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The Outer Edge

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Executive Committee Meeting Notes

November 2000 By Helen Long

Laura has flitted off for the weekend to get away from her computer classes for awhile, so you will have to put up with me again.

As usual, the meeting was hosted by George and Arline Lakes and the following people attended: George and Arline, of course; Helen Long, Ralph Duchacek, Art Lewis, Toby Scott, Norm White (giving John Godwin's membership report), and Craig Ladd.

According to George's meeting agenda, we started out with the membership report (and, bless his heart, Norm made copies). We had 102 members attending the Nov. 4 meeting, plus nine visitors. For the month we had 11 renewals and seven new members signed up. The detailed report is listed elsewhere in this newsletter.

Art Lewis reported a total income of \$1,265.14 and expenses of \$846.58 with a positive balance of \$418.56. Our Unrestricted Funds equal \$4,397.18 and Restricted Funds, \$909.50, with a total bank balance \$5,306.68. A more detailed accounting is listed elsewhere in the newsletter.

Craig Ladd reported that the December meeting is finalized and will be Margaret O'Brien presenting Microsoft's Windows ME. He is checking on either the IRS or Intuit for a tax program at the January meeting.

Ralph Duchacek reported the SIG dates have not been established with Gateway yet, but they are listed elsewhere in this newsletter. We are all glad to have Ralph back in the fold now, and he says he feels better than he did 10 years ago. Amazing what a triple by-pass surgery will do for you!

Toby stressed the problem of attendance for both our general meeting and our SIGs. If the problem is allowed to continue, we will have problems finding moderators who will show up to teach a class of one or two people. This is not fair to the moderators as they spend a considerable amount of time preparing for the classes. Soooo, all you sticks in the mud, let's all show up for these classes, or we will lose them entirely, and then where will you get your information? Toby indicated that Andy Toth will have a link from the SIG page (and also on the Index page) to sign up for SIG reminders.

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Coming up: Windows ME program, SIG schedule

Reminder: This article incorporates announcements of both coming programs and Special Interest Group meetings for the month. It's an attempt to make it easier for members to schedule what CIPCUG activities they want to attend.

Program

The December program will be a presentation on Windows ME (Millennium Edition) by Margaret O'Brien of Microsoft.

Microsoft offers the following information about its newest operating system: Windows ME is designed specifically for the home PC user. It represents the first major milestone toward advancing the vision of the Windows Division and further simplifying the computing experience for consumers. Windows ME delivers in four key areas: the best in digital media, improved user experience, enhanced

home networking and rich Internet experience:

The best in digital media: New technologies and features make it easy to share digital photos, videos, and music. Windows ME includes Movie Maker, Windows Media Player 7, new imaging technology for digital still cameras and scanners, and superior 3D graphics and sound support.

Improved User Experience: Advanced help functions make it the most trouble-free operating system for the home. System Restore lets users easily return their systems to a working state, and System File Protection safeguards key system files. Help and support resources are easily accessible from a single location, and AutoUpdate lets users easily schedule automatic updates from the Windows Update site.

Enhanced home networking: The improved Home Networking Wizard simplifies the process of setting up a

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More on Command.com

(Continued from page 1)

meetings may be made by either voice vote or ballot. Election of Officers will be by ballot.

A proposed addition to ARTICLE 13: MEETING OF MEMBERS; SECTION 13.7a VOTING RIGHTS shall include:

Notice shall be given at the regular meeting one month prior to the month in which the vote will be taken. The notice shall be placed prominently in the newsletter and on the club's Web page as well. Voting at duly held meetings may be made by either voice vote and/or by ballot including electronic ballot as follows: Voting prior to any given monthly general meeting may be done by a ballot sent to the membership via e-mail and returned to the President of the Corporation at the President's e-mail address (president@cipcug.org) and/or by voting a ballot on the club's Web page and counted by the Web page administrator or a designated member. Each Ballot must include first and last name and membership number. Electronic voting shall be made available for the membership to vote fourteen (14) days prior to the monthly business meeting, until four (4) days before the monthly meeting. Members will sign attendance sheets at the business meeting. Members will be issued a written ballot if they are not on record as having voted electronically.

* * *

This by-law addition will be posted on the Web page through December. It will be brought up for discussion at the December meeting and will be voted on at the meeting of Jan. 6, 2001.

Speaking of voting, there will be an election of officers in June 2001. That may sound like a long time off, but it is

important to form a nominating committee well in advance. It is necessary for it to have sufficient time to select candidates who are willing to run for office and also to find volunteers for appointed positions to aid in making the club run smoothly. If you would like to be on the nominating committee, please contact me or one of the other officers.

Jerry Stevens and Stephen Morgan from the Association of Computer Users Groups have requested feedback from everyone who has purchased our APCUG CDs. They would like to know what we think of the appearance and content, how you are using the CD, and for those members who didn't purchase one, what the reason was. Should they think about creating another one next year? After you have had the opportunity to use it for a couple of months, we will look forward to your response. Both the CDs and the book "The Secret Guide to Computers" are excellent "stocking stuffers" for Christmas.

Last month, we had a very poor attendance at some of the SIGs. Our SIG coordinator, Ralph Duchacek, has recovered from surgery and has scheduled a number of SIGs for December. The SIG leaders volunteer their time and effort. Please show them your appreciation of their efforts by attending as often as you can. Most of the SIGs will be held at Gateway in Oxnard, and several at Ventura County Computers in Ventura. Toby Scott said he had standing room only at one of his, so the board has agreed to loan him 12 of the club's chairs for use at the SIGs held there.

For those people who request it by signing up on our Web page, Andy Toth will send out a reminder two days before the SIG. Don't forget to check the Web page for further updates.

Since my wife, Arline, and I will not be able to attend

Coming in December: Windows ME and a variety of SIGs

(Continued from page 3)

home network, and Internet Connection Sharing allows users to share a single Internet connection across multiple PCs. There's a new TCP/IP network protocol for improved reliability and security on the Internet and support for Universal Plug and Play, the next generation of smart devices.

Rich Internet experience: Internet Explorer 5.5 improves the online experience with faster browsing and easier printing. Outlook Express and MSN Messenger Service keep you connected with friends, family, and the world around. Internet-ready versions of classic games let you participate in online gaming fun.

We meet on the first Saturday of the month at Freedom Center, Camarillo Airport, 515 Eubanks (at Pleasant Valley Road), Camarillo. The doors open at 8:30 a.m., beginners and Internet SIGs are at 8:45, and the regular meeting starts at 9:30 a.m. and ends at noon.

Special Interest Groups

(Downloaded from the Web site on Nov. 12)

Special Interest Groups are led by volunteers from the membership. There is no charge for members to attend.

Most SIGs are held at the Gateway Computer store, 1700 Ventura Blvd., Oxnard (near the Auto Center), from 6:30 to 8:30 p.m. Some SIGs are held at Ventura County

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Special notices

December's raffle prizes

Here are December's raffle prizes (the number could grow at the meeting):

Microsoft Windows ME upgrade from 98

Microsoft Front Page 2000 (Web page authoring)

Microsoft Publisher 2000 (desktop publishing)

Microsoft Flight Simulator 2000 (the name tells it all)

And, back from last month (it turned out the editor took things he already had):

My Internet Postage (print postage from the Web)

Photo Suite III (photo editing)

Special SIG on APCUG CD

We will have a special SIG concerning the APCUG CD on Thursday, Dec. 21, at Toby's Office. David Minkin will show you how to explore the CD and how to copy and install some of the programs from the CD to your hard drive. This is a really great CD and it has a wealth of information on it, and we want to be sure you use it to your best advantage. Don't miss this

Executive Committee: Ads, new SIG

(Continued from page 2)

Andy will send out a message to all people who subscribe to the service, about two days before the SIGs indicating the subject matter and the location of the SIG. It would behoove us all to take Andy up on his generous offer to remind us of what is going on.

Toby also indicated that the advertising campaign through APCUG is beginning to pick up and we may see more national advertisers in TOE in the future. It would behoove us all to be aware of who is paying for ads in TOE and for heavens sake, mention the fact that you have seen their ads in our newsletter should you be buying something from a national advertiser.

While we were on the subject of SIGs at Toby's place, it was voted and approved to store 12 of the CIPCUG folding chairs at Toby's place for use on SIG night.

Helen Long didn't have much to report this time, except that she is a little behind in updating the photo pages. After Jerry has taken so much time to take the pictures, the

least thing she could do is to post them. Get with it, Helen.

George indicated the by-laws amendment was passed. Twenty percent of the membership instead of 33 percent will now constitute a quorum. George indicated that he had 36 e-mail replies and Toby had 12 hits from the Web page and we had just over 100 in attendance. It should be easier to meet those requirements for any election or amendments that we need to make.

George also indicated that we need to have a SIG on how to use the APCUG CD.

No sooner said, than done: David Minkin has agreed to do this and we have it scheduled at Toby's office on Thursday, Dec. 21. If any of you are unsure of how to install any of the programs on the CD on your computer, this is the place to learn how to do it!

John Weigle suggested (via e-mail to George) that we need to establish a yearly calendar of when certain things need to be done, such as paying our insurance, when to appoint the nominating committee, sending in IRS report

Business: Seller's permit, programs to review

By **Laura Pacheco**
Secretary

George Lakes opened the business meeting for Saturday, Nov. 4, 2000.

Art Lewis, treasurer: (see report in TOE). He announced that he still has CDs that were purchased in advanced. Cordeiro, Faue, La Madrid, Livingston, Magallanes, and Nichols still have not picked up their CDs as of this date.

He stated that the club does have a seller's permit and it is legal for us to collect sales tax and remit it to the government.

John Weigle, editor of TOE: He received three programs from Microsoft for any members to review: Windows ME with a video, PhotoDraw2000, and Street and Maps2001. He mentioned that we have three videos for the Library: MS Extreme, HRD Product Trailers, and PC Generation Solutions OLE.

It was mentioned that the advertising in the TOE has dropped off a bit. Please patronize our advertisers when at all possible. No response to their ads will cause them to drop from our list. All things being equal, we need their business.

Helen Long, Webmaster: Her new addition to the Web site, Ronnie Ray's Friendly Links, was not as easy to put on the site as she thought it would be. She is still in the process of checking the links (approximately 150 in all) and so far, has about 50 to still check into. It's up and running now, so please check it out. The Linux links he had were not of any use to us, so she asked anyone who has a good link for this to let her know.

She thanked Toby Scott for the Voters' page, which can be put to good use. (See her report in TOE.)

Ralph Duchacek, SIG Coordinator: See his report in TOE. Remember to check the club's Web site for all SIGs scheduled whenever possible.

Toby said that the SIGs are a good resource and we need to use of them. Attendance is dropping off lately. Andy Toth has agreed to run an e-mail list so that a couple of days before every SIG subscribers will get an e-mail reminder of what, where, and when. Toby, Andy and the other presenters put a fair amount of effort and time into these SIGs, and it isn't any fun if only three or four people show up. We should attend them or forget them. Therefore, let's make one last attempt to get a better turnout. Please, if you're interested and want these reminders, sign up with Andy Toth.

There was one SIG that was a "one on one" situation with Dave Minkin. Dave is not any happier than anyone else about doing a one-on-one when it is supposed to help the masses. This will be discussed at the board meeting. We are going to see about getting some information about just what

type of response we have been having at these SIGs and what we can do to improve things and take it from there.

Robert Provart, past, past president: Robert mentioned that he will have the new edition of "The Secret Guide" by Russ Walter at each of the SIGs and the December meeting. The price of the guide is \$10 for members; the list price is \$16.50. He also mentioned that Mr. Walter has his phone number available for anyone who needs advice or help with computer problems.

Toby recommended the guide as an excellent source for people who are new to computers. Last year, the club sold six cases and people purchase the guide year after year. (I, myself, have called Mr. Walter for help and found this guide very helpful.)

Craig Ladd, vice president and presentations coordinator: Craig reports that today we have PowerQuest's Partition Magic and Drive Copy presented by Gene Barlow and his lovely wife, Linda. Next month's presentation will be MS Windows ME presented by Margaret O'Brien. He is in the process of getting Turbo Tax, he hopes for our January meeting.

Norm White, standing in for John Godwin, membership chairman: Norm introduces himself and reports 105 members in attendance, three renewals, nine guests, and five new members. He mentioned that the ballot for changing the amount of people needed for a quorum from 33 percent to 20 percent has a total of 104 signatures and is still available for anyone who has forgotten to vote.

George Lakes, president: George stresses the importance of voting, whether at the meetings or on the Web site. If we do not get our required amount of votes to pass it goes back to the drawing board. The change is needed because we cannot depend on an adequate turnout of sufficient members at our meetings to meet the quorum requirement for anything that requires voting. Therefore, it is necessary to lower the percentage of total members to a point that we will have a quorum to allow us to vote on any given issue.

Reminder: Keep those empty ink cartridges coming in for our ongoing fund-raiser. We thank all those who have taken the time to remember.

The APCUG CDs are here and available for purchase. The CD is a great idea for a stocking stuffer.

The Dec. 2 meeting will find George and Arline in Concord, so Craig Ladd, vice president, will be standing in for George. Jerry Crocker has offered to pick up the donuts for that meeting.

The board meeting will be Wednesday, Nov. 8, instead of Tuesday this month so as not to interfere with Election Day.

If you're at a loss for holiday gifts, consider a gift membership in CIPCUG, "The Secret Guide to Computers" and the APCUG CD-ROM

Q&A: Password-protection and more

By Laura Pacheco

Secretary

(Unless otherwise stated, Toby Scott answered the questions)

Q: Can you password-protect individual folders?

A: You most certainly can. First of all, you have to NOT share your C drive. Otherwise, anybody can get into the C drive and change directories. All permissions flow down stream. So, if you don't grant any permission to the C drive or if you password protect the C drive, then anybody who has the password to the C drive can get to anything else. Let's say you want to share My Documents — you right click on My Documents. You will see that the button says not shared when it comes up. Click on share. You can give it a name; it will say My Documents, but a lot of times I will change that to something else. Below, there is an option to share with everyone or you can share by password. You may need to go into your network settings and make sure that you have sharing enabled. Right mouse click on Client for MS Networks and go to properties and enable share access. This varies; it's much easier to do, incidentally, in Win2000 or in NT then it is in Win95 or 98.

Q: OmniUpDate asks for your files transfer protocol. It seems to me that it has to be readable. I should be able to look somewhere in my computer and see if I use MSN. I understand it is a four-part number. Is that true? I can't find it for myself.

A: Let's start first of all with FTP. FTP is built in to all the Windows operating systems since Win95. If you drop to a command prompt and type "ftp" you are in FTP. You will even get a little prompt that says ftp and has a little arrow by it. If you do that, good luck! You are now into command line prompt, the old DOS type stuff, and you have to know the entire lingo in order to get it to work. Generally speaking, if you want FTP, you get an FTP client. An FTP client would be like WS_FTP, which is the largest one that is used even though there are a lot of others out there. If you use it a lot, pay the shareware author: it's worth it. You use an FTP client and then you can go to the site. Now, the site you can go to can be either by domain name, i.e. Microsoft.com, or it can be by IP address. The IP address is what you are talking about when you mention the four numbers separated by periods. That is a destination address that you point your FTP client to. If you do that, it will be in the form of four numbers, each of which can be somewhere between 0 and 255, separated by periods (i.e. 123.213.321.111). You can FTP to that site if you have the proper user name and password to get on. If that user name and password give you permissions, you can upload files. If you are going to someplace like Microsoft, it grants only download privileges. It depends on what kind of site you go to, what the permissions are, what the purpose of it is, and

whether you have upload or download privileges. If it's a Web page, you have to have upload privileges. If any of you are members of CIPCUG's ISP and you have CIPCUG Web pages, we give you an FTP user name and password and you can come in and upload all of the stuff you want to. (Unfortunately, no one has tried OmniUpdate and had an answer for the real question.)

Q: Is there a way I can have my AOL opened immediately just by turning on my computer?

A: First of all, I will give you the caveat: AOL is not a program, it is a virus! AOL is such a virus that Microsoft came out with a whole new generation of operating systems to keep it from working as a virus. Microsoft was so successful, AOL had to come out with a very, very quick paste-together job of a new operating system, AOL 6. It looks like it's more broken than fixed, although the jury is still out on that one. Now that you (again) know what I think of AOL, just take the shortcut and drop it in your Start Up menu. (START, PROGRAMS, STARTUP) Drop it in there and it will start up when you boot your computer.

Q: I'm looking to upgrade to a 20 GB drive and I was over at Comp USA the other day, and it has a store brand drive for \$100 made by MaxStor. Then right next to it, there's a MaxStor hard drive for \$150. They appear to be the same thing.

A: The difference is, if you have any problems, you can either send it directly back to MaxStor or send it to Comp USA, who then forwards it to MaxStor. I do not know what to tell you on that one.

Incidentally, there isn't any point anymore in buying any hard drive less than 20 Gig. If you go to buy one, don't even think about something under 20 Gig. The difference in dealer cost for, let's say, a 10 Gig and a 20 Gig MaxStor, is under \$20. For \$20, would you want to double it? You can't afford not to. A 20 GB hard drive is realistically the smallest hard drive anyone should buy. The 30 GB hard drives are a little more expensive. You might pay about \$50 extra. To go from 10 to 20 is so close to nothing that it's not worth talking about. The only exception to that would be if you found somebody with a lot of 10 GB hard drives at closeout because the manufacturer is not making them anymore. You might be able to find it for say about \$75, which is worth it. You can buy for \$110 or \$120, 20 GB hard drives all over the place. I'll sell them to you for that.

Q: Can I just assume that my Toshiba laptop would be able to drive any new large monitor I might buy?

A: Yes; it's the other way around you might have problems. If you have a video card that is too high-powered for the monitor, you might blow the monitor up.

Q: Then are there precautions I can use in buying and setting up a monitor?

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Q&A: Reinstalling Windows and more

(Continued from page 6)

A: As long as your monitor is more video-capable than the computer you are using, you can get whatever you want. You may not be able to get all the resolution out of it that you wanted. Your video card in your computer may not be able to send out the scan rates and the refresh rates that your monitor is capable of. Therefore, your monitor may be slightly grainier than it would otherwise be. It might not have quite as nice a picture because of what your video card can put out, but the monitor will be working really easy. You will be under-utilizing it. You have to be more careful with your monitor when you have more computer than you have monitor, not the other way around.

Q: I have an AMD K6-2 350 and Win 98 SE runs fine with an occasional "program not responding," which I think is routine for Windows. I tried Win ME on it. It runs but occasionally boots up without the mouse showing. I simply reboot with the keyboard and everything works fine. Then occasionally I get a blue screen and then a lockup. Is there anything unique about WinME and the K6-2 350?

A: Probably not. The most likely problem is that you are running a Win 98 driver for something that is not fully compatible with Win ME. I would look at video cards. It's most likely to give you problems. See if the video card manufacturer has an update on the Internet for your particular model to run with Win ME. After that, if you have a network card, check it. If you have a particular mouse, like a Logitech, and not just a generic that uses the Microsoft drivers, then try your mouse. After that, any kind of special keyboard, sound drivers, and if you have a monitor that installs as a particular brand name monitor. Somewhere in there, you probably have some kind of a hardware driver conflict, and you probably need to update something. I had the same problem with Windows 2000. I had some hardware that just didn't have drivers. They are all out now, but Windows 2000 came out in January or February. With Win ME, there are a lot of drivers that need to come out but just are not out yet. More than likely, that is the solution.

Q: What's the difference between software and firmware?

A: Software is on your hard drive. Firmware is in something like in your CMOS — something that can be overwritten but is generally permanent.

Q: How do I reinstall Win 98?

A: You have to decide why you are reinstalling Windows before I can give you an answer.

If the problem you are having with the Windows is due to having problems with the registry — you have something in the registry that is corrupt and it's giving you fits —

reinstalling Windows in the same directory will not solve your problem. The reinstallation will not get rid of your registry entries. If you rename the Windows directory in DOS, then go back in and reinstall Windows from scratch, you will lose all the settings in the registry for all of your programs. You will then have to reinstall ALL your programs again before you can use them. It's a real chore!

There is a dividing line and a choice that has to be made when you go to reinstall Windows. Are you going to do a patch to Windows? That is, you are keeping your registry, but if there are a couple of files that are lost or corrupt, you want Windows to override them and fix your Windows setup. If it's a problem with a file, it will probably fix by doing a reinstall on top of your existing Windows setting.

However, if it is something in the registry, Windows will leave the registry alone because all of the programs that you have installed are already in the registry and it won't mess with them. Any conflicts you have will still be in there when you get done. So, those are your two choices. The installation itself is actually not too difficult. If you are going to install over your existing Win 98, you just put in the install disc using the usual start up routine or you can go to Control Panel, Add/Remove, then setup and tell it to reinstall. You can decide to add or remove different components. It will install itself.

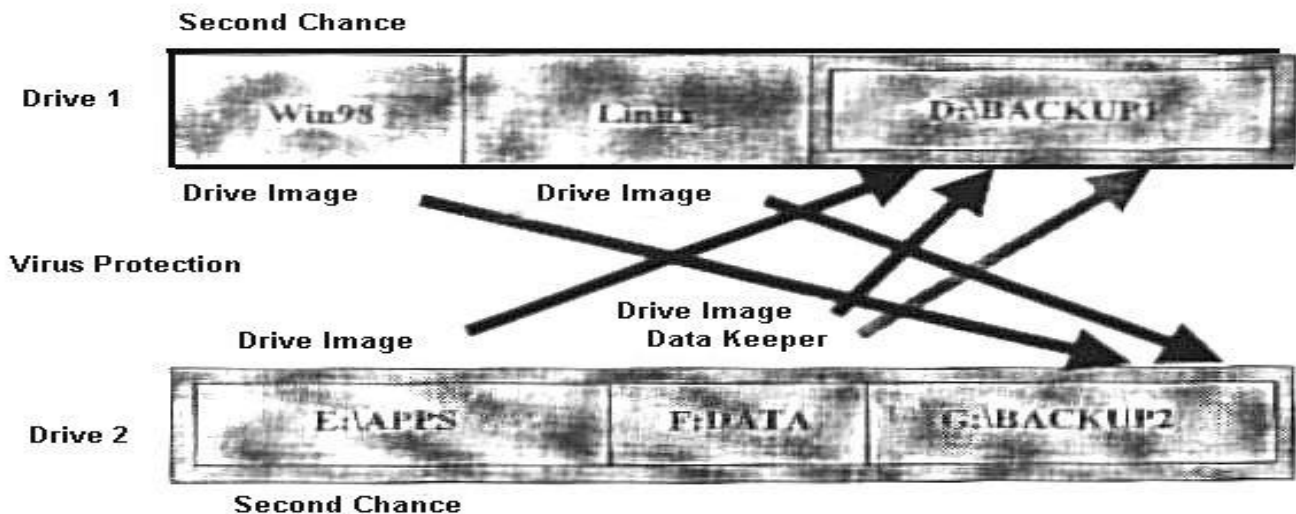
Q: Several months ago my computer would lock up and I was told to reload Win 98. I forgot exactly how to do a reinstall properly.

A: Windows comes by default with auto-play on. If you put the CD in, it will start up automatically. You can just click on install at that point. You can also go to START menu, RUN, type in your CD drive, i.e. D:\Startup. You can go to Windows Explorer, down to the CD drive, highlight it, find the startup on the right hand side and double click it. You can do it from the Control Panel, Add/Remove, the second tab over, which is the Windows setup, and reinstall from there. I could probably come up with 15 more ways of doing it.

Member: I lost the CD.

Toby: You can contact Microsoft if you can remember your user name and password and if you remembered to register when you installed it. They may or may not, for a small fee, send you another disc. Depends on how honest they think you are and whom you talk to that day. But if you lost your disc, you have a problem.

If you know your 25-character code key, you can borrow a disc from someone and enter your own code key and be legal. That is a legal install even using someone else's disc. Otherwise, it is a violation of the law; you are a pirate.



Lessons in hard drive management

By John Weigle <jweigle@vcnet.com>

Even those members who weren't interested in PowerQuest products got a good lesson in caring for hard drives during November's presentation by Gene Barlow.

Barlow explained that the PowerQuest package – PartitionMagic, DriveImage (which now includes DataKeeper), SecondChance and Lost & Found – helps users perform four major tasks: organizing your hard drive, running multiple operating systems, protecting your hard drive and recovering lost files.

"Your hard drive can be set up a variety of ways," he said, making it the only part of your computer system that you can tailor to your individual needs. Other than the type you buy and the places you put them, you have little control over your keyboard, monitor, mouse or CPU, Barlow said, but you have lots of control over how you set up and use your hard drive or drives.

You can leave your hard drive as it probably comes from the shop – one giant partition – or you can have several partitions. Partitioning the hard drive lets you, in effect, create separate "rooms" to store different things – such as the operating system(s), your programs, your data and backups. It also saves space on the hard drive because the larger the partition, the larger the space (cluster) required to store a minimum-size file. The PartitionMagic manual notes that the default cluster size in a partition of 16 to 127 MG is 2K with a FAT system.

PartitionMagic lets users create, resize, merge and copy partitions and redistribute free space on the fly without loss of data (although the manual clearly says it's best to make a complete backup of your drive, just in case). You can also delete a partition, but that also destroys the data on it.

PartitionMagic also lets you convert a FAT system to a

FAT32 system, which cuts the wasted space, Barlow said, and it's packaged with BootMagic, which lets you pick the operating system you want to boot to.

There are two types of partitions: primary and logical. Your operating system must be on a primary partition (you can have up to four on a hard drive, but only one will be active at a time). That is, you could have Windows 98, Windows ME, OS/2 and Linux on different partitions, but you could operate only of them at a time. You can have as many logical partitions on a drive as you have room for, Barlow said.

Barlow said users should convert to FAT32 and not have a partition bigger than 8G. He suggested using one logical drive for applications and another for data, while putting only the operating system on the primary partition. The C drive is always the primary partition. Wizards in PartitionMagic let you move programs around and keep track of where they go.

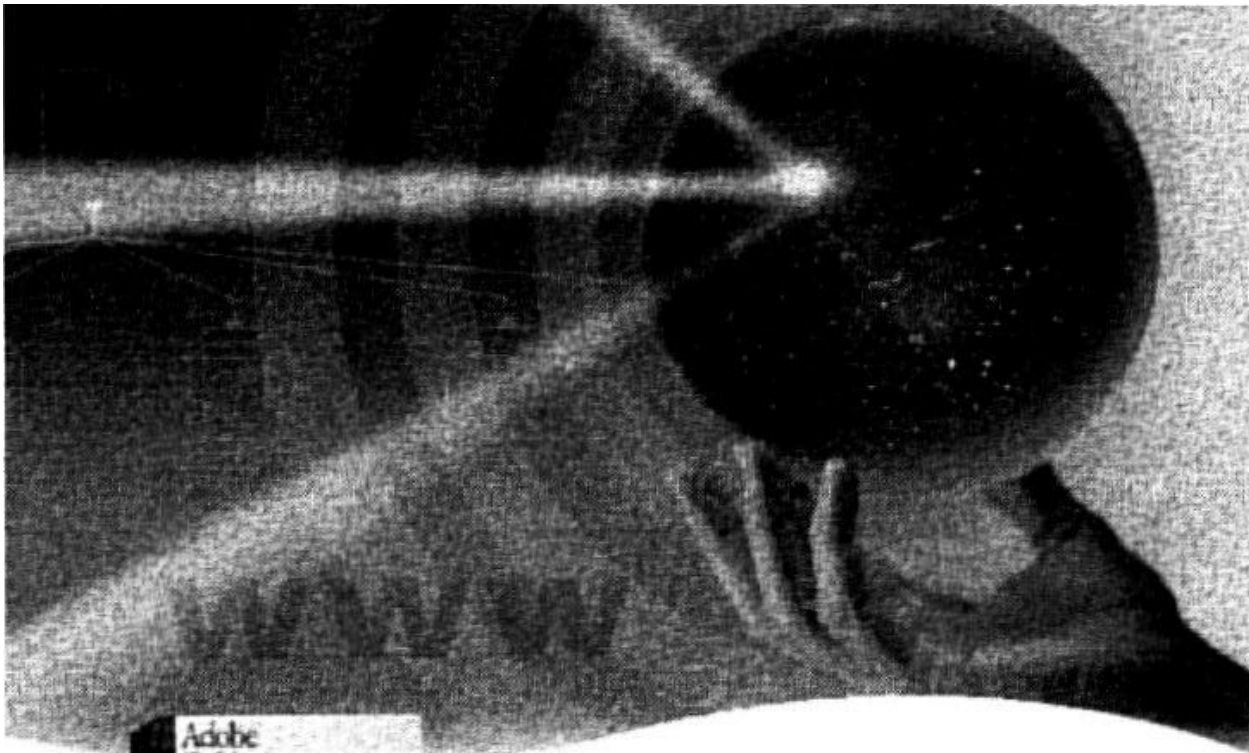
Other than regaining the wasted space, what's the point of having partitions? One is to simplify defragmenting, he said. Programs seldom get fragmented (unless you upgrade or apply lots of patches), but data is fragmented almost every time you change something. Defragmenting just your data rather than your data, operating system and programs will make the process much faster.

Similarly, backups are faster if all you're backing up is the data. And, Barlow pointed out, the data is "the most important part of your hard drive."

And, since viruses must be attached to an executable file to run, keeping your data on a partition with no executable files adds a little more protection.

Barlow recommends a system with two hard drives because "hard drives are inexpensive today." Two hard

(Continued on page 11)



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F1—Your Help Key

(Revised Nov. 12, 2000)

CIPCUG INTERNET SERVICE

(For general Internet and Communications programs, see Communications/Internet)

Jerry Crocker, 486-0308, 6-10 p.m.
normsplumb@aol.com,
Roland Fleig, 983-8707, mornings
schwable@cipcug.org,
George & Arline Lakes, 983-2969, 2-10 p.m.
geolakes@cipcug.org,
Helen Long 642-6521
helen@cipcug.org
David D. Minkin, 484-2974, 5-12 p.m., weekends
dddave@compuserve.com,
Claude Whelchel, 482-4017, 8-12 a.m.
claudew@cipcug.org

COMMUNICATIONS/INTERNET

(See CIPCUG Internet Service Provider for technical support for our Internet Service Provider agreement)

GENERAL INTERNET

World Wide Web DM, TS
Compuserve. DM
Note Tab Pro. TS
Procomm Plus DM, WB

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dBASE. GM

DOS

RP

EDUCATIONAL / CHILDREN TZ

E-MAIL

Lotus:CCMail. DM

FINANCIAL

Quicken JD

GENEALOGY

TL

HARDWARE, UPGRADING JM, JD, RP

HTML

TS

NETWORKS

TS

OS/2

LZ

SPREADSHEETS

Lotus 1-2-3 GM
Microsoft Excel. DM
Quattro Pro. DM

UTILITY PROGRAMS

Norton Utilities DM, JD
PCAnywhere DM
PC Tools . WB
XTree Gold. DM

WORD PROCESSING

Microsoft Word BW, DM, MR
WordPerfect. DM, GM, JD

WINDOWS

Windows 3.1 DM, JM
Windows 95 DM, JM
Windows 2000 TS
Windows NT TS

Initials	Name	(805)
BW	Bart Wood	482-4993 (e)
DM	David Minkin (d: voice mail)	484-2974 (e); 339- 1729
GM	Gracia Marks	484-7572 (e)
JD	John Daily	650-0029 (b)
JM	Jerry McCloud	(818) 889-6176 (e)
LZ	Len Zakas	388-8452 (b)
MR	Marvin Reeber	984-1974 (b)
RP	Robert Provart	498-8477 (b)
TZ	Trish Zakas	388-8452 (b)

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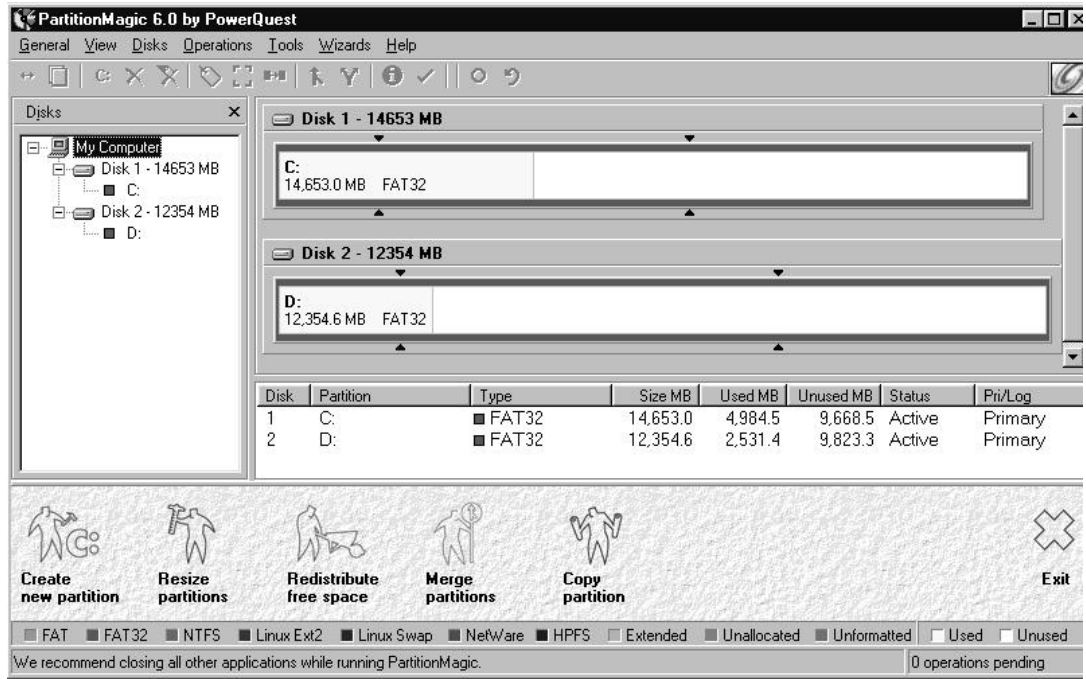
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(Continued from page 8)

drives offer more options. “This is the second best investment on upgrade that you can put on your system,” he said, with the first being more RAM.

He recommends that Drive 1 have the operating system(s) and a backup partition for information on Drive 2 and that Drive 2 have a partition for applications, a partition for data and a backup partition for data on Drive 1 (see diagram at beginning of article). Putting the primary partition on the second hard drive will confuse the drive-naming process, he said.

Drive 1 could have either two operating systems (i.e., Win 98 and Linux) or the current operating system and a copy of it or a clean installation.

Such partitions would let you try a new operating system while still being assured that you could reach all your programs through the system that you know is working. “There are some real interesting ones (operating systems) out there. Give them a try,” he said.

If you’re thinking of upgrading to Windows ME, Barlow suggested, make another primary partition and copy your current system to the new partition. Then upgrade that partition to ME. This lets you keep all your registry entries and means you don’t have to reinstall all your programs. But it prevents that problem that some upgrades have caused, he said. “You may end up with a scrambled hard drive and a scrambled operating system” if you install ME over your existing Windows 98.

Upgrading this way “gives you a chance to test all your applications, see if they work.” If they do, you can eliminate the partition for the old system and regain the space.

Barlow discussed another possibility, even if you don’t want to change operating systems. As we add and delete programs, we end up with a system with lots of remnants

from deleted programs. “This clutter eventually starts making your system very unstable,” Barlow explained.

Under these conditions, he recommends leaving the existing system alone after you create another primary partition.

Instead of copying it to the new partition and reinstalling Windows, install Windows from scratch on the new partition. Then reinstall the programs you use most through the new operating system..

Install new programs on the old system to see if they work. If they do, and if they’re useful, install them with the operating system on the second partition.

“You don’t want to clutter up your new one” with programs that either don’t work well or that aren’t useful, he explained.

A new version of PartitionMagic (version 6) was just released, and it can perform all the functions Barlow described.

Hard drives are mechanical devices that must be protected, Barlow said. “You too will have a hard drive failure. You can’t prevent it. All you can do is be ready for it.”

That’s where the protection programs come in.

DriveImage, also released in a new version, lets you make a complete backup of your hard drive, which Barlow recommends doing once a month. DataKeeper, which comes with DriveImage, will back up whatever you select – usually data – whenever it changes or whenever you tell it to backup. He recommends daily data backups. DriveImage supports Windows ME and CD-R and CD-RW. It can create images on hidden partitions, estimate the size needed and determine the integrity of the image. DriveImage also has an improved Image file editor. DataKeeper allows selective file restoration.

Another program, the new version of which wasn’t



BEGINNERS CLASS

NOVEMBER 2000

Mike Strecker roostermike.roosterm@gta.net

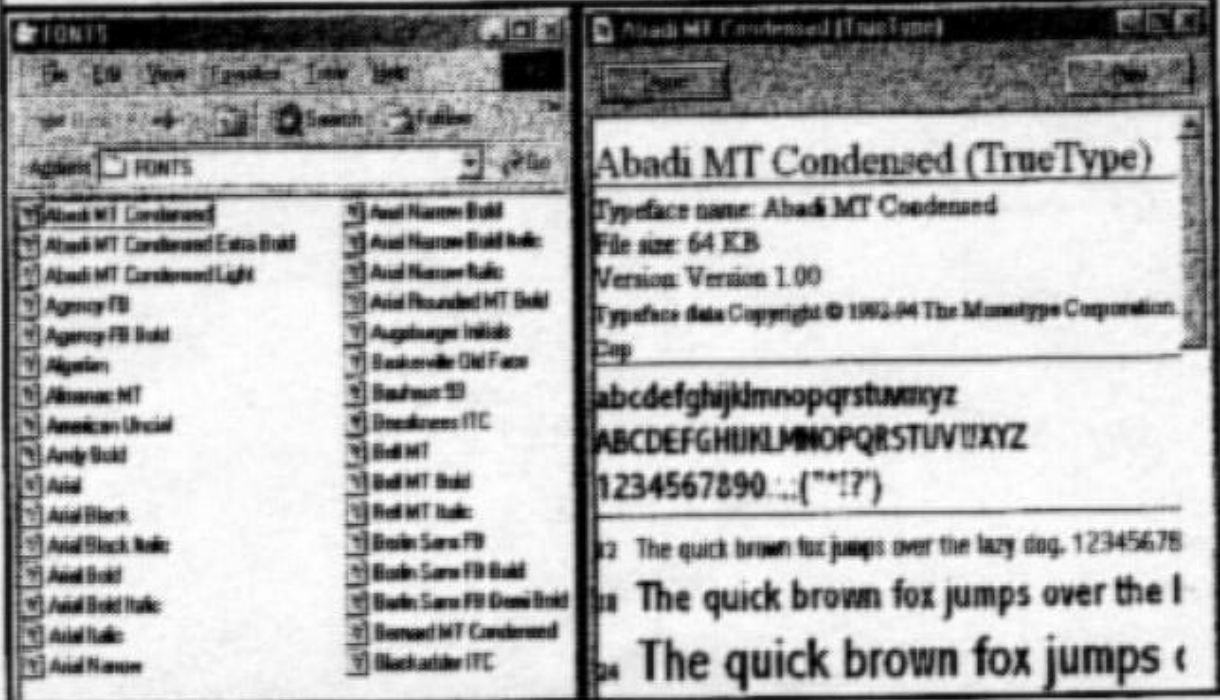
FontS

Fonts are printable and displayable text characters, they come in different styles and sizes. The type design for a set of fonts is called a typeface and different types of this design are called a typeface family. This article is being typed using TIMES NEW ROMAN, which is the typeface family, the size is 12 point. Most people use the word typeface and font interchangeably, so use either word you want. The height of a font is measured in *points*, the width is measured by *pitch*, which refers to how many characters can fit in an inch.

Most fonts in Windows are TRUE TYPE FONTS, and have a file extension TTF. When you buy a graphic, presentation or publishing type program, they will come with more different fonts, which are added to the font files which you access in the control panel.

This is TIMES NEW ROMAN 16 point bold.
This is TIMES NEW ROMAN 16 point italics.
This is TIMES NEW ROMAN 16 point underline.

To find the fonts on your computer, go to the Control Panel and double click on the font icon. To look at a sample of a font, double-click the icon for the font and you will get a good example as shown below. This particular typeface is Abadi MT Condensed (TTF) true type font. We will discuss fonts in more detail in class.



Keyboard shortcuts using the Windows key

By Jim Thornton <jthorn@gte.net>

If you have one of the more recent keyboards, the one with the special Microsoft keys, you will be able to save time by quickly navigating and selecting your way through the Windows operating system program. The Windows keys are located on the bottom row of keys, one on either side of the spacebar, and are identified by the standard Microsoft logo. These keys are intended to get you where you want to be with fewer mouse movements.

Depress Key(s)	Action
Windows	Opens the Start menu - does the same as left clicking on the Start button
Windows + D	Displays your desktop by quickly minimizing all open windows and programs
Windows + E	Opens Windows Explorer — the corresponding mouse movements are left clicking on the Start button, the Program menu, and on the Windows Explorer field
Windows + F	Opens the Find: All Files dialog box — the mouse movements are left clicking on the Start button, the Find menu, and finally on the Find Folders or Files field
Windows + M	Minimizes all opened windows and programs — the same as Windows + D
Windows + R	Opens the Run dialog box — the mouse movements are left clicking on the Start button and the Run field
Windows + BREAK	Opens the System Properties dialog box — the mouse movements are left click on the Start button, the Setting menu,

Windows + CTRL + F	Opens the Find: Computer dialog box — the mouse movements are left clicking on the Start button, the Find menu, and finally on the Computer field
Windows + F1	Opens Windows Help — the mouse movements are left clicking on the Start button and on the Help field
Windows + SHIFT + M	Restores all previously minimized windows and programs — does the reverse of Windows + M
Windows + TAB	Cycles through the minimized windows and programs at the bottom of the screen

There are 10 more key shortcuts available if you have a true Microsoft Natural Keyboard with their special IntelliType software installed.

Windows + A	Opens the Accessibility Options (if installed)
Windows + C	Opens the Control Panel
Windows + I	Opens the mouse properties display box
Windows + K	Opens the keyboard properties display box
Windows + L	Opens the Windows Log Off dialog box
Windows + P	Opens the Print Manager
Windows + V	Opens the Clipboard
Windows + S	Toggles the CAP LOCK key on and off
Windows + Spacebar	Displays the list of IntelliType hotkeys

More about SIG schedule

(Continued from page 4)

Computers, 2175 Goodyear Ave., No. 117, Ventura, at the same time (Toby Scott's shop).

The SIG schedule is updated on the CIPCUG Web site as moderators are found. Here's the schedule for the last few weeks of November and all of December:

December

Tuesday, Dec. 5: Publisher, meets at Gateway from 6:30 to 8:30 p.m. Moderator Rabia Yeaman will show you

how to create your Christmas cards in MS Publisher.

Saturday, Dec. 9: OS/2. *December meeting dropped because of holidays.*

Tuesday, Dec. 12: Access, meets at Gateway from 6:30 to 8:30 p.m. Moderator Jerry McLoud will show how a database can help you.

Thursday, Dec. 14: HTML, meets at Toby's office from 6:30 to 8:30 p.m. Moderator Andy Toth will show how to handle links and bookmarks using Note Tab Pro.

Tuesday, Dec. 19: WIN 98, meets at Gateway from 6:30 to 8:30 p.m. Moderator Mike Strecker asks you to bring all your questions about WIN 98.

Bookmarks

(Continued from page 14)

<http://www.windrivers.com/>
<http://winfiles.cnet.com/drivers/>
<http://download.cnet.com/downloads/0-10010.html?tag=st.co.1017-7-2313882.txt.10010>
<http://www.worldowindows.com/index.asp>
<http://www.drivershq.com/>
<http://www.adaptec.com/support/files/udfwinversions.html>
(Adaptec's UDF Reader for Windows 95/98/NT enables some MultiRead CD-ROM drives to read UDF formatted CD-RW discs)

Firewalls:

<http://zonealarm.com/>
*<http://www.mcs-online.co.uk/zonelog/> (Zone Alarm ad-don)
*<http://www.pc-help.org/trace.htm>
<http://www.linuxdoc.org/HOWTO/Firewall-HOWTO.html>
<http://www.winproxy.com/>
<http://www.zeuros.co.uk/generic/resource/firewall/>
<http://www.cisco.com/univercd/cc/td/doc/product/iaabu/centri4/user/scf4ch2.htm>

http://dir.yahoo.com/Computers_and_Internet/Security_and_Encryption/Firewalls/
<http://www.whatis.com/firewall.htm>

FREE ISP:

*<http://freelane.excite.com/?AID=900208&PID=468277> <http://freelane.excite.com/freelane/>
*<http://free.lycos.com/>
*<http://www.planetloot.com>

SIG reminders available by e-mail

Because of the lack of club participation in the past few SIGs, Andy Toth has agreed to offer a reminder service to club members. Sign up for his service and he will automatically send you a reminder about two days before the SIG, indicating the topic, location, and date of the SIG.

We hope that this service will remind more people about coming SIGs. Check the front page of the CIPCUG Web site in the "Latest Page Revisions" or at the bottom of the SIG INFORMATION page.

Or, if you want to sign up without going to the Web page, send an e-mail to <signinfo@cipcug.org> with the subject line subscribe to be placed on the list.

A chance to get some history

Bob de Violini, TOE editor for over eight years in the early days of what became CIPCUG (it was the Leading Edge Computer Users Group for part of that time), has been clearing out some space in his garage and has some back issues of The Outer Edge that he will bring to the December meeting. These are copies of all the issues from Vol. 5, No. 1 (July 1991, #49), through Vol. 8, No. 12 (June 1995, #96). There are from one to "a whole bunch" of copies of each of these 12-page issues, and in total they fill a box that normally holds a case of paper. If copies of issues before or after this time frame become known, they will also be brought to the meeting.

All these issues are available to members and visitors for 20 cents per copy, 12 for \$2, payable to the CIPCUG treasury. This is a one-time-only offer and will be a way for you to learn something of how the club grew and what was of concern in technology in those years. It will also provide some desirable income for the club.

One interesting bit was a survey of what the members would like to have in their "dream computer." Don't know what the results were -- that was in a Volume 9 issue - but it might be of interest to take such a survey again.

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Sat. Dec. 16 - Ventura
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Sun. Jan. 14 - Ventura
Sat. Jan. 27 - Oxnard

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Ventura - Seaside Park
Hwy. 101 to California St
So. 101 to Ventura Ave

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Nov * Sunday

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Nov. 4 - Fresno
Fresno Co. Fairgrounds (Adm. \$ 7)

* Nov. 5 - San Diego
Scottish Rite Center (Adm. \$ 8)

Nov. 18 - Bakersfield
Kern Co. Fairgrounds (Adm. \$ 7)

* Nov. 19 - San Diego
Scottish Rite Center (Adm. \$ 8)

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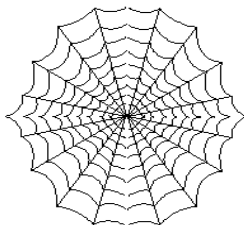
SIGN-UP NOW for Automatic E-Mail
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Web page news: Can you help with links?

By Helen Long

<helen@cipcug.org>

I have checked many of the links on Ronnie Ray's page and have found some that are not working. He has several O/S listed and one of them was



UNIX. He had about four links and none of those worked, so I removed them but haven't found their home site. I tried UNIX.com and it didn't really look like the right place; will someone please check into that for me and see if, in fact, that is their home site? If it is, I will add it back in. I still have about the last 50 to check. Do let me know if you find any more "dead bodies" among the list.

The SIGs have been suffering a lack of attendance. Why are you not coming? Are we not covering the areas you are interested in? If not, please let Ralph Duchacek <duchacek@cipcug.org> know what you would like to have. Andy Toth has volunteered to send out e-mail reminders a couple of days prior to each SIG. In order to sign up for this service, you have only to access the table of contents of any of the CIPCUG pages and it is the last listing under "Education." It will also hit the bottom of the "Recently Revised Pages" in the middle of the Index

(CIPCUG front page), and I will let it remain at the bottom of that column for a while. There is another place at the bottom of the SIG listings on the SIGINFO page. There are plenty of places to sign up. Some of us are reaching the age when we need a string around our finger to remind us of certain things, so please avail yourself of this string around your finger.

We will have a special SIG on Thursday, Dec. 21, at Toby's Office on the APCUG CD. David Minkin will show you how to explore the CD and how to copy and install

(Continued on page 16)



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OS/2 Corner: Netscape 'refresh' available, Tucows/2 back

By Steve Carter <scarter@vcnet.com>

Our Nov. 11 meeting was held at Ventura County Computers, Toby Scott's facility; see <<http://www.vccomputers.com/>> for a map and check the OS/2 Corner page for current information. In recognition of the busy time around the holidays we agreed to cancel the December meeting.

There's another new Netscape 4.61 "refresh" available from IBM. It's kind of hidden, as IBM prepares to transition to fee-based support only. There's a link on the Web page to help you find your copy — it's 10MB. This will be the last

Netscape update as IBM transitions to fee-based support at the end of the month.

Tucows/2 is back! By popular demand, one of the best OS/2 software sites has returned. Visit <<http://classic.tucows.com/os2soft.html>>. Although you cannot get it at Tucows, there is a new version of PMNapster at Hobbes, the other premier OS/2 archive site, <<http://hobbes.nmsu.edu/>>.

Daniela Engert has updated her patch to OS2LDR that fixes the OS/2 >64MB memory detection defect found with recent BIOSes. Search for patchldr.zip on Hobbes. There's a

(Continued on page 17)

Web page: Garage Sale page is back

(Continued from page 15)

some of the programs from the CD to your hard drive. This is a really great CD and it has a wealth of information on it. We want to be sure you use it to your best advantage. Don't miss this SIG.

The old GARAGE SALE page has been redone back to its original use. I know many people have been updating their equipment, so let's try to empty the old stuff out. If it seems too outdated and you want to give it away, hey, there's

nothing wrong with that — advertise it on the Garage Sale page — maybe you will find a home for it. Jim Thornton has added a whole bunch of new items he is literally giving away. Check it out.

I haven't heard from Toby regarding the December door prizes, but hopefully, John will have them listed elsewhere in the newsletter. If not, be sure to check the CIPCUG home page for the list — it is prominently displayed at the top of the page — right under the HAPPY HOLIDAYS sign that

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OS/2 corner: Utilities

(Continued from page 16)

7.03 update to the SCiTech Display Doctor video drivers licensed by IBM, and supporting a wide array of video cards. The supported list reads like a who's who in the video adapter world.

Check out <<http://www.tavi.co.uk/os2pages/>> for useful utilities, Hints and Tips, and even a section on good (free) software that is no longer updated. Here you can find fixes for discontinued software, including Innoval's PostRoad

Mailer, which we had demonstrated and I use daily.

The buzz is beginning about the OS/2 Warp Convenience Pack due at the end of November! Some are calling it Warp 4.5, and previews are beginning to show up around! A number of new features that hadn't been available for the Warp client in the past are included (hopefully along with an install process that recognizes large hard drives so common these days). And if this isn't enough, ECom Station is in the final beta stages, incorporating a number of features heretofore available only in Warp Server for e-

Are you tired of looking at all the ads on your free Internet or free E-mail Service? Are you looking for a reliable ISP at a reasonable price? How does \$15 per month plus \$15 processing fee sound to you? You will also have the advantage of a special DOMAIN name, however, it may not be a name of your own choosing. It is the name of the club that provides this service to its members; CIPCUG.

To sign up, contact one of the clubs Techies on the F1 — YOUR HELP KEY (page 17 TOE) listed in the right hand column under CIPCUG ONLINE — Tech Support. Call one of them you may know or one in your area and they will be glad to provide you with the details necessary for signing up. Checks should be made payable to CIPCUG and forwarded to Treasurer, % CIPCUG, P. O. Box 51354, Oxnard CA 93031. Don't forget to include the \$15 set-up fee to your first sign up check. You may make payments in three month, six months or annual increments. (Renewals can also be mailed to Treasurer, just be sure to mention the dates that your check is to cover).

We have changed our ISP provider to ISWest (Internet Specialists West) which is a major regional carrier. As in the past, CIPCUG will provide tech support for our own club members. There is no program to install, you will be making use of the programs that are already on your computer. If you are the least bit timid about setting up your computer a club member will be glad to come to your house and make the necessary set up arrangements. How many ISP's do you know who will do this? Our agreement will also give you a 5 MB Web Page allowance.

We have undergone a rather painful change in our ISP and we think we have all the bugs worked out. We have been up and running for several weeks now and hopefully we will not have any major problems in the future.

If you have any questions, please don't hesitate to call any of the Tech Support team and they will either answer the questions or find out the answers for you.

USE CIPCUG ISP SERVICE

CIPCUG online service

See the ad in the adjoining column for numbers to call to sign up for the service. This is additional information you will need to set up your connection and get ysazour e-mail. The ISP service fee is \$15 per month plus a \$15 registration fee. All ISP checks should be made payable to CIPCUG and mailed to Treasurer, CIPCUG, P.O. Box 51354, Oxnard CA 93031.

The settings for e-mail are:

POP3 = compaq.vcmail.net

Return Mail SMTP = compaq.vcmail.net

Be sure to use periods and not commas between each set of numbers.

Usenet Groups: Users who want to subscribe to Usenet groups can enter "news.iswest.com" into Outlook Express, Free Agent or whatever you are using for Usenet.

Web Page Settings: For those of you who have/want Web pages, Web sites are not automatically created, so you must ask us to create the space. Once it's created, you bring up your FTP client and indicate HOST NAME: cipcug.org (no username after) with your regular username and password. You will be dropped automatically into your private directory. People who want to visit your site will enter <www.cipcug.org/your-username> in their browsers to see your work.

Hosts file: If you are having trouble reaching cipcug.org (or any other site), you can improve reliability by editing your Hosts file in your main Windows directory. Most systems have a Hosts (no extension) file, but if they don't you can easily create one with Notepad or another text editor. All you need in one is the URL of the site followed by the IP address. All you need in your Hosts file is the two lines below:

cipcug.org 207.178.198.122

CIPCUG.ORG 207.178.198.122

Make sure the file is saved in C:\Windows (or wherever your Windows is installed) with no other text, and it will speed up your access to CIPCUG as well as get around Internet tables that are still pointing to the wrong site.

Phone numbers: These are the phone numbers in the 805 Area Code to reach ISWest:

Camarillo

(805) 914-8500

Editor's corner: Ad manager needed

Well, the last issue under new management didn't go too badly, considering, but we have some bad news this issue.

Advertising manager Gracia Marks is resigning because of time pressures. I'm not sure how long she has done the job, but I know she was doing it when Stan Ranson was editor, so it has been several years.

Ad sales are one thing I can not do. I work at the Ventura County Star, and, for obvious reasons — it depends on advertising, too — I can't try to solicit ads for another publication, even one as comparatively small as TOE. The number of local ads in TOE has been dropping, although the national ad program from the Association of PC User Groups has helped make up for that, but we definitely need someone to approach computer-related businesses in the county to advertise with us. Copy Court, Ventura County Computers and the computer shows get free ads because of their assistance to the club. All-City and John Daly are paid advertisers. Over the years, we've had other advertisers who have quit for various reasons — one went out of business and one cited lack of response.

So here's another reminder to patronize our advertisers and mention why you're doing so.

And here's the plea for someone to step forward to take Gracia's spot.

* * *

Toby Scott pointed out something the other day that I had noticed but hadn't really thought much about in the crush of getting TOE out monthly: F1 Your Help Key is out of date. We have volunteers to answer questions about a lot of programs that are no longer as common as they once were (Word Star, PC Tools and Pro Comm Plus, for instance) but no one for more popular programs like Windows 98, Windows ME, Access, Outlook, Outlook Express, Eudora, Power Point, Excel and Norton SystemWorks.

How about taking a look at the programs you use regularly and deciding if you'd be willing to help other club members with their questions. Volunteering for Help Key doesn't mean you have to be an expert who can answer any question that might ever come up about every obscure part of the program. It just means you're willing to help people who are having problems using their version of the program. And there's no shame in saying "I don't know" sometimes.

Volunteering also doesn't mean you have to be available 24 hours a day, seven days a week. If you look at Help Key you'll see that the volunteers have set the hours they're willing to be helpful, and they decide whether they will work over the phone or only by e-mail.

User groups were established for users to help other users. If you have a program you're especially familiar with, how about volunteering to share your knowledge with others? If you're willing to help others, drop me a note at <jweigle@vcnet.com> or tell me at any meeting.

* * *

Someone asked at the last meeting who George Lyon is (I referred to him in one of the articles when I meant to say George Lakes). I also edit the newsletter of the Ventura County Philatelic Society, and its president is George Lyon. I apologize for the mistake, but I guess it shows at least two groups in the county are willing to "let George do it."

Treasurer's report

10-1 through 10-31-2000

By Art Lewis, treasurer

Income

ISP income	\$ 495.00
New members	35.00
Publication	12.00
Raffle	38.14
Renewals	420.00
Software sales	265.00

Total income 1,265.14

Expenses

Coffee-doughnuts	32.65
ISP expense	343.00
Miscellaneous expense	75.08
Storage	45.00
TOE	350.85

Total expenses 846.58

Total income - expenses 418.56

Unrestricted Funds 4,397.18

Restricted Funds 909.50

Bank Balance 10-31-00 5,306.68

The Outer Edge

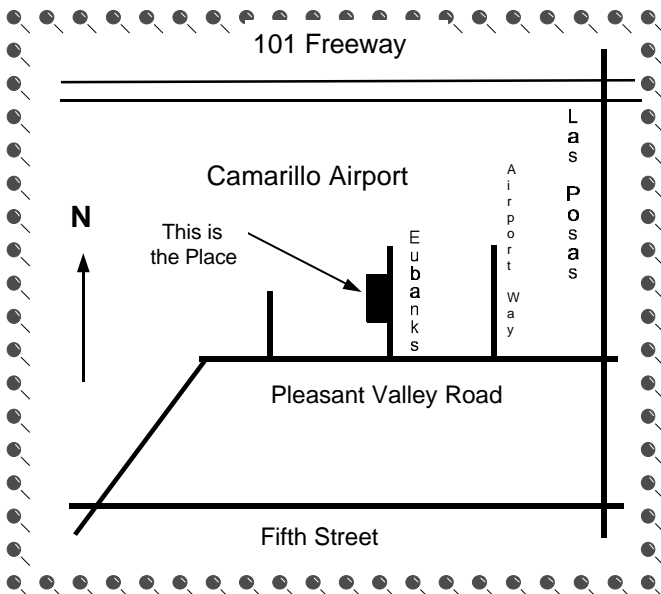
Channel Islands PC Users Group
P.O.Box 51354
Oxnard, CA. 93031

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DECEMBER 2000 MEETING OF CHANNEL ISLANDS PC USERS GROUP



Saturday morning, Dec. 2,
at
Freedom Center, Camarillo Airport
515 Eubanks (at Pleasant Valley Rd.)
Camarillo, California

Meeting Schedule:

- 0845-0930** Beginners SIG
- 0845-0930** Internet SIG with Toby Scott
- 0930-0945** Business Meeting, announcements
- 0945-1030** Q&A Help session
- 1030-1055** Break - Please contribute requested amounts for coffee & donuts
- 1100-1200** Presentation: Windows ME