for the local hunting/fishing guide service we began last month. You may also want to attend the preceding e-commerce SIG, where we'll be discussing the design criteria of such a site, examining the competition, and deciding exactly how we want to implement this site. Then, during the FrontPage hour, we'll do the hands-on HTML creation using Microsoft's FrontPage 2003 software.

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.

If you'd like to receive news about our SIG meetings via e-mail, and/or if you'd like to receive e-mailed information about special opportunities or promotions I think would be of particular interest to participants in our SIG, please sign up for the appropriate automated e-mail distribution list(s): For SIG meeting information only, subscribe by sending a blank e-mail with the "TO" and "SUBJECT" lines exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-frontpage-info-subscribe](#). To subscribe to the automated e-mail list for special opportunities and promotions, send a blank e-mail with the "TO" and "SUBJECT" exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-frontpage-promo-subscribe](#).

Once you successfully subscribe to either list, you'll receive a confirmation e-mail that will contain information for unsubscribing at any time from either



SIGs

list. Finally, be sure to "whitelist" both "NTPCUG.ORG" and "BKMTS.COM" so your SPAM filters won't keep you from receiving these notices!

Alan Lummus

Microsoft Word

February meeting notes. Updated on: Wednesday, February 02, 2005

Welcome to the Word SIG — please join us each month for a terrific meeting!

MEETING TOPICS ... *are tentative and may change*

FOUNDATION - 9-10 am

FEBRUARY — Page Breaks & Keeping Text Together
There is more to page breaks than just Ctrl+Enter or, heaven forbid, Enter, Enter, Enter, Enter, Enter.... Keeping headings together with their paragraphs, and keeping complete paragraphs from splitting, at the end of a page is not as mysterious as it may seem

MARCH — Character Formatting, Part 1
Character formatting is more than bold, italics and underline. You may want to change their case (upper, lower, all caps, small caps), color, size, and super- and sub-script. Perhaps you want to use symbol characters like Wingdings, Dingbat, or bullets. These are some of the things we will cover

APRIL — Character Formatting, Part 2
Continuing with Character formatting, these are the features we will look at: What's This?, Three Ways to Remove Character Formatting, Change Case, Format Painter, Symbols, and Drop Caps. We will complete any of these in May, if necessary.

ADVANCED - 10-11 am

FEBRUARY — Cross-Referencing
Cross-references can refer to pages, headings, and numbered items, such as footnotes, numbers in figure and table captions, and bookmarked items. I use cross-references in every newsletter to reference page numbers.

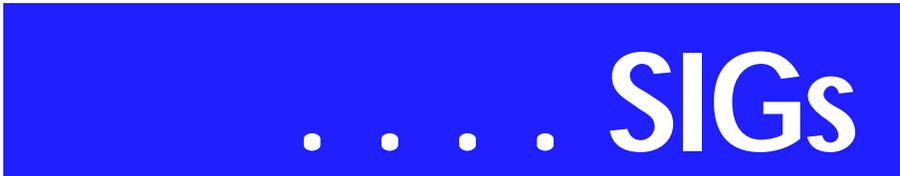
MARCH — Table of Contents
This is another feature where word excels. Creating a table of contents may seem difficult, but it really isn't -- if you'll just use styles. But even if you don't use styles, I'll show you how to identify text to be placed automatically into the Table of Contents.

APRIL — Indexing
The most valuable help within any reference book is the index. Creating an index may be more than you have been willing to tackle alone. You will leave this session with the confidence to index your own documents, as well as an introduction to one of Word's field codes. Sounds scary, but it isn't.

W O W! I DIDN'T KNOW THAT!

Use Your Fax Form Did you know you have a fax form ready for your use? It's one Word's pre-designed templates. This will open a copy of the template for you to use. The original fax form is not affected.





1. File | New | Letters & Faxes
2. Double-click one of the fax templates
3. Fill in the necessary information
4. Save (if you want to keep a copy of the completed fax) | Print | Close

When you take notes for the meeting and share them afterward, you not only free attendees and presenters from having to take notes, you also know that everyone has the same version. You'll also have a record of crucial information, such as action item assignments and group decisions for later reference.

WHAT'S YOUR PROBLEM?

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

WHAT'S NEW @ MICROSOFT?

Managing Meetings
Tools for Your Job — Tools for Administrative Assistants

When people take time from their busy schedules for a meeting, it's important to make that meeting as productive as possible. As an administrative assistant, you can help make meetings more productive by organizing them efficiently, providing information beforehand, and taking and sharing good notes.

One way to make meetings more productive is send out the agenda and background information as early as possible. Microsoft Office Word 2003 and Microsoft Office OneNote 2003 templates can get you started on preparing a complete agenda so that people know what to expect and can come prepared. A preplanned, written agenda simplifies your note-taking, keeps the meeting on track, and reminds you of the information that you need to record.

After the meeting, it's easy to share notes in Word 2003 or OneNote 2003 — you can print them, send them in e-mail messages, or post them online.

The following information and tools can help you make meetings more efficient and productive.

Manage meetings effectively (Article)
 Learn about organizing efficient meetings, following up, and keeping records and notes.

Take notes, keep notes, all in one place (Demo) See how OneNote can help you take organized notes — and to search for them later.

Get the look you like with OneNote stationery (Demo) Apply stationery styles in OneNote, or create your own custom stationery.

Make an appointment or meeting private (Article) Use Outlook features to keep appointment, contact, or task details private.

Informal Meeting Agenda (Template)
 Get a head start on your meeting notes with this Word agenda template.

MISSING SIG'S?

If you don't see your favorite Special Interest Group's SIG Notes here, take a few minutes to remind your SIG Leader that *The PC News* will be glad to report what your SIG is doing — if the SIG Leader will send us your SIG news.

Deadline for SIG news is usually the 1st Friday of the month preceding publication. We are anxious to report what your SIG is doing.

Reagan Andrews

Formal Meeting Agenda (Template)
 Simplify note-taking for meetings that follow formal rules of order by using this Word template.

Meeting minutes (Template) Use Word to track meeting roles, attendees, and other items.

Meeting agenda (Template) Take notes and keep track of your meeting action items with InfoPath.

Click on the links to each of the above topics from Microsoft's .

Diane Bentley

New Technology

The New Technology SIG focuses on new, emerging digital technologies and the impact they may have on our computers, our lives and our culture. From audio to video, from inventory tracking to quality control, from pollution monitoring to exploring the stars, from science fiction to science fact (Is there really any difference other than time frame?)...nothing is out of bounds! February's meeting will focus initially on emerging digital display technologies, including those used both in computer monitors and digital and HD TVs. We'll then discuss whatever else we've been able to discover since writing this note.

Our meeting time is 10:00 am and will immediately follow the E-commerce and FrontPage SIGs. Be sure to check at the sign-in desk for the exact room location. Come and share your experience and help us all stay current on developing technology

If you'd like to receive news about our SIG meetings via e-mail, and/or if you'd like to receive e-mailed information about special opportunities or promotions I think would be of particular interest to participants in our SIG, please sign up for the appropriate automated e-mail distribution list(s): For SIG meeting information only, subscribe by sending a blank e-mail with the "TO" and "SUBJECT" lines exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-New-Technology-info-subscribe](#) . To subscribe to the automated e-mail list for spe-

cial opportunities and promotions, send a blank e-mail with the "TO" and "SUBJECT" exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-New-Technology-promo-subscribe](#).

Once you successfully subscribe to either list, you'll receive a confirmation e-mail that will contain information for unsubscribing at any time from either list. Finally, be sure to "whitelist" both "NTPCUG.ORG" and "BKMTS.COM" so your SPAM filters won't keep you from receiving these notices!

Alan Lummus

Operating Systems SIG

Microsoft is becoming much more proactive these days. Good example is the new anti-spyware program beta available from Microsoft.

Windows XP SP2 really won't install well if certain "Malware" objects reside on the user's PC.

If the user goes to the SP2 upgrade site, Microsoft suggests a couple of spyware (Malware) detectors/ cleaners users can employ to scan and clean their systems before upgrading to SP2 — Lavasoft's *Ad-aware 6* (SE is the latest free version), and *SpyBot – Search & Destroy*. Microsoft decided the Malware detection field wasn't that crowded and has released a beta version of a "new" anti-spyware program they obtained with purchase of a software security publisher recently.

The new MS utility is available from the MS Security area on their Website. It's a free, quick download now and is easily installed.

I did see one of Microsoft's new policies brought into play in the process



SIGs . . .

that may have considerable impact in the future. Microsoft checks the user's PC to see if Windows is a "legitimate" installation rather than a pirated ripoff the user picked up via non-traditional sources. ("First Saturday" in the past was a hotbed of software pirates selling illegally copied software. Gross misspelling on the disk label was major tip off.)

Microsoft's new anti-spyware beta is both fast and relatively complete. It runs in the background as well as doing periodic system scans at night (default setting) and appears to catch most of the major Malware before it can be installed on the user's PC.

Since I'm testing it on a PC that also has Ad-aware and SpyBot installed, it's fairly easy to check on its thoroughness in detection and elimination of Malware. I do have some issues with the program concerning configuration options, these are minor considering that my intention was to do a "typical user" installation and trial, i.e., install with all the program defaults and forget about it with exception of periodic downloading of database and program upgrades.

I would remind you again that is not a product review, but is a heads up on a new beta program that users may find interesting.

*Reagan Andrews
& Chuck Stark*

PC Concepts

Our January meeting had a fine turnout considering our long absence. It was great seeing all of the new faces along with part of our regular attendees. Those attending were asked to express their desires regarding which categories need to be placed

high on those to be covered for future SIG meetings.

Concept SIG Preferences

Following is the summary of current preferences in order of highest demand:

- ❖ 1. Digital Cameras point and shoot low to medium price prosumer
- ❖ 2. Discard or Retire Computer
- ❖ 3. Building a PC
- ❖ 4. Installing The Operating System partitioning back-up (system, file)
- ❖ 5. E-mail, Web Pages adding pictures enhancing (HTML)
- ❖ 6. Sound Recording
- ❖ 7. How to Buy select by function select by economics
- ❖ 8. Enhancing digital pictures improving preparing for e-mail preparing for Web Pages
- ❖ 9. Memory removable hard drives removable (flash) drives need or use of drivers for memory

We will definitely include the above issues in near future meetings. Among these subjects which have been previously covered and published on my Web Pages, these will be updated showing current innovations and improvements. Printed updates of published material will be given out at our meetings, as well as being listed on the NTPCUG WebBoard, and within the Concept SIG Notes.

Making Better Photos

. . . SIGs

I had proposed some off-campus classes for making your photography better and beginning with: natural and artificial lighting, avoidance of certain common mistakes, and having more fun with better pictures. We will still need to establish an appropriate time and day of the week when most participants can be available.

OUR FEBRUARY MEETING

What is VOIP and How Do We Use It.

We will discuss some of the pros and cons of telephone service using VOIP (Voice over Internet Protocol). These systems sound like a great way to save money on long distance and also have several unique advantages that might be a real bargain - on particular special features. This service isn't for everyone and we will discuss where it may fit within your company's or personal needs and desires.

Digital Photography Tips

Today's discussions for getting started with digital photography will be informal.

When we discuss the merits of digital photography, scanning, and image enhancing in our SIG, we expect to assist users to: getting started, become more proficient, improve results, and have more fun doing so. We will not spend extensive time learning and using programs such as the popular Adobe PhotoShop as these are quite involved. NTPCUG has a fine SIG (Digital Photography led by James Dunn) that works with these elements. We surely will help in getting you started though.

Tax Time

It is nearing that time again - the new and improved 2003 Federal Income Tax has not really been simplified. Neither has your popular applications programs TaxCut and TurboTax. These programs do make it easier to fill out the required information and file your returns. I believe the following cautions should be followed every year:

- ❖ Beware of slight format changes with each issue.
- ❖ Beware of their 'bait' for tricking you into signing up for unwanted and often undesirable extras is as intense as ever.

Beware of the personal exclusive advice offered. Last year, I posed a situation that needed clarified and it took several attempts to get it submitted. It was a real nightmare type feeling trying to obtain their 'expert' answer. During one attempt to read their result, I was given someone else's request for advice and this person was complaining also of being given a runaround. So much for confidentiality. This system would immediately log me in as having used the 'one free query' and this is before being allowed to ask the question. After several futile attempts to get my question answered, I gave up. H & R Block, through their questionable online help, had then sent me numerous queries asking if I were satisfied with their answer (of which I never received). My best advise would be for a person having to request information beyond what is in the standard applications program should instead contact a professional that they trust rather than gamble with the questionable results, if any, from the online service. What you

can expect from these applications programs is: •

- ❖ They will provide you (painstakingly) with many questions, some features of which you may overlook if you did your filing from standard IRS publications only. A definite plus. •
- ❖ These applications programs are designed to get you signed up for financial services of which you may not want or need. A definite minus.

Good luck with your filing and do not expect more results than you have paid for.

MARCH WILL BRING....

Tips on Software Installation

To get the most out of your Operating System and other applications, one must understand a number of options that may be beneficial. We will look into ways of identifying these features and options that are available but seldom get turned on.

If you install the operating system and applications yourself, then you can ensure that desirable features are available. What if your system came with these already installed? Also, when you select the 'Recommended' installation from an install wizard, you seldom get even those features that are highly touted as desirable by the manufacturer.

We will demonstrate how to correct these problems whether you are installing new or you need to correct and update your existing software.

HDTV - Is it Ready?

Note:

If we get most of our PC Concept SIG members back, we may get our lost hour restored. Let's go for it! Contact your buddies and let them know.

Harold (Spike) Smith

| PC Concepts | | |
|-------------|--------------|---|
| Time | Activity | Breakdown |
| 9:00 A.M. | Introduction | introductions, prerequisites, needs, uses |
| 10:00 A.M. | Concepts | typical uses, examples, formats |
| 11:00 A.M. | Applications | products, set-ups, applications, techniques |

Personal Digital Assistants (PDA)

Good Link Messaging Service

In February, Good Products will do a virtual presentation of their products using Webex. Good Products delivers enterprise wireless messaging and wireless enterprise application access on handheld devices and carriers of your choice. Good Link products are available for Palm and Pocket PC, PDA devices.

Good Link allows full access to corporate e-mail, rich attachments, folders, contacts, calendar, notes and tasks from a handheld PDA. Synchronization is wireless, no cradle required. Outlook information is updated between the handheld and the Exchange server in real-time, continuously and wireless. Good Link has rich attachment viewing and editing through support for Microsoft applications.

Pocket Office includes document open, edit and save Word Excel and PowerPoint attachments. Media players available include Windows Media Player for Pocket PC and Real Player. Good is available for various platforms including GPRS, CDMA, Bluetooth and GPRS/WiFi.

There are more features not covered here. Join us in February for a virtual demonstration of Good Products.

*Birl Smith
Craig Windler
David Martin*

Professional MIDI and Audio

Our Professional MIDI/Audio SIG will meet on a "to be announced" basis for the foreseeable future. Alan has started the "NEW TECHNOLOGY" SIG, which will be meeting at the same time this SIG regularly met and which will focus on new, emerging digital technology. Should you wish e-mail notification when there will be another meeting of the Professional MIDI/Audio

SIGs

SIG, be sure to sign up for the appropriate e-mail notice as provided below.

If you'd like to receive news about our SIG meetings via e-mail, and/or if you'd like to receive e-mailed information about special opportunities or promotions I think would be of particular interest to attendees of our SIG, please sign up for the appropriate automated e-mail distribution list(s): For SIG meeting information only, subscribe by sending a blank e-mail with the "TO" and "SUBJECT" lines exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-midiaudio-info-subscribe](#). To subscribe to the automated e-mail list for special opportunities and promotions, send a blank e-mail with the "TO" and "SUBJECT" exactly as follows: TO: SIG-lists@bkmts.com SUBJECT: [SIG-midiaudio-promo-subscribe](#).

Once you successfully subscribe to either list, you'll receive a confirmation e-mail that will contain information for unsubscribing at any time from either list.

J. Alan Lummus

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.

In February, I will continue with the three hour training session that I am preparing for Wylie high school. If you know any teachers, please let them know about the Rhino training class at Wylie high school.

Bob Campbell

SharePoint

Starting in December 2004, 2nd Saturday will include a SharePoint SIG. This SIG will cover all things SharePoint, including Windows SharePoint Services, SharePoint Portal Server, etc.

Here is the topic schedule for the next few months. This schedule is subject to change based on the interests of the SIG participants.

February 12th, 2005: There will be two parts of presentation, first part will be showing lots of non Microsoft custom web parts. And in the second part we will go over doing communication between webparts

Future topics

- ❖ How to deploy backend SQL Server databases to SharePoint
 - ❖ Security – Using ISA 2004, VPN plus an anti-virus plug-in to protect your SharePoint Extranet
 - ❖ How to migrate an existing website to SharePoint
 - ❖ Changing the appearance of the entire SharePoint site using Cascading Style Sheets, etc.
 - ❖ Security (using different types)
- Please send email, if you like to see some particular topic presented.

Ram Yadav

The Master Genealogist

Beginning & Advanced TMG (1:00-4:00 PM) SIG:

Bob Velke from Wholly Genes will be here! Note our meeting time change!

Version 6 of TMG has been out for over a month. The author of The Master Genealogist enjoyed his visit here last year so much, he is doing it again! Bob Velke will discuss the new fea-

SIGs

tures and answer any questions brought by the users.

Seating is limited so email *steele^PioneerInfo.com* (change the ^ to an @ sign) to reserve your chair

Jeri Steele

Visual Basic - Beginning

December meeting notes

Below is the schedule for the Beginning Visual Basic.NET SIG for the remainder of the year. We are going to start Visual Basic.NET from the beginning and go all the way to the end...

We have free magazines December Computer User newspaper, and some books to give away to NTPCUG Members!!! .

So come on Saturday, and don't forget to bring a Friend along!!!

Upcoming Meeting Information:

Beginning VB.NET Schedule for 2004 - 2005

Date, Title & Synopsis:

12/11/2004 Decision Structures and Loops

This Presentation explains how to implement decision structures and loop structures to control program output and execution.

1/8/2005 Validating User Input

This Presentation explains how to validate user input at both the field level and the form level. It describes how to handle invalid input by providing error messages and guiding users through the process of finding and fixing errors. It describes how to use control properties and methods to restrict and validate data entry.

2/12/2005 Object-Oriented Programming in Visual Basic .NET

This Presentation explains how to create and use classes. The Presentation explains the concepts of abstraction, encapsulation, instantiation, initialization, constructors, and destructors. This Presentation also describes inheritance, polymorphism, and namespaces.

3/12/2005 Handling Errors and Exceptions

This Presentation explains types of errors that can occur in a program and explains how to use the debugging tools provided with Visual Basic .NET to help diagnose and correct the errors. These tools include the Visual Studio .NET debugger, debugging windows, and structured exception handling.

4/9/2005 Enhancing the User Interface

This Presentation explains how to create menus, status bars, and toolbars to enhance the usability of an application.

5/14/2005 Web Forms and XML Web Services

This Presentation explains how to create a Web Forms application and how to invoke a simple XML Web service.

6/11/2005 Using ADO.NET

This Presentation explains how to use ADO.NET with a Windows Forms application to create, read, update, and delete records in Access and SQL Server databases.

7/9/2005 Deploying Applications

This Presentation explains how to deploy applications by using Visual Studio .NET. The Presentation also describes deployment options available in Visual Basic .NET, and how to create and configure a setup project for a Windows-based application.

Tuc Goodwin

WordPerfect

WordPerfect SIG Meeting Topics

February — WP11 — Envelopes & Labels

March — WP11 — Page Setup

April — WP11 — Keeping Text Together

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.

FEBRUARY

It is easy to create envelopes and labels in WordPerfect. Yet, there is a lot to know about it. In addition to creating an envelope and label, we will set up the template from which our personal address information will be pulled, create custom address formats, edit envelopes and labels, and more....

MARCH

Page Setup includes setting page definitions such as paper size and orientation, document margins, two-sided printing, binding, and divide pages. I use Divide Pages for my Christmas card, which I'll bring to show you. Divide Pages is also used to create a booklet which will be printed front-and-back.

APRIL

Keeping text from separating at the end of lines and pages is often a concern. There are several excellent choices for controlling where your document text separates. There are also ways to ensure that words will always be hyphenated at certain places within the word.



Be prepared to 'take control' of these issues after this meeting.

W O W ! I DIDN'T KNOW THAT!

Quickly Converting Text to/from Uppercase

❖ Select the text | Ctrl+K
If your text was in lowercase or a mixture of lowercase and capitalization, it will be converted to all uppercase. If your text was in uppercase, it will be converted to all lowercase.

You will need to manually capitalize any specific words, because there is no way WordPerfect can know which ones you prefer to be capitalized.

Rumors are ... they are working on a mind-reading feature.

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 Office 12
More 'Office' Friendly*

SIGs . . .

Corel Corp.'s new version of WordPerfect is aiming to lure away Microsoft Office users by being more office-friendly.

If you are looking for an alternative to Office, or use an older version of WordPerfect and have always wanted a more Microsoft Office-compliant data processing suite, WordPerfect Office 12 is for you. It comes with features such as a compatibility toolbar that alters programs in the suite to look more like the Microsoft versions.

But Office 12 shares more than aesthetics with Office. It supports open standards such as Extensible Markup Language and has a more logical user interface.

Corel takes interoperability with other programs and formats a step further by building in the ability to generate Adobe Portable Document Format documents without needing Adobe Acrobat.

Office 12 has WordPerfect 12, the Quattro 12 spreadsheet program and Presentations 12, a multimedia presentation app.

The suite is fully backward-compatible and can run other Corel apps. The new Workspace Manager interface lets you choose to operate in a legacy WordPerfect, WordPerfect 12, WordPerfect Legal or Microsoft Office environment.

Unique to Office 12 is WordPerfect OfficeReady, a browser that helps organize, preview and access Office 12 templates from a central window.

A compatibility toolbar lets users publish documents in PDF, HTML, XML and Microsoft Office formats.

Office 12 is capable of importing and exporting 85 more file extensions than Microsoft Office 2003, which makes it a good candidate for any agency that has a large number of applications running on client PCs. And it costs about \$100 less than Microsoft Office.

Cindy Adams

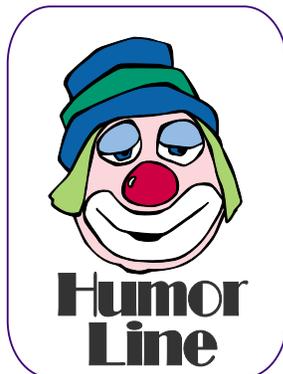
Continued from Page 12

The man took the frog out of his pocket, smiled at it, and returned it to his pocket.

The frog then cried out, "If you kiss me and turn me back into a princess, I'll stay with you for a year and do anything you want."

Again the man took the frog out, smiled at it, and put it back into his pocket.

Finally, the frog asked, "What is the matter? I've told you I'm a beautiful princess, that I'll stay with you for a year and do anything you want. Why won't you kiss me?"



The man said, "Look, I'm a computer programmer. I don't have time for a girlfriend, but a talking frog is cool."

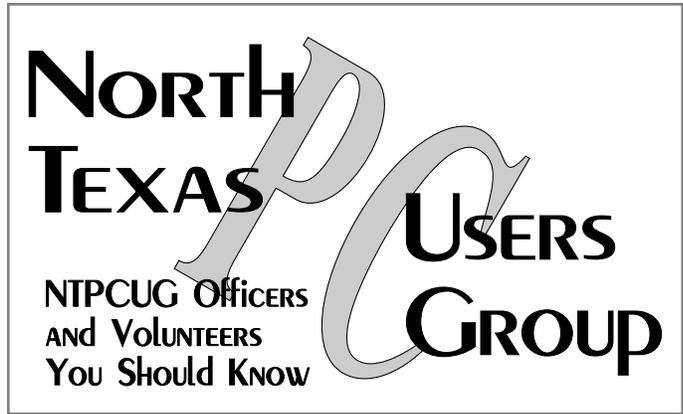
North Texas PC Users Group, Inc.

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

Please 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 PC users and others interested in exchanging ideas, information, hardware, predictions, and other items related to computers, digital communications and software. To join the Group, complete the application blank found on the NTPCUG Web site, <http://www.ntpcug.org>, and send with \$40 membership dues to the Membership Director — address shown below. Subscription to the newsletter is included with each membership.

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



North Texas PC Users Group, Inc. Board of Directors, 2005

Birl Smith *Chairman*
Jack Atkinson **Gil Brand**
James Dunn **Tuc Goodwin**
Linda Moore **Bill Parker**

NTPCUG Officers

| | | |
|------------------------|----------------------|------------------|
| President- | Birl Smith | (214) 616-6458 w |
| President Elect | Linda Moore | (214) 342-8833 h |
| Program Chairman | Linda Moore | (214) 342-8833 h |
| Treasurer | Martin Mills | (972) 991-4270 h |
| Secretary | Tuc Goodwin | (972) 519-9527 h |
| Membership Dir. | Jeri Steele | (214) 567-6289 w |
| Publicity Co-Directors | John Bloskas | (972) 335-4184 |
| | Jeff Frauenheim | (972) 596-2900 |
| SIG Coordinator | Bill Parker | (972) 381-9963 h |
| Volunteer Coord. | Arnold Krusemark | |
| Product Review Coord | Spike (Harold) Smith | (214) 764-1188 |
| Vendor Discount Coord | Kathy Lee Brown | (903) 465-6787 |

Life Members

John Pribyl (1924 - 1993)
Phil Chamberlain **Jim Hoisington**
David McGehee **Stuart Yarus**
Tom Prickett **Connie Andrews**
Kathryn Loafman **Reagan Andrews**
Fred Williams **Timothy Carmichael**
Andy Oliver **Mark Gruner**
Alex Lilley **Claude McClure**
Doug Gorrie

E-mail Password problems?

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

NTPCUG Web Addresses

Home Page: <http://www.ntpcug.org>

To locate e-mail addresses for individual, Click on: the *About NTPCUG* menu button then select *Contact Us* to link to:

- ♣ **President**
- ♣ **Advertising**
- ♣ **Newsletter**
- ♣ **Volunteer Coordinator**
- ♣ **Special Interest Group (SIG) Coorinator**
- ♣ **Publicity**
- ♣ **Webmaster**

To e-mail officers and directors: bod@ntpcug.org

To e-mail the *PC News* and submit articles:
newsletter@ntpcug.org

Address Changes, etc...

Payment of dues, address changes, and inquiries about membership should be directed to:

NTPCUG Membership Director
P.O. Box 703449
Dallas, Texas 75370-3449