

# Orange Coast IBM PC User Group

## README.DOC

September 2000

Newsletter

Volume 16.9

General Meetings are held from 9:00AM to noon on:  
30 September 2000  
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:  
25 September 2000  
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](http://www.ocipug.org)

OCIPUG Information line: 714-662-2939

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Vice President	Robert Lynch	714-546-8977	<a href="mailto:gridleak@earthlink.net">gridleak@earthlink.net</a>
Secretary	Patricia Cohen		
CFO/Treasurer	Larry Pearce	714-543-5661	<a href="mailto:larry.pearce@juno.com">larry.pearce@juno.com</a>
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Director-2001	Michael Moore	714-535-0608	<a href="mailto:mmoore@inreach.com">mmoore@inreach.com</a>
Director-2001	Leonard Robertson	949-855-3030	<a href="mailto:ayamari@pachell.net">ayamari@pachell.net</a>
Director-2001	Frank Yaeger	714-971-0475	<a href="mailto:yaeger@ix.netcom.com">yaeger@ix.netcom.com</a>
Director-2002	Chris Davidson		
Director-2002	Morris Fier	949-646-8292	<a href="mailto:fier@bigfoot.com">fier@bigfoot.com</a>
Director-2002	Robert Strader		
Director-2002	Sandi Tierney		
Past President	Leonard Stein	714-533-4971	<a href="mailto:leonardstn@netscape.net">leonardstn@netscape.net</a>
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Webmaster	Michael Moore	714-535-0608	<a href="mailto:mmoore@inreach.com">mmoore@inreach.com</a>
Elections Committee	Tony Dopazo	714-897-3912	<a href="mailto:tdopazo@ix.netcom.com">tdopazo@ix.netcom.com</a>

See mailing label for membership expiration date.



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# OCIPUG Members

as of 4 September 2000

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

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.

BonnieCox  
MichaelCox  
BettyGillespie

FrankMastroly  
PaulaMcGee

TomMurphy  
CarolynNiefeldt

JackNiefeldt  
RubyStrader  
SandiTierney

## 31 July 2000

RockyFord  
JohnLunsford  
HelenMartin  
KenMartin  
TomMillard  
AndrewRefalo  
JonRenna  
JerryRounsavell  
FrancisSmith  
RoulaVitakis

## 31 August 2000

CharlesW. Cook  
WarrenFrandsen  
BobFulkerson  
RichardHunter  
BillKrehbiel  
RichardDeLapp  
JeffreyMetzel  
PanoRezinias  
RonRoss  
JeffSinn  
ThomasSkudlarski  
LauraSmith  
ArtStofins  
BartoWash  
JonathanWash  
MeganWash  
RuthWash  
CarlYost

## 30 September 2000

RichardBaznik  
JesseBequette  
MarshalBoslow  
JackFullerton  
KatieFullerton  
MaryFullerton  
ScottFullerton  
ToddFullerton  
JimHicks  
RussellHoffman  
WilliamMcLain  
VictorOlcott  
FranklinOlson  
JosephineWilde  
DinaWiley  
SamWozniak  
ShirleyWozniak  
JosephZebrowski

## 31 October 2000

RichardBlack  
JohnDonovan  
MarilynFry  
HerbertHuey  
SumiOnodera  
WilliamSingleton  
SeymourSpiegel  
FrankYaeger

## 31 December 2000

AllisonKincheloe  
FrankMastroly  
LarryPearce  
NitaPearce  
SandiTierney

## 31 January 2001

JodyAli  
WayneAli  
MikeConway  
FarrellEagle  
BernieGoldware  
Thomas(Tom)Murphy  
Anthony"Mel" Mellini, Sr.  
LeonardH. Stein  
JimStolp  
DavidYap

## 28 February 2001

MarciaAoki  
MarkAoki  
MidoriAoki  
RonAoki  
DaveArmstrong  
PeterChristie  
DonaldCrow  
AdeleElliott  
MichaelElliott  
BettyGillespie  
William(Bill)Goldwag  
BarbaraGrady  
GuyGum  
RichardHerman  
WilliamJennings  
WillLuijt  
RobertLynch  
BarbaraNash  
RobertOlea  
DinoPanicacci  
RobertRank  
DonnaSpringer  
MichaelSpringer

## 31 March 2001

PatCohen  
MichaelDeFalco  
MurielFitzsimmons  
ThomasFitzsimmons  
DonKrueger  
AlexLancaster  
TaowardLee  
CharlieOostdyk  
CharlesSchreiber  
BillSplitter  
HenryTrinh  
HughWilkoff

## 30 April 2001

JackBentley  
AnthonyDopazo  
AnnabelleFarago  
HenryGuttentag  
RogerHughes  
PaulaMcgee  
MargaretMorgan  
RalphMorgan  
CarolynNiefeldt  
JackNiefeldt

## 31 May 2001

CecilR"Red"Davidson  
MorrisFier  
EdwardFitch  
JohnGallie  
KevinMoser  
JackStarbird  
LyndaStarbird  
AudreyWolden

## 30 June 2001

BonnieCox  
MichaelCox  
DickCruce  
Elvin(AJ)Daugherty  
PhyllisDaugherty  
Christina"Chris"Davidson  
DanDickinson  
PrestonHill  
SteveKilmer  
RomanKramarsic  
OscarS"Ed"Leckliter  
PaulMelton  
MichaelMoore  
KennethPaeth  
LeonardRobertson  
NicholasShishkoff  
RexSutton  
DennisWalz  
GeorgeWilliams

## 31 July 2001

GeorgeAustin  
DonaldBixler  
KeithCampbell  
KarlCook  
EdwardEales  
DennisMatthews  
JimPettit  
DonReis  
JohnScott

## 31 August 2001

FrankDisparte  
RobertStrader  
RubyStrader  
LarryThomas  
PatriciaThomas  
RobertWalker

## 28 February 2002

JimKirkpatrick  
DennisMartin

## 30 June 2002

W.F."William"Phillips

## Honorary

SteveGibson  
JohnH.Goodman

# SCHEDULES AND REPORTS OF EVENTS

## General Meeting Program

30 September 2000

Programs Chairman

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

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

MGI Software, a market leader in photo and video editing software, will be featuring some award-winning products presented by Randal Whittle.



Are you interested in digital photos or video but didn't think you could afford it? Find how MGI Software can deliver any imaging, anytime, anyplace by attending our next user group meeting!

Two market-leading products from MGI Software, PhotoSuite 4.0 and VideoWave III, give you unlimited options when it comes to your photos and videos.

PhotoSuite 4.0 is your complete PC photography solution. It's the fastest and easiest way to edit, enhance, and organize your photos while giving you a creative freedom you've never had before. Turn your photos into greeting cards or incorporate them into personal calendars, web pages, family letters, and share them with others via email or the Internet. PhotoSuite 4.0 makes it not only possible, but easy and fun!

And with VideoWave III, you can now capture, edit, and produce your own videos on your PC, adding special effects, transitions, sound tracks, and on-screen text effects along the way.



Also new to the MGI lineup, and which will also be shown, are PhotoVista 2.0, SoftDVDMax 4.0, and YM Digital Makeover.

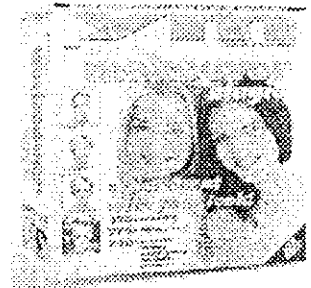
PhotoVista incorporates full-featured stitching capability enabling VR-style walk-throughs and immersive panoramas, enabling you to create stunning panoramic views with tools especially made for use in web pages.



SoftDVDMax incorporates an exclusive "Dolby Headphones" feature enabling mobile users to experience a surround-sound cinema experience right through their headphones.



Finally, YM Digital Makeover allows you to experiment with that new look you've been thinking about—without the commitment.



The guest presenter will be Randy Whittle, speaking on behalf of MGI Software. Randy has been enthusiastically received at user groups around the country, considered to be one of the most entertaining and dynamic speakers in the user group community. He holds an MBA from the University of Southern California and works as a Marketing Strategy Consultant that specializes in helping companies identify how their business and the economy will be changed by electronic commerce, helping them to formulate strategies for making such changes work in the firms' favor.

Randy learned very early the importance of feature-rich and easy-to-use software when, without the budget to hire outside resources, he was put in charge of designing brochures and marketing materials for a small startup company. He later became the founding Director of the Electronic Commerce Program at the University of Southern California's Marshall School of Business, where he developed an innovative graduate-level curriculum for business students—the first of its kind as required course curriculum for MBA's at a major business school. During his tenure at USC, Randy was quoted by Family Money Magazine and arranged for USC to host a week-long symposium of industry leaders.

Randy and his wife Vicki are the proud parents of two young children, MacLean and Brittany. He uses pictures of the family extensively in his presentations to illustrate how personally useful you will find the software.

You will come away from this meeting entertained and informed, and find yourself months later still talking about that great presentation at your User Group meeting. Randy will provide time for an open Q&A period and will bring valuable door prizes, informative handouts, and special user group pricing for those wishing to purchase these outstanding products at the meeting. See you then!

## 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.)*

### October

**New User** - 1st Saturday, 1:00PM

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

**7 October**

**Internet** - 1st Wednesday, 7:00PM

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

**4 October** - Call SIG leader for topic

**Hardware** - 2nd Tuesday, 7:00PM

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

**10 October** - Call SIG leader for topic

**Genealogy** - 2nd Wednesday, 7:00PM

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

**11 October** - Call SIG leader for topic

**Windows** - 3rd Wednesday, 7:00PM

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

**18 October** - Call SIG leader for topic

**Digital Cameras and Scanning** -

4th Wednesday, 7:00PM  
Rex Sutton 949-786-5862  
rexss@aol.com

**25 October** - Call SIG leader for topic

## OCIPUG General Meeting

### August 2000 General Meeting Report

*Richard Black*

Michael Springer moderated the Random Access session prior to the business meeting opening. Questions and comments ranged from problems downloading Hardware SIG information (answer: read the directions) to M.S. Windows Millennium restore function retaining 14 GB of information for 1 GB of disk information.

The meeting was opened at 9:04 A.M. by President Leonard Stein. Tony Dopazo gave the unofficial results of the election of officers for the new term [see separate official results article].

OCIPUG is helping the senior center with five classes (Internet/e-mail, Windows 98, Quicken, Word processing, and Intro to computers) and can use help of members as coaches. Instructors are available, but assistants (coaches) are needed. Volunteers are needed. Please help if you can.

V.P. Red Davidson introduced the SIG leaders who discussed their up-coming meetings.

Program Chair Robert Walker introduced the first presenter of the day, Katherine Schoettler, from NetPack. NetPack offers a new service that involves consumers purchasing a card at a retail outlet. The cards include access codes which allow the user to download software off the Internet. Each card can be used up to five times, so the user can get the most up-to-date versions of the material. Books, games, and music are currently the top items offers.

So far, kiosks have been used for beta testing the concept, but NetPack is soon to open in retail stores. For the retailer there is less shelf-spaced used, it is a unique delivery system and the latest technology. The theoretical advantages for the user are that the distribution costs are lower, so the price to the consumer is lower. Pricing is expected to be between \$10 and \$15 for cards, depending on the product and the retailer.

After a 20 minute break, Matthew Waugh, training manager for Gateway computers in Costa Mesa, gave a presentation on buying a computer and the advantages of using Gateway. He skimmed over the components of PCs since the audience was already familiar with the basic hardware. He then discussed five questions a buyer should ask: How much performance do I need? How long do I want the PC to last? Am I being realistic? What software will I use? How will I learn to use my PC?

In addition to offering training clinics and classes, ranging from free one-hour clinics to \$149 six-hour classes, Gateway allows buyers to try-before-you-buy at their Gateway Country stores. They also have a trade-in at "fair market value" when users are ready to upgrade their Gateway computers. Even though one can order a computer at the Country Stores, it is still mail-order. One cannot order a computer and walk out with it. After an order is placed, the computer is shipped to the buyer's address.

After the vendor presentations, Bob Walker and Leonard Stein presented certificates of appreciation to the SIG leaders, outgoing directors, Michael Springer for moderating Random Access, to outgoing president Leonard Stein and outgoing Vice President and often volunteer Red Davidson, and to Wayne Ali, the out-going past-president.

The new officers present were then sworn in and the meeting closed. No drawing was held this month.

## President's Message

Well it's that time of the year:

It's getting darker earlier, the weather is beginning to cool down and we have already had some rain in Orange County. — It's time for School to start, — Monday Night Football, Wednesday night SIG meetings, and our end of the month General Meetings, Halloween, Thanksgiving, and Christmas are just around the corner. Looks like we will have a very busy year.

Our Readme Doc editors are now bringing back the Support Group listing in our newsletter that will be up to date — the free service to be available to our members who may need assistance with technical assistance with specific hardware or software problems via a phone call

We have elected new officers and Board members for OCIPUG and they are hard at work updating our BYLAWS and Operating Procurers, shopping for a club projector to be used for SIG groups and General Meetings. Each Director will be a liaison for the different committees — Activities, Administrative, Communications, Facilities, Membership, Marketing, Operations, and Outreach. We are looking for eager volunteer's to work on a committee and help with the many tasks it takes for the betterment of OCIPUG

We have four members signed up for the APCUG User Group Conference and COMDEX in Las Vegas in November. They will be bringing back software for our drawings and will be looking for new programs for General Meetings.

I would like to invite you to become a coach for the Senior Net, participate in our Support Group for members, or if you have a request or an idea for our programs tell any of the Executive Board, they will have red badges so they will be easy to find at any of our meetings.

The Southwest User Group Conference in August was a great meeting, where we received some software to use for our drawings and arranged for presentation for our General Meetings.

See you on September 30<sup>th</sup> at the Senior Center for our next General Meeting.

Robert Walker

## Entry Level Questions Answered

*Lowell Shatran*

### WHAT IS THE TASKBAR AND THE TOOLBAR?

The TASK BAR is the area at the bottom of your WIN9x screen that shows the applications that are currently running. The active application will show differently, while the others will show the names of the applications. Clicking a non-active application will cause the application to be displayed on the screen, on top of whatever else you may have displayed.

The TASK BAR on all WINDOWS systems can be relocated to the side or to the top of your screen if desired. To move it, just click and drag on a blank area on the TASK BAR and let go when your mouse is located within about one inch from either side or at least halfway up the screen from the bottom.

The TOOL BAR is a row or column of icons that appear, typically, at the top of the application screen. The functions will vary according to the application being used. For example, the tool bar for my Internet Explorer shows the BACK and FORWARD icons, as well as the STOP, REFRESH, HOME and others. Netscape COMPOSER shows the NEW, OPEN, SAVE, PUBLISH, PREVIEW, and others.

Generally, the TOOL BAR is displayed below the MENU BAR which is located in the topmost area, under the title and which contains the names like FILE, EDIT, INSERT and others.

**What are the shortcuts to Windows Explorer and to Find? Also, what wildcards will work with the Find command?**

Here is a list of some of the methods to access **EXPLORER**:

1. RIGHT click the START button
2. RIGHT click MY COMPUTER
3. Click the START button, select RUN, and then type in EXPLORER and press ENTER.

Here is a list of some of the methods to access **FIND**:

1. Click the START button, scroll up to FIND and then over to FILES or FOLDERS
  2. Access WINDOWS EXPLORER and then TOOLS, then FILES or FOLDERS
- The wildcards available are the QUESTION MARK ?, and the ASTERISK \*. The question mark replaces a single character in the search string, while the asterisk replaces up to 8 or more characters in a search string. Remember that you're looking for file names or folder names.

For example, let's search for the filename EXPLORER. First type in the "NAMED" window the characters EXPLORER. Now type in the window "LOOK IN:" this drive letter and path name C:\. Be sure the check mark is in the INCLUDE SUBFOLDERS option and now click the FIND NOW button to start the search. As you will see if you try this, many possible results will be displayed. But, we're looking for the WINDOWS EXPLORER filename icon and it must be an icon, not a (yellow) folder. It's located in the C:\WINDOWS directory (folder) and is named EXPLORER.EXE.

If you had typed in EXPL\* and searched, less results would appear and the name EXPLORER.EXE would still appear. This is because the \* replaces ALL characters from the position it is placed to the 8th character of the standard DOS 8.3 format filename notation. But, if you have long file names, as allowed in WINDOWS, anything that STARTS with whatever you type in, up to the \* will be found. And that can be MANY names. For example, if I had typed LOW\*, then any filename or folder with LOW, in either uppercase or lowercase would be found. On my system, on just my C: drive, 1986 names were found. That's Nineteen hundred and eighty six file names and folder names. Try this one. Type ME\* and see what results you get.

**What are the functions of the Windows key?**

The WINDOWS key is an additional key found on certain keyboards that allows the user to select functions without having to use the normal, multiple, keystrokes to accomplish a task. The functionality of the keyboard WINDOWS key is implemented when the OS recognizes the special key-

board and installs drivers, or by manually installing the special drivers that came with the system.

Here is a list of the shortcuts assigned to the WINDOWS key.

Press the WINDOWS KEY and The START menu will be displayed

**WINDOWS KEY + PAUSE** opens the SYSTEM PROPERTIES dialog (Key may be named PAUSE/BREAK)

**WINDOWS KEY + TAB** toggles the selection of the applications on the TASKBAR with each press of the TAB key.

**WINDOWS KEY + E** opens WINDOWS EXPLORER

**WINDOWS KEY + F1** displays the HELP screen

**WINDOWS KEY + F** displays the FIND ALL screen

**WINDOWS KEY + CTRL + F** opens the FIND COMPUTER dialog box

**WINDOWS KEY + M** causes all applications to MINIMIZE

**WINDOWS KEY + M + SHIFT** causes all MINIMIZED applications to be restored to being open on desktop (opposite of M above)

**WINDOWS KEY + R** opens the RUN window

**Should I turn off my computer at night?**

Only if you are not working on it! Seriously though, if you have the PC connected to the power through an UPS you can safely leave it on all the time, but be sure to turn the power off to the monitor.

WHY you ask? Well, each time you power ON the computer, which consists of electronic circuits, the surge of the electricity through the circuits in the system and the drives has the potential to cause something to burn out. I use the following analogy to help understand this when I present to my

you generally see a light bulb burn out? When you turn the switch ON of course. The electrical surge causes a temperature change as well as the filament being subjected to the electrical flow and this has the potential to burn out the filament in the bulb. (Of course this does not apply to fluorescent lamps.)

So, if you have an UPS (Uninterruptable Power Supply), and not just a SURGE Protector, you can safely leave the power ON. If the power happens to fluctuate during the night, or even go off for a short period of time, the UPS continues to power the PC. It has a battery that constantly converts the DC power to the AC power used by the PC. This battery allows the PC keep running for a time.

I ran a BBS (Bulletin Board System) for 10 years and of course the PC had to be left ON all the time so callers could connect to it. Hmmmm, did my mention of BBS happen to DATE me? These were the method of communicating with other PC users through one central PC, much like the Internet, but on a smaller scale. Anyway, I left the PC ON all the time, except for periodic shutdowns for upgrades and maintenance.

To sum it all up, leave the PC ON but turn the monitor OFF, or at least have a screen saver running to prevent the possibility of the image being burnt into the monitor screen.

**What is Wallpaper? How can I change it? Can I use a picture from the Internet or a picture that I have scanned?**

The background on your desktop is called WALLPAPER. The picture, or graphics displayed are found in the system or can be added from other sources. Mine is a space shot showing the shuttle and arm of an astronaut looking down on the Great Lakes.

To change the wallpaper, RIGHT click the desktop, select PROPERTIES and select the WALLPAPER TAB or BACKGROUND TAB as some systems name it. In the displayed window there will be a list of installed wallpaper scenes to select from. Scroll through the list, and if you have a

favorite, select it. You also can have it centered in the desktop window, or tiled—multiple images of the picture or graphics used to fill the screen. I prefer CENTERED. These images can be .BMP, or JPG files; pictures of the kids, or your favorite ski trail, or whatever you desire can be used.

If you find a picture on the Internet and would like to use it as a wallpaper background, here's how to install it. Right click the image and the selections SET AS WALLPAPER, or SAVE PICTURE AS are available. I prefer to save the picture and then access the desktop properties as explained above to later try it. Save the picture in the C:\WINDOWS folder and you are all ready to change it when you want a different wallpaper setting.

Scanned pictures can be used in the same way that Internet images are stored and used.

**What are Screen Savers? Why do we need them? Can I download screensavers from the Internet and run them on my PC? How?**

The image on a monitor has the potential to burn itself into the inside surface if kept there for a long period of time. (Newer monitors are much less likely than the monitors of 5 - 10 years ago.) Electrons exciting the phosphor on the inside of the display glass create the monitor image. The persistence of the phosphor (the ability to 'light it up', and keep it light so it can be seen), is much less with today's monitors than with those of yesteryears. With this persistence being lower, the chance of the phosphor actually being burned is much less also.

Screensavers today are more of a personal choice of what you want to see when you are not using the PC, but still want to keep the monitor turned on. They are used more for cosmetic, than for protection against burning the screen. Swimming fish, the Frank & Louie Budweiser scene and others are solely for your enjoyment.

There are many FREEWARE and SHAREWARE screensavers available nowadays. With an Internet Connection,

users can quickly download a new ones, with seemingly unlimited choices! To see which ones you currently have, use the FIND command to search the C:\WINDOWS folder for \*.SCR files. SCR is a screensaver type file. When downloading new ones, place them directly in the WINDOWS folder so your DISPLAY PROPERTIES can see them when you want to change the one you have running to a different one. (If they are not in their SCR format, you may want to download them to a different location, extract them from whatever format they were in—ZIP or EXE—and then place them in the C:\WINDOWS folder. Some others yet will require 'installing' them if they are of the type that include special features—like the Frank & Louie Budweiser frog one.)

**Can I change the words under my Desktop Icons? How about the color behind the words? Also, can I make the words bigger so I can read them?**

Yes you can change the wording. One way is to RIGHT click the icon and select RE-NAME. Another is to LEFT click the name twice, in slow succession—at least two seconds between each click—or you'll launch the program associated with the icon. The name will change to a box showing the entire name and be highlighted in BLUE. Use the ARROW keys to, position the cursor where you want to insert new text and start typing. While the text is BLUE, pressing the BACKSPACE key will remove all the current text. Then just type new text, keeping in mind there is a limited amount of characters that will display when your finish, and press the ENTER key.

To make the color behind the words different, do this. In the CONTROL PANEL access the DISPLAY and double click it. Select APPEARANCE. Look in the lower half of the open DISPLAY PROPERTIES window for the ITEM: and the word DESKTOP should be there. If not, select it. Then off to the right is the COLOR: selection. The current color shown is what you see as the color behind the desktop words; change the color to suit your desire.

To make the desktop icons text bigger, while still in the DISPLAY PROPERTIES win-

dow, select ICON in the ITEM: window. Notice just below is the FONT: setting window? Select a larger font than the default SIZE 8, click APPLY and see if it's the size you want. If not, change it until it is.

### **What is a Folder? Can I create new folders with my own titles? How do I move files in and out of folders? Can I get rid of folders I don't need?**

A folder is much like the manila folder you may use for storing your monthly receipts and bills. Each folder contains different information in your file cabinet. Each folder in your computer also has different information that has been placed there. NOTE: A computer folder may contain the same information that exists in other folders—if the information has been COPIED there. Each system has some folders that are named the same—like WINDOWS, PROGRAM FILES, etc. just as some homes have the same folders found in everyone's file cabinet—i.e. PUBLIC SERVICE, GREELEY GAS, TELEPHONE. Folders contain program files, data files and files used to support a program—like WORD is a program file that has DLL and COM files to support the WORD program when it is executed.

Folders can be created with whatever title the user wants. For example, to create a folder names TEST on the C: drive, several methods can be utilized to accomplish this. Right click MY COMPUTER and select EXPLORE when the drop-down menu appears. Now click ONCE on the C: drive ICON. Now, go up to the menu bar and select FILE | NEW | FOLDER. A new folder ICON is created and now you can just type the name you want. When the name of the folder is BLUE and highlighted, just typing text causes the name to change to the newly typed text.

To remove a folder, click it once to highlight it, then press the DEL key on the keyboard. You have just deleted the folder and ALL THE CONTENTS of the folder. So, be sure what is in the folder, if anything is there, is not wanted. Once you have deleted the folder, all the files and folders within that folder go away as well.

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. Lowell Shatraw is Secretary to the Computer User Group of Greeley, in Greeley Colorado. Lowell has worked in computer support call centers supporting Macintosh and PC environments, has developed and taught computer troubleshooting and repair, and is currently a UNIX system Administrator who also works with WINDOWS 9x, NT and WINDOWS 2000.

## **OCIPUG ELECTIONS 2000**

This is a report of the Elections Committee. The committee report for Executive Board validation was presented at the board meeting on 28 August.

For the four officer positions:  
President.....Robert Walker  
VPresident.....Robert Lynch  
Treasurer/CFO..Larry Pearce  
Secretary.....Patricia Cohen

Four directors to serve terms of two years commencing Sept. 1, 2000 thru Aug. 31, 2002: Chris Davidson, Morris Fier, Robert Strader, and Sandi Tierney

Two directors to serve out the remaining terms of Robert Walker and Robert Lynch Sept. 1, 2000 thru Aug. 31, 2001: Marshall Boslow and Michael Moore

Elections Committee, 2000  
Tony Dopazo, Inspector/Chairman  
Charlie Oostdyk, Inspector  
Art Stolins, Inspector

### **Correction**

Last month's article on prostate cancer  
Three Little Words  
**That make a big difference**

*Bill Roush, SWTPCC Editor  
misspelled the term and used prostrate*

## Herb's Hangout

*Herb Huey*



### A Videographer's Dream Computer

At the last Digital Photography and Scanner SIG, I demonstrated how to make a video using Pinnacle System's Studio 400 low-cost video editor. I use rather heavy duty PCs, both my video editing desktop and laptop PCs use Intel's Pentium III 450 MHz CPU, 128K SDRAM and a 12GB hard disk. Still, the Studio 400 handles only analog inputs and video editing is done with compressed video instead of the full raw video. This cuts down on the PC requirements. However, when I made a 2.5-hour family reunion video, it would take 5 minutes just for the compressed video file to load. Response time suffered and editing got to be a real pain plus I could count on a system crash once a day. Clearly, Studio 400 is only meant for the use of the average person to tackle non-demanding video projects.

Digital camcorders have ushered in a new age of lossless editing. Multiple copies of an original digital will have exactly the same information in digital format. Pinnacle and other companies have responded with digital video editors but most people still have analog sources as well so the more advanced digital video editors can also accommodate analog inputs as well. For instance, I presented data on two examples of low cost but near-professional, very capable all-in-one video editors; the Pinnacle DV500 for \$900 and the Matrox RT2000 for \$1200.

Remember one of my rules of insanity is that when you have configured a dream PC system that can tackle any task then some fool will come up with an application that will bring your PC to its knees. Well, video editing requires a very talented PC so I presented at the SIG, a PC system that every budding videographer should lust after.

Intel Pentium III 850 MHz CPU  
256K PC133 SDRAM  
95GB UltraDMA Hard Disk  
19" Monitor  
Creative Sound Blaster Live  
10x4x32 CD-RW  
Matrox RT2000 Video Editing Package with  
G400 Flex3D video card  
Total Price \$4999

After deducting the \$1200 cost of the Matrox RT2000, the computer cost is \$3800. For those of us used to under \$1000 computers this is a huge amount. However, five years ago I bought a premium Pentium Pro system for \$3800 at the ACP swap meet. Today, the most expensive configurations are priced around \$2500 at the swap meets but they are nowhere as lavishly configured as the system I outlined.

The second gasp that came from the audience was due to the huge 95GB hard disk. At first this looks like overkill but let's do some math. The best digital camcorders record video at 520 lines of horizontal resolution x 480 vertical lines x 30 frames per second or 7,488,000 bytes of information per second with 32 bit color. This is a rate of 7.4MB/sec for uncompressed video. A two-hour video would require 54GB of hard disk space. So maybe a 95GB hard disk is not so big.

Getting a videographer's PC is definitely not for the faint of heart or pocketbook. Many of us don't want such a monster PC so let us look at what essential features a video editing PC should have. Many attributes of a videographer's PC apply to anyone who wants an above average PC.

First, let's get some basics out of the way. We will talk about two basic concepts: memory space measured in bytes and speed measured in Hertz (Hz). We will also use the prefixes, Kilo for a thousand, Mega for a million and Giga for a billion. Thus we talk about kilobytes (KB), megabytes (MB) and gigabytes (GB) when we talk about memory space. Similarly, we use kilohertz (kHz), megahertz (MHz) and gigahertz (GHz) when we talk about speed.

#### CPUs and Motherboards

The number one PC feature is the CPU (Central Processing Unit). Since the CPU

is the brain of the PC then the faster the clock speed the better. The average PC selling today contains a CPU with a clock speed of 600MHz. The best CPUs currently are the Intel Pentium III or the AMD Athlon clocking at speeds up to 1 GHz at this writing.

The CPU resides on the motherboard, which is the main electronics board in your PC. The main electronics highway in a modern PC is the PCI (Peripheral Component Interconnect) Bus, which allows additional electronics boards such as video and sound cards to connect to your PC. For many years, the main bus was the ISA (Industry Standard Architecture) bus, dating back to the days of the IBM XT, with a frequency of 66MHz. Newer computers have bus frequencies of 100MHz, 133MHz and even 200MHz on the latest systems. The USB (Universal Serial Bus) is another highway that allows you to direct connect scanners, digital cameras and other neat stuff to your PC. Bus speeds tend to be slow and often forces the CPU to twiddle its thumbs waiting for the data to go back and forth.

One method CPU manufacturers use to reduce this bottleneck is to design in a special type of memory within the CPU chip called a L1 cache. The CPU dumps frequently used data onto the L1 cache, which is only 32KB in size on the Pentium III and 128KB on the AMD Athlon. A secondary cache, the L2 cache, is exterior but nearby and dedicated to sopping up excess data that overflows out of the L1 cache. This cache is usually made up of fast SDRAM (Static Dynamic Random Access Memory) and may be as large as 512K.

All this bus traffic needs a traffic cop and the motherboard chipset does that controlling CPU and bus clock speeds, and communications between the CPU, RAM, L2 cache, graphics and peripherals. Intel makes several chipsets; the 810 (low end), 810E (mid range) and the 820 (high end). The 800 series chipsets places fewer burdens on the CPU by routing the slower traffic onto the slower roads such as the hard drive and CD-ROM traffic. The 800 series chip also use AGP (Accelerated Graphics Port), a high-speed expansion port for video cards.

Videographers should look for motherboards that use either the 810E or

820 chipsets because they support the 133MHz bus versus the 810 which supports only the 66MHz bus. These chipsets also support a faster hard drive connection, the ATA/66 essential for high-speed data transfer. The 820 chipset also supports AGP-4X; a faster version of AGP and a newer faster RAM called RDRAM (Direct Rambus Dynamic Random Access Memory).

Videographers should also be aware of a flaw on many motherboards based on the 810 chipset and other motherboards made by SiS and Ali is that the AGP graphics is built-in instead of using a separate card. On these motherboards, 4MB or 8MB of your computer memory is dedicated to graphics. A separate graphics card allows you to update your graphics as technology advances. Fortunately, you can disable the graphics card and add your own but why have the graphics card built-in?

While many computer manufacturers use motherboards with Intel chipsets other manufacturers like Micron go for the superior VIA Technologies Apollo Pro 133 chipset. The Apollo Pro 133 support bus speeds up to 133MHz making it compatible with all Intel products through Pentium III and also support the use of fast PC 133 SDRAM. In addition, the Apollo Pro 133 allows you to add up to 1.5GB of RAM versus the usual 512MB or 768MB of RAM.

Next month we will continue describing the videographer's PC. We will look at RAM, hard disk and video requirements.

## Ken's Korner

### Postal Service Plans E-Projects, Including Permanent E-mail Addresses

*Ken Fermoyle*

Anticipating that electronic bytes will take bigger and bigger bites out of first-class mail in future, the U.S. Postal Service (USPS) is readying new and varied electronic mail services for Americans. A major one would assign e-mail addresses to most people.

One of the new services could notify customers by e-mail about an incoming bill or package, which they could then reroute to another address. Another proposal, set to begin a three-year consumer test in September, would allow customers to send e-mails to a post office to be printed and delivered

as first-class mail. A third program, already available, lets customers pay bills online through the Postal Service's Web site.

Postal Service spokeswoman Sue Brennan called the e-projects "a way for customers to choose how they want to get their correspondence."

The new services will be added to Internet-oriented offerings the Postal Service already has in place. It began testing a kind of certified e-mail service in 1998. Called PostECS, it sends electronic receipts for contracts and other important documents transmitted over the Internet.

#### ++Online Stamps Popular++

Last year, USPS rolled out its heralded system that makes postage available online. The Postal Service says 280,000 customers have printed \$22.6 million worth of "online stamps" since July 1999, but the service has yet to deliver a profit.

Both of these existing services do show promise for future growth, however, which may be critical to the USPS in coming years.

Considering that e-mail will soon take huge bites out of USPS first-class business, these moves, and more, are needed to move postal service into the 21st century. The post office itself predicts that in 2003, first-class mail service, now a \$35 billion business and its top revenue producer, will begin an unprecedented decline at the hands of booming e-mail and online billing services.

Benjamin Franklin, our first postmaster and a great innovator himself, would surely applaud these new efforts, but probably would be critical of the Postal Service's slowness in facing up to challenges of new technologies. Banks, credit unions and many other private services already offer bill-paying services, and have for some time. Is it too late for the USPS to capture a piece of this pie? Judge for yourself.

Under its own online billing system, the Postal Service charges customers \$6 per month to send 20 electronic transactions, or \$2 per month and 40 cents apiece for unlimited transactions. How does that compare with bill-paying services already available to you?

The e-mail-to-paper system would cost about 41 cents per message - eight cents more than current 33-cent postage. Is it worth it? My personal opinion is that it might be in some instances, but it would depend on how much faster the Postal Service can get time-critical correspondence to recipients than would be the case with normal first-class mail.

(Mail2000, a Bethesda, Md., company (mail2kinc.com) already offers a service that translates e-mail messages into first-class

mail, plus a variety of other mail-related services. Aimed more at businesses and other volume mailers than individuals, it claims it can save time and money, compared to the USPS.

#### ++Your Own 'Mailbox'++

The e-mailbox proposal, whereby virtually every American would be assigned a free e-mail address corresponding to his or her street address shows more promise. Under this system, customers could simply link the service to any present e-mail address they have, or opt for a special online postal box. Customers could then get an e-mail address using their initials, followed by their nine-digit ZIP code and the last two numbers of their street address - with "usps.com" tacked at the end.

For instance, John Doe, 1234 Main St., Los Angeles, CA 91365-4004 would get the e-mail address: jd91365400445usps.com. I know, it's cumbersome and tough to rattle off from the top of your head! But it also is unique enough to minimize duplication problems. This would eliminate the need to change addresses when you change Internet Service Providers, but using e-mail services such as Bigfoot, Hotmail or Altavista mail provide a similar benefit.

It's no news that Americans are avid e-mailers. A new study by the Pew Internet and American Life Project found that more than 90 million people have Internet access. Of those, about 84 million use e-mail regularly, while 16 million have used some sort of online banking service.

E-commerce gurus have mixed feelings postal e-mail proposal. "They're in catch-up mode," was a typical reaction. Several experts I talked to pointed out that most people apt to use the service already have e-mail - and that many of the rest probably wouldn't log on for the tracking service.

"As schemes go, this one isn't bad," said one representative of a Santa Monica, Calif.-based technology research firm. "It absolutely makes sense - the Postal Service's business, and expertise, is mail delivery, and e-mail is just another form of mail. If the USPS ignored this new mailing technology it would insure that it would become obsolete eventually. Any steps it can take to work within the new framework should help it survive."

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# Orange Coast IBM PC User Group (OCIPUG)

## Meeting of the Executive Board of Directors

August 28, 2000

695 W 19<sup>th</sup> Street, Costa Mesa, CA 92683

## Minutes

Pursuant to a determination that a quorum was present, a regular meeting of the Executive Board of Directors of OCIPUG was called to order by President Leonard Stein at the Costa Mesa Senior Center, 695 W 19<sup>th</sup> Street, Costa Mesa, CA 92627 at 6:58 p.m.

### OFFICERS PRESENT:

Leonard Stein, President  
Red Davidson, Vice President  
Shirley Wozniak, Secretary  
Larry Pearce, CFO

### OFFICERS ABSENT:

Wayne Ali, Past President

### DIRECTORS PRESENT:

Robert Lynch \*\*  
Michael Moore \*  
Frank Yaeger \*\*  
Bob Walker \*\*

Sam Wozniak \*  
Jesse Bequette \*  
Leonard Robertson \*\*

### DIRECTORS ABSENT:

Dennis Walz \*

### ALSO ATTENDING:

Morris Fier  
Audrey Wolden  
Bob Strader  
Chris Davidson  
Richard Hunter  
Sandra Tierney

Tony Dopazo  
Charles Schreiber  
Art Stolins  
Kevin Moser  
Patricia Cohen

Copies of the minutes of the July 31, 2000 meeting were distributed to the members of the Board of Directors to be read. A motion was made by Michael Moore and seconded by Bob Walker to approve the minutes as presented. Motion carried.

### PRESIDENT'S REPORT:

Len Stein asked for a report from Tony Dopazo on the results of the election. The results are as follows:

For the four officer positions: President: Robert Walker, Vice President: Robert Lynch, Treasurer/CFO: Larry Pearce, Secretary: Pat Cohen.

Four directors to serve two-year terms commencing Sept. 1, 2000 through Aug. 31, 2002: Chris Davidson, Morris Fier, Robert Strader, and Sandra Tierney.

Two directors to serve out the remaining terms of Robert Walker and Robert Lynch  
Sept. 1, 2000 through Aug. 31, 2001: Marshall Boslow and Michael Moore.

A motion was made by Larry Pierce and seconded by Bob Walker to accept the report of the election committee as submitted by Tony Dopazo. Motion carried.

The sealed records of the election were turned over to the secretary to be kept on file for three years as directed by the bylaws.

### TREASURER'S REPORT:

Larry Pearce submitted a written Treasurer's report for the period ending July 31, 2000. We have new members coming in and our checking account balance continues to grow.

Larry Pearce submitted a proposed new budget for the coming year based on last year's expenses and the anticipated expenses for next year.

Larry Pearce will prepare and file a corporate tax return for August 31, 2000.

### **PROGRAMS COMMITTEE:**

Bob Walker reported on what he had learned at The 7<sup>th</sup> Annual Southwestern User Group Conference in San Diego. He plans to implement many of the ideas he learned there. He will have a report for the board members at the next board meeting with the proposed duties.

### **OLD BUSINESS**

### **SURPLUS EQUIPMENT:**

Tony Dopazo submitted a written report of all equipment now held by OCCIPUG and where it is located. Some of this equipment is still usable and will be retained. Other items still need to be disposed of.

### **HOT LINE:**

Frank Yaeger reported on the possible ways that we can publicize our club. Bob Walker said he intends to have a publication committee and/or manager for the next year.

The correct phone number for the HOT LINE is: (714) 662-2939.

### **SENIOR CENTER:**

The disappearance of the downstairs computer in the Senior Center belonging to OCCIPUG was discussed.

### **NEW BUSINESS**

Morris Fier was sworn in as director for his coming term.

A motion was made by Frank Yaeger and seconded by Mike Moore to delete items of equipment that are fully depreciated and to remove them from the tax records. Motion carried.

A motion was made by Robert Lynch and seconded by Mike Moore to reimburse Robert Walker (\$448.00) for the expenses incurred in repairing the copy machine. Motion carried.

### **ANNOUNCEMENTS**

The next General Meeting will be at the Costa Mesa Senior Center, 695 W 19<sup>th</sup> Street, Costa Mesa, CA 92627 on **September 30, 2000**.

The next Board of Directors Meeting will be at the Costa Mesa Senior Center, 695 W 19<sup>th</sup> Street, Costa Mesa, CA 92627 on **October 2, 2000**.

Bob Walker announced he would have a reception for the new officers and board members at **6:30 PM** prior to the board meeting on **October 2, 2000**.

**OCCIPUG WEBSITE:**     <http://www.ocipug.org/>

### **ADJOURNMENT**

A motion was made by Frank Yaeger and seconded by Leonard Robertson to adjourn the meeting. The motion carried. The meeting was adjourned at 8:43 PM.

Respectfully submitted  
Shirley Wozniak, 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 19<sup>th</sup> and Pomona

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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 **October 2000** issue must be received on or before **13 October 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 : \_\_\_\_\_