

Orange Coast IBM PC User Group

README.DOC

October 1998

Newsletter

Version 14.10

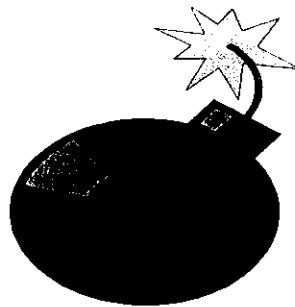
**The September 26, 1998 9:00 a.m.
General Meeting will feature:**

TechMedia

— Computer Hardware Retailer

Micro 2000

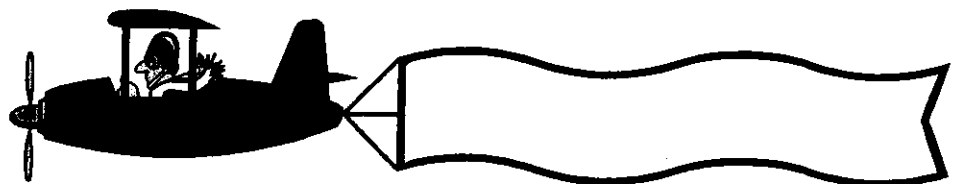
— Solutions to Y2K problems



**The October 31, 1998 9:00 a.m.
General Meeting will feature:**

AUCTION

— Raise money for OCIPUG operations



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News, Reviews and
OCIPUG Events

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Readme.Doc is published monthly by the Orange Coast IBM PC User Group (OCIPUG), an independent California nonprofit organization. The intended purpose of OCIPUG is to provide a forum for exchange of information and assistance, thereby helping our members obtain maximum benefit and enjoyment from the use of their computers.

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All items submitted for publication are subject to editing. We reserve the right to refuse any material submitted for publication.

Send all submissions to the Editor, on or before the deadline.

The *Readme.Doc* copy deadline for the November issue is October 9.

1. Upload to the **25-Readme.Doc** files area of the OCIPUG Bulletin Board.
2. Upload as an attachment to Editor in the **10-Newsletter** Message conference of the BBS.
3. 3.5" disk mailed to the Editor in time to meet the deadline:

OCIPUG
Editor - *Readme.Doc*
2973 Harbor Blvd Box 621
Costa Mesa, CA 92626-3934

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PRESIDENT'S MESSAGE

Wayne Ali

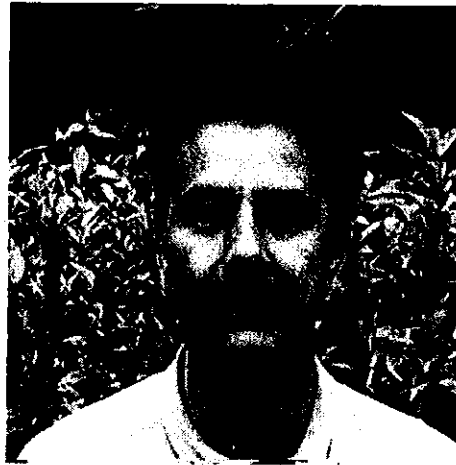
Here we are, my inaugural President's message.

We are faced with issues common in all user groups and businesses in today's environment. We are experiencing decreases in membership and cutbacks by vendors in the level of support they offer user groups. How will we meet these challenges?

I envision Orange Coast IBM PC User Group as the premier user group. We will continue to offer more value, expertise and benefits to our members than any other group. Our General Meetings, Special Interest Groups, Publication and Community Service distinguish our Group as an important voice to be heard. Will you be part of this vision?

Each of us has our reasons for belonging to a user group, what are yours? Are your expectations being met? What is Orange Coast IBM PC User Group doing that is right for you? What does OCIPUG need to do better? We are not a product in the marketplace. We are an organization of members with a common interest. As a member, I expect you will communicate with OCIPUG. We cannot change to accommodate our membership without knowing why members join, stay or leave. How do you do this?

Communication may be with an officer or director; they wear red badges at the general meetings. Officer and Directors' phone numbers are also in the back of your



Readme.Doc. You can also reach us on the BBS; the number is in the back of your *Readme.Doc.* We need your feedback on what your needs are.

Now, here's the kicker, what will YOU do to support Orange Coast IBM PC User Group? Will you spend some time welcoming people at a general meeting, making phone calls, help a committee work on a project? Everyone pays his membership dues. Some of us volunteer time and work to provide the benefits all enjoy. I guarantee you the time you invest will teach you more about how to use that fancy nightlight you call a computer.

Do you know how to "surf the Net?" Would you be interested in learning how to make your own Web Page? How about learning

what all those little pictures are for below <File, Edit, View, Insert, Format, Tools, Table, Window, Help> in your programs? You can learn by spending money and time in a class with a lot of strangers, reading a textbook written in "computerese", and come up with questions that a tech support line would let you wander through "press 1 to...". Or you could spend some time with friends one or two evenings seeing how to do it, as in OCIPUG. What is the difference? Can you make the time to coordinate fulfillment of what you want?

The examples above are some of what Orange Coast IBM PC User Group offers. In exchange for learning, we need you to help OCIPUG with a donation of time. Can you make phone calls to members up for renewal? How about practicing your newly learned skills to fill in blanks on a form letter and send it? Would you like to learn how to send e-mail over the Internet? Would you send some for OCIPUG?

The strength of any organization is in the active people of the organization. We all are busy, but we did take time to join. Do you come to meetings and not ask questions because they are too basic? Don't be intimidated, everyone in our Group has LEARNED what they are talking about and you can too. Talk to someone about your questions. Come to a SIG. Send an e-mail. Make a call. Help someone if you know the answers. Don't be hesitant to take an opportunity to use what you know to help your User Group.



OCIPUG Officers and Directors

Membership Information

WELCOME NEW MEMBERS

We hope your association with us proves very rewarding. OCIPUG is based upon *sharing*. You will have many opportunities to learn from, and to share your knowledge with, other members. Don't be timid about asking advice. The only stupid question is the one not asked! No one of us knows everything.

OCIPUG is unique among user groups in that we have our own facility with specialized rooms to fit our special needs such as Special Interest Group (SIG) seminars. So come join us at one or more of the SIGs described in the SIG Guide insert to Readme.Doc.

You get out of *your* club what *you* put into it. Volunteers make our club successful, effective, and *fun!* Your participation on a committee is encouraged and most welcome. So please contact any official to offer your services in whatever capacity you can.

Your membership badge will be available at the membership desk at the next General Meeting. A New Member kit is also available. This kit summarizes the various activities and resources of your club. A diskette contains several useful shareware programs. You are introduced to the use of the OCIPUG electronic bulletin board system (BBS) at (714) 751-3242.

MEMBERSHIP RENEWAL REMINDERS

If your name is on the list, won't you consider renewing your membership and use the features and advantages of OCIPUG. If you see the name of a friend on the list, won't you encourage your friend to renew. **If you have renewed recently, we thank you.**

Please renew early to save your club the expense of mailing a renewal notice.

September

Gerald Bangert
Richard Baznik
Richard Bentley
Norma Borden
Dale Budlong
James Clymer
Norman Commodore
James Creager
Paul Dotterer
Viola Ellington
Gary Falagrad
Jim Hicks
Russell Hoffman
Robert Johnson
Hank Kunczewski
Gary Minnis
Margaret Morgan
Ralph Morgan
Richard Nelson
Tony Nikae
Franklin Olson
Joyce Scott
Jenny Weddle
Josephine Wilde
Yvonne Young
Joe Zebrowski

October

Silveus "Si" Baker
Richard Black
Edwin Breitenbach
Janet Brown
Jim Chambers
Olivia Chambers
Debbie Crowley
Cynthia Denzler
Fabian Denzler
Hanspeter Denzler
Rosmarie Denzler
John Donovan
Annabelle Farago
William Gerow
Herbert Huey
Roger Hughes
Jane Lancour
Linda Locke
Price Locke
Paul Melton
Sumiye Onodera
Carl Paulson
John Petrouski
Kenneth A. Pollock
William Singleton
Ronald Spear

Seymour Spiegel
Rolland Thomas, Jr.
Robert Uglesic
Carlos Varela
Barto Wash
Jonathan Wash
Megan Wash
Ruth Wash
Paul Watanabe
Sue Weber
Bruce Williams
C. Edward Wolfe
Frank Yaeger

October Program

October 31, 1998 9:00 AM at the Orange Coast Science Hall

Chris Lloyd

Random Access	8:30
President's Message	9:00
Announcements	9:15
Auction	9:30

Annual Auction

The annual auction provides OCIPUG members another opportunity to enjoy a benefit of their membership. Here you may obtain bargain priced software or hardware that vendors and other contributors have donated to help OCIPUG remain a viable community resource. The auction is a mainstay of our budget and helping OCIPUG achieve its goals should be in your thoughts as you participate in bidding for the items in the auction.

This is a sampling of the products we have for 1998:

Corel

WebMaster Suite

WebMaster Suite has the complete internet solution: with Web Page Design, Web Site Management, Database Publishing, Bitmap & Photo Editing, 3D Virtual Reality, Animation and much more.

Print House Magic

Print House Magic makes the creation of banners, cards invitations, business cards and flyers a breeze. This is an all-in-one graphics package that lets you express yourself.

IBM Simply Speaking Gold

IBM has added features to their voice recognition program. It has up to a 64,000 word vocabulary. The more you use this program the more you need it, and the better it gets.

Lotus Organizer 97

Lotus Organizer 97 is designed to boost your productivity and simplify your life. It integrates an on-screen Calendar, To Do List, Planner, Address book, Notepad, Call Manager and Anniversary reminder all in one.

McAfee WebScanX

WebScanX stops hostile viruses, blocking dangerous internet applets which allows safe internet surfing. This program works with IE and Netscape including Endora Light™. Minimum OS: Win3.1

Microsoft Office97 Standard Edition

This is the world's best selling office suite which integrates application power of the internet. It includes Word, Excel, Publisher and PowerPoint.

PowerQuest

PartitionMagicV3.0

PartitionMagic reclaims wasted hard disk space and runs on Windows (3.x, 95 and NT), OS/2 and DOS. It protects your data as you organize your hard disk. It includes a boot manager, windows NT and FAT32 support.

DriveCopy

This program is the easiest way to copy your old drive to your new hard drive. It has safe and easy data migration, supports every major OS and saves time, money and frustration.

Mijenix

PowerDesk Utilities 98

This program allows you to get more done in less time. It supercharges windows explorer, allowing fast and easy zipping and unzipping while viewing files in a flash convert graphics on-the-fly.

FreeSpace

FreeSpace gives you a new way to get more hard drive space. This program is a seamless answer to a crowded hard disk problem where safety is a must with your data. It has a wizard to guide you thru too.

ZipMagic98

ZipMagic98 makes your compressed files look and act like regular Windows folders without even unzipping them. The wizard will take you thru step-by-step. It opens more compressed formats than any other program.

NetManage ECCO pro

This is a number one rated Time, Contact and Project Management program. It has customized contact information and layout with powerful document management tools.

Quarterdeck

VirusSweep, Extra Strength

This product helps kill viruses before they can damage your PC, it also includes eSafe Protect which protects against internet threats called Vandals. (eSafe PC Mag Editor's Choice) Win95

CleanSweep, Extra Strength

CleanSweep cleans up your hard drive, removing old programs, safe, fast and automatically. It also includes Zip-It file compression. Win 95 and NT

Partition It, Extra Strength

Partition It safely partitions your hard drive in minutes, reclaiming harddisk space and creates new partitions to organize data or run multiple operating systems.

RealHelp, Extra Strength

RealHelp diagnoses and fixes problems, preventing crashes, and has powerful virus protection. It also includes TuneUp technology for updating your software over the internet. Win 95

TouchStone NetOptimizer

NetOptimizer gives you the tools for maximum internet performance, fixes modem problems, benchmarks performance and offers on-screen internet monitoring.

Trellix Trellix has put together a revolutionary new way to create easier to read, better organized, on-screen documents. Now you can create documents that work like websites. (best Comdex 97 all-around application.

163rd General Meeting Report

Richard Black

The August 29, 1998 meeting began at 8:49 A.M. with Random Access. Michael Springer fielded questions from members having problems with Windows 95. At 9:00 A.M. the meeting officially began with President Preston Hill announcing the recent deaths of Harv Haight (July 29) and Jerry Man (August 23). A moment of silence for two of our most involved members followed.

Preston also announced that the club needs volunteers to help with some of the duties that Harv and Jerry performed, control of the lights at the meetings and helping the program committee. Also, the annual auction will be held October 31. Help organizing and presenting the auction is needed. Remember, this is one of our largest sources on income. Please help as much as possible. In addition, don't forget to come to the auction. Bring your checkbook (and/or cash) and finish your Holiday shopping early.

Caere couldn't make the meeting to present OmniPage Pro. However, Chris Lloyd, program chair, managed to get Microsoft to step in. John Yao, Principal Technical Specialist [that used to be "engineer" but "engineer" cannot be used in Texas without passing a state test for engineers] presented Windows NT 5 (beta 2). NT 5 includes adaptive menus, menus that change based on usage. If access to a program is rare, NT moves it to a submenu. The idea is to reduce clutter from menus by moving things that are not often used. NT 5 also will include plug and play, tool tips for menu items, audio feedback indicating what the mouse pointer is over, the ability to limit locations where users can save files, native support for hard disk copying, and easier automatic setup scripts.

There may be fewer reboots needed after changing settings or hardware. That is just an introduction. John pointed out some of the differences between the workstation version and the server version and the fact that the entire NT does not have to be installed initially. Additional programs can be added as needed. NT will prompt for

the CD if you want to do something that hasn't been installed. This was a presentation to users without marketing hype. Thanks for stepping in, John.

Just before the break, the new Executive Board was sworn into office with terms beginning September 1.

Certificates of appreciation for all of the time and effort both Harv and Jerry had put into OCIPUG had been planned earlier. After the break the certificates were presented to the families, to Harv's widow, Betty and son Harv Jr. at the meeting and to Jerry's widow, Marilyn, at memorial services later in the day.

Certificates were also presented to outgoing directors Richard Black, Richard Hunter, and Dean Sowers (who is also our sysop). For her extraordinary help with straightening out problems OCIPUG had with InterNIC (the organization that controls web domains) Lorena Luke of West Coast Internet will receive a certificate as will WCI itself, for hosting our web site and e-mail for almost four years.

The second presentation was given by Robie Robins of Trellix Corporation, publishers of Trellix, a new type of program that lets users create presentations, hyperlinked word-processing, and develop web pages quickly and easily without having to learn HTML .

Robie presented a beta of version 2.0. Version 1 was released last September and won a Best of Comdex award two months later.

Current users are using Trellix for sales and marketing presentations, catalogs, training with printouts and computer based training, as well as FAQ sheets, R&D specification, and project planning.

Working with Trellix is much like working with a word processor or presentations program. Write the document as though you were working with a wordprocessor (including spell check) then create links among different pages, to specific places on a page, or link to other objects including web URLs. Rearrange the pages by dragging and dropping. If a document has already been prepared with Microsoft Word, it can easily be imported into Trellix. OLE is supported.

Trellix appears to be easy to use to create web pages. Simply export your Trellix document to HTML (version 3.2) and you may be done. Users can write their own export filters using VBasic if desired. [If you are techie enough to want to do that you probably would like to know that Trellix is written in ActiveX.]

From what Robie said, it appears that version 2 includes many enhancements over version 1 including table support.

Winners in the drawing were: Michael Moore -Trellix, Louis Pappas - Claris Impact, Chris Lloyd - Zip Magic, Norm Bergman - OCIPUG shirt, Rex Sutter - Webscan

See you at the next General Meeting.

GIF vs. JPEG

John Wurtzel, assistant editor at Wired Digital.

Q: What's the difference between a GIF and a JPEG?

A: When you're ready to add graphics to your Web pages, you'll immediately be confronted with a question: How should you format your images? Graphics in their natural state are too big to be quickly downloaded over the Web, so you have to compress them. The standard compression formats are GIF and JPEG (compression, by the way, doesn't shrink the dimensions of your graphics, it just reduces the size of the file.) But is GIF or JPEG the better format to use? The resounding answer to this question is, it depends. The choice depends on the type of image you're working with, how small you want your image file, and the way you want your graphic to download. One of your primary considerations is the type of image you're working with. Photographs and graphics with lots of color fields, and particularly colors that blend and fade into one another, are best served by JPEG. For example, an unnerving picture of your co-worker waiting to sing "Yankee Doodle" in a Club Med talent competition should be formatted in JPEG (see below). If, on the other hand, your image has flat color fields, like the talent show poster, it will compress well in the GIF format.

The reason for choosing JPEG for images with more complex color patterns is that this format enables you to save images with millions of colors, whereas the GIF option restricts you to 256 colors. Another important issue is file size. JPEG permits a greater degree of compression than the GIF alternative, enabling quicker downloading times for larger graphics. And JPEGs appear to retain almost complete image quality for most photographs. As a demonstration, a photo showing the producer of Webmonkey at a staff meeting has been compressed as a JPEG and as a GIF. The dots you see in the GIF are called "dithering," and they come from that format's characteristic adjusting of pixels within a graphic to simulate the display of colors not in the GIF's color palette.

But don't write off the GIF just yet. For one thing, the JPEG format does not work well for graphics that contain large fields of color—these color fields can break up and fragment and look terrible. Furthermore, an image's compression format shapes the way a browser can download it, and browsers can do several things with GIFs that JPEGs don't support. One of the advantages to a GIF is that you can interlace it. Interlaced GIFs appear first with poor resolution and then improve in resolution until the entire image has arrived, allowing the viewer to get a quick idea of what the picture will look like while waiting for the rest. JPEGs can only arrive linearly, from the top row to the bottom row. Another plus is that the background of a GIF can be made transparent, so you see the background color of the browser window you're in.

Finally, GIFs can also be animated. Poor old JPEGs just have to stand still.

*The Data Line May 1998 Vol 14 No. 5 p8
Tacoma Area PC User Group*

Hunting for Software Easter Eggs

Steve Jenkins

(webmaster@winfiles.com)

What's An Easter Egg?

For those of you who may not know, an Easter Egg is a secret feature or function of a software application designed to amuse. A popular use for software easter eggs is for the developers of a product to hide their names inside the application, making the user go through strange menus and clicks to uncover them. Luckily, we've uncovered a whole bunch of easter eggs for you! What a nice surprise! If you know of a Windows Easter Egg that we don't have listed here, let us know.

Microsoft Windows

There are plenty of Easter Eggs built by Microsoft developers and hidden in their operating systems. Try to find some of these.

Version 3.1 and 3.11 : In a standard Windows applet, such as Program Manager, select Help, then About. Hold down the Ctrl and Shift keys, double-click the Windows logo in the About dialog box and press the OK button. Repeat this process, and you'll see the flag begin to wave and the following message will appear: Dedicated to all the hard-working people on the Microsoft Windows 3.10 Team. Repeat the process again, and you'll see a scrolling list of all the people who worked on Windows 3.1, accompanied by a Microsoft personality. Try activating this easter egg until you see all four possible people with the credits: Bill Gates, Brad Silverberg, Steve Ballmer, and The Bear.

Version 95: Create a new folder on your desk-top and name it: And now, the moment you've all been waiting for. Make sure you use the correct punctuation. Rename the folder to: we proudly present for your viewing pleasure. Then rename the folder once again to: The Microsoft Windows 95 Product Team!. Open the folder, and the names of the Windows 95 development and marketing teams will scroll by, accompanied by music.

Version 95: Set your screen saver to 3D Text. As the text, enter the word Volcano. Run the screen saver to see the names of

volcanoes as your screen saver.

Microsoft Internet Explorer Version 4.0
Open your browser and select About from the Help menu. An animated About Internet Explorer dialog will appear in the center of your screen. Hold down the Ctrl and Shift keys, then click and drag the Internet Explorer logo on to the globe. Keep holding down the Ctrl and Shift keys, then drag the logo to the right, sweeping away the Microsoft Internet Explorer 4.0 text, and release your mouse button. An Unlock button can now be seen. Click it and the globe will begin to shake. Hold down Ctrl and Shift again and drag the IE logo onto the globe. The globe will expand, and a new window will open listing the IE development team.

Microsoft Excel Version 4.0

Once you open Excel, close any open workbooks. Next, select File/New. Maximize Excel's main window, then maximize the new workbook's window. Right click on a blank portion of any toolbar (not on a toolbar item) and select customize. In the Categories listbox select Custom, and then drag the deck of cards icon onto the new workbook. The Assign Macro will appear, so click Cancel to close it. Then click Close to close the the Customize dialog box. Finally, hold down the Shift key and the Ctrl key while you click the card deck toolbar button.

Microsoft Word Version 6.0

Open a blank document, and type T3! Select all three characters and press the Bold button on the toolbar. Next, go to the Format menu, select Auto Format, and press OK. When prompted, click the Accept button to accept the formatting changes. Finally, select About from the Help menu. Click on Microsoft Word icon in upper-left corner.

Version 7.0 Open a blank document and type the word Blue. Select the word, then go to the Format menu and choose Font. Select Bold, and change the word's color to Blue. Press OK, then put a space after the word Blue. Go to the Help menu, choose About, then click on the Word logo in the upper-left corner. Have fun with the Word Pinball game that appears with the names of the developers. The Z and M keys

Articles

control the flippers, and ESC returns you to Word.

Microsoft Visual Basic Version 4.0

Open a new VB project and in the default form, Form 1, create a text box using the standard controls. Right click Text 1, select Properties and set its text to THUNDER Click on the Text1 control, then select Edit|Lock Controls. Next, move your mouse over the controls and check out the cool new tool tips.

Netscape Navigator

Press Ctrl+Alt+F to see the Netscape FishCam

Press Ctrl+Alt+T during downloads to display the Transfer Status window.

Enter the address about:mozilla in the address bar for an excerpt from the agesold Book of Mozilla. Remember when the <BLINK> tags were the rage?

Try typing <about> followed by the e-mail alias of popular Netscape employees in the address bar. Here are all the ones we know of, in alphabetical order: ammiel, ari, atotic, bfitler, bgolden, billk, bjm bkim, blythe, brian, cat, chouck, dmay, dmose, ebina, hagan, hbscharp, hecker, hkamat, jeff, jim, jsw, jules, jwz, karlton, kent, kipp, kyounger; lisa, marca marcm, mareva, mfaul, mhiggins, mlm, montulli, mtoy, nathan, paquin, pthomsen, robm, rodb, sdowns, sharoni, snpf, thorja, tdicker, terry, timm, topher, and topher. You can also try about|cache and about|memory cache.

CorelDRAW Version 5.0 and 6.0

Select About CorelDRAW from the Help menu. Next, double click the balloon in the upper-left corner of the About dialog.

Norton Utilities Version 8.0

Run the Disk Doctor utility and select About from the Help menu. Press and hold down the N, U and 8 keys at the same time. You should see a picture of the Norton Utilities development team! You can point your mouse at a team member to see their name.

After finding the previous Easter Egg point your mouse at a member of the development team, activate your Num Lock (it's next to your number keypad), your Caps

Lock (above your left Shift key), and your Scroll Lock (above your Insert and Delete keys). Now click your right mouse button. The team members now appear in hockey masks, and the text NEVER SAY DIE! appears on the screen. The internal code name for Norton Utilities 8.0 was Jason. I wonder why they didn't release it on Friday the 13th..

mIRC Chat Client version 4.0 and Above

Move your mouse over the yellow About button on the toolbar. Once the tool tip appears, click your right mouse button over and over. Keep clicking to see a "personalized" message.

Hold down your right mouse button over the toolbar for a few seconds. Then, while keeping the right mouse button depressed, move your mouse over the yellow About button on the toolbar and hold down the left mouse button. Hold both buttons for a few seconds, then let go. The About icon will turn into a smiling face.

Open the About dialog box (the one with the author's picture). Right-click anywhere in the dialog box (except over a button) and a dot over the I in mIRC will start bouncing.

Open the About dialog box and left-click that author's nose for a "squeaky surprise."

Open the About dialog box and type <arnie> to see the author's favorite playtime pal!

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Windows 98

Rich Schinnell

You have been listening to the hype about the new Windows 98 operating system and are just dying to see what all the hoopla is about. I have a few words of wisdom for you.

Some guidelines for making the upgrade decision follow:

1. If your system is working and operating the way you want: No
2. If you have a critical project ongoing and can't afford downtime: No
3. If you are adventuresome and love to tinker: Yes
4. If you don't know what you're doing and could care less: No
5. If your system is acting weird and flaky: No
6. If you have finally decided to get a new humongous hard drive: Yes
7. If you are using Windows 3.1 and have finally decided to upgrade: Yes, but only if you have enough hard disk space (200 Mbytes free) and at least 32 Mbytes of RAM.

Seriously, don't upgrade just because it's there. (Unless you own Microsoft stock and want to help the cause.) Take the time to think about the consequences of your upgrade. Is it going to increase your productivity? Will Windows 98 allow your computer to operate more smoothly or faster? Do you have your system so convoluted now that the only sane solution would be a FORMAT C:?

Remember KISS? (Keep it simple, stupid.) The more generic your system is, the easier it will be for you, and the better chance you have of a successful installation.

If you are using one or more of those programs, such as First Aid or Norton Utilities, that monitor your system, you should, of course, disable them, or your upgrade is doomed to fail.

My recommendation is for you to first backup any data you have on your existing hard disk. Do this by copying the data to floppies. Don't backup your application software because the applications will have to be reinstalled on the new operating system.

Continued on page 13

Herb's Hangout

Herb Huey



I finally got around to troubleshooting my Smart & Friendly (SAF) CD-R 2006 recorder. Around six to eight months ago I bought the CD-R and never got the software to work in either Windows NT or 95. A few e-mails and a call to a SAF 800 number produced little response. The drive works fine as a CD-ROM device and the software installation goes smoothly but in Windows NT, it produces a single icon that seems to want to access HELP files but fails in NT. Under Windows 95, the same icon is produced but clicking on it produces nothing but a set of HELP files. That's when I called SAF in disgust.

I finally started reading the HELP files and discovered that all the CD-R program applications have to be loaded separately. What a stupid procedure! The installation software makes you think that you are actually loading the software but you are merely loading HELP files that will tell you how to load the actual applications. I tried before to load the applications separately in NT but they didn't seem to work properly. Now I find that they work fine in Windows 95 even though SAF says that the software is compatible with Windows NT. Needless to say, I find SAF neither Smart nor Friendly! Perhaps I should send SAF a copy of my software users' Bill of Rights (April 1992 issue of README.DOC).

YOU GOTTA BURN, BABY, BURN

Now that the CD-R is running, I burned several CDs; two as data backups and one audio CD. I quickly realized that since blank CD-R discs cost as little as a buck that I have negated one of the primary functions of my Jaz and Zip drives. Zip disks cost about \$9 each while the lowest local price for a Jaz cartridge is \$74 each. It takes at least six ZIP disks to equal one CD and two measly CD's can easily hold the contents of an expensive Jaz cartridge. Storage life of CDs varies anywhere from 30 to 50 years depending on whom you ask. Jaz and Zip drives are essentially magnetic media with a storage life of only five to ten years.

What's more CD-R prices have dropped from the \$1000 stratosphere of just five

years ago to as little as \$279 today. Now you can get a device that not only backs up your data but can also create audio or data CDs and functions as a CD-ROM drive to boot. Most people also have a fast CD-ROM drive so that they can copy other CDs as well. A close cousin, CD-RW drive prices have also dropped to the mid-\$300 level. CD-RW not only can read and write CDs but can also use a special CD that can be erased and recorded over like a hard disk or a giant floppy disk. CD-RW disks are less compatible than CD-Rs but work in newer CD-ROM drives. CD-RW media is more costly at \$10 each but I have seen them at Fry's for around \$6 in bulk.

So let's brainstorm the potential uses of CD-R or CD-RW. There are other more legitimate uses besides copying CD-ROM software or music CDs. The most obvious use is to perform regular backups, a chore that many of us either never do or do so infrequently. Use a CD-RW to do regular incremental backups and then transfer the entire contents to inexpensive CDs periodically. Take the older CDs offsite to your office (or vice versa) and keep just the most recent backups. Important records like your billing and payroll or tax records can be copied to a CD and archived. ZIP disks are a little too expensive to use once and place on a shelf.

Lately, I have been doing video capture, digital still photo and movie editing which takes up huge amounts of disk space. Shoot around 15 minutes of video and you will end up with a 250MB AVI file even with compression. Just toss two of these files on a \$1 CD and they are easily accessible but out of the way. I plan to make some video scrapbooks of my recent family reunion and burn some CDs for distribution to other family members.

Somehow, my drive letters are now different between Windows NT and 95. I would like to use my CD-R to move my partitions around so that I can make my drive letters the same in both OSs. Since I have 6.4GB in eight partitions, that would require at least 10 CDs but some partitions will need more than one CD to hold its contents. That is rather messy but, wait, there is a rather elegant solution to minimize the number of CDs and still keep things in order.

Many OCIPUG club members, including myself, took advantage of the club discount on Powerquest's Drive Image. Drive Image makes a special compressible, sector-by-sector image of your hard drive partitions. You can compress a number of partitions and store it on another partition of your hard drive. The Drive Image Manual v2.0 says that you cannot save image files directly on your CD or tape but you can transfer the completed image files to your CD and then Drive Image can restore your files from CD. This has definite possibilities.

Windows NT and 95 uses the Emergency Rescue Disk to repair itself. The process is time consuming especially for NT. This is where Drive Image shines. When your OS is stable and working well, use Drive Image to take a snapshot of your OS. When your OS acts up then use the Restore mode to fix your system. You can use this technique to help restore applications and files in a very short time. Keep your data in a separate folder and even better on a separate partition. Use your CDs and Drive Image to make backup copies. Drive Image will even span between CDs so you can save very large image files.

SIGNING OFF

My sister-in-law finally broke down and decided to get a new computer. She called me at work and told me she needed a new computer right away. Actually the real reason is that she has a computer elective requirement at college and she wanted to work at home. We found a complete HP Pavilion system at CompUSA with an AMD K6-2 3D Now CPU, 8.0GB hard disk, 64MB SDRAM memory, 24X CD-ROM, and a 56K modem along with a 15-inch monitor and a HP 670 ink jet printer. When I asked her about software, she said she was taking a class on Office 97 but she didn't know if it was the Standard or Professional edition. I set up her computer and had to reroute the phone lines for Internet access. Her eyes lit up when I showed her how to gel on AOL to access information and send e-mail. She asked me if she could send e-mail to Vietnam. I told her yes provided you can get an e-mail address. "Why do you need an e-mail address?" she asked. I explained to her that you need an e-mail address just like you need an address to send snail mail. Vietnam is now entering the digital age. Internet access is now available for \$20 a month in US funds. This is a lot of money when you consider that the average worker makes only about \$25 a month.

A REMOVABLE DRIVE, ANYONE?

Jack Bentley

Please don't think that I consider myself an expert, but for any member who might be considering a removable drive for his or her computer, I have an experience I would like to share—just in case it might be helpful. Having read that the Syquest SparQ 1.0 GB removable drive was an "Editor's Choice" in PC Magazine, and no longer trusting my old Colorado T1000 tape drive as a dependable backup device, I decided to go for it. I must say I was "slightly" influenced by the \$30.00 manufacturer's rebate (about 10%) good through the end of Sept. 98 on the drive and 3 cartridges. Besides, DC 2120 XL tapes just don't cut it anymore for a backup between 3 and 4 GB—unless one enjoys an entire day of

inserting a new tape every 35 minutes or so. I opted for the slightly faster but comparably priced EIDE internal version, rather than the Parallel Port external, since I had no need to transfer the drive to a second computer. I didn't trust myself to know enough about jumper switches and cable connections to properly install an EIDE device, so after a small \$30.00 charge at Nexcom Technology, I was up and running—or so I thought.

I brought the computer home and went through all the reconnecting (when will I take the time to label all those cables?) I plugged in the starter cartridge per instructions and booted into Win 95 (original version). <Control Panel>, <Add/Remove programs>, <Install>—it could not find the drive. I look down and notice no green light showing—implying there is no cartridge in the drive. I open the door, look in, and see the cartridge is not properly seated. Pressing the eject button had absolutely no effect. Then I panicked and pulled an absolute "NO-NO": I tried to remove the cartridge manually so I could reinsert and try to seat it properly. I heard a click and a loud spinning "WHIRR..R." It wasn't until later that I read in the installation instructions that I was never to do that while the computer was powered, since it was likely to cause damage and a voided warranty.

With trepidation, I re-read the instruction and reinserted the cartridge more carefully. Happily, the green light came on. I crossed my fingers and tried again. This time <Control Panel| Add/Remove programs| Install|Next and Finish> brought up the Setup menu and I breathed a sigh of temporary relief. I decided to try the free software later, For now, it was just <Setup your SparQ>. I was told it completed successfully, and I could have at it. Sure enough, there in Windows Explorer was my SparQ drive showing up as drive letter K:, which was great as far as I was concerned. My CD-ROM was drive J:, and I had been told it would probably push that down to K:. It didn't, and I was delighted I had no batch files to change. I removed the starter cartridge to make sure my "bonus software" was preserved, and rebooted to make sure everything was still in proper working order.

Uh-oh. After I see the Win95 logo, suddenly I have a screen advising me, "cannot find WIN.COM." I reboot to the C:\> prompt, and find that the SparQ drive now shows up as drive letter D: All other drive letters had been pushed down a notch. My Windows 95, which was installed on Drive G:, was now on Drive H:—no wonder it couldn't find WIN.COM. I should stop here to explain that my Win 95 is on G: because I have a dual boot arrangement that allows me a boot up menu and a few seconds to choose my original DOS 6.2 and WFW 3.11 on drive C: if I wish. It normally defaults to Windows 95.

This time I put the SparQ cartridge back into the drive, reboot, and everything works fine. I go into Win 95 and find the SparQ is now drive K: again, where it should be. I shoot an e-mail off to support@syquest.com and ask them, "What do I do, Coach, to get it to act properly without a cartridge in the drive?" I explain to them that I have two physical hard drives, a Primary Master with C: and logicals E: and F:, and a Secondary Master with D: and logicals G:, H: and I:. I noticed Nexcom had installed the SparQ as a Primary Slave, which info I also passed on to them. Have to hand it to them—it was no more than 24 hours before I got an answer back, suggesting I change the setting in the CMOS for the SparQ drive to NONE from USER, their point being that Win 95 would then pick it up properly. They were exactly right—I was then able to boot into Win 95 with or without a cartridge in the SparQ, and everything worked fine. In either case, the removable drive showed up as letter K:. But unfortunately, that is not the end of the story.

I had a need to boot into WFW 3.11, so I chose my original version from the menu on boot up, and stopped in DOS. All drives there except K: showed up fine. Actually, I had not planned to install the SparQ for use in WFW 3.11, since the backup program is a Windows 95 program anyway. But from DOS, I then went into WFW 3.11. Uh-oh. It tells me it cannot read my drives D:, G:, H: and I: (all on my second physical hard drive)—hence, no drivers there would load, and no programs there would

work. I back out and try again—this time the computer hangs up on the WFW logo screen. Reset, boot to Win 95, and back to an e-mail to Syquest.

This time their prompt answer tells me to check my “last drive” setting in the DOS config.sys (this I had already done to set it well beyond drive K:), and suggests that I install the SparQ drive in DOS manually. This was done by copying the driver from their installation floppy to a Syquest directory on C:, and copying their driver load command file to the C: root directory; placing the load command in the DOS autoexec.bat file. As I then boot into DOS I note that the driver loads properly on the boot up screen. However, when I go into WFW 3.11, same story. Although the removable drive K: now shows up as accessible in the File Manager, there is an “error reading from drive ...” notation still for drives D:, G:, H: and I:.

Now Syquest’s prompt answer to my next email suggests I go into CMOS and set the SparQ drive setting to NONE. Apparently this technician had not checked the earlier notes (repeated each time in the reply) to see that I had already done that. OK, so now that I’m down to it, I decide when all else fails I had better go to work and do some reading. I could find nothing in the sparse manual data provided which helped, but then I began to explore the readme files on the starter cartridge and the installation floppy, of which there were several. I found one in the DOS directory on the floppy, which toward the end—under the Windows 3.1 heading—makes a notation that if the SparQ is connected to the Primary IDE Controller, and “32 Bit Disk Access” is enabled for a second hard drive, then the device driver must be installed with a special parameter. But it then went on to tell me that if I chose to use that parameter, I would not be able to use several of the utility commands, including the one to format a cartridge.

So I decided to try something. I booted back into DOS and WFW 3.11 (fortunately, since WFW 3.11 was installed on C: drive, the Program Manager was always accessible after canceling the error messages for the other drives). I opened <Control Panel>, <386 Enhanced>, and clicked on <Virtual Memory>, <Change>, and sure enough, I

found I have “<32 Bit Disk Access> enabled. I disable it, back out, reboot and start over. Lo and behold, everything now works fine—I can access all drives, including the removable drive K:, whether in Win 95 or WFW 3.11 or DOS, and whether or not a cartridge has been inserted into the drive before bootup. I never really understood that 32 Bit Disk Access choice in WFW 3.11 anyway—I always had the latest version of SMARTDRV.EXE loaded in the DOS autoexec.bat, and I find no difference in load times now than when I had the 32 Bit Disk Access enabled.

How about the backup? Well, I install and try out the NovaDisk SE software package that’s included on the starter cartridge. Happy to report it works great. The entire backup is compressed onto only two cartridges, and the whole business is completed in just over an hour. So all’s well that ends well. I’m happy. And I thought I would share my experience in case anyone else happens to be in or near that same removable drive “boat” these days!

FROM OUR BBS

Editor's note: This is an example of the sort of interesting material to be found on our OCIPUG bulletin board. Mr Bentley is a frequent contributor and we have printed several of his interesting messages. Thanks, Jack. nb

From: JACK BENTLEY
 Number : 303 of 303
 To : ALL
 Date : 08/07/98 18:18
 Subject : Y2K Compliance
 Private : NO
 Conf : 7 - Hardware

Just wanted to pass on info from the last issue of PC Magazine if anyone is interested in verifying whether their PC BIOS is year 2000 compliant. They are providing a free download from their website: www.pcmag.com/y2k which will test computers running Win 95 to ascertain whether their computer is compliant. The file is y2ktest.exe, and is run from the Windows Explorer. They also have a number of links on the website to various manufacturer’s applications for files providing a test for their software. Regards,

Jack B.

You’re Gonna Burn!

Fred Langa

For reasons ranging from cost to easy access, CD-R technology is the way to go. Want to completely rebuild your system in just 10 minutes as well as share huge files painlessly without paying a lot? Read on.

At one time, CD-R (CD-Recordable) and CD-RW (CD-ReWritable) technology generated yawns, but it has changed so dramatically in the last few months that it’s starting a small revolution that could change the way you handle system setups, do backups and manage large files. It may even foreshadow the end of Zip-style drives!

Costs less than a floppy

A blank CD costs less than a buck and holds 650MB. By contrast, a Zip cartridge costs \$20 and holds only 100MB. You’d need just \$2 worth of blank CDs to hold more than a standard \$100 Jaz cartridge. And blank CDs can cost as little as one-fifth of what equivalent Iomega Ditto tape storage would cost. What’s more, CDs are virtually universal. Nearly every PC, including laptops, has a CD drive, so once you’ve burned a CD, you can access its data from almost any system. Contrast that with Zip, Jaz and tape solutions, which require their own hardware, drivers and software.

And CD-R prices are in free fall now. Wasn’t it only yesterday that you paid upwards of \$1,000 to burn your own CDs? Today, for as little as \$289, you can get a unit that can create data or audio CDs, or copy existing CDs. Plus, the unit functions as a normal CD-ROM drive, too. CD-R’s close cousin, CD-RW, is also becoming quite affordable, with prices falling to the mid-\$300s. CD-RW drives can not only write and read inexpensive CD-Rs, but they can also use a special kind of rewritable CD that can be erased and recorded over and over again, like a giant floppy disk. These CD-RWs are less widely compatible (and cost a lot more) than CD-Rs—about \$20 each—placing them more on par with Jaz, Zip and tape media.

Burn, baby, burn

So what are CD-R and CD-RW good for? Well, that’s a little like asking, “What’s a

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hard drive good for?" It's really limited only by your imagination.

I use a CD-R for things like billing or tax records. When the paperwork's done, I burn a CD-R with the relevant files and tuck the CD and paperwork away together something I'd never do with an expensive Zip. I use a CD-RW for my daily incremental backups. Unlike the usual hassles with backup software, a CD-RW backup is simplicity itself: I wrote a basic batch file that uses XCOPY (a DOS utility you can find in your Windows/Command directory) to clone my data directories to the CD-RW each night. I have several CD-RWs, which I rotate through the week.

At the end of the week, I burn a complete backup onto inexpensive CD-Rs. I store the most recent disks in my office and move the older disks off-site. If disaster takes out my office, I can use the off-site backups on any PC with a CD-ROM drive to recapture my work.

Humongous files

CD-Rs are also a great way to save and share enormous files. Digital stills and video, for example, are increasingly common and increasingly huge: Shoot 15 minutes of digital video at a trade show, and you can end up with a 300MB AVI file. On a CD, those 300MB are accessible yet out of the way. And because blank CDs can cost less than a floppy disk, you can painlessly make copies to easily share any very large files.

A 10-minute total system restore

I've saved the best for last. It sounds like fantasy, but with CD-R and one additional piece of software you can completely restore your system to pristine condition in under 10 minutes. And I mean completely: a fresh install of the OS, including all drivers, patches, add-ins and adjustments; all your applications installed and running; everything defragmented, optimized and ready to go. Imagine: No matter how bad your OS looks, you can get it back to perfection in less than 10 minutes!

The key is a piece of software that can make an "image" of your hard drive. I use Drive Image 2.0 (\$60 from PowerQuest), but there are others, such as Ghost. Drive Image is fast, bulletproof and well-suited for CD-R,

although it doesn't require it. Drive Image works outside of Windows and makes a special, space-efficient sector-for-sector copy of your hard drive. Note it's not performing a file-by-file copy: Drive Image works at a lower level than that. It's basically creating a compact clone of your hard drive, in software.

Make an image of your system after everything's set up and working perfectly; when your OS becomes unstable or goes belly-up, you can restore your system to that perfect state simply by running Drive Image in Restore mode. Drive Image deletes the partition with the broken copy of Windows and replaces it with a copy of the perfect version. On my primary system, I can completely restore my C: drive operating system, applications, the works, in about 6 minutes!

I keep my data files on another partition and back them up separately. Normally, I can replace the entire bootable partition on the C: drive without touching my data at all. But if I have to restore my data too, it's only another six minutes.

Drive Image files can sit anywhere except on the partition or drive you're working on. Once I've made an image, I move it to a CD-R, which frees up space on my hard drive and gives me an extra measure of safety.

The files fit on CDs because Drive Image is smart enough not to copy empty space and because it can compress Disk Image files so they're just a fraction of the drive's or partition's native size. Plus, Drive Image can split its image files so they seamlessly span multiple CDs.

When a technology this good achieves mass-market pricing, you know it's going to make waves. CD-R and CD-RW have come of age, Now it's your turn to burn.

Fred Langa is a senior consulting editor and columnist for WINDOWSMagazine and writes a weekly column for CMPnet. You also can subscribe to Fred's free weekly e-newsletter by sending e-mail to subscribe@langa.com. Contact Fred through his home page at <http://www.langa.com>. Prices for materials cited in this article seem to be somewhat less locally.

Just for the — DASH- of It

Gene Gould

There has recently been discussion on the MIX about the use of special characters in word processors such as Microsoft Word. The discussion largely dealt with em and en dashes, with some mention of em and en spaces. The subject of punctuation marks, special characters, and spaces should probably have been mentioned in my article on fonts in the September 1997 issue of *Monitor*, but I ran out of room.

You may not realize this, but computer users have become much more conversant with printing terminology than they were "BC" (before computing). Those not involved in desktop publishing, or who rarely use more than a few fonts may not be familiar with the terms em and en, but they deserve a place in your vocabulary. I had not given the problem of dashes a great deal of thought because the dash is not a punctuation mark I normally use. Perhaps this is because my writing style is like the old time reporter with short, no nonsense sentences. No long pauses for me, although my writing may seem a bit too choppy for some people's taste. I seldom use a semicolon and have no memory of ever having used the dash. It is not that I don't know how, it is just that I avoid it and use a period or a comma. You may not realize this, but it is technically correct to use dashes instead of parentheses within a sentence. For us older types, and particularly those like me with two artificial hips, the correct use of a dash in a sentence is illustrated by, "If he carried a cane he could get around easily. But he loathed the cane—he seemed to regard it as a public confession of weakness." There is a real man-sized dash for you. Even if you look carefully you will not find a dash on your keyboard. There was no dash on a typewriter keyboard either, if you can remember what a typewriter looked like.

So where did that one I just used come from? I regularly use the code page table for special numbers and characters. For example, I prefer to use ¼ and ½ as opposed to 1/4 and 1/2. When temperatures are discussed, it seems proper to type, "it reached 95° today," and if I order a book from London, I am actually dealing in the British £.

Until this discussion of the lowly dash began, however, I had never investigated or used the little icon in Windows labeled Character Map. This is what happens to people who attempt to hold onto DOS as a crutch after its day is done. I will frankly admit that the code page table that I have used has been a copy of a page from a DOS 5.0 manual. The dash is not included in that particular table. However, it did include the § symbol, for example. For those whose memory, like mine, is beginning to leak, that symbol is a "section." It is used in text to refer the reader to another section of the book or document (for example: see §§ 48 and 49). As long as we are on the subject of symbols, for those tired of using the spreadsheet division symbol, the backslash /, try

This month, instead of my standard column heading, I created one in my word processor, the new Windows 95 version of Microsoft Works, which now includes a WordArt feature in the word processor. It is possible to insert a dash in text using this feature in word processors, as you can see from this month's column title. You can also insert any of the other symbols shown in figure 1 (Showing the Symbols of the Character Map) using this method. Like a kid with a new toy, I put it in the "ess format" to try out the Shapes feature in the word processor. Figure 2 (Available using MS Works) shows the various Shapes. forms available. This stuff has been around in publishing and graphics software for a long time, and I assume in all of the full-featured word processors.

I am sure that you all know by now, I am a strong advocate of looking for the easiest method first. To say the least, I am big on KISS. Is there anyone who doesn't know that means "keep it simple, stupid?" I don't think that having to insert an object in a text document to get a dash can be classified as keeping it simple. There is no right or wrong in computing, just what works for you, but using WordArt to insert a special character such as a dash in text seems like the worst possible choice to me. If I can just type <ALT>+155 and get the § symbol, I should be able to get a dash in the same manner. With apologies to the Society for Prevention of Cruelty to Animals, as my dear old mother often said, "Sometimes there is more than one way to skin a cat."

The goal was established and expressed in my slangy vernacular as, "Let's see if we can fake it." On the keyboard the underline symbol is the correct length. It is just not in the right place. In the word processor, the "Format" menu resides in the top menu bar. If I click Format, then Font and Style, then Superscript, the symbol will move up. Press <Shift> and the hyphen/underline key, and what do you get? Voila! If I type a hyphen and then the "dash," the dash produced in this manner is slightly lighter in weight than the hyphen, but it is positioned in the correct place. In my world, my superscripted underline serves the purpose nicely and is a lot easier than fooling around and inserting objects to achieve a dash. This is an example of "faking it," and it is one way of doing the job.

Enter Windows stage left. Did you ever wonder what the icon "Character Map" can contribute to your happiness? With the Character Map, you no longer need to look up a code page table in a book, for one thing. Figure 3 shows the Character Map, which at first looks exactly like the Symbol illustration chart in figure 1. But with Character Map you get a listing of all available characters, symbols, and punctuation marks for each font you have on your machine. The typical access to this feature is Start Menu | Programs | Accessories. Choose the font for which you wish to use one of the characters. You can copy it through the clipboard, or you can click on the character and get the keystroke combination in the box in the bottom right corner of the screen. In Times New Roman <ALT>+0151 gives you —, an em dash; and <ALT>+0150 gives you -, an en dash. Nothing could be simpler, certainly not using WordArt to insert an object.

Moving from symbols to spaces in our printing lesson, the terms "ems" and "ens" go back to the earliest days of printing, and in printing were actually called "em quads" and "en quads." How their names were chosen is a bit of trivia that will enable you to amaze your friends and confound your enemies, and we all need as much of that kind of information as we can get. I am sitting here looking at my 50- or 60-year old pica rule. Like any decent foot ruler, it is 12 inches long. On the scale next to the inches, instead of centimeters, is a scale that reads 6 and 12 point. I have a lot of affection for

this old ruler. It was given to me by a guy named Dewey Akers. That is true, I did not make it up. He owned the Brookings-Harbor Pilot, a weekly newspaper where I worked in 1946 after high school. It went with me to college in Eugene, Oregon, in 1947 where I taught University of Oregon journalism students about printing. It was also used out on the shop floor at the University of Oregon Press where I worked my way through college at a dollar an hour. Over the past 52 years its status has changed from tool to collectible. Or maybe it is just an old tool. It is now fairly common knowledge that the measurement for type size is "points," and 72 points equals one inch. Some type sizes have names. The most commonly used type size is 12 point, which as you know is called "pica." The word pica itself means 12 points. Because printer's rulers measure picas they are called "pica rules." Pica size type is a very legible size and is widely used in books and other printed publications. All of my writing for my own use is done in 12 point Times New Roman, and I suspect all of yours is also done in 12 point of whatever font you find pleasing. It is also the standard size type for typewriters and provides 10 characters per horizontal inch via a typewriter.

In the world of MS-DOS, old versions of WordPerfect, and dot matrix printers, typefaces with characters all the same width are common. In the varieties of modem computer fonts, including PostScript and TrueType, the sizes of the letters and characters usually vary. "I"s and "l"s are the narrowest, and "W" is the widest. You get six lines of 12point (pica) type in 1 inch vertically.

The letter "M" was established as the square of the typeface of any size. That is, in a 12-point typeface, the letter "M" or "m" was 12 points wide. (This is not always true today.) Thus the term "em" became the term used for the square of a type size and is a measurement of space. The letter "N" or "n" is half, or 6 points wide. In the old wooden type cases that were used when type was set by hand (Yes, I did that, and I was very fast), there were compartments for quad spaces, including "em" quads, and "en" quads. There were also 2-em quads and 3-em quads. A 3-em quad is three times the width

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EXCEL VIRUS OUTBREAK LOOMS

Lynn Kauer

There has been an outbreak of a new virus that affects Excel spreadsheets. The virus is a polymorphic virus, a virus that appears differently in each infected file, making detection more difficult. The Excel virus creates slightly different strains each time it infects and becomes difficult to identify and remove. The virus has been nicknamed: Excel Extra, Extra.xls and Style.A.

Your first hint that you have just opened an infected file is a brief delay, caused by the virus creating a file on your machine. Unfortunately, you will have to be aware of the speed of your machine as modern processors open and create files quickly making the delay almost unnoticeable.

Your first clue will occur when you attempt to close the file. Excel will ask if you want to save the file—again not unusual unless you are in the habit of not naming the file when you first start working with it. Another clue occurs when opening an infected file. You will get a message stating, "Path not found" plus unusual and unexpected responses as you work with the infected file.

DETECTION PROCEDURES

Currently there are three ways to determine if your computer or workstation is infected:

- 1.) While in Windows Explorer, click on the MSOffice directory (folder), click on the Excel folder and then on the XLSTART folder. If a "Windows Extra.xls" spreadsheet exists your machine is infected.
- 2.) While in Excel, with a spreadsheet open, click on the "Window" menu item and select "Unhide." If the "Windows Extras.xls" spreadsheet is present your machine is infected.
3. While in Excel, with a spreadsheet open, select "Tools" and then "Macro." If the macro list window is empty then your spreadsheet is not infected. However, if you see macros called "auto_Open," "Auto_Close," "Auto_Exit" or "Auto_Help" "Auto_Exit" or "Auto_Help" then your spreadsheet is probably infected. I say probably because macros are a feature of Excel

and it's possible that these macros are legitimate. If possible, contact the person who created the spreadsheet to learn if they are a legitimate part of the spreadsheet. If you don't know the author of the spreadsheet it is Best to err on the side of caution and delete it.

PROTECTIVE MEASURES The easiest way to protect yourself is to rename the XLSTART folder in the MSOffice/Excel folder. (Renaming the folder, instead of deleting it, protects the environment.) The next time you attempt to open an infected spreadsheet you will receive an error message stating "Run_time Error '76' Path not found." Using this procedure you may temporarily lose some capabilities if you are used to using Excel's automatic settings features but it will be worth it.

OPENING INFECTED FILES

- 1.) When you see the error message "Run time Error '76' Path not found" click "End" to close the message box.
- 2.) A new blank Excel spreadsheet will have been created. Close it without saving it.
- 3.) Delete macros from the spreadsheet. *Normally, after step 2 you will see a spreadsheet filled with macro code. Delete the sheet by selecting from the "Edit" menu, "Delete Sheet" and click "Yes" to delete. * If you do not see the macro code sheet, look at other tabs in the spreadsheet. The first tab of the first sheet typically is where the code will be contained. If you see the code, delete the tabbed sheet. After it is deleted you should be able to see the content of the original spreadsheet.
- 4.) Double click the file (also do this if step 3 did not work.) From the "Tools" menu select "Macro." If you see macros named, called "Auto_Open", "Auto_Close" "Auto_Exit" or "Auto_Help" then your spreadsheet is probably infected. Select each macro and click the "Delete" button to remove it. After they are removed, you should have a "clean" Excel document. Save the file.

If on a network, and you are editing the document from within a mail message, save the mail message. Both steps are important to prevent reinfection.

Because this is a relatively new virus you should contact your vendor of the anti-virus you are using. They may have an update to your anti-viral software to prevent or fix the virus problem.

WORD GETS HIT AGAIN

Just as we got used to killing the Word Concept virus, another rears its ugly head. This one is called the Schumann.A virus. It is a macro virus and propagates itself by infecting Word documents in Word versions 6.x & 7.x on Windows and Macintosh platforms. This virus has been around the world and you will see the following macros: AUTOOPEN, DATEIOFFENEN, DATEISPEICHERN, DATEISPEICHERNUNTER, FILEOPEN, FILESAVE, FILESAVEAS, HILFEINFO, INNLIB, INNOCENCE, TOOLSMACRO in infected documents. Their names change in Word's Global Template NORMAL.DOT and become active by using the Auto and System macros.

The variants of the macros are: Schumann.B, Schumann.C:De, Schumann.D:De plus an alias named Innocence 2.

If a system is infected the virus will hide in the TOOLS/MACRO and EXTRA/MAKRO functions. Warning: It is important not to use this command, as you will execute the viral code.

If either command is used the virus will delete all macros except TOOLSMACRO or EXTRASMAKRO and INNLIB, depending on whether the German or English language version is being used. It works in both language versions of Word.

In the English version the virus is supposed to delete several other types of macro viruses, but it doesn't work. However, the German version does!

The virus checks for several WIN.INI entries to track its activity. These are under INTL and include GENERATION KILLED, WHICHWASIT, INNOCENCE and INFECTINGUSER. In the German language version the command HILFE|INFC uses this stored information in a message box with the title 'INNOCENCE 2 Anti virus-virus.'

Special Interest Group

Guide



OCIPUG

Orange Coast IBM
PC User Group

MEETINGS AND SPECIAL EVENTS

OCTOBER 1998

MEMBERSHIP • MEETING INFO

Voice Hotline (714) 662-2939

BBS (714) 751-3242

RESOURCE CENTER

1520 Brookhollow Drive Suite #38
Santa Ana, California

OUR MAILING ADDRESS

Orange Coast IBM PC User Group
2973 Harbor Blvd Box 621
Costa Mesa, CA 92626-3934

	SUN	MON	TUE	WED	THU	FRI	SAT
OCTOBER	27	28 <i>Executive Board Meeting</i> A 7	29	30	1 Internet & Web Page Design A 9:30 am DeskTop Publishing <i>No meeting</i>	2	3 <i>BBS Workshop</i> E 9 New User/ New Mem. A 9
	4	5 WordPerfect A 7	6 <i>Publications Committee</i> B 7 Windows NT A 7	7 Genealogy A 7	8 Microsoft Office A 7	9 <i>Reading disc articles due</i> Internet A 7	10 <i>BBS Workshop</i> E 9 Programming A 9
	11	12 Windows 95 A 7	13 <i>BBS Committee</i> B 6 <i>BBS Workshop</i> E 7 Modem A 7	14 Investing A 7	15 Genealogy II A 1 Now, What Do I Do? A 7	16 Hardware A 7	17 <i>BBS Workshop</i> E 9 3D Studio A 10
	18	19 SCOUG A & B 7	20 <i>SIG Oper. Comm.</i> A 9 Networking A 7	21 Windows 3.1 A 7	22 Digital Photog. & Scanning A 7	23 OS/2 Warp Connect A 7	24 <i>BBS Workshop</i> E 9
	25	26 <i>Executive Board Meeting</i> A 7	27 <i>BBS Committee</i> B 6 <i>BBS Workshop</i> E 7 Pers. Finance A 7	28 dBase A 7	29	30	31 General Meeting OCC - 9 am Science Hall Program Comm. OCC - 1.5 <i>BBS Workshop</i> E 1
	1	2 WordPerfect A 7	3 Windows NT Workstation A 7	4 Genealogy A 7	5 Internet & Web Page Design A 9:30 am DeskTop Publishing A 7	6	7 <i>BBS Workshop</i> E 9 New User/ New Mem. A 9

For DAYTIME SIGs being considered, call Preston Hill at (714) 893-2403

For latest meeting dates and topics check the following:

Hotline (714) 662-2939

BBS Bulletin #5 (714) 751-3242

To donate funds and/or equipment for our SIG facility, call:

Facilities Improvement and Maintenance Committee chairman,
Red Davidson, at (714) 548-0413

CALENDAR SYMBOLS

A	SIG Room A
B	SIG Room B
E	Equipment Room
8, 9, 10	8 a.m., 9 a.m., 10 a.m.
1, 2, 7	1 p.m., 2 p.m., 7 p.m.
6.5, 7.5	6:30 p.m., 7:30 p.m.

Special Interest Group Meetings held at the OCIPUG SIG space.

3D Studio **3rd Sat Oct 17**
10:00AM Room A

Leader: John Hostick 714-731-8873

We discuss Windows NT based 3D Studio Max and review its capabilities. Call SIG Leader for specific topics and details.

dBASE **4th Wed Oct 28**
7:00PM Room A

Leader: Max Lockie 949-720-8170
 Guru: Tom Toner 714-537-9175

Relational features and applications of dBASE database for DOS and Windows are discussed. Call SIG Leader for specific topics and details.

Desktop Publishing **1st Thu Oct 8**
No meeting Room A

Leader: Charles Schreiber 714-377-0439
 Leader: John Donan 714-633-6616

No meeting until November.

A new leader is needed.

Digital Photo/Scan **4th Thu Oct 29**
7:00PM Room A

Leader: Rex Sutton 949-786-5862

Explore and demonstrate the use of digital cameras and scanners to process images.

Genealogy **1st Wed Oct 7**
7:00PM Room A

Leader: Stan Sabin 714-968-7307

Will cover the various methods of transferring information from one computer genealogy program to another. Also, review the methods you can use in the major genealogy programs such as Ancestral Quest, Family Tree Maker, Legacy, PAF and Family Heritage Deluxe. Tips & Tricks for Windows 95/98 and problem solving in various genealogy programs will be covered during the evening session.

Genealogy II **3rd Thu Oct 22**
1:00PM Room A

Leader: Chris Hansen 714-637-0102

Where do I start? A discussion of basic genealogy, genealogy programs and computers. Also, a review of the new Family Tree Maker 5.0 genealogy program.

Hardware **3rd Fri Oct 23**
No meeting Room A

Leader: Leader needed
 Leader: David Yap 714-847-1517

SIG discontinued for lack of interest.

Internet **2nd Fri Oct 16**
7:00PM Room A

Leader: Michael Moore 714-536-0608
 Leader: Preston Hill 714-893-2403

This EVENING SIG demonstrates connecting to the Internet and using various tools to locate sites and handle data. Call SIG Leader for specific topics and details.

Internet & Web Design **1st Thu Oct 8**
9:30AM Room A

Leader: Frank Disparte 714-960-7494
 Leader: Preston Hill 714-893-2403

We will continue to understand Netscape Communicator with in-depth on-line demonstrations of advanced features, including beginning FrontPage, Web page design. Bring your tips, tricks and problems to share.

Investing **2nd Wed Oct 14**
7:00PM Room A

Leader: Tony (Mel) Mellini 714-536-8733

Investment Styles and Strategies, plus PROTRADER.

Microsoft Office **2nd Thu Oct 15**
7:00PM Room A

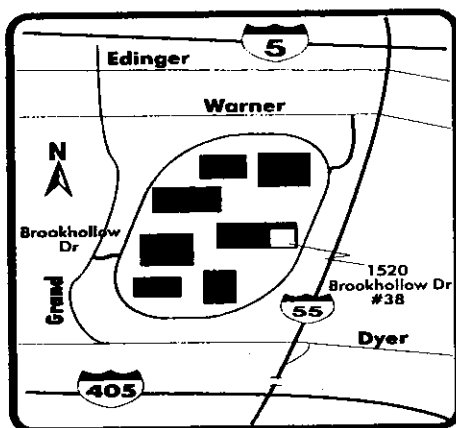
Leader: Ken Kamber 714-637-4496
 Leader: Louise McCain 714-434-0784
 Leader: Alan Liebschutz 949-859-5815

Various features of the Microsoft Office suite of Windows applications are discussed. Call SIG Leader for specific topics and details.

Modem **2nd Tue Oct 13**
7:00PM Room A

Leader: Kim Kymlicka 949-495-1319
 Leader: David Yap 714-847-1517
 Guru: Michael Springer

An extensive opening Q&A session is followed by discussion of special features of modems, especially as pertain to connecting to the OCIPUG BBS and to the Internet. Call SIG Leader for specific topics and details.



Resource Center and Headquarters

Most evening SIGs are held from 7 p.m. to 10 p.m. at our SIG space:
 1520 Brookhollow Drive, Suite #38
 Santa Ana, California

The Brookhollow Office Park is easily accessible via the northbound and southbound Dyer Road exits from the 55 Freeway. Abundant, well-lit parking is available a few feet from the ground level entrance.

For late-changing information:

OCIPUG Hotline: 714-662-2939
 OCIPUG BBS: 714-751-3242

Visitors are *always* welcome please join us!

Visitors are welcome at all SIGs and monthly General Meetings.

Networking

3rd Tue Oct 20
7:00PM Room A

Leader: Steve Schiffman 714-531-0376
Leader: Gary Granat 714-731-0457

Learn the principles of Peer, Client/Server and Internet for small and home office(SOHO) and local network(LAN) uses. Includes both software and hardware features. Call SIG Leader for specific topics and details.

New User/New Member 1st Sat Oct 3

9:00AM Room A

Leader: John Lunsford 714-995-0947

The Ins & Outs of Computer Hardware. See how to determine what you really need. This second of a 4-part introduction to computers and their effective use will emphasize what hardware is and does, relations with vendors, and what is needed to use Windows 95/98. You can begin with any part.

Now What Do I Do? 3rd Thu Oct 22

7:00PM Room A

Leader: John Donan 714-633-6616
Guru: John Goodman 714-537-6400

Learn how experts in different areas solve present and future PC-related problems that you and others bring. We have an expert-of-the-month. Bring your questions, preferably on disk or paper, and a blank (1.44MB) diskette. Call SIG Leader for details.

OS/2

4th Fri Oct 23
7:00PM Room A

Leader: Steve Schiffman 714-531-0376
Guru: Gary Granat 714-731-0457

Addresses desktop use of OS/2 Warp. Includes applications, utilities and management of OS/2 systems. Call SIG Leader for specific topics and details.

Personal Finance 4th Tue Oct 27

7:00PM Room A

Leader: Max Lockie 949-720-8170

A Q&A session will cover Quicken, QuickBooks and other DOS and Windows programs for managing your personal and small business finances. Call SIG Leader for specific topics and details.

SCOUG 3rd Mon Oct 19

7:00PM Room A & B

Leader: Steve Schiffman 714-531-0376

SCOUG (Southern California OS/2 User Group) is sharing OCIPUG SIG rooms. Visitors are welcome. SCOUG General meetings continue at the IBM facility.

Windows NTW 1st Tue Oct 6

7:00PM Room A

Leader: Ed Miller 949-470-9319
Guru: Dean Sowers 714-531-0477

We plan to explore more features of NTW 5.0 Beta 2, just released. A change in meeting time will be considered.

Windows 95/98

2nd Mon Oct 12
7:00PM Room A

Leader: Frank Disparte 714-960-7494
Guru: Rudy Wolf 714-528-3715

Share your problems and solutions for installing and using Windows 95. Send e-mail to <rudywolf@pobox.com> for problems to discuss. Call SIG Leader for specific topics and details.

Windows 3.1 3rd Wed Oct 21

7:00PM Room A

Leader: Richard Hunter 714-968-6362

We will have the usual questions and answers, and an open Potpourri to include discussing trouble shooting techniques for solving Windows 3.X problems.

WordPerfect 1st Mon Oct 5

7:00PM Room A

Leader: Jeff Sinn 714-775-2390
Leader: Richard Baznik 714-669-8974
Leader: George Austin 310-375-7213

We review basic and advanced features of DOS and Windows versions of WordPerfect. Call SIG Leader for specific topics and details.

General Meeting Last Sat Oct 31

9:00am OCC Science Hall

Leader: Chris Lloyd 714-894-4837
Leader: Jim Kirkpatrick 949-642-8795

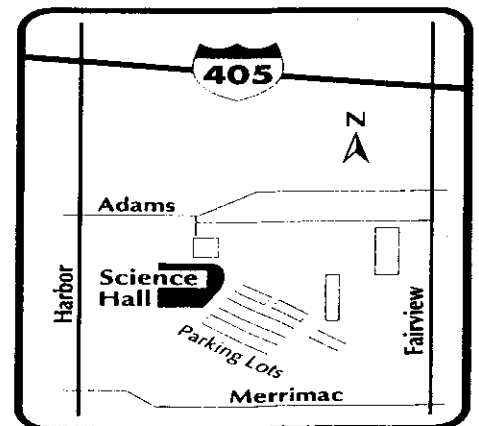
Our annual FUND RAISING auction! Bring your wallets to support YOUR computer club, while getting software and other items at bargain prices. A minimum, REASONABLE bid-price has been set as a fraction of the best street price. A silent auction for various low-cost items will be held, starting at 8:30AM. REMEMBER - these auctions are needed to raise funds to provide the benefits that YOU would like to have from YOUR computer club.

Monthly General Meetings

Orange Coast IBM PC User Group (OCIPUG) meets in the Science Hall of Orange Coast College in Costa Mesa, California. Random access question and answer session begins at 8:30 am, and presentations begin at 9 am on the 4th Saturday of the month, unless otherwise noted.

Ample free parking is available on campus lots off of Adams, Merrimac and Fairview (see map at right). All facilities and parking are handicap accessible.

Visitors are always welcome— please join us.



OCIPUG Membership Information

Orange Coast IBM-PC User Group (OCIPUG), a non-profit all-volunteer organization, was formed in 1985 and has grown to become one of the most respected user groups in the country. Our purpose is to provide computer enthusiasts with an opportunity to gain related knowledge and to offer assistance when needed.

An individual, family or student (verified 12 undergraduate units or 6 graduate units) membership includes:

- a subscription to *Readme.Doc*, OCIPUG's monthly newsletter
- discounts on public domain, shareware and commercial software
- access to OCIPUG's online services, a local bulletin board
- Internet e-mail access through OCIPUG's bulletin board.
- eligibility for the drawing at the monthly General Meeting
- a Support Group Hotline

To become an OCIPUG member, complete the application below and mail it along with your check or money order to:

Orange Coast IBM PC User Group

2973 Harbor Blvd. Box 621
Costa Mesa, CA 92626-3934

To request more information, call: (714) 662-2939

Benefits of OCIPUG Membership

OCIPUG is a valuable resource for computer users. Help is readily available to assist with software or hardware problems. You will get answers to your questions, learn more about computers or a particular program, attend Special Interest Group (SIG) meetings and exchange ideas and information on related issues.

OCIPUG monthly general meetings are a great place to see new product demonstrations and the latest releases of established products, often prior to initial shipment. At these meetings we often host the industry's top-of-the-line manufacturers such as Microsoft, Novell, Lotus, IBM and others who send their representatives to demonstrate their latest products. Some of our guest speakers provide significant insight into current hardware and software issues that affect the industry as a whole.

OCIPUG's online services include a BBS, (714) 751-3242, which runs at speeds up to 28.8K bps, which contains useful information about the group and its educational resources. We also carry a full line of public domain and shareware software available on disk at our general meetings and as downloads from our BBS.

OCIPUG publishes an award-winning newsletter, *Readme.Doc*, which contains insightful and informative articles and product reviews by OCIPUG members and interesting reprints from other user group newsletters from around the country.

OCIPUG has more than twenty SIGs that meet at various times during the month. These SIGs focus on specific areas of computing and often host speakers with expertise in that field. It would be difficult to find such an abundance of knowledge anywhere that is so readily available to all our members.

OCIPUG has it all! Why not join today?

Orange Coast IBM PC User Group

2973 Harbor Blvd. Box 621
Costa Mesa, CA 92626-3934

Today's Date: _____

Title: **Mr. Mrs. Ms. Dr. Prof. Hon. (Circle one)** Membership: **New Renewal (Circle one)**

First Name: _____ **Last Name:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: () _____ **Work Phone:** () _____ **Fax:** () _____

Occupation: _____ **Company:** _____

Individual Membership? Family Membership? Family Member(s) Names: _____

E-mail address: _____

Annual Dues:

Make check payable to OCIPUG and mail to the above address or bring to the General Meeting.

Individual	\$45.00	\$ _____
Family	\$60.00	\$ _____
Full-time student	\$25.00	\$ _____
(U-grad 12 units; grad 6 units)		
Donation		\$ _____

Have you been a member of OCIPUG before? _____

If so, what was your membership number? _____

I heard about OCIPUG from: _____

I consider my skill level to be:
Beginner Intermediate Advanced (Circle one)

Total Amount Paid: \$ _____

This virus also sets a keyboard shortcut Ctrl +F12 that can be used to see the information box in either the English or German versions. It saves a file called INLAY.DOT to the WINWORD\STARTUP folder. If found, delete the INLAY.DOT file.

The best preventive measure at this time is to make the file NORMAL.DOT a "Read Only" file. This will prevent Word macro viruses from using it to duplicate themselves. Again, contact your anti-viral software vendor to see if an update is available to detect and delete the virus from infected systems.

*Blue Chip News May 1998 p 8-9 Vol 98
Issue 5 Saginaw Valley Computer Association*

Windows 98

Continued from page 6

tem. Then create a boot disk that will include your CD-ROM drivers so that you will be able to install the Windows 98 upgrade CD-ROM.

Here is a CONFIG.SYS file that I had modified after creating a startup disk in Settings || Control Panel |Add/Remove Programs | Startup Disk:

```
BUFFERS=30
FILES=25
LASTDRIVE=Z
DEVICE=HIMEM.SYS
DEVICE=SBIDE.SYS /D:OEMCD001
```

Caution is advised if you are using a SCSI CD-ROM because the drivers will be different and a bit more complicated.

The SBIDE.SYS file could be different from yours, so check on your CD-ROM diskette. Copy it to your new startup diskette. Change the CONFIG.SYS to properly address the xxx.SYS file.

This is my AUTOEXEC.BAT file from my new startup diskette:

```
MSCDEX.EXE /D:OEMCD001
```

Make sure you copy the program MSCDEX.EXE from the subdirectory C:\windows\command to your A drive. This

file, combined with your CD-ROM driver, will allow you to access your CD-ROM after booting in the A drive.

Once you have backed up your data and are ready to install Windows 98, you can boot your system in the A drive. Before you proceed, however, make sure that you can read a CD-ROM in your CD-ROM drive. If you can do a DIR command on your CD-ROM then you can go forward with reformatting your C drive and installing Windows 98 on your now clean hard disk. Believe me when I say, this is normally the best way. Less is better. Type FORMAT C: /S to place the new operating system on your hard disk.

If you decide to do the upgrade on an existing Windows 95 system without purging your hard disk, you could be in for a bit of aggravation. Especially for those of you who started with Windows 3.1, upgraded to Windows 95, and now are ready to upgrade to Windows 98. Each of the prior versions brings excessive baggage with it and sometimes will wreak havoc with your upgrade. My advice is to start fresh.

Backup, backup, backup, backup, backup, backup! Is that enough repetitions of the word "backup"? If not, then backup again.

If you have made the decision to upgrade to Windows 98 anyway, remove all the programs from your Startup folder and check your WIN.INI file for LOAD= or RUN= lines, as they sometimes will load programs that could possibly interfere with your upgrade.

Many computers that have been upgraded from Windows 3.1 to Windows 95 have a CONFIG.SYS file that still loads what are called real mode drivers. These are older 16-bit CD-ROM drivers. Some of them are required, especially if you have an older CD-ROM. To test whether they are really required for operation, rename the CONFLG.SYS and AUTOEXEC.BAT files and shut down your system. Check to see if you can access all the drives and other peripherals in your computer. If you can get to your CD-ROM, then the real mode driver in your CONFIG.SYS is not required.

Windows 98 will create a new startup disk that has most of the generic CD-ROM drivers on it. Great idea, Microsoft!

In conclusion, don't rush out and spend your money upgrading to Windows98 unless you really have to have it or are getting a new system. My recommendation is to wait for a while to see what other bugs or hazards appear. Good luck if you decide to upgrade. I have upgraded to Windows 98, and now that I have been able to clean up the desktop to my own liking, I think Windows 98 is more stable than my Windows 95 machines.

But, of course, I think I know what I am+doing <G>

Rich Schinnell is retired, mostly, except for some regular small business consulting. He has been a volunteer for the Capital PC User Group since day one. His monthly columns in the Monitor have created panic in some and brought mirth to a few. He can be counted on to help members with their computer problems over the phone in the evening from 6-9PM. If you are having computer problems, give him a call at (301) 949-9292 or send him e-mail at schinnel@cpcug.org. He will try to answer your questions.

Rich's Ramblings

Capital PC User Group, *Monitor*, p 21, September 1998

PRODUCTS FOR REVIEW

Norm Bergman

The products listed below have been received by OCIPUG for evaluation by qualified members. Contact the Editor if you want to evaluate any of these products. Also, please let the Editor know of any products that you think we should review and the Editor will try to get them. The reviewer should recognize the wide range of interests of club members and, if the product does not coincide with the reviewer's own interests, promptly return the product to the Editor for reassignment. The review becomes the property of OCIPUG and may be edited and reproduced by the product donor and other user groups. The reviewer's name will be used as author of the article. Upon submitting a satisfactory review article to the Editor, the registration materials and product will become the member's personal property. A balanced evaluation should point out the product's good points as well as its shortcomings. The reviewer agrees to observe OCIPUG's rules and will not share software or other products with others. *The reviewer will be given a copy of Guidelines for Product Reviews* to assist in preparing the report. If the reviewer will be unable to complete a review as scheduled and agreed, the material must be returned to the Editor or any OCIPUG officer or director, or other arrangements made with the Editor. Returned product will become available for review by others.

The following products are available for review. Please contact the Editor if you would like to be considered as a reviewer of the material described below.

Be sure to ask about the computer requirements for the software. Most of these require a CD-ROM drive and some require Win95 or later, or 32bit systems.

1. G & A Imaging: **PhotoRecall**. An image management system that creates "virtual" photo albums and catalogs images.
2. Viewpoint: **LiveArt**. Digital object library that you can resize, relight, spin around, draw in familiar artistic styles.
3. MGI Software: **MGI VideoWave 4.0** Capture video and images, do special effects, add narration and sound effects.
4. PowerQuest: **Power Tools** (Two copies available.) Thirty-day trial of PartitionMagic, Drive Image and DriveCopy.
5. McAfee: **WebScanX** Protects against viruses from the Internet.
6. askSam Systems: **askSam database** Import files from Internet, simplifies using a database, fast search capability. Manage and retrieve unstructured text. Organize with Hypertext links and bookmarks.
7. Globalink: **Language Assistant** translates French, German and Italian text to/from English.
9. Globalink: **Web Translator** A browser for translating Spanish, French and German sites into English.
10. Qualcomm: **Eudora Pro Communication Center** Receive faxes and voicemail over the Internet. Pages, collects and manages e-mail.
11. Mijenix: **ZipMagic98** Use zip files without unzipping, save disk space web and e-mail features.
12. Mijenix: **PowerDesk Utilities98** An alternative desktop to Win95. Move, copy, zip and view files and many other utilities.
13. Caere: **OmniForm 3.0** Scan an existing form and make it into an electronic form in your computer.
14. Caere: **PageKeeper (Standard)** Organize and find scanned and electronic documents in your computer.

Product Review

GLOBALINK'S LANGUAGE ASSISTANT (SPANISH - PORTUGUESE VERSION 2.0) FOR WINDOWS 95/NT

Pat Cohen

As a "newbie" OCIPUG member of less than a year, I always read the Product Review section of README.DOC but had no intention of writing for the column with my elementary computer competence. Nevertheless Globalink's Language Assistant Program for Spanish or Portuguese was listed for review and piqued my interest. In my UCI cancer research work, there is a frequent need to translate our participants letters into Spanish when we wish them to understand the study and its purpose. I was certainly motivated to try to use the program and figured, if it worked easily for me, others might be convinced to try it.

Minimum software and hardware required for this program include a 486-66 PC or higher; Windows 95 or NT (version 3.51 or later); 8 MB RAM needed but 16 MB is recommended; at least 24 MB of hard disc space for the language specific dictionaries; a CD ROM drive and mouse, of course. Loading from the CD-ROM is the standard <START|RUN> sequence; easy to follow direction screens proceed. I chose not to load the Portuguese part of the program because I did not have a need or reasonable way to check its accuracy. There is included a "Talk to Me" spoken dialogue learning tool, with an advanced voice processing technology, that allows you to practice and progress in your pronunciation and oral command of the language for some commonly used phrases. System requirements, in addition to the above, include a 16-bit Windows compatible sound card, a SVGA video card, and naturally, a microphone. Since I did not have the latter, I did not load this tool.

The program opens in the usual way and has a convenient tool bar of icons (<NEW, OPEN, SAVE, TRANSLATE DOCUMENT, TRANSLATE LINE, INTERACTIVE, DICTIONARY, FONT TYPE & SIZE, BOLD, ITALIC and HELP>), in addition to the standard text pull-down screens above (<FILE, EDIT, TOOLS, FORMAT, TRANSLATE, WINDOWS & HELP>).

Standard keystrokes prevail. When opening a file, I used letters saved in WordPerfect 6.0. Although I had installed both the WordPerfect and Microsoft Word "hooks", I learned that if I tried to open a WP file, I got a message that said, "There was a fatal file conversion error. Could not load the corrected converted DLL file or the DLL file is corrupt." Cancel that job! Instead I loaded the letter into my WP 8.0, re-saved it as an ASCII text file, then went back to the Language Assistant Program to load it without any further difficulty.

The Quick Start Manual of 26 pages is so clearly written, it should receive an award. I found, however, the program was easy enough to use without reading the manual. The manual does explain some useful features which should be considered. For example, with this program installed, you can translate documents directly within Microsoft Word 6.0 or 7.0 or WordPerfect 6.0, 6.1, and 7.0. When you next visit your word processing software you will discover a <TRANSLATE> option on your menu bar. That means for WP 8.0 users, a Language Assistant update is already needed. Saving to a disc and translating inside the Language Assistant Program takes a little longer, but works well.

When opening a document to translate, you first designate a Source (language of the original text) and a Target (language of the translated text). Then you will see a split screen with your Source Document on top and the space for the translation below. After editing your source document for spacing, etc., just hit the < TRANSLATE DOCUMENT> button and *voila!* it is done instantaneously. File commands allow you to save each document separately and to print each document separately. You can also print a line-by-line printout of each translated sentence below its original counterpart by selecting this displayed choice.

To improve the quality of translation, the manual in Chapter Four gives several useful suggestions, i.e. avoid idiomatic expressions, use the international date format of day, month, year without slashes, use pronouns before verbs, avoid split infinitives and verbs, and write in clear, simple, direct, standard formal English. Use liberally those words that in spoken English are

often implied (ex. "that", "which", "who" and "whom"). Add unknown words to the dictionaries and remember to use the <OPTION> feature in the <TOOLS> menu, to make certain you have the correct settings for author gender and form of address. In my enthusiasm, I forgot to do this and when I took the translation to a native Latina, she pointed out the use of the male gender when it was inappropriate. She said the conjugation of verbs was not always correct and the verb choices were very literal and not always appropriate. When English content is vague in meaning, the translation did not always correctly capture the meaning.

SAMPLE PARAGRAPH IN ENGLISH

Perhaps the greatest criticism is the direct, literal translation does not use the natural common language of the people which is easiest to understand. A user of the Language Assistant for the German version said that he worried that something said in English could be translated to something most embarrassing and unintentional. He felt that the best use of this software program was to translate a foreign language document into English, because we could understand the meaning and what was intended. In summary, the program is easy to use and has some useful features, but be forewarned that it is wise to show your translated copy to a native speaker in order to smooth out the message into a courteous, meaningful document.

Your Editor requested Pat give an example of the work done by this software. Because of a problem in selecting the printer for the software, many character errors occurred. Pat found that it printed properly on another printer but due to time limitations I did not have time to request a corrected printout in Spanish. I have attempted to restore those characters, not commonly found in normal writing, to what I thought they should have been. Please note I did not try to otherwise correct the text. Pat, I hope you will forgive me if I guessed wrong; my high school Spanish is very rusty!

Norm,

Here is the last paragraph done in the Spanish translation. The people who can read in Spanish may laugh, but that in itself will

Product Review

be telling, because I am talking about the problems with a literal translation. I went to options and put it in the male gender and familiar address. I hope they don't think I am propositioning them. Pat

SAMPLE PARAGRAPH IN SPANISH

Quizas la mas gran critica es que la traduccion directa literal no usa el idioma comun natural de las personas que son mas faciles entender. Un usuario del Ayudante del Idioma para la version alemana que preocupe que algo dijo en ingles podria traducirse a algo la mayoria avergonzando y involuntario. el se sentia que el uso mejor de este programa del software era traducir un documento del idioma extranjero en ingles, porque nosotros pudiaramos entender el significado y lo que se piensa. En resumen, el programa es facil usar y tiene algunos rasgos tiles, pero se prevenido que es sabio mostrarle su copia traducida a un portavoz nativo para aplanar fuera el mensaje en un documento atento, significante.

Editor again: This was a fun project and I thank Pat for including me in a small way. nb

The IDT C6 225 MHz WinChip

Don Testa

The March 28, 1998 meeting of OCIPUG featured Mike Bruzzone from Centaur Technology informing the group about the IDT C6 WinChip microprocessor. Mike was kind enough to leave several chips and boards for door prizes and for evaluation purposes. I was fortunate enough to have received one of the chips and boards for evaluation.

I left that meeting with a C6 225 MHz microprocessor and a Tyan Trinity ATX motherboard. The C6 225MHz operates on a 75 MHz bus. Centaur also produces a 240 MHz C6 that operates on a 60 MHz bus. Because of the higher bus speed the 225 MHz chip actually surpasses the 240 MHz chip in WinStone ratings.

Fortunately, March 29 was the day of the ACP swap meet. I eagerly ran through the

swap meet tables to pick up all the supporting hardware to assemble my new computer. I bought an ATX mid-tower case and a 15-inch monitor. I eagerly returned home to put it all together. I transferred some memory from an old machine as well as a 24X CDROM. I then went out and purchased a Western Digital 6.4 GB hard drive and a Memorex CRW-1622 internal IDE rewritable 2X/6X CD-ROM. Additionally, I found a Hewlett-Packard laser jet 6L 600-dpi printer at a discount price at the bargain table at Micro Center.

I then began the process of assembly. I checked the specifications in the user manual that accompanied the motherboard. Fortunately, IDT had set up all the jumpers so that the motherboard was ready to go. This was my first experience with the ATX form factor. This board had all the bells and whistles, including ultra DMA, USB ports, and an infrared port. I found it trouble free and the board readily fit within the case. The board has 4 SIMM slots and 3 DIMM slots. I populated the four SIMM slots with 16 Meg ram EDO 60ns SIMMs for a total of 64 Meg. The board contained three ISA slots, four PCI slots and an AGP port for the video card. I installed a Trident Video 9750 AGP video card with four Megs of ram. AGP stands for accelerated graphics port. It provides full bandwidth for transmitting video data to the CPU. This particular card supports 2D and 3D graphics as well as modest CAD-CAM capability. It even provides for TV output. Since video is one of the primary factors to slow overall performance, especially in multi-media and the World Wide Web, AGP significantly helps to speed performance. IDT claims to have optimized the chipset instructions of the WinChip for multi-media, the web and Windows.

I installed Windows 95 without difficulty. I then proceeded to install Microsoft Office and some of my favorite games like Super Tetris. I then installed a SCSI card and a 600 x 600 dpi 36-bit color scanner and software. So far, everything has worked pretty well and without a lot of difficulties.

I just recently bought a copy of IBM Via Voice, a speech-to-text voice recognition software package. I am currently using Via Voice to create this article. I went through

the enrollment process, i.e. training the software to my own individual speech pattern; however, this is my first real attempt at using ViaVoice for a real world project. While the transcription appears to me approximately 90 percent accurate, it's the other ten-percent that's driving me crazy. Virtually every sentence has errors, necessitating a complete word by word review of the text with manual corrections. Surprisingly, accuracy improves with usage.

This, however, is a review of the WinChip processor and not of Via Voice. The processor appears to be working flawlessly. I have not encountered any problems of either a hardware nature, or of a software nature that I can specifically relate to the processor. It runs all my existing programs both DOS and Windows cleanly and seamlessly.

The socket 7 design may be agonal but it is not dead. The WinChip is a viable alternative to Intel chips. Intel dominates the microprocessor market. It has approximately a 75 percent market share. Of the remaining 25 percent AMD and Cyrix are dominant. Centaur Technologies and the WinChip are minor players. However, the WinChip performs admirably well and gives equivalent performance to Intel, Cyrix and AMD chips, at significant cost savings.

The current state of the art is the Intel Pentium II 100 MHz-bus slot 1 microprocessor, running at a clock speed of 300-400 MHz. However, in order to achieve this kind of performance you will be paying dearly. For most users, the 225 MHz C6 or the 240 MHz WinChip will give perfectly adequate performance at considerable cost savings. Additionally, those wishing to upgrade can salvage much of their peripheral devices and build a modern high speed machine. It is a great feeling to own the latest and the greatest, however, it makes much more sense to me to stay one step behind the state of the art and pocket the savings. You will then be able to afford to make more frequent upgrades as the technology advances. Centaur Technology has recognized this market and is providing a great service and a great product to the user community. I applaud their efforts and wish them great success.

Corel Offers Good Deal In Magic Gallery Bundle

Ken Fermoye

I have been a clipart collector and user since long before digital graphics came on the scene; for nearly 50 years, in fact. We clipped images from big binders full of pages supplied regularly for a fee by graphics services in those days. Today, you can buy huge collections of clipart on CD-ROM disks for not much more than the fee such a service charged for a month or two back then.

One CD collection comes from Corel: Gallery Magic 200,000, which actually includes a lot more than just clipart; at least 105,000 pieces of vector art, 80,000 professional photos, 15,000 Web images, 1,000 fonts, 200+ sound and 100+ video clips.

What really sweetens the deal are the utilities in the bundle: Bitstream Font Navigator, Corel Capture, Video for Windows and Windows Sound Finder, bitmap and vector graphic editors, plus slide show and album creation applets.

The result is a complete multimedia package with a treasure trove of resources, but also tools to help you manage them—all for a price of about \$60. Considering that Bitstream Font Manager alone runs approximately \$40, this means you get a whole bunch of useful graphics, sound and video bites for very little money! (*Ed. Note: Font Navigator also comes bundled with Corel Draw 8 and Ventura 8.*)

A word about Font Navigator: it is probably the best font management tool available today. That's the opinion of Rick Altman, honcho of the CorelWorld User Conferences for the past 10 years and all-around guru on graphics and publishing.

It isn't absolutely necessary to have Bitstream Font Navigator to use TrueType fonts successfully, but it sure makes life a lot easier. It lets you install, remove and find fonts. You can use it to create packs, or groups, of your favorite or specialized fonts, and view or print individual or group font information.

And it performs all these tasks with the greatest of ease. This is important because...the number of fonts Win9X can configure is limited only by the amount of disk space available. Unbelievably, you can use and print approximately 1,000 fonts in any given document. (But please don't; that is 'way Too Much Of A Good Thing!) If you have anywhere near this number of fonts actually installed, however, they will take up valuable memory and slow your system's performance.

There's a scenario that allows you to keep your installed fonts to a reasonable minimum, yet have as many as you want readily available when you need them. Font Navigator plays a major role in this scenario, spelled out at <http://www.altman.com/august.htm>. (This scenario is also included in one of my seminars, "Fonts : Managing the Mess," at the 1998 North America CorelWorld User Conference during October in San Diego.) Check out Altman's "Fighting the Font Wars" article.

Now back to the clipart portion of the 200,000 Magic Gallery. It's good stuff. Often when you get a big collection of clipart and photos like this, the quality is spotty. Not so in this case. All the vector art I've tried to date has been crisp, sharp and generally well done. Third-party clipart licensed to Corel and included in this collection comes from solid, established graphics houses: 3 G Graphics Inc., Archive Arts, Cartesia Software, Image Club Graphics Inc., One Mile Up Inc. and Techpool Studios Inc.

I haven't used the bit-mapped Web images as much, but it appears to be of consistently good quality also; the 1,000+ fonts, likewise.

All art and fonts are shown in an inch-and-a-quarter thick book, though admittedly in thumbnails so tiny I sometimes resorted to a magnifying glass to examine them. All the art and sound and video clips are catalogued by categories in an extensive Table of Contents.

Gallery Magic supports a big variety of graphics file formats, both vector and bit-mapped, including virtually all of the most

popular ones: CGM, EPS, WMF, GEM, WPG, CDR, DRW and PIC, to name a few vector formats. Bit-mapped formats include BMP, CPT, TIF, PCX, TGA, JPG, GIF and more.

The vector and bit-mapped image editors in the package are definitely lite versions, not to be confused with CorelDraw or Photo-Paint, but they're adequate for basic chores. The Gallery Magic wizard provides easy access to the clipart, photos, sound and video, while the album features offer an easy way to create, navigate and display albums from the Magic Gallery desktop.

All in all, this package is a good one, and an excellent value, in my opinion. The combination of a ton of very good clipart and the outstanding Font Navigator utility alone, never mind the extra added attractions, make it a bargain. It's bumped a few lesser clipart collections off my system.

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Genealogy

August 5, 1998

Richard Baznik

As is usual with Stan's SIGs, early on there were questions about computing in general that are to be expected of people drawn into computing by a love of genealogy.

To the question, "What causes a computer to lock up?" Stan felt one of the big things is the Win 95 operating system which allows the accumulation of temp files. They should self-delete when no longer needed, but often they must be removed manually. As a general rule, look at the time stamp and only delete temp files opened before your current session. That way you won't delete temp files currently in use.

The Maintenance Wizard in Windows 98, on the other hand, can easily be set to rid your hard drive of temp files of all kinds, downloaded program files, and old ScanDisk files in the root folder. It can defragment your hard drive, and perform a large number of routine, but boring tasks, that can prevent the eventual slowing down of your computer or bring on a crash. Stan sets the Maintenance Wizard to perform these tasks, timing them to run while he's at church on Sunday. When he arrives home the job is done for another week. Win 98 also puts applications that are frequently used at the beginning of the hard disk so they are located and loaded more quickly. There are some temp files that Win 98 doesn't want to give up. The rule here is to get rid of temp files when your machine first starts up. That way you don't get rid of temp files that have been created for the current session. Windows 98 can be set to automatically delete these files at every boot-up.

Another question asked, What are cache files? Stan replied that the best way to understand their function is to think of cache as a special portion of your hard drive that is set up to temporarily store frequently used data ordinarily held in RAM memory, when the work you're doing is taking up all your RAM. The data in RAM that the CPU (central processing unit) is not actually using is dumped into the cache area of your hard drive until your program absolutely has to have it back. This can speed up the com-

puter because it doesn't have to continually seek this data. Stan says these days memory is very cheap, and you should increase your RAM. When I had 16 MB of RAM, they were telling me to get 32 MB. When I got 32 MB they were up to 64 MB. Now I have 64 MB. Guess what they are saying?

On a related question, Stan feels that for the average user it is unwise to keep more than one operating system on your computer. Unless you're a real wire-head, you'll get into trouble. When you install Win 98, specify that it installs in place of Win 95. and don't go with a compressed drive unless it's absolutely necessary. Like memory, hard drives are now cheap. Compressed files are hard to defrag and it usually takes a long time. Make it easy on yourself: get a bigger hard drive; don't compress!

To obtain a rundown of your drive, for instance, your C: drive, double click My Computer on the opening Windows screen, single click the C: icon to highlight it, right click the highlighted icon, click Properties at the bottom of the menu and check out the information about C:.

You can drag a copy of the Windows Explorer icon from the desktop to the status bar at the bottom, so you can get to the explorer without having to minimize the programs running. This is possible for Win 98 and for the latest OEM version of Win 95.

Broderbund has become the speed champion of making and selling upgrades. In 16 months they have marketed three new versions of Family Tree Maker. To identify your version, bring up the program, click on Help. On the help menu you'll find an item "About Family Tree Maker". Click on it for a statement of your program name, version, build, etc. Many Windows programs can tell you the version in this same manner.

The main topic for this evening is Legacy Family Tree, from Millennia. It sells for \$49.95 and you can buy it on the Internet. Stan repeated his standard statement: Although most programs share most features in common, every program has some unique features. It's your evaluation of those unique features that will move you to prefer one genealogy program over an-

other. Joy and Stan displayed history pages from their family tree on the wall, all of which were made with Legacy Family Tree. Stan likes this report feature better than Family Tree Maker and feels it is a close second to Ancestral Quest. Going to the display posted on the wall, he reviewed in detail the book he and Joy made.

Stan could get pictures of mom and pop into the family group sheet, but not pictures of the kids. Nevertheless, Legacy Family Tree creates a nice book. Legacy Family Tree will create an official census form from all the various United States and Canadian forms used through the years. It also prints out a two page family questionnaire, handy to take with you on a trip to visit relatives. Like Ancestral Quest, Legacy Family Tree prints out a report of potential problem when it sees things like, for instance, a child born ten years before its parent. It was also noted that in samples that Stan passed around of the family histories containing color photos and text, that the type appeared exceptionally sharp. Stan credits his Cannon 620 printer. Although his model is no longer made, the engine undoubtedly survives in its successors.

Stan brought Legacy Family Tree onto the screen. Formally, it is "Legacy 2.0 Family Tree," with a build date of 8/04/98. (Yes, they constantly post free updates on the Web.) Naturally it imports GEDCOM, PAF or any genealogy program files which use the PAF database. Children listed in a family screen are indented from the parents, and names for boys and girls may be shown in different colors. Most bugs may be corrected with correcting patches downloaded from the Internet. Legacy Family Tree has a good system run-down of handy information. You can see pedigree tables and family tables of the selected individual on the same screen if you wish, although it helps if you've got a larger screen (17" or 19"). There are many small icons on the screen, such as the "L" that takes you to the individual's temple listing, or clicking the "M" which takes you to the marriage files.

A member asked the correct entry format for individuals who changed their name during their lifetime. There are many choices: Enter new name in pedigree chart and put the original birth name in the indi-

viduals note; or vice versa; or always enter the birth name in the main listing; or always enter whatever name the individual used during the greater part of his life. Or enter the birth name followed in the same field with the new name in parentheses. The only rule, apparently, is to be consistent throughout your data base but for immigrants the preferred practice is to use the name they immigrated under and their ancestors names to be spelled as they used them in their native land.

Back to the Legacy Family Tree Family chart, there's a History button that shows where in the program you've been during the current session. This makes it easy to back up over information you've just reviewed. From this screen you may add a son or daughter from icon tags on screen. There's also a calendar for doing research which goes back to 1701. There is also a Date Interval Calculator. It shows a first date, a later date and the Time Interval between them. Enter any two of these facts and the program will show you the third.

Legacy Family Tree has many good search devices with many choices of input criteria and choices of what fields should be presented from each record. Another feature allows you to establish your relationship with anyone in your database. Interestingly enough, it shows Joy Sabin as Stan's 129th cousin, eight times removed, but does not mention that she is also Stan's wife! (The word "removed," just mentioned, refers to the number of generations past or future that separate the two individuals.) The program of course has many reports. He also showed the various facts about individuals which the reports allow you to include or exclude.

Legacy Family Tree stores photographs and other bitmapped files similar to Ancestral Quest in that it doesn't actually store the file of the photo in the program but carries just a pointer to the drive and directory (folder) where it is actually stored. Stan relieves the burden on his hard drive by having a large number of his photos stored on a CD-ROM. This keeps down the load on his hard drive, relieves him of the time lost in repeatedly backup up those files, and puts the photos into a relatively long-lived archival medium. No matter which program you are using, if you should create a GEDCOM file from a file with pictures, the

pictures are not included in the GEDCOM file.

Legacy Family Tree, like Ancestral Quest, will create a GEDCOM file with and without Notes. GEDCOM files can be created from any section of your data base, just as in Ancestral Quest. In the alphabetical listing, you may also go to the name file, type the name you want into the highlighted field at the top of the window and the highlight goes right to it. When making your selections in preparation for making a GEDCOM file, you eventually are presented with that same alphabetical listing with the same easy access to specific individuals.

Stan gave his usual warning in transferring GEDCOM from one genealogical program to another. If the originating program contains fields that the new program does not recognize, GEDCOM won't be able to place those fields. But rather than delete these fields, most programs will put the unusable data into notes, or into lists or both. But a majority of the information will transfer nicely.

If the ladies are tired of men always appearing above women in family group sheets, Legacy Family Tree also lets you print with the ladies above.

The discussion changed to scanners, during which Stan held up current newspaper ads featuring scanners and indicated those he felt might be good buys. The technical leaps in scanner technology occur almost on a daily basis. For now Stan likes Umax and Microtech scanners.

Stan pointed out one screen in Legacy with some visual icons of people. When the icons are gray, there's no actual picture of the individual available in the file, but when they're in color, a picture does exist. There is a convenient photo gallery space where the pictures of an individual are shown somewhat larger than postage stamp size. He gave a demonstration of how new pictures are entered into Legacy Family Tree. Just set the program up with the path to your new photo and it will use it throughout the program. (Of course, you have to leave the picture where you told Legacy Family Tree to look although they obviously don't have to all be in the same place. Stan's main body of photos, as mentioned above, are on a CD-

ROM, but as new photos are acquired, they must remain on his hard drive or on a floppy until he has enough of them to warrant putting them on a CD. Naturally, when you delete a picture from Legacy Family Tree, only the pointer is deleted, not the filed picture.

The question was asked regarding the significance of a computer's clock running slowly. This problem is usually due to the CMOS battery's dying. The battery that keeps all the basic system information on the computer, including time, is by necessity always on. While the computer is running it will charge the battery, but even so, any rechargeable battery can endure only so many recycles until it fails. If the time function starts to go, the battery should be replaced immediately or you could lose CMOS data.

Before adjournment, Stan asked for suggestions for a topic for the September meeting. The group asked for a session on importing and exporting GEDCOM files to which Stan readily agreed. The meeting was adjourned at about 9:12 p.m.

Genealogy II

Chris Hansen

The Computer-assisted Genealogy SIG met on August 20th with 27 attendees. The new Family Tree Maker 5.0 genealogy program was demonstrated showing six of its many new features. More of the new features will be discussed at the September meeting along with a Beginner's Class.

The first feature discussed was the World Family Tree Project. The new installation CDs also contain the Family Finder Index of the World Family Tree Project. The Family Finder Index is a searchable database, with 170 million names and pedigree charts containing many of those names. Names found in the index refer to the many CDs sold by Broderbund. Some of these CDs are available at the LDS Family History Centers, the National Archives, and the Orange County California Genealogy Society's Family Tree Maker SIG. Not all CDs are found at any one source.

Special Interest Group (SIG) Reports

The second feature shown was the Research Journal and To-Do List, each item entered can be prioritized, categorized; and desired completion dates assigned by the user for later sorting. The categories would typically be assigned to each surname that are being researched. This is an excellent addition to program and should be a help to all researchers.

An HourGlass Tree (Pedigree) can be made in Fan or Standard format. This is the only program that can show your ancestors and descendants on the same chart. In a typical pedigree chart, you choose ancestors or descendants. If you start with yourself, your children will not show in an ancestor chart, but in Family Tree Maker 5.0 you can have both. Click on Contents, choose # of generation of ancestors and # generations of descendants to show. You can also choose items to include in each box of the tree. The more information included in each box will reduce the number generations that can be printed on a single page.

Another feature of questionable benefit is the TimeLine feature, it is sort of a gee wiz feature. This feature makes a chart with dates in 20, 50, or 100 year increments across the x-axis. Above the dates will be a box for each ancestor who were alive in that time period. Click on Format for ten choices of events that could appear on the chart: U.S., Europe, Military, etc. I chose the three shown because most of our ancestors came to the U.S. from Europe and usually because of some event, possibly a war. Doing a TimeLine before going to the Archives or a Family History Center to do research could be a real help if you want to see which of your ancestors was alive during the Civil War or Napoleon's defeat at Waterloo or some other event.

There are five form letters: in English, Spanish, French, German and Italian on the Family Tree Maker 5.0 installation CD: Click on Help, then click on Genealogy "How to guide." At this point, you have four choices: 1) Phone numbers of national resources, a United States map with State resources, County information, International, ethnic and religious resources, Computer-assisted genealogy, and a bibliography and suggested reading. 2) A dictionary with definitions of genealogy terms and terms used in this guide, 3) Family Finder

Index to locate ancestors right from Family Tree Maker and 4) the form letters mentioned above. A form letter in the desired language can be imported into your word processing, the names of ancestors typed into the document, your name and address added, and the letter is ready for mail.

The last feature discussed was that files from PAF 3.0, a relatively new DOS LDS program, can now be imported into Family Tree Maker 5.0. At present, Ancestral Quest 2.1 will not accept PAF 3.0 files, but are completely compatible with PAF 2.31.

The rest of the meeting was devoted to the subject of obtaining genealogy information from relatives who probably live somewhere east of Orange County. The obvious ways are: a personal visit, telephone, or write a letter, but each has its drawbacks, particularly if you have not seen or talked to them in 30 - 40 years. I have had good success sending a brief letter showing a sample of the "book" I am trying to write about "our" family - theirs and mine. Both Family Tree Maker and Ancestral Quest have Book functions, but only Family Tree Maker allows the user to edit the information after generated from the database. This is accomplished by clicking on Index and selecting the desired ancestor from the alphabetical listing, then click on Gen Rpt icon, then click on Edit, then on Copy Genealogy Report. The information is now in the Clipboard and can be pasted into any word processor and edited to suit you and the recipient. I seldom sent my notes, but when I do, I always edit them.

We briefly reviewed the Gen-Book program, which is a separate program that generates a book by converting your database information into sentences and importing this information into WordPerfect or MS Word. Gen-Book will not work with MS Works. The advantage of Gen-Book is that it gives the user many, many more options on which information is to be included and the format that the information will appear in the book. Once the information is in a word processor, the author has all the power available in that processor.

Two sample copies of the genealogy "book" are sent with a cover letter explaining the project. One copy is marked "Correction Copy" with a red rubber stamp to

reducenegative opinion. Always include an SASE for return of the "Correction Copy." I never send family group sheets to a relative unless I know they are a genealogist.

WordPerfect

August 3, 1998

Jeff Sinn

The August 1998 meeting of the WordPerfect SIG began, as always, with questions from the floor. Why does my address book in WP Suite 7 lock up? Since we only had WP Suite 8 installed, we tried that and, of course, it worked perfectly. No one else was having the same problem, so we were unable to properly answer the question. Anyone out there solved this one?

The main program for the evening was Richard Baznik discussing the use of Templates. I have found that templates are some of the most powerful features in WordPerfect — and from my observations, one of the least utilized. Everything in WordPerfect is done in a Template — even the blank document screen you see when you first start WP is the default template. This is used to establish the page size, orientation, tabs, margins, font, etc. that you routinely use. However, there are many special templates provided by WP that do a variety of tasks, such as calendars, letterheads, invoices and legal pleading paper.

The Templates supplied by WP can be found by going to *File | New*. There are a number of categories including Auto, Business Form and Legal. In each category there can be up to a dozen different Templates. Most of these come with an on-screen guide showing how to use them.

Dick then showed us how to create our own template, in this case, a memo form. Start by going to *File | New*, then click *Options* and *Create New WP Template*. You are then presented with a fairly normal looking editing screen with the addition of a special power bar. You can then place anything on this "form," such as To, From Date, and Subject lines. Then, you can create prompts to insert the variable data into the template. From the special power bar, click *Build Prompts*, then *Add* to add a prompt to your list. Then select a location on the template

where the data should go and click on *Paste*. Then when you invoke the template, you will be prompted for the desired information that will then be inserted in the proper location. Your templates can always be edited by selecting the template in *File | New*, then clicking on *Options* and *Edit WP Template*.

Now, on to some business. Because of the Labor Day holiday, there will be no WordPerfect SIG in September. We will be back in full operation on the first Monday in October. Frankly, the attendance at the SIG has dropped off considerably over the course of the last few months. While this can partially be attributed to summer vacations and the general decline in membership in OCIPUG, if there is little interest in the WordPerfect Office Suite, I do not see much reason to continue the SIG. I think Dick, George and I are willing to keep it up, but there has to be some significant participation from the membership. After all, I think SIGs are meant to provide a place to share and not just a monthly class. So if you want to see this SIG continue, please show up on October 5. I think we are going to have a good program — we will continue to look at templates and how you can use the Windows Registry to automatically increment Invoice Numbers. We will also review the use of fonts — how to get the one you want off of the Corel CD, the proper typefaces for headings and body text, do's and don'ts about typography and some additional points on how to make your documents look more professional.

Shareware "4" U

Bev & Bob Blakeley

Magic Folders: Lets you choose any folder on your hard drive and will make and all that it contains invisible at the push of a button.

Thanatos 3D: An action shoot-um-up game that features 360 degree attacks. As the hero, you must find the five magic crystals that will give you the power to defeat the Mad Magician.

Cyber Kit: It will provide you with just about everything you need to find and retrieve information about routes, servers, DNS and more. It includes Ping, Trace Route, Finger, Whols, Quote of the day, Name Server Look Up, Time Synchronizer, DB Scanner, Check for New Mail, all in one easy-to-use interface.

Get Right: This will give you a big advantage over the standard download ability that is built into our web browser. It will gracefully recover and resume from the many errors that may happen when downloading, resume that download, and only recover the remaining portion of the file.

Reptile: Make tiled backgrounds with textures. The images, animations, bordered sets and text can be quickly and easily incorporated into web pages, PC desktops and more. Super- wide range of creative modification that you can make to over 100 preset textures with random noise and shapes or even with other graphics.

Yahoo Pager: It offers their pager as a free service and provides its users with the standard features and others that might be options in other pagers.

Hot Dog: A fast, flexible friendly way of creating HTML and documents for publishing on the Web. Powerful features, pricing and support for all HTML. Highly rated around the world.

Photovision Pro: An image manipulation conversion, compression, slide show, and screen capture program. 50 special effects, including emboss, postize, mosaic etc. Draw shapes or images with great control over brightness, hue, palette and every element of image effects.

Win Dates: A graphically appealing, easy-to-use Windows 95/NT reminder program. Alarm function, monthly calendar. Program all your important dates and times and then relax.

More to see at the Library table. Drop by and have a look.

Just for the — DASH- of It

Continued from page 11

of an em quad. These were used for centering short lines and small headlines.

Many type sizes have special names. An "elite" typewriter had slightly smaller letters and produced 12 characters per inch. The term "elite" is a typewriter size, not a printing type size. If you have ever wondered about that small type for which you need a magnifying glass to read when you get older, it is probably "agate." Agate is 5½ points, and is usually the smallest type size you will see in normal use, although there are smaller sizes. Most people have difficulty reading anything smaller without magnification. Do you know the name for 6-point type? It is "nonpareil" (non-per-el'). The names of some of the other sizes of type are as follows: 4½ point is Diamond; 5 point, Pearl; 7 point, Minion; 9 point, Bourgeois; 11 point, Small Pica; 14 point, English; and 18 point, Great Primer.

This is 6 point Times. Agate is slightly smaller than this

Gene's Scene
Capital PC User Group, *Monitor*, p23,
September 1998

Minutes and Announcements

MINUTES OF THE EXECUTIVE BOARD

August 31, 1998

A quorum being present, the meeting of the Executive Board of OCIPUG was called to order by President Preston Hill at the Resource Center, 1520 Brookhollow Drive, Suite #38, Santa Ana, California, at 7:06 p.m.

Officers present

Preston Hill Tony Dopazo
Wayne Ali Larry Pearce

Directors present

Richard Black Arlene Solomon
Richard Hunter Don Testa
Chris Lloyd

Absent: Dean Sowers, Ed Wolfe

Guests: Red Davidson, Sue Hayes, Kevin Moser, Rob Nelissen, Leonard Robertson, Maurie Seymour, Steve Schiffman, Bruce Williams,

(Note that the Director's Review and Action Package and Supplemental discussed at the Board meeting includes details of the summaries reported in, and supplements, the official minutes. A copy is posted on the SIG Room A bulletin board.)

APPROVAL OF MINUTES

It was noted the Facilities Committee report should reflect \$148 was gained by the sale of surplus equipment.

MOTION

Mr. Hunter moved, seconded by Mr. Pearce, the minutes of the July 27, 1998, Executive Board meeting be accepted incorporating the noted correction. Motion Carried

APPOINTMENTS

President Hill accepted Chris Lloyd's resignation as a Director and Program Committee Chair. Mr. Lloyd is resigning for personal reasons. He has stated he will assist the new Program Chair.

President Hill appointed Leonard Robertson to complete the balance of John Gallie's term through 1999. Appointment of a Director to fill Mr. Lloyd's vacancy was deferred to the new Executive Board.

It was moved by Mr. Pearce, seconded by Mr. Dopazo, and carried to accept Mr. Robertson's appointment. President Hill administered a statement of office.

President Hill acknowledged, Facilities Committee Chair Red Davidson's request to be relieved of the maintenance of the Resource Center's computers. President Hill appointed Steve Schiffman as Facilities Chairman for Computer Maintenance.

PRESIDENT'S REPORT

President Hill delivered his final report for his term. He thanked all the current Board members for their cooperation and dedication this past year.

President Hill briefly reported on his attendance at the Southwest Users Group Conference in San Diego. He has sent e-mail follow-ups to the vendors he contacted to request donations for our October auction.

President Hill noted his presentation of certificates of Appreciation to the following persons

Richard Black for his extraordinary dedication as a Director for the term 1996 to 1998.

Richard Hunter for his extraordinary dedication as a Director for the term 1996 to 1998.

Dean Sowers for his outstanding service as SYSOP and Director for the term 1996 to 1998.

Betty Haight, widow of Harv Haight, for Harv's dedicated and loyal support since November 20, 1985

Marilyn Mann, widow of Jerry Mann, at Jerry's memorial service for his dedicated and loyal support of Program activities since January 31, 1993.

Lorena Luke, West Coast Internet, for helping correct OCIPUG's Domain Registration.

West Coast Internet for providing free e-mail service since January, 1996.

SECRETARY'S REPORT

Secretary Ali reported on correspondence received. A brief review was made of the products received for the auction and product evaluations.

The U.S. Post Office has given us notice **our mail will not be forwarded** from our old address any longer. Mr. Ali has been sending change of address letters. This change should not be detrimental.

CHIEF FINANCIAL OFFICER/ TREASURER'S REPORT

CFO Pearce reported on our income and expenses to date. Some monies were transferred between accounts. Mr. Pearce reviewed our monthly renewals and expenses to date. Donations were made by Messrs. Hill and Moser to defray the over budget expense of flowers for Harv Haight's funeral.

LIASION/COMMITTEE REPORTS

ELECTION COMMITTEE

Steve Schiffman, co-chair, reported the 1998 election results

President: Wayne Ali
Vice-president: Don Testa
Secretary: Robert Nelissen
CFO/Treasurer: Larry Pearce

Directors for the 1998-2000 2 year term
Sue Hayes
Jeanne Levan
Dennis Walz
Bruce Williams

Directors continuing in office
Chris Lloyd
Arlene Solomon
Ed Wolfe

Communications - Liaison Director Black reported on the switch over to InReach as our Internet Service Provider. We have an issue with our domain name being correctly

submitted. Approval of the change over
depends correction of our domain name.

Advertising - Chair Bruce Williams reported he is pursuing placement of our User Group information in *Microtimes*. He will be arranging placement of business card ads in *Readme.Doc*. He will contact membership accounting, Ken Paeth, to get information for contacting members for help.

Bbs - Co-sysop - Tony Dopazo reported we have 3 lines up and running.

Membership - Liaison Director Hunter reported on an analysis of non-renewing members. We need help on calling renewing members.

Ken Martin will be assuming the generation of our mailing list. Mr. Hunter will remain available to assist this committee after his term as Director expires.

Activities - Liaison Director Lloyd - reported on programs scheduled through December. A discussion was had about preparation for the annual auction and program presenters.

Facilities - Chair Red Davidson reported air conditioning will be available 40 hours per week in the Resource Center:

Monday - Friday 1:00 PM to 9:00 PM

Saturday - 8:00 AM to 4:00 PM

No A/C on Sunday

Mr. Davidson acknowledged Kevin Moser, a founding member of OCIPUG, as being very active in many aspects of our Group and a key person in our success.

MOTION - Recognition of Kevin Moser's contributions

Mr. Black moved, seconded by Mr. Dopazo, and carried that Kevin Moser be recognized for his contribution of time and money to the facilities committees and in service to OCIPUG.

Calendar Specialist - Maurie Seymour presented the 1999 calendar. He observed there are 4 months in 1999 when the Board meeting precedes the General Meeting (January, February, July and October.)

MOTION - Mr. Pearce moved, seconded by Mr. Dopazo, and carried the 1999 calendar be accepted as presented.

Budget - Director Hunter presented the budget for 1998 - 1999 for consideration.

MOTIONS - Acceptance of 1998-1998 Budget

Mr. Hunter moved the 1998-1999 budget be accepted with \$14,000 on account 4100, Member Dues/Regular, and \$9,000 on account 4200, Advertising and Newsletter. The motion died for lack of second.

Mr. Pearce moved, seconded by Mr. Dopazo, to accept the budget with increases of \$4,000 in account 4100 and \$509 in account 4200 to balance the budget.

Consensus was reached that a balanced budget is better to accept than an unbalanced budget.

A hand count showed 7 for, 1 abstention, to carry the motion.

NEW BUSINESS

The following new business items were deferred to the new Executive Board:

Appointment of a Director to replace Chris Lloyd,

Replacement of the Program Chairperson,

Establishment of a SIG to develop database entry forms,

Positions for coordination of database activities (Fran Binherio and Leota Olsen),
Phone Bank

ADJOURNMENT

Mr. Dopazo, seconded by Mr. Black and carried, to adjourn the meeting at 9:20 p.m.

NEXT MEETING The next meeting of the Executive Board will be Monday, September 28, 1998, at the Resource Center. Deadline for Board Action Package submissions is Wednesday, September 23, 1998.

Respectfully submitted,

Wayne Ali, Secretary

OCIPUG

SUPPORT

The members listed below have generously offered to serve as resources for other members in need of assistance with specific hardware or software problems. They are there for you, but please bear a few things in mind:

The times listed are when these volunteers are available to assist you. Please respect their times by limiting your calls to the hours indicated.

Your questions should be specific and reasonably brief. Consult your manual, tech support, etc., first, so as not to take up their time needlessly.

All of our volunteers have expertise in the areas shown, but nobody knows everything, so be understanding by not expecting them to know everything.

This service is free, available to our members only. Our volunteers are not doing this for personal gain, but as a service to benefit their fellow PC users, thereby making OCIPUG a stronger organization.

Abraxas

Kevin Post — Anytime.....969-9495

AccPac Simple Accounting

Ron Collins — 6-10 p.m. M-F

Wkends after 9 a.m. 493-6520

Christian Malm — 9 a.m.-9 p.m. M-F

Anytime Wkends..... 966-5339

Ami Professional

Stan Sabin — 5 p.m.-9 p.m. M-F 968-7307

Richard Sinor — 6 p.m.-10 p.m. 951-1892

Approach

Maurie Seymour-9 a.m.-9 p.m.M-F 633-2914

BBS (Bulletin Board Service)

Preston Hill — 9 a.m.-9 p.m.....893-2403

Dean Sowers 10 a.m.-9 p.m.531-0477

BASIC

Herb Huey — 6 p.m.-10 p.m. 525-1608

Borland Delphi

Maurie Seymour — 9a.m.-9p.m..... 633-2914

Champion Business Systems

Kevin Post — Anytime..... 969-9495

Clipper

Bob Wendorf—Anytime.....892-1031

Corel's Ventura

John Goodman — 2 p.m-12 mid.....537-6400

(Preferred):john@agoodman.com

dBase IV

Preston Hill — 9 a.m.-9 p.m. 893-2403

Digital Photography and Scanning

Ken Martin—8 a.m.-11p.m. except Sunday

.....637-5577

Rex Sutton—9 a.m.-10 p.m...949-786-5862

dBase Programming

Tom Toner — 10 a.m.-8 p.m..... 537-9175

Disk & Memory Management

John Goodman — 2 p.m.-12 mid.....537-6400

(Preferred):...john@agoodman.com

Bill Krehbiel — 24hrs daily 645-8561

DOS

Herb Huey — 6:00 p.m.-10 p.m.....525-1608

John Goodman — 2 p.m.- 12 mid...537-6400

(Preferred):...john@agoodman.com

Bill Krehbiel — 24hrs daily 645-8561

Excel

Herb Huey — 6:30 p.m.-10 p.m. 525-1608

Fortran

Herb Huey — 6 p.m.-10 p.m. 525-1608

FoxPro

Stan Hetrick — 6 p.m.-10 p.m. M-F

Anytime Wkends 774-3115

Genealogy

Stan Sabin — 5 p.m.-9 p.m. M-F 968-7307

Preston Hill— 9 a.m.-9 p.m. 893-2403

Hardware

John Goodman — 2 p.m.-12 mid.... 537-6400

(Preferred):...john@agoodman.com

Bill Krehbiel — 24hrs daily.....645-8561

Internet

Richard Armenteros—6pm.-11pm.....378-9311

MAS 90

Christian Malm — 9 a.m.-9 p.m. M-F

Anytime Wkends..... 966-5339

Microsoft Word

John Goodman — 2 p.m.-12 mid...537-6400

(Preferred):...john@agoodman.com

Microsoft Works

Bill Krehbiel — 24hrs daily.....645-8561

PC Tools

Preston Hill — 9 a.m.-9 p.m.....893-2403

PageMaker

Preston Hill — 9 a.m.-9 p.m.....893-2403

Paradox DOS/Windows

Jim Samuelson — 6 p.m.-10 p.m. 472-9822

PerForm

Richard Sinor--6 p.m-10 p.m.M-F951-1892

QModem/ProComm

Bill Krehbiel — 24hrs daily.....645-8561

Quattro Pro

Preston Hill — 9 a.m.-9 p.m. 893-2403

QuickBooks for Windows

Cathy Hall — Anytime 434-7307

Max Lockie—6 p.m.-9 p.m.720-8170

Quicken

Preston Hill — 9 a.m.-9 p.m. 893-2403

Ron Ross — 6 p.m.-10 p.m. M-F

Anytime Wkends 964-5137

Quickpay

Ron Ross — 6 p.m.-10 p.m. M-F

Anytime Wkends.....964-5137

Real Estate Software

Stan Sabin — 5 p.m.-9 p.m. M-F .. 968-7307

Stacker

John Goodman — 2 p.m.- 12 mid... 537-6400

(Preferred):...john@agoodman.com

Bill Krehbiel — 24hrs daily.....645-

8561

Visual dBASE

Max Lockie— 6 p.m.-9 p.m.....720-8170

Windows 3.x and 95

Richard Hunter—9a.m.9p.m.M-Sa968-6362

Bill Krehbiel — 24hrs daily.....645-8561

Bill Phillips—9 a.m.-9 p.m.....281-8171

WordPerfect

Preston Hill— 9 a.m.-9 p.m.....893-2403

Richard Baznik—9 a.m.-6 p.m.....669-8974

Note: If you would like to be listed here as a volunteer to help with any PC-related subject, please call Preston Hill (714) 893-2403 or leave a message on the BBS. We need volunteers in many more software and hardware areas. The success of this program depends on your help.

OCIPUG Executive Board

Officers

President	Wayne Ali	972-4695
Vice President	Don Testa	840-5300
Secretary	Robert Neilissen	998-8276
Treasurer	Larry Pearce	543-5661

Directors

Sue Hayes	2000	373-6931
Jeanne Levan	2000	545-6740
Leonard Robertson	1999	855-3030
Arlene Solomon	1999	891-3889
Dennis Walz	2000	545-1762
Bruce Williams	2000	744-4951
C. Edward Wolfe	1999	646-5608

OCIPUG Information & Resources

Bulletin Board	751-3242
OCIPUG Information & Message Hotline	662-2939
OCIPUG Emergency Line	662-2539

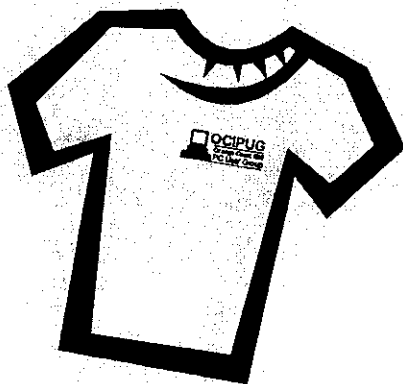
People and Numbers to Know

(Subject to change)

Advertising	*Jim Brock	966-1163
BBS Committee	Ed Miller	470-9319
Calendar Specialist	Maurie Seymour	633-2914
Community Outreach	*Arlene Solomon	891-3889
Elections Committee	Steve Schiffman	531-0376
Facility Improvement	Red Davidson	548-0413
Library Committee	Bob Blakeley	549-0958
Long Range Planning	Richard Hunter	968-6362
Marketing Committee	Bruce Williams	551-5357
Membership Accounting	*Kenneth Paeth	544-5158
Membership Services	*Richard Hunter	968-6362
Newsletter Editor	*Norman Bergman	536-2951
Newsletter distribution	Michael Conway	962-2194
Newsletter layout	Charles Schreiber	377-0439
Nominating Committee	Morris Fier	646-8292
Policies & Procedures	Kevin Moser	631-2966
Program Chairman	*Chris Lloyd	894-4837
Property Committee	*Ed Wolfe	646-5608
SIG Operations	*Preston Hill	893-2403
SIG Topics coordinator	Bill Splitter	846-5652
SIG Guide editor	Karla Heider	770-6356
Publications Comm.	*Rusty Hupy	827-3323
Rules & Bylaws Comm	Ed Miller	470-9319
SYSOP	Dean Sowers	531-0477
Webmaster	Michael Moore	535-0608

*Members needed to fill these positions.

Get your OCIPUG golf shirt at the next general meeting.



ONLY A \$ 15.00 DONATION!

HONOR ROLL

The members of OCIPUG thank the following individuals who, since 1 September 1997, have generously donated money and/or equipment for the betterment of OCIPUG and its facilities :

Anonymous	Kenneth Paeth
Raymond Adams	Bill Phillips
Allen Ashley	Robert Rank
Larry Bailey	Reg Roberts
Norm Bergman	James Rogers
James Chambers	Harry Role
Red Davidson	Raymond Ross
Donald Franklin	Dean Schwarz
Marilyn Fry	Ned Stewart
Ed Hoy	Terry Thomas
Helga Kimball	Audrey Wolden
Bill Krehbiel	Carl Yost
Kim Kymlicka	
Alex Lancaster	
Jeffrey Metzel	
Kevin Moser	

Coming Up . . .

21 November 1998

Syquest

— High Capacity Removable Drives

MGI

— New Improved Photo Suite

19 December 1998

Mijenix

— Enfish

Adaptec

— SCSI and RAID Boards

Copy deadline for November *Readme.Doc* articles, reports, reviews, and other copy is October 9, 1998.
Copy received after deadline may be held for future issues.

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2973 Harbor Blvd Box 621
Costa Mesa, California 92626-3934

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