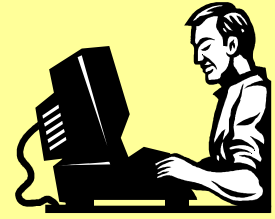




# Kokomo PC Users Group



A great Users Group is the most important accessory you can have for your computer !

## Presidents Message

by: Mark Pendergast - Da Prez

Well, it is football season, the leaves are falling and I have started wearing a coat to work. We must be getting ready for prime computing season again. Time to get a mug of tea and snuggle up to your computer and hunker down for a long cold winter. It just doesn't get any better than that.



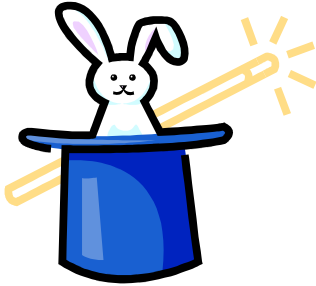
If you feel that you would like to become involved in the leadership of the Group, please volunteer to be an officer. We are looking for warm bodies ... I mean visionary leaders to participate in the leadership of the Group. Just contact one of the current officers and we will put you to work changing the destiny of the Group.

We continue to offer warm hospitality and engaging meetings. Please take a moment to invite a friend (or enemy for that matter) to one of our regular meetings. We offer first class presentations, good fellowship and an informative question and answer period. If they join our group they will also receive our wonderful newsletter, mailed directly to their home or office. A good Users Group is the most important accessory you can get for your computer.

If you have any tips or tricks for improving our enjoyment of our PCs, please write them up in a short article for the newsletter. We would love to hear how clever you are and would like to learn your secrets. This is a great way to provide a service to the Group. You can also earn User Bux for each full page of original text.



If you have a computer passion you would like to share with the Group, we would love to have you present it at one of our regular meetings. Some of our best presentations come from our own Group members talking about the programs and hardware they love. Just let one of the officers know that you would like to present and what topic you will be presenting. This is a great way to provide a service to the Group. You can also earn User Bux for providing a presentation.



Windows has some magic tricks up it's sleeves. If you know the secret passwords, you can unlock the mysteries. The passwords are magic key combinations that act as hot keys to do certain tasks in Windows and Windows applications.

My favorite is Ctrl+Z. (Hold down the Ctrl key and press the Z key.) This is the undo command in almost every Windows application ever written. If you did something unintended or down-right stupid, just hit Ctrl+Z and everything goes back the way it was. I use this magic key all the time. My favorite use is when I have highlighted a block of text and accidentally hit another key and type over it - deleting the original text. I just hit Ctrl+Z and it is back the way it was. Another good use is when I paste into the wrong spot. Just hit Ctrl+Z to un-paste and then re-paste in the right spot.

Another set of magic keys are cut, copy and paste. These are Ctrl+Z, Ctrl+C and Ctrl+V respectively. They are especially convenient because you can highlight with the mouse in one hand and cut, copy and paste with the other. I can easily reach 'v' with my pointer finger while my pinkie is holding down the Ctrl key.

If you want to select all the text in your document then you can use Ctrl+A. If you just want part of the document you can click where you want the selection to start, move to the place where you want the selection to end and then hold down shift and click. The area between your initial click and the shift+click will be selected. (I find that this is really great for selections that span across several screens worth of text. If you just click and drag the text scrolls by so fast you can never get it to stop at the right spot. In fact sometimes my computer scrolls so fast that I will click and drag all the way to the bottom, then back up to the top, and back to the bottom, before I remember to just Shift+click and get exactly what I want.)



If you want to find something Ctrl+F usually brings up the find dialog. If you want to find and replace then you can use Ctrl+H.

If you are stuck and don't know what to do, in most Windows applications F1 launches the help system. If you get an error message, you can use Print Screen or Alt+Print Screen to take a picture of the error and send it to the clipboard. Then you can paste it into a Word document or directly into an email to tell someone else what it looked like - and to prove that it really happened to snooty tech support people.

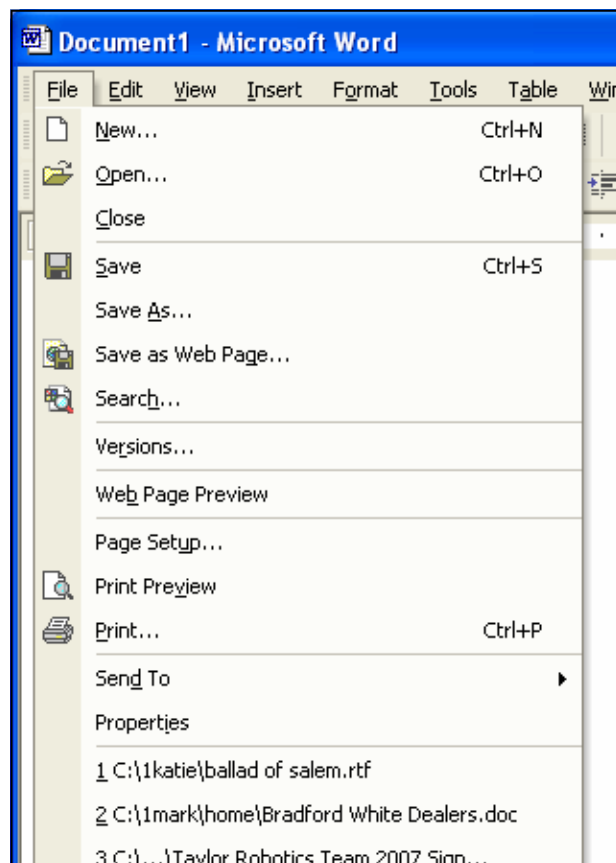
Continued ...

If you want to quickly switch between applications, there are some more magic keys. Alt+Tab brings up a list of the applications you are running and lets you switch between them. Alt+ESC just switches between them.

The Alt key activates the menu bar of the application you are in. Then you can type the underlined letter in the menu choice and the menu will open, and you can type other underlined letters to activate those commands. For example Alt F X opens the file menu and exits.

Ctrl+P is the print command in almost all Windows applications. I am told is impossible to disable this combination, so it is available even if there is not menu at all.

So how do I learn about all these magic keys? Well, you can actually find them yourself. In most Windows applications the magic keys are listed right on the menus. If you open the file menu in MS Word and look at the right hand side of the drop down, you will see magic key codes called out right on the menu. Ctrl+N, Ctrl+O, Ctrl+S and Ctrl+P.





Did you ever go to write a document in MS Word and just not know how it should look. When we need a specialized document - more than just a letter to a friend - there are certain guidelines we should follow. Because we don't do it often it is sometimes hard to know where to start.

MS Word provides an answer for developing 'formal' documents. It is by using templates. If you select File > New from the main menu you will see the Task Pane displayed. (If not select View > Task pane from the main menu and then select the New Document task pane from the drop down menu at the top of the task pane.

In the New Document Task Pane there is a section called New from Template. There are General Templates and Templates on Microsoft.com.

When you click on the link for General templates it provides a popup dialog that allows you to select a template. Some are simple templates and some are wizards that allow you to configure the template on the fly.

The major categories are General, Legal Pleadings, Letters and Faxes, Mail Merge, Memos, Publications, Reports, Web Pages and Other Documents.

For the various templates there seems to be a professional, contemporary and elegant option that sets the basic formatting of the document.

For fun I tried out the Professional Letter Template. It was pretty boring, but had all the right parts in the right places. I can see where it would be a good starting place for a standard letter - even if you had no idea what one should look like.

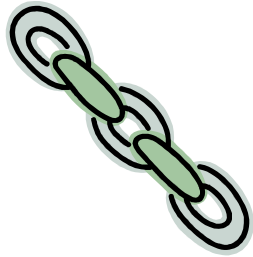
Next, I tried the Resume Wizard. It was pretty cool. It ask for the type of resume I wanted and then allowed me to select the section headers that I wanted to include. It complied the resume based on my choices. All I had to do was fill in the details to have a very professional looking resume.

If you don't like the templates included with the MS Word software, you can pick the templates on Microsoft .com link and browse thousands of templates online. I saw some pretty cool ones online. The focus of the day was checklists - and they had everything you could think of as a checklist.



## Dealing with long email chains

by: Mark Pendergast



One problem I have heard several people talk about is how to deal with huge emails that have many replies all strung together. They can be very long and you usually only want one part to forward on to someone else or to print for your records.

There are several options for dealing with the chains of emails.

The first option is our old friends copy and paste. Like all good Windows applications mail supports the clipboard. Just select the part of the message that you are interested and copy it to the clip board. Then you can open a new mail message, paste the clipboard into the message, and send that section to someone else without all the ‘junk’ that had accumulated in the original email.

If you want to save or print the text you can copy it to the clipboard and then copy it into a Microsoft Word document. This new document can then be saved or printed to achieve the desired result.

Another option for forwarding the email is to edit the forwarded email before you send it. (Most people don’t know it, but you can even edit the text of the mail you are forwarding.) It is good etiquette to replace any text you remove from the original email with the phrase “<snip>“. This may seem a little odd at first but after a while you will be snipping and forwarding just like a pro. It allows the person receiving the forward to know that the original email was longer, but spares them the burden of actually having to deal with all the accumulated text.

Another option - though I do not care for it - is to forward the message as an attachment. Although this keeps your email short, if they want to see the forwarded text they still need to open the attachment and then they will see all of the accumulated text. (So this probably doesn’t help much, but it is an option.)



These options will also work with pictures, although pictures are more finicky and poorly behaved. In general you can right click on a picture in an email and select copy and then paste it into another email or a Word document. I have done this in the past with generally positive results.

Hope this tames the chain of replies problem for you.

This Month’s User Bucks M. .Pendergast \$4

**MEETINGS: Second Thursday of each month at 7:00 PM at IVY Tech**, 1815 East Morgan Street. Look for a notice of the room assignment as you come in the main East entrance. If the meeting location is changed, it will be announced on Page 1 of the newsletter. If a meeting is canceled due to inclement weather, radio stations WIOU and WWKI will be notified by 5:00 PM on the day of the meeting.

**MEMBERSHIP:** Annual membership fee is \$10. Checks should be made payable to the Kokomo -PC Users Group and mailed to: Rodney Malkoff, 3209 Janice Dr., Kokomo, IN 46902 (or pay at the meeting). Persons interested in joining the Group may receive two free issues of the newsletter. Contact the editor at [kpcc@insightbb.com](mailto:kpcc@insightbb.com).

**BENEFITS:**

1. A one year subscription to the Group e-Newsletter.
2. Great presentations on interesting topics at each meeting.
3. Question and Answer session at each meeting.
4. HELP from other Group members who have been down the road before, and with whom you can share your experiences.

President	Mark Pendergast, 455-2229
Vice-President	Jay Eitelman, 455-2916
Vice-President	Jerry Henry 453-4144
Treasurer	Rodney Malkoff - acting
Membership Services	Rodney Malkoff, 453-1159
Newsletter Editor	Mark Pendergast, 455-2229
Newsletter Distribution	Jane Ober, 455-1583
Group WWW site	<a href="http://www.geocities.com/roood/pcusers">http://www.geocities.com/roood/pcusers</a>

**NEWSLETTER ARTICLES:** Articles may be submitted to [kpcc@insightbb.com](mailto:kpcc@insightbb.com) two weeks before the meeting.

**October 12th**

## **Google Earth**

**Our own Jay Eitelman will show us how to use Google Earth. Most of us have seen it on the nightly news. Now you can zoom around the globe as well.**

**Hope to see you there!**

Join us on the 2nd  
Thursday of each month  
at Ivy Tech at 7:00 pm

Computer News & Reviews  
Questions and Answers  
Great Presentations  
Fun and Fellowship  
Monthly Newsletter

More details about the users group are published inside the back cover of this newsletter.

Or on the web at [www.geocities.com/roood/pcusers](http://www.geocities.com/roood/pcusers)