



# Mountain Bits & Bytes

The Award Winning Monthly Publication of the Mountain Computer User Group

Vol.11- Issue #10



## Autumn Is The Most Beautiful Season Of The Year!

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### Microsoft Excel: Special Functions

We are sure that you all enjoyed September's presentation on the creation of videos for YouTube, MySpace or FaceBook. We are looking forward to view all of your creations very soon.



You are all invited to attend this month's presentation of "Microsoft Excel: Special Functions". Richard Botting and Art Frenz, both MCUG members will present things you can do with Excel. Art will demonstrate how to build a name and address database and how to do a mail merge to create form letters and mailing labels. Richard will also demonstrate some unusual and perhaps unknown capabilities of Excel like some scale construction drawings. Please bring or send questions you may have regarding how to use Excel.

As usual, the meeting will be in the Wilson Lecture Hall at Young Harris College in Young Harris, Georgia. It will be on October 10, 2011 . The Q&A segment will be at 6:00 P.M., meeting at 6:50 P.M. and the program will take place at 7:00 P.M. Please bring a Friend!

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**Officers for 2011**

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George Donegan

Tim Cassidy

Vacant

**MCUG Monthly Meeting Schedule**

The regular monthly meeting of the Mountain Computer User Group (MCUG) is held on the second Monday of every month, at 7 p.m., in the Wilson Lecture Hall (Room 201) of the Goolsby Building on the campus of Young Harris College in Young Harris, GA.

All regular monthly meetings and SIGs are open to everyone regardless of membership status.

**MCUG Membership**

Annual dues are \$20 and extend membership privileges to two (2) members of a household. Membership privileges include: special discounts on vendor products, access to products for evaluation and review, and association with a great bunch of people.

**Affiliation**

The Mountain Computer User Group is a member of APCUG, a nonprofit international organization dedicated to promoting communications between PC user groups and the computer industry.

**Group Purpose**

The Mountain Computer User Group is a nonprofit, tax-exempt educational organization without corporate or vendor affiliation. Its purpose is the encouragement and advancement of computer information and knowledge through "users helping users".

**Family Tree Maker (Part 2)**

Review by Mary Phillips, Secretary, Icon Users Group, MO

March 2011 issue, The ICON-Newsletter of the Interactive Computer Owners Network

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I'm going to show you how to use another of the new features in FTM 2010/2011, Inserting a family photo to the top of a Family Group Sheet.

Create a Family Group Sheet by the following:

1. On the Family tab of the People workspace, select one of the parents' names, then click the Publish tab.
2. Click Relationship Reports, and select Family Group Sheet.
3. On the right side of the page, click the Create Report button.
4. Click the Save Report icon under Family Group Sheet Options. Name the report; click Save.
5. The report can be opened by clicking the Publish tab and then Saved Reports.

Before a photo can be used as the family picture on a Family Group Sheet, it needs to be assigned as Media to the Relationship for the parents.

1. Again, on the Family tab of the People workspace, select the same parent's name, then click on the Marriage facts button.
2. In the window that appears, click on the Media tab at the top.

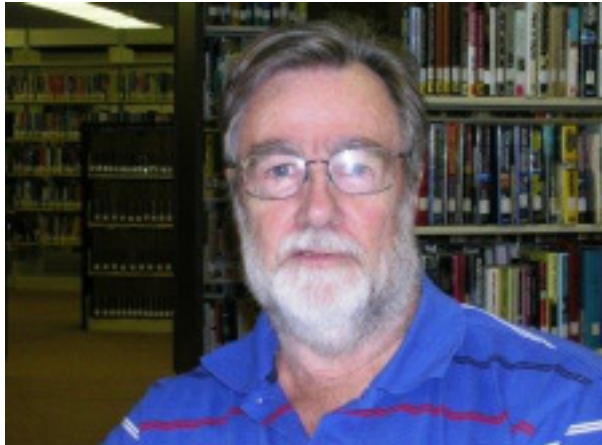
Continued on page 7

## MEET NEW DIRECTOR RICHARD BOTTING!

New director, Richard Botting, was born in Buenos Aires, Argentina. After doing his military service in the Argentine Air Force, assigned to the USAF Mission, he immigrated to the US going to college in San Francisco.

Upon completion of his studies, he moved to the Fort Lauderdale, FL, area where he spent the next 33 years running his construction equipment company. SCUBA diving, water skiing, coaching and refereeing soccer kept him and his boys busy for many years.

Although computers are not in his background, he realized that computers were the way of the future in running ones business and bought his first IBM with a whopping 64K of memory and two 5 1/4" floppy disk drives in 1982. With modifications and additions, Richard was still using that computer 15 years later as a remote work station to an IBM system 36. He presently has far more state of the art equipment, an eight year old Dell desktop and five year old laptop.



Richard and his wife Maddie moved to Hiawassee in early 2002 where they purchased a rental business which they operated as Georgia Carolina Rentals till June of 2008, when they decided that the bleak economic future made for a good time to sell up and retire. While crawling the walls due to inactivity, Maddie volunteered him to help at the then recently opened Towns County

Food Pantry, which he has been helping to operate ever since. To quote him, "If I had known about the lack of stress and the fun in volunteering, I would have retired years ago"

Richard and Maddie have six children and fourteen grand brats (as he tends to call them) spread out from the Pennsylvania Poconos to Chicago and down to Pompano Beach and Gainesville, Florida.

When not reading and listening to classical music, you can usually find him procrastinating on the remodeling of their home, watching his first loves, Rugby or Formula 1 racing.

### First Patented Programmable Calculator Designer Has Local Ties

The Mathatron is the first programmable electronic calculator that could fit on a desk and be easily used by an individual. Earlier "electronic calculators" were really mainframe computers that took up a large amount of space and weren't user-friendly. The Mathatron was a ground-breaking machine, since it could be easily used by a person for regular calculations as well as being able to be keystroke-programmed to solve repetitive problems. One could say that the Mathatron might possibly be the first device that could be called a "desktop computer" or "personal computer". This machine was the brainchild of three men: William Kahn, Roy Reach, and David Shapiro, who worked on the design of the machine in the early 1960s in Waltham, Massachusetts. The name "Mathatron" was coined by Mr. Reach's wife, Marjorie (Marge). Marge now resides in Blairsville and is active in the Blairsville Garden Club.



mathatron highlights: Program memory (core), 24 to 480 steps

9 significant digits, exponent, and sign  
Speed 100 accumulations per second

Addressable storage, to 88 registers

Number range  $\pm j10^{-42}$  to  $10^{+58}$

Optional prewired programs for special applications.

## **BITS & PCs**

Brother B&W Laser Printer HL-2170W, USB or wireless, Needs Toner Cartridge (\$32.73 at Buy.com) Printer sells for from \$109. to \$149. asking \$24.95

**Call George @ (706)379-0663**

2 New Epson Black ink cartridges  
S020187/S020093  
\$5 each

**Call Roger Hove @ (706) 781-8653**

HP Photosmart Premium AiO

Wrks prntr w/8 mos. left on ext.  
warranty. Incl. 5 new ink cartridges.

\$55

**Call Roger @ (706) 781-8653**

## **Tom's Tip of the Month**

For all of you who are seeking news from other areas of the country, this is a cool website for you to accomplish this in only one spot.

[http://www.newseum.org/  
todaysfrontpages/flash/](http://www.newseum.org/todaysfrontpages/flash/)

Just put your mouse on a city anywhere in the world and the newspaper headlines pop up...

Double click and the page gets larger...you can read the entire paper on some if you click on the right place. You can spend forever here.

Also, if you look at the European papers, the far left side of Germany will pop up as The Stars & Stripes (European edition, of course).

AND, this site changes every day with the publication of new editions of the papers.

## **The Humorous Side**

Lexiphile: (i.e., "lovers of words" you know . . . . like . . . you can tune a piano, but you can't tuna fish . . . . or, I wondered why the baseball was getting bigger . . . . then it hit me . . . .etc.).

Well, here are a few more:

To write with a broken pencil is . . . pointless.

When fish are in schools they sometimes . . . take debate.

The batteries were given out . . . free of charge.

A dentist and a manicurist married. . . . They fought tooth and nail.

A will is a . . . dead giveaway.

With her marriage, she got a new name . . . and a dress.

You are stuck with your debt if . . . you can't budge it.

A boiled egg is . . . hard to beat.

Police were called to a day care where a three-year-old was . . . resisting a rest.

Did you hear about the fellow whose whole left side was cut off? . . . He's all right now.

If you take a laptop computer for a run you could . . . jog your memory.

In a democracy it's your vote that counts; in feudalism, . . . it's your Count that votes.

When a clock is hungry . . . it goes back four seconds.

The guy who fell onto an upholstery machine . . . was fully recovered.

He had a photographic memory . . . which was never developed.

Those who get too big for their britches will be . . . exposed in the end.

When she saw her first strands of gray hair, . . . she thought she'd dye.

## What's All This Cloud Stuff, anyhow?\*

By Greg Skalka, President, UCHUG (Under the Computer Hood UG), California

July 2011 issue, DriveLight ..... [www.uchug.org](http://www.uchug.org)      [president@uchug.org](mailto:president@uchug.org)

Cloud computing is supposed to be the next big thing. Microsoft has commercials showing people delayed at an airport watching TV show episodes "in the cloud". Lots of big companies like Amazon, HP, IBM, Dell and AT&T are pushing their own version of the "cloud". Even Apple is introducing iCloud. What does it really mean? Will our stuff be in the public cloud, private cloud or both? Is it going to give us more capabilities, help us save money and have all our stuff available anywhere we want it, or will we only get rain and overcast from the "cloud?"

Cloud computing involves getting data, applications and services over the Internet. You might have your photos, music and other files stored on someone else's servers, rather than on your computer. This would allow you to access those files from any computer connected to the Internet. You might run web-based applications that allow you to perform the same functions as an office productivity suite, like document and spreadsheet creation, without having any office software installed on your PC. You might get your email through a web-based system and interface. For all the hype, though, it seems that "cloud" is just another word for the Internet.

Is the cloud just a return to the dumb terminals connected to the computer mainframe model of computing, with the Internet now doing the connecting?

Most of us are already doing things in the cloud. If you have used Google Gmail on the web, filed your taxes with the online version of TurboTax, shared photos on Flickr or checked out your friends on Facebook, you've had your head in the cloud. Even if you host photos on your (home) network hard drive that can be accessed by others over the Internet, that is your own private cloud. Think about that the next time you are using Amazon's Cloud Drive to store and listen to your MP3 of The Rolling Stones' "Get Off Of My Cloud."

One thing that appears obvious to me is that we are each dealing with more information, larger files and larger bandwidth streams than ever before. Without a high-bandwidth Internet connection, cloud computing would not be feasible for an individual. No one will be accessing the cloud with dial-up. As our files get larger, passing them between the cloud and your PC takes more time or bandwidth. While some might be pushing more megapixels in digital cameras and advocating streaming HD video, these trends further challenge the utility of the cloud concept.

Using cloud storage can be great way to share photos and videos. It is about the only way to share the large JPEG files that new 10+ megapixel cameras take. You sure can't email those large files, and no one wants to wait for the CD (or DVD) of photos from the family gathering to arrive in the mail. The problem with the cloud is it can still take a long time to upload and download large files, even with a broadband Internet connection.

This indicates to me that the cloud concept could be a farce in some cases. Every new camera I buy has more megapixels, but if I have to spend hours uploading the photos from my camera to the cloud, and people spend hours tediously downloading, it does not seem like progress. If I have to resize my photos to put them in the cloud (as my primary, or only storage), then why are these camera manufacturers working so hard to sell me on more resolution?

And don't get me started on the security concerns of computing in the cloud, or you'll really have me singing "Get Off Of My Cloud."

## A Few Tips for Customizing Word 2007

By Nancy DeMarte, Columnist, Office Talk, Sarasota PCUG, Inc., Florida

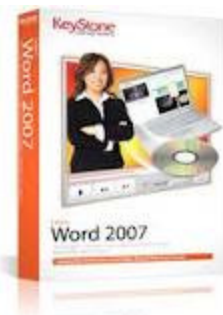
July 2011 issue, Sarasota PC Monitor [www.spcug.org](http://www.spcug.org) [ndemarte@Verizon.net](mailto:ndemarte@Verizon.net)

When creating Office 2007 programs, Microsoft added new tools and settings designed to save time and simplify tasks for users. Some of us find that while we appreciate most of these features, a few are getting in our way. Fortunately, many of these default settings can be disabled or modified. Here are a few customizations that I have found to be helpful.

**Add commands to the Quick Access toolbar:** Let us say that you use a certain command often, like the Spelling & Grammar checker, but keep forgetting where it is located in the Word 2007 ribbon. There is an easy solution. You can copy any command to the Quick Access toolbar, which is always visible in the top left corner of the Word window above the Office button. To place a tool button there, first find it on the ribbon, right click it and select Add to Quick Access toolbar. If you have several commands you want to move there, start by clicking the arrow to the right of the Quick Access toolbar. Then click a command you

want from the list, which puts a checkmark next to it and adds it to the Quick Access toolbar. You may have to click More

commands to expand the list. In this view, click a command in the left pane, and then click Add to put it on the Quick Access toolbar, shown in the right pane. Repeat for as many commands as you want, then click OK. Tip: Be a bit selective or your Quick Access toolbar may get so long it blocks out the title of your document.

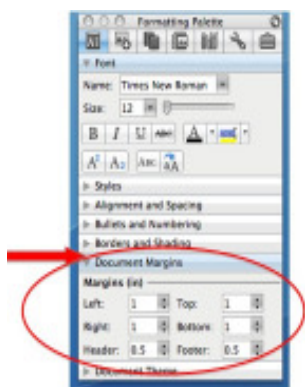


**Control the space between lines and paragraphs in your customized Normal template:** In August 2010, I wrote a Monitor article about how to customize the Normal Template in Word 2007 on which all new documents are based.

Recently, I learned that even making those changes does not rid your documents of the extra space between the lines and paragraphs. Apparently, even Microsoft acknowledges that the Word 2007 line spacing rules are not easy to change.

Word 2003 and earlier versions used single spacing between lines and after paragraphs, which is what many users would like to get back. Word 2007's default setting is 1.15 pts between lines and 1.15 plus a blank line after paragraphs. A fairly easy way to revert your Word 2007 spacing back to the 2003 version is by changing the Style Set. Open a Word 2007 document. Click the Home tab, and then click Change Styles in the Styles group. Point to Style Set and click Word 2003. To make the new style set become the default in Word 2007, click Change Styles again, and then click Set as Default. If you prefer not to go through all those steps, Microsoft has created a little fix-it tool which will make these changes for you. You can download it from the Microsoft website at this address:

<http://support.microsoft.com/kb/921174>.



**Create Custom Page Margins:** If the margins in your document are not set the way you want them, you can fairly easily change the margins to

your liking. With your document open, click the Page Layout tab, and then click Margins in the Page Setup group. The Normal setting for Word 2007 is 1 inch on all sides - top, bottom, left and right. Several other choices appear in the drop down gallery. If you like one of these, merely click it and watch your document change to the new margin settings.

If you do not find what you want in the margins gallery, you can create your own customized margins. Open the Margins gallery and click Custom Margins, which opens the Page Setup dialog box. On the Margins tab, type your desired settings in the four boxes, leaving Gutter (the area left for binding or hole-punching) at "0" and "left." If you want these new margins in effect for only the current document, click OK. If you want to use them for this and future documents, click Default, and then OK.

**Add the Right Kind of Date to Your Document:** Many of us like to put dates in our documents to identify when they were written. But when we open some documents, we find the current date rather than the date it was composed. Word allows us to enter two sorts of dates and times: a date which never changes or a date which updates automatically whenever the document is opened. It helps to know how to enter both types since there are occasions when each is appropriate.

To enter a static date, just type it somewhere in the document or footer. Another way is to click the Insert tab and, in the Text group, click Date & Time. This opens a dialog box where you can choose from several formats for the date and/or time. Be sure to uncheck the box next to Update automatically if you want the date to remain static.



To enter a date that updates each time you open the document, click the Date & Time button as explained above. This time be sure that Update automatically is checked.

A way to add a date with specific properties is to add a date "field." Click the Insert tab, then Quick Parts, then Field. In the Field box, select the Date and Time category. Here you will find several specialized fields, such as CreateDate, PrintDate, and SaveDate. A quick way to insert a field for a date is to use the keystroke shortcut, [Shift]+[Alt]+[D].

**Get rid of the Mini Toolbar:** Whenever you highlight a word or phrase in Word 2007, a mini toolbar of editing commands appears above and almost covering the highlighted text, which can be annoying. The mini toolbar is a new feature of Word 2007/2010. Its purpose is to put the most commonly used editing commands close to where you need them. For some this is a time-saver; for others, it's a pain. Fortunately, you can turn off if it bothers you. To disable this feature, click the Office button, then Word Options (bottom right), and then Popular. Remove the checkmark from the box next to Show mini-bar on selection and click OK.

.continued from page 2

Next, click the drop down arrow beside New and select one of the choices: Add New Media (import new photo from a folder on your computer), Link to Existing Media (attach a photo already in your media gallery to this fact), or Scan Media (scan a photo from your scanner).

4. Click OK.
5. Now, to add this photo to the top of the Family Group Sheet, open the Family Group Sheet from the Publish tab, Saved Reports.
6. Click on the Family Picture drop down menu on the right and change it from None to the selected photo.

# Mountain Computer User Group October 2011 Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 <b>MCUG Board Meeting</b>	6	7	8
9	10 <b>MCUG Meeting</b>  <b>6:00 Q&amp;A 7:00 Program</b>	11	12	13	14	15
16	17	18	19	20 <b>Last Day To Submit Articles !</b>	21	22
23,30	24,31	25	26	27	28	29

## HAPPY BIRTHDAY!!!

## OCTOBER ANNIVERSARIES!!!

Hatch Hatchell 10/01  
 Cathy Pearce 10/05  
 Laura Hove 10/14  
 Donald Miller 10/14



Art Frenz 10/15  
 Betty Rose Shope 10/22  
 Cissy Williams 10/23  
 Sandra Royals Shenkman 10/25  
 Jo Anne Allen 10/29

Bill & Vivan Heath 10/30/1959 52 yrs  
 Larry & Bonny Garrett 10/18/1969 41 yrs



Art & Diane Frenz 10/05/1973 38 yrs  
 Carole & Clifford Kasa 10/20/1985 26 yrs