



www.ntpcug.org

North Texas PC News

2ND SATURDAY
Microsoft Las Colinas
7000 Highway 161
Irving, Texas

3RD SATURDAY
King of Glory Lutheran Church
6411 Lyndon B. Johnson Freeway
Dallas, Texas

October 2007

VOLUME 26 • NUMBER 10

Changes to the Board of Directors

For some time, Board member **Diane Bentley** has been advising that her workload and volunteer projects were collectively consuming many more hours than she had available. In August, Diane felt it necessary to resign from the Board.

It goes without saying (but we will anyway) that Diane was and is a major asset to the success of the User Group, both before, during and after her tenure on the Board. As a Board member these past couple of years, she has been a major contributor in providing the Board with new direction, and toward successfully turning things around. She has committed resources in support of the UG far beyond what was readily available, and we applaud her determination to make a difference and see us through this difficult time. Diane deserves our thanks for all her efforts.

When an opening occurs within the Board between yearly elections, Section 5.10 of our Bylaws (Vacancies) governs the selection of a replacement, as follows:

Any vacancy occurring on the Board of Directors and any directorship to be filled by reason of an increase in the number of Directors, shall be filled by majority vote of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

On short notice, the Board identified three members who were willing to fill Diane's unexpired term. Our thanks to all three — they are:

- Chuck Fiedler** (member since 1993)
- Jessie Hastcoat** (member since 1992)
- Ray Szczesniak** (member since 1994)

On Thursday, Sept 13th, Chairman of the Board **Charles Rem** requested an e-mail vote by all Board members to fill the open Board position. These votes were tallied on Friday, Sept 14th, in time to announce the results at our Sept. 15th "Third Saturday" User Group meeting.

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Membership

Your Board of Directors has decreased dues to:

Individual — \$36 per year

Family — \$60 per year

The new rate was made retro-active to January 2007, when the new Board took office.

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While all three candidates are already winners for accepting the nomination on such short notice, and the User Group is definitely a winner for having such solid candidates so readily interested in joining the Board, the vote tally gave the Board position to Chuck Fiedler until the next formal elections in January 2008.

Chuck Fiedler is a long-term member of the NTPCUG. He recently retired from Boeing in Richardson having spent seven years in self employment as a Human Resources consultant, preceded by 14 years working for Rockwell in a variety of

Human Resources capacities. Chuck has been an active volunteer in the User Group's computer refurbishment project for the disabled, and recently began a monthly column in the PC News reflecting on the Group's history. While a long-time personal computer user, Chuck says he is not a technical person, just an avid user of the technology. Please join us in welcoming Chuck to the Board.

Again, our thanks to everyone who stepped forward and ran, and we genuinely hope that all three will be available for the 2008 elections as well. And thanks again to Diane Bentley for all she has done in support of the User Group.

Sysadmin Report

October 2007

The Sysadmin team continues to make progress toward rebuilding our production server and installing the newest version of Sharepoint (S/P), version 3.0. Tuc Goodwin and Ram Yadav have performed initial testing, and feel confident that we can convert to 3.0 without difficulty. Further testing will be required, but be looking for e-mails to all members on this subject toward the end of October.

Sharepoint 3.0 will provide us with increased functionality that will allow us to dramatically improve the appearance of our S/P pages. It may also allow us to move much of our exiting web page (www.ntpcug.org) to our Sharepoint page (sp.ntpcug.org).

Members of the Sysadmin team met at KOG on September 25th to discuss the remaining steps in this process. The current plan is to rebuild all members' Sharepoint and e-mail accounts on the new system,

by Doug Gorrie
Sysadmin Chairman
doug.gorrie@ntpcug.org

move existing Sharepoint content to the new server, and eventually replace the existing server with the new one. There are currently questions as to whether we can copy your existing passwords to the new box, but we hope to have that worked out shortly.

No conversion of any kind will occur without plenty of advance notice, probably be e-mail to EVERY member. Included in those e-mails will be details of any actions needed on your part, contact information if you have any trouble, and a web site link that can be used to determine status throughout the changeover.

The Board does NOT want any surprises that could leave members high and dry in the conversion effort. As much as possible, we will try to be as transparent as feasible.

For now, any questions may be directed to Postmaster@ntpcug.org.

Wireless Router

If you have a laptop computer with wireless capabilities, feel free to bring it along with you to our 3rd Saturday meetings at King of Glory.

Chuck Stark has been busy tweaking the settings in our wireless routers to ensure they work as well as possible, and has advised that they have been

reconfigured and tested to allow seamless roaming.

Users will no longer have to disconnect from one access point and reconnect to another as they roam from room to room, so moving around should now be "transparent to the user".

SIGs ...

2nd Saturday

Visual Basic .NET — 9:00 am

Tuc Goodwin
tgoodwin@ntpcug.org

We will consider Creating Workflows in .NET 3.0.

Object-Oriented Analysis and Design (OOAD SIG) — 10:00 am

Tom Perkins
tomperki@gmail.com

We'll continue examining the book Object-Oriented Analysis and Design, focusing on Chapter 7 (*Bringing Order to Chaos: Architecture*). We'll also look at how to leverage design patterns to develop code more efficiently.

SharePoint — 11:30 am

Ram Yadav
ram_yadav@hotmail.com

Ram Yadav has 12+ years of experience in the IT industry (*10+ Microsoft Env*). He has been working on Sharepoint for 5+ years (*including Frontpage server extension and Sharepoint team services, WSS v2, SPS 2003, WSS v3 and MOSS 2007*).

Microsoft Certification SIG — 2:00 pm Saturday at Nerdbooks

Tom Perkins
tomperki@gmail.com

The CertSIG group will not meet on 2nd Saturday in October. We do plan to meet on 3rd Saturday (*October 20*) at 2:15 pm at Nerdbooks

3rd Saturday

Alphabetically

Adobe Photoshop — 12:30 pm

presented by Hillary Morgan Ferrer
Chris Morgan, SIG Leader
chris.morgan@ntpcug.org

Adobe Photoshop is the premier photo editing program used by more professionals than any other. The focus this month will be on using Photoshop for editing landscape photographs: colors, cropping, vignetting.

Building Web Sites — 8:00 am

Bill Parker, SIG Leader
bill.parker@ntpcug.org

We will continue building the page begun last month, adding elements, and consider the use of server side includes, cascading style sheets and forms.

Digital Photography — 11:00 am

Spike Smith
harold.smith@ntpcug.org

Goal — to capture better pictures.

Whatever the task is, we often must remind ourselves that better pictures are the **product of the photographer**. As well as knowing the limitations of our camera, we make ourselves aware of framing, working with existing light and modifiers, environment, and having our subjects display their best attributes.

Foremost is our understanding that we are working with light and its hues, intensity, saturation, balance, and mood. Without light – there is no picture.

Proper tools for the capture of a photograph must be adequate, but need not necessarily be pricey. We will occasionally discuss fine equipment costing \$1,500.00 per component as necessary, even though most pictures can be taken with \$150.00 to \$350.00 digital cameras.

We remind ourselves that if we do not capture the details, no photo editor can replace something that just wasn't there in the digital capture. We know that some corrections can be made for our image errors, but pictures will always be better when *captured properly*.

We can and will edit many of our images, but mostly for special effects, removing blemishes, sizing, and for poetic and artistic license. (*See: Digital Photo Editing SIG for more information.*)

Whether we are the beginner, amateur, or professional, our Users Group provides for sharing of information for learning and enjoying the era of digital photography.

Our time is divided between proper use of camera and ancillary equipment versus the desirability and need for capacity and intricacies of newer devices. When we lapse into our dream world and

listen to marketing hype explaining how happy we could be if... we were to merely update or replace.... to the new and improved..... we can enjoy these moments. When reality returns, we may hold off until we really have a valid need for that new gadget, but we will discuss them here anyway.

When one *must* use high-end equipment, the initial costs may be prohibitively high, and obsolescence comes much sooner than comfortable (or profitable). Remember, we can occasionally rent or lease when appropriate.

As a parting thought, just how many times have you selected a picture from your files that you had carefully captured using proper composition, background, exposure, focus, only to have your friend view this and say, "This is good – your camera takes good pictures."

Have a pleasant capture!

Spike Smith, NCE.

Digital Photo Editing Software

— 10:00 am

*Spike Smith, NCE
harold.smith@ntpcug.org*

Goal — Make the digital image best suit its final and finest purpose.

Most of us primarily use low-cost editors (ranging from free to \$400) to accomplish our goals. When we believe there is need for higher priced editing tools, it is for their combined functions which reduce steps in our work flow, speeding up the process, and perhaps adding more pleasure to our art. One of our foremost goals is remembering that editors cannot put things back into an image if they were not captured to begin with.

Learning the language and definitions within photo edit programs is a constant part of our User Group program. Whether for business or pleasure, we will practice several forms of image editing to enhance projects from our cameras, scanners, restorations, and imaginative creations.

Using image editing for specific purposes requires us to know where to find those tools, and the tool kits required. Almost all digital editors use the same basics, as do other basic computer programs for mathematics, writing, searching, comparing, sorting, and elements of manufacturing. With more complex digital image editors, we can discover several ways that expert programmers have cleverly inte-

grated image elements and imaging techniques of basic tasks into more simplified and versatile macros and otherwise small but very useful programs. With these, we use and modify our workflow techniques to speed up our editing, enabling us to more quickly turn our efforts into pleasurable results.

Image editing, on a step-by-step basis, is easy to learn. We can only make it more difficult by skipping some of the basics along the way. Many of our free (with purchase of hardware) editors are excellent tools to allow progressive learning at a reasonable pace. These basic introductory programs allow you to use and have pleasure with your photography and image manipulation. When you are ready for more advanced tools, go for it, but do so in steps, such as:

1. Use freebies for an introduction
2. Use more versatile beginning editors for more complete editing
3. Take advantage of free professional tools from Google (Pecasa2)
4. Purchase low-cost, however complete, editors as: Corel, Paint Shop Pro and Adobe Photoshop Elements.
5. Adobe, Photoshop "C" series, Microsoft Publisher, Corel Draw, DXO, and others.

If the basic learning steps get out of order, or we skip the basics of light, lenses, paper, colors, we might assume the process is too difficult. Instead, we should back up, fill in the missing parts, and then enjoy creating new images that increase our pride (and money).

As we design our *digital work flow* —

1. Allocate ample time for eliminating *unnecessary* editing tasks by properly shooting with the camera
2. Edit images to correct or hide flaws that are inherent in the environment
3. Edit good pictures for mood and effect as necessary.

Use an image editor to modify *good* images to suit specific purposes:

- building a photo album
- story book
- magazine cover
- documentation
- advertising
- creating an icon or logo

Spend time practicing and learning procedures.

This will work better for you than merely buying and installing programs that may be difficult to master otherwise.

Bring some ideas to share within our users group. Bring your questions and concerns too.

Happy editing to you.

Spike

Excel — 8:00 am

Frank Tubbs
ftubbs@sbcglobal.net

Our Priorities

First, to learn the common tools within Excel to become broadly skillful in the use of the application. It seems like imagination always provides more opportunity to employ the basics, and so foundation building is always underway.

Second, to become more efficient at using the product. We are at work learning to accomplish more work with fewer keystrokes, or to design our spreadsheets to get the job done faster.

Third, to employ significant tools provided by Excel to do more sophisticated analysis. These tools require little or no development by the user. Filtering, sorting, validation, all come to mind.

Fourth, to employ Visual Basic for Applications (VBA). This powerful subset of MSVisualBasic can be used to further the power built into Excel, as well as allow the spreadsheet to integrate with the rest of the MS Office suite for even further functionality.

Internet — 10:00 am

Glynn Brooks
glynn.brooks@ntpcug.org

Glynn Brooks will be unable to present at the October 20th meeting, but as usual, he is already working on material for November. You can review November's plans by clicking on his SIGs on our Sharepoint home page, at <http://sp.ntpcug.org>. Be sure to attend Glynn's SIGs in November.

Making Money on the Internet — 9:00 am

presented by Alan Lummus
Bill Parker, SIG Leader
bill.parker@ntpcug.org

The pros and cons, and resources available, for creating your own products or finding suppliers for products to sell on the Internet.

Microsoft Access SIG — 11:00 am

Larry Linson
larry.linson2@ntpcug.org

This Month

October 20, 2007: *Using Access Forms (Screens), Part II:* SIG Co-Leader **Larry Linson** will continue with our discussion of appropriate use of Forms and Controls on Forms to present an intuitive, friendly interface to your users. As requested at our last meeting, we'll begin with a topic on *Command Buttons on non-Switchboard Forms* and follow with some other examples of "intuitive forms and controls."

Last Month

In September 2007: SIG Co-Leaders **Jim Wehe** and **Larry Linson** presented *Using Access Forms (Screens)* on using forms, or not using them, appropriate to the data you are displaying and the circumstances to effectively get information across to the users of your Access database. We talked about Datasheets and Datasheet View of Forms, General Data Entry Forms, using Continuous Forms to select and display Detail Forms, and Main Forms with Subform Controls.

Look Ahead

Please continue to think ahead, and be thinking as we talk, about other topics that will be of interest and useful to you – other types and configurations of Forms and Controls to fit your database requirements. One suggestion, high on our list of potential topics, is *Searching More than One Field in Your Database on User-Supplied Criteria* – it is tentatively scheduled for our November presentation. As we did in September, we will address this issue before our presentation and Question and Answer period just to make sure we don't "shortchange" this vital part of our meeting.

It's, like, back to the old days! Courtesy of Microsoft Corp., we have two full retail copies of **Microsoft Office 2007 Ultimate Edition** which we will be giving away. That is the edition that includes so many software packages: Word 2007, Excel 2007, PowerPoint 2007, Outlook 2007 with Business Contact Manager, Publisher 2007, Accounting Express 2007, Access 2007, Groove 2007, OneNote 2007, and InfoPath 2007. Confess, now – you didn't think of all of those as "part of Office," now did you?

You can put your name in the "hat" at each meeting, beginning this month (October), and we will draw for the first copy at our December meeting. Wouldn't that be a nice Christmas present (whether or not it's a holiday you celebrate)?

Then, we'll keep the names and draw again in January for the second copy. Winning that should

pull anyone out of the *post-holiday blahs!* NOTE: The December winner is not eligible for the January drawing.

Larry extends his thanks to **Microsoft**, and especially to **Chris Koening**, South Central District Developer Evangelist, and sponsor of the South Central Developer Guidance Council, of which Larry is privileged to be a member.

Borrowed Links and Tips

Thanks to **Chuck Stark**, NTPCUG Treasurer and able SIG Leader and Teacher, and to **Jim Wehe**, co-Leader of the Access SIG, for asking him for the following link for transferring large Access files. Chuck advises *ZIP*ping the files first, and I advise using Compact and Repair on Access files before *ZIP*ping them. The link is:

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

And, speaking of *ZIP*ping, you can download the very good Open Source *ZIP*ping software **7-ZIP** from

<http://sourceforge.net/projects/sevenzip/>

I've used this for some time now, and it hasn't failed me yet.

Thanks to Access MVP **Teresa Hennig**, President of the **Seattle Access User Group** and the **Pacific Northwest Access Developer Group** for the following:

Microsoft Learning Center – Office 2007 Training for Developers (August 2007)

Limited time offer for free training on **SharePoint** (and – potentially - other **Office 2007** products). Offers will change, so check back often.

<http://www.microsoft.com/learning/office2007/developer/default.aspx>

I Hate My Website! – Free eBook (August 2007)

With *10 Easy Ways to Improve Your Website ...* and more. **Entrepreneur Magazine, Microsoft Office Live**. Download the eBook in PDF format

<http://www.entrepreneur.com/ebookdownloads/index.html>

Thanks to Access MVP **Arvin Meyer**, Vice President of the **Central Florida Computer User Group** for hosting several very useful Access “sub-sites” at

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

And, final thanks this month go to Access MVP **Tony Toews** for the excellent collection of tips, hints, links, and information at his site

<http://www.granite.ab.ca/accmstr.htm>

SEE YOU REAL SOON!

We're looking forward to seeing you at the **Microsoft Access SIG**, 11:00AM (check the Info Desk for room assignment and any last-minute changes) on Third Saturday, October 20, 2007 at the **King of Glory Lutheran Church**, 6411 LBJ Freeway, Dallas.

Thanks for reading!

Microsoft Certification **— 2:15 pm at Nerdbooks**

Tom Perkins
tomperki@gmail.com

Meeting at Nerdbooks
1681 Firman Dr, in Richardson

We will wrap up Remoting Objects and review earlier problem areas, review of Remoting “exam-type” questions, and begin Class CD Chapter 5 (ADO.NET , Providers, and Working with DataSets)

Microsoft Expression Studio — 10:00 am

presented by Chris Morgan
Interim SIG Leader

At the October meeting, we will continue looking at how to add images and photographs to a web page. We'll also see how image buttons work as well as image based menus. In addition, we will look at how html tables can be built by Expression Web.

Visual Basic for Applications — 9:00 am

Dave MacKenzie
bigmack9@verizon.net

In October we will work on controls in VB and look at an animation program.

Windows Tips & Tricks — 8:00 - 9:00 am

Gil Brand — gb1@ntpcug.org
Chuck Stark — chuck.stark@ntpcug.org

In October, we will look at Firefox add-ins for web development, video downloads, ad blocking, downloading and other topics.

You got questions, we got answers.

Each month in the Tips N' Ticks SIG, we discuss some feature of the Windows operating system (any

flavor), some utility or software application that we've used 'on the street' to help setup, enhance, or fix someone's pc, or some real world incident that we've encountered and how we handled it. Hardware, software, networking . . .

And, as always, we set aside some time each month for open Q&A - if you've got Windows, if you've got a pc, if you've got a question or a problem — well, no promises made, but we'll try and help.

The Windows Tips N' Tricks SIG meets from 8 a.m. until 10 a.m. on the 3rd Saturday of every month at Northlake College, and is co-hosted by Gil Brand and Chuck Stark - two independent system contractors with over 20 years experience working on pc's and networks for individuals and businesses.

Windows XP Inside Out — 12:30 pm

Glynn Brooks
glynn.brooks@ntpcug.org

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Wireless Communications — 11:00 am

Birl Smith
birl.smith@ntpcug.org

I will give tips for improving your wireless network.

Word — 9:00 - 11:00 am

Diane Bentley
diane.bentley@ntpcug.org

UserForm Field Codes

From 9:00 - 10:00 am, we'll look at the UserForm field. We'll then compare the Fill-In, ASK, and Userform fields using the same document.

Word Macros, Session 2

Microsoft has given us Macros as a way to extend the functionality of the office suite.

From 10:00 - 11:00 am, **Dave Mackenzie** will present the Granny Macro -- changing specific text to a different color.

SIG Co-Leader wanted...

to make occasional presentations. Or ... how about a one-time presentation of a feature that you've developed into something special in your work. C'mon, share it with us! Time is running short.

Word Tip

Complete paragraphs can be indented by adjusting the indent level at Format | Paragraph. Save time by indenting them from the keyboard:

Ctrl+M ... indents the entire paragraph to the first tab setting; each successive Ctrl+M moves to the next tab setting

Shift+Ctrl+M ... moves back one tab setting.

Ctrl+T ... creates a hanging indent (used for bullets, numbers, bibliographies, and this particular paragraph); each successive Ctrl+T indents the second and following lines to the next tab setting.

Shift+Ctrl+T ... moves the second and following lines back one tab setting

WordPerfect — 11:00 am

Diane Bentley
diane.bentley@ntpcug.org

WordPerfect Lightning

WordPerfect Lightning has four main functions. So far, I'm managing to use one of them at work and home — the Notes feature.

All "stickies" that formerly appeared on my desk, wall, monitor, keyboard, phone, calculator, calendar, and file trays, are now stored in specific folders in WordPerfect Lightning. My desks are now "sticky-free."

I'll show you how I set it up and some examples of the types of text and graphics notes I've placed there. Sounds can also be placed there, but that's waayyyy too much fun for me.

As I learn and use more of Lightning, I'll be sharing with all of you. If you are using Lightning, please tell us how you are using it.

WordPerfect Tip

The Prompt-As-You-Go box resides on the right side of the Property Toolbar.

When the insertpoint is located within a misspelled word, the word shows up in this box in **red**. If you click on the down arrow next to the box, alternative spellings are presented.



Lists alternative words for a misspelled word

You can also do this by right-clicking on the word in the text, which will have a red squiggly underline.

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This Month in Our History

by Chuck Fiedler

Good golly! It's time for the October column and time to review what we were thinking about in October of 1992 as viewed from the pages of *PC News*.

Before beginning this month's journey into our history, again I want to make a call for archive copies of *PC News*. Former member **James Ryan** has donated his copies going back to November, 1987. We thank him for remembering our Group.

We also need whatever may be available of copies before November, 1987. The NTPCUG has been publishing a newsletter since 1981. Wouldn't it be interesting to reprise the very earliest history! I am pleased to report whatever history we have and hope to be able to review 20 years ago next month. Anyone have the copies to go back 25 years?

In the October, 1992 issue there was an article titled **Batch File Tips and Utilities** by **Dr. Mitchell Hoselton**. Much of the article dealt with changes to the CONFIG.SYS commands. Now, I know most of us have felt a need to modify our CONFIG.SYS file – Oh, sorry, we're in a Win 2000/XP/Vista world. If you ever built a batch file (and there are still good reasons to do so, even today) there was some good information here – *five pages* of input.

Again my favorite column, *The Variety Store* by **Reagan Andrews**, covered three full pages of fascinating information. He noted the fall in hardware prices saying, "Saw new 33 MHz 386SX motherboards at 1st Saturday [the flea market of computer "stuff"] for \$130, 33 MHz 386 DX motherboards for less than \$200 with 64K SRAM caches." Under the heading *Software a different story*, he noted that "Another 500 or so Windows 3.1 programs announced in last week... There must have been at least two or three DOS and/or OS/2 products announced in the same period."

Speaking of OS/2, Reagan said, "IBM is bragging about selling one million copies of OS/2 2.0 – in eight months. That's about how many *Windows 3.1* upgrades were delivered – in the first week of release."

Member Emeritus Jim Hoisington had a column titled "On Complexity". This month's column noted that it was number 67 in a series. Anybody got that history? This column dealt with "Slipstream Updates" in which software manufacturers would make code

changes to address problems after the product had been released and without benefit of version number changes. Jim noted,

"The problem is that some 'slipstream upgrades' create incompatibilities both with other versions of the same product and with products from other vendors. And, there is no easy way for the user to determine why one computer running EasyWrench version 5.3 doesn't work with MyBase III files and another computer running Easywrench version 5.3 has no trouble at all using MyBase III files... As a user, you need to be aware of [slipstream updates] and don't assume that because two computers are both running version 4.6 that they are running the same software."

Remember, this was before we could all access vendor websites and download any necessary updates to software.

The Group's bulletin board system was the topic of a page and one-half column by **Fred Williams**, our then BBS manager. It seems many members, some of whom had "Read the fine manual" and others who had not, reported problems with the word wrap feature on TBBS. You may have seen something similar especially in forwarded email messages today where text breaks at "funny times" leaving partial lines of text. Fred noted that not all monitors were 80 column monitors and "the NTPCUG BBS is here to serve all our members..." Anyone seen this problem with modern websites?

Fully thirteen SIGs had prepared columns in the newsletter for October. In total, the newsletter noted the existence of **38** separate SIGs. Think you have problems deciding what SIG to attend currently? The SIGs that had prepared columns were: Assembler, BBS, Business Applications/DAC Accounting, Communications, DOS, Desktop Publishing, General Genealogy, PAF (Personal Ancestry File), Paradox, Personal Users, Spreadsheets, Unix and Word.

The DOM (Disk of the Month) Squad had thirteen new disks for sale at \$2.00 per. It was customary to report the hardware requirements necessary for each reviewed program. The majority of them required "Any IBM PC/XT/AT or PS/2 with **512K** of RAM." Only one of this month's reviews noted a need for "Windows 3.0 or 3.1" so most of them were DOS

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programs. Some available disks featured games, some featured productivity programs like spreadsheet and book publishing. There was even a party planner and a wedding planner program. As always, if you tried the program and liked it, you would send whatever registration fee was set by the maker. Registration fees ran from \$12 to \$59 depending on the program.

Under the heading "Inside the North Texas PC Users Group Community", 59 separate members were noted as having volunteered their time in

support of the Group. I'd bet if we had that many volunteers today, there would be more workers than the tasks could accommodate. But let that not discourage you from volunteering some time. If you can volunteer so much as an hour a month, send an email to BOD@ntpcug.org or mention your interest to one of the volunteers at the registration desk. And, of course, all the members would be benefited by your participation.

I hope you have found this information of interest. If you have reflections to offer, contact chuck.fiedler@ntpcug.org, and we will consider them for future issues.

Tips, Tricks and Web Sites

Tips and Tricks

Copy and Paste from the Command Prompt Straight to the Clipboard

*TechRepublic's
Windows XP Newsletter
for September 20, 2007*

If you need to copy output from a command and paste it into a Windows program, such as Notepad, while working at the command prompt, chances are you'll try to use the Mark and Copy commands on the command prompt's Edit menu. **Greg Shultz** shows a better way to get information from a command prompt and onto the Clipboard.

<http://ct.techrepublic.com.com/clicks?t=40156778e6334153cf437a72bd4637a2fd5c39a3-bf&s=5&fs=0>

Web Sites

Technology Buffs - Read Here

Are you a "diversified" technology buff? Meaning, you like technology of *all* kinds – not just PCs? If so, you might be interested in a couple of sites I came across while researching a new laptop.

The first site is www.GIZMODO.COM. It's a funny name, but has interesting reading. On a varying basis, it covers everything from military grade water sanitizers to solar-powered underwater vehicles to \$300 toasters made by Bugatti, and of course, PC stuff. Pretty interesting. LOTS of good reading.

Another site I came across is www.ENGADGET.COM. Here, we learned that forward-facing digital video cameras would be installed on San Francisco city buses to catch cars blocking bus-only lanes (ticket

arrives shortly afterward). We also saw a small factor PC running Windows Home Server for \$686, and found the iUnlock that unlocks Apple's iPhone.

Ok – one more site – www.WOOT.COM. They describe themselves as an online store and community that focuses on selling cool stuff cheap. No big deal, except they only sell **one item each day** until it is sold out. Once gone (either the product or the "day"), that sale is over, period. You can't get yesterday's product, and you can't talk to anyone. Today's product (Wednesday, Sept 12) is (was) a refurbished HP Photosmart 3210 All in One Printer, Copier, Scanner w/ Bluetooth Adaptor for \$99.99. Not a bad deal, but read the associated user comments before buying. And if course, by now, it's a different deal.

Tips from the Seattle Access Users Group

MS Access SIG Leader **Larry Linson** has wisely arranged for us to reproduce articles of interest from the Seattle Access Newsletter. Below are items from their recent October 9th newsletter, all of which appear to be pretty interesting. Our thanks to Larry for arranging this.

Know any college students? Tell them about The Ultimate Steal ... (October 2007)

The ULTIMATE Steal is Microsoft's offer to college students ... only \$59.95 for Office 2007 Ultimate. Check the eligibility requirements at

<http://theultimatesteal.com/eligibility.asp>

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Just remember how you found out ... Tell them that Teresa told you and it's just another benefit of receiving my newsletters.

While you're at it, share this as well ...

7 Computer Security Tips for Students

(October 2007)

Help protect the computers you use for school from viruses, hackers, spyware, and other attacks.

<http://go.microsoft.com/?linkid=7275827>

Virtual Server 2005 R2, SP1 Resources

(October 2007)

Virtual Server 2005 can offer cost effective solutions for many scenarios, so the smart strategy is to have an efficient way to learn what will work best for your environment. Microsoft is providing that in the Virtual Server Technical Resources page. Get product documentation, guidance, White Papers and a host of other links on one convenient page.

<http://www.microsoft.com/windowsserver/system/virtualserver/techinfo/default.mspx>

See Windows SharePoint Services 3.0 in Action (October 2007)

See how easy it can be to store and share information, including documents, lists and forms. Remember, Access 2007 has a built in tool for archiving data and working with SharePoint lists.

<http://office.microsoft.com/en-us/sharepoint/technology/HA102055631033.aspx>

Windows Home Server – Where will it fit in your life? (Sept 2007)

You want to share your files and photos but you also want to be assured that they are safe and secured. Microsoft's new Windows Home Server is designed to make it easy for your family to centralize and safeguard photos, media files, tunes, and more. And as you might expect from a server, Windows Home Server allows you to access your home server while you're traveling. Windows Home Server will be available in stores this fall, but you can learn more now at

www.microsoft.com/windows/products/winfamily/windowshomeserver/default.mspx

Microsoft Launches Malware Protection Center (August 2007)

Get the latest information about malware and potentially unwanted software on the Microsoft Malware Protection Center Portal. Browse the MMPC's malware encyclopedia, download the latest virus/spyware definitions, submit malware samples, and find links to additional content.

<http://www.microsoft.com/security/portal/>

Malware Removal Kit

<http://www.microsoft.com/technet/security/guidance/disasterrecovery/malware/default.mspx>

Microsoft Learning Center – Office 2007 Training for Developers (August 2007)

Limited time offer for free training on SharePoint (and – potentially - other Office 2007 products). Offers will change, so check back often.

<http://www.microsoft.com/learning/office2007/developer/default.mspx>

Microsoft Office Live Seminars (June 2007)

FREE live and on-demand seminars bring the advice and expertise of distinguished experts directly to YOU and at your convenience. Learn about marketing, online sales, starting and managing a business, and more. Whether you're a business owner, a private consultant or work in a corporation, you'll find valuable tips and information that can improve the way you work and deal with others. To learn more and to register for seminars, visit:

<http://office.microsoft.com/en-us/officelive/FX102119031033.aspx?xid=aub0540003485mrt>

Windows Vista – Virtual Hard Drive

This download comes as a pre-configured VHD. This download enables you evaluate Microsoft Windows Vista.

<http://www.microsoft.com/downloads/info.aspx?na=22&p=11&SrcDisplayLang=en&SrcCategoryId=&SrcFamilyId=&u=%2fdownloads%2fdetails.aspx%3fFamilyID%3dc2c27337-d4d1-4b9b-926d-86493c7da1aa%26DisplayLang%3den>

Windows Vista TechCenter (August 2007)

Want to get more value from VISTA? This is the place to look for tools, reference material, downloads, add-ins, links and more; all in one convenient page.

<http://technet.microsoft.com/en-us/windowsvista/default.aspx>

Vista – The new Windows Experience Blog

The Windows Experience, the new blog from the Windows Vista team, focuses on the user experience of working Windows Vista. Topics range from making games better, working with photos, organizing files, and working with various devices. Blogger Brandon LeBlanc will share his experiences with Windows Vista

<http://windowsvistablog.com/blogs/windowsexperience/default.aspx>

That's it for now. What sites do YOU like? Tell us at newsletter@ntpcug.org.

WANTED:

Tips, articles, product reviews and special web sites for our next newsletter. Please think about what you would like to see that hasn't been included yet, and send it to us now, at:

newsletter@ntpcug.org

*Let us know if you win a drawing, and we'll put it into next month's newsletter. **Your input counts.***

Volunteering

Every board member, officer, chairman, and SIG leader is a volunteer. No one in this organization receives any payment for their work. Without our volunteers, NTPCUG would not exist.

Please consider volunteering for one of these important jobs:

Information Desk — Charles Rem

crem@ntpcug.org

Assist with check-in process at 3rd Saturday. One or more hours will make a difference.

Discount Coordinator

Communicate with vendors offering discounts on their products.

Volunteer Coordinator

Coordinate permanent and temporary volunteer participation.

Mentoring — Tom Sweet

tom.sweet@ntpcug.org

Communicate with new members to ensure they are aware of the benefits, SIG opportunities and help them in numerous ways to feel welcome and to know that we care about them.

Program Director

Identify and arrange program topics for our vendor presentations.

Newsletter — Doug Gorrie and Diane Bentley

doug.gorrie@ntpcug.org

diane.bentley@ntpcug.org

Prepare, contribute to and distribute the monthly newsletter.

Professional IT Administration SIG being Considered

NTPCUG is considering a new SIG that focuses on the administration of Windows servers, to be led by one in the business – member Larry Copeland. Larry envisions the SIG being aimed at professionals responsible for administering medium to large networks of computers in their organization.

To get things started, we would be interested in hearing from our membership – how many of you

have an interest in seeing such a SIG initiated? If so, just e-mail postmaster@ntpcug.org advising that you are interested. We'll pass your name along.

If there is enough interest, we'll try to schedule an exploratory session at November's 3rd Saturday meeting so those interested can discuss things with Larry directly.

PDFcreator –

How to create PDF files at Zero Cost

Doug Gorrie

The PDF file format provides a consistent means for facilitating the display and printing of documents on the multitude of printers and monitors in use by the public. Prior to the PDF format, users often found that they couldn't get a document to print properly on their equipment, even if it did show up accurately on their monitor.

PDF resolves that difficulty by allowing printing to occur error-free, on virtually any printer. It also eliminates the need for the person reading it to actually have the same software on their machine that the document was created in (e.g., MS Word, MS Publisher, etc).

The PDF format also serves to essentially "lock in" the content when a document is being provided to others. While not secure enough to be considered unalterable, it does limit the ability of the recipient to modify the contents. Hence, a user is less likely to mess up your masterpiece before viewing or printing it.

Adobe's PDF format (Portable Document Format) came out in 1993. It's an open standard, meaning that others can utilize the format with a minimum of restrictions. Anyone can print a PDF document by using Adobe's free Adobe Reader software (<http://www.adobe.com>).

In the course of distributing newsletters to my homeowner's association, and in forwarding the content of a variety of documents to others, I have found it beneficial to first convert those documents to PDF. I no longer have to worry about the end user's ability to read or print the document.

But being judicious in purchasing software (e.g., "cheap"), I'd rather not spend big bucks for something I can legitimately get for free. A product that meets my needs is PDFcreator for Windows-based machines, and can be downloaded for free (personal or commercial use) from <http://www.pdfforge.org/products/pdfcreator> or from www.Sourceforge.net. If you see multiple versions listed, pick the one *with* Ghostscript (e.g., *PDFCreator-0_9_3_GPLGhostscript.exe*).

Installation is simple – just run the installer like any other windows program. Once installed, just

"print" to it like any other printer installed on your machine. In other words, instead of selecting your HP, Brother, or Canon printer for the output, just select "PDFcreator". The "printout" is converted to PDF format, and can be saved or forwarded just like any file. At any time thereafter, the file can be opened in Adobe Reader and printed to a physical printer.

According to the developers, PDFcreator has a number of functions:

- Create **PDFs** from any program that is able to print
- **Security**: Encrypt PDFs and protect them from being opened, printed etc.
- Send generated files via **eMail**
- Create more than just PDFs: PNG, JPG, TIFF, BMP, PCX, PS, EPS
- AutoSave files to folders and filenames based on Tags like Username, Computername, Date, Time etc.
- Merge multiple files into one PDF
- **Easy Install**: Just say what you want and everything is installed
- **Terminal Server**: PDFCreator also runs on Terminal Servers without problems
- And the best: **PDFCreator is free**, even for **commercial use!** It is Open Source and released under the Terms of the GNU General Public License.

Not at all bad for free software.

Give it a try – download and install it, then "print" something to it. Send a copy of the pdf file to yourself, open and print it, etc. I think you will find it extremely useful over time – I know I have.

There is some question whether PDFcreator works on Vista if the logged-in user does not have Admin privileges. In their forums (<http://www.pdfforge.org/forum/1>), there is reference to an upcoming version (0.9.5) that will have basic Vista support. But if it works now, feel free to put it to use.

Monthly NTPCUG Meeting Flyer – Can You Help Distribute?

Our newest Board member, Chuck Fiedler, along with Diane Bentley and Chris Morgan, have implemented a monthly flyer that members can distribute to friends, family members, colleagues, etc.

The flyer will contain as much information as possible regarding the topics to be covered in each month's SIG meetings. With your help, we hope to generate interest in User Group activities, thereby helping us grow.

Chuck Fiedler will repeat the process each month, soliciting input from SIG Leaders, formatting the information into something easily read by others, then getting the final product out to all members well before the subsequent meeting.

The result of Chuck's initial effort has already been forwarded to our members by e-mail. However, the project is far from over, because getting the flyer to

our members is only half the battle. Chuck is relying on members, SIG Leaders, Board members and volunteers to share the information with others. We also need to you to consider new options beyond the obvious – bulletin boards, etc.

But this process will only be effective if we all work together. We're asking SIG Leaders to provide him information about the upcoming month's activities as expeditiously as possible if we are to get the word out early enough to be useful. Then, our membership needs to think of a couple of places they can post it, or e-mail it to anyone that may be interested. In other words, make it a regular thing when it first arrives.

Our thanks to Chuck for taking on the recurring effort of creating our monthly flyer.

Who have you sent the October flyer to?

www.ntpcug.org Search Engine Quarterly Rankings

by Jeff Frauenheim

Your board of directors has monitored the ranking of ntpcug.org among the leading search engines for the past 3 years. Higher rankings are likely to encourage traffic to the site. Visitors may be more likely to be interested in joining NTPCUG. In fact, more than one dozen out-of-state individuals have become members.

While the visibility of NTPCUG has been enhanced by our rankings, it is the contributions of interesting content of our members that keeps viewers coming back.

Search Engine Ranking	Share of Searches (%)	Search Engine Name	7/1/2007 "User"	7/1/2007 "Users"	10/1/2007 "User"	10/1/2007 "Users"
1	53.60%	Google	3rd	6th	2nd	1st
2	19.90%	Yahoo!	39th	7th	92nd	16th
3	12.90%	MSN	104th	65th	32nd	19th
4	5.60%	ADL	3rd	6th	2nd	1st
5	1.70%	Ask.com	24th	15th	6th	3rd

(1)Source: Nielsen/NetRatings MegaView Search, August 2007
Note: "User" refers to the search term 'PC User Group'. "Users" to 'PC Users Group'.
Sponsored links not counted.

Have an Idea for a New SIG?

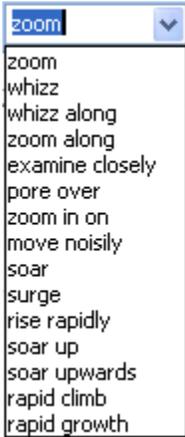
If you have an interest in a specific topic, most likely others will too.

If you have a potential SIG topic in mind and would like to be the SIG leader, send a six-month outline of meeting topics to Glynn Brooks.

A specific explanation will make it easier to ascertain a need, as well as target an audience, for a SIG.

Contact Glynn Brooks:
glynn.brooks@ntpcug.org
or any Board Member

When the cursor falls on a correctly spelled word, the word appears in that box in **black**. Click on the down arrow next to the box, to display the Thesaurus with synonyms.



Lists synonyms for words spelled correctly

I use it:

- to replace words used repeatedly
- as a dictionary to look up the meaning of words

To toggle Prompt-As-You-Go on and off:

Tools | Proofread |
✓ Prompt-As-You-Go



By Birl Smith, President

Prez Sez was not available for this issue — check back next month.

Thank you!

from your

Board of Directors and Officers

President:	Birl Smith birl.smith@ntpcug.org
President-Elect:	Chris Morgan chris.morgan@ntpcug.org
Directors:	Chuck Fiedler chuck.fiedler@ntpcug.org Doug Gorrie doug.gorrie@ntpcug.org Bill Parker bill.parker@ntpcug.org Tom Perkins tomperki@gmail.com Charles Rem crem@ntpcug.org
Treasurer:	Chuck Stark chuck@metroplexcomputerservices.com
Secretary:	Jo Ann Jackson jajjmj@quixnet.net

Calendar

October	November	December
13 9:00 am—Noon 2nd Saturday at Microsoft 2:00 pm Certification SIG at Nerdbooks	10 9:00 am—Noon 2nd Saturday at Microsoft 2:00 pm Certification SIG at Nerdbooks	8 9:00 am—Noon 2nd Saturday at Microsoft 2:00 pm Certification SIG at Nerdbooks
20 8:00 am—2:00 pm 3rd Saturday at King of Glory 2:00 pm Certification SIG at Nerdbooks	17 8:00 am—2:00 pm 3rd Saturday at King of Glory 2:00 pm Certification SIG at Nerdbooks	15 8:00 am—2:00 pm 3rd Saturday at King of Glory 2:00 pm Certification SIG at Nerdbooks

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