

The Bridge

The Journal of the Memphis PC Users Group

Volume 18 Number 10

October 2002

General Information

For Information on Special Interest Groups, see yellow pages in the middle of this issue

or visit our Web site:

www.mpcug.org

In This Issue

The School Bell	Page 2
Important Notice!	Page 3
Outlook 2002 for Dummies	Page 4
Visio 2002 Standard Edition	Page 9
SIG News	Page 11
September Meeting Report	Page 12

Main Meeting Wednesday, Oct. 23 Southwest Tennessee Community College

5983 Macon Cove, Memphis

Farris Meeting Room B

Second Floor - Farris Admin. Building

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

October Meeting

Make your Web site accessible

Mike Heinrich will share with us his secrets for building Web sites that work on multiple browsers. Mobile telephones and handheld computers now have Internet access, so Web developers must architect their sites to accommodate small-screen visitors as well as traditional full-screen browsers.

Another concern developers must address is Web access for people with physical disabilities. Web standards such as HTML 4 and CSS will make Web pages appropriate to various unusual output devices. Following the accessibility standards for Web design will enable developers to meet these new challenges without double coding.



The School Bell

News From MPCUG Education Services

By Gil Hennon, Education Services Coordinator

The latest underhanded scheme to make a buck on the Internet is secretly changing what you see on your screen. Move over, spam and spyware! Here comes scumware!

We were all sick and tired of spam a long time ago, but we set filters to trap some of it, and just delete the rest. Spyware is even more insidious. Applications like RealPlayer install background programs to log computer activities, then send those logs back to the company's Web site so they can extract marketing information about us. Other spyware collects our cookies. It tracks where we go and what pages and files we access there. Most of the spyware vendors have been burned by public opinion, state privacy laws, and anti-spyware tools. They have cleaned up their act a little bit. At least, when they are about to install their spy programs, they give us a brief opportunity to opt-out of the deal.

Scumware is a notch lower in class than spyware, but so far has not violated any privacy laws. It changes a Web site, pasting unauthorized banner ads over the top of those that are paying the site for exposure. Often the new ad is for a competing product or service that is offered on the site. Clicking on the new ad whisks the browser to a different location. Tough luck for the site that drew the first interest!

Because scumware runs in the background on a user's computer, it makes no permanent changes to any Web pages. It just places ads and extra links on the page. While admitting that this is not as bad as hacking into and making changes to their

sites, Webmasters complain that making changes at the browser level is still unfair and unethical. A visitor does not see what the page really contains. Any banner ads that an advertiser paid to put there are covered up by a non-paying advertiser. The links that scumware adds don't take a visitor deeper into the defaced site—they take them somewhere else entirely.

There are two major scumware schemes currently operating on the Web, and a bunch of small wannabees also gaining momentum. Spyware haters are already familiar with Gator, the secret snoop program that never goes away. Actually, it does go away when killed by Ad-Aware (www.lavasoft.com) but so many Web sites install Gator that it reincarnates almost immediately. Gator is also installed if a user installs Gator's free tool that manages passwords and fills out Web forms. While it conveniently does those things, it also keeps track of what Web sites a browser visits, and transmits that information back to Gator's home swamp, where it is sold to marketing organizations. While Gator is running in the background on your computer, it puts competing ads on top of legitimate Web site banner ads. Even though I don't like banner ads in general, I prefer to be exposed to those that the site intended me to see. The New York Times and Dow Jones have both filed lawsuits against Gator for interfering with the normal operation of their Web sites. More power to 'em, but they have a tough job ahead proving that Gator has done anything illegal.

The other major scumware source is

Kazaa, a popular MP3 music sharing program. Kazaa also installs TopText, a secret program from eZula.com that puts yellow "hot spot" links at key words on everyone else's Web pages. Clicking on one of the hot spots takes the user to another page. Most often this is on a competitor's site, or a site selling something related to the keyword. In most cases, the unsuspecting user gets no obvious indications that he or she has been shanghaied to a different location.

Fortunately, the good folks at Lavasoft have added scumware to the other despicable schemes detected by their Ad-Aware product. If you aren't using this great, free utility, you are probably up to your ears in spy- and scumware. We recently installed Ad-Aware on a relatively new computer, and its first inspection revealed seventeen instances of Gator already running simultaneously!

Another place to go for help in the fight against scumware is www.scumware.com. Here all the underhanded tricks in current use are revealed so we can gear-up for battle. Network Administrators should be especially attentive to scumware invading their company networks, because it establishes secret, two-way communications through the firewall to unauthenticated servers in the outside world. It's a short step from moving advertising back-and-forth to moving data and files.

We don't like scumware at MPCUG Education Services. Join the Wizards each month prior to the main meeting for a heads-up on keeping scumware and other annoying problems out of your computer.

IMPORTANT NOTICE!

Plans are in motion to discontinue printing and mailing The Bridge each month. Instead, the newsletter will be distributed by a download from the MPCUG Web site in *Adobe Acrobat* format.

Every member who would like to receive email notification each month of when the newsletter download is available must furnish a preferred email delivery address during the month of October 2002. Either go to

<http://www.mpcug.org/membership>

and fill out an update form, or send an email to **membership@mpcug.org** from your preferred address.

Deadline for article and notice submission for the electronic newsletter will be the day of the monthly meeting.

This newsletter is a monthly publication of the Memphis PC Users Group, Inc. (MPCUG) Copyright ©1998 MPCUG. Unless otherwise indicated, articles may be reprinted in other non-profit publications without express permission, subject to the following conditions. Full acknowledgement must be given to the MPCUG, The Bridge, and the author. The article must be reproduced in its entirety from magnetic media, without editorial changes, deletions or additions. Two copies of the entire publication containing the reprinted article should be sent to The Bridge within 30 days of publication. All other rights reserved. Any changes to the article require the written permission of the author. All articles are made available through the APCUG BBS and on disk to qualified non-profit organizations.

Any opinions expressed belong to the author and not the Memphis PC Users Group, Inc. Articles in this newsletter may contain trademarks of various companies. Any proprietary right those companies have in those names is hereby acknowledged.

Unless otherwise indicated, all submissions to this newsletter become the property of Memphis PC Users Group, Inc., and are subject to editing by the staff. The MPCUG reserves the right to determine the suitability for publication of all items received.

Members are encouraged to submit articles for publication. By submitting articles, the author gives permission for publication in this newsletter and for publication by other user groups. The editor cannot guarantee that all submissions will be used.

The information contained in this newsletter is believed to be correct and accurate; however, the Memphis PC Users Group, Inc., cannot and will not assume responsibility for the consequences or errors contained in articles or misapplication of any information provided. Any information used from these articles is at the user's own risk. If a review of any hardware or software contains errors or inaccuracies, upon notification of these errors or inaccuracies by the manufacturer in writing, a correction will be printed in the subsequent issue following receipt of these corrections.

The Memphis PC Users Group, Inc., makes no warranty, expressed or implied, as to the suitability of any advertised product. You must determine that yourself. The Memphis PC Users Group, Inc., also expressly declines to assume liability for any use of any published software, and your use of same constitutes your agreement to hold us blameless.

Memphis PC Users Group, Inc.
P.O. Box 241756
Memphis, TN 38124-1756
Internet: www.mpcug.org
Information Line: 901-375-4316

Outlook 2002 for Dummies

by Bill Dyszel

Book Review

Reviewed by Rick Fischer

I devoured *Outlook 2002 for Dummies* in an evening and an afternoon. I learning much more than I imagined about the program that remains a mainstay on my desktop. I couldn't put the book down.

This was my chance to really get to know *Outlook 2002*. And as comprehensive as the book was, I suspect there is still more to learn. I won't tell you all that I didn't know – there isn't room. There were buttons and settings I had never noticed and consequently didn't use. That will change.

Sample findings

You can drag a contact to the inbox icon and create a new e-mail message addressed to that person. Cool.

Marking a message as "private" means that no one can modify your message when forwarding or replying to it.

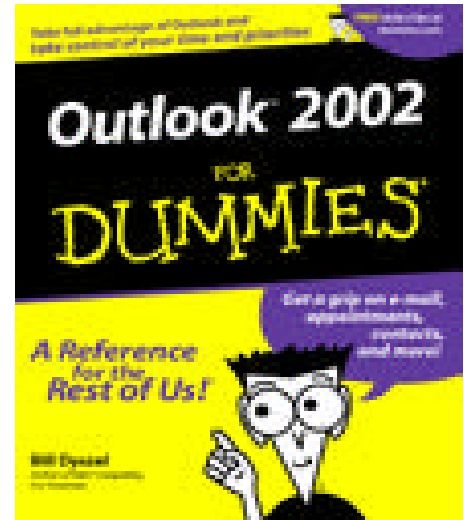
You can create templates of frequently sent e-mails. I had been saving boilerplate text in Notes. I followed the instructions to "save as." No problem. Unfortunately, Dyszel

doesn't tell us how to get the template when you need it. I thought it would be simple. I have yet to figure it out. The Help menu is of little help.

I learned to Flag e-mail that I want to return to. I hadn't been doing that and sometimes I lose track of an e-mail that I had planned to return to later. I want to make this part of my routine.

I had overlooked the possibility of going directly from *Outlook* to a favorite Web site. Yes, I clicked on URLs in e-mail, but had not made the connection to go directly from *Outlook*. This will open (for me) some new possibilities.

I learned that I could send my distribution list to other people as an attachment. I needed to do this twice in the last few months. Unfortunately (again), I only learned that it is possible. The procedure for sending it is missing. *Outlook's* Help menu came to the rescue this time, so I will give it a try. First I have to find where my Contacts folder is stored on my hard drive.



Archiving and retrieving messages

There is a section on auto and manual archiving (pages 92 – 98). This is one function I have avoided using because I was unsure of what would happen. Instead, I would clean out (delete) old files. I feel a lot more comfortable now about archiving. I will be trying it in the next few weeks.

Calendars, tasks, contacts, e-mail and much, much more. I have a new appreciation for what is possible. That doesn't make me dummie. In fact, I'd say reading a book like this is the smart thing to do.

\$22.
www.dummies.com



Memphis PC Users Group, Inc.

P.O. Box 241756

Memphis, TN 38124-1756

Phone 901.375.4316

Officers

President:

David Hamlin
dhamlin@ix.netcom.com

Vice President:

Open

Secretary:

Gil Hennon
gil@ahls.us

Treasurer:

Jim McGee
jim_mac@bellsouth.net

Board of Directors

Curtis Liner — 601-893-6252 or Wcliner@centuryinter.net

Howard Watson — priority@comtutors.com

Jack Merrill — jmerril1@midsouth.rr.com

Sue Crawley — SueCrwl@aol.com

Ted Wood — ted.wood@bellsouth.net

Mike Davidson — mmdavids@worldnet.att.net

Jim McGee — 683-4347 or jim_mac@bellsouth.net

Cheryl Gaines — N1L2mom@aol.com

Bill Luber — wluber1@midsouth.rr.com

Megan Wolfe — megwolfe@centurytel.net

Susan Stubbs — 2stubbs@bellsouth.net

David Hamlin — dhamlin@ix.netcom.com

Greg Adams — mpcug@aol.com

Staff

Program:

Jim Ingram, Chair - jimingram@prodigy.net

Membership:

Jim McGee, Chair - 683-4347 jim_mac@bellsouth.net

Education:

Gil Hennon, Chair - 396-4173 gil@ahls.us

The Bridge:

Gil Hennon, Editor - 396-4173 gil@ahls.us

Les Owen, Publisher - 372-3987 owenles@juno.com

Advertising:

Open

Software Review:

Rick Fischer, Chair - 754-2045 rfischer@memphis.edu

TR Cardwell -- safron@ix.netcom.com

Office:

Daniel Notowitz, Mgr - 818-0095 - daniel.notowitz@iname.com

Outreach:

Don Helyer - 375-4316

SIG Council:

Open

Website:

Michael J. Heinrich, Webmaster michael.heinrich@mcil.org

Susan Stubbs - 2stubbs@bellsouth.net

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
OCT 2002	21 WORDPERFECT	22	23 MAIN MEETING	24	25	26 INVESTMENTS
OCT- Nov 2002	28	29	30	31	1	2 INTERNET HARDWARE
Nov 2002	4	5 DOT.NET	6	7	8 VISUAL STUDIO	9 WEB WRITERS MS OFFICE
Nov 2002	11	12	13 NEWSLETTER MAILING	14	15	16
Nov 2002	18 WORDPERFECT	19	20	21	22	23 INVESTMENTS
Nov 2002	25 CLIPPER	26	27	28 THANKSGIVING DAY	29	30

Memphis PC Users Group Information

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

Memphis Area Bulletin Board Systems

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

LindenRoom - Wildcat
Pyramid BBS - Wildcat
Public Seismic Network - RBBS
TIPS BBS - Major BBS
Crystal Clear Ideas BBS

901-458-9001
901-372-7912
901-360-0302
901-542-9060
901-327-2500

Sysop: Tracy Franklin
Sysop: Dan Rook
Sysop: Charlie Rond
Sysop: Tim Hackworth
Sysop: Carlton Smith

Bridge the Gap

<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 Visio 2002 Standard Edition

Software Review

Reviewed by Rick Fischer

It's hard to believe, but no one in the group has ever reviewed *Visio*. That's unfortunate. *Visio* has been around a long time and has a good reputation.

I first saw it in 1994 at Comdex. I was fascinated with the demonstration and with all the kinds of drawings it could make. The earliest reference I found was for version 1 in 1993. Shapeware was the innovator and it sold for \$299.

Today, Microsoft owns *Visio* (acquired in 1999). They kept the brand name, integrated it into *Office* and lowered the price.

Templates galore

To do drawing, you have to have the right tools. And, *Visio* gives you the right tools when you select the kind of drawing you want to make. Choose from among: block diagram, building plan, flow chart (including a mind mapping template), forms and charts, maps, networks (as in "computer networks"), organizational charts (including a wizard) and project scheduling (calendars, PERT charts, Gantt charts and a time line).

When you choose your basic type, you call up the associated shapes needed for that drawing. Drag the shape onto the work area and begin building your drawing. It's easy to enter text in the shapes or along the connecting lines. Yes, you CAN make shapes with text in *Word* and *PowerPoint*. But, *Visio* gives you much more power to make your drawing look even more professional. You'll also keep the links and associated text when you move a object. Look - it's hard to make furniture icons on your own in the other programs.

Fun and intuitive

I've enjoyed working with *Visio*. It helps to read the User's Guide to see

what's possible. You will already know many of the functions from *Office*. You will be a little more comfortable if you are familiar with a layout or drawing program. You have to select the text tool when using text, the pointer tool when moving objects and the connector tool when linking objects. You just have to remember to switch back and forth.

Sharing your work

I was able to print all my work easily from within *Visio*. But, today I need the ability to share my work electronically. Not many of the people I work with have *Visio*. So, what do you do?

The short answer can be found on the Microsoft support site. They have a *Visio* viewer that anyone can download for free. Here's what they say: ". . .to view *Visio* drawings and diagrams (if created with *Visio* 5, 2000, or 2002) inside their Microsoft *Internet Explorer* version 5.0 or later Web browser. *Visio* users can freely distribute *Visio* drawings and diagrams to team members, partners, customers, or others, even if the recipients do not have *Visio* installed on their computers. *Internet Explorer* also allows for printing, although this is limited to the portions of the drawings that appear in the current view."

I tried it. I installed the free viewer on my computer at work and sent myself a *Visio* file to view and print. The viewer worked as advertised. The file looked the same as it did in *Visio* at home. Unfortunately, the print quality was not up to par. Lots of jagged edges when sent to an HP Laserjet.

While you are on the *Visio* site, add the SR-1 update.

The Users Guide suggests that you link, embed or copy/paste your work into *PowerPoint*. A *Visio* AutoDemo recommends that you copy/paste into *Word*.

Both sound like a good way to send a Visio graphic. I will also add that you can save your work as a Web page (in htm or html). That's three possibilities.

It looks like you need to be careful copying and pasting. I used CTRL-A, copy and paste into *Word 2000* first. I got a "runtime error." When I tried grouping all the objects I was successful. Well, I lost the cool *Visio* background, but other than that, I got it all.

I was able to save as a Web page after downloading something called "vector graphic rendering." My evaluation was on a Dell XPS T500 with 128 MB RAM and Windows 98.

Getting work done

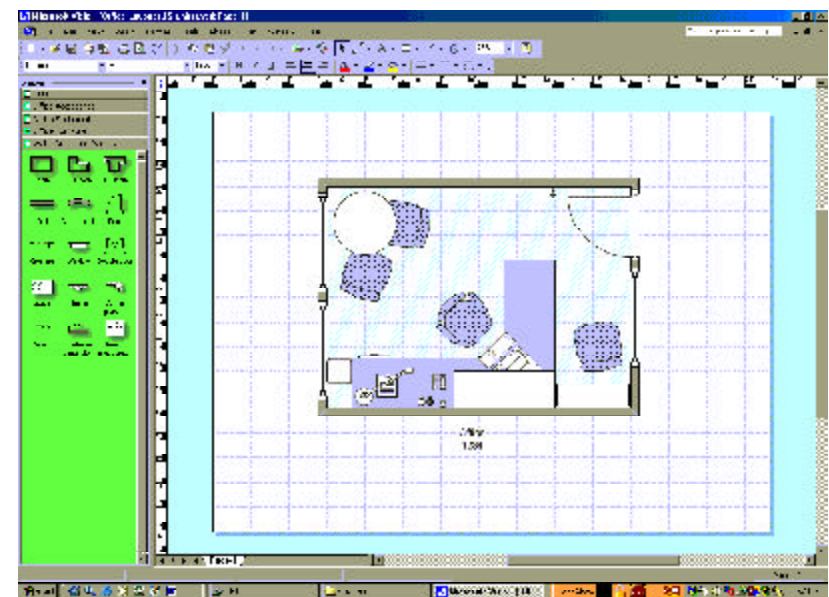
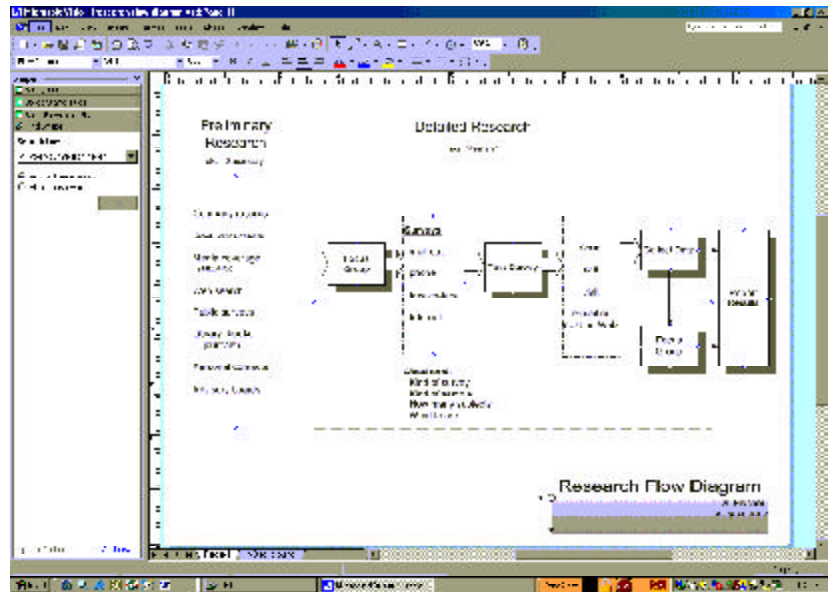
I wanted to move a Gantt chart to *PowerPoint 2002*. It is still editable in *PowerPoint*, so I thought it would make a nice portable template for my students. I was able to copy and paste into *PowerPoint 2002*. I was amazed to see that it also brought along a pull down menu selector for Gantt charts. Cool! You can continue to edit it there.

It looks great on the screen, but it never printed properly. All I got was a gray rectangle. When I tried to paste it into *Word 2000*, I got another runtime error.

All of this is *supposed* to work. This is, after all, an *Office* component. I tried again after installing SR-1. Same result: runtime errors in *Word 2000* and broken drawings in *PowerPoint 2002*.

I next tried to save a *Visio* drawing in PDF using Adobe Pdf Writer 3.02. It worked fine. But the file size was a surprise: 2.7 MB for a one-page drawing!

The Gantt chart features are



Task Name	Start	Finish	Type	Priority	Status	Resources
Task 1	1/1/00	1/15/00	Task	1	Complete	John
Task 2	1/15/00	1/30/00	Task	2	In Progress	John, Mary
Task 3	1/30/00	2/10/00	Task	3	Not Started	John
Task 4	1/30/00	2/10/00	Task	3	Not Started	John
Task 5	2/10/00	2/25/00	Task	4	Not Started	John
Task 6	2/10/00	2/25/00	Task	4	Not Started	John
Task 7	2/25/00	3/10/00	Task	5	Not Started	John
Task 8	2/25/00	3/10/00	Task	5	Not Started	John

many: outdent, indent, insert tasks, easily change dates. It is easier to use than Microsoft *Project* if all you need is to make Gantt charts.

Surprise

I had a disk with a few old *Visio* files on them. I tried to open them with *Visio* 2002. The alert read: "This file cannot be opened because it was created with a trial version of *Visio*." Excuse me? I am trying to open the files with a full working copy of *Visio*. Doesn't Microsoft want to reward people for trying the product then buying? What kind of behavioral engineering is this?

Here's how it should work: we DON'T open in trial versions. We DO open in full versions. This is just unnecessary.

Try it yourself

Visio is pretty much dominates this category. The only other product that is similar is *SmartDraw*. See: www.smartdraw.com. Price ranges from \$69 to \$198. We have not reviewed *SmartDraw*.

To see what this program can do I suggest you go to www.microsoft.com/office/visio and run the Test Drive. While you are there you can download a 30-day trial version. Just play with it – don't try to save anything. Anyway, this is a special program that's in a category by itself.

Requires:

Windows 98 or later, NT 4.0 with Service Pack 6. Pentium 166 or higher. Pentium III recommended. CD-ROM drive. VGA or higher resolution. Mouse.

\$ 199 Standard version

\$ 499 Professional version

www.microsoft.com/visio

Viewer: office.microsoft.com/downloads/2002/vviewer.aspx



MPCUG SIG NEWS

Word Perfect SIG news - by Maury Ellis

The Corel Word Perfect SIG held its regular meeting on September 16, 2002 at the Hampton Inn on Poplar Avenue. Sue Crawley led a discussion regarding details in the use of Quattro Pro. She gave a demonstration to show the hiding or moving of sections of a spread sheet.

There was a gathering for dinner at Bennigans before the regular meeting.

Hardware SIG news - from Jim Ingram

The October 5th meeting has been cancelled.

September Meeting Report

The Wizard session prior to the meeting took up the subject of spam email and turned into a lively exchange of ideas for minimizing the annoyance of unsolicited sales pitches. John Schuster guided the discussion about using filters in several different email client software packages. The conclusion was that spam probably cannot be totally eliminated, but filters can cut down some of it, and the delete key works for the rest.

September's main meeting was a business session. Discussion centered around plans to discontinue printing *The Bridge* each month. Instead, an electronic copy of the newsletter in Adobe Acrobat format will be made available for downloading from www.mpcug.org.

Some members are already receiving the newsletter as an email attachment and they can continue to receive it that way if they prefer, but those currently getting *The Bridge* by mail, will receive instead an email notice that the latest issue is available. A link directly to the issue will be provided. We expect to begin the new electronic distribution method in January 2003.

Jim McGee pointed out that a significant cost savings will result from no longer printing and mailing each monthly issue. He recommended that when the electronic edition begins in January, the group also reduce the cost of membership to \$20.00, which might encourage some new members to join, or some lapsed members to return. Those in attendance indicated strong agreement with Jim's plan. As there was not a quorum of Board Members present at the meeting, David Hamlin will take the matter to the Board in the near future. Plans are also being made for annual elections at the November-December meeting.



Memphis PC Users Group, Inc.
P.O. Box 241756
Memphis, TN 38124-1756

**Non-profit Organi-
zation**
U.S. Postage
PAID
Memphis, TN
Permit #134