

# *The Bridge*

The Journal of the Memphis PC Users Group

Volume 18 Number 6

June 2002

## General Information

**For Information on Special Interest Groups, see yellow pages in the middle**

**For Member feedback, contact us on our Voice Information Line**

**901-375-4316**

**or on our Web site:**

**[www.mpcug.org](http://www.mpcug.org)**

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## Main Meeting Wednesday, June 26 Southwest Tennessee Community College

**5983 Macon Cove, Memphis**

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**NOTE CHANGED LOCATION**

**Fulton Room 112**

**First Floor - Fulton Building**

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**New Users & Wizards 6:30 p.m.**  
**Main Meeting 7:30 p.m.**

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### **What's New at Symantec?**

The June meeting will feature Jerry Hoehn of LAN One, a local affiliate of Symantec Corporation. Jerry will have the latest news about Symantec's solutions for security and productivity. Most users are familiar with the company's Norton product line, including the famous suite of utilities, anti-virus, and firewall software. Symantec also provides WinFax Pro and pc Anywhere for FAX and remote connectivity. It's VelociRaptor enterprise firewall and VPN security software offer the same high-standard of protection for entire corporate networks.



# The School Bell

## News From MPCUG Education Services

By Gil Hennon, Education Services Coordinator

Go to the place where you work. Shout out, "Can anyone hear me?" If you get a response, shoot to kill. It's a homicidal maniac!

That grim, real-world analogy on the Virus Myths and Hoaxes Website (<http://vmyths.com>) was inspired by the mass hysteria surrounding a recent email chain letter alleging that a harmless PC file is a virus. Unless something highly unusual has occurred, JDBGMGR.EXE is not a virus. It's an ordinary Windows operating system file that supports Java functions. But if you receive the hoax email and follow its instructions, you'll delete it instantly.

The forwarded email message arrives from someone you know—probably a friend that you trust. Your friend may have added a comment, such as, "I had this virus on my own computer, and I'm afraid I may have sent it to you." That's pretty alarming, especially if you consider your friend to be a rational and reasonably careful person. Then the forwarded portion raises your blood pressure even higher. It gives detailed instructions for using the Windows search function to find a file named JDBGMGR.EXE. Chances are, you will find it on your computer. It's on hundreds of millions of PCs. "DO NOT CLICK ON IT," the email shouts in uppercase characters. The instructions tell you to delete it, then empty your Recycle Bin to be certain it has been completely obliterated. Lastly, you are supposed to forward the warning to everyone with whom you exchange email. If nothing else in the instructions raised your suspicions about

the truthfulness of the message, that last step should be a red flag. Hoaxes don't work if they don't get exposure, so nearly every one of them recommends spreading it around.

So, how much damage did you do if you deleted JDBGMGR.EXE? Not much, really. A few Java functions will not work and will display an error message on the screen. If you have Java turned off in your browser preferences, you'll never know the file is gone. Otherwise, you may need to copy the file from someone else's computer and put it back where it belongs. If you happen to run Windows ME, 2000, or XP, there's even a decent chance that Windows will notice that JDBGMGR.EXE is missing and may automatically replace it from the backup copy in the DLL Cache, assuming you didn't find and delete it from there too.

A similar hoax was perpetrated last year. The message targeted a different Windows file, SULFNBK.EXE. Coincidentally or not, that hoax began in April of 2001, and the current hoax began in April of 2002. Do you smell an April Fool joke aroma here? SULFNBK.EXE is the file that processes long file names. Killing it forces the computer to truncate file names to fit the old 8.3 character limitations.

But no one would be gullible enough to delete a file just because an email message said it was a virus, right? If you believe that, I'd like to sell you a bridge in Brooklyn! Several local businesses were disrupted while worried computer users deleted JDBGMGR.EXE as the email circulated. Often it was forwarded by a

well-meaning, albeit clueless staff member. Many users who deleted the file probably should have known better. Typically they immediately ran a virus scanning utility without getting a hit, then still deleted JDBGMGR.EXE. Maybe they trust the friend who forwarded the warning more than they trust their anti-virus software. While there is a very slight chance that some brand new virus is not recognized by virus scanning software, you are usually safer trusting the virus scanner than an email from someone totally unfamiliar with your computer.

A Microsoft employee who prefers not being identified by name expressed incredulity when told about the file deletions. "How many more files will gullible users delete before they finally self-crash their own computers?" he wondered.

During April and May, the "JDBGMGR.EXE virus" email warning circulated so widely that the episode has grown beyond hoax proportions. It is now being considered a full-fledged Urban Legend! Don't fall for it! When your computer is running okay, don't delete any file without knowing the consequences. Like my grand-pappy used to say, "If it ain't broke, don't fix it."

MPCUG Education Services has more good tips and help to make your computer happy. Join the New Users or Wizards session immediately prior to the main meeting each month. You'll be glad you did!

## The Wizard's Tips



Have you ever wanted to save a document or media file from a Web page, but were unable to keep the associated application on your own computer from opening or playing the file? Installing new software often changes a default action of "save as" to "open" or "play." So when you want to save something to a file, such as a Word doc or an MP3 file, it opens or plays instead. To check the current default action and change it, open Windows Explorer and select Folder Options from the View menu. Click the File Types tab and find the correct extension. Click the EDIT button. The current default action is highlighted. Select and highlight a new default action if you want to change it, then click the SetDefault button and OK.

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# Windows XP Pro

## Software Review

### Reviewed by Bill Luber

When I upgraded my PC I had one custom built to my requirements. That way I wouldn't have to immediately consider add-ons.

My new PC had *Windows XP Home* installed as the primary operating system. This proved to be better than *Windows 95*, *98* or *ME*. It was more stable and performed better with tasks that had caused me to have to reboot regularly in *Windows 98*. But, one thing was missing. My work required connectivity options. So I broke my initial vow not to add anything to my system. I added *Windows XP Pro*.

This, of course, would replace my current version of *XP Home* and wouldn't really be an add-on. So, maybe I kept my vow after all.

Why did I think I needed to do this? Let's look at the advantages and disadvantages — for me.

### The advantages

First, I get to keep everything I gained in *Windows XP Home*. Second, I gained the ability to access my computer remotely, if necessary. Third, I gained greater security, including the ability to encrypt files and folders. Fourth, although I have a single processor system I could upgrade to a multi-processor system and be able to take advantage of it without having to change out the operating system. Fifth I also gained the ability to work in a more integrated manor with other *Windows* servers and management solutions.

This is the most important feature for me because I have a requirement to begin supporting locations around the world. That need will only become greater as time goes on — managing users and servers around the globe while not physically being there to work locally on the



systems. The communications capabilities inherent in the *Windows XP Pro* operating system will allow me to do my work easier and with more accuracy. That, for me, is a big plus.

### The Disadvantages

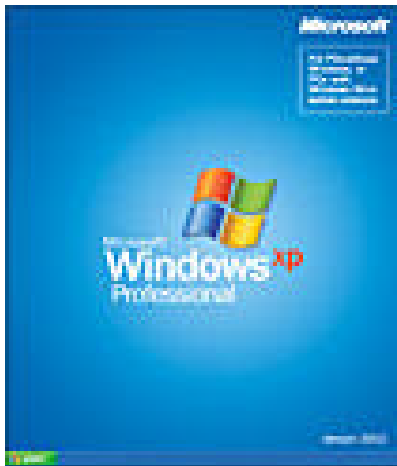
First, the requirement for the hardware to run any of the *XP* operating systems. There is a lot of older equipment that will not run any addition of the *XP* operating system, so make sure yours will before purchasing it and trying to install either *Windows XP Home* or *Windows XP Pro*.

Second is the question: do you need this level of operating system for yourself at home? Probably not for home. This level of operating system is for the professional who has special requirements. You probably do not need this level of capability in a home machine, but it is nice to know that the *Windows XP Home* edition is just a subset of *Pro*. The *Home* version of the *XP* has the same capabilities as *XP Pro* without the bloat for the extra communication and security features that a professional needs.

Third are the upgrade paths. You can only upgrade from *Windows 95* or earlier. If you get a machine with *XP Home* on it you will not be able to upgrade it to *Windows XP Pro*. You simply have to reformat and install clean which means you would have to buy a full copy of *Windows XP Pro* — a more costly option. With that said I can definitely recommend *Windows XP Pro* for what it is best at, but I can also recommend *Windows XP Home* for

what the home user needs.

Oh, I'm sure that you will find Microsoft will have to patch holes in the system. No one builds a system this big without problems that have not been found yet and fixed. But that is normal and not to be considered unusual. Just keep up with patches when they are available and you will be okay. If you have this or any operating system at home and use the Internet (or just connect to the Internet even if you do not use it), remember to add a good firewall and virus software. You may not go where viruses or hackers reside, but you can be sure that they will come looking for you (not personally, but because you are there – on the Internet).



Windows XP Pro  
[www.microsoft.com/  
windowsxp](http://www.microsoft.com/windowsxp)

\$190.00 Upgrade;  
\$299.00 Full Copy

Prices vary depending on  
where you obtain a copy

# How to Use Microsoft Windows XP

Book review

Reviewed by Jack Merrill

This book would be good for a first time user of *Windows XP* and as a reference book for the rest of us. The contents are comprehensive and well organized. Most tasks are described in no more than 7 steps. The book is simply and clearly laid out. The illustrations are colorful. A glossary and index are included.

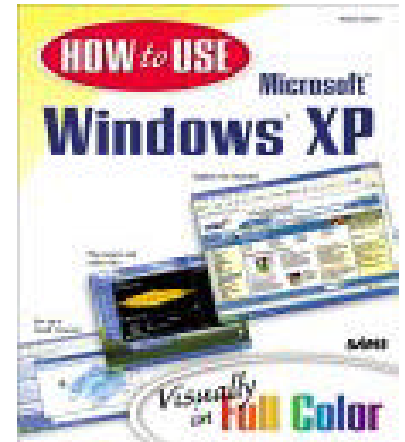
Installing *XP* on a blank hard disk is covered step by step as is installing *XP* as an upgrade to a previous version of *Windows*. It details how to activate *XP* but does not try to explain why Microsoft thinks this necessary to fight piracy. You'll learn how to create and name restore points before doing any significant upgrade to hardware or software. If the installation is unstable or unsatisfactory you can return the system to a restore point.

Only three criticisms of the book are worth mentioning: the colorful screenshots would be more readable if they were larger, and neither *Wordpad* nor remote assistance are covered.

All the basics and many details of windows, the desktop, files, folders, printing and using a mouse are explained. Many of us fail to backup our data files adequately. *XP* provides – and this book elaborates on – good methods of file and system backup.

Music and movie making are features of *XP* that will be attractive to many people. Finding music on the Internet and recording it are discussed. Working with digital pictures as either filmstrips or slide shows are detailed. A CD burner is included. Setting up networks and sharing files and printers are covered. Other topics include synchronizing files between a notebook and a desktop, sharing an Internet connection, Windows Messenger, and publishing a file to the Web.

How to Use Microsoft Windows XP by Walter Glenn.  
2001. SAMS. \$30. 304 pages. [www.sampublishing.com](http://www.sampublishing.com)



# Hot Text: Web Writing That Works

Book Review

**Reviewed by  
Rick Fischer**

Too bad our newsletter is not in color. The book cover is red. Very red. You may recall another book that was known as “the little red book.” This one is bigger, but has thoughts that are simple and worth repeating.

“The more you know about your visitors, the better you can write for them.”

“Never ask for the information the consumer has already given you.”

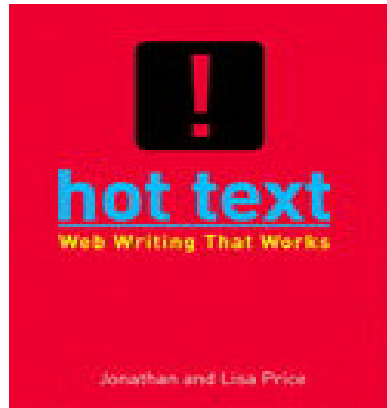
“The document. . . [is] just another object, containing other objects nested within. . . .”

“Write. . . less text.”  
“Make each paragraph short.”

“Delete marketing fluff.”

“Write so your pages will be found.”

This is a sample. Shouldn't give away the



plot. Notice how I am writing short action sentences? E. B. White would be pleased (I hope).

*Hot Text* is a writing book you can use to teach yourself. Few teachers cover grammar and writing style after junior high. The review would do most of us a lot of good.

The book is very suitable for an Internet journalism writing class. It builds on sound writing principles, then adapts them to the needs of the Internet.

You'll also learn about Web design and adapting

that design to the needs of real people, including people with special needs. The chapters are short – built around a single idea. The authors provide before and after examples of written text. Later, you'll find case studies to drive home the major principles.

I want to come back to the last quote: “write so your pages will be found.” Early in the book the reader is directed to the Challenges section of [www.webwritingthatworks.com](http://www.webwritingthatworks.com). I went. I looked. I couldn't find the Challenges section. Bummer.

The Web really is a moving target. I think serious writers will find the book an important reference.

Hot Text: Web Writing That Works by Jonathan and Lisa Price. 2002. New Riders. \$40. 500 pages. [www.newriders.com](http://www.newriders.com)

***Destiny is no matter of chance. It is a matter of choice. It is not a thing to be waited for; it is a thing to be achieved.***

***- William Jennings Bryan***



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## Special Interest Groups (SIGs)

Clipper (4th Monday, 7 p.m.)

Nils Pallesen - 366-9673 - 72234.1027@compuserve.com

Investment (4th Saturday, 10 a.m.)

George Pearson - 761-0161 - gpearso2@midsouth.rr.com

New User (4th Wednesday, 6:30 p.m. - Southwest TN Comm Coll)

Gil Hennon - 396-4173 - aghennon@onemain.com

WordPerfect/Corel (3rd Monday, 7 p.m.)

Sue Crawley - 363-3681 - SueCrwl@aol.com

Hardware (1st Saturday, 10:00 am, White Station Library)

Jim Ingram - 683-9342 - jimingram@excite.com

Wizards (4th Wednesday 6:30 p.m. - Southwest TN Comm Coll)

John Schuster - 662 236-4168 - umjohn@bigfoot.com

**For up to the minute information and special updates be  
sure to check our webpage at:**

**WWW . MPCUG . ORG**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUN 2002	24 CLIPPER	25	26 MAIN MEETING	27	28	29
JUL 2002	1	2 DOT.NET	3	4	5	6 INTERNET HARDWARE
JUL 2002	8	9	10 NEWSLETTER MAILING	11 VISUAL STUDIO	12	13 WEB WRITERS MS OFFICE
JUL 2002	15 WORDPERFECT	16	17	18	19	20
JUL 2002	22 CLIPPER	23	24 MAIN MEETING	25	26	27 INVESTMENTS
JUL- AUG 2002	29	30	31	1	2	3 INTERNET HARDWARE

# **Memphis Area Bulletin Board Systems**

If you would like your Bulletin Board listed here, notify Gil Hennon - aghennon@onemain.com

## **LindenRoom - Wildcat**

901-458-9001  
Sysop: Tracy Franklin

## **Pyramid BBS - Wildcat**

901-372-7912  
Sysop: Dan Rook

## **Public Seismic Network - RBBS**

901-360-0302  
Sysop: Charlie Rond

## **TIPS BBS - Major BBS**

901-542-9060  
Sysop: Tim Hackworth

## **Crystal Clear Ideas BBS**

901-327-2500  
Sysop: Carlton Smith

## ***Meetings***

### **General Meeting**

All meetings are held at Southwest Tennessee Community College on the fourth Wednesday of every month unless otherwise noted. Because of Christmas holidays, no meeting is scheduled in December. Pre-meeting sessions for New Users and Wizards begin at 6:30 p.m. and the main event starts at 7:30 p.m.

### **SIG Meetings**

All SIG meetings are held at the White Station Branch of the Memphis Public Library unless otherwise noted.

### **Affiliations**

The MPCUG is a member of the Association of Personal Computer User Groups (APCUG).

## ***Other Memphis Area Computer Groups***

**AMUMS:** Micro User Group at University of Memphis - Barbara Okerson 678-3682

**AutoCAD:** AutoCAD Users Group - Jim Prewett 382-0885

**Clarion:** Clarion Users Group - Timothy Jordan 767-8719

**CCAM:** Computer Consultants Association of Memphis - Jessica Morris 382-8459

**DPMA:** Data Processing Management Association - 680-1268

**EDI/EC User Group:** Jim Story 753-0500, ext. 341

**KPCUG:** Kirby Pines Computer User Group - Bob Nichols 360-9262

**MADBUG:** Memphis Area DB2 Users Group - Betty Stanley 325-5394

**MAG:** Memphis Amiga Group - Brian Akey 278-6354

**MASH:** Memphis Atari Systems Hobbyist - Bruce Leach 385-8195

**MCCUG:** Memphis Color Computer Users Group - B.J. Seaton 682-8737

**MCTA:** Microcomputer Technology Association (State Tech) - Doris Stepp 755-6685

**MCUC:** Memphis Commodore Users Club - Charlie Wirth 386-3337

**MSMRUG:** Mid-South Midrange Users Group - Jill Herrin 753-0500

**TI99/4A:** Mid-South TI99/4A Users Group - Gary Cox 358-0667

# Bridge the Gap

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<u>Product</u>	<u>Member</u>	<u>Telephone</u>	<u>Time to call</u>
Adobe Photoshop	Gil Hennon	396-4173	
CA-Clipper	Nils Pallesen	366-9673	
Corel WordPerfect	Gil Hennon	396-4173	
DOS	John Schuster	662-236-4168	Evenings
InstaCalc 3	Les Owen	372-3987	8 a.m. - 10 p.m.
Internet	T.R. Cardwell	377-9209	Evenings
PageMaker	Les Owen	372-3987	8 a.m. - 10 p.m.
MS dot.net	Jim McGee	683-4347	M-F: 9 a.m. - 9 p.m.
MS PowerPoint	Gil Hennon	396-4173	
Professional Write	Les Owen	372-3987	8 a.m. - 10 p.m.
Quattro Pro	Gil Hennon	396-4173	

## Memphis PC Users Group Membership Application

Date: \_\_\_/\_\_\_/\_\_\_ Membership # \_\_\_

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
(M.I.) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dues: \$35 per year

For office use only

Check#: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_

# Microsoft Mindshare's

## Word 2000 Tips & Tricks

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Shortcuts, special effects, and productivity ideas submitted to Microsoft by Word 2000 users and posted on the Mindshare pages at <http://www.microsoft.com/office/previous/tips/word2000.asp>

### **Use Your Keyboard to Quickly Change the Case of Text**

*From K. Venkatesh, Tamil Nadu, India*

Here's how you can use your keyboard to quickly change the case of text in Microsoft Word: Select the text you want to change and press SHIFT+F3. Each time you press the F3 key, the text case switches between Title Case, UPPERCASE, and lowercase.

### **Paste Using the INSERT Key**

*From Chody Trajano, Springfield, Virginia*

Did you know that you can assign the Paste command to the INSERT key on your keyboard? That means you only have to use one key to paste the contents of your Clipboard into your document. Here is how to set it up:

1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select the **Use the INS key for paste** check box to enable this feature.
3. Click **OK**.

Now, each time you press the INSERT key, you will paste the contents of the Clipboard into your document.

*Editor's Note: Choosing this option disables the default function of the INSERT key in Microsoft Word that enables you to switch between insert typing mode to overtyping mode.*

### **Use Word 2000 to Do Your French (or Spanish) Homework**

*From Marcial Lapp, Bloomfield, Michigan*

I am a student in high school and engaged in French language courses. The fact that Office 2000 can tell me when I have misspelled a word, or even if my French grammar usage is wrong, is extremely time saving and it gets me an A on the papers I write.

*Editor's Note: Microsoft Word 2000 automatically detects whether you are typing in English, French, or Spanish, and uses the appropriate spelling or grammar checker for that sentence.*

### **What's This? Find Out What Formatting is Applied to Text in Word**

*From William Holmes, United Kingdom*

To find out what formatting (fonts, style, alignment, etc.) is applied to a paragraph:

1. On the **Help** menu, click **What's This?**
2. When the pointer becomes a question mark, click the text you want to check. Then a message will appear describing the formatting in that section.
3. When you have finished checking your text, press ESC.

### **Don't Lose Sight of Your Column Headings in Word**

*From Al Dyer, Cumming, Georgia*

When you create a table in Microsoft Word, you can use column headings to describe what information is in each column. But if you have a table that spans multiple pages, you lose the headings after the first page, so it's hard to tell what each column topic is. Here's how to keep those headings visible:

1. Select the first row or rows of your table.
2. On the **Table** menu, click **Heading Rows Repeat**.

Now Word automatically repeats the table headings at the top of subsequent pages.

*Editor's Note: Word automatically repeats table headings on pages that result from automatic page breaks, but not if you manually insert a page break. Also, repeated table headings are only visible in Print Layout view or when you print the document.*

### **Save All Your Word Documents at Once**

*From Nancy Schoh, La Crescent, Minnesota*

If you know the "secret" key, you can save or close all of your open documents in one step.

1. Hold down SHIFT and click the **File** menu. When you hold down SHIFT, two new options appear on the **File** menu: **Close All** and **Save All**.
2. To save all your open documents at once, click **Save All**. Or, to close all your open documents, click **Close All**; Word will prompt you to save your changes before closing any documents.

*Editor's Note: The **Close All** command also works in Excel.*

### **Speed Up Your Typing with AutoCorrect**

*From Lance LaMee, New Smyrna Beach, Florida*

If you find yourself typing long words again and again, you should consider setting up typing shortcuts, so you only need to type in part of the word and Word fills in the rest. For example, if I need to type **New Smyrna Beach** (the town where I live), I just type **NSB**; then I press the SPACEBAR, Word automatically spells out all the words. Here's how I set up this shortcut:

1. On the **Tools** menu, click **AutoCorrect**. Select the **Replace text as you type** check box.
2. In the **Replace** box, type an abbreviation you will remember, for example, **NSB**.
3. In the **With** box, type the complete spelling of the word, for example, **New Smyrna Beach**.
4. Click **Add**.
5. Repeat steps 2 and 3 to add additional terms, then click **OK**.

You can also use this tip to quickly type people's names, technical terms, anything you want. And once you add a term to your AutoCorrect list, it also works in PowerPoint and Outlook as long as you use Word as your default e-mail editor.

### **Type Out a Table in Word**

*From Vishal Chitkara, Edmonton, Alberta, Canada*

You can create tables in Microsoft Word by simply typing out a string of PLUS SIGNS (+) and MINUS SIGNS (-). Start the row with a PLUS SIGN (+) and then type MINUS SIGN (-) until you have the column width you want. To add a new column type PLUS SIGN (+) again. When you're done type a final PLUS SIGN (+) and press ENTER. Word turns your text into a table. To add more rows to your table, move to the last cell in the table and press TAB.

*Editor's Note: If this tip doesn't work for you, then you need to turn on the AutoFormat feature in Word. To do this, on the **Tools** menu, click **AutoCorrect**. Then, click the **AutoFormat As You Type** tab and select the **Tables** check box.*

### **Select Columns of Text in Word**

*From Rajendra Khade, Maharashtra, India*

To select a vertical block of text in Word, such as a column of numbers, press and hold down ALT, and then drag your mouse over the text. Then, you can delete it or copy it into another file. So easy!

*Editor's Note: If your column of text is inside a Word table, you will not be able to use this trick to select it.*

### **Move Images in Word to the Exact Position You Want**

*From Fred Feuermann, Vancouver, British Columbia*

When you position an image in a Word document, it automatically aligns (or snaps) to an invisible grid, which helps keep everything lined up. If you ever need exact control over the placement of your image, you can temporarily override the grid by pressing the ALT key as you drag the object into place. You'll notice that the image moves smoothly and not in increments along the grid.

*Editor's Note: This tip works as long as the image is not set to be in line with the text. To make sure it works for you:*

1. Double-click the image, and select the **Layout** tab.

2. Under **Wrapping style**, choose any style except **In line with the text**.
3. Then, click **OK**.

### **Quickly Replicate Text or Graphics in Word**

*From Tim Graves, Shropshire, United Kingdom*

Here's a quick way to make copies of text or graphics in Word:

1. Select the item or text you want to copy.
2. Press and hold down the CTRL key.
3. Then use the mouse to drag the item to the desired position.

A copy of the original item is made right where you want it. This is helpful when you're creating a document that will include a lot of repeated text or images.

### **Find Your Place in Word Documents**

*From Nicolien Gooch, KwaZulu/Natal, South Africa*

If you are working on a long document, it's easy to lose your place. With Microsoft Word documents, you can pick up where you left off in your last editing session because Word keeps track of the last three locations where you typed or edited text. Just press SHIFT+F5 immediately after opening the document, and the cursor will appear at the exact point where you last made a change. To reach the previous two editing locations, press SHIFT+F5 until you reach the location you want.

### **Add Attractive Horizontal Lines in Word**

*From Collin Delker, Salina, Kansas*

It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three HYPHENS (-) at the beginning of a new paragraph and then press ENTER. Typing three UNDERSCORES (\_) will make a thicker line, and so on. The list below makes other types of lines:

— (Three HYPHENS)                      \_\_\_ (Three UNDERSCORES)  
=== (Three EQUAL SIGNS)              ### (Three POUND SIGNS)  
\*\*\* (Three ASTERISKS)                ~~~ (Three TILDES)

*Editor's Note: If you're having trouble making this tip work, try this:*

1. Select **AutoCorrect** from the **Tools** menu.
2. Click the **AutoFormat As You Type** tab.
3. Then select the **Borders** check box under the **Apply as you type** heading.

### **Check Spelling in Only a Portion of Your Word Document**

*From Joseph Spracklen, Aberdeenshire, Scotland*

If you see a spelling mistake, you can correct it quickly without checking the entire document. Just right-click the misspelled word, and then select the spelling correction you want from the shortcut menu. To find the next misspelled word in the document, press ALT+F7.

### **Increase or Decrease Line Spacing in Word**

*From Nikolaos Bessis, Pireas, Greece*

To quickly change the line spacing of a paragraph in Microsoft Word:

1. Select the text you want to change.
2. Do one of the following:
  - To set line spacing to single-space lines, press CTRL+1.
  - To set line spacing to double-space lines, press CTRL+2.
  - To set line spacing to 1.5-line spacing, press CTRL+5.

### **Insert Current Date and Time in Word**

*From R. S. Karthik, Nashville, Tennessee*

You can insert the current date or time in a Word document using keyboard shortcuts. Here's how:

1. Position the cursor where you want to insert the date or time.

2. Do one of the following:

- To insert the date, press ALT+SHIFT+D.
- To insert the time, press ALT+SHIFT+T.

### **Keep Words Together with a Nonbreaking Space**

*From Tina Dorsey, New Cumberland, Pennsylvania*

Have you ever been typing a paragraph in Microsoft Word and had a multiword phrase, such as a person's name, get separated onto two lines? You can keep that phrase or name together by inserting a nonbreaking space. To create a nonbreaking space, select the space after each word in the phrase (except the last word), and press CTRL+SHIFT+SPACEBAR.

### **Take the Synonym Shortcut**

*From Daniel Jang, Vancouver, British Columbia*

Find that word you're looking for fast. You can find a common synonym for a word without using the **Thesaurus** command. Just right-click the word and point to **Synonyms** on the shortcut menu. Then, click the synonym you want, and it automatically appears in place of your original word. Word will sometimes supply antonyms for the selected word, for those times when you only know what you *don't* mean to say.

*Editor's Note: You can access the full thesaurus by clicking **Thesaurus** on the shortcut menu.*

### **Get More-Precise Measurements in Word**

*From Vishal Chitkara, Edmonton, Alberta, Canada*

If you use the horizontal ruler to specify the placement of tabs, margins, and page objects, this tip will help you lay out your pages with more precision. By default, ruler measurements are limited to one-tenth of an inch. For example, if you click on the ruler to set a margin or tab, you can set it at 1.5 inches, but not 1.48 inches. To set more-precise measurements (to one-hundredths of an inch), hold down the ALT key and, while you click on the ruler or margin, make your adjustments to the tabs.

### **Edit Text in Print Preview**

*From Michael Hernandez, Loma Linda, California*

Sometimes when you view a Microsoft Word document in **Print Preview** mode, you notice adjustments or edits you'd like to make to graphics and text. Did you know you can make those changes while you're still in **Print Preview** mode? Here's how to do it:

1. Click **Print Preview** on the **File** menu.
2. Click the text in the area you want to edit. Word zooms in on the area.
3. Click **Magnifier** on the **Print Preview** toolbar. When the pointer changes from a magnifying glass to an I-beam, you can begin making your changes to the document.
4. To exit **Print Preview** and return to the previous view of the document, click **Close**.

### **Add Fake Text to a Word Document**

*From Sheri Pulis, Sacramento, California*

Here's a handy function you can use whenever you need to fill a page with fake text. For example, to demonstrate a feature in Word or to work with page layout and design. In a Word document, type `=rand(4,5)` and then press ENTER.

The numbers in parentheses correspond to the number of paragraphs (4) and the number of sentences per paragraph (5). You can change the numbers in parentheses to put more or less text on the page. Or if you want one long paragraph, just place one number in the parentheses, which will designate the number of sentences that should appear in the paragraph.

***So much of what we call management consists  
in making it difficult for people to work.***

***- Peter Drucker***

### Reviewed by Susan Stubbs

I chose this book from the review table to learn more about how to work with images in Web pages. Image slicing for Web graphics is an exciting way to put pictures on Web pages and this book provides a step by step approach to show you how.

The book comes with excellent graphics to accompany the tutorials.

I set up the preferences for *Photoshop* and *Imageready* according to their instructions. This optimizes the programs for Web graphics production. I would like to point out that the book is meant for *Photoshop 6* and *Imageready*, however *Photoshop 7* is already out in retail stores. The book is still up-to-date for learning these Web techniques, no matter which version of *Photoshop* and *Imageready* you have.

Rollovers, animations,

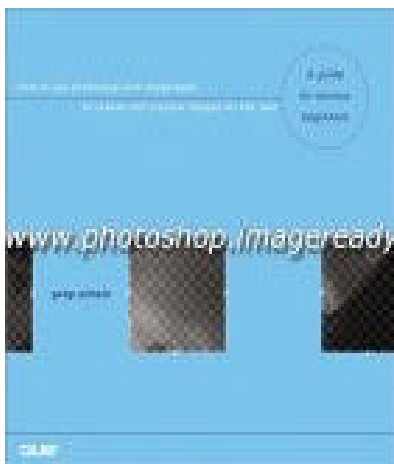


image slices, and image optimization are shown in tutorials in this book. I found it easy to select the item I wanted to learn and just read that particular chapter. Que has all the example images and source available at their Website for downloading. I did this and got a nice installer executable, which made a directory on my hard drive for the examples. The book has lots of sidebar color graphics pointing out where the needed tools are located for each tutorial. One of the best sections of the book is about image rollovers. After reading this section I had a more thorough understanding of this Web graphic technique. Also there are many sections for beginners with tutorial items like image transparency, and how to save an image in the best format.

There is a very good section about fonts and how to use text in Web graphics. The book shows when to use *Photoshop* to work with a graphic and when to use *Imageready*.

In each of the applications is a jump menu which will toggle your image to whichever application you choose.

The last chapter shows how to make a Web page using many of the techniques discussed in the book. This is a good

chapter. Make sure you read it because many of the graphic issues in making Web pages are in this final chapter. This chapter includes working with graphics to make a navigational menu with rollover effects, which is quite a nice touch on many Web pages you see on the Internet today.

The Web resources index pages in this book provide some excellent Websites to visit

to find out about Web graphics. I found these URL listings faster than trying to do a search through Google.

I am still reading some sections of this book right now. It is more of a reference style book for me. I would definitely have your *Photoshop/Imageready* application open while reading this so that you can work through the tutorials. This seems to be the best approach towards understanding the book's presentation, but it does take longer to read the book this way. Working on one chapter at a time very slowly will have you mastering the techniques in the book.

I give this book a good review, and as always, the Que publishing books are great.

www.photoshop.imageready  
by Greg Simsic. Que. 2001.  
\$45. quepublishing.com

# May Meeting Report

David Shapiro, Assistant District Attorney for Memphis and Shelby County, left no doubt in anyone's mind that identity theft is a serious local problem and that we are all at risk. Identity theft, although a Class D felony in itself, is almost always a "piggyback" crime that enables a criminal to engage in other illegal activities. Most common is credit card fraud, which may involve purchases or withdrawals from ATM machines. Check fraud and driving offenses may also be blamed on an innocent party following an identity theft. Victims may not know of these offenses until long after they have occurred, making it difficult to prove that someone else was the true culprit!

Criminals use several methods to steal identities:

- take mail from mailboxes with raised flags
- give the Post Office a "moving" notice to divert mail
- go through the victim's garbage
- pose as pollsters or survey takers on the telephone
- steal personnel records from companies
- change the mailing address at a credit card company
- open bank accounts and get loans in someone else's name

Shapiro had several recommendations for helping prevent identity theft: Citizens should be aware of how identity theft happens and realize that there is no way to be completely protected. They should know what to do in the event identity theft occurs, and should promptly report it to the authorities. David also recommends that everyone order and examine credit reports on themselves, and download an excellent document on identity theft from [www.consumer.gov](http://www.consumer.gov). Get the file "idtheft.pdf," which can be read or printed using Adobe Acrobat Reader software.



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