



January, 2011

Volume 15, Issue 1

TAPPING THE

**K . E . G . S .**

KOMPUTER ENTHUSIASTS OF GREATER SEATTLE

## Prez Says:

**Ron Cowger**

Happy New Year to each and every one of you! In this column I will make a number of announcements about some exciting things that will take place within KEGS as we enter this period. I hope that each of you will find them fun and rewarding. Please read on!

First, I want to apologize for the no-show by the speaker from Laplink who was supposed to address us at last month's General Meeting. Sally Ann had confirmed his intent to be at the meeting just a few days before the event but for reasons unknown, he did not make it to the meeting. As I am sure you are aware, we make every effort to confirm all of the arrangements that we make for speakers but sometimes there are unexpected things that come up that we cannot control. We will keep trying.

Next, I want to make sure that everyone understands that the January General Meeting will NOT take place at the Kirkland Teen Union Building. Instead, we will meet at the new Microsoft Store in the Bellevue Square shopping mall. Our host tells me that the best place for us to park is in the West Parking Garage – That's the part of the garage west of Nordstrom and across NE 8<sup>th</sup> Street from the QFC. If you enter the mall from the parking garage on the ground floor, Red Mango will be immediately on your right and the Microsoft Store will be directly ahead. As you enter the store, please ask for Chad or Jared. Our hosts are asking that we all arrive by 6:45 PM so that we can start the program on time. Obviously, there will NOT be a Technology Corner SIG this month. Our meeting will start off with a tour of the store at 7:00 and will end with a presentation on MS Office 2010 presented on their giant computer screen in the store's theater space. Additionally, Microsoft is providing some door prizes so you'll want to be there for a chance to win. If this format for a General Meeting works out well for us, we may plan to meet there again in the future. I hope each of you will come to the meeting as I'm convinced that you will find the meeting interesting, exciting and informative.

The other changes that will take place within KEGS involve three of our SIGs. Starting in January, the SIG that David Dodge leads will change its name to the Servers, Networks and Storage SIG. Its meeting day will change to the third Tuesday of each month and the Computer Support SIG will meet on the second Tuesday of each month. I strongly encourage each of you to attend the realigned Servers, Networks and Storage SIG as David intends to make it helpful and interesting for users of all knowledge levels. If you are having problems with almost any hardware item in your system, this is the SIG to which you



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should bring your questions. Please attend a couple of the meetings of this SIG to see if it doesn't earn your recurring attendance.

The SIG that Carl leads will continue to meet on the second Wednesday of each month but the name will be changed to the Computer Use and Optimization SIG. As the name implies, the emphasis will be on applications that enhance computer operations, trouble shooting, utilities and freeware. I'm sure that each of our members will gain some useful information from attending this SIG. I hope to see you there.

The SIG that I lead will continue to meet on the third Wednesday of each month and will continue to be called the SOHO SIG. The emphasis will change slightly to focus more on office-related applications and their use. We will probably have a lot of guest presenters at this SIG in the future as I am not an expert in the Office applications and will need some help. Please attend and bring your questions. If nobody in the group knows the answer, we'll do some research and find the answer.

We are still working on the order for our new KEGS vests. Joe is continuing to work on the logo PDF file that we must provide to our supplier. I don't yet know when the vests will arrive but will let you know as soon as we have a target date. The Board has decided to order twelve of the vests in grey as there seems to be enough interest in that color to justify satisfying the demand.

This month there are two new tips from Sharon Parq Associates added to our monthly newsletter. There is one for using Word and the other for Excel, each designed to expand our knowledge of these applications. If you want access to additional tips from this company, you can go to their websites at [word.tips.net](http://word.tips.net) or [excel.tips.net](http://excel.tips.net). I think you'll find the information interesting and useful.

The most recent renewal figures that I received from John Tate indicated that thirty-four members had renewed their memberships for 2011. I'm disappointed that more folks did not take advantage of the opportunity to be Early Bird Members. I hope that those of you that didn't get around to renewing yet will do so as soon as possible. Renewal forms are available from John Tate, our Treasurer, or you can fill out the form on the KEGS web site, print it out and send it along with your check to the address shown on the form. An even easier way would be to bring your completed form and your check/cash to the next General Meeting and give it to John there.



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## Prez Says: continued

The North Bellevue Community Center will remain closed for their annual maintenance through January 10<sup>th</sup>. This will affect the Digital Video SIG and SEASIGI meetings in January. Please keep this in mind if you normally attend these SIGs.

That's it for now. I hope to see each of you at the General Meeting or at your favorite SIG. I wish you happy and safe computing!

*Ron Cowger*  
*President*



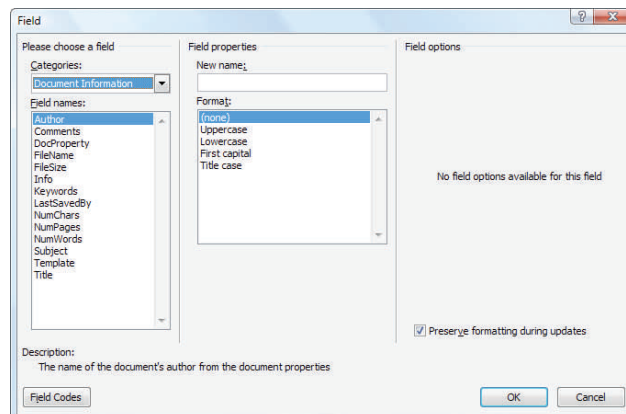
## Word Tip of the Month

### *Inserting the Template Name in Your Document*

Every Word document has a template attached to it. Depending on your version of Word, this template defines things such as your menus, toolbars, macros, and styles (among other things). If you do not explicitly attach a template, then Word uses the Normal template.

The name of the template file attached to your document can be inserted into your document and updated automatically. To do this, follow these steps:

1. Position the insertion point where you want the template file name to appear.
2. Display the Field dialog box. (In Word 2007 or Word 2010 display the Insert tab of the ribbon and then choose Quick Parts | Fields from the Text group. If you are using an older version of Word, choose Field from the Insert menu.)



*The Field dialog box.*

3. In the Categories list, choose Document Information.
4. In the Field Names list choose Template.
5. Click on OK to close the dialog box and insert your field.



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## Excel Tip of the Month

### *Using the **CONCATENATE** Worksheet Function*

Excel provides a function called **CONCATENATE** which can be used to combine the contents of several cells, or even to combine cell contents with other text. For instance, let's say you wanted to add together the contents of cells A3 and B3, separate them by a space, and have the result appear in cell C3. All you need to do is put the following formula in cell C3:

```
=CONCATENATE (A3 , " " , B3)
```

Primarily, the **CONCATENATE** function is used for compatibility with other spreadsheet programs. You can just as easily use the ampersand (&) operator to combine text values using a formula. For instance, the following is equivalent to the example of **CONCATENATE** shown above:

```
=A3 & " " & B3
```

Copyright © 2010 by Sharon Parq Associates, Inc. Reprinted by permission. Thousands of free Microsoft Excel tips can be found online at <http://excel.tips.net>.

# KEGS GENERAL MEETING AND ASSOCIATED SIGS

## KEGS T-shirts

Remember, you score extra KEGABUCK\$ when you wear your KEGS shirts to SIGS and the General Meetings! (NOTE: This extra credit is not honored at the PIG SIG.)

We still have a few left of various sizes. Then we will order more. So why wait? Pick yours up at the next general meeting.

General Meetings at the Kirkland Teen Union Building - 348 Kirkland Ave., Kirkland, WA 98033

Day of Month	Time	Location	SIG / Email contact	SIG Leader
2nd Monday	6 PM - 7 PM	Kirkland Teen Union Building	Technology Corner <a href="mailto:betacode@hotmail.com">betacode@hotmail.com</a>	Steve Fondren
2nd Monday	7 PM - 9 PM	Kirkland Teen Union Building	KEGS General Meeting	
2nd Monday	9:30 PM - ? PM	Outback Steakhouse 12120 NE 85 th, Kirkland	Pig SIG <a href="mailto:sallyannmowrey@msn.com">sallyannmowrey@msn.com</a>	Sally Ann Mowrey 206-996-5635

**DRIVING INSTRUCTIONS:** From I-405, take the N.E. 85th ST. exit (exit number 18) toward KIRKLAND (headed West). Immediately move to the center lane and take a left at the first light onto Kirkland Way (If you went right you would be on 114th Ave NE). Just stay on Kirkland Way and it will turn into Kirkland Ave.

The Kirkland Teen Union Building is part of a string of connected buildings. Right at the street is Kirkland's Performing Arts Center, then comes the Kirkland Senior Center and farthest from the street is The Kirkland Teen Union Building.

There is a parking area to the West of this building but you can also park in the Kirkland Library's covered parking area just a little farther to the West ( 1/4 block past the Performing Arts Center).



# KEGS SIG MEETINGS:

## NEW SIG CHART

Notice that this SIG chart no longer lists actual dates. Please check our KEGS calendar (at <http://www.kegs.org/Calendar.html>) for actual dates AND POSSIBLE CANCELLATIONS of the upcoming meeting that you want to attend.

Contact the SIG leaders to find out what presentations that they have planned for their upcoming meetings.

## KEGS T-shirts

Remember, you score extra KEGABUCK\$ when you wear your KEGS shirts to SIGS and the General Meetings! We still have a few left of various sizes. Then we will order more. So why wait? Pick yours up at the next meeting.

Meetings at the North Bellevue Community / Senior Center - 4063 148th Ave NE, Bellevue, WA

Day of Month	Time	Location	SIG / Email contact	SIG Leader
2nd Tuesday	7 PM - 9 PM	Conf. room D	Digital Video SIG <a href="mailto:jackbewitch@comcast.net">jackbewitch@comcast.net</a>	Jack Beslanwich 206-723-9960
1st Wednesday	7 PM - 9 PM	Conf. room D	Seattle Internet User Group <a href="mailto:seasigi@kegs.org">seasigi@kegs.org</a>	Marianne Wilkins
2nd Tuesday	7 PM - 9 PM	Conf. room D	WIN 95/98/XP/?? <a href="mailto:daviddodge1@compuserve.com">daviddodge1@compuserve.com</a>	David Dodge
2nd Wednesday	7 PM - 9 PM	Conf. room D	Laptop SIG <a href="mailto:ctheprof@aol.com">ctheprof@aol.com</a>	Carl Von Papp 425-643-1398
3rd Tuesday	7 PM - 9 PM	Computer Lab	Computer Support SIG - N. Bellevue <a href="mailto:j_m_mraz@hotmail.com">j_m_mraz@hotmail.com</a> (Computer repair & maintenance)	Joe Mraz 425-747-2433
3rd Wednesday	7 PM - 9 PM	Conf. room D	Small Office / Home Office <a href="mailto:r_cowger@prodigy.net">r_cowger@prodigy.net</a>	Ron Cowger
4th Tuesday	7 PM - 9 PM	Conf. room D	Digital Imaging SIG <a href="mailto:sallyannmowrey@msn.com">sallyannmowrey@msn.com</a>	Sally Ann Mowrey 206-996-5635
4th Wednesday	7 PM - 9 PM	Conf. room D	HTML SIG <a href="mailto:jackbewitch@comcast.net">jackbewitch@comcast.net</a>	Jack Beslanwich 206-723-9960

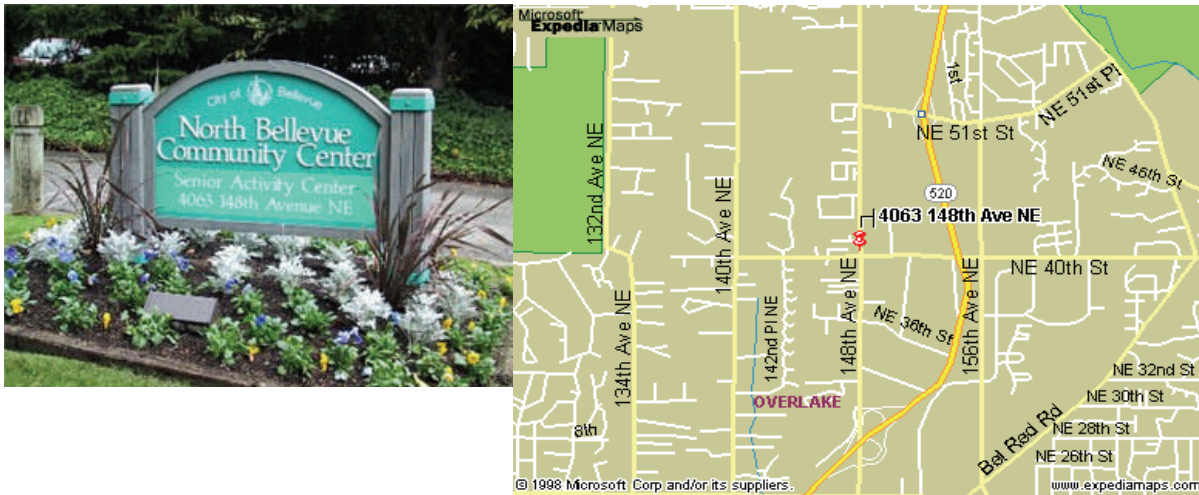
## SIG MEETING LOCATIONS:

Please note that the KEGS Board meetings are not held at our General Meeting or SIG meeting locations

- KEGS Board Meetings are currently held at Executive Real Estate's Bellevue office at 20 Lake Bellevue, Bellevue, WA. (Board meetings are public and open to anyone who wants to attend.)

### Finding our primary SIG meeting location

**DRIVING INSTRUCTIONS:** Thanks to the improvements to SR 520, you may now use the new NE 40th St exit. If you are driving towards Redmond, exit and turn left to go over the overpass. If you are coming from Redmond, exit and turn right. Go to 148th Ave NE, and turn right. In very short order, you will see the North Bellevue Community / Senior Center sign on the left side of the roadway.



## HISTORY & CONTACT INFO:

KEGS was formed in late 1996 to meet the needs of personal computer users in the Greater Seattle Area. KEGS is a nonprofit organization that holds its general meetings on the second Monday of each month.

In addition, KEGS sponsors a number of special interest groups (SIGs) that meet regularly to share common interests, learn new techniques, and resolve questions about the use of personal computer hardware, accessories, or software.

For a detailed listing of our SIG's, updated information about KEGS activities, and more, please see our web site at:

<http://www.kegs.org>.

Contact us at: Email: [info@kegs.org](mailto:info@kegs.org)  
The Komputer Enthusiasts of Greater Seattle  
PMB# 195  
677 120th Ave NE, Suite 2A  
Bellevue, WA 98005  
Or call 425-747-2433 before 9 PM

To submit articles or software reviews for incorporation into this Newsletter, please send them to: [newsletter@kegs.org](mailto:newsletter@kegs.org)