North Texas PC News

Prez Sez

by Bill Drissel
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Prez Sez :

More of my motto: "We ain't seen nuthin' yet!" The Register head-lines a "possible" supercomputer board for $99. Chip smaller than a penny ... has 64 cores ... most flops per watt (50 Gflops per Watt) in the industry. The pricing mentioned in the article I'll send you to, involves crowd-sourcing. There are a flock of performance numbers and prices - too many to layout here. See:

> http://www.theregister.co.uk/2012/10/07/adapteva_epipha-ny_parallel_computing_kickstarter/.

Felix Baumgartner has broken a page full of records by his high altitude parachute jump. Details of the technology can be found at:

> http://www.extremetech.com/extreme/137521-the-tech-be-hind-felix-baumgartners-stratospheric-skydive.

The International Space Station was resupplied by a capsule built by Space-X. Pix and details:

> http://www.slashgear.com/dragon-docks-spacexs-first-iss-sup-ply-mission-is-a-success-10251204/.
> --

Today's Tech Tip: How to organize your cables ...

In this Issue....

Special Interest Groups (SIGs) ...

Sessions with presentations, discussion, and exchanges of information

Building Web Sites — 8:00 am

Alan Lummus
Alan@bkmts.com

Continuing our examination of collaboration tools including Google+, Teammate, LogMeIn, and TeamViewer, we'll share experiences in one-to-one, one-to-many, and many-to-many applications. Bring your WIFI enabled computer to be able to actively participate in this workshop.

.NET Developers – 10:00 am

Tuc Goodwin
tgoodwin@ntpcug.org

The .NET Developers SIG meets at 10:00 on 3rd Saturdays. We are doing an Ongoing Series – Learning C# 2010.

To provide a good structure we are following a book: Teach Yourself Visual C# 2010 in 24 hours by Scott Dorman, ISBN: 0672331012, SAMS Publishing. You can find it at Barnes & Noble, Borders, Amazon, or Nerdbooks.

There are also a few useful web sites:

http://bit.ly/csharpbook

http://geekswithblogs.net/sdorman

http://bit.ly/csharpfacebook

Shawn Weisfeld has recorded many of our presentations here (http://www.drowningintechnicaldebt.com/ShawnWeisfeld/archive/2010/09/26/hour-2-of-teach-yourself-c-4.0-in-24-hours.aspx) and on his blog (http://www.shawnweisfeld.com/).

There have also been a complete article on Chapter 3 – Understanding Classes and Objects the C# Way. The interesting thing is that CoDe Magazine has a web page devoted to this particular chapter of this particular book at their web site (http://www.code-magazine.com/Article.aspx?quickid=100193).

Schedule

Below is our schedule for the next few months.

Building an Application Using Visual Studio		
Diving Deeper		
Programming with Attributes (Hour 20)	Shawn Weisfeld	10/20/2012
Dynamic Types and Language Interoperability (Hour 21)	Tuc Goodwin	11/17/2012
Memory Organization and Garbage Collection (Hour 22)	David Stark	12/15/2012
Understanding Threads, Concurrency, and Parallelism (Hour 23)	Shawn Weisfeld	1/19/2013
Next Steps: Silverlight, PowerShell, and Entity Framework (Hour 24)	Tuc Goodwin	2/16/2013

Digital Photography — 10:00 am

Spike Smith, NCE
harold.smith@ntpcug.org

New Camera Features

We will continue our discussions on new camera features. Selecting from dozens of new compact cameras and then another new intermediate group called bridge seems a never ending task. Our can-do-it-all cameras, those mature dSLRs get fewer updates and may even be considered as has-beens by ambiguous

writers and marketing. We will continue exploring attributes of newer camera features and of course make comparisons between these lower priced gear and the dSLRs.

Our discussions will question the needs for those many features and how to select ones for our needs and enjoyment. Our new challenges have now become finding the knobs, buttons, and controls for using this multitude of features.

An important evaluation for so many new camera models includes deciding which models will become a throw-away and which will be our keepers.

Come join us at the Digital Photography SIG and enjoy sharing and learning. Bring your camera if you like.

Digital Photo Editing Software — 11:00 am

Spike Smith, NCE
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Is built-in Camera Editing for Us?

Many of the new low- to medium-priced cameras have included built-in software that formerly was available only with post processing with external software. I doubt if these in-camera processes will eliminate the need for our present day photo editors but will surely make some enhancements available for those never desiring a photo editor.

My opinion of too many in-camera features is it defeats the purpose of giving the typical user a more user-friendly device and may turn more people away than getting them onboard an enjoyable pastime. The time and complexity, plus new compromises, are counterproductive.

For the above reasons, I do not see our present software editing tools disappearing in the near future. I believe that our free editors, low priced editors, and professional ones will remain as our valuable tools for sharing image files, enhancing images, and preparing for publication.

We will cover some reasoning for this surge into in-camera editing and whether most of the features have merit.

A tutorial using photo image editors for building logos and personalizing your own greetings will be demonstrated.

See you at the Digital Photo Editing SIG. Bring your questions and share your ideas.

Have you found new editing methods we would enjoy? Bring them in as sharing is our middle name.

Internet — 11:00 am

Glynn Brooks
glynn.brooks@ntpcug.org

What's Coming in Internet Explorer 10?

There are a few important new features and options in IE10. In this session we'll review the list of new features and show you why you might want to upgrade your browser.

Investors - 1:30 pm

Gil Brand
gbrand@ntpcug.org

In October, we will have our usual Q&A session. Drop by and hear about our latest investing success stories.

Linux Installation Project – 9:00 am

The Linux Install Project helps users with their Linux install or configuration problems. Bring your machine and we will help you get it running.

Making Money on the Internet — 9:00 am

Alan Lummus
Alan@bkmts.com

This month will feature an open discussion on the topics of your choice. .

Microsoft Access SIG —11:00 am

Larry Linson
larry.linson2@ntpcug.org

Jim Wehe
jimwehe@gmail.com

We will have a short demonstration of two mapping programs. AniMap shows year by year U.S. state and County names and borders. Centennia shows Country development. Have you a State you would like

to see how it changed over time?

My Access book database is being modified to categorize 80 books by Family History, Louisana and Southern History, biographies, general history, and computer referance books with separate reports sorted by publication date. This is a work in progress that will eventually index over 100 books.

Microsoft Application Development Study Group SIG - 1:30 pm

Tom Perkins
tomperki@gmail.com

To Be Announced

Questions or comments?

Contact Tom Perkins (tomperki@gmail.com) or Chris Morgan (chris.morgan@ntpcug.org)

Microsoft Excel – 8:00 am

Frank Tubbs, SIG leader
ftubbs@sbcglobal.net

Since this moderator is in job transition, he has been reviewing the use of Excel functions with folks in his networking group. There are 407 functions available in Excel 2010, all of which are useful to someone. But only about 10% are the most-used, so this month, we will look at this 10% and review how they are used. Examples will include the use of array formulas.

HTML (formerly Microsoft Expression Web) — 10:00 am

Chris Morgan
chris.morgan@ntpcug.org

For October we will continue building our web site to enter data and save it to a database.

Last month, we built the structure of a website using various ASP.NET Web Page tools and WebMatrix. This month we will create two more pages – one to enter new records into the database and another to edit these records. Time permitting we will get into the use of the WebGrid helper control to display the information entered. The WebGrid displays a table of data much like the page we built last month.

However, the WebGrid has many more features to control the tabular information display; like paging, alternate row styles, and more.

Powershell – 8:00 am - 10:00 am

Will Steele
wlsteele@gmail.com
Larry Weiss
lfw@airmail.net

Matt Hester, Microsoft's Sr. IT Pro Evangelist for the South Central District will present an overview of PowerShell 3.0 including a look at some of the new built-in enhancements for Windows Server 2012.

Windows Inside Out — 12:30 pm

Glynn Brooks
glynn.brooks@ntpcug.org

Windows 8 - Upgrade Considerations

With the release of Windows 8 on October 26, many PC owners are trying to figure out whether it's time to upgrade. In this meeting we'll look at what the upgrade options are and offer hints on how to save time and effort if you decide to make the change.

Windows Tips & Tricks — 9:00-11:00 am

Gil Brand
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Chuck Stark
chuck.stark@ntpcug.org

This month, it's Building The Next Raffle PC -- come see how we do it.

Generally, it's open Q&A on all things Windows and PC's. If you have a 'troubled' system, please contact Chuck Stark for a possible 'live, no net' troubleshooting session.

Wireless Communications — 11:00 am

Birl Smith
birl.smith@ntpcug.org

In October, we will be talking about the features to look for in a tablet. The playing field will change in the next two months because Apple will be releasing its smaller iPad by the end of October and the Windows tablet should be available in November.

Word — 10:00 am

Sharon Dorsey
Sharon.Dorsey@ntpcug.org

Illustrations - Charts

Need a visual of your 2012 budget or how your stocks are doing? We'll look at creating a chart in Word to reflect spreadsheet data.

NTPCUG NEWSLETTER AD RATES AND DESCRIPTION

Paid advertising is available within the North Texas PC News at reasonable rates. The online Newsletter is published monthly and is distributed in PDF format to approximately 200 registered members.

SIZE	Price / One Issue	Price Each - Six Issues
Full Page	$120	$ 85
Half Page (vertical)	$ 75	$ 65
Half Page (horizontal)	$ 75	$ 65
Quarter Page	$ 50	$ 40
Business Card	$ 35	$ 25
NTPCUG Members	Half Price	

Policies & Mechanicals

*   Commercial ads –
    o repro form, final size, ready for printing
    o JPEG or approved format
    o 300 DPI minimum
*   Text ads should follow most commonly used font styles
*   No ads on front page
*   Related only; suitable at discretion of NTPCUG
*   Payment in advance
*   Send requests for information, contacts, or orders to: **Advertising@ntpcug.org**

News from the Northwest

By Teresa Hennig

Downloads, Updates and Other Good Stuff

Check out Office 2013 – (Sept 2012)

Download the beta, watch videos, learn, experiment, lead the way …
www.microsoft.com/office/preview/en.

Upgrade to Windows 8 Pro for only $39.99 --- Introductory Pricing through January 2013. (Aug 2012)

Starting October 26th, you can upgrade (most) Windows OS platforms to Windows 8 Pro for only $39.99 … but wait, there's more … once installed, you can also use the "add features" option to add Windows Media Center for FREE!!   What a bargain. Read the blog and make the move…

http://windowsteamblog.com/windows/b/bloggingwindows/archive/2012/07/02/upgrade-to-windows-8-pro-for-39-99.aspx

But wait, there's even *more*. If you don't want to wait, you can visit the Release Preview site: http://windows.microsoft.com/en-US/windows-8/release-preview.

Windows Server 2012 RTM -- Learn and Download Files (Aug 2012)

The benefits of what we call the Cloud OS. You will be able to learn more about the features and capabilities and connect with experts and peers. You'll also be able to collect points along the way for the chance to win some amazing prizes. Save the Date …. http://www.microsoft.com/en-us/server-cloud/new.aspx

FREE Books from Microsoft … Offered through MSDN (Aug 2012)

Microsoft is offering FREE download of HUNDREDS of books covering a wide spectrum of topics. Indeed, MSDN has included so many titles, that they split it into TWO postings. You'll find books on Office 365, Azure, SQL Server, Office, developing for phones and mobile apps …

There is something for just about everyone -- teachers, developers, executives, students … Share the links with your friends and colleagues … Tell them it's just one of your many benefits shared through the Access user groups!

http://blogs.msdn.com/b/mssmallbiz/archive/2012/07/27/large-collection-of-free-microsoft-ebooks-for-you-including-sharepoint-visual-studio-windows-phone-windows-8-office-365-office-2010-sql-server-2012-azure-and-more.aspx.

http://blogs.msdn.com/b/mssmallbiz/archive/2012/07/30/another-large-collection-of-free-microsoft-ebooks-and-resource-kits-for-you-including-sharepoint-2013-office-2013-office-365-duet-2-0-azure-cloud-windows-phone-lync-dynamics-crm-and-more.aspx?wa=wsignin1.0

User Group TV – UG Meeting Presentations   (Aug 2012)

In January of 2011, MVP Shawn Weisfeld, founded UG TV as a venue for sharing User Group content online for free. You can check out the growing selection of videos and presentation ma-

terials at http://usergroup.tv/

Sync Fusion Metro Style Icons – $499 value as a Free Download   (Aug 2012)

Syncfusion Metro Studio 2 provides a collection of over 1700 Metro-style icon templates that you can be easily customize and integrate with Microsoft Office applications.

- Create thousands of unique icons from 1700+ icon templates
- Organize icons into projects and export groups with one click
- Copy icons to the Clipboard for easy integration with Microsoft Office applications
- Easily create CSS icon sprites
- Convert font characters to icons

www.syncfusion.com/downloads/metrostudio?utm_medium=EDM&utm_source=MetroStudio&mkt_tok=3RkMMJWWfF9wsRonuq%2FLce%2FhmjTEU5z16egvXKWg38431UFwdcjKPmjr1YoITcV0dvycMRAVFZl5nR9BFOOTaZNJ9fs%3D.

Compatibility Issues When Integrating Access 2007 and 2010   (July 2012)

Beware of the "law of unintended consequences" – maybe that plaque should be posted by every programmer's computer. Now, back to the topic at hand … Just in case you have been blissfully unaware of the Pandora's Box of issues lying in wait – use EXTREME CAUTION if you MUST mix environments of Access 2010 and 2007.

There are a myriad of known issues – those with documentation available to the pubic (and likely even more that aren't so easy to read about) – that will prevent file and objects from working with Access 2007 if they have been developed or used in Access 2010.

Hopefully, the following MSDN article will help you save time and avoid frustrations …
                    http://msdn.microsoft.com/en-us/office/cc907897.aspx

We are anticipating more in-depth information, but the best advice for now is … Just Don't Do It!

Veeam Backup Free Edition   (July 2012)

The latest version to backup and archive virtual machine files now includes the popular Veeam FastSCP utility and a new feature the company calls VeeamZIP. Download the software from:
www.veeam.com/virtual-machine-backup-solution-free.html?ad=vmware-esxi-fastscp-go-to.html

⬜   Win IT Pro article about Veeam Backup software:
www.windowsitpro.com/blog/virtualization-blog-13/news2/veeam-ships-veeam-backup-free-edition-veeamzip-143328

⬜   Related blog post: Four for Free: No-Cost Virtualization Tools and Utilities – Win IT Pro
          www.windowsitpro.com/article/virtualization/four-for-free-no-cost-virtualization-tools-and-utilities

RESOURCE TIPS:

Access MVPs – Sharing code and resources

Several Access MVP are sharing resources and links through the website hosted by Arvin Meyer. You will find the tools offered during Crystal's presentation on her page.
http://www.AccessMVP.com

Doug Steele**, Access MVP and author of "Access Solutions" shares tips and links to other r**esources. http://www.accessmvp.com/djsteele/AccessIndex.html

Access Blog – by the Access Team --- one of the top blogs on MSDN!!!

Stay tuned to the community … The team shares insights into their schedule, their favorite features, new features and how to use them. This is also an ideal venue for the team to talk about issues that are of interest to the Access community. You'll learn about the people and some of the factors that are helping to shape the future of Access. Whether you're a seasoned developer or just learning about Access, you'll find invaluable information and techniques. From creating a database template to getting help when you need it, The Access Blog covers the gamut. http://blogs.msdn.com/access/default.aspx

A couple of good sites to search for information and programming assistance

www.mvps.org and Office Developer Center on MSDN. And, we've been mentioning the newsgroups. You can search and drill through thousands of threads. Visit http://search.microsoft.com/en-us/CommunityResults.aspx?q=office%20community to search through Microsoft community and support options.

You may also find what you are looking for by using http://groups.google.com or by setting multiple search criteria at www.google.com/advanced_search?hl=en.

Utter Access Discussion Forum

Touted as the number one Access community forum! This may be a great place to get answers to your questions. And, you'll see several familiar names as some of our members are prolific posters. Hey, there are even photos from the MVP Summit, so check it out! www.utteraccess.com/forums/index.php

A compilation of links to Access Resources

This site provides an impressive array of links to a variety of resources for Access developers and users. www.cbel.com/ms_access/.

Access Developer Portal MSDN

Database samples and tutorials provided by Access MVP and other experts.
http://msdn2.microsoft.com/en-us/office/aa905400.aspx.

Database Issue Checker

Access MVP, Allen Browne offer tips and utilities for casual users through expert developers. The Issue Checker can be used during development or to trouble shoot legacy files. Allen's site provides a host of other tips and resources, including a compilation of reserved words. http://allenbrowne.com/ or   http://allenbrowne.com/AppIssueChecker.html

Mr Excel – Excel tips and support and … Learn Excel from Bill Jelen   (May 2012)

Mr Excel represents an entire community of Excel power users how are sharing their expertise, experiences and time through blogs, podcasts, tips, forums and links to a wealth of other reference materials. Among the links you'll find Bill Jelen's podcasts and books – including several that can be invaluable tools in Access projects – such as the random number selector. Visit the website, www.mrexcel.com or go to http://learnmrexcel.wordpress.com for a blog and videos.

Optimize Access when using ODBC data source (May 2011)

Article referred to in George Hepworth's presentation April 2011 on DNS Less data connections. Read KB286222 at http://support.microsoft.com/kb/286222

Clonezilla: Image Your Drives for Free (Tech Republic article and instructions for using Clonezilla) (April 2011)

Disc imaging is a valuable resource for disaster recovery, but it can also be used for maintaining and upgrading systems. Clonezilla allows you to clone the image of a machine and use it to restore the image to a single machine or multiple machines. In this Tech Republic article, Jack Wallen provides the background and walks you through the process. www.techrepublic.com/blog/doityourself-it-guy/diy-image-your-drives-for-free-with-clonezilla/179?tag=nl.e056

Rick Fisher's Find and Replace (May 2011)

Rick's tool will search through the design elements, such as the table and field names and modules (not the data). It can change the names of objects throughout the entire database. Version 9.0 works with Access versions from 2000 through 2010. For more details and the download, visit http://rickworld.com.

Teresa is an Microsoft MVP for Access, Leader of the Seattle Access Group and Pacific Northwest Access Developers, INETA Community Champion, and member of the North Texas PC User Group since 2008.

NTPCUG Member Websites

Are you an NTPCUG member? Do you have a website that you would like to share with other members? Here is your opportunity to publicize your hobby, personal interests or a business.

NTPCUG now permits each member to post their name along with <u>one</u> website at www.NTPCUG.org and in our newsletter.   Member links to be posted are subject to Board approval, and cannot contain inappropriate content or promote illegal activities – all the usual conditions that responsible persons expect. Send us your links now!

Here are our current member sites:

Member & Website	*Member & Website*

Howard Lee Harkness
    www.choicetraveltx.com
	Bob Hawkins
	    www.fairviewmicrowave.com

Bill Parker
    www.Partec.net
	Doug Gorrie
	    www.JanetGorrieInteriors.com

Larry Weiss
    https://sites.google.com/site/powershellsig
	Will Steele
	    www.PowershellJobs.com

If you wish to post as shown above, just e-mail *webmaster@ntpcug.org* with your name, member number and the URL of your desired website. We'll post your name and URL on our website and in the newsletter for as long as your membership remains current.

Screen Capture Made Easy

Tuc Goodwin
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Has this ever happened to you? You are working at a client and they need screen shots of the application you developed. Now it doesn't matter if you created a web application, a Windows form, or a mobile application. You are going to create documentation, and often pictures speak volumes. Pictures are the fastest way to convey ideas. I have often used simple screen captures to clarify ideas and concepts with clients, so I thought I would share some of the techniques that I have learned over time.

Different format types

There are a few basics that I want to share first. There are many, many different graphic formats. Depending on what you need to display, you might need to choose a specific format. There are generally two different image types used to store image information: raster formats and vector formats.

Image Format	Description

Raster   Most images you see on your computer screen are raster graphics. Pictures found on the Web and photos you import from your digital camera are raster graphics. They are made up of grid of pixels, commonly referred to as a bitmap. The larger the image, the more disk space the image file will take up. For example, a 640 x 480 image requires information to be stored for 307,200 pixels, while a 3072 x 2048 image (from a 6.3 megapixel digital camera) needs to store information for a whopping 6,291,456 pixels.

Since raster graphics need to store so much information, large bitmaps require large file sizes. Raster graphics can typically be scaled down with no loss of quality, but enlarging a bitmap image causes it to look blocky and pixelated.

Vector   Vector graphics are comprised of paths, which are defined by a start and end point, along with other points, curves, and angles along the way. A path can be a line, a square, a triangle, or a curvy shape. These paths can be used to create simple drawings or complex diagrams. Paths are even used to define the characters of specific typefaces.

Because vector-based images are not made up of a specific number of dots, they can be scaled to a larger size and not lose any image quality. When you blow up a vector graphic, the edges of each object within the graphic stay smooth and clean. This makes vector graphics ideal for logos, which can be small enough to appear on a business card, but can also be scaled to fill a billboard.

Different File Format extensions

Now that you understand the format types, let's talk about different file formats. There are as many different file formats are there are stars in the sky. But for our purposes we are only going to care about a few.

File Extension	Description

BMP   Uncompressed raster image comprised of a rectangular grid of pixels; contains a file header (bitmap identifier, file size, width, height, color options, and bitmap data starting point) and bitmap pixels, each with a different color. BMP files may contain different levels of color depths per pixel, depending on the number of bits per pixel specified in the file header. They may also be stored using a grayscale color scheme.

WMF   Proprietary Windows graphic format developed by Microsoft; contains a series of drawing operations, including commands for drawing lines, circles, and rectangles; may also contain bitmap drawing operations; used primarily for vector images, but can also include raster graphics. WMF files have largely been replaced by more standard formats, such as .JPG and .GIF images. The WMF format is still supported by various programs, including Microsoft's Windows Photo Viewer, which is included in Windows 7.

PNG   Image file stored in the Portable Network Graphic (PNG) format; like a .GIF file, contains a bitmap of indexed colors under a lossless compression, but without copyright limitations; commonly used to store graphics for Web images. The PNG format was created in response to limitations with the GIF format, primarily to increase color support and to provide an image format without a patent license. Additionally, while GIF images only support fully opaque or fully transparent pixels, PNG images may include an 8-bit transparency channel, which allows the image colors to fade from opaque to transparent. PNG images cannot be animated like GIF images. However, the related .MNG format can be animated. PNG images do not provide CMYK color support because they are not intended for use with professional graphics. PNG images are now supported by most Web browsers. Mac OS X 10.4 and later saves screenshots as PNG files. Ubuntu Linux also stores print screen screenshots in the PNG format.

GIF   The letters "GIF" actually stand for "Graphics Interchange Format" and are image files that may contain up to 256 indexed colors; color palette may be a predefined set of colors or may be adapted to the colors in the image; lossless format, meaning the clarity of the image is not compromised with GIF compression. GIFs are common format for Web graphics, especially small images and images that contain text, such as navigation buttons. However, JPEG (.JPG) images are better for showing photos because they are not limited in the number of colors they can display. GIFs are based on indexed colors, which is a palette of at most 256 colors. This helps greatly reduce their file size. These compressed image files can be quickly transmitted over a network or the Internet, which is why you often see them on Web pages. GIF files are great for small icons and animated images, but they lack the color range to be used for high-quality photos.

JPEG   Compressed image format standardized by the Joint Photographic Experts Group (JPEG); commonly used for storing digital photos since the format supports up to 24-bit color; therefore, most digital cameras save images as JPG files by default. JPEG is also a common format for publishing Web graphics since the JPEG compression algorithm significantly reduces the file size of images. However, the compression used by JPEG may noticeably reduce the image quality if high amounts of compression are used.

TIF   High-quality graphics format often used for storing images with many colors, such as digital photos; short for "TIFF;" includes support for layers and multiple pages. TIFF files can be saved in an uncompressed (lossless) format or may incorporate .JPEG compression. They may also use LZW lossless compression, which reduces the TIFF file size, but does not reduce the quality of the image.

Capturing Screen Shots

Now that we have gotten the preliminaries out of the way, let's talk about tools and techniques that can assist you. I am going to mention three specific tools that you probably already have heard of: Paint, Office 2010, and SnagIt.

Paint is part of Windows. We have all used it at one time or another. You can launch it from the Start menu, Accessories, Paint. If you are like me, you are probably already used to starting it from the run menu by typing in "paint", "pbrush" or "mspaint". This will display the application as shown in the image below.
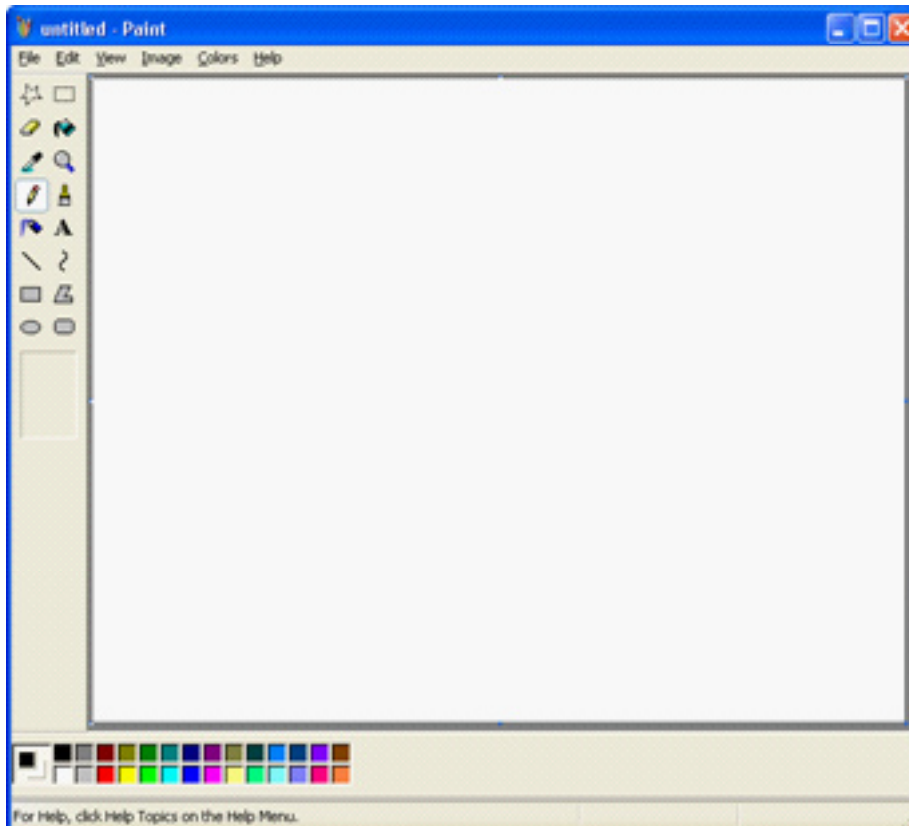

Figure 1 - Microsoft Paint

Capturing the view of your screen is pretty straight forward. If you press the "Print Screen" button Windows will capture your entire desktop to the clipboard. Pressing "Alt+Print Screen" will capture just the active window to the clipboard. Now you have something to work with. Using the tool palette you can create simple text boxes and add minor accents for emphasis of important points.
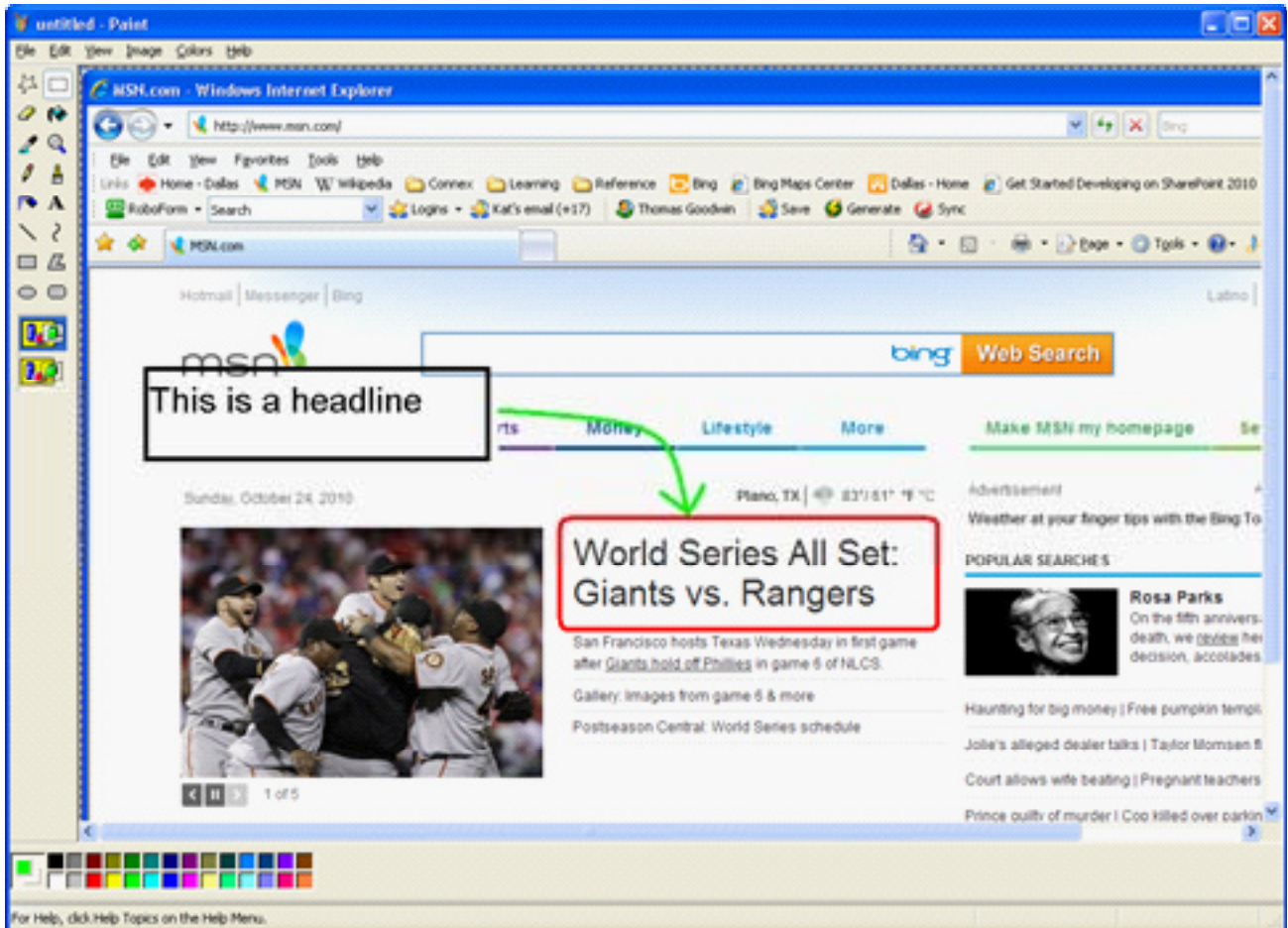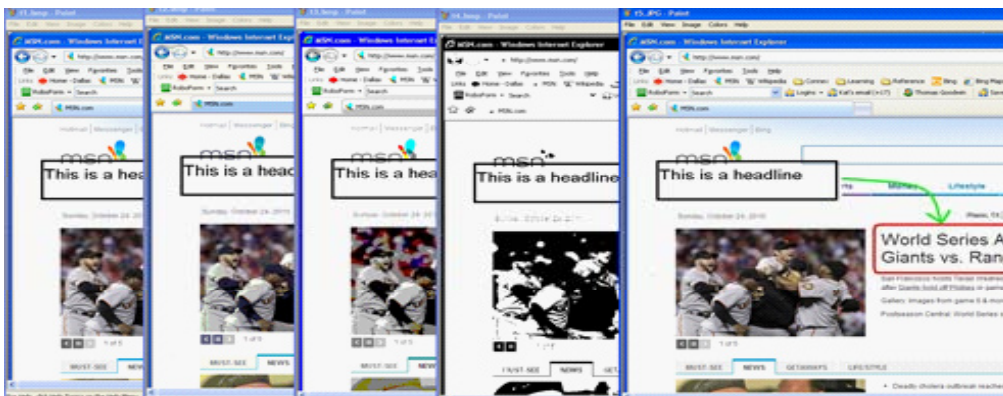
Figure 2 - Paint with simple emphasis

Using Paint, you can save the image in several formats. Depending on the format you choose the crispness of the image and the size of the image file can vary greatly. Using the image that I created above, you can see the differences in sizes below and the differences in the render images.

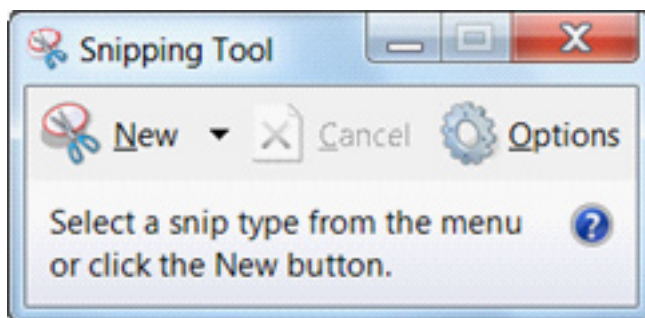| Size	Type
2,677,014	24-bit Bitmap
893,398	256 Color Bitmap
446,278	16 Color Bitmap
112,382	Black/White Bitmap
166,758	JPEG
124,067	GIF
618,130	TIF
361,353	PNG

This tool is one that you always have available, but as you can tell, the effects that you can do are somewhat limiting. This limitation leads us to exploring other tools that allow us greater flexibility when it comes to capturing images.

Windows 7

If you have upgraded to Microsoft's latest operating system, you have a new feature that allows you to take screenshots or "screen clippings" directly from any application. You can take a picture of all or part of the Windows open on your computer. It is very easy to work with. Follow these steps to add a screenshot.

1. From the Start menu, click the All Programs and locate the Accessories folder.

2. Locate and click on the icon labeled "Snipping Tool".

3. The Clipping tool dialog appears

4. Your mouse cursor changes into a cross hair and the screen is "frosted over". Click your left mouse button and drag your mouse to select the area of your screen that you want to capture.

5. Your capture appears and you can then save the capture in a HTML, PNG, GIF, or JPEG format.

Office 2010

If you do not have Windows 7, Office 2010 also has a new feature that allows you to take screenshots or "screen clippings" directly from any Office application. You can take a picture of all or part of the windows open on your computer. It is very easy to work with. Follow these steps to add a screenshot.

1. Open the application and the document which you want to place the screenshot.

2. Click the Insert tab and select the screenshot button. You will have the choice of any open application in the Available Window gallery or the desktop as a whole.

3. If you click the thumbnail image in the gallery, it will insert the image that you see.

4. You can also add any part of any window by selecting Screen Clipping. The entire window will be temporarily "frosted over". Your mouse pointer will become a cross allowing you to precisely select just the area you want to capture.

Note: If you have multiple windows open, before clicking Screen Clippings, click the window from which you want to clip. When you click Screen Clipping, the program you are working in is minimized, and only the window behind it is available for clipping.

5. Optionally, after you add the screenshot, you can use the features on the Picture Tools tab to edit and enhance your screenshot.
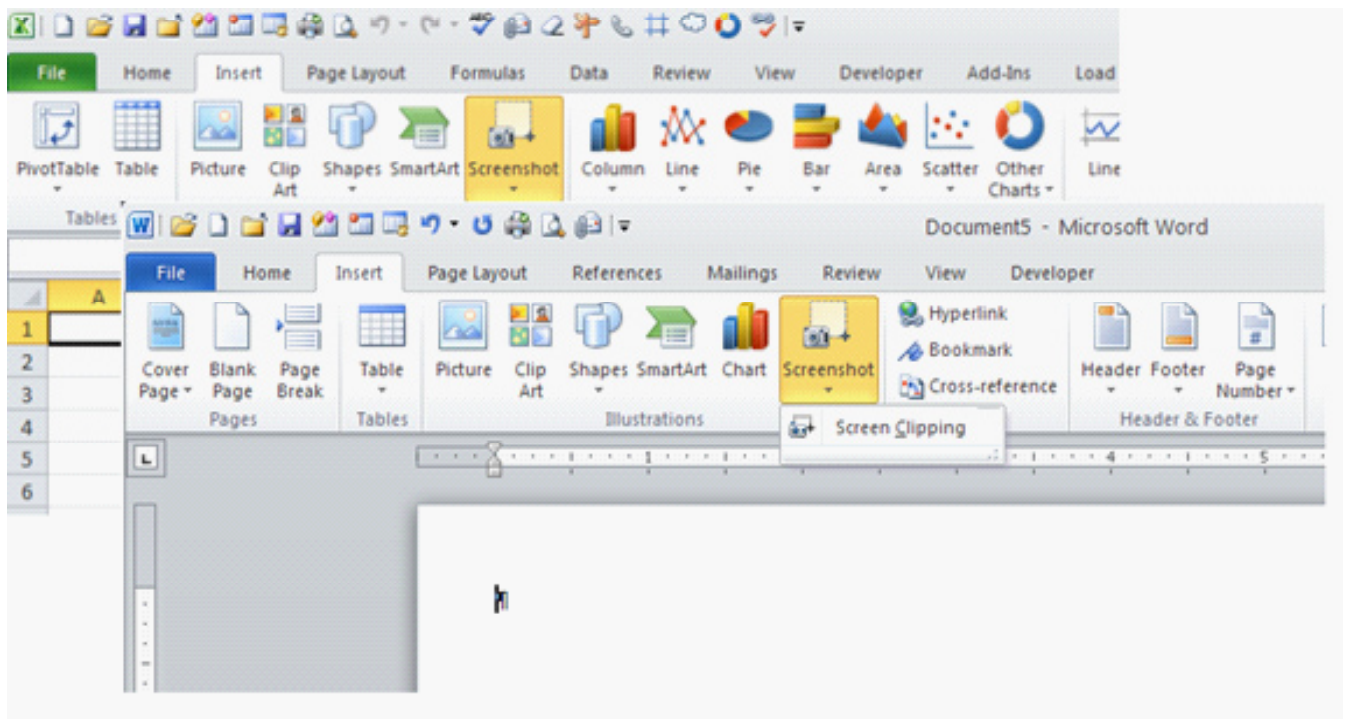
Figure 3 - Screenshot in Office 2010

SnagIt

SnagIt is a third party application that allows you to perform screen captures. It comes with a very powerful editor that allows you to edit the images. SnagIt is made by a company called Techsmith.

Techsmith (http://www.techsmith.com/) is a company that creates several tools that allow users to capture information. Camtasia is used extensively for recording video and audio presentations that are used for webcasts and other training aids. Morae is a tool used for capturing the customer/user experience. Jing is a free tool that has some windows capturing and editing. Techsmith has trial versions of all their software that you can freely download.

Once you have installed it, to use SnagIt all you have to do is start it and press the Print Screen button. SnagIt then takes over, providing you a variety of different capture modes. One such mode is the scrolling window mode, where you can capture an entire web page that extends past your viewing area.

SnagIt has great editing capabilities that allow you to manipulate the "end product".

In the image below I have blurred an image; made two of the four edges ragged; put in a small arrow to accent a title, and added a balloon box for annotations.

These are very, very simple edits. There are many more to highlight and magnify images, add lines, circles arrows, and other mark up images.

Even though SnagIt costs about $50, I think that the ease of use, and the enhanced editing capabilities makes it worth the price, especially if you are doing a great deal of documentation.

Other resources

After I started writing this I remembered another terrific resource that if you don't know about it, you should check it out. LifeHacker.com http://lifehacker.com/. This web site is an outgrowth of a book called Upgrade your Life by Gina Trapani (ISBN: 978-0470238363). It is an interesting book, but the web site is also very cool with tips, tricks and traps on free software, utilities, and other related topics. I remembered that I had seen an article on screen capture tools. The link can be found at http://lifehacker.com/5218155/five-best-screen-capture-tools and their entire list concerning screen capture utilities can be accessed at http://lifehacker.com/search/screen%20capture/.

Hopefully this has given you some ideas on how to make it easier for you to capture screen shots to impress and delight your clients.

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Career advice (from a lawyer)

Tuc Goodwin
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It is October. Time for appraisals, promotion review boards, assessing one's career, and planning for next year. Throw in Halloween and the launch of the Holiday season and it becomes a busy time for everyone. Now is the time to start planning for the coming year, getting your PDPs in order and generally thinking about what's next in your career development. If you don't believe me, let's put this need into some perspective.

I am going to use an analogy that will be familiar to all those of you who are married. *How long did you plan for your wedding?* I would bet that on average the planning time was between six months and one year. Now that leads to the next question: *How long did the wedding last?* A few hours, maybe a day and an evening, right? Okay, now let's ask a different set of questions: *How much time did you spend planning your career?* Was it less than a year? *How long is your career going to last you?* See the irony? Your career will last you much longer than that moment in time. It is important to, on a regular basis, for each of us to spend the time, to assess where we are at and where we want to be going.

A few years ago, I discovered a career development book written by **David Maister.** Mr. Maister is a former Harvard Business School professor, American writer and expert on business management practices and the management of professional service firms. He has written several books, including one that I give to all of my counselees titled True Professionalism (ISBN: 978-684-84004-8). Mr. Maister retired in 2009, but I have found his books to be timeless.

I recently read something on one of Mr. Maister's older blog post that describes "*how to have a successful career*" that I thought I would share with you. As you read it, substitute "*Lawyer*" and "*Law*" with "*Consultant*" and "*Consulting*" or in some cases "*computers*" or "*[your favorite programming language]*."

"First, be someone others count on. Most folks talk a good game; very few come through. ***Clients come to you because they have a situation they cannot solve on***

their own. Most are not looking for an analysis of the law. Most want you to solve a problem. So solve it, don't add to their problem by being hard to find, by missing deadlines, or by simply describing their problem back to them. It's like going to the dentist when you have a toothache. You want it fixed and you want it fixed now. That's what a client wants every time they talk to you. Walk in with a problem, walk out with a solution.

What they want is someone they can count on to make their lives simpler, to accomplish what they want accomplished. If you can simply do that, you'll be sought out as an extraordinarily effective lawyer. And there is a real difference in your sense of self between being simply a resource; somebody who knows the law, and the person that people count on to solve their problems.

Second - be an interesting person, for your own good and so that clients think of you as more than a lawyer. A decent definition of hell is a dinner party companion who is a first year lawyer on the day after his or her first trial. Law stuff is interesting mostly to lawyers. In fact, it's real interesting to lawyers, so that's what we talk about all the time, just like you talk about law school all the time.

Force yourself to do be able to talk about more than law - read books, go to movies, be part of politics, go to lectures. You'll meet people, you'll be able to talk about things that other people find interesting, and you won't burn out on your job.

The horror stories you hear about associates working 2500 hours a year? You will be surprised when you see how much of that is self-imposed. These young lawyers get caught up in the chase and find that what they're doing more interesting than anything else- so they become that boring self-absorbed dining companion. The world's full of great people with jobs and hobbies that are just as demanding and just as fascinating as yours, (assuming you make yourself get a hobby). Learn about them. You'll be happier and much more fun to be with.

Here is another obvious but ignored truth. **Look out for yourself.** Nobody cares about you like you do except maybe your parents, and you won't be working for them. My late and very wise father used to tell me to not worry about what people were thinking about me, because they weren't. They were thinking about themselves.

Your employer may have a mentoring program, but nobody is mentored into a success. *Mentors are important, but they are only a resource. Accept that you are in charge of your success.*

So if you think you need experience in an area, make it your business to go get it. Ask somebody; don't wait for it to come along. Don't wait for somebody to notice that you're missing an important skill. Ask for a promotion - people aren't watching what you do as carefully as you think or hope.

Also, determination matters. It matters more than intellect. The streets are littered with directionless geniuses with unexecuted good ideas. Woody Allen had it pretty dead on when be said that 90% of success is simply showing up. You won't suddenly have a great career. Nobody ever does. The secret is simple - *great careers are the result of day after day deciding to do good work and being someone who others count on.*

Be enthusiastic. Because we deal in rules, it's real easy to fall into cataloging all the reasons something won't work or why somebody shouldn't do something. In fact, we lawyers take pride in being the first one to find fault with an idea. Makes us look smart. In my days as managing partner I would roll out a strategic initiative, and I could see my partner's eyes starting to spin. Who would get the prize for being the first one to spot the flaw?

Clients want to do things - they don't call you so they cannot do things. They want to stay in the borders of the law, but they want to be told how to do what they want to do. And they want to know that you're happy to be part of what they're doing. There is no better way to end a client meeting than saying "This is going to be great" and to mean it. It's fun to be charged up - to add energy to every conversation.

Trust yourself. You are a very bright person or you wouldn't be here today. I think among the most important conclusions I came to as a young lawyer was that if I didn't understand something, it was because the thing in fact didn't make sense, not because I was stupid. Most of the times I've found myself in hot water it's because I let a conversation continue past the point where I understood what was being said. And virtually every time I would say "stop, I'm not following this," someone would come up to me after the meeting and say "Boy I'm glad you said that. I had no idea what we were talking about."

Get involved. Organize the reunion or the bicycle race. Chair the church committee. Help people who have not enjoyed your good fortune. You have spent three years learning how to organize your thoughts, analyze a situation, and articulate action plans. Use those skills everywhere in your life. Stuff will get done, people will appreciate your initiative, and you will derive great satisfaction from making things better.

Here are my final two unappreciated but clearly true truths: **The toughest lawyer is *not* the one who is the most obnoxious.** Clients will say they want a tough son of a gun to make somebody life's miserable, a real bulldog, etc.

Don't be that person. It's been my 100% uniform experience that the bulldog only adds time, expense, stress and confusion to an otherwise inevitable result. Even clients can't stand them after a couple of months. You want to be tough? Have the best preparation on the facts, the law and the strategy. Judges care only about those things, not a whit for bluster. Bullies are jerks, they wreck the profession for everyone, and you can beat them every time.

And finally and hands down most importantly and please pass this on to your friends and your children, because it's really important — **Be nice and have fun.** Just doing that makes life better for everybody, mostly you.
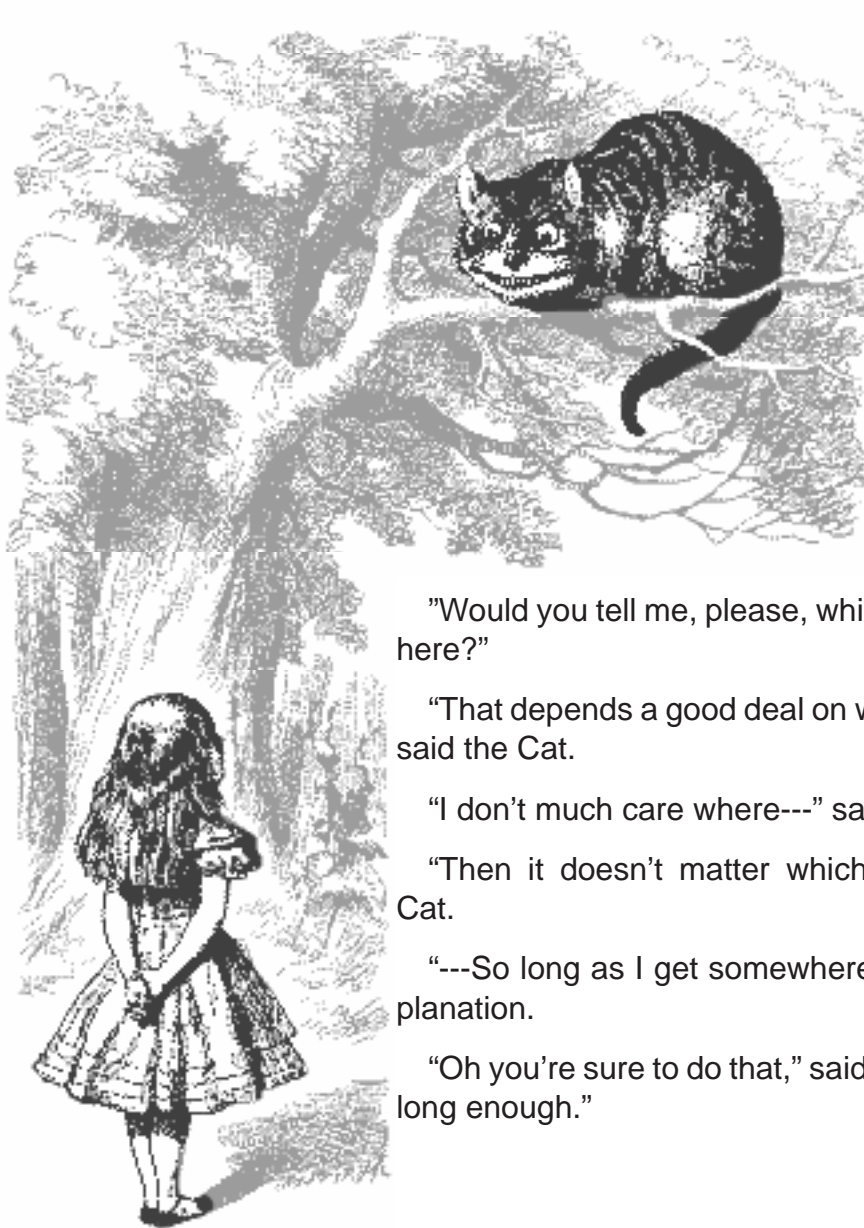
And now really finally, and this is not a truth, but what I think you should do - thank the people who have helped you get to where you are today, and fully enjoy this moment - you have earned it. "

Note: If you want to read the unexpunged version, you can find it at http://davidmaister. com/blog/602/Being-a-Happy-and-Successful-Lawyer.

Finally, let me leave you with this thought about career planning: *How old will you be in five years if you don't plan your career?* People (usually) do not regret the things they **did**, as much as they regret the things they **didn't** do.

Excelsior!

"Would you tell me, please, which way I ought to go from here?"

"That depends a good deal on where you want to get to," said the Cat.

"I don't much care where---" said Alice.

"Then it doesn't matter which way you go," said the Cat.

"---So long as I get somewhere," Alice added as an explanation.

"Oh you're sure to do that," said the Cat, "if you only walk long enough."

Monthly NTPCUG Meeting Flyer – Can You Help Distribute?

Each month, we send members a flyer listing the upcoming second and third Saturday SIG meeting information. We work to fit it all on one page so it can be easily printed and posted in offices and public areas. It can also be sent by email to family members, friends, colleagues, etc.

With your help we hope to generate increased interest in User Group activities, thereby helping us grow. We rely on members, SIG leaders, Board members and volunteers to share this information with others. We also need you to consider new options beyond the obvious – bulletin boards, etc.

We ask you, our members, to think of places where you can post the monthly flyer and to e-mail it to anyone you know who may be interested.

We try mightily to get this out before the weekend preceding the second Saturday of each month so you have time to "do your thing".

With your help we can grow our Group and reach others who can "Share what you know, learn what you don't."

> **Where have you sent the October flyer?**

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, even periodically, will make a difference.

This is an ongoing need. YOU can help, and it's not difficult. Training provided, so you really have no excuse not to assist - right?

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.

Newsletter — Doug Gorrie, David Franke
doug.gorrie@ntpcug.org
davef81@gmail.com

Prepare, contribute to the monthly newsletter. Edit articles for better wording, formatting.

A Hearty Welcome Extended to the 2012 NTPCUG Elected Officials

Bill Drissel
President

Chuck Fiedler
President-Elect

Directors

Chuck Stark
Treasurer

Jesse Hastcoat

Stuart Yarus

Spike (Harold) Smith

Tuc Goodwin

Calendar

October	November	December
Oct 20 8:00 am—2:30 pm	**Nov 17** 8:00 am—2:30 pm	**Dec 15** 8:00 am—2:30 pm