

ICON PC User Group

* Brentwood, NY

<http://www.iconpcug.org>

November 2003

Volume 14

Issue 11



Presidents message for November 2003

During the last month, we have found people to fill the blanks on the **2004 Executive Board**. Tonight is the last chance to speak up if you feel that you wish a place on the board. The time is now, or forever hold your peace, because without opposing challengers for any of the positions there will not be any reason to have a vote in **December**.

The changes are as follows, with **Diana Olson** leaving as **Secretary**; **Jaye Vullo** has agreed to fill in at that position. This in turn opened the position of **Newsletter Editor**. Last week we were happy to hear from a long time member **John Prankaitis** who offered to help in the vacated position. The **Newsletter Committee** still needs members to act as **Reporters, Photographers, Proofreaders**, and all the help we can get. You will learn about **Desktop Publishing**, while helping **ICON** put together your **Newsletter**. All other positions will stand as before. Earlier in the year, our **Publicity Chairperson Larry Lund** resigned his position and **Fran Kiperman** has agreed to fill that opening. I would like to thank all the members that have helped this year and those that are hanging in there with me through the years. Let's hope that the coming year is even better than the past years.

This months demo is a sneak peak at **Microsoft Office System 2003**. The auditorium of the **Brentwood Public Library** was requested for this meeting to make sure we don't run out of seating room. Next month we go back downstairs to Meeting rooms #2 and #3 as usual for an end of the year meeting by **PC Richards**. **Andy Gilbert** does a great job on his demonstrations and usually brings goodies for give-a-ways to members in good standing.

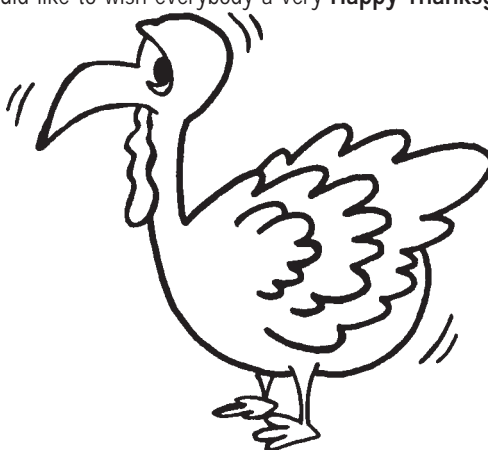
At this time, we of the **Executive Board** would like to wish everybody a very **Happy Thanksgiving**.

Thank You

Tom Engel

President

tengel@iconpcug.org



The ICON GRAPHIC

Members Corner

We'd like to welcome the following new members who joined the **ICON PC User Group** family in **October**:

Peter Busterna
Steve Hatfield
William Higinbotham
Tom Eckert

Carol, Deborah & Nathaniel Robinson
Betty Rocco
John Williams, Jr.

We hope that our new members — and all of our existing members as well — will speak to one of the club officers about your computer interests so that we can try to tailor our programs to better meet your needs. And if you can spare a bit of free time to volunteer, ask one of us about presenting a topic you know well at one of our meetings, writing an article or product review for our newsletter or helping staff the ICON table at one of the local computer shows. We rely on volunteers for our continued growth, success, and very existence. And I promise, it'll make you feel good too. Let your friends know about us also. We're glad you joined the ICON PC User Group and made us your computer club!

The **ICON-Yahoo! online discussion group** is up and running and we hope that you're participating in it. By visiting the group, you can post computer questions you have for our other members to answer, answer a question that you know, check out links to the topics discussed at our meetings, view a calendar of ICON meetings, events and computer shows, download selected files of programs we've discussed, participate in an ICON poll and look at pictures from past meetings and events. Whew! All members who are current with their dues have been invited to join by email. If you haven't received your invitation yet, stop by the registration table and we'll help get you connected. If you have any comments, suggestions, or problems with the group, please let one of the Club officers know.

Remember that **Club elections** are set for next month and that members can run for any board position. Nominations close tonight, so if you'd like to run for a Club office, announce your intention at this meeting.

I encourage all members to stop by our **Beginners Workshop** that meets the last Friday of the month. Last month, we ran a special holiday project meeting where we demonstrated how to automate your holiday greeting card list. We set up a database to print out all of the envelopes very attractively on your home computer printer. We have no **Workshop** scheduled this month due to the Thanksgiving holiday, but we'll resume our schedule again on **December 26** when we present our annual **Holiday gift show and tell**. Show off your favorite technology Christmas gift and if you can't quite figure out how it works, maybe someone else in the group can help. These workshops are a free benefit of your ICON membership but seats are limited, so if you'd like to attend, email me at cwagner@iconpcug.org and we'll put you on the reminder list.

We still need help staffing the **ICON table** weekends at the local computer shows. Speak to one of us about how you can spend a few hours at one of the shows helping the club and having a great time while you're at it. Special thanks go to **Victor O'Ferrall**, **Brian Corringham** and **Larry Cohen** who helped out on very short notice last month. But PLEASE, schedule with us before you stop by on behalf of the Club; we're allowed only a limited number of people to man the table and we don't want anyone turned away! Those members who show up and are not on the list will have to pay the regular admission price to enter. The next computer show will be **MarketPro November 8 & 9** (this weekend!) at Sports Plus in Lake Grove. And when you go to any of the shows, be sure to ask them where the computer club table is. We want the show management to know that people come into their shows looking for us. Thanks!

Wishing you and your family a wonderful Thanksgiving!

Charlie Wagner

Membership Chairman

cwagner@iconpcug.org

Current Administration

President / Webmaster
Vice President
Treasurer
Membership Chairman
Secretary

Tom Engel
Randy Gilbert
Martin Rosa
Charlie Wagner
Diana Olson

Newsletter Editor
Program Chairman
Hardware Coordinator
Show Coordinator
APCUG Representative

Jaye Vullo
Harry Eaton
Joe Schibani
Keith Palazzolo
Harry Eaton

Editors' Notes

Microsoft Office System 2003

Welcome to tonight's presenter **Laurie Wrona!**

I'm sure this will be an informative and interesting meeting.

A couple of weeks ago I had the opportunity to attend one of the **Microsoft Office System 2003** launches in **NYC**. I was very impressed by so many of the new **Editions** to the **Office System**. I spent the day learning from all of the great seminars I attended. **Microsoft Office XP** plays a major part in my day, as I am sure it does with many of you. I am looking forward to using some of the new features in **Office 2003**. All of the Office programs have been updated and improved. **MS Word 2003**, as well as **Outlook 2003** have new features that will be very helpful to the **Professional** user as well as the **Academic** and **Home** user.

There is a version of **Microsoft Office System 2003** to suit every users needs. You can increase your **Small Business** productivity with **Outlook 2003 - Business Contact Manager**. If you are like me, and have sticky notes all over your monitor and desk, try **OneNote**. Put all of your information in one place by organizing notes the way you want them. Works great with your **Laptop, Desktop** computers, and **Tablet PC**. It makes it quicker and easier to find information right on YOUR "**Digital Desktop**".

I hope you all enjoy the meeting. Here is what **Microsoft** has to say about their new **Office 2003**. **Check out the links at the bottom I've added for some great info and free training.**

"Microsoft Office System First-Look

The new Microsoft Office 2003 Editions are here, and Microsoft is offering special overviews for Mindshare User Group members. This firsthand look will provide an opportunity to see the new Microsoft Office System and learn how to maximize your productivity at home and at the office, reduce spam, customize your email, and much more. Microsoft has developed a series of launch activities that demonstrate how the latest Microsoft Office System is loaded with features that make it better than ever. To sign up for one of the many demos, webcasts, workshops, or special events planned nationwide, visit the events information page."

<http://www.officesystem2003events.com/>

<http://office.microsoft.com/home/>

<http://www.microsoft.com/Office/onenote>

<http://www.microsoft.com/office/outlook>

<http://www.microsoft.com/office/word>

<http://www.microsoft.com/office/editions/prodinfo/default.aspx>

Jaye Vullo "Geekette 777"

ICON PC User Group Newsletter Editor

jvullo@iconpcug.org

NOTES



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GOOGLE SEARCH, learn what you can do [Part 2 - Refining your Search]

By Eugene Olson

Last Month, we learned how to do a basic search with **GOOGLE**.

For more information, you can check out the book [025.04]

“Google Hacks 100 Industrial-Strength Tips & Tools”

by Tara Calishain & Rael Dornfest.

A Web Page is built in several parts:

TITLE - describes what the web page is called. URL - describes the Internet address where it is stored.

ANCHOR - describes the name of the links to other web pages, LINKS - are the other web pages.

TEXT - describes the information stored on the web page.

With GOOGLE search engine, you can search more than the title and description (like Yahoo), but can search the URL web page address, ANCHOR name, LINKS to other web page addresses and TEXT content. Extend your word search (like [mice]), by adding more criteria:

(1) Search a web SITE type or top down domain: [site:edu] (educational)

[site:loc.gov] (local government)

[site:ny.us] (New York state government) web sites.

(2) Search by a URL address: [inurl: iconpcug] (search www.iconpcug.org).

(3) Search the TITLE of a web page: [intitle: technology]

(any title with the word technology in it).

(4) Search the TEXT body of the web page: [intext: technology] (any web page with the word technology).

(5) Search the hypertext link ANCHOR displaying a link name

[inanchor: “click here”].

(6) Search the hypertext web page address LINK [link: www.google.com].

(7) Search word(s) of previous web pages (that may or may not exist)

[cache: www.yahoo.com].

(8) Search a web page indexed by GOOGLE on or during a range of dates

[daterange: 2439998-24522463]. These dates use a Julian Date system.

Google holds the last date it indexed a web page.

(9) Search for specific file types on the web site [filetype: ppt] (Powerpoint) [filetype: xls] (Excel) [filetype: doc] (Word) [filetype: pdf] (Adobe PDF) [filetype: htm] (Web Page) [filetype: html] (web page)

[filetype: asp] (Active Server Pages). This allows you to get the result in a specific format, such as stocks in PowerPoint [“leading economic indicators” filetype: ppt].

(10) Search for similar web pages to this one [related: google.com]

(finds other search engines).

(11) More information about a web site [info: www.oreilly.com].

Now you can combine your search words with other terms to get a REFINED SEARCH (closer to what you are really looking for).

Remember to hold onto these newsletters - each month, we will add more to what you have already read.

Thanks **Gene** for doing this series for us.

DISCLAIMER

This newsletter is freeware / shareware - It may be copied, duplicated and shared with others. The information that has been placed into the newsletter has been obtained from many sources and cannot always be verified. It is always recommended that you obtain professional advice from: software / hardware distributors, manufacturers, salesmen, or other professionals dealing with the articles that appear in these newsletters.

ICON PC User Group meeting times and Library location

The **ICON PC Users Group** meetings are held on the first Friday of each month at the Brentwood Public Library. The meetings begin at 6:30 PM and end at 8:45 PM. The Library is located at the corner of 2nd Ave. and 4th Street in Brentwood, NY.

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