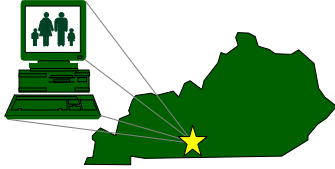


BGA-BYTES




Official newsletter of the Bowling Green
Area Microcomputer User Group, Inc.,
BGAMUG

Volume 16, Issue 6; June 2006,



June Meeting Presentations

1 - Using Forms & Tables in MS Word. Linda Todd will present how she uses Microsoft Word's Table feature to create standard forms and other different kinds of documents. You will be amazed how easy it is to create professional looking documents using this feature!

2—Font & Symbol Presentation. Jerry Gillette will demonstrate many simple facts and hidden secrets about using appropriate characters and fonts in your documents. All Windows computers start with the same basic fonts. Others are added to your font arsenal when you install new applications. Over time the number of fonts in your computer will be overwhelming. We will show you how to safely remove unwanted fonts and where to get new decorative fonts for special publications. As a bonus, attendees will learn how to insert many characters directly from your keyboard such as ¢ • ¼ « ¿ ° ÷ , even though there is no key on the keyboard for them. It gets even better when using your Wingdings;  and etc. There will be useful handouts and reference materials.

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May Meeting Presentations

If you missed last month's two presentations, you missed a couple of good ones. The first, by Richard Shultz, displayed how to use Microsoft *Paint*. This program has been part of the Windows operating system since at least version 3.0. It is still part of Windows XP. The program is not as sophisticated as many other graphics programs, but it is quite easy to use, and is included in Windows at no extra charge. You can draw straight lines, rectangles, pentagons, etc., as well as circles, and ovals. You can fill an area with color, display gridlines to make image alignments, make minor touch ups to photos, and convert images from one format to another. To get to paint in Windows XP, select *Start*, then *All Programs*, then *Accessories*, and finally *Paint*. If you are using a version of Windows earlier than XP, Paint may be under a different heading, so you need to look for it.

The second of last month's presentations was by Chuck Thomas, and added to a similar presentation given by Chuck a year or so ago. Titled *Copying Records/Tapes to CD or to DVD*, the presentation demonstrated how to archive music from old records or tapes to either CD's or DVD's. It covered the following topics: (1) Software & hardware needed to convert analog records or tapes to a digital file. (2) How to clean up sound in order to remove scratches, pops, and other unwanted audio which always occurs on old and well used media (3) How to edit single files to break apart songs, to eliminate introductions, to add narration, and etc., etc. (4) How to convert music to compressed MP3 format in order to reduce file size or to provide playback on an MP3 player, (5) What software & hardware are needed to write digital music files to CD or DVD.



BGAMUG LENDING LIBRARY

By Carol Brodeur



The BGAMUG lending library has some interesting books and software that members may not be aware of. Our Librarian, Karen Wickliff brings the books to the monthly meetings where members can sign them out for a month. Here is a review of some of the books and software available to members.

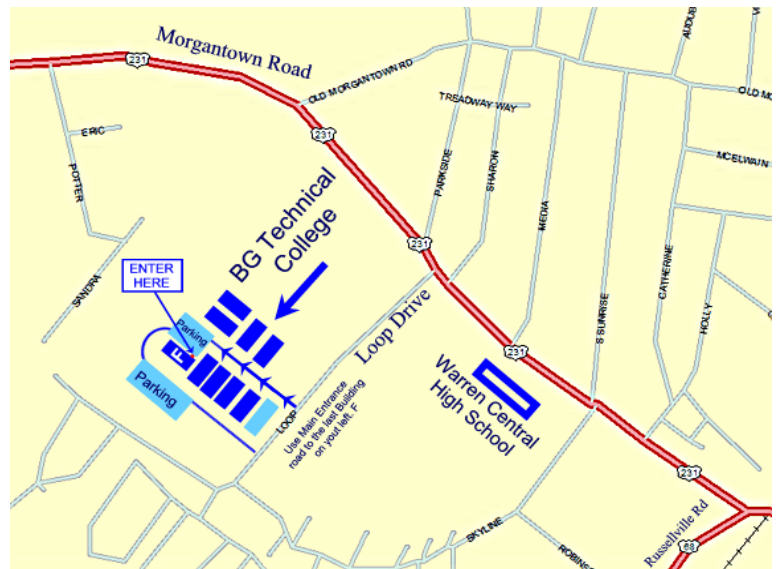
BOOKS

- Step by Step – Microsoft Office Systems 2003 by Online Training Solutions. This is a comprehensive book covering all Microsoft Office Systems. It gives directions for using Word, Excel, Access, Power Point, Outlook, Front Page, Publisher, OneNote and Info Path. I recommend it to anyone who is trying to teach themselves a new system.
- Faster, Smarter – Microsoft Office Systems 2003 by Katherine Murray. This book also covers most of the Office systems. It focuses on using the systems in a smarter way and presupposes having some knowledge of the system. Both these books will help members who have become interested in Excel and Access following recent meeting presentations.
- Web Design – Garage by Marc Campbell. This book is one of the “Garage Series” (I do my best work in the garage). It places emphasis on good design principles for building Web sites. It also shows the skills for building a web site using the HTML language. This is a good reference for anyone wishing to build web sites from scratch.
- PHP-NUKE – Garage by Don Jones. PHP-NUKE is a separate web technology that allows web masters to build advanced sites that can do many amazing things. The book details how to use it to achieve complex results. This is not a book for beginners.
- Linux Desktop – Garage by Susan Matteson. This book teaches how to install, understand and use the Linux operating system instead of Windows operating system.
- Digital Photography Pocket Guide by Derrick Story. This little book is a must for anyone with a digital camera. It explains all the parts of the camera and how to use the many functions to get great photos. It also gives tips on transferring images to your computer and sending images via E-mail.
- Adobe Photoshop CS One-on-one by Deke McClelland. This is a step by step textbook to learn Photoshop CS. A CD is included which contains files for the exercises and a two hour tutorial video. To use this book, you need to have Photoshop CS installed on your computer. Since this is costly software, this book may not be helpful to all members.
- Digital Photography – Expert Techniques by Ken Milburn. This book is for those who seek to become expert at digital photography. It presupposes knowledge of Photoshop CS commands. It is recommended for advanced users.

SOFTWARE

- Microsoft OneNote 2003 (11 copies.) OneNote is a new program. It enables you to take, organize and reuse your notes electronically on a laptop or desktop. As you work on a project, it gives you a place to store all your notes and graphics. The CD is a 60 day trial of the program. After 60 days, you can view files you have made but the program will no longer be functional. At this point you must purchase the system.
- New Microsoft Office System Launch Kit. CD contains tools and material needed for hosting a Microsoft Office workshop on the new features of Office 2003. Handbook accompanies the CD.
- Acronis True Image 9.0. This is a backup utility for sale.
- Discovering your Hard Drive 1.5 by User Group Relations





***** **Maps, Dates** *****

BGAMUG Important Dates

July 11, 6:30 PM. Board Meeting, Alamo room, Lone Star Steak House. Optional Dinner at your own expense in the same room starting at 5:30 PM. No reservations needed. **Please note that this is not the first Tuesday of the month.**

July 25, 6:30 PM. BGAMUG general meeting in Building F of the Bowling Green Technical College. The College is just off Loop Road, which is accessed from Morgantown Road, near Warren Central High School. See Map above.

July 25, after the meeting. Optional Social hour at Hardee's Restaurant at the intersection of Russellville Rd and Campbell Ln.

July 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Holiday	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4, Independence Day. This is a federal holiday celebrating approval, by the Second Continental Congress meeting in Philadelphia, of a document declaring the thirteen American colonies to be collectively independent of Great Britain. Such a document had been proposed on June 7, 1776 by Richard Henry Lee of Virginia. Lee was from a famous family of military men and politicians. (Robert E Lee, from the same family, came a number of years later.) On June 11 a committee was chosen to draft the resolution. Members included John Adams and Thomas Jefferson, both future presidents of the United States. Jefferson was appointed to write the first draft and to incorporate any changes.

On July 4, 1776, when the final draft was approved, there were still no signatures on it. Thereafter, the first signature was from John Hancock of Massachusetts, the Congress Chairman. It is a large extroverted signature, the largest on the document. Hancock declared that it was big enough for King George to read without using his spectacles. This was a brazen act of defiance because signing such a document was an act of treason, punishable by death. We know that by early August, most of the remaining signatures were on the document, but some members of this Congress were present and voted approval, yet never signed. Others signed who had been appointed to be part of the Congress but for some reason did not actually attend. The very last signature is that of Thomas McKean, who did not sign until 1781, five years after the document had been approved.

The first celebration of "Independence Day" was only in Philadelphia and was on July 4, 1777. It was not universally celebrated in the thirteen colonies until after the Revolution, when the colonies had become thirteen States. Over the years, it became a "national holiday" but was not officially recognized as such until 1941. (In 1941, there were forty eight states.)

On July 4, 1826 exactly fifty years after approval of the Declaration by the Second Continental Congress, both Thomas Jefferson and John Adams died, Jefferson in Virginia and Adams in Massachusetts. Once political enemies, they had finally become personal friends and wrote to each other rather frequently. More of the letters were from Adams, but there were a considerable number from Jefferson. When Adams was quite near the end, his last words were reported to have been "Jefferson still lives." In fact, far away at home in Monticello and unknown to Adams, Thomas Jefferson had died several hours earlier.

Fall 2006 Classes at Bowling Green Community College

Classes for the Fall 2006 semester at Bowling Green Community College Division of WKU are now enrolling students. If you are interested, please contact Linda Todd by e-mail at linda.todd@wku.edu, or phone her directly at 780-2547. She will help you find just the right class! You may choose to take a class for credit or you may audit it. Remember, if you are 65 years of age or older, you may take a class almost free. All it will cost you is a one-time registration fee and the cost of your textbooks for each class. Here are the classes recommended for most BGAMUGers:

- **Introduction to Computers** is taught by Jan Duvall, who recently presented a program on Microsoft Excel at a BGA-MUG membership meeting. This class will meet every Wednesday evening from 5:30 pm until 8:15 pm, beginning on August 30. To date, four BGAMUG members have registered for this class!
- **Word Processing** is one of the classes Linda will teach this Fall. This class will meet every Monday and Wednesday afternoon from 3:00 pm until 4:20 pm, beginning on August 28. If you would like to know more about working with Windows XP and Microsoft Word, this is probably the class for you!
- **Desktop Publishing** is the other class Linda will teach during the Fall. (Well, she also teaches three classes online every semester.) Desktop publishing will meet every Thursday evening from 5:30 pm until 8:15 pm beginning on August 31. If you want to learn how to create professional looking documents (letters, calendars, awards, brochures, newsletters, etc.) this is the class for you! Carol Brodeur and Lou Travelsted have already signed up for the class . . . So if you sign up you will have other BGAMUG members with you, and you know there will be a good time had by all. Because of Fall Break and Thanksgiving, this class will only meet 13 times during the semester!
- You can find out from Linda what versions of Office will be used for each class. Word 2003, for example, has a considerably different appearance from earlier versions of Word. If you need a computer not your own having the proper software for the class, see if there are computers owned by WKU which are available to you at times that are convenient for you.



The Right Click

By Jerry Gillette

In my search for reference materials useful for my presentation this month, I made the right click and found a great site I would like to share with BGAMUG members and readers. It is called SimplytheBest.

SimplytheBest.net is a focused search site. This means that they focus on one topic at a time and provide all aspects of that particular topic, but on just one section of their web site. By such focusing they deliver to you a very clear, clean search.

Consequently for my presentation on fonts I went to [SimplytheBest Fonts](#)

There I could browse through alphabetical font listings or font categories to view available fonts. Each font listed has a preview page with proprietary details. Many fonts are freeware and therefore available without charge to non-commercial users. There's much more.

The SimplytheBest **Device Drivers** library offers you links to where you can find a truly wide variety of hardware drivers. Searching for drivers can be a real pain, but SimplytheBest often provides a real shortcut to locating those you need.

The SimplytheBest **Music Artist** database contains composers, groups, lyricists, musicians, songwriters and vocalists who are looking for management, material, or contacts. The **Music Industry** database contains web sites that include agents, concert data, music directories, music education, fan clubs, record labels, instrument manufacturers, general music sites, music production, music promotion, music publishers, sheet music publishers and more. Wow!

SimplytheBest **Music** is a fast and precise way of finding artists, composers, songwriters and all types of music related sites on the Internet, and you can now browse for music of SimplytheBest featured artists, from which you can download a clip or even purchase one of their CDs.

Go ahead! Visit <http://simplythebest.net> and see what it has to offer for you

Tech Corner - By Chuck Thomas

Last month I described how to back up your images to CD/DVD or hard drive using Picasa. This month, features another great feature of Picasa that I discovered recently—**Gift CD**.

But first, I must make a slight correction to last month's article. In May I wrote:

Picasa creates only two files in the backup. These are (1) a small text file listing the names of all files in the backup set and, (2) an executable file that contains compressed versions of your photos. This latter file has the name: PicasaRestore.exe.

Actually, this isn't quite true. It creates those two files AND a folder named [C]....that I didn't notice! Then, if you drill down in that folder tree, you will see all your backed up files in an uncompressed format. You can open them, copy them to another place, delete them, etc.

If you want to add more photos to this same backup location, all you have to do is to select the name of the same backup set in Step 1 of the Picasa backup option found on the Tools menu button. But if you want to create a **new** backup set, make sure you specify a **new location** instead of merely re-naming those two files as I suggested last month in a note.

So now, that note should read:

NOTE: *There is one little problem—The next backup **to this location (folder)** will use the same file **and sub-folder** names and overwrite your previous backup. So if you want to keep more than one backup set, put each **new** backup in a separate folder!*



Now for the new stuff.

The **Gift CD** option (last button on the button bar under main menu) is great for sharing photos with family, friends, National Geographic Magazine, a Hollywood producer, Donald Trump, or any others you wish to impress!

I discovered this simple solution when I was asked to send a bunch of VBS photos I had taken to a member of the committee who wanted to produce a PowerPoint demonstration for the closing program. I decided to see if Picasa had an easier solution than using my CD Burning Software. Indeed It does! And not only is the Picasa solution easier, it adds slideshow software to the CD so the recipient can view the photos easily in a slide show!

Here's the way to do it.

1) Select one or more folders in Picasa or select just a few photos. (You can add or delete selections by holding down the CTRL key and clicking a photo.) The photos you select show in the Picture tray at the bottom of the screen.

2) Click the Gift CD button. In the screen at the bottom, **Step 1** allows you to omit the slideshow, so it then could serve as a simple backup CD. Also, you can add more photos or change the picture sizes—'original size' is the default. **Step 2** allows you to name the CD and to include a copy of Picasa or not.

3) Then put a blank CD into your CD-RW drive and click the **Burn CD** button. Formatting of the disk is done automatically, and the files are copied very quickly.

Give it a try--nothing could be easier, and the slide show does a great job of displaying your photos.



PC Placement Program by Gene Iglehart



For any new members who may not yet know, the Capital Area Corporate Recycling Council in Baton Rouge is a nonprofit organization that promotes waste reduction and the use of recycled goods through leadership and education programs for public and private entities and provides computers to schools (Computers for Louisiana Kids Program), nonprofits, and low income families. The CACRC accepts used computer equipment from individuals, agencies, and corporations for recycle or reuse. In 2005 the CACRC recycled over 960 tons of electronics and secured over 3000 computers for the community. In the aftermath of hurricanes the CACRC began an aggressive campaign to collect computers from around the country in order to refurbish them to replace those destroyed by the storms. CACRC collected over **2000** such computers and provided them free to selected individuals and organizations. Over **1120** were distributed to impacted schools (either those schools destroyed by storms or in this area those with an additional burden of more students) and to certain nonprofits; and then **600** were donated to select individuals. Each computer has Windows 2000 and Open Office software plus educational games, Internet Explorer, Anti-virus protection and a Power Point presentation which helps with technical issues. The ultimate goal is to donate 5000 refurbished computers to those who need them by the end of the program.

BGAMUG was one of the first organizations to respond to CACRC's original call. Fifty computers went to Louisiana in Sept. 2005. This inspired the Eagle Scout Harry Bryant in Owensboro, Kentucky to sponsor a collection drive and to bring computers to Bowling Green for refurbishing. BGAMUG prepared 210 more computers for hurricane relief. These computers were destined for the Jefferson Dollars for Scholars. One hundred sixteen desktop computers were given to students destined for college. Each student had been impacted by the hurricane and these computers would provide an enormous help in their future. Over two hours were spent by the Scholars for Dollars organization handing out these computers to college bound kids. It was all done smoothly, without a hitch.

These computers were to be distributed in a New Orleans school yard and by the time we arrived with the computers, there was already a big crowd waiting. After about 15 minutes of introductions, comments, etc., the truck was opened, the list of eligible students was brought out and the presentations made. Each student signed for his/her computer; they were congratulated; the computer handed over; and off they went.

I usually see the people to whom I give computers; but this was a new and special treat for the Owensboro Scouts, who were in uniform, to witness. I know all BGAMUG members would have been proud. We received many complements from the CACRC people as they unloaded us. "Never seen computers so well packed" I heard many times." I wish Gilbert Lakes and Bob Parson could have heard them, because those two worked very hard in following my directions as how I wanted them packed. Altogether we took 215 complete computers to Baton Rouge of which at least 85 were Pentium 3's. We also sent along about 50 extra monitors, keyboards and mice. These were left over from the more than 80 we received from which we could only use parts. There was a total of 45 boxes of Misc. computer related parts which I had collected that we would never use. These included network hubs, cables, cards, speakers, and such.

New Orleans is still a very badly damaged city. We drove for miles through vast areas where flood and hurricane damage had left their marks. Many large areas had no residents or just a few people living in FEMA trailers. Many areas still have no electricity. You could always tell which areas these were because traffic lights were off. We also visited areas where they are still repairing the levee. Local news indicates that everyone is still worried whether those sections under repair will hold next time. Also, we kept getting reminded that the hurricane season has now started again.

In the phone book we found the street location of our favorite restaurant, but didn't call. We just drove the five miles over there. All we found were damaged, deserted buildings and debris lining the sidewalks. We spent the next hour and a half hunting a place to eat, and finally decided on a Popeye's chicken place although the line was 45 minutes long. "FAST food" in N.O. today.

We also looked for the "Street Car Named Desire." It is near, or was near, the Loyola University area. I think we found its former site, but no streetcar. I guess it was also a victim of the high water.

BGAMUG Wishes to thank

POOR MAN'S TREASURES

1224 Indianola Street

Proprietor BECKY HENDRICK graciously allowed us to store our over 200 computers, monitors, etc., before leaving on the Hurricane Area trip.

THANK YOU BECKY!!!

We could never have done it without your help!

BGAMUG members! Be sure and visit her store! She has Antiques, Collectibles, Art Work, Crafts, Furniture, Household Items, and all kinds of other interesting items at good prices. Just browsing is an interesting experience in itself! Go have a look!

Hex Color Finder - Recommended by Chuck Thomas

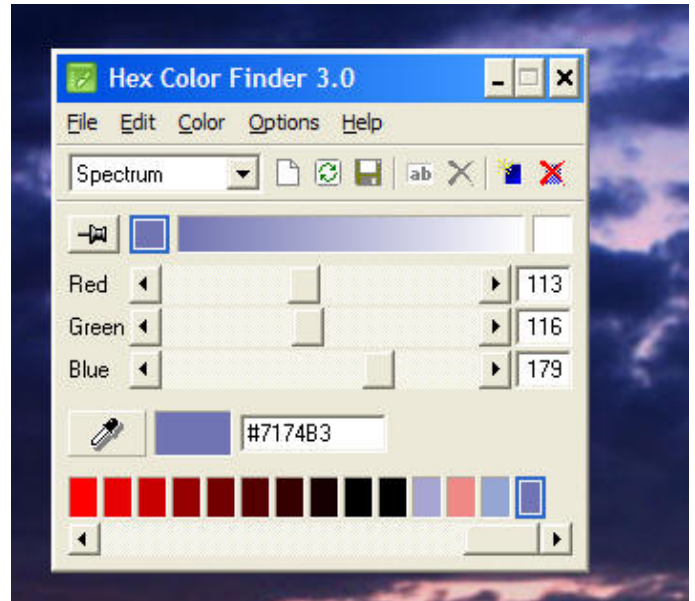
Hex Color Finder is a very useful utility for those who work with graphics (drawings) and images (photos) a great deal.....and it is **free!** You can download it from: <http://www.tucows.com/preview/240092>

This utility is a tiny program that allows you to capture colors from any image or application on your screen, including Internet Explorer. This means that you can identify colors of any object on the Internet. When opened, it looks like this screen shot shown on my Windows wallpaper where I had just picked up a color.

Suppose, for example, that you want to use a colored background for a framed photo, but you don't like any of the standard colors offered by your photo application. They usually let you select from a color wheel (or rectangle) of millions of colors, but it's hard to find something you like from among 16 million options!

Suppose also that you have seen the perfect color on a web page or, perhaps, you want the background to match the green in your daughter's dress in the photo you are framing. Here's where Hex Color Finder shines.

All you have to do to pick up a color is to click the eye dropper and drag it over areas of your screen until you get the color you want. You can see the colors change in Hex Color Finder as you drag the dropper. Let go of the mouse button and the color you picked shows with its color number in two forms: RGB (Red, Green, Blue) on the right side and Hex (hexadecimal) next to the dropper. One of these numbers can be entered in the color picker in your image application to show the same color there. (Some applications use Hex while others use RGB.)



Hex Color Finder has a number of options for modifying the color, copying its number to your clipboard, adding to the custom colors at the bottom, etc. Give it a try; you can't beat the cost!

The figure above is in black and white because our newsletter will not reproduce color. However, this figure will appear in color either by downloading the utility or else by visiting the June newsletter on our Website..



Changing the Default File Location

Most people leave the *Microsoft Office Word* Default File location at *My Documents*. However, it can be put at other locations if you so desire. This can be an important consideration when someone in the family puts so many personal documents in the *My Documents* file that it is no longer a general document file. It has become a personal file for them. To start a new location for a true default general file, follow these instructions.

- 1 Put a new default file folder where you want it to be located, and name it.
- 2 Select **Tools**, and choose **Options**.
- 3 Then click on **File Locations** in the Dialog Box.
- 4 In the box under **File Types**, choose the type of file being stored. Note that Word Files are considered **Documents**.
- 5 Click **Modify**, and note that this click assumes that you do want to change the default location.
- 6 A **Modify Location** Dialog Box appears; and from it, you find the folder which you are to use for default in the future.
- 7 Click on OK.
- 8 Then Click on OK in the Options Box.

The change is accomplished. Move whatever individual files desired from *My Documents* to the new location.

Other MS Office Programs have their own default files, which can be changed, each in a similar way but separately.

Treasurer's Report by Jerry Gillette

It has been a calm month for your treasurer as we had minimal transactions during the past month. We had three members request new Kroger Cares Cards at the last meeting. Keep up the good work. Every time you charge and use your Kroger Cares Card it helps BGAMUG. The present state of the treasury i.e., since the last newsletter, is shown to the right:

Beginning balance 5/16/06	=	\$ 1,449.87
Input	+	101.85
Output	-	275.06
Balance 6/16/06	=	\$1,276.66

Fall Sale Report

The date for the BGAMUG Fall Sale is set for Saturday October 7, 2006. It will be held at the spacious parking lot of Girls, Inc. club, located on the corner of Scott Way and Graham Drive, is one block off highway 185, Gordon Avenue.

We will start collecting items for the sale (anything and everything,) about a month prior i.e., in late August or early September. Keep this in mind and hold onto any useful items you may want to donate for the sale.

Jerry Gillette

Not Quite Breaking News

The big breaking news is no longer big news because by now almost everyone knows it. Anyway the two big news stories both regard the software giant Microsoft.

The first is that Bill Gates is leaving the day to day operations at Microsoft. Many insiders do not consider this startling news, because there have been indications for a long time that Bill has been torn between Microsoft and the Gates Foundation. Obviously Bill feels that Microsoft can operate without him, and the Gates Foundation can not, or at least would not operate as well. The changeover will occur within two years. Bill will remain in a figurehead position, but still with power.

The second is that Microsoft is releasing a beta version of the Vista operating system virtually to everyone who wants it. We will have a more or less complete story of the ins and outs of this development in next month's newsletter; but don't panic between now and then. No one, including Microsoft, recommends that you change to Vista Beta for your sole computer or even for your principal computer. Space requirement is several Gigabytes, and download time is usually a little over three hours. If you are bound and determined to download and use a copy for your operating system, then you are surely advanced enough to find it on the Internet and download it. The only truly good thing your newsletter editor can say at this point about the available beta edition is: **It's Free!**



An easy way to help BGAMUG by shopping at Kroger's

You can earn funds for BGAMUG without it costing you either time or funds. You simply shop at Kroger using a Kroger Gift Card for your purchases. Otherwise, you just do normal grocery shopping. You start by purchasing a gift card thru BGAMUG for \$25. Since it comes with a \$25 balance, the card is actually free. Then, use that card to pay for your Kroger purchases. You can add to your balance as much and as often as you want thru the customer service desk at any Kroger store prior to making your purchase. BGAMUG will receive a percentage just because you cared enough to use that card.

You can recharge a gift card, but remember that there is a five minute delay from the time you recharge the card at the customer service desk or a check lane and then use it in another check lane, pharmacy, or fuel station. This does not apply to recharging and redeeming it in the same check lane. Example: If you recharge your gift card at the customer service desk and go straight to a check lane, pharmacy, or fuel station, they will get a reading of "invalid expiration." You will have to wait at least five minutes to redeem the gift card. However, if you are in the check lane and recharge your gift card, you can use it after your groceries are rung up. The five minute rule does not apply to the same check lane.

With Regard to Club Members

Happy Birthday in the Month of **JULY**



C. B. Haley 1st
Mildred Collier 3rd
Leroy Collier 20th
Jay Atkerson 28th

Anniversaries in the Month of **July**



Jerry Gillette 10th

Cheaper by the Dozen

Special mention for Chuck Thomas, who received, in the last two weeks, his 13th and 14th grandchildren. We understand that Chuck and his wife are excellent babysitters. Sounds like they may be needed by someone in the family sooner or later, if not already.

What's in a Name

Well, in this case perhaps it's what is not in a name. Our member Bob Parson has been mentioned a few times recently with an unauthorized "s" on the end of his name. Sorry about that Bob.



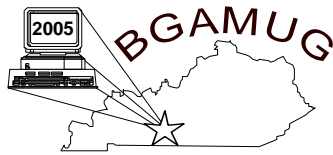
We sadly announce the passing of
Jan Russell,
a former BGAMUG member. We send sympathy to Mildred and Leroy Collier, her parents, who are current members. Jan will be missed by all who knew her.

Sympathy also to any member losing a loved one, family or friend whom we did not know about and therefore missed announcing in this newsletter. We also send regrets for missing announcements about anyone who is in the hospital or otherwise indisposed. Congratulations to : new graduates, wed couples, or new babies.

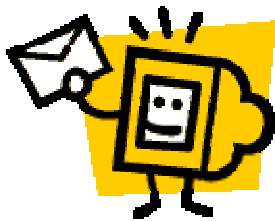
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BGAMUG
P.O. Box 20384
Bowling Green, KY 42102



Don't forget our June meeting at
the B G Technical College,
Building F,
June 27, 6:30 PM.



BGA-bytes is online, now in two formats to allow a choice between speed and better quality.

If you have fast Internet service, or if you wish to print-out the newsletter with best quality, then access:

<http://www.bgamug.org/newsletterarchives/mar2005-hi.pdf>

If you use the phone for dialup Internet service, and want to access the newsletter more rapidly, then access:

<http://www.bgamug.org/nesletterarchives/mar2005-lo.pdf>

In either case, to see our online edition of the newsletter you will need Adobe Acrobat Reader installed on your computer. If you do not have it, then you need to download and install Acrobat Reader by accessing;

<http://www.adobe.com/products/acrobat/readstep2.html>

BGA-bytes is the monthly newsletter publication of the Bowling Green Area Microcomputer User Group, Inc. (BGAMUG), which is a nonprofit, charitable educational society recognized by the Internal Revenue Service as a 501(c)3 tax-exempt charitable organization. Donations to BGAMUG may be tax-deductible.

The views expressed in BGA-bytes are those of the author(s) and do not necessarily reflect the official views of the organization. BGAMUG is a member of the Association of PC User Groups (APCUG) membership.

BGAMUG holds regular presentation/membership meetings the fourth Tuesday of each month (except December) at the Bowling Green Technical College (BGTC) on Loop Drive in Bowling Green, Kentucky. **The public is invited to attend our regular presentation meetings. To join, our annual membership dues are \$25 for an individual and \$35 for a family.** Loop drive intersects Morgantown Road just West of Warren Central High School. There is a stoplight at the intersection. The access road to BGTC from Loop is clearly marked with a sign. The meeting building is Building F in the last group of buildings down the access road. A map is inside this newsletter.