

SATURDAY, SEPTEMBER 15, 2001

Getting the Most from Online Research

presented by **Brother Joseph Martin**



This program will offer a ten step process for success in researching family history on the Internet. Information includes details on effective posting of queries, use of online library catalogues, getting the most from mailing lists, the use of search engines, and tips for online research. Valuable handouts will provide both beginning and seasoned researchers with new possibilities.

De La Salle Christian Brother Joseph Martin is the Director of Planning at Lewis University near Joliet, IL. He holds advanced degrees in education and spirituality and also serves as Director of the Center for Ministry & Spirituality at the University. His family history research started as a hobby in 1970. In recent years he has offered three genealogy lecture series on campus and has spoken to genealogy and library groups in the greater Chicago area. His published articles have appeared in Everton's Genealogical Helper and online with Ancestry Daily News. His research has centered in the Poznan province of Poland and the Tolna province of Hungary. He maintains an enviable collection of dead relatives.

OCTOBER 20th

Trust Your Research to Bygones

Beverly Levine Smallwood

Bev will demonstrate how to use this software package to supplement your current genealogical software.

NOVEMBER 17th

ELECTIONS/PROJECT MANAGEMENT/TIPS

Member Panel

Come and elect your next leaders and stay for the program. Learn some of the top tricks and techniques from some of our most experienced members.

DECEMBER 15th

Planning Meeting

Club Officers

Help us plan for next year and pick meeting topics.

"A macro may be the most unused time saving tool available to modern computer users . . ."

See

**"To Cure Tedium,
Take a Macro"**

by Ken Brown
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To Cure Tedium, Take a Macro by Ken Brown

In a weak moment I agreed when Anne Jacobs asked me to write a paper on the creation of and use of MACROS. Anne got the idea that I knew something about macros when I let it be known that I use a macro to add special characters (technically, diacritical characters) to text documents. The fact is that I know very little about macros; so, what you will get from reading this paper will be only the bare essentials of how a macro is created and used, and a cheer of enthusiasm for this time saving tool.

A macro may be the most unused time saving tool available to modern computer users-especially among novices like myself. A macro is used to relieve the tedium of keying-in a repetitively used document or phrase or inserting a special character that would otherwise require time-consuming maneuvers.

Definition: "A macro is an element of "text", usually short, that one creates; i.e., records as keystrokes and stores in a special macro file that is provided by most word processing programs, and from which it can be easily inserted, without a retrieval step, into a document at the cursor position." This is my definition for the simplistic purpose at hand. A formal technical, textbook definition detailing every aspect of a macro would be too complex for use here.

I forced myself to learn how to create a macro when I became weary at the need to type my name and address at the heading of letters. [I'm too tight to buy letterhead stationery] By use of a macro, which I named KMBLTRHD, I can insert the following by pressing Alt+K at whatever cursor position I choose, thus:

Kenneth M. Brown
1001 North Belmont Avenue
Arlington Heights Illinois 60004-5671

Once the macro has been inserted it can be maneuvered like any other text.

Here's how to record and save a macro when using Microsoft Word® V 2000(9.0.3821 SR-1). There may be some procedural differences when using other versions of WORD.

1. Open a new WORD document.
2. Click, Tools from the main menu,
3. Click, Macro from the drop-down menu,
4. Click, Record new Macro ...
5. In the dialog box that appears, key in a name for the macro being created,

At this point, a choice must be made as to how the macro is to be inserted, when wanted. One can chose to create a

short cut key (combination) or a tool bar icon, or maybe both, as a means of insertion. I prefer to use a short cut key.

6. Select the Keyboard Icon from the dialog box, then click [OK] [Note: If you wish to create a toolbar icon to insert the macro using the mouse, select the Toolbars Icon and a help wizard will pop-up to guide in creation of the toolbar icon.]

7. A new dialog box will appear. [Note: From this point on until you click on the Stop Recording button, every keystroke will be recorded as a part of the macro.] In the new dialog box, type in the key combination to be used to insert the macro, then click Close. [Note: It is best to choose Alt+X, where X is the key or combination of keys chosen.]. [WARNING: The "X" may not be a key or key combination that is dedicated to some other function; e.g., Alt+f may not be used because MS(r) has dedicated it to open the dropdown menu from File on the tool bar. A bell will sound if the X chosen has already been dedicated to some other function. In this case, another key or combination must be chosen. Using a 2-key X will usually circumvent this potential problem.]

8. Compose the text just as it is to appear in the finished macro. [Note: if a typing mistake is made it can be corrected just as would be done with any text composition. The only difference is that the keystrokes used to make the corrections will also be recorded; however, only the corrected text will appear in the finished macro.]

9. When finished composing the text, click Stop Recording. The macro will be stored automatically. [To see the list of macros in the Macro File, click Tools and then Macro in the dropdown menu.]

10. Close the WORD document without saving.

To run; i.e., insert, the macro, type the key or combination of keys, usually, Alt+X, where X = the key or combination of keys chosen in step 7. If no mistakes were made, the macro will appear at the cursor position. The macro is now a part of the document and can be edited just as any other text.

With WORD, inserting diacritical characters, such as the three extra letters in the 29 letter Norwegian alphabet: Æ,æ;Ø,ø and Å,å, is awkward; so, I created a macro that I named, NorAlph, and assigned hot key: Alt+na. By typing Alt+na, all three of these Norwegian letters, both upper and lower case, appear at the cursor position thus: ÆæØøÅå. I can now delete the letters I do not want-very handy.

The usefulness of macros is limited only by one's imagination.

President's Letter



If you've ever thought to yourself, I wouldn't mind working on CAGG-NI Board, I wonder how I can get involved? Well now's your chance! CAGG-NI is seeking anyone who would be interested in serving on next year's Board of Directors. Each year we generally

need about three or four new Board members. The commitment is for a one-year term, and you can generally expect a few hours a month of time commitment.

This year's nominating committee is made up of the present Board (which is listed in this newsletter) and you can contact any one of them if you're interested. Serving on the Board is a very rewarding experience and a great opportunity to help CAGG-NI to continue to grow.

If you are even remotely interested please feel free to contact Ed Rosenthal at either 847-438-3261 or Rosenthal3@aol.com, or contact any current Board member. Any of us would be happy to contact you and give further details about becoming a Board member.

Ed Rosenthal

Family History Centers

Buffalo Grove FHC News (Cook, Lake Counties)

15 East Port Clinton Road (Corner of Prairie & Port Clinton Roads)
1-847-913-5387

Hours

Wed., Thurs. 10:00am-2:00pm
and 7:00pm-9:30pm
Sat. 10:00am-2:00pm

Closed Sunday, Monday, Tuesday and Friday

The Buffalo Grove FHC would like to welcome George Rigert as the new director, and would also like to thank Ron and Cathy Wiltbank for a job well done.

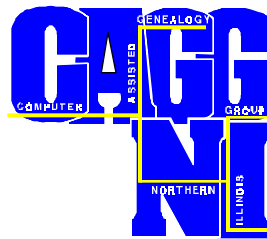
Naperville FHC News (DuPage, Kane Counties)

1320 Ridgeland Road
Ridgeland and Naper Boulevard
1-630-505-0233

Hours

Tues. - Thurs. 9:00am-9:00pm
Fri. - Sat. 9:00am-4:00pm
Closed Sunday, Monday

This FHC is presenting a schedule of classes on Wednesday evenings. Check out the News of Other Events section of this newsletter for topics each week.



Officers

President	Ed Rosenthal Rosenthal3@aol.com
VP/Prog. Dir./Web Master	Robert Pulse ROPulse@aol.com
Financial/Membership	Henry (Chip) Douglas CDouglas1@ameritech.net
Promotion/Publicity	Larry Olson LOlson@MountProspect.com
Secretary	Anne Jacobs
Newsletter Editor	Jim Cottrell JimboDeuce@Yahoo.com
Refreshments/Greeters	Linda Bower Harold Bodinet
E-mail	CAGG_NI@Yahoo.com
Computer Mentors	Ken Cramer Anne Jacobs AnneJ@inorbit.com Robert Pulse
Genealogy Mentors	Larry Olson Geneva Shay Patricia Weissaus PatJW28@interaccess.com
Ancestral File Operation Unit BBS	(801) 240-3909
Salt Lake Distribution Center	(800) 537-5950
Family History Software Support	(800) 346-6044 fhdfhsup@ldschurch.org

What's The Buzz ?

compiled by Anne Jacobs



CAGG-NI's newsletter contains links to Internet sites and is not responsible for the content located on or through, any such third-party sites. You should always take care when downloading and using software from the Internet.

Web Design Tip of the Day - Size Down Images

TipWorld <webdesign-text-11A0DC74H@emazing.com>

When you're creating images for the Web, you may be excused for thinking that a full-screen sized photographic image is way too big. Not so! With some careful editing and smart saving, you can produce some wonderful effects in a comparatively small sized file.

One way to do this is to blur the "unimportant" parts of the image. In PaintShop Pro, use the Ellipse selection tool to select that part of the image to keep and choose Selection Invert to switch so that the remainder of the image is selected. Now use Effects, Blur, Gaussian Blur and blur the image heavily. When you save it, use the JPEG format with a reasonably high setting for compression. You should be able to get an 800 x 600 size photo down to under 30kb in size.

Office 2000 Tip of the Day - A Close Button For Word

TipWorld - <http://www.emazing.com/>

In the Word toolbar, you'll see buttons for New, Open, and Save. But, there is no button for Close. If you would like to add a Close button to Word, right-click the toolbar and choose Customize. When the Customize dialog box opens, click the Commands tab. Now, scroll down through the commands (the right side of the dialog box) and locate the Close icon. Use your mouse to drag the icon to your toolbar next to the Open button. Click Close to close the dialog box and save your new selection.

-Sue Whitehouse

From: DummiesDaily <feedback@dummiesdaily.com>

Winning E-Mail Style

Make your e-mail messages winners by paying a little attention to style:

- * Keep your message short. Generally, try to keep your e-mail shorter than one page, excluding any attachments.

- * Use short, snappy paragraphs. Avoid paragraphs that look like the beginning of the next Great American Novel. "Short" here means about two to four sentences; "snappy" means punchy and vivid sentences.

- * Watch your tone. To gauge your tone, read your message aloud. Does it sound stuffy and overly formal, or does it sound too casual and overly chummy? The right tone is usually somewhere in between.

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Wanted



Our Program Director, Robert Pulse, is looking for program ideas for next year. He will be putting out a survey to the membership shortly to ask what you would like to see. Help us to make this the best club ever by filling out the survey and telling us what interests you!

August Puzzler:

How can you "undo" what you have just done? What is the icon for undo? for redo? (pretty universally used in software packages).

August Puzzler Answer:

There may be a number of ways to do this.

- * Some wordprocessing programs will revert back to the original version of the document simply by opening the document again in the same window.

- * Frequently there is an curved arrow pointing backward and another one pointed the other way (forward) on icon toolbar. The backward one is the "undo" and the forward one is "redo".

- * Another DOS solution is CTRL-Z.

These are not guaranteed to work as it will depend on the software you are using, but you could try them and see.

September Puzzler:

How would you view two different parts of a document on the same screen using Microsoft's Word®? Is there a way to do this in Excel®?

Family Story Question of the Month:

What phrase did each of your grandparents frequently say?

Tag Line:

What do you mean my Birth Certificate expired?

Other Group Events

Compiled by Beverly Levine Smallwood

SEPT 15 & 16, SAT & SUN 11 A.M. TO 9 P.M.

Celtic Festival in Chicago's Grant Park

Music, Dancing, Food & More.

→ by Chris Kite - CAGG-NI Member ←

Chris Kite and his church will sponsor a family history tent for www.familysearch.org. Come visit the festival. Come help people learn about family history if you can volunteer some time, particularly if you know something about Celtic - Irish, Scottish, or Welsh genealogy.

17 SEPT 2001 - 7PM

Maps-Solving Genealogical Problems

by Craig Pfannkuche

Zion Genealogical Society

<http://nsn.nslsilus.org/wkkhome/zion/index.html>

Beach Park Village Hall

11270 Wadsworth Rd, Beach Park

19 SEP 2001 - 7:30PM

Preserving Family Photographs

Joy Matthiessen

DuPage County Genealogical Society

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

McCormick Room (downstairs) in the
Wheaton Public Library

20 SEP 2001 - 7:30PM

Genealogy on the Internet

Jack Simpson, from the Newberry Library

Forest View Education Center

2121 S Goebbert, Arlington Heights

Northwest Suburban Council of Genealogists

<http://www.mtprospect.org/nsgs/>

20 SEP 2001 - 7PM

Local History of

Interest to Genealogical Studies

Mike Alft

Elgin Genealogical Society - Gail Borden Public
Library, 200 N. Grove Ave., Elgin

<http://www.elginarea.org/egs/>

20 SEP 2001 - 7:30PM

Civil War Sources for the Genealogist

David E. Maas - Professor of History at Wheaton
College

DuPage County Genealogical Society

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

McCormick Room (downstairs) in the

Wheaton Public Library

26 SEPT 2001 - 7PM

Documentation & Evaluation of Genealogical Sources

Dave Cosper

Naperville FHC phone (630) 505-0233

1320 Ridgeland Road

(Ridgeland and Naper Boulevard)

29 SEPT 2001 - 8AM-4PM

Fox Valley Genealogical Society Fall Conference

Explore the Future of Your Past

\$25, 30, 35

<http://members.aol.com/fvgs1/worksh01.html/>

Grace United Methodist Church

300 E. Gartner Road, Naperville

Michael John Neill will present four topics: Primary, Secondary & Tertiary Sources; Tried and Tested Tidbits; Documentation Roadblocks On the Information Superhighway; and How to Use the LDS Family Search Website

29 SEP 2001

Cyndi Howells Conference

McHenry County Genealogical Society

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

McHenry County College (Details to be announced.)

29 SEP 2001 - 2PM

A Brief Genealogical Tour of the Internet

→ by Larry Olson - CAGG-NI Member ←

North Suburban Genealogical Society

<http://www.wpld.alibrary.com/nsgs.htm>

Glenview Public Library, 1930 Glenview Road

30 SEP 2001 - 2PM

Genealogy on the Internet

Harriet Rudnit, JGSI treasurer

Update on 21st International Conference on Jewish Genealogy

→ by Mike Karsen - CAGG-NI and JGSI Member ←
and Judith Frazin, JGSI president.

Jewish Genealogical Society of Illinois

<http://www.jewishgen.org/jgsi/>

Congregation Beth Am

225 N. McHenry Road, Buffalo Grove

02 OCT 2001 - 9:30AM

World War I Stories & Pictures

Rhonda Weisschnur & EGS members

Elgin Genealogical Society

Gail Borden Public Library

200 N. Grove Ave., Elgin

Other Group Events

Compiled by Beverly Levine Smallwood

<http://www.elginarea.org/egs/>
03 OCT 2001 - 7-9PM

What is the Human Genome Project and What Does it Mean for Me?

Evanston Public Library, 1703 Orrington Ave
call (847) 866-0300 for information

03 OCT 2001 - 7PM

Research At The Naperville Family History Center

by Deanna Spingola
Naperville FHC phone (630) 505-0233
1320 Ridgeland Road
(Ridgeland and Naper Boulevard)

5-7 OCT 2001

2001 FEEFHS (Federation of East Euro- pean Family History Societies) Eighth International Convention

Ramada Inn South Airport - Milwaukee, Wisconsin

Their preliminary topics list covers Eastern & Central Europe, Germans from Russia, the German Empire, Jewish research, emigration/immigration, North America, Internet, and Maps, Atlases & Gazetteers. Registration form has been posted to the web site.

<http://feefhs.org/conf/01mil/01mil-hp.html>

09 OCT 2001 - 7 PM

Italian Research

→ by Dan Niemiec - CAGG-NI Member ←

Lake County Genealogical Society

<http://www.rootsweb.com/~illcgs/meetings.htm>
Freemont Library in Mundelein

10 OCT 2001 - 6PM

\$10 FOR NON-MEMBERS

Ask the Experts Panel Discussion Protecting Your Family's History

Preservation of papers, photos, textiles, video & audio tapes, etc.

Newberry Library's Friends of Genealogy - call
(312) 255-3510 for information and reservations

[http://www.newberry.org/nl/genealogy/
L3gfriends.html](http://www.newberry.org/nl/genealogy/L3gfriends.html)

11 OCT 2001 - 7PM

Circumventing Blocked Lines

by Sandra Luebking
McHenry County Genealogical Society
<http://www.mcigs.org/>

Woodstock Public Library, 414 Judd Street,
Woodstock

11 OCT 2001 - 7:30PM

Skeletons In The Closet

by Linda Herrick Swisher

Fox Valley Genealogical Society
Naperville Municipal Center

[http://members.aol.com/fvgs1/index.html/](http://members.aol.com/fvgs1/index.html)

12-14 OCT 2001 - \$60-\$75

Polish Genealogical Society of America - Fall Conference

<http://www.pgsa.org/2001Conference.htm>

Quality Inn - Heron Point

North Avenue At R355, Lombard

Conference Chairperson:

Bernadine Saelens - Tele: 630/833-1355

13 OCT 2001

RESERVATIONS REQUIRED & A FEE TO BE PAID

Chicago Genealogical Society's Bus Tour of Chicago's Ethnic Neighborhoods

[http://www.ameritech.net/users/chicagogs/
index.html](http://www.ameritech.net/users/chicagogs/index.html)

15 OCT 2001 - 7PM

Great Western Trails and Other Stop Off Places by Fred Egloff

Zion Genealogical Society

<http://nsn.nslsilus.org/wkkhome/zion/index.html>

Beach Park Village Hall

11270 Wadsworth Rd

Beach Park

18 OCT 2001 - 7:30PM

Resources for Genealogical Research at the Allen County (Indiana) Library

Susan D. Kaufman

Historical Genealogy Department, ACPL

Forest View Education Center

2121 S Goebbert, Arlington Heights

Northwest Suburban Council of Genealogists

<http://www.mtprospect.org/nsgs/>

18 OCT 2001 - 7PM

Finding my Cousins - Gary Biesterfeld

Elgin Genealogical Society

Gail Borden Public Library

Other Group Events

200 N. Grove Ave., Elgin
<http://www.elginarea.org/egs/>
20 OCT 2001

Wisconsin State Genealogical Society's Fall 2001 Seminar

Archives Research
<http://www.rootsweb.com/~wsgs/seminar.htm>
Alliant Energy Center (formerly the Expo Center),
Madison, WI

Featuring Constance Potter, Archivist for the National Archives and Records Administration (NARA), Genealogy Staff (Washington, DC); Peter Bunce, Director of Archival Operations, NARA Great Lakes Region (Chicago); (To Be Determined) Archives Division, State Historical Society of Wisconsin

27 OCT 2001 - 9AM-12NOON
\$10 MEMBERS; \$15 NON-MEMBERS

Indiana Chapter Palatines to America - Fall Workshop

featuring Ernest Thode
Community Room of Flanner and Buchanan
2950 North High Road, Indianapolis
For further info: Nancy I. Meyer, Registrar
234 W. Jefferson Street, Tipton, IN 46072-1850
Pre-registration is requested by October 10, 2001
<http://www.palam.org/events.htm>

03 Nov 2001 - 8AM TO 4 PM
\$25 - \$28 - \$30

Lake County Fall Workshop - "Take the Mystery Out of Family Research"

at the College of Lake County - details at <http://www.rootsweb.com/~illcgs/wkshp.htm>

Featured speaker is Kathleen Hinckley, genealogist, author and private investigator, Ms. Hinckley is a specialist on 20th century research. Glenn Longacre and Bob Heck are featured in an alternate track.

10 Nov 2001 - 8AM-4PM

NGS Regional Conference in South Bend, Indiana

<http://www.ngsgenealogy.org/confSouthBend.htm>
Featuring Sheila Benedict, CGRS & Cyndi Howells

Ms. Benedict's topics: The Importance of Collateral Research; Learn to Love Maps, County Histories, and City Directories; Newspaper Research Beyond Obituaries; Collecting, Recording, and Evaluating Data

Ms. Howells' topics: E-mail: How to Communicate Easily and Effectively with the World; The World Wide Web-Quit Surfing and Start Researching; Evaluating Web Sites; The Internet for Genealogy: A Twelve-Site Program

August Meeting Notes

Palm Pilot Genealogy





Our August meeting was very interesting with Everett Butler's program on Hand-Held Computers. The presentation had the feel of an interactive presentation with the use of simulation software which he used to put together the presentation. It was worth the trip to see this technique used in a presentation.

These devices are commonly called PDAs which defines a new class of "computers". The AARP Glossary page, which is linked to from CAGG-NI's website, defines PDA as: PDA (Personal Digital Assistant) - A handheld device that acts as a mini-computer. It usually combines phone and fax capabilities with a personal organizer and other computer applications.

Our other "glossary" link, WhatIs, has a longer and more detailed description. (Check out our "Tutorials and Educational Aids" page for these and other helpful links.

Everett discussed these new tools including the market share, types of devices, different classes of the devices and how they operate. Generally, you will spend from \$200 to \$450 on the unit and then the fun starts with purchasing software for the device depending on how you want to use it. The software packages cost from \$15.00 to \$50.00, mostly in the \$20.00 range.

It takes very little time to get used to entering data with a stylus instead of with your fingers on a keyboard. However, there are shortcuts and you can establish your own shortcuts. Some genealogy software which Everett runs on his PDA is:

-  GedPalm
-  GenRes
-  Gen2Do
-  Cemetery Database

He also uses it to support Family History work using the built-in Date book, Address Book, To Do List and Memo Pad. By purchasing a simple database application for your PDA, you can design your own database(s) and record research your way to your hearts content.

As far as synchronizing the genealogy database between your desktop and PDA, this is possible but Everett has chosen to purchase a read-only genealogy application. Although he has to key what he has learned in his research into desktop genealogy program, this ensures that he analyzes the data as it is entered into his real database. Everett closed by saying "It is not whether you are going to buy a PDA but when."

Refreshments were supplied by **Ella McKillop** with **Linda Bower** organizing the kitchen. A group continued discussions at a Dominick's lunch after the meeting.