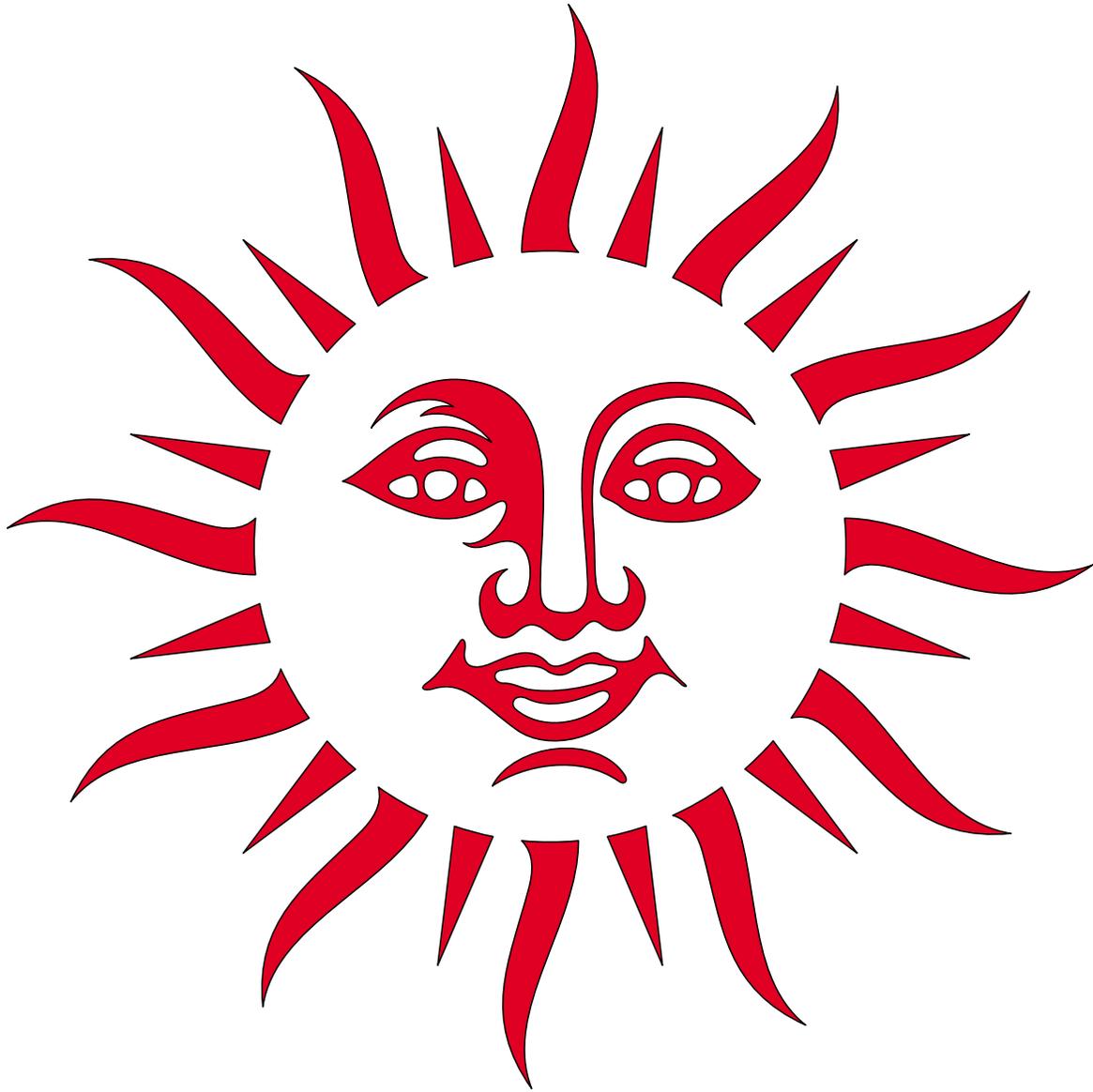


North Texas



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Meeting Dates: 2006

May 13, 2nd Saturday
May 20, 3rd Saturday

June 10, 2nd Saturday
June 17, 3rd Saturday

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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***BlueFrog & MailWasher
Anti-SPAM Solutions Presentation**

10:00 AM

Are you tired of the exponential growth of spam? If you are, then you will want to attend this presentation.

Linda Moore will be presenting the BlueFrog and MailWasher Pro Anti-SPAM products. BlueFrog, is a pro-active anti-spam product, which sends an opt-out message for every spam received by one of its members in the BlueFrog Community. These opt-out requests go to the spammer (if possible), the merchant that the spammer is spamming for and to the ISP hosting the website(s) mentioned in the spam.

No doubt, you have heard about one of the top four spammers in the world, which attacked Blue Security. This attack had unintended consequences. The media all over the world has discovered the BlueFrog plus 10,000 new members have joined the BlueFrog Community.

BlueFrog is a freeware product of Blue Security and MailWasher Pro is a retail product created by Firetrust. Both Firetrust and Blue Security also have comparable enterprise products.

<http://bluesecurity.com/>

<http://firetrust.com/>

NTPCUG members are eligible to win one of four copies of MailWasher Pro. Come join us for a great presentation.

April 22, 2006

Prez Sez

By Linda Moore

Are you tired of getting more and more SPAM? If you are, then you will want to attend the *Mail-Washer – BlueFrog* presentation at 10:00 AM. NTPCUG will be eligible to win one of 4 copies of Mailwasher, which will be raffled.

If you are interested in purchasing MailWasher Pro, then you might consider the fact that NTPCUG members receive a 33% discount on all purchases at <http://www.firetrust.com/>.

Thanks to **Elva Roy**, NTPCUG is now set-up with the Tom Thumb Good Neighbor program, so that everyone NTPCUG can receive a donation from Tom Thumb, which equals 1% of the total purchases of NTPCUG members at Tom Thumb. You can also get your friends, relatives and associates to fill out the forms designating NTPCUG as their designated recipient.

Have you signed up yet? If not, then be sure to pick up one of the forms at the InfoDesk and sign up. You can either deliver the form yourself or leave it at the InfoDesk and all of the forms collected will be delivered to Tom Thumb.

NTPCUG is an all-volunteer organization. It is imperative that all of our members volunteer 2 hours per month. As of this month, we do not have an InfoDesk Manager. I would like for there to be an InfoDesk Manager and 2-3 assistant InfoDesk Managers. This would allow for each of the managers to also attend SIG meetings. Bob McNeil served in this position for over 7 years and was never able to attend any SIG meetings and now he has retired as the InfoDesk Manager. Contact me at Linda.Moore@ntpcug.org, if you are interested in volun-



PREZ SEZ

teering as either the InfoDesk Manager or as one of the Assistant InfoDesk Managers.

Right now, we have three major areas where we need volunteers, which are:

- ❖ **Membership Retention Committee** – This involves calling expired members. You decide how many members you are willing to call, typically somewhere between 3 – 5 per week. I called 13 expired members in February and it took 1.5 hours.

- ❖ **New Member Mentoring Program** – This involves contacting new members by phone or email for 2 months and extending the hand of friendship. Contact Charles Rem at crem101@dfwair.net.

- ❖ **InfoDesk Volunteers** – Bob McNeil is retiring as the InfoDesk Manager and we need someone to step up and take over this responsibility. We also need an assistant InfoDesk Manager. In addition, we need more volunteers to help man the desk.

Every Member
NTPCUG
 Get a New Member

Prez Sez... Ctd.

The busiest time is from 7:30 – 11:00 AM. Please contact Gregory Liban and let him know that you are willing to volunteer. Gregory can be reached on his cell phone at 254 – 542 – 3130 or email gregoryliban@hotmail.com.

During the process of recruiting volunteers, Gregory has discovered that the many of the member's phone numbers are not valid. If your phone number or email address has changed, then please update your information at this webpage, <http://www.ntpcug.org/memberinfo.shtml>. All you need to do is to enter your member number, name, email address and whatever information which has changed.

Other News:

- ❖ Most ISPs have implemented spam filtering solutions on incoming email and now many are also applying these solutions on outgoing email as well. As a result, legitimate incoming and outgoing email is being blocked. For more information, please refer to <http://www.ntpcug.org/LindaMoore1.shtml>. To avoid the problem of not getting all of my email, I have chosen to opt-out of my ISP's spam filtering solution.
- ❖ At the certification study group meeting, I found out that we had several new members, who have not been receiving any of the UG email messages and as a result none of our newsletters. In this particular case, I had forwarded information about job opportunities but the new member never received it. This issue has occurred with AT&T, Verizon, Charter, Comcast and AOL.
- ❖ Since most automated solutions for ISPs are based on content management, as the spammers have increased the number of ordinary words used, and these solutions have expanded to address these new conditions; then it is understandable that there are more false positives.

Linda Moore
Linda.Moore@ntpcug.org



Attorney's Advice

[Ed. Note: Identity theft is a serious problem. Linda Moore submitted this article that was originally published in the AP-CUG March 26 newsletter.]

A corporate attorney sent the following out to the employees in his company, after his wallet was stolen and he had the benefit of learning all of these lessons the hard way.

- ❖ The next time you order checks have only your initials (instead of first name) and last name put on them. If someone takes your checkbook, they will not know if you sign your checks with just your initials or your first name, but your bank will know how you sign your checks.
- ❖ Do not sign the back of your credit cards. Instead, put "PHOTO ID REQUIRED."



Golly! I got 155 Special Offers in my E-mail this morning, including five guaranteed programs to "enhance" my masculinity, 18 credit card offers with no credit check, 12 free CD's, low mortgage loans, and super savings on inkjet cartridges.

- ❖ When you are writing checks to pay on your credit card accounts, **DO NOT** put the complete account number on the "For" line. Instead, just put the last four numbers. The credit card company knows the rest of the number, and anyone who might be handling your check as it passes through all the check-processing channels will not have access to it.
- ❖ Put your work phone # on your checks instead of your home phone. If you have a PO Box, use that instead of your home address. If you do not have a PO Box, use your work address.

Never have your SS# printed on your checks, (DUH!). You can add it if it is necessary. However, if you have it printed, anyone can get it.

- ❖ Place the contents of your wallet on a photocopy machine. Do both sides of each license, credit card, etc. You will know what you had in your wallet and all of the account numbers and phone numbers to call and cancel.

Keep the photocopy in a safe place. Also carry a photocopy of your passport when traveling either here or abroad. We have all heard horror stories about fraud that is committed on us in stealing a name, address, Social Security number, credit cards.

- ❖ **Hoax** – Some of you may have heard that when you check out of a hotel that uses cards for keys (and they all seem to do that now), then you should not turn the "keys" in. The hoax is that these cards contain lots of personal information including your name, address and credit card information. This is not true.

These cards only contain your name, room number, check-in and check-out dates and it is all encrypted in a hash format.

<http://www.trendmicro.com/vinfo/hoaxDetails.asp?HName=Hotel+Key+Card+Hoax>

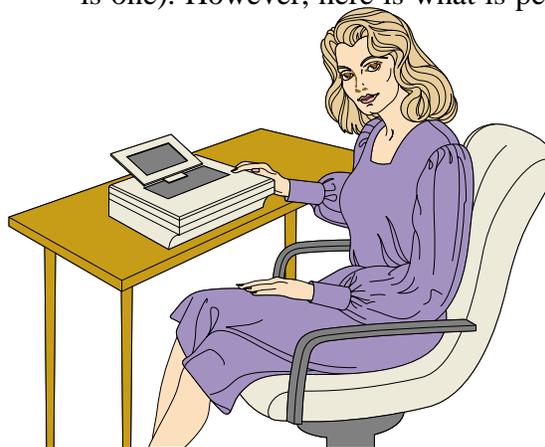
http://urbanlegends.about.com/library/bl_hotel_keycards.htm



http://museumofhoaxes.com/hoax/forum/forum_comments/1952/

Unfortunately, as an attorney, I have first hand knowledge because my wallet was stolen last month. Within a week, the thief(s) ordered an expensive monthly cell phone package, applied for a VISA credit card, had a credit line approved to buy a Gateway computer and received a PIN number from DMV to change my driving record information online. Here is some critical information to limit the damage in case this happens to you or to someone you know:

- ❖ We have been told we should cancel our credit cards immediately. The key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them.
- ❖ File a police report immediately in the jurisdiction where your credit cards, etc., were stolen. This proves to credit providers you were diligent, and this is a first step toward an investigation (if there ever is one). However, here is what is perhaps



Hmmmm ... This morning when I came to work I got a chance to gamble online with five casinos, buy inkjet cartridges for 80% off retail, "enhance" my bustline, and receive 20 free cell phones . . .

most important of all (I never even thought to do this.)

- ❖ Call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. I had never heard of doing that until advised by a bank that called to tell me an application for credit was made over the Internet in my name.

The alert means any company that checks your credit knows your information was stolen, and they have to contact you by phone to authorize new credit. By the time I was advised to do this, almost two weeks after the theft, all the damage had been done.

There are records of all the credit checks initiated by the thieves' purchases, none of which I knew about before placing the alert. Since then, no additional damage has been done, and the thieves threw my wallet away this weekend (someone turned it in). It seems to have stopped them dead in their tracks.

Now, here are the numbers you always need to contact about your wallet and contents being stolen:

1. Equifax: 1-800-525-6285
2. Experian (formerly TRW): 1-888-397-3742
3. TransUnion: 1-800-680-7289
4. Social Security Administration (fraud line): 1-800-269-0271

Submitted by Linda Moore

This article was originally published in the AP-CUG March 2006 newsletter.



What to do with Bart-PE?

by Gil Brand

[Ed. Note: The following article was submitted by Gil Brand somewhat late, but directly relates to Birl Smith's Wireless SIG note this month and it seemed appropriate to have both in this month's newsletter.]

What to do when you get the message "HAL.DLL is missing or corrupted".

Recently a friend brought me her laptop which was getting this message. A quick search found lots of potential solutions. I liked the one that said to simply boot the WinXP installation CD, choose option "R" for Recovery Console, and run the command "bootcfg /rebuild".

Not my lucky day. That command failed with the message "Possible corrupt File System. Run CHKDSK."

CHKDSK said "one or more error found". Running CHKDSK /R (repair) fixed the errors, but the HAL.DLL msg remained.

At this point I knew I was in for a battle. Time for a little reconnoitering. The command "cd windows" produced error "Access Denied". Rather than attempt to solve THAT problem, I decided to boot from a Bart-PE CD that a friend had given me. It is basically a "command-prompt" environment that can access the C-drive. I had booted it a few times, but had never found it very useful.

I could now read the Windows folder (score 1 for Bart-PE), but found a bigger problem than a missing HAL.DLL file. BOTH the System and System32 folders were gone! Everything else seems fine when compared to the Windows folder on my XP system.

Time for lunch and little "brain fermentation", my term for letting the subconscious work on the problem while I watch TV. It's surprising how often that works. Sure enough, when I returned to the laptop, I remembered that I had run CHKDSK and it had repaired the hard drive. That means there should be some "File000..." somewhere. Not so, but..., there was a FOLDER called "found.000"; hmmm, looks interesting. It contained two folders: dir0000.chk & dir0001.chk. Looks even better.

Comparing their contents to my System & System32 folders showed many similarities. I copied (`xcopy *.* c:\windows\system32 /e /h /q /k /o`) them to the windows folder. What the heck, I'm probably looking at a complete backup/rebuild/restore anyway, but two missing folders, two "found" folders..., I like those kinds of coincidences.

Re-boot and Voila! XP runs again. Connect to the Internet, run *AVG & Defender* updates and scans. No problems.

I have no idea what caused this problem, and have seldom seen such an easy fix for XP operating system problems, but now I know why those community-spirited souls spent so much time building Bart-PE. Give it a try on your next XP crash.

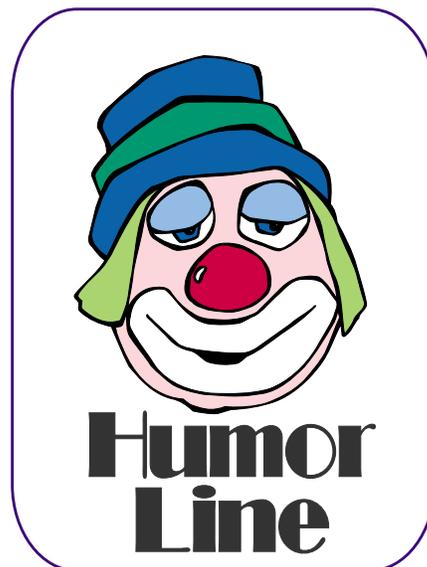
Gil Brand

ALLIGATOR SHOES

A young blonde was on vacation in the depths of Louisiana. She wanted a pair of genuine alligator shoes in the worst way, but was very reluctant to pay the high prices the local vendors were asking.

After becoming very frustrated with the "no haggle" attitude of one of the shopkeepers, the blonde shouted, "Maybe I'll just go out and catch my own alligator so I can get a pair of shoes at a reasonable price!" The shopkeeper said, "By all means, be my guest. Maybe you'll luck out and catch yourself a big one!" Determined, the blonde turned and headed for the swamps, set on catching herself an alligator. Later in the day, the shopkeeper is driving home, when he spots the young woman standing waist deep in the water, shotgun in hand. Just then, he sees a huge 9-foot alligator swimming quickly toward her. She takes aim, kills the creature and with a great deal of effort hauls it on to the swamp bank. Laying nearby were several more of the dead creatures. The shopkeeper watches in amazement.

Just then the blonde flips the alligator on its back, and frustrated, shouts out, "Damn it, this one isn't wearing any shoes either!"



Energy, CPU's & Heat

This is a “think” piece and was brought about by my plans to purchase a new PC with a dual-processor CPU, lots of DRAM and a high speed video card with lots of DRAM. It also made me reconsider a question raised at a recent Operating Systems SIG meeting.

I asked members in the Operating Systems SIG “At what point we should turn our PC's off when they aren't in use?” Question was raised by increases in natural gas and electricity prices over the past several months.

Thought the question was quite reasonable as result of two factors: First that more powerful PC's with high speed CPU's, increased DRAM and higher speed video cards with increased DRAM suck up lots (200+watts “at rest”) of energy. Second was fact that the first produced significantly more heat as well as consume more energy.

Since CPU life relies on adequate cooling and “average” ambient room temperatures, allowing the ambient room temperature to rise in order to conserve AC energy demands might put the CPU and/ or video card at some risk.

Carrying this further, most homes don't have ability to only cool or heat one room. That might mean a significant increase in cooling costs in order to protect the CPU.

AMD Scoes on these factors

These two factors, energy use and “waste heat”, may not affect the home user so much, but are significant when considering server bays with 1,000's of CPU's. That's the reason AMD's more efficient and cooler operating *Opteron* CPU's

have really bitten into Intel's small-server market this year.

Made me think about “energy” in general.

While we think about energy-efficient autos and appliances, we don't tend to think about the energy needed to produce them, or the energy needed to produce “alternative” fuels. There's been a lot of focus on “hybrid-automobiles” as being energy efficient. Question here, in case of gas-electric vehicles, is how much energy was needed to produce the batteries contained in this combination? A following question is about battery life and replacement costs—an issue *not* addressed in any of the glowing reviews of hybrids I've seen lately in the media.

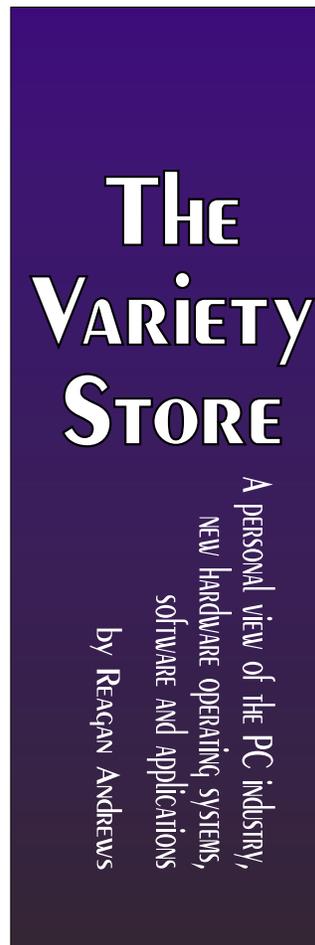
Alternative Fuels?

This question also applies to alternative fuels. Big effort to convert to ethanol (alcohol) as a fuel additive begs the question also. I'm not just addressing the production/distillation energy cost, but also include the energy and natural gas needed to produce the fertilizer used, the diesel fuel to power farming equipment, energy to power irrigation equipment, etc.

Ethanol good alternative?

But, then, ethanol may not be such a great alternative fuel after all. You don't see this in most of the recent news blurbs about ethanol, but ethanol as an additive to replace some 30% of gasoline will actually *reduce* mileage and *impair* engine performance.

Reason for this is most engines were designed and tuned to run on gasoline, not ethanol & gasoline.



Add to this is fact that nitrous oxide (NO₂) levels produced by burning ethanol are substantial and have roughly 300 times the global warming potential as CO₂ which is somewhat reduced by using ethanol.

An interesting aspect is *net* loss of energy if ethanol is used. Currently it takes approximately 131,000 BTU's (British Thermal Units) of energy to produce one gallon of corn-based ethanol that will yield an energy value of 77,000 BTU's for an energy loss of 54,000 BTU's.

Methanol not much better

Methanol is a slightly different story, and when mixed with nitro-methane, allows the engine compression ratio to be raised and thus produce more power. However it takes a lot of methanol to achieve this goal and this form of alcohol can be highly destructive to rubber and some plastic products. Back in the mid 1950's, I toyed with the idea of converting an engine to a methanol/ nitro methane mixture. Gave it up after looking at the effort of having to rebuild four (4) Stromberg #48 carburetors with new gaskets and greatly enlarged fuel jets



coupled with cost of methanol and nitro-methane.

Hidden Costs

I saw a recent news clip that showed a man in a horse and buggy moving past a long line of vehicles waiting at the gas pumps. First thought and one that the news clip encouraged was that the man wasn't hampered by the lack of gasoline.

But what was his cost in maintaining his horse, paying for feed for his horse, paying for vet bills, etc.? What does it cost to maintain a horse and buggy as opposed to maintaining a vehicle over a period of time? It's certainly a great juxtaposition for a news story, but in the long run?

In the long run, does turning down the thermostat put our newer/even older CPU's at risk? Where do we set our thermostats to be safe for our particular computer setup at home and still be responsible about our power consumption?



Like I said, this is a "think" piece

Reagan

!!! Mark Your Calendar !!!

Future Newsletter Deadlines and Meeting Dates: Please Note: The May meeting will be on May 20 at North Lake Community College in Irving, TX.

The Perfect Gift

Looking for a gift that's quick, easy and keeps on giving for the entire year? Consider giving a one-year membership to 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 their PC. NTPCUG is also for developers, IT professionals and small business owners.

Point out the general purpose SIGs that provide the basics. The *Internet SIG* can help them maneuver around the Internet safely and securely, and gain an understanding of its many capabilities. The *Windows XP Inside Out SIG* can help them use Windows XP (and upcoming Vista) efficiently. More specialized sessions occur for *WordPerfect*, *Microsoft Word*, *Microsoft Visio* and others. Developers will appreciate the sessions on *Microsoft SharePoint* and *Visual Basic.NET*.

There are special vendor presentations that occur monthly as well. These can assist you in making your important software and hardware decisions during the year, whether for your company or just yourself. And don't forget about the many discounts available only to NTPCUG members.

Once you have given an NTPCUG membership, consider accompanying your new member to a meeting or two. Help them get settled, and introduce them around. NTPCUG is not just educational, but fun as well.

Doug Gorrie

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. Always check <http://www.ntpcug.org> for possible changes

See the schedule below at right for a listing of those dates.

Newsletter Deadline	Meeting Dates
April 28	May 13, 2nd Sat. May 20, 3rd Sat.
June 2	June 10, 2nd Sat. June 17, 3rd Sat.

Off-Site SIGs

The North Texas Microsoft Developer SIGs (Visual Basic .NET, ASP .NET, and SharePoint SIGs) will meet the **second** Saturday of each month at Microsoft Corporation's Building #1 located at 7000 State Highway 161 in Irving, Texas.

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.



Sports Humor

A young man, who was also an avid golfer, found himself with a few hours to spare one afternoon. He figured that if he hurried and played very fast, he could get in 9 holes before he had to head home. Just as he was about to tee off, an old gentleman shuffled onto the tee and asked if he could accompany the young man as he was golfing alone. Not being able to say no, he allowed the old man to join him.

To his surprise, the old man played fairly quickly. He didn't hit the ball far, but plodded along consistently and didn't waste much time. Finally, they reached the 9th fairway and the young man found himself with a tough shot. There was a large pine tree right in front of his ball and directly between his ball and the green. After several minutes of debating how to hit the shot, the old man finally said, "You know, when I was your age, I'd hit the ball right over that tree."

With that challenge placed before him, the youngster swung hard, hit the ball up, right smack into the top of the tree trunk and it thudded back on the ground not a foot from where it had originally lay. The old man offered one more comment, "Of course, when I was your age, that pine tree was only 3 feet tall."

While sports fishing off the Florida coast, a tourist capsized his boat. He could swim, but his fear of alligators kept him clinging to the overturned craft. Spotting an old beachcomber standing on the shore, the tourist shouted, "Are there any gators around here?" "Naw," the man hollered back, "they ain't been around for years!" Feeling safe, the tourist started swimming leisurely toward the shore. About halfway there he asked the guy, "How'd you get rid of the gators?" "We didn't do nothing," the beachcomber said. "Wow," said the tourist. The beachcomber added, "The sharks got 'em."

One night a police officer was staking out a particularly rowdy bar for possible DUI violations. At closing time, he saw a fellow tumble out of the bar, trip on the curb, and try his keys in five different cars before he found his. Then he sat in the front seat fumbling around with his keys for several minutes.

Everyone else left the bar and drove off. Finally he started his engine and began to pull away. The police officer was waiting for him. He stopped the driver, read him his rights and administered the Breathalyzer test.

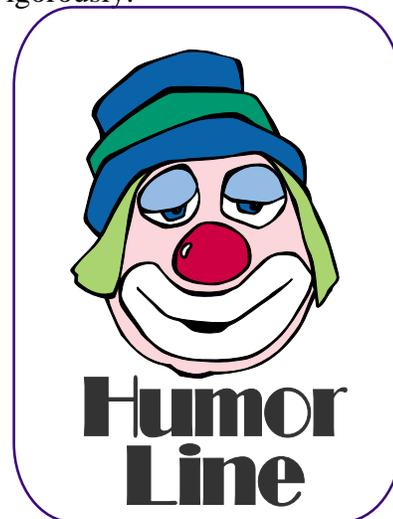
The results showed a reading of 0.0. The puzzled officer demanded to know how that could be.

The driver replied, "Tonight I'm the designated decoy."

Toner Low?

A secretary called me laughing hysterically with this story. Her boss yelled over to her and asked her what to do because the printer was displaying a "Toner Low" message. She told him that it must have just started displaying so just shake it and the message will go away.

She heard a loud banging noise and when she looked over, her boss was shaking the entire printer vigorously.



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

ABOUT THE ACCESS SIG

Microsoft Access database software, the database component of the *Microsoft Office* family of products, is one of the easiest to use of desktop databases and a very powerful tool for storing, retrieving and manipulating data. In addition to being a desktop database that is easy for the novice and casual user, *Access* is an outstanding tool for developing individual and group applications with the included *Jet* database engine, and can also be used as a client application for any ODBC-compliant server database. We try to cover topics of interest to attendees, over the entire range of Access' functionality.

No matter how long we use this excellent database software product, we find there is always more to learn about using it effectively, efficiently, and easily.

CURRENT MONTH

On May 20, 2006, long-time member and participant in the Access SIG, **Charlie Fernandez** will explain how to take an example application from a text book, and turn it into a real world solution. Charlie says, 'I took an event scheduling database, and with minor modifications turned it into a program for a college to use for a certificate (non-credit) course they offer three times a year. I used the data from a antique Access application I did in 1994, which was beginning to be crippled with old age, made changes to sample, and now have a viable application the customer can use.' I've discussed this with Charlie and am anticipating an exciting and enlightening presentation, so don't miss our May meeting.

LAST MONTH

Many thanks to SIG Co-Leader **Jim Wehe**, who presented an overview of using *Microsoft PowerPoint* to prepare simple SIG presentations (in response to a suggestion for meeting topics earlier this year, with which there seemed to be general agreement); Jim also gave a brief look at different kinds of Access queries.

LOOK AHEAD

In the near future, we plan to have additional guest speakers, presentations of software tools that assist in Access development, both commercial and free-ware, and discussions of Access features and functions.

If *you* have applications you would be willing to demonstrate, by all means let one of the SIG Leaders know. We are all eager to see what others are doing with our favorite database software.

We will make every effort to demonstrate and illustrate applications, methods, and techniques such that our attendees will be able to make full use of what is presented at the Access SIG. We'll make exceptions, at times, to demonstrate commercial software in which our attendees have expressed special interest.

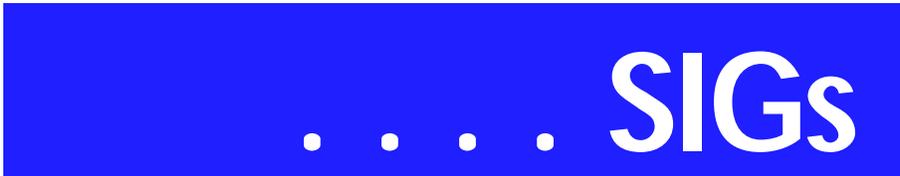
VALUABLE PRIZES:

Throughout our long history, we have given away 'Valuable Prizes' -- some were software packages worth several hundred dollars at retail; others were just diskette or CD copies of presentations. We plan to continue this tradition in 2006.

Larry Linson

SIG Meeting Schedule

- 8:00**
Windows Tips & Tricks - (Formerly Microsoft Networking and Hardware Solutions)
Excel/Spreadsheets
Handheld Technology (PDAs & Smart Phones)
- 9:00**
Wireless Communications
Operating Systems
Microsoft Word
- 10:00**
Alpha Five Data Base
Microsoft Word (Continued)
- 11:00**
Access Fundamentals
Internet
WordPerfect for Windows
Digital Photography
- 12:00**
NTPCUG Business Meeting
- 12:30**
XP Inside Out
- 1:30**
Microsoft Certification Study Group
- SIG meetings are listed by time for the April 22 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 04/15 9:00 AM - 1:00 PM
SharePoint
ASP.net
Visual BASIC.Net
- The following SIGs meet at other times, and are not included in the schedule above. Check the SIG notes for time and location.
- IT Pro Enterprise SIG
- Meets on 2nd Saturday at the Dallas Public Library 2-4 PM
- The Master Genealogist



Alpha Five Database

Alpha Software has just released the web version of their sample database, AlphaSportsWeb. It includes a shopping cart, and connections to authorize.net and PayPal. The following is from Alpha's description.

AlphaSportsWeb is a fully functional e-commerce application that can serve as a template for your web site. It can be used "as is" or modified to meet your needs. It allows you to manage vendors, customers, purchasing histories, products, and suppliers. You can set standard and discount pricing and send out promotional mailings via email to targeted customers. It can produce invoices and reports. The program includes complete documentation that describes all aspects of the application design.

We will begin to explore AlphaSportsWeb this month to see how Alpha brings their trademark ease-of-use and 'end user' friendliness to this complex environment. If you are not familiar with Alpha Software, this would be a good time to drop in and check it out.

As always there will also be time for your questions, and suggestions for future topics.

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!

Toi Wright is back! For the second time since she had her baby in Decem-

ber, Toi Wright will be presenting. Her presentation will be on ASP.NET 2.0.

Our next meeting will be the fourth Tuesday in May, May 23rd.

Toi B Wright

Excel

Jose had to drop out due to work. I am conducting Q & A sessions plus random subjects of my choice until we come up with an agenda

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

Frank Tubbs

Handheld Technology

No meeting this month.

*Birl Smith
Craig Winder
David Martin*

Internet

In April, we covered Blogging and RSS. We learned about the most popular blogs on the Web, and how you can set up and run one yourself.

In May, the topic will be FiOS Installation Experiences. We will discuss what it's like to have fiber optic Internet service, and the things you need to do before ordering it. I'll show lots of pictures of the equipment, and how it all works together to provide very high speed Internet, telephone, and cable TV service.

Planned presentations:

June: DDNS (Dynamic Domain Name Service) - learn how to set up and move your domain name painlessly. This also works well when you don't have a fixed IP address but want to run

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Microsoft Word

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a server connected to the Internet.

July: How to Have a Conference Using the Internet - how to set up and use NetMeeting and third-party alternatives

August: What You Need to Know About UPnP (Universal Plug 'n Play) - learn about this little-known router feature and how to set it up for higher speed downloads

September: Background Internet Services - learn about the things that run constantly in the background of your Internet connection, and how you can make them work for you.

October: Perfect Passwords - We constantly have to enter passwords and think of new ones. What makes a good password? We'll cover some interesting ways to generate new passwords and some secure, easy ways to keep track of your passwords.

Glynn Brooks

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IT Pro Enterprise

May Meeting

BlueFrog & MailWasher Anti-SPAM Solutions Presentation

Are you tired of the exponential growth of spam? If you are then you will want to attend this presentation.

Linda Moore will be presenting the BlueFrog and MailWasher Pro Anti-SPAM products. BlueFrog, is a pro-active anti-spam product, which sends an opt-out message for every spam received by one of its members in the BlueFrog Community. These opt-out requests go to the spammer (if possible), the merchant that the spammer is spamming for and to the ISP hosting the website(s) mentioned in the spam.

No doubt, you have heard about one of the top four spammers in the world, which attacked Blue Security. This attack had unintended consequences. The media all over the world has discovered the BlueFrog plus 10,000 new members have joined the BlueFrog Community within the last couple of days.

BlueFrog is a freeware product of Blue Security, and MailWasher Pro is a retail product created by Firetrust. Both Firetrust and Blue Security also have comparable enterprise products.

<http://www.firetrust.com/>

<http://www.bluesecurity.com/>

NTPCUG members will eligible to win one of four copies of MailWasher Pro, which includes BlueFrog.

Come join us for a great presentation.

Linda Moore

Microsoft Word

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

MEETING TOPICS

... are tentative and do change

FOUNDATION - 9-10 am

MAY — Lists, Bullets and More....

Clicking the toolbar button to create simple numbered and bulleted lists sounds easy, but often there are unpleasant surprises that come with them. We will identify the problems and possible solutions.

AutoCorrect and AutoText, which were supposed to be this month's topic, were moved ahead and replaced Headers and Footers, which were scheduled for April. Headers and Footers will be presented next year.

JULY — Paragraph Numbering with Styles

If you've tried to create outline-type numbered paragraphs using the Numbering button on the toolbar or even from the Numbering tab, you probably experienced the numbers changing on their own sooner or later. Setting up paragraph numbering through Styles is the best method for numbering contracts, outlines, legal documents, and



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anything else where each (or at least, most) paragraphs need to be numbered

JULY — Menus and Keyboard Shortcuts

Now that we're past the basics and into intermediate, you may be ready to start customizing. You will learn how to customize just about everything that can be customized. No, you don't have to customize all of them, but some of them you won't be able to resist!

ADVANCED - 10-11 am

MAY — Reviewing Documents, Part III

We'll address the serious issue of Metadata (*think of it as personal, possibly confidential, information*) that travels along with your documents, especially when Track Changes is used. Metadata has been a tremendous concern among businesses who share their documents with others. There are things you can do toward eliminating Metadata in your documents.

JUNE — Charts & Graphs

Microsoft Graph enables you to create charts from within Word. The chart can also be linked to Excel if you prefer. If the data is already in Excel, you can bring the Excel worksheet into the Word datasheet.

JULY — WordArt, Graphics & Text Boxes

In WordArt you can create impressive titles, headlines, logos, and other classy objects for your documents. Word already has a bunch of styles available that you can use as is or customize them. Graphics and Text Boxes enable you to place graphics and text just about any place you want them to appear in your documents.

W O W! I DIDN'T KNOW THAT!

Alphabetize a List

Occasionally, I do something that others may view as odd — like preparing

a document containing grocery items that I purchase regularly. My left-brain tendency wanted to have the items listed alphabetically under each department. Type the departments (or aisles, if you prefer) in the order you visit them in the grocery store. Begin each item on a new line. Under each department, and in any order, type the items you purchase. Then, follow these steps to alphabetize those items:

1. Select the group of items under a department
2. Table | Sort | Options | Other
3. Spacebar | OK
4. Choose: Sort by Word 1 | OK

Instantly, those items are now in alphabetical order.

The next time I need to shop for groceries, I don't have to try to remember what to buy, and I don't have to go up and down every aisle hoping to spot items I need. Instead, I review my list, deleting the ones I don't need this time and print it without saving. These steps, or course, can be applied to any normal list.

If you need to alphabetize a list of names by their last names and then by



their first names, after selecting the names:

1. Select the list of names
2. Follow steps 2-3 above
3. Choose: Sort by Word 2 | OK
4. Select the same list | repeat steps 2 and 3
5. Choose: Sort by Word 1 | OK

Diane Bentley

Operating Systems SIG

Sometimes diagnosing major problems in Windows XP can be quite difficult. This is especially true when the real offender is "hidden" by Win XP's behavior and unfortunate serendipity. A recent experience proved that this could be compounded by accepting and installing Microsoft's security update patches.

Case in point: I began experiencing significant video problems after installing the latest XP patch. Behavior was a little puzzling, since Win XP appeared to boot successfully, then lose cursor functioning and quickly display a very strange appearing screen followed shortly by a system Restart. Same behavior occurred twice more.

Unfortunately I was listening to Mozart's "Eine Kleine Nachtmusik" at the time. While I really like Mozart, I was doing myself a major disservice.

Instead of immediately turning the machine off and back on, I went away for several minutes to consider the implications of this behavior. I was also saying some very nice things about Microsoft.

After returning to the room and turning down the Mozart, I rebooted the machine and the same behavior repeated itself again. This time I did turn-off the PC and turn it back on to reboot. Without Mozart, heard one long and two short beeps. That was the PC BIOS

telling me it couldn't find a video card.

Replaced the dysfunctioning card with a new ATI card and every thing went smoothly.

Vista delayed

Microsoft's new Windows Vista operating system won't be available to most of us until January 2007, or later. That means another seven months, at least, of living with Win XP. It also encouraged me to re-run the Win XP Keyboard Shortcuts again in this issue of the newsletter.

*Reagan Andrews
& Chuck Stark*

SharePoint

Starting in April 2005, 2nd Saturday we will start a new series to introduce the SharePoint. 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.

Saturday, May 13, 2006 – May 2006 - SharePoint Products and Technologies Architecture

- ❖ Windows SharePoint Services Architecture
- ❖ SharePoint Portal Server Architecture
- ❖ Security Architecture for SharePoint Products and Technologies
- ❖ Architecting SharePoint Products and Technologies for Operating System Topologies

Future topics

June 2006 - Planning and Deployment Scenarios

- ❖ Planning Your Information Structure Using SharePoint Portal Server 2003
- ❖ Capacity Planning

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- ❖ Performance Monitoring in SharePoint Portal Server 2003
- ❖ Deploying a Single Server and a Small Server Farm
- ❖ Deploying Medium and Large Server Farms
- ❖ Installing and Configuring Windows SharePoint Services in an Extranet
- ❖ Shared Services Administration of Windows SharePoint Services
- ❖ Configuring Windows SharePoint Services
- ❖ Windows SharePoint Services Site Administration Administration of SharePoint Portal Server 2003
- ❖ Configuring SharePoint Portal Server 2003
- ❖ Managing SharePoint Portal Server 2003 Information Management in SharePoint Products and Technologies
- ❖ Working with Documents in SharePoint Products and Technologies
- ❖ Working with Information Components in SharePoint Products and Technologies Search in SharePoint Portal Server
- ❖ The Architecture of the Gatherer
- ❖ Managing External Content in SharePoint Portal Server 2003
- ❖ Personalization Services in SharePoint Products and Technologies
- ❖ Information Security Policies for SharePoint Products and Technologies Securing SharePoint Products and Technologies
- ❖ Firewall Considerations for SharePoint Portal Server Deployments
- ❖ Single Sign-On in SharePoint Portal Server 2003
- ❖ Securing an Extranet Using SSL and Certificates Maintaining a Server in Windows SharePoint Services
- ❖ Disaster Recovery in SharePoint Products and Technologies
- ❖ Usage Analysis Tools in SharePoint Products and Technologies
- ❖ Default Tools to Customize Windows SharePoint Services
- ❖ Working with Web Parts
- ❖ Using Microsoft Office FrontPage 2003 to Customize SharePoint Products and Technologies Sites Programming SharePoint
- ❖ The Windows SharePoint Services Object Model
- ❖ The SharePoint Portal Server Object Model
- ❖ Building Applications Using Windows SharePoint Services Data
- ❖ Building Applications for SharePoint Portal Server 2003
- ❖ Using Visual Studio .NET to Create Web Parts Microsoft Office 2003 Integration with SharePoint Products and Technologies
- ❖ Windows SharePoint Services with the Microsoft Office System
- ❖ Using Microsoft Office InfoPath with SharePoint Products and Technologies
- ❖ Microsoft Outlook 2003 Integration with SharePoint Products and Technologies Upgrading and Migrating to SharePoint Products and Technologies
- ❖ Integrating Exchange Server 2003 with SharePoint Products and Technologies

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❖ Upgrading and Migrating to SharePoint Products and Technologies

Please send email, if you like to see some particular topic presented.

Ram Yadav

Visio

In February, **Brad Merkle**, Microsoft Solution Sales Specialist, presented an excellent overview of Visio features and demonstration of third-party products. He also provided software and other Visio promotional items for a raffle, and made sure that everyone attending got a trial version of the products that were demonstrated.

Visio 101 - At our May 20th meeting, Brad will be our presenter again, and the topic for the month is 'Creating Visio Diagrams'. This is an introductory discussion that covers the basics of all versions and all editions of Visio.

Planned Topics

June - Using Visio Diagrams on the Web or with other Programs

July - Storing Data in Diagrams

August - Creating Business Diagrams

September - Creating Organizational Charts

October - Tracking Projects and Schedules with Visio

November - Creating Network Diagrams

December - Creating Scaled Drawings in Visio

Glynn Brooks

Visual Basic.NET

We will be meeting at 9:00 AM on **Saturday, May 13th** at the Las Colinas campus of Microsoft Corporation.

For the May Meeting, **Jim Hoisington** will be presenting driving Excel with .NET

Also for the May meeting, if you bring a guest who joins the NTPCUG at the May meeting, I will give the new member a free copy of the book, Build a Program Now!, with CDROM, Microsoft Visual Basic 2005 Express Edition (ISBN:735622132).

The CD includes Visual Basic 2005 Express Edition and the Microsoft SQL Server 2005 Express Edition.

I have fourteen copies so it's first come - first served.

What's in it for you?

Well, your name will go into a special drawing along with the other members who bring guests that join the NTPCUG. In this drawing you can choose two books from a list of books that I have received from Microsoft. The more people you bring that join, the better your chances are to win!! That list of 'other' books is below:

Web Service Security: Scenarios, Patterns, and Implementation Guidance for Web Services Enhancements (WSE) 3.0 (ISBN:735623147)
Introducing ASP.NET 2.0 (ISBN:735620245)

Jim Hoisington, left, Bill Gates, center and Dr. Neil Bennet. Hoisington, former NTPCUG President, and Bennett were leaders of the NTPCUG Advanced Programming SIG in the 1980's.



Tuc Goodwin

- Microsoft ASP.NET 2.0 Step By Step (ISBN:735622019)
- Programming Microsoft ADO.NET 2.0 Applications: Advanced Topics (ISBN:735621411)
- Microsoft ADO.NET 2.0 Step by Step (ISBN:735621640)
- Microsoft Visual Basic 2005 Step by Step (ISBN:735621314)
- Writing Secure Code, Second Edition (ISBN:0735617228)
- Threat Modeling (Microsoft Professional) (ISBN:0735619913)
- Improving Web Application Security: Threats and Countermeasures (ISBN:735618429)

We will have free magazines for all attendees.

So come on Saturday, and don't forget to bring a Friend along!!! The schedule for the rest of the year is below.

Month TopicPresenter

May 13, 2006Driving Excel with .NET Jim Hoisington

June 10, 2006Working with Code Snippets Tuc Goodwin

July 8, 2006 Deploying applications with One-ClickDavid Stark

August 15, 2006TBD

September 9, 2006TBD

October 14, 2006TBD

November 11, 2006TBD

December 9, 2006TBD

Windows Tips and Tricks

In May, **Tom Sweet** will tell us all about calendar programs.

Calendar Topic

What can you do with calendaring? Personal schedules organization schedules group schedules Time & task management

Desktop Calendaring Available now: Outlook, Lotus Notes, Lotus Organizer, Time & Chaos, Act!, and Mozilla Calendar extension for FireFox & Thunderbird 1.0.x or 1.5.x (now deprecated).

Future: availability from not-at-all to nearly-ready for release Mozilla Sunbird 0.3a1 (standalone calendar), Mozilla Lightning 0.1 extension, OSF Chandler, Pimlico Software's Datebook Desktop (announced only), David Harris' calendar for Pegasus Mail (planned, not announced)

In conjunction with handheld computers: Palm Desktop with PalmOS handhelds Outlook with 3rd party software to PalmOS handhelds Outlook with Windows Mobile (aka PocketPC) handheld

Calendars in your cell phone

Online calendars Yahoo!, Google, MSN

BIO: Tom Sweet lives in Fort Worth for 8+ years, originally from San Diego, CA. He has extensive experience in Networking Microsoft Windows with TCP/IP, has been a computer hobbyist since 1983, and has been an NTPCUG member almost 2 years.

If you have any specific topics for which you would like to see a demo or presentation, send me a note.

Gil Brand

Windows XP Inside Out

You already know your way around a desktop – so now dig deep into Windows XP and really put your PC to work! Find out how in the Windows

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XP Inside Out SIG. Each month we pick a Windows XP feature or program, and discuss ways to make it work the way you want it to.

In May, we will discuss 'Speeding-Up the Boot Process' - ways that you can make your PC start up faster.

Planned Topics:

06/06: Making Your PC Load Programs Faster
 07/06: Working Remotely
 08/06: Windows XP Media Player 9 Tips
 09/06: Using Windows XP Movie Maker 2
 10/06: Eliminating Windows XP Annoyances
 11/06: Past, Present, and Future of the File System (FAT32, NTFS, WinFS)
 12/06: Getting Ready for Windows Vista

As we get closer to the time when Windows Vista is actually going to ship, the XP Inside Out SIG will begin morphing into the Windows Vista Inside Out SIG. Based on Microsoft's latest announcements, that will not happen until early 2007.

Glynn Brooks

Wireless Communications

911 BARTPE Rescue CD

This month we will discuss the 911 BARTPE Rescue Disk, the Administrator's Swiss Army Knife. This Rescue CD is what you would have used a "DOS or boot disk on older operating systems. The rescue CD is for Win-

dows 95, 98, NT4, 2000, XP and Windows 2003 operating systems.

The 911 BARTPE Rescue Disk CD contains maintenance, diagnostics and repair utilities. Anti-virus and Spyware utilities can be included on the disk. You will have a clean boot disk with multiple anti virus products. The 911 Rescue CD contains utilities to recover and repair your computer won't boot. This is The 911 Rescue Disk is free but it is copyrighted and cannot be sold.

The 911 BARTPE Rescue CD can create disk partitions, provide network connectivity and support for external USB drives. Within your CD, you may include OEM drive tools for disk diagnostics and partitioning. There are instructions for where and how to download and install each application. The NTFSDOS utility allows read/write capability on NTFS partitions. The 911 Rescue Disk includes utilities to fix the NT/2000/XP/2003 boot sector and reset NT/2000/XP/2003 passwords even in NTFS partitions.

There are two versions of the 911 rescue CD. The BARTPE (911cd_builder206rc.exe) is available from <http://www.911cd.net>. This version runs on 95/98/Me/NT4/2000/XP and uses 650+ megabytes of space on a CD. I will be referring to the BARTPE version. The BARTPE and the PE-BUILDER versions require the same basic files from Windows 98, setup files from Windows 2000/XP/2003 and various repair utilities. The PE-BUILDER version (pebuilder_3110.exe) is available from <http://www.bootcd.us>. The PE-BUILDER version is more compact version that only runs on Windows 2000/XP/2003 and uses 200 megabytes of disk space to create an iso for a CD.

Once an iso is created, it needs to be burned to a CD, not copied. Nero and Roxio "Easy CD Creator" are the most popular utilities for burning a CD to



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disk, have graphical interfaces and are very reliable. These CD burning applications are normally included with writable CD-ROMs.

Test your CD by rebooting with the CD in the CD-ROM. This is very important because you need a functioning CD to boot your computer.

There are other rescue CD's, PUPPY Linux, Knoppix and Trinity 3.1 are low cost CDs' with diagnostic and repair utilities. There are commercial rescue versions ERD Commander and Blue Con. These rescue CDs' are handy and useful especially when a computer won't boot and there is no way to download a network or video driver.

Birl Smith

WordPerfect

WordPerfect SIG Meeting Topics

- May — WP11 — Jim's To Do List
(Create an Organization Chart)
- June — WP11 — Jim's To Do List
(Topics Not Yet Determined)
- July — WP11 — Jim's To Do List
(Topics Not Yet Determined)

These topics are tentative and may change at any time.

M A Y

Have you ever had trouble remembering all the children and grandchildren of your friends and family members? We will create an Organization chart to track them. We will then create a link from the ToDo list or first data table to the Organization chart.

JUNE AND JULY

Not yet determined.

W O W ! I DIDN'T KNOW THAT!

Add a Calculator in WordPerfect

You can add the Windows Calculator (or any other application) to your WordPerfect toolbar:

1. Right-click the toolbar | Edit | Programs | Add Programs
2. Browse through the folders to find the application you want and then double-click it (Calc.exe is in the Windows folder)
3. Move this button on the toolbar wherever you want it to be placed on the toolbar | OK

Diane Bentley



Windows XP Keyboard Shortcuts

[Editor's Note: we ran Windows XP keyboard shortcuts from the Microsoft Knowledge Base in December, 2002. It was revised by Microsoft in April, 2003 and is being published in the most current version here.]

A List of the Keyboard Shortcuts That Are Available in Windows XP

The information in this article applies to:

Microsoft Windows XP Home Edition

Microsoft Windows XP Professional

This article was previously published under Q301583

SUMMARY

This article describes the keyboard shortcuts that are available in Windows XP.

MORE INFORMATION

General Keyboard Shortcuts

CTRL+C (Copy)

CTRL+X (Cut)

CTRL+V (Paste)

CTRL+Z (Undo)

DELETE (Delete)

SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)

CTRL while dragging an item (Copy the selected item)

CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)

F2 key (Rename the selected item)

CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)

CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)

CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)

CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)

CTRL+SHIFT with any of the arrow keys (Highlight a block of text)

SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)

CTRL+A (Select all)

F3 key (Search for a file or a folder)

ALT+ENTER (View the properties for the selected item)

ALT+F4 (Close the active item, or quit the active program)

ALT+ENTER (Display the properties of the selected object)

ALT+SPACEBAR (Open the shortcut menu for the active window)

CTRL+F4 (Close the active document in programs that enable

you to have multiple documents open simultaneously)

ALT+TAB (Switch between the open items)

ALT+ESC (Cycle through items in the order that they had been opened)

F6 key (Cycle through the screen elements in a window or on the desktop)

F4 key (Display the Address bar list in My Computer or Windows Explorer)

SHIFT+F10 (Display the shortcut menu for the selected item)

ALT+SPACEBAR (Display the System menu for the active window)

CTRL+ESC (Display the Start menu)

ALT+Underlined letter in a menu name (Display the corresponding menu)

Underlined letter in a command name on an open menu (Perform the corresponding command)

F10 key (Activate the menu bar in the active program)

RIGHT ARROW (Open the next menu to the right, or open a submenu)

LEFT ARROW (Open the next menu to the left, or close a submenu)

F5 key (Update the active window)

BACKSPACE (View the folder one level up in My Computer or Windows Explorer)

ESC (Cancel the current task)

SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box Keyboard Shortcuts

CTRL+TAB (Move forward through the tabs)

CTRL+SHIFT+TAB (Move backward through the tabs)

TAB (Move forward through the options)

SHIFT+TAB (Move backward through the options)

ALT+Underlined letter (Perform the corresponding command or select the corresponding option)

ENTER (Perform the command for the active option or button)

SPACEBAR (Select or clear the check box if the active option is a check box)

Arrow keys (Select a button if the active option is a group of option buttons)

F1 key (Display Help)

F4 key (Display the items in the active list)

BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)

Microsoft Natural Keyboard Shortcuts

Windows Logo (Display or hide the Start menu)

Windows Logo+BREAK (Display the System Properties dialog box)

Windows Logo+D (Display the desktop)

Windows Logo+M (Minimize all of the windows)

Windows Logo+SHIFT+M (Restore the minimized windows)

Windows Logo+E (Open My Computer)

Windows Logo+F (Search for a file or a folder)

CTRL+Windows Logo+F (Search for computers)

Windows Logo+F1 (Display Windows Help)

Windows Logo+ L (Lock the keyboard)

Windows Logo+R (Open the Run dialog box)

Windows Logo+U (Open Utility Manager)

Accessibility Keyboard Shortcuts

Right SHIFT for eight seconds (Switch FilterKeys either on or off)

Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)

Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)

SHIFT five times (Switch the StickyKeys either on or off)

NUM LOCK for five seconds (Switch the ToggleKeys either on or off)

Windows Logo +U (Open Utility Manager)

Windows Explorer Keyboard Shortcuts

END (Display the bottom of the active window)

HOME (Display the top of the active window)

NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)

NUM LOCK+Plus sign (+) (Display the contents of the selected folder)

NUM LOCK+Minus sign (-) (Collapse the selected folder)

LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)

RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut Keys for Character Map

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

RIGHT ARROW (Move to the right or to the beginning of the next line)

LEFT ARROW (Move to the left or to the end of the previous line)

UP ARROW (Move up one row)

DOWN ARROW (Move down one row)

PAGE UP (Move up one screen at a time)

PAGE DOWN (Move down one screen at a time)

HOME (Move to the beginning of the line)

END (Move to the end of the line)

CTRL+HOME (Move to the first character)

CTRL+END (Move to the last character)

SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC) Main Window Keyboard Shortcuts

CTRL+O (Open a saved console)

CTRL+N (Open a new console)

CTRL+S (Save the open console)

CTRL+M (Add or remove a console item)

CTRL+W (Open a new window)

F5 key (Update the content of all console windows)

ALT+SPACEBAR (Display the MMC window menu)

ALT+F4 (Close the console)

ALT+A (Display the Action menu)

ALT+V (Display the View menu)

ALT+F (Display the File menu)

ALT+O (Display the Favorites menu)

MMC Console Window Keyboard Shortcuts

CTRL+P (Print the current page or active pane)

ALT+Minus sign (-) (Display the window menu for the active console window)

SHIFT+F10 (Display the Action shortcut menu for the selected item)

F1 key (Open the Help topic, if any, for the selected item)

F5 key (Update the content of all console windows)

CTRL+F10 (Maximize the active console window)

CTRL+F5 (Restore the active console window)

ALT+ENTER (Display the Properties dialog box, if any, for the selected item)

F2 key (Rename the selected item)

CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote Desktop Connection Navigation

CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)

ALT+PAGE UP (Switch between programs from left to right)

ALT+PAGE DOWN (Switch between programs from right to left)

ALT+INSERT (Cycle through the programs in most recently used order)

ALT+HOME (Display the Start menu)

CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)

ALT+DELETE (Display the Windows menu)

CTRL+ALT+Minus sign (-) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

CTRL+ALT+Plus sign (+) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)

Microsoft Internet Explorer Navigation

CTRL+B (Open the Organize Favorites dialog box)

CTRL+E (Open the Search bar)

CTRL+F (Start the Find utility)

CTRL+H (Open the History bar)

CTRL+I (Open the Favorites bar)

CTRL+L (Open the Open dialog box)

CTRL+N (Start another instance of the browser with the same Web address)

CTRL+O (Open the Open dialog box, the same as CTRL+L)

CTRL+P (Open the Print dialog box)

CTRL+R (Update the current Web page)

CTRL+W (Close the current window)

Other Information

Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.

Some of the Terminal Services client shortcuts that are similar to the shortcuts in Remote Desk-

top Sharing are not available when you use Remote Assistance in Windows XP Home Edition.

Some of the other Microsoft Knowledge Base articles that have similar information as this article are:

126449 Keyboard Shortcuts for Windows

255090 Keystroke Navigation in Windows 2000 Help

Refer to Help for the most current information regarding keyboard navigation and visit the following Microsoft Accessibility Web site for additional information that relates to keyboard shortcuts and keyboard navigation in Windows and other Microsoft products:

<http://www.microsoft.com/enable>

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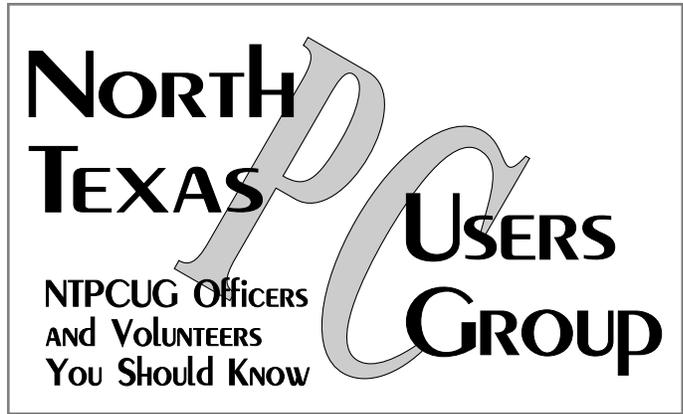
North Texas PC Users Group, Inc.

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