

## Jeff Berman on Digital Photography

Jeff Berman is a certified and experienced computer instructor who caters to novices and people with little confidence. He has had a strong interest in technology, and especially enjoys working with older adults.

After graduating from the University at Buffalo with a BA in Psychology and Anthropology, he moved to New York City to work as a budget analyst for the Dean's Office at Columbia University. There Jeff developed a passion for using the Personal Computer.

He returned to his hometown of Syracuse to pursue an MSW with a focus in gerontology at Syracuse University, but got sidetracked while offering to teach some older adults how to use their home PCs.

Jeff discovered a love for teaching beginners how to use computers. Before long, he had earned a graduate level certificate in Information Systems and Telecommunication Management at the SU School of Information Studies.

After becoming certified, he landed a job as the computer instructor for OASIS, the nation's largest not-for-profit organization serving older adults ([www.oasisnet.org](http://www.oasisnet.org)). In just three years, Jeff has taught well over 1000 OASIS members more than a dozen different computer related courses and has received rave reviews. He is currently teaching courses that focus on the use of the Internet, Microsoft Word, email, the Windows operating system, computer security, computer maintenance, finding reliable health information on the Internet, and of course, digital photography.



While teaching at OASIS, Jeff became obsessed with digital photography. He now spends most of his free time researching digital photography and has taken well over 10,000 digital pictures.

Last January, Jeff established his own business "JBB Simplified Computer Education". It's a unique school that offers several computer classes at clients' homes. Jeff gives his clients lots of personal attention, tailors his classes to his client's home PCs, works with his clients' busy schedules, and supplies his clients with critically acclaimed notes. He can be reached at 315-372-4628.

Jeff is very excited about having this opportunity to create a program on digital photography for the Mohawk Valley PC User Group. He has made presentations to the Central New York PC Users Group twice and those lucky enough to be present had a great experience.

### Meeting Agenda

5:30	.....	Meet and Greet
6:00	.....	Business Meeting
6:30	.....	Program, Part 1
7:00	.....	Break
7:15	.....	Program, Part 2
8:15	.....	Drawing for Prizes
8:30	.....	Adjournment

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Bob Schaffer, your *Explorer* editor, is very interested in hearing about your experiences with this free tech support service. You can email him at [rdschaffer@adelphia.net](mailto:rdschaffer@adelphia.net) or phone him at 853-5984. ❖



# explorer

The MVPCUG *EXPLORER* is published monthly from September through June by the Mohawk Valley Personal Computer User Group, Inc., PO Box 586, Marcy NY 1403-0586.

Opinions expressed herein are the writers and are not reflective of the MVPCUG, nor are they considered substantiated by inclusion in this newsletter. All articles are copyrighted by their respective authors but may be reprinted by other User Groups provided credit is given to the author and this publication.

The Mohawk Valley PC User Group, Inc. (MVPCUG) was founded in 1981 by individuals interested in IBM compatible computers. This non-profit organization consists of volunteers whose expertise range from novice to professional.

Regular meetings are held on the first Tuesday of the month at 6pm, usually at the Whitesboro High School, Route 291, Marcy NY. A typical agenda consists of discussion of business affairs and a demonstration of computer related products. Meetings are open to the public.

Initial membership fee for an individual is \$25. Annual renewal dues are \$20.

## NEWSLETTER STAFF

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Our Internet presence is at  
<http://www.mvpcug.com>

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## ADVERTISING RATES

¼ page — \$25 ❖ ½ page — \$45

## HELP HOTLINES

Help is limited to times indicated:

- ★ Day calls: 9am to 4pm.
- ★ Evening calls: 6 to 9pm.

**If your problem isn't urgent, please try email.**

**Disclaimer:** The individuals listed here provide voluntary services and information. Please be considerate when you call. Our Help Hotline members reserve the right to limit the amount of advice and number of calls they will accept. Use these services and information at your own discretion and risk as they and the MVPCUG do not assume responsibility for any software or hardware failures that may occur. The club does not assume responsibility for any agreements made by participating parties.

### AOL

..... Dave Askew

### Batch Files

..... Tim Clinehens

### Excel

..... Bob May

### Money

..... Bob Schaffer

### Troubleshooting

..... Tim Clinehens  
..... Bill Gorrell

### WordPerfect

..... Bob Schaffer

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## Smart Computing Special

MVPCUG members can now enjoy special benefits and pricing from the publishers of *Smart Computing*, *CPU*, *PC Today*, and *CE Tips*. Subscribe to one magazine and have access online to all four publications!

★ **Smart Computing** — For all skill levels, the plain-English writing style will help you improve your PC productivity and get the most out of your computer. For more info, visit [www.smartcomputing.com](http://www.smartcomputing.com).

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★ **CE Tips** — Covers the world of consumer electronics from HDTV to your digital camera. For more info: [www.cetips.com](http://www.cetips.com).

For every five paid subscriptions MVPCUG will receive a free subscription. Members family and friends can order subscriptions. The unique code numbers to use when calling (800) 733-3809 to order are:

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**Minutes of May 4, 2004**  
— Marsha Thayer, Secretary

The MVPCUG general meeting was held at the Whitesboro High School. President Jerry Finkelstein called the meeting to order at 6:07PM.

**Business Meeting**

A survey appears in the latest Newsletter asking members to provide feedback on whether to continue with a printed Newsletter or whether an on-line newsletter would be OK. We discussed the cost of generating the current printed Newsletter. We will be discontinuing bulk mailing in the Fall and going to first class mail. This will save money over the current method.

- \* The members present were asked if an on-line only Newsletter would be OK. 21 - yes; 7 - no.
- \* Would having an on-line Newsletter effect membership? 1 - yes.
- \* Would the members be willing to pay more dues to get a hard-copy Newsletter? 10 - yes.

No update on the By-Laws modification.

During the meeting CDs from past months were for sale.

We are considering making monthly CDs to sell. In order to do that we need to find a vendor to provide the CDs, cases, printed labels and burning from a provided master CD.

- \* We currently have 2 quotes to provide CDs. We welcome additional quotes and would like them by Tuesday, May 11th.
- \* Jerry asked for a show of hands on how many people are interested in continuing the sale of CDs. 12 - yes; 10 - no.

The Treasurer's Report for April shows \$508.37 in income and \$264.22 in expenses with a balance of \$4633.11. It was noted that a member brought 2 new members within 90 days and as a result got a 1-year free membership.

The Q&A SIG will meet on the 3rd Thursday after the first Tuesday of the month at St. John's Church in Whitesboro at 6:30. The May meeting will be held on May 20<sup>th</sup>.

A patch (MS04-011) is available for XP to protect against the SASER virus. You can get this virus without opening e-mail.

**Program**

At 6:45 the main program began. Heather Mentgen, Amber Coffin and Aaron Clark from Smart Computing made interesting presentations regarding Smart Computing magazine, its associated magazines and its website. Members present were given packets containing the latest *Smart Computing* magazine, a web guide, contact information, a customer survey and a mouse pad. At the conclusion of their presentation door prizes were drawn including several prizes provided by Smart Computing.

At 8:00 we drew door prizes.

**Door Prize Drawing Winners**

(The following prizes furnished with club funds)

- 15 CDs ..... **Brenda Kopp**
- 10 CDs ..... **George Bracken**
- Organizer ..... **Joe Madeira**
- Greeting card paper ..... **Rod St.Clair**
- Gel mouse pad ..... **Sherm Stein**

(The following prizes furnished by Smart Computing)

- Computing Dictionary **Mary Tollerton, Joe Penabad**
- Binder + 1yr Smart Computing . . . . **Bob Angelhow**
- 1 yr subscription . . . **Kay Janowsky, Don Jennings**

(The following prizes furnished by Que/Sam's Publishing Co)

- Pen + Book: Easy Quicken 2004 . . . . **Bill Partridge**
- Pen + Book: Defensive Design for Web . . **Fred Cole**

(The following prizes furnished by Rod St.Clair)

- Book: Map Point for Dummies . **Howard Netzbund**
- CD: Print Shop ..... **Jerry Finkelstein**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,  
Marsha Thayer, secretary



**C.D. Consulting** DoughertyCA@adelphia.net

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## Word Processing Tips

— by Bob Schaffer

### WORD — Using Captions with Pictures

If you're composing a newsletter, or some other type of document that involves pictures, you can get to add captions to them.

Suppose you'd like to just identify some pictures as Figure 1 through Figure X.

- \* Right-click the graphic object and choose Caption.
- \* When the Caption dialog box opens, accept the default settings and click OK.
- \* Word will insert 'Figure 1' below the picture.
- \* Right-click the next picture and choose Caption, then click OK.
- \* Word will insert 'Figure 2' below the picture.
- \* Continue until you have captions for all graphics.

Very likely you'd like to be more specific than just numbering the pictures. To identify your pictures more specifically, do this:

- \* Right click on a picture
- \* Click Caption
- \* Click New Label button
- \* Type in label title
- \* Your label may have a number after the title. This can be deleted when you return to your picture.
- \* Click OK and modify the caption to your needs.

### WORDPERFECT — Another way to display Reveal Codes (8/9/10/11)

One of WordPerfect's most useful features is its Reveal Codes. These codes let you know exactly what's happening in your documents. To display them, you probably press [Alt][F3] or select View | Reveal Codes from the menu bar.

But if you find yourself frequently opening and closing the code viewing area, try using this shortcut:

- \* You'll notice a small rectangle at the very bottom of WordPerfect's vertical scroll bar.
- \* Click and drag this bar up and you'll notice a horizontal line across your WordPerfect document.
- \* Use the bar to size and display the Reveal Codes window.
- \* In versions 9, 10 and 11, you can also click on the bar to open the Reveal Codes window.
- \* When finished working with Reveal Codes and you want to close the window, just drag the sizing bar all the way to the top or bottom of your document.

### WORD — Dress up your documents with artistic page borders (9/7/2000/2001/2002)

Why use expensive stationery to create attractive documents when you can apply artistic page borders at a fraction of the cost? Word offers a rich set of themed page borders you can easily apply and print with special items like letters, flyers, invitations, greeting cards, and announcements. You can see an example of this tip in the Word attachment to this email. To open the attachment, just double click on Border example.doc in the header above. It's very easy to create a border, very fast, and very effective!

- \* To apply an artistic page border (or just a plain border) choose Format | Borders And Shading from the menu bar
- \* Then click on the Page Border tab in the Borders And Shading dialog box.
- \* Choose the type of border you'd like to apply from the Art dropdown list and adjust the Width setting as desired. You can apply and remove your artistic border from any side of the page using the buttons in the Preview panel.
- \* When you've finished, choose the portion of your document to which you'd like the border applied to from the Apply To drop-down list
- \* Then click OK. When you do, the border you selected is applied around the edges of the page.

### WORDPERFECT — Insert symbols faster with the QuickCharacters feature (9/10/11)

If you use words with accented letters or need to insert a trademark symbol, you probably open the Symbols dialog box by choosing Insert | Symbol from the menu bar. Then you hunt in different categories for the symbol you need and insert it. If you frequently use the same symbols, here's a quicker way.

- \* The QuickCharacters feature saves up to 16 of the most recently used symbols in the Symbols button on the Property bar.
- \* After you've inserted the symbol once, you can insert it again by clicking on the Symbols button and selecting the symbol from the dropdown menu. You don't need to remember its number (for example: 5, 118 = ~).
- \* If the symbol you need isn't listed, click the More button in the dropdown menu to open the Symbols dialog box. ❖

Sign up for weekly WordProcessing Tips to be emailed to you.  
Send your request to [rdschaffer@adelphia.net](mailto:rdschaffer@adelphia.net).

**Did You Know . . . — Donna Gorrell**

. . . that you could change a lengthy—sometimes two lines long—URL into a tiny URL of less than one line? When you send someone a URL from a website, it might be more than one line long and that confuses some browsers, especially AOL. When we give you URLs in the newsletter some of them wrap into the second line of the columns. Now we’ve found a way to condense the lengthy characters and you can use the same method.

. . . Tiny URL.com is a free service which will convert a long URL into a short one. Go to <http://tinyurl.com> and enter the long URL you’d like converted. A few seconds later a short URL will appear. You can then copy and paste it into a word processor, web page, or email.

\* \* \*

. . . that WindowsXP has a built in feature which will allow you to see text on an LCD screen more clearly? By default it is disabled, but it is possible for you to turn it on by going to the Microsoft site at: <http://pcwnl.pcworld.com/t/58948/9173561/238450/0/> or <http://tinyurl.com/32cry>

To learn more about ClearType go to: <http://pcwnl.pcworld.com/t/58948/9173561/238451/0/> Or <http://tinyurl.com/2x9bn>

This tip incorporates the tiny URLs that were changed using the first tip. Check it out for yourself.

\* \* \*

. . . that the small area at the bottom of your desktop containing the START button is known as the Taskbar? This bar contains not only the start button which explodes into the program list, but it also holds a myriad of other items. The following items list many of the options that are available for the Taskbar.

\* \* \*

On the right side of the Taskbar is an area showing the current time. You can see it digitally or not at all if you choose to hide the clock. Hover over the time and a pop-up window will show you the date. You can also set your clock by right-clicking on the area and

choosing Adjust date + time. To the left of the clock is an area know as the Systray. Here is where you will find icons for what is running when you boot up your computer. Mine shows the Sound icon, Norton’s icon, Mouse Icon, Task Scheduler and my USP software. To change any of the items, I can go to Start | Run and then enter MSCONFIG in the dialog box. Click on the StartUp tab and then go through the list and uncheck those items you do not need. Be careful not to eliminate the necessary items to run your computer.

\* \* \*

I do not use QuickLaunch, but my husband does. To access this, right-click the Taskbar and choose QuickLaunch. You can drag any programs you want to this area which will appear just to the right of the start button. These programs are available to you with one click of the mouse and there is no need to have an icon on your desktop.

\* \* \*

The rest of the Taskbar is generally taken up by the programs that are active at the time you are using them. If you have 3 things open at the same time as I do now, you should see a box with the icon and name of what is open. You can click on any one of these to make them the active program. If too many programs are in your Taskbar it will become difficult to see what they are. To help you spread out those items you can double the size of the Taskbar. Simply touch the mouse to the top of the bar and wait until it becomes a double sided arrow. Then you can pull it up and increase its size.

\* \* \*

The Taskbar can be hidden, can be always on top, or can have small icons in the start list [right-click and choose Properties to make those choices]. You can click on the check marks to see a preview of the differences in the small area above the choices. You can also move the Taskbar to a different location. Click and drag it to the top of the screen, or the side. You can always move it if you don’t like the new location. In WindowsXP there is a choice to Lock The Taskbar, and if you cannot move it, check Properties to see if that choice is checked. ❖

## Sites to Visit on the 'Net

— by John Hunter

We are blessed with four-season weather in Central NY. We have June, July, August and winter. It is June and a new season. Summer begins toward the end of the month. Also in June the 2004 election campaigns will begin in earnest. You probably thought that the campaigns have already begun. But you ain't seen nothing yet.

We have already been subjected to TV campaign ads criticizing the president and ads criticizing the presumptive Democratic candidate. If you want to inject some interest during this video barrage, I have several web sites for your consideration. The first one is [www.opensecrets.org](http://www.opensecrets.org). This site provides a comprehensive database for political financial information: in other words, the amount of contributions all candidates receive and the sources of the contributions. Click on the site, and the homepage brings up a menu of choices that scale down the left side of the screen. Additional tabs are found at the top of the page. You can choose top contributions, all contributions, top recipients, presidential race by metro area, and so on.

The Center for Responsive Politics, in Washington, D.C. sponsors this site. As a non-partisan, non-profit research group, the Center for Responsive Politics tracks money in politics and its effect on elections. The purpose of the research effort is to create a more educated voter and an involved citizenry.

Tip O'Neal once remarked that all politics is local, so here is the skinny on our national politicians: Hillary Clinton, Chuck Schumer and Sherry Boehlert. Major contributors to Boehlert include labor unions such as the Carpenters and Joiners, AFL-CIO, National Air Traffic Controllers, and so on. If you wish to learn the amounts, go to the web page.

Schumer's top contributors include many stock brokerage firms and investment houses such as Goldman Sacks, Citigroup, Morgan Stanley, and Bear Sterns. Hillary Clinton's top contributors include: Met Life, Disney, Time Warner, Viacom, and General Electric. Do any of these contributors buy influence? The politicians say no, but you'll have to look at their voting records on specific issues to make your own assessment.

If you want to see what campaigns your friends and neighbors have contributed to, go to [www.fundrace.org](http://www.fundrace.org). The homepage includes a banner headline that reads, "Campaign 2004, Neighbor Search" and includes pictures of John Kerry and President Bush driving sports cars down a highway. Click on neighbor search, type in your zip code and a list of individuals living in your area appears. The list is alphabetically arranged and lists your neighbors and their addresses, the candidate they supported and the amount of

the donation up to a maximum contribution of \$2000, the federal limit. Before you get all riled up and start fuming about an invasion of privacy, this information is on file in the Federal Election Commission's (FEC) database and is a public record. If you're nosy, enjoy a peek at your neighbors' politics.

The next site is a site designed for investigative reporters and journalists in general. [www.campaignfinance.org](http://www.campaignfinance.org) is the URL for the Campaign Finance Center. The campaign finance site is linked to the Investigative Reporters and Editors web site which is part of the University of Missouri School of Journalism, which sponsors this site to "help journalists follow the campaign money trail—on the national, state and local levels." Training seminars presented by the university provide attendees with the keys to "the nuances of campaign finances, and its influence on contracts, jobs and legislation." The Campaign Finance Information Center homepage provides links to many useful databases: a federal contracts database that lists federal contracts awarded to a particular business, and a power search that tracks political cash flow across several states.

The power search enables reporters to find lists of contributions to specific candidates and how the candidates spent the money. According to the site, this link also provides information on money flow to and from PACs (political action committees), candidates, and party committees.

A link to "Current Story" has a report compiled by the Center for Public Integrity that analyzed contribution and expenditure data reported to state agencies in all 50 states. When you click on this link, you find a map of the US. Click on NY and up pops Governor, Lt. Governor, Attorney General, member of Assembly, legislative state member, state senator, Supreme Court justice, contributions and expenditures. All this information resides in the NY State Board of Elections database. Information for the 2002 Annual Report on election campaigns is available for download if you have Adobe Reader. The report totals 33 pages so you might wish to save it to your hard drive and print out individual pages as necessary.

Political Action Committees (sometimes called cash cows) funnel soft money to candidates by sponsoring issue ads. Every industry, trade group and interest group in the country supports at least one PAC. If you type in "political action committees" in Google, you get a list of 1,300,000 web sites to choose from. Click on the link to Yahoo Directory of Political Action Committees and up comes a list that includes: Animal Legislative Action Network, Black America's Political Action Committee, Godless Americans Political Action Committee and the Vietnamese Political Action Committee among many, many others.

So, if you want to try your luck at becoming the next Woodward or Bernstein, have at it. Good luck!

Until next month . . .



**Donna's Data**

— Donna Gorrell

Your newsletter staff is going to take a vacation. We will be enjoying the warm sunshine and lazy days—hopefully! The *Explorer* will be in your mailboxes again in time for the September meeting, but be advised that the club business will be ongoing during the summer. The program chairman will be lining up programs for the Fall and we will be holding one SIG over the summer.

Tim Clinehens will hold the Q&A SIG on the following dates: June 17, July 22, and August 26. These are all Thursdays so mark your calendar accordingly. The meetings will be held at 6:30 PM at the St. John's Episcopal Church, 135 Main St., Whitesboro. Contact Tim for further information at [tim\\_c@usa.net](mailto:tim_c@usa.net).

Apparently Peter Trapp computer shows are also taking a break this summer. The next scheduled show will be held on Saturday, July 31 at the Syracuse Fairgrounds.

For all you genealogists out there: A part of the old group is still meeting and looking for a leader. Tom Maggio is holding things together and would like someone to come forth to help lead the group as a SIG. This would give the group access to our equipment to make the meetings more enjoyable. The group currently meets at the Calvary United Methodist Church, 706 N. Madison St., Rome, NY. The next meeting will be July 20 at 6:30 PM. If you are interested, please contact Tom at [tmagg@juno.com](mailto:tmagg@juno.com)

The limitations of only 8 pages for the newsletter online no longer applies. Currently we are posting the same newsletter online as is printed. If we do away with the printed version, the online newsletter will be able to take any direction we desire. Along with a possible new format, we will be able to add content. This will become a reality if we receive more help. We need more columnists, more reviewers, more of anything. Can you draw? We could use some interesting and appropriate cartoons or plain old graphics. We could also use some photos.

What would you like to see in the newsletter? We need your ideas, so please feel free to offer suggestions and your assistance if feasible. We will try to incorporate your ideas if at all possible. Let us know— send email to any board member, to [mvpug@usadatanet.net](mailto:mvpug@usadatanet.net), or write to the editor at [rdschaffer@adelphia.net](mailto:rdschaffer@adelphia.net).

**Byting Remarks**

— Jerry Finkelstein

Last month's *Explorer* asked the club's members to respond to a survey re the possibility of discontinuing the hard copy of the Newsletter. Instead, the *Explorer* would be available on the MVPCUG website. The Board of Directors have your interests at heart; the Board's deliberations should reflect your concerns about receiving the *Explorer* online.

My response is this: I prefer hard copy. I enjoy reading, holding a book, magazine, newspaper in my hand. And I do my reading just about everywhere, in the kitchen, living room, den, bedroom, john. I like to read while I'm having my coffee, especially in the early morning. I like turning the pages. I don't enjoy reading page after page on my PC monitor, sitting at my PC desk on my PC chair. I'm not interested in a laptop; if I want to read I want a book in my lap, not a computer. Call me old fashioned. Even my OS is a 98.

On the other hand, it is time to seriously consider going online to get my Newsletter. Membership is at an all-time low. Budget woes are a real concern. The Board has come up with some financial management miracles and came up with a bit of an extension of life for the paper-bound *Explorer*. But the electronic version seems to be on the way, so let's be positive and make the most of it. Let's make it better, more interesting, more informative, more fun than the hard copy allowed. For instance, just like other online newsletters and magazines, we don't have to wait a month to update articles; expanded articles can now appear; we can work on an expanded Newsletter since we don't have to adhere to the hard copy costs (money and space). It can be interactive. Some of the *Explorer*, or all of it, may be available to members only.


Apparently, we can go every which way we want online, but that would be very difficult to do in hard copy. Considering the possibilities that only an online delivery can give, I can compromise my reading preferences. How about you?

We want to hear from you on this. If you haven't already done so, please respond to the survey. Email: [MVPCUG@usadatanet.net](mailto:MVPCUG@usadatanet.net) . . . or write your response to MVPCUG, PO Box 586, Marcy, NY 13403. ❖

Why is it that cargo is transported by ship while a shipment is transported by car?

# explorer

**Jeff Berman on Digital Photography Techniques**  
**Tuesday \* June 1, 2004 \* 6:00 PM \* Whitesboro High School**

what's.com/ing				June 2004		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Enjoy . . .		1 Monthly General Meeting 6:00 PM	2	3	4	5
6	7	8 Board of Director's Mtg 6:30 PM St. John's	9	10	11	12
13	14 	15	16	17 Q & A SIG 6:30 PM St. John's	18	19
Happy FATHER'S DAY!	21	22	23	24	25	26
27	28	29	30	. . . the lazy, hazy, crazy days of summer . . . See you in September		