

Orange Coast IBM PC User Group

README.DOC



October 2000

Newsletter

Volume 16.10

General Meetings are held from 9:00AM to noon on:
28 October 2000
 For details see inside pages of this issue, Web Page, or Information Line

Meetings of the Executive Board will be held at 7:00PM on:
30 October 2000

All OCIPUG members are welcome.

Special Interest Group (SIG) meetings are held monthly as follows:

- 1st Saturday, 1:00PM - New User
- 1st Wednesday, 7:00PM - Internet
- 2nd Tuesday, 7:00PM - Hardware
- 2nd Wednesday, 7:00PM - Genealogy
- 3rd Wednesday, 7:00PM - Windows
- 4th Wednesday, 7:00PM - Digital Photo

ALL MEETINGS ARE HELD IN THE COSTA MESA SENIOR CENTER AT THE SOUTHEAST CORNER OF 19TH AND POMONA

OCIPUG Web Page: www.ocipug.org

OCIPUG Information line: 714-662-2939

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Elections Committee	Tony Dopazo	714-897-3912	tdopazo@ix.netcom.com

See mailing label for membership expiration date.



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OCIPUG Members

as of 13 October 2000

We welcome you who have joined OCIPUG during the year 2000.

May you learn tips and tricks from others, contribute suggestions of your own, and enjoy the camaraderie of your fellow members.

Bonnie Cox Michael Cox Betty Gillespie Frank Mastroly Paula McGee
Tom Murphy Carolyn Niefeldt Jack Niefeldt Patricia Noling
Peter Noling Vivian Stimson Ruby Strader Sandi Tierney

Notify Ken Paeth, 714-544-5158, <kenpaeth@bigfoot.com> or Larry Pearce, 714-543-5661, <larry.pearce@juno.com> of any discrepancies.

31 August 2000

Charles W. Cook
Bill Krehbiel
Richard De Lapp
Jeffrey Metzler
Pano Rezinias
Ron Ross
Thomas Skudlarski
Laura Smith
Art Stolins
Jonathan Wash
Megan Wash
Ruth Wash
Carl Yost

30 September 2000

Richard Baznik
Jack Fullerton
Katie Fullerton
Mary Fullerton
Scott Fullerton
Todd Fullerton
Jim Hicks
Russell Hoffman
William McClain
Victor Olcott
Franklin Olson
Josephine Wilde
Dina Wiley
Sam Wozniak
Shirley Wozniak

31 October 2000

Richard Black
John Donovan
Marilyn Fry
Herbert Huey
Sumi Onodera
William Singleton
Seymour Spiegel
Frank Yaeger

31 December 2000

Allison Kincheloe
Frank Mastroly
Larry Pearce
Nita Pearce
Sandi Tierney

31 January 2001

Jody Ali
Wayne Ali
Mike Conway
Farrell Eagle
Bernie Goldware
Thomas (Tom) Murphy
Anthony "Mel" Mellini,
Sr.
Leonard H. Stein
Jim Stolp
David Yap

28 February 2001

Marcia Aoki
Mark Aoki
Midori Aoki
Ron Aoki
Dave Armstrong
Peter Christie
Donald Crow
Adele Elliott
Michael Elliott
Betty Gillespie
William (Bill) Goldwag
Barbara Grady
Guy Gum
Richard Herman
William Jennings
Will Luijt
Robert Lynch
Barbara Nash
Robert Olca
Dino Panicacci
Robert Rank
Donna Springer
Michael Springer

31 March 2001

Pat Cohen
Michael De Falco
Muriel Fitzsimmons
Thomas Fitzsimmons
Don Krueger
Alex Lancaster
Taoward Lee
Charlie Oostdyk
Charles Schreiber
Bill Splitter
Henry Trinh
Hugh Wilkoff

30 April 2001

Jack Bentley
Anthony Dopazo
Annabelle Farago
Henry Guttentag
Roger Hughes
Paula McGee
Margaret Morgan
Ralph Morgan
Carolyn Niefeldt
Jack Niefeldt

31 May 2001

Cecil R "Red" Davidson
Morris Fier
Edward Fitch
John Gallie
Kevin Moser
Jack Starbird
Lynda Starbird
Audrey Wolden

30 June 2001

Bonnie Cox
Michael Cox
Dick Cruce
Elvin (Al) Daugherty
Phyllis Daugherty
Christina "Chris"
Davidson
Dan Dickinson
Preston Hill
Steve Kilmer
Roman Kramarsic
Oscar S "Ed" Leckliter
Paul Melton
Michael Moore
Kenneth Paeth
Leonard Robertson
Nicholas Shishkoff
Dennis Walz
George Williams

31 July 2001

George Austin
Donald Bixler
Keith Campbell
Karl Cook
Edward Eales
Dennis Matthews
Jim Petit
Don Reis
Jerry Rounsavell
John Scott

31 August 2001

Frank Disparte
Warren Frandsen
Bob Fulkerson
Richard Hunter
Jeff Sinn
Robert Strader
Ruby Strader
Larry Thomas
Patricia Thomas
Robert Walker
Barto Wash

30 September 2001

Jesse Bequette
Marshal Boslow
Patricia Noling
Peter Noling
Ned Stewart
Vivian Stimson
Joseph Zebrowski

28 February 2002

Jim Kirkpatrick
Dennis Martin

30 June 2002

W.F. "William" Phillips

Honorary

Steve Gibson
John H. Goodman

SCHEDULES AND REPORTS OF EVENTS

General Meeting Program

28 October 2000

Note: Schedule times are subject to change as meeting requirements indicate.

Random Access/Q & A	
Michael Springer	8:30 - 9:00
President's Message	
Robert Walker	9:00 - 9:05
SIG Meeting Reports	
Richard Hunter	9:05 - 9:15
SIG Coordinator	
Randy Whittle	9:15-10:45
Break	
	10:45-11:00
	11:00-12:00
Internet	
Michael Moore	12:00-12:15
Drawing	
	12:15-12:30
Adjourn	
	12:30

Randy Whittle will be back with a all new program from MicroVision Development, Inc. The Premier CD Labeling Software and will have a general class on how to burn our own CD and DVD's this is a program that you do not want to miss

Design and Print Your Own CD R/DVD, Jewel Case and other media labels

SureThing Office Labeler Features

SureThing Office Labeler is the new name for DesignExpress for Labels. Same great software, exciting new future!

Feature Highlights

Smart Designs

Put a design professional inside your computer. Smart Designs automatically create designs for all the most common tasks. Variations for layout, graphic elements and font selections are a mouse click away.

Label Sets

At last, you can design more than a single label to be printed in one pass. No more messing with merge files to come up with a half-way solution. Simply press Duplicate Design, and a second copy is automatically generated. Perfect for disk labels, name tags, business cards, etc.

Text Effects

Make your designs stand out with Text Effects. Wrap text around curves, set it on an angle or an arch, rotate it, etc. Create full-colored text fills and drop shadows.

Full Merge Capability

On those occasions when you need full merge capability, Office Labeler makes it a

snap. Insert all your merge fields in one quick step. Fully compatible with standard formats such as dBASE and ASCII delimited.

Create and manage small databases directly within Office Labeler.

'This powerful program is so easy to use it's almost amazing.' Works with CD Labels from Avery, Neato, Memorex, CD Stomper, Stick-It and More.....

Browsable background and clipart libraries. Create sizzling labels using SureThing's unique SmartDesigns and Text Effects

Perfect for all media including Zip, Jaz, Audio Cassette, MiniDiscs and more! Easily Scan and Print your favorite CD Titles.

Special Interest Group (SIG) Topics

Richard Hunter, SIG Coordinator

(All Special Interest Group (SIG) meetings are held at the Costa Mesa Senior Center on the southeast corner of 19th and Pomona at the times noted below.)

November

New User - 1st Saturday, 1:00PM

John Lunsford 714-995-0947
jlunsford@gentech.com

4 November

Internet - 1st Wednesday, 7:00PM

Michael Moore 714-535-0608
mmooore@inreach.com

1 November - Call SIG leader for topic

Hardware - 2nd Tuesday, 7:00PM

Ed Leckliter 310-944-6453
eleckliter@home.com

14 November - Call SIG leader for topic

Genealogy - 2nd Wednesday, 7:00PM

Richard Hunter 714-968-6362
rthunter@bigfoot.com

8 November - Call SIG leader for topic

Windows - 3rd Wednesday, 7:00PM

Richard Hunter 714-968-6362
rthunter@bigfoot.com

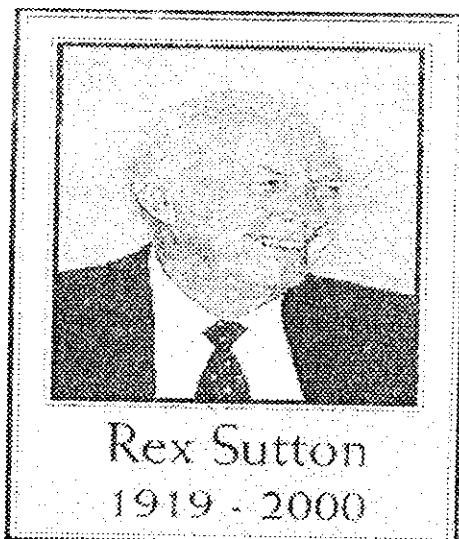
15 November - Call SIG leader for topic

Digital Cameras and Scanning -

4th Wednesday, 7:00PM

22 November - Call SIG leader for topic

President's Message



I am sad to report that Rex Sutton, member of OCIPUG and leader of our Scanning and Digital Camera SIG passed away from complications of his heart attack, Saturday September 30 at 6PM. His memorial service was held Friday October 6th at Waverly Chapel in Santa Ana. Many members of OCIPUG attend his memorial service.

Rex's family has donate Rex's projector to our club as a tribute to Rex and his service to his friends at OCIPUG.

From all of us at OCIPUG We convey our sincere condolences to Rex's family on their loss. In memory of Rex Sutton who gave of himself on countless occasions to us at OCIPUG we will have a engraved metal plaque put on his projector in memory of Rex and his family as a tribute of his willingness and devotion to his fellow members of OCIPUG, that will not be forgotten.

I would like thank Red Davidson, Tony Dopazo, and Kevin Moser our bylaws committee, for the many hours they have put into updating our Bylaws.

We have many hard working volunteers, thank you Richard Hunter, Ed Leckliter, Michael Moore, Bob Strater, and John Lunsford leaders of our SIG groups for the excellent work you are performing for our members.

Our Senior Net staff put in many long hours preparing lessons, teaching, and coaching in the computer class at the Senior Center.

Our last meeting was a outstanding program by Randy Whittle. Randy will be back for our October 28th meeting with a great program that you do not want to miss.

Past President Len Stein is forming a committee to discuss OCIPUG annual goals and long term planning. If you have a good suggestion talk to him at our October meeting.

Herb's Hangout

Herb Huey



A Videographer's Dream Computer - Part 2

Last month I presented a videographer's dream computer for video editing and talked about CPUs and motherboards. This month we will look at RAM, hard disk and video display requirements. Products like MGI VideoWave III, presented at the last General Meeting, make great demands on your computer system. Some OCIPUG members were surprised when I said that a 60GB hard drive is barely adequate if you want to do video editing. A good rule of thumb is that one second of video requires between 5MB to 10MB. That means one minute of video is 300MB to 600MB of storage and a two hour video requires 30.6GB to 61.2GB of storage. If you are actively editing a two hour video then you will also need a lot of memory as well as CPU horsepower.

RAM

RAM (Random Access Memory) comes in various flavors and speeds. For years, DRAM (Dynamic RAM) was the standard but now SDRAM (Synchronous Dynamic RAM) is the norm running at 66MHz and 133MHz speeds. RAM is most useful when matched to the speed of the chip set used in the motherboard. That way the CPU can run efficiently sending out data and not having to wait for data to arrive. Today's faster computers use at least PC100 SDRAM or faster matched to the motherboard's bus speed.

RDRAM (Direct Rambus DRAM) made by Rambus, Inc. operate at speeds up to 800MHz. This translates into a 1.6GB/sec transfer rate going to/from the memory banks. RDRAM is useful for multimedia, streaming video and graphics intensive software but the software must be rewritten to

take advantage of the RDRAM's extra capabilities. The Intel 820 chipset was created to take advantage of RDRAM but RDRAM is frightfully expensive, around \$800 for 128MB. DDR-SDRAM (Double data rate SDRAM) is even faster clocking at 200 MHz. RDRAM is not only expensive but in short supply so Intel created the 815E chip set, which has all the capabilities of the Intel 820E except it is matched to ordinary SDRAM.

Hard Drives

One of the slowest components in your PC is the hard drive. Most systems sold at the chain stores use EIDE (Enhanced Integrated Device Electronics) hard drives. EIDE drives attach directly to the motherboard (no interface card required) with up to four drives (three if you have a CD-ROM/DVD). Most drives and motherboards use the ATA/66 (Advanced Technology Attachment) or Ultra DMA/66 (Direct Memory Access) interface moving data at 66MB/sec. This is the maximum transfer rate capability of the motherboard. Most hard drives can spin their platters at 5400rpm and sustain a data transfer rate of 24 MB/sec. Uncompressed NTSC video runs at 30MB/sec. DV camcorders are capable of 25 Megabits/sec or 3.1MB/sec

Future generations of hard drives will be even faster. Today's expensive drives can spin their platters at 7200rpm and even 10,000rpm allowing the hard drive to transfer data more quickly. They contain the technologies of tomorrow. Furthermore, we can expect newer hard disks will be able to cram more data into the same space as today's drives. Serious PC users have fast SCSI (Small Computer System Interface and pronounced "skuzzy") hard drives. The hard drives are more expensive than their EIDE counterparts and require an interface card. The fastest versions are now the Ultra SCSI with a transfer rate of 80MB/sec and the Ultra 160 SCSI at 160MB/sec.

DVDs

Many computers now contain DVD (Digital Versatile Disc) players instead of CD-ROM players. While DVD players can play CD-ROMs, the main feature of DVD players is playback of MPEG-2 (Motion Picture Experts Group 2) compressed imagery. Many DVD players contain a built-in de-

coder or a separate decoder card. However, PCs with do-it-all Swiss Army knife motherboards, using the Intel 810 chipset, force your CPU and software to do all the MPEG-2 decoding. Any PC slower than 350MHz will drop frames or suffer from image distortion due to CPU overload. Some video cards from ATI and others contain the MPEG-2 decoder freeing your CPU for more important work.

Video Cards

Today's video cards all use the AGP (Accelerated Graphics Port) slot on the motherboard rather than the slower PCI (Peripheral Component Interconnect) or even worse, the ancient ISA (Industry Standard Architecture) slot. All modern video cards contain their own on-board SGRAM (Synchronous Graphics RAM) giving them the ability to handle fancy 3-D graphics, texture maps and video applications. AGP cards operate at a clock speed of 66MHz processing 266Mb/sec but the latest AGP-4X cards process four bytes of data per clock cycle giving them an effective speed of 1066Mb/sec or 133MB/sec. In order to take advantage of this speed, the following conditions must be met; the motherboard must use either VIA Technologies or Intel (815E, 820, or 840) chipsets, operate a 133MHz bus and run either Windows 98, ME, or 2000.

To Build or Buy?

Now that we know that the CPU, motherboard, chipset, RAM, hard disk, video card and other components must be fine-tuned to work together as a team let's look at some of the pitfalls in buying an off-the-shelf PC. If you go through the Sunday newspaper, you will find dazzling ads from Fry's and Circuit City for loaded systems with many of the features that we have been discussing for under \$2000 and the \$600 systems also look pretty good. In order to get a true videographer's PC you must be aware of the pitfalls before buying such a system.

Many PC manufacturers, especially Compaq, design their own PCs with proprietary parts. Many of the fancy cases may not readily accept third party parts so upgrading may be difficult. If you buy a mini-tower case, you will have limited expansion capability. Are there enough drive bays to

add that DVD player, extra hard drive or CD-RW burner? Of course with USB (Universal Serial Bus) ports you can add these components externally but you may actually run out of outlets on your power strip! You need a standard ATA case to house a standard size motherboard. Standard motherboards usually offer an AGP slot, four or five PCI slots, and four memory slots for maximum flexibility.

A proprietary mini-tower case may house a Swiss Army knife motherboard with the modem, graphics and sound built-in. The motherboard may have a limited set of expansion slots (one or two slots). You may not be able to add that hot ATI or 3DFX video card or Sound Blaster Live sound card to your system. Some motherboards are limited to two memory slots making memory upgrades more difficult. At this time, most PCs don't have IEEE-1394 serial ports, which allow direct connections to many digital cameras and DV camcorders. Look for PCs that contain IEEE-1394 ports or get a video editing card.

Another alternative is to get a system integrator house to put together your videographer's dream PC. Get a full tower case so you can add all the extra drives that you want. Another advantage to using a system integrator is that they will install your operating system, burn in your system to prevent infant mortality and provide a guarantee. You also have another resource to contact when your PC acts up. Which ever direction you choose, do your homework, ask questions and get the PC that you really want.

Ken's Korner TidByte

Dell Computer Provides Web School for Teachers

Ken Fermoyle

Teachers returning to classrooms this fall have an opportunity to become students themselves. Dell's Web School is ready to help them learn to use the Internet for research, lesson plan development and classroom instruction.

The Web School, a virtual classroom launched in mid-September, was developed by the computer maker after a recent Dell-commissioned survey of third, eighth and 12th-graders. The study found most students are more likely to learn about the Internet from their parents at home or from trial and error than they are to learn about it from teachers in school. The study also found stu-

dents are predisposed to use the Internet for education and Research. The Web School, located at www.dell.com/theweb-school, is part of a broader company initiative to help prepare students for success in the digital world.

According to the University of Texas Center for Electronic Commerce, Internet jobs increased by 36 percent last year in the United States to account for 2.5 million new jobs. As businesses continue to build their businesses on the Web, demand for tech savvy employees is expected to rise dramatically — becoming a competitive issue for businesses of all sizes and an opportunity for students with technology and Internet training and know-how.

"With 95 percent of all public schools wired for Internet access, we believe teachers and schools are our best hopes for training our students and overcoming social or economic barriers to Internet access," said Bill Rodrigues, vice president of Dell's education division.

The Web School includes a self-paced Know the Net course, developed by Dell and based on similar training provided to all Dell employees. Know the Net for Teachers helps beginning Internet users expand their knowledge of the Internet and its classroom uses. The Web School also contains links to useful teacher resources such as the ePALS Classroom Exchange and Blackboard.com; education news; products and services for teachers and schools, and information about Dell grant programs.

Know the Net for Teachers takes educators through a 20-question quiz that helps them master the history and navigation of the Web. It also introduces them to important research sites, lesson plans, and teacher and student community groups.

Dell's K-12 customers, including teachers and school district officials in Round Rock, Texas, and Nashville, Tenn., helped develop and test the site. Round Rock and Nashville are Dell's principal U.S. locations.

"This is a valuable resource for teachers, particularly for those with limited understanding of the Internet and even less time to learn about it," said Barbara Logan, instructional technologist for the Round Rock Independent School District. "Teachers can take the challenge in about 30 minutes and it's available round the clock."

(Author's note: We can only applaud this example of enlightened self-interest by Dell. Teachers, students and the computer maker all stand to gain from it. We can only hope that other high-tech firms see fit to develop more such innovative programs to help teachers of today prepare students for the demands of technology in the world of tomorrow. - K.F.)

Ken's Korner NewsByte

Relief in Sight from Barrage Of Irsome TV Commercials?

Ken Fermoyle

Are you fed up with the seemingly endless barrage of commercials crammed into your favorites TV shows and sports events? If so, join the club! But relief may be in sight, according to Electronic Digest (Sept. 5, 2000 issue).

The magazine reports that sophisticated new integrated circuit controllers will improve performance of Set-Top Boxes and Personal Video Recorders (STBs/PVRs). The new ICs will make the devices less expensive and more versatile. This should eventually change their status from novelties with appeal to a limited market of "early adopters" to appliances that gradually will take the place of today's VCRs.

Electronic Design also notes that the new controllers "can be used to manage arriving and departing data streams, into and out of set-top boxes, storage devices, digital TVs, PVRs," from a variety of sources, including broadband cable, satellites, terrestrial and IP (Internet Protocol) networks.

What does this have to do with computers? PVR technology is digital, like computers, not analog like VCRs, and data is stored on a hard drive, like computers, not on magnetic tape. A PVR will do everything that a VCR can, but with significant improvements.

For example, I have about given up on watching a lot of TV when it is aired, especially movies. Instead, I record them on a VCR and play them back later, fast-forwarding through commercial breaks. This scenario works even better with a PVR. You can record a program in real time but pause it at any point, at a commercial break, for example. The PVR keeps recording the program while you get fresh coffee, go to the bathroom or whatever. When you return and hit the Pause button again, the recorder picks up where it left off, playing the program back from the hard drive. Now you can fast forward quickly through the commercials and enjoy what you really wanted to see.

You will also be able to do your own instant replays; just rewind, then replay segments you want to view again. You can also pre-program a PVR to record favorite program automatically, just as with a VCR.

(Ed. Note: If you currently use a PVR and service like TiVo, Ken Fermoyle would love to hear about your experiences with these technologies for possible use in a future article. E-mail him at kfermoyle@earthlink.net.)

Ken's Korner

Content Copying Poses Legal, Ethical Questions

Ken Vermoyle

The growing trend of copying content, especially from the Internet, disturbs many of us involved in the creation and use of material for newsletters and websites. In viewing hundreds of newsletters and websites in recent years, I've seen many examples of plagiarism, copyright infringement and downright theft of intellectual property. The same holds true on many of the group and personal websites I visit.

I'm not the only one concerned. Knowledgeable editors and UG officers, including APCUG (Association of PC User Group) representatives, told me they also view it as a problem.

Actually, everyone should be concerned. Unauthorized copying could create legal difficulties for a group; it certainly poses ethical questions. Closer to home, if you have a personal or business website, you should be aware of copying do's and don'ts.

I believe illegal content copying usually results from lack of knowledge, not malicious intent. Material is so readily available on the Web, and we're so accustomed to unrestricted access, that it's easy to assume everything on it is up for grabs.

I'm no expert on copyright laws but over the past 50 years I have learned practical rules of thumb that most editors follow. However, advent of computers and the Net has raised all sorts of new questions, both legal and ethical, about copyrights and "intellectual property."

That said, let me give you my views on the subject.

First, fair game for use in UG media includes articles written specifically for such purpose: my Ken's Korner pieces, Bob Click's Deals column and articles distributed by APCUG. Most UGs allow other groups to reprint material from their newsletters, subject to some restrictions.

More free material is offered on Microsoft's Mindshare website, microsoft.com/mindshare/default.asp, and the User Group Network, user-groups.net.

Vendors' public relations releases also are legitimate freebies for use by editors and webmasters. A caution here: it may be a disservice to members to run such material "as is." It's a form of propaganda or advertising, remember, and often gives a much rosier view than a product or service deserves. I sometimes use PR releases as a basis or background for columns, but I research and/or get hands-on experience to

provide a balanced, more objective article.

Now for the no-no's.

Do not pick up magazine articles and reprint them in your newsletters or website without permission from the publication! The fact that they appear on a website does not mean they are public property.

The same goes for clipart, photos and illustrations. Unless specifically identified as available for use, free of charge, reprinting such material without permission is thievery. If you are a business owner, be aware that some material on the Web is available for reprint without charge to not-for-profit organization but not for commercial use.

Be sure to read the fine print, however on ANYTHING you reprint from the Internet. There usually are conditions attached. Some "free" material may not be used in publications that have a subscription fee, cover price or that contain paid advertising.

Quoting from external sources in articles or reviews is acceptable, if done judiciously. Use a short excerpt to illustrate a point but don't lift a significant number of pages and make it part of your article. Always identify such material by using quotation marks. Always give proper credit to the source. Typically, publications (and books) contain language like this.

"All rights reserved. No part of this publication may be reproduced or transmitted in any form by electrical or mechanical means, including information storage and retrieval systems, without permission in writing by the publisher." Often, in books, this phrase appears: "except by a reviewer who may quote brief passages in a review."

Before using any material from a Website, look for a statement that says that content on the site is freely available for copying and reprinting. Then read the fine print to be sure you understand the conditions of use. Only then can you legally and ethically copy and reprint text or images in your group or personal newsletter or Website.

If you don't find such a statement, look for a button or link marked "Copyright" or "Terms of Use." In commercial Websites, such a link takes you to a statement, similar to the following, on "Reproduction of Images and Other Copyrighted Material Found on Web Sites."

"You should be aware that it is illegal to reproduce or distribute copyrighted material without the permission of the copyright owner. Accessing images or text provided on Websites does not give you any rights to use them as you wish. Only the copyright owner, or the owner's legal agent, can give you permission to copy, distribute, or publicly display protected material. The copyright owner in most cases is the creator. Images are generally owned by the photog-

rapher; text is owned by the author."

The wording may be different, but the intent is always the same: To establish legal ownership of the publication or website content, and to warn off those who attempt to copy any or all of the content that it is illegal to do so without specific permission.

You might say to yourself, "My newsletter only goes out to a few hundred people; they won't mind if I copy this one article or photo."

Not so! That's somewhat like, if not exactly analogous to, a counterfeiter saying, "I'm just going to print up a few hundred \$20 bills so Uncle Sam won't mind."

Now the wrath of a copyright owner may not descend on you with the fury that the Treasury Department would bring down on a counterfeiter. Illegal copying could have embarrassing consequences if the copyright owner learns about the infraction and chooses to be hard-nosed about it. Even if there are no legal repercussions, improper reprinting of material casts an ethical shadow over any organization or individual that does it.

NEVER RETYPE something that's been typed before or.... How to use Copy/Cut & Paste

Coco Johnston

If you are new to computers, and you don't know how to move blocks of text or graphics from one document to another, or from one place in a document to another, you need to read on. The great thing about PCs is that you NEVER have to retype something that's already been typed.

When you get information (or a joke or story) in an email, and you want to send it to someone else without all those previous addresses attached to it, this is a solution to that problem. If you have a photo or picture in one place on your computer or a Web site, this trick will move it anywhere else (into a document or a new email message).

It's called CUT & PASTE or COPY & PASTE. The difference between cutting something and copying something is quite simple. CUT means to remove it from where it is. COPY means to leave the original where it is and make a copy of it for transport to another location. PASTE is what you do when you place it in a new location.

Four simple steps will move text (or graphics) from one place to another.

Highlight the text you want to move
Cut or Copy the highlighted text
Place the cursor in the new location where you want the text
Paste the text in its new location

There are four ways to copy & paste or cut & paste. All four do the same thing, but they were developed by people who are accustomed to using the computer in different ways.

Keyboard method (you never have to fight that mouse) Highlight: with your cursor at the beginning of the text, hold down the Shift key, and tap the right arrow key until you have highlighted the text you want (you can also arrow back, up, and down to highlight in any direction) To Copy: hold down the Control key and tap the letter C (called Ctrl + C) To Cut: hold down the Control key and tap the letter X (called Ctrl + X) Place your cursor where you want the text to appear (this may involve opening another document) To Paste: hold down the Control key and tap the letter V (called Ctrl + V)

Quick recap:

Highlight: Shift + arrow
Copy: Ctrl + C; or Cut: Ctrl + X

Place cursor where you want the text to appear

Paste: Ctrl + V

Mouse method (you never have to touch that keyboard)

Highlight: place cursor at the beginning of text; click and drag the mouse to highlight the text

Copy or Cut: right-click (a menu drops down) and left-click on your choice

Place cursor where you want the text

Paste: right-click (a menu drops down); left-click on Paste

Menu bar method (the menu bar is the line of words across the top of your screen)

Highlight: use either method above to highlight (to highlight the whole document, click Edit in your menu bar, and click Select All)

Copy or Cut: select Copy or Cut from the Edit menu in the menu bar at the top of the page

Place the cursor where you want the text to go

Paste: select Paste from the Edit menu

Icon method

Highlight: drag mouse or use Shift + arrows to highlight

To Copy: click on the Copy icon (2 pieces of paper) in your toolbar

To Cut: click Cut icon (scissors) in toolbar

Place your cursor where you want the text to go

To Paste: click on the Paste icon (clipboard) in your toolbar

When you cut or copy something, it is placed in a holding area called the "clipboard." You can't see the clipboard, but your data is there. It will stay there UNTIL you

1. copy or cut something else
2. turn off your computer

You can paste what's on your clipboard over and over, as long as you don't copy or cut something else on top of it.

The clipboard that comes with Windows 95 will hold only one selected item at a time. You can copy or cut and paste large blocks of text, graphics, all or part of the text of an email, text on a Web page, graphics on Web pages, tables, and just about anything else a computer has on it. There IS a limit to how much material the clipboard can hold, but if you exceed it, you can possibly do it in several steps.

There is NO reason that a forwarded email has to have hundreds of names and headers included with the message. The only reason I can think of for leaving the names on is to show where the message has been. With COPY & PASTE, you can send your friends ONLY the message and not the email addresses of everyone in the Universe. This also will help cut down on spam (junk email). (NOTE: you cannot CUT text from

an email or a Web page; you can only HIGHLIGHT/COPY/PASTE.)

Coco is the newsletter editor of The FI Key, a publication of the FI Computer Users' Club in Shell Knob, MO.

This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization to which this user group belongs.

Drawing Winners

Frank Mastroly	T-Shirt
Leonard Stein	AnyTime
Bob Walker	PrintMaster
Sandi Tierney	Cue-Cat
Red Davidson	Photo Fun
Leonard Stein	JS/WC Word
Frank Yaeger	Live Art 98
Morris Fier	Shirt
Frank Mastroly	Cue-Cat
Chris Davidson	Shamerd Steel
Jess Bequette	Magic School Bus

The change to the Bylaws are as described below :October 20, 2000
Key = The items with strikethrough are items that have been deleted.
The items that in italics are replacements or additions to the existing Bylaws.
In areas that have forward slashes (////) are separators where areas have been skipped, but the sections are related.

Changes to the Bylaws of OCIPUG.

ARTICLE II OFFICES

The principal ~~office location~~ for the transaction of OCIPUG's activities and affairs is located at ~~4520 Brookhollow Drive #32, Santa Ana, Costa Mesa Senior Center 695 W. 19th Street in Costa Mesa~~ Orange County, California. The executive board may change the principal ~~office location~~ from one location to another within Orange County, California. Any change of location of the principal office shall be noted by the secretary on these bylaws opposite this Article, or this Article may be amended to state the new location.

Article III Section 3. Limitations

- a. OCIPUG is organized exclusively for charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law. Notwithstanding any other provision of these bylaws, OCIPUG shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and OCIPUG shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, or (2) by any corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law.

Article IV Section 1

- (4) Charter, a membership held by persons who paid dues on or before July 27, 1985, the date of the original adoption of OCIPUG's Constitution and Bylaws. A list containing the names of charter members is attached to and is made a part of these bylaws; and

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////////////////////////////////////

Section 6. Meetings of Members

- a. Place of Meeting. Meetings of the members shall be held at ~~Orange Coast College~~ **Costa Mesa Senior Center 695 W. 19th Street in Costa Mesa** or at any other place within Orange County, California, which from time to time may be designated by the executive board.

- ////////////////////////////////////
////////////////////////////////////
////////////////////////////////////
////////////////////////////////////
- (3) Manner of Giving Notice. Notice of any meeting of members shall be in writing and shall be given at least 10 but not more than 90 days before the meeting date. The notice shall be given either personally or by first-class, registered, or certified mail, or by other means of written communication, charges prepaid, and shall be addressed to each member entitled to vote, at the address of that member appearing on the books of OCIPUG or at the address given by the member to OCIPUG for purposes of notice. If no **address** appears on OCIPUG's books and no address has been so given, notice shall be deemed to have been given if notice is sent to that member by first-class mail or other written communication to OCIPUG's principal ~~office~~ **address**.

ARTICLE V
DIRECTORS

Section 1. Number and Qualification of Directors

The authorized number of directors shall be ~~eight~~ **four as of the election in the year 2001 and thereafter**. No person who is not a member in good standing of OCIPUG shall be a director. ~~No person holding the position of an officer, director or executive board member of another computer user group shall be a director of OCIPUG.~~

Section 2. Election and Term of Office

- a. Election. One half of the directors (two) shall be elected annually by the written ballot of members pursuant to Article VIII of these bylaws.
- b. Term of Office. ~~Each director elected in 1996 shall hold office for the period December 1, 1996, through August 31, 1998, and until a successor has been elected and qualified. Each director elected in 1997 shall hold office for the period December 1, 1997 through August 31, 1999, and until a successor has been elected and qualified. Each director elected in 1998 and thereafter shall hold office for two years, commencing on September 1 of the year elected, and until a successor has been elected and qualified.~~

ARTICLE VI
OFFICERS

Section 1. Officers of the Corporation

The officers of OCIPUG shall be a president, a vice president, a secretary, and a chief financial officer. No person shall concurrently hold more than one office. No person who is not a member in good standing of OCIPUG shall be an officer. ~~No person holding the position of an officer, director or executive board member of another computer user group shall be an officer of OCIPUG.~~

Section 2. Election and Term of Office

The officers of OCIPUG shall be elected each year by the written ballot of members pursuant to Article VIII of these bylaws. Each officer elected in 1996 shall hold office for the period December 31, 1996, through August 31, 1997, and until a successor has been elected and qualified. Each officer elected in 1997 and thereafter shall hold office for one year, commencing on September 1 of the year elected, and until a successor has been elected and qualified. No person shall be elected to the office of president for more than two consecutive terms. For purposes of this provision only, the president's term includes the period of service on the executive board as past president.

Section 3. Responsibilities of Officers

a. President.

- ~~(1) General. Subject to the control of the executive board, the president shall be the general manager of OCIPUG and shall supervise, direct and control OCIPUG's activities and affairs.~~
- ~~2) Meetings. The president shall preside at all executive board meetings and at all members' meetings.~~
- ~~3) Appointments. The president shall appoint and may remove chairpersons of committees, standing and special, and other non-elective positions.~~
- ~~4) Budget. The president shall coordinate preparation of the operating budget.~~
- ~~5) Other Duties. The president shall have such other powers and perform such other duties as the executive board or the bylaws may prescribe. (omit)~~

- (1) *General. The president shall be the general manager of OCIPUG and shall supervise and control OCIPUG's activities and affairs.*
- (2) *Meetings. The president shall establish the agenda and preside at all executive board meetings and at all member meetings.*
- (3) *Appointments. The president shall appoint and may remove chairpersons of committees, standing and special, and other non-elective positions.*
- (4) *Budget. The president shall coordinate preparation of the operating budget.*
- (5) *Public. The president shall represent OCIPUG to the community.*
- (6) *Other duties. The president shall have such other powers and perform such other duties as the executive board may prescribe.*
- (7) *Executive board. In the performance of his duties the president will comply with the policies and limitations established by the executive board and these bylaws. He will duly inform the executive board of progress or difficulties in executing established policies and seek guidance from the board as necessary.*

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c. Secretary.

- (1) *Book of Minutes. The secretary shall keep or cause to be kept, at OCIPUG's principal office location or such other place as the executive board may direct, a book of minutes of all meetings, proceedings, and action of the*

executive board and of members' meetings. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was regular or special, and, if special, how authorized, the notice given, the names of those present at board meetings, and the number of members present at members' meetings. The secretary shall keep or cause to be kept, at OCIPUG's principal ~~office~~ **location**, a copy of the Articles of incorporation and bylaws, as amended to date.

(2) Membership Records. The secretary shall keep or cause to be kept, at OCIPUG's principal ~~office~~ location or at a place to be determined by resolution of the executive board, a record of OCIPUG's members, showing each members name, address, and class of membership.

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EXECUTIVE BOARD

Section 1. Composition

The OCIPUG executive board shall be composed of the four elected officers and the ~~eight~~ **four** elected directors. The immediate past president shall serve as a voting, ~~ex-officio~~ member of the executive board.

Section 4. Executive Board Meetings

- a. Place of Meetings. Meetings of the executive board shall be held at any place within Orange County, California, that has been designated by resolution of the executive board or in the notice of the meeting or, if not so designated, at OCIPUG's principal ~~office~~ **location**.
- b. Meetings by Telephone. Any meeting may be held by conference telephone or similar communication equipment, as long as all executive board members participating in the meeting can hear one another. All such executive board members shall be deemed to be present in person at such a meeting.
- c. Regular Monthly Meetings. The executive board shall meet once each calendar month at ~~7:00~~ **7:00** p.m. on the Monday following a general meeting of members or at such other date and time designated by resolution of the executive board.

//

e. Special Meetings.

(2) Notice.

(c) Notice Contents. The notice shall state the time of the meeting, and the place if the place is other than OCIPUG's principal ~~office~~ **location**. It need not specify the purpose of the meeting.

//

k. Open Meetings. The executive board shall publish the time and place of regular meetings and, whenever practicable, special meetings in OCIPUG's newsletter. The executive board shall cause to be posted on the OCIPUG ~~BSB~~ **Webpage** and Hotline notice of all meetings, regular and special. All executive board meetings shall

be open to attendance by the general membership unless, by a two-thirds vote of those present and constituting a quorum, the executive board votes to close a meeting.

~~ARTICLE VIII~~

~~ELECTION OF OFFICERS AND DIRECTORS~~

~~Section 1. Effective Date~~

~~This Article VIII shall be effective for the period commencing on its date of adoption and concluding December 31, 1984.~~

~~Section 2. General~~

- ~~a. Annual elections of directors and officers shall be by written ballot without a meeting pursuant to Section 4 of this Article.~~
- ~~b. Annually, the executive board shall establish a date upon which written ballots for the election of directors and officers will be mailed, which date shall be no more than ten days after the September general meeting.~~
- ~~c. Annually, the executive board shall establish a date as the record date for the purpose of determining the members entitled to cast written ballots for the election of directors and officers. Such record date shall not be more than 30 days before the day on which written ballots are mailed.~~
- ~~d. Annually, the executive board shall establish a date upon which written ballots must be received to be counted, which date shall be at least 30 days after the day on which written ballots are mailed.~~
- ~~e. By no later than the March executive board meeting, the executive board shall appoint a Nominating Committee composed of five members none of whom shall be members of the executive board.~~
- ~~f. By no later than the May executive board meeting, the executive board shall appoint an Election Committee consisting of three inspectors of election none of whom shall be candidates for office.~~
- ~~g. Candidates shall be nominated for office pursuant to Section 3 of this Article.~~
- ~~h. Each candidate nominated for office may submit a written statement for inclusion in the issue of the DCIFUG newsletter next published following the September general meeting and may make a statement at the September general meeting.~~

~~Section 3. Nominations~~

- ~~a. Eligibility for Nomination. Any member in good standing who consents to be nominated and to serve if elected is eligible for nomination as a candidate for election to the executive board.~~

~~c. Nominations by Committee. The Nominating Committee shall submit names in respect in writing to and select qualified candidates for election to the executive board. The Nominating Committee is occasionally, but not required, to select more than one candidate for each officer and open director position. The Nominating Committee shall make a report of nominees at the August executive board meeting. The secretary shall forward to the Election Committee a list of all candidates nominated by committee for inclusion on the written ballot.~~

~~c. Nominations by Petition. Members representing 2 percent of the membership may nominate candidates for election to the executive board by a petition signed by those members within 11 months preceding the next time executive board members are to be elected and delivered to the secretary at or before the August executive board meeting. On timely receipt of a petition signed by the required number of members, the secretary shall cause the names of the candidates named on it to be forwarded to the Election Committee for inclusion on the written ballot along with the names of those candidates nominated by committee.~~

~~d. Nominations from the floor. The names of candidates nominated by committee and by petition shall be printed in the issue of the OCIFUG newsletter next published following the August executive board meeting. At the September general meeting, the president shall present the names of nominees by committee and petition. Any member present at the general meeting may place the names of additional eligible members, who consent in person at the meeting, to nomination if seconded by another member. The secretary shall forward the names of candidates nominated from the floor to the Election Committee for inclusion on the written ballot along with the names of those candidates nominated by committee and by petition.~~

~~Section 4. Election by Written Ballot~~

~~a. A written ballot shall be mailed to every member entitled to vote by first class mail or other means of written communication, addressed to the member at the address of such member appearing in OCIFUG's membership database.~~

~~b. The written ballot shall state the date by which the ballot must be received in order to be counted and the minimum number of written ballots which must be returned to meet the quorum requirement.~~

~~c. Election by written ballot shall be valid only when the number of ballots cast within the time period specified equals or exceeds the quorum requirement.~~

~~d. In any election of directors, the candidates receiving the highest number of votes up to the number of directors to be elected are elected. In any election of officers, the candidate for each position receiving the highest number of votes is elected.~~

~~Section 5. Election Committee~~

- ~~c. The Election Committee shall, after ascertaining the number of memberships outstanding in the corporation for the election, determine the number of ballots which must be received in order to satisfy the quorum requirement.~~
- ~~k. The Election Committee shall prepare a written ballot for the election of officers and directors which shall include the names of all members nominated pursuant to Section 4-3 of this Article and a space for a written candidate for each open position.~~
- ~~g. The Election Committee shall prepare written instructions to accompany the ballot designating procedures which will maintain the secrecy of the vote and insure that only members entitled to vote have voted and that no member has voted more than once.~~
- ~~d. The Election Committee shall receive ballots, hear and determine all challenges and questions in any way arising in connection with the right to vote, shall count and tabulate all votes, determine the results and do such acts as may be proper to conduct the election with fairness to all members.~~
- ~~e. The Election Committee shall perform its duties impartially, in good faith, and to the best of its ability. The Election Committee shall present its report of election results not later than the November executive board meeting. The decision, act or certificate of a majority of the members of the committee is effective in all respects as the decision, act or certificate of all. Any report or certificate made by the Election Committee is prima facie evidence of the facts stated therein.~~

ARTICLE VIII
ELECTION OF OFFICERS AND DIRECTORS

~~Section 1 - Effective Date~~

~~This Article VIII shall be effective January 1, 1997.~~

Section 2 1. General

- b. Annually, the executive board shall establish a date upon which written ballots for the election of directors and officers will be mailed, ~~which date shall be no more than ten days after the June general meeting.~~

- e. By no later than the March executive board meeting, the executive board shall appoint a Nominating Committee composed of five members none of whom shall be members of the executive board.

Section 3 2. Nominations

Section 4-3. Election by Written Ballot

Section 4. Election Committee

ARTICLE IX
COMMITTEES

Section 1. Standing Committees

The executive board may from time to time by resolution create and dissolve advisory standing committees. **Unless otherwise directed by the executive board the chairperson of each standing committee shall report to the president.** Without limiting the generality of the foregoing, OCIPUG's advisory standing committees shall include the following:

h. **Webmaster Committee.** *The Webmaster Committee shall assist the Webmaster in screening and preparation of materials to be carried on the OCIPUG Web Page, and in other matters dealing with the operation of the OCIPUG Web Page.*

~~h. **BBS Committee.** *The BBS Committee shall operate, maintain and administer the remote access of OCIPUG's hardware and software constituting its electronic bulletin board system.*~~

~~i. **Internetworking Committee.** *The Internetworking Committee shall establish and maintain centralized LAN and WAN resources at the OCIPUG facility and provide the necessary voluntary work force to select and maintain such Internet access as may be authorized and directed from time to time by the executive board.*~~

i. **Policy and Procedures Committee.** The Policy and Procedures Committee shall review the OCIPUG Policy Policies and Procedures Manual and shall recommend revisions of the manual to the executive board.

Section 2. Special Committees

a. **Nominating Committee.** The Nominating Committee shall prepare a list of nominees for election to office and determine each individual's qualifications and willingness to serve in that office. **The chairperson of the nominating committee shall report to the executive board**

b. **Election Committee.** The Election Committee shall administer the annual election by written ballot of officers and directors of OCIPUG. **The chairperson of the election committee shall report to the executive board**

Section 4. Limitation of Authority and Responsibilities

No person shall hold concurrently any two of the following positions:

- a. Any OCIPUG officer position, as defined in Article VI of these bylaws;
- b. Publications Committee Chair;
- c. Membership Accounting Committee Chair;
- d. Newsletter Editor;
- e. Rules and Bylaws Committee Chair;

- i. Nominating Committee Chair;
- g. Elections Committee Chair;
- h. **Webmaster Committee Chair**
- ~~i. BBS Committee Chair;~~
- ~~j. BBS SIGCP, and~~
- ~~k. Internetworking Committee Chair.~~

ARTICLE X
RECORDS AND REPORTS

Section 3. Maintenance and Inspection of Articles and Bylaws

OCIPUG shall keep at its principal ~~office~~ **location** the original or a copy of the Articles of incorporation and bylaws, as amended to date, which shall be open to inspection by the members at all reasonable times during office hours.

Section 5. Annual Report

- e. A statement of any transactions or indemnifications with interested persons ~~and of indemnifications~~ as specified in Section 6322 of the California Corporations Code.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Orange Coast IBM PC User Group ("OCIPUG"), a California nonprofit public benefit corporation, that the above bylaws, consisting of ~~22~~ ??pages, are the bylaws of this corporation as adopted by the members on ~~August 24, 1996,~~ and that they have not been amended and modified since that date. (This will change to the date of acceptance.)

Executed on _____ at _____, California

~~Ferry De West~~ **Pat Cohen**
Secretary

Orange Coast IBM PC User Group (OCIPUG)

Date: September 30, 2000 at 695 W. 19th Street, Costa Mesa, CA 92683 (Costa Mesa Senior Center)

General Meeting convened by President Robert Walker; Board of Directors Meeting called to order (to satisfy Bylaws requirement: 5 officers and directors present; no quorum declared; moved, seconded and carried to adjourn meeting to Monday night, Oct. 2, 2000. General Meeting continued with 31 members signed in as present. Randal Whittle, representing MGI Software was the speaker.

Date: October 2, 2000 at 695 W. 19th Street, Costa Mesa, CA 92683 (Costa Mesa Senior Center)

Called to order by President, Bob Walker at 7:03.

No quorum present until 7:10. President Walker presented an appreciation award to past President Wayne Ali and thanked him for his dedicated service; President Walker announced the passing of long-time active member, Rex Sutton and said he would be attending the funeral service on Friday.

Board Members Present: Walker, Cohen, Pearce, Stein, Tierney, Moore, Boslow, Chris Davidson.

Board Members Absent: Lynch, Strader, Robertson, Fier, Yaeger

Guests: 8 signed in by start of meeting.

Minutes of August 28, 2000 Executive Board of Directors approved by consensus.

Treasurer's Report received and filed for audit. Current checking account balance (9/29, 2000) was \$3433.14.

Committee Reports:

Program: **October** will probably be Randal Whittle again, this time representing a new company's products.

November will have members' presentations and demonstrations (new programs available for members to try and then report on include Best Defense, Adobe Acrobat and MS 2000;

December 16 may be David Perry from Trend Micro.

SIG Groups: Richard Hunter reported and also described the classes being offered to the Seniors at this Center.

Webmaster: Michael Moore reported; received approval for SIG Group Leaders to contribute to our web site; President Walker gave him a new OCIPUG logo to use.

Facilities: Red Davidson reported; Pres. Walker asked for a joint inventory of equipment here at the Center to be done by the Center Director and Red, including labeling equipment and listing equipment.

Bylaws: Revisions presented by Red Davidson represent those desirable because of the needs of a smaller size organization and those changes necessitated by a change in the meeting location. Changes were moved (Len), seconded (Sandi) and carried with one amendment to the motion that was also M.S.&C (deleting remainder of sentence after the word "mailed" in the Article VIII, new Section I, item b.)

Policy and Procedures: Tony Dopazo reported.

Hot Line: will now attach a donated answering machine to OCIPUG phone line and make another attempt to fix software.

Membership: Ken Pacht announced 128 current members for August. Ken volunteered to make badges for new members and Pres. Walker will give him the equipment needed.

Old Business: Pres. Walker addressed need for a computer projector to present programs and demonstrations. MSC to purchase a projector not to exceed \$2500, including tax and shipping. Red Davidson volunteered to loan OCIPUG \$1000 if they provided the first \$1500 of the purchase price and offer was accepted.

New Business: Len Stein, Past President will form a committee to discuss OCIPUG annual goals and long-term planning.

Other announcements and discussion ensued; Preston Hill asked for permission to send a complimentary newsletter to a former member now moved away and permission was granted.

Meeting adjourned about 9:10. Respectfully submitted, Patricia Cohen, Secretary

ORANGE COAST IBM PC User Group (OCIPUG) ©

Mailing Address

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

Meetings Location

Costa Mesa Senior Center
Southeast Corner of 19th and Pomona

OCIPUG, founded in 1985, is an independent California nonprofit (IRC 501-c-3) corporation, and is not affiliated in any way with IBM, any vendor, equipment manufacturer, or other organization.

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A newsletter, *Readme.Doc*, is published monthly. A subscription of \$12 per year is included with all paid memberships. Address all inquiries, address changes, and material for publication to the above address marked "ATTN: Editor"

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Advertising

For information, details and rates on all advertising sales and scheduling, please contact:

Preston Hill 714-893-2403 prestonlh@bigfoot.com

Publication Guidelines

All material submitted will be published *exactly* as submitted, but may be subject to editing at the *Editor's* discretion. We reserve the right to refuse any material submitted for publication. Send all submissions as follows:

1. Send via Internet e-mail to: editor@ocipug.org, or
2. Send via Internet e-mail to: Morris Fier, fier@bigfoot.com, or
3. Mail a 3.5" disk so as to be received by the deadline by the Newsletter Coordinator at the OCIPUG mailing address above.

Publication Deadline

Material for the **November 2000** issue must be received on or before **7 November 2000** by the Newsletter Coordinator — **Morris Fier, fier@bigfoot.com**.

Membership

Benefits of OCIPUG Membership include, but by no means are limited to:
* Subscription to OCIPUG's monthly newsletter, *Readme.Doc*, with up-to-date information on meeting schedules as well as the newest software and hardware.

* Free monthly General Meetings with speakers from industry and academia describing advances in technology.

* Free Special Interest Group (SIG) meetings/seminars to exchange tips and tricks and to solve problems.

* Free technical support from knowledgeable fellow members via telephone and/or OCIPUG's electronic bulletin board system (BBS).

* Pleasure in helping your fellow member solve their problems.

* Camaraderie with those of similar interests.

* Discounts from vendors on software, hardware, and other items.

Orange Coast IBM PC User Group

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

Membership status: New Renewal - Member # _____ Membership type: Individual Family

Title: Mr. Mrs. Ms. Dr. Prof. Hon. () (Circle one)

First Name: _____ Last Name: _____

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

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

E-mail address: _____

Profession/Trade: _____ Retired Current Occupation: _____

Family Member(s) Names: _____ Company: _____

Annual Dues:

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

Individual	\$30.00	\$ _____
Family	\$35.00	\$ _____
*Full-time student	\$20.00	\$ _____
Donation		\$ _____

I consider my skill level to be:

Beginner Novice Intermediate Advanced

Total Amount Paid \$ _____

*(U-grad 12 units; grad 6 units)

I learned about OCIPUG from: _____

Today's Date : _____