

Orange Coast IBM PC User Group

README.DOC

November 2001

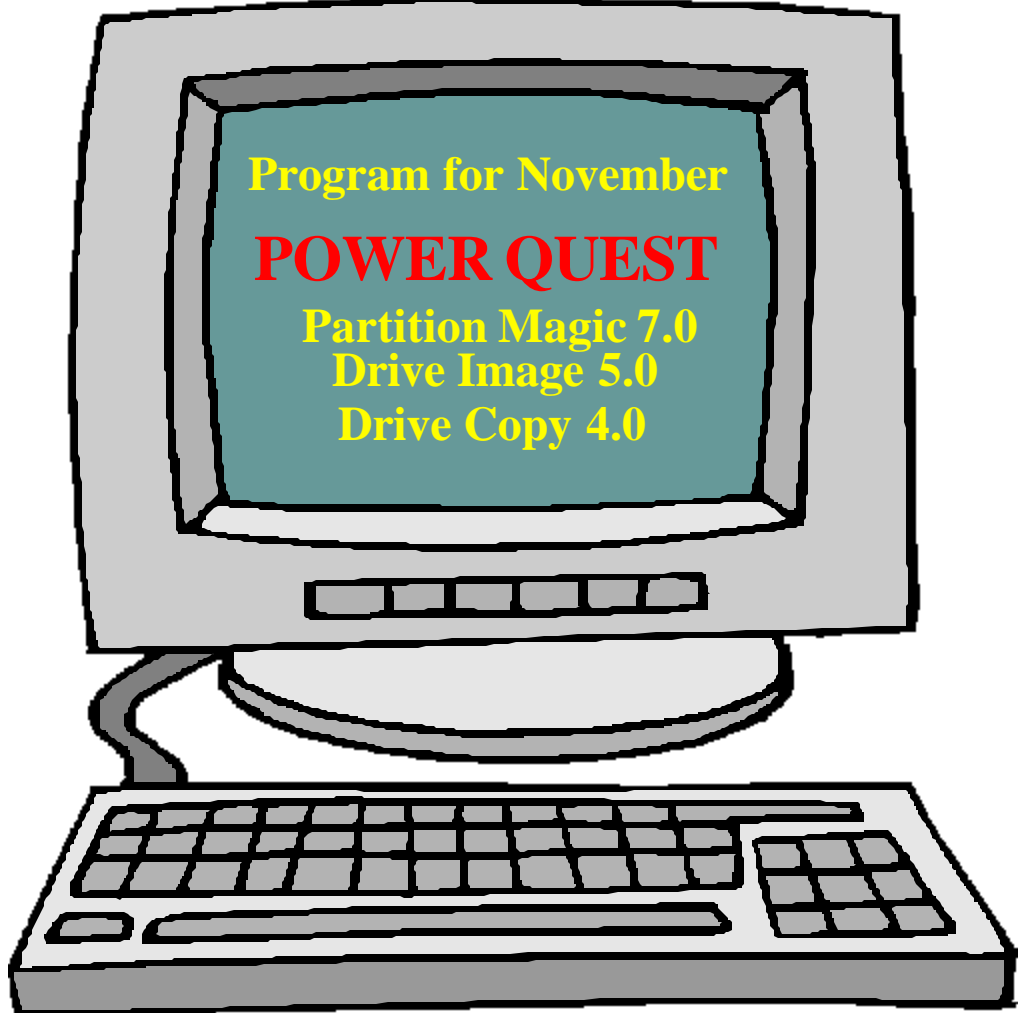
Newsletter

Volume 17.11

ALL MEETINGS ARE HELD IN THE COSTA MESA SENIOR CENTER 695 WEST 19TH STREET
AT THE SOUTHEAST CORNER OF 19TH AND POMONA

IN THIS ISSUE

Front Page	Page 1
Presidents Message	Page 2
Officers and Board Members	
Meeting Dates	Page 3-4
Schedules and Reports of Events	Page 5-6
Printer Paper	
What's the Difference?	Page 6-
Inkjet Printer Tips	Page 7
Window Task Bar	
E-Mail Basics	Page 8-9
Time to Upgrade	
Your Hard Drive	Page 10
Ken's Korner	Page 11
Hardware SIG Meeting Recap	
You Can Learn to Program	Page 12
Septer. Trojan	
Global Radio	Page 13-14
Label Printing	Page 15-16
Save Time When Typing	
Board Meeting	Page 17
Publication Guidelines	
Membership Application	



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General Meetings are held from 9:00AM to noon on:
 17 November 2001
 15 December 2001
 26 January 2002
 23 February 2002
 30 March 2002
 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:
 19 November 2001
 17 December 2001
 28 January 2002
 25 February 2002
 25 March 2002
 All OCIPUG members are welcome.

Special Interest Group (SIG) meetings are held monthly as follows:
 1st Saturday, 9:00AM - New User
 1st Wednesday, 7:00PM - Internet
 2nd Tuesday, 7:00PM - Hardware
 2nd Wednesday, 7:00PM - Web Sites
 3rd Wednesday, 7:00PM - Windows
 4th Wednesday, 7:00PM - DigitalPhoto

President's Message

Robert Walker

OCIPUG has 7 members ready to head down that YELLOW BRICK ROAD (Hiway 15) to see the wizard (Bill Gates) in the land of OZ (Las Vegas) and to see all the wonderful things the Computerindustry has to show us for the years to come. This is a meeting of the Association of Personal Computer Users Group Conference and COMDEX 2001 November 10 - 16.

November General Meeting Saturday the 17th

November meeting is all about Power Quest and how to have our hard disk in tip top shape. Randy will have products for our drawing



December 15, 2001 is our General Meeting and Pot Luck Christmas Party with COMDEX reports from all who attended. Plan what you would like to cook up for our Pot Luck and come early .We will have hand outs from COMDEX

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

SCHEDULES AND REPORTS OF EVENTS

SPECIAL INTEREST GROUP (SIG) MEETINGS

(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.) The next SIG meeting will be:

7 November 2001

Internet - 1st Wednesday, 7:00PM

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

14 November 2001

WebSiteDesign - 2nd Wednesday, 7:00PM

21 November 2001

Windows - 3rd Wednesday, 7:00PM

28 November 2001

Digital Cameras and Scanning

4th Wednesday, 7:00PM

Bob Strader 949-646-1475
rstrader@mediaone.net

1 December 2001

New User - 1st Saturday, 9:00AM

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

11 December 2001

Hardware - 2nd Tuesday, 7:00PM

Ed Leckliter
leckliter@home.com

General Meeting November 17, 2001

" Time to Upgrade, Organise and Protect your Hard Drive"



Divide it, resize it, redistribute, merge it, or copy it, make it more efficient, back it up and more.

Partition Magic 7.0 meets all your specific partitioning needs.

Drive Image 5.0 helps keep the data on your hard drive safe.

Drive Copy 4.0 is the safest, easiest, and most affordable way to copy everything from your old hard drive to your new hard drive.

Randy Whittle will be the guest speaker, demonstrating some of the **PowerQuest** family of products. Randy will not only demonstrate but educate you on how to Organize Your Hard Drive.

Come to our next user group meeting and learn all about organizing and protecting your hard drive. As time permits, Randy will demonstrate many of the newest PowerQuest products and answer your questions as well.

October 27 General Meeting

The meeting started with a Random Access session conducted by Ed Leckliter. Among the items discussed were:

- * HTML coding
- * How to print out a copy of the directory of any folder. For those who remember their DOS days, to print a directory restart the PC in the DOS mode and go to the directory you are interested in. Press Ctrl+Print Scrn and then type dir at the DOS prompt. The directory will be printed. However, the file names will be in the 8.3 format and not the long file names that Win9x permits.
- * Whenever you read files off of a CD-R they are automatically tagged as "Read Only" files even if they were not when written to the CD-R. However, there are utilities such as Z-Tree that will facilitate changing the file attributes globally and not one at a time.
- * Tweak UI will help you get rid of the pop-up box that asks for your network password every time you boot up even if you do not have one.

ACP Swap Meet

25 November 2001

ACP Computer Swap Meet
which is usually held on the
fourth Sunday of the odd
month, is held at 1319 East
Edinger in Santa Ana



* There are several good "zip" programs, with WinZip and PKZip being the most widely used.

The General Meeting was then called to order by President Bob Walker at 9:05am with 25 members present. Among the announcement made were:

We have been requested by the Senior Center to change the meeting dates for our Special Interest Group (SIG) meetings to either Tuesday or Thursday. This will be finalized at the Board meeting on Monday, October 29, 2001.

The APCUG/Comdex Conference will be in Las Vegas November 10-17, 2001. For now, 6 or 7 OCIPUG members are planning to attend. Go to the APCUG or Comdex websites for more details.

SIG Reports:

* Internet - The next Internet SIG will be on Wednesday, November 7, 2001. As usual it will be a free-form discussion

* Hardware - There will be no hardware SIG in November because of the APCUG/Comdex conference.

* Digital Photography/Scanning - At the last SIG, SIG Leader Bob Strader showed pictures from his recent Hawaii trip and in the process demonstrating several programs which organize your photos into albums.

Also, President Bob Walker reported that he had attended a recent workshop on Adobe PhotoShop and learned things he did not know. There will be no Photo SIG in November (Thanksgiving)

* Windows 98 and Web Page Design - No report, but we will be seeking leaders for these two SIGS, as Richard Hunter has decided he no longer wishes to lead them. This will be discussed further at the upcoming board meeting.

In addition, we are looking for ideas for new SIGS that would be of wider interest to the membership.

Frank Mastroly circulated some material downloaded from the Adobe User Group Support website (www.adobe.com/support/usergroup/programs.html). Among other things, they offer a package containing one package each of Adobe GoLive(tm), Adobe Photoshop Elements(tm) and Adobe Acrobat software for Macintosh or Windows(r) for US\$100, a package worth more than US\$600. Frank intends to look into this after his return from Comdex.

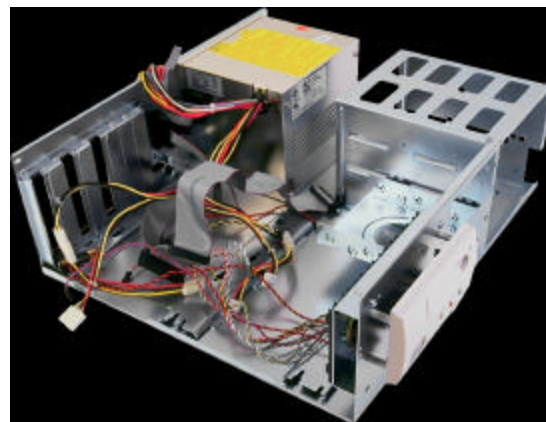
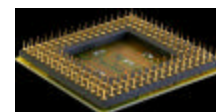
Next month Randy Whittle will be our guest speaker.

Those who did not receive the e-mail relative to the newsletter being on line were requested to so indicate of the attendance sign-in sheet.

Bob Walker then continued his presentation from last month on downloading and processing MP3s, and distributed two very useful handouts listing several good related web sites. In addition to the MP3 processing software demonstrated last month, Bob also showed information on the Dart CD Recorder software (www.cdrecordingsoftware.com/dartcdr4.html), a \$50 program which will convert between several audio formats and then burn the selected playlist on your CD burner.



After the break Ed Leckliter went through the boxes of surplus hardware to identify it. Most of the hardware was several years old, with the motherboards being pre-Pentium, with most cards ISA rather than PCI. Len Robertson took a chassis and telephone; Marvin Hoffman took several motherboards; while Red Davidson took a 586 motherboard. Most of the hardware, however, was not taken, and boxed up for disposal.



The General Meeting was concluded with the raffle. Among the winners were:
Bob Walker - Mantis Game and Critical Path CD
Rocky Ford - Makeover Magic and CNN Time Capsule CD
Michael Moore - Partition Magic, Quantum Care CD-ROM, CNN Time Capsule CD, and several game CDs

Printer Paper - What's the Difference?

Alicia King Padgett



You've finally got a great color printer with 600 to 1200 dpi (Dots per Inch) capability for text and graphics and you can't wait to start printing. According to the manufacturer it should be able to print photo quality graphics and crisp text files. However, when you actually print something, it seems the print quality is no better than with your old printer.

Eventually, you look with envy at your friend's printouts and sigh "Someday I'll be able to afford a high quality printer like theirs." But wait, maybe the problem isn't the printer... perhaps it's the paper. Let's take a look at the basics of different printers:

An impact printer uses a mechanical hammering device to produce each character by forcing a metal or plastic form against an inked ribbon to produce an image on paper. The characters may be on a moving bar, a rapidly rotating chain, a rotatable ball, or even a spoked wheel.

A dot matrix printer uses a matrix of tiny pins that, when struck, impart a set of dots to form a wide variety of characters. Graphics may be created by using different dot combinations.

Bubble-jet printers (or ink-jet printers) squirt heated ink through a matrix of holes to form characters. These small ink droplets are electrostatically sprayed from a nozzle onto the paper.

Laser printers form an image of the output on a selenium-coated drum, using laser light according to data from the computer. The image is then transferred to the output from the drum using photocopying techniques.

Thermal-wax-transfer printers and dye-sublimation printers use heat to transfer color pigment from a ribbon to a special paper to produce photographic-quality color images.

Inkjet (bubblejet) printers are very affordable for home use. In the store the printouts may look incredible but when you get home, somehow the printer just doesn't seem to have the same print quality. Most of the time the problem is not the printer, it's the paper.

Most people try out several different kinds of photocopy, laser printer, or inexpensive inkjet papers. When an inkjet printer sprays onto these papers, the ink is wicked by the fibers causing an effect

known as bleeding. Some inks spread to the sides or the back of the paper making the image less sharp. When the ink bleeds, it isn't all on top of the paper, some has soaked in. This is easy to check by turning the sheet over. If the ink is starting to come through or the front appears lighter, grayed-out, or feathered, as though you were printing with diluted ink, you probably have the wrong paper.

To get good quality printouts with an inkjet printer you need to use coated paper stock. A single coated paper is not enough, as it is formulated to keep the ink from getting into the paper fiber but doesn't have the best ink adhesion or reflectivity. Quality printouts need a second coating on top of the ink barrier coating. The second coating optimizes viewing by reflecting light back to set off the colors. The second coat also provides a base to adhere the ink. To put it more simply you need a primer coat and a finish coat to generate a quality printout.

Two options controlled by most inkjet printers are configuration for the "Media Type" and "Print Quality". "Media Type" controls the amount of ink set down on the media. It DOES NOT control or affect the resolution. "Print Quality" controls the "Resolution" of the images printed.

Now you know what type of paper to use, let's see what some of the other manufacturing terms mean! Basis Weight - the weight of a ream of paper in the Basic Size for that grade (e.g. 500 sheets of Sub. 20 Bond paper in its basic size, 17x22 in., would weigh 20 lb.) Bond Paper - paper manufactured usually for stationery, letter-heads or forms.

Distinguishable in the more popular grades by a watermark and excellent writing surface. Brightness- the measurement of a paper's light-reflective qualities that affect contrast and halftone reproduction. Coated Paper - paper with a coated surface that gives the paper a smooth finish. Finish - the special characteristics of a paper's surface, which differ from grade to grade. High, low and textured finishes, for example, exhibit varying degrees of smoothness, ink receptivity and printability. Ink Holdout - the ability of the paper to keep ink on its surface rather than absorb it into the sheet (e.g., paper with good ink holdout would require less ink and exhibit less "feathering" than a highly absorbent paper). Ink Receptivity - the degree to which a paper resists or accepts ink penetration based on variations in its size and coating.

Laser Papers - papers suited for optimum performance on heat fused, high-resolution, laser printers used in desktop publishing. (Not recommended for inkjets) Ream - 500 sheets of paper, regardless of size.

What are some of the specialty papers available for inkjet printers?

HIGH RESOLUTION: Coated 24lb paper provides distinct crisp details and colors for graphics, text and photographic images. This paper has a non-resin coating and provides exceptional results at an economical cost.

ULTRA RESOLUTION: Coated 27lb paper provides a sturdier platform for intense graphics and color applications which would saturate lighter papers. It provides a thicker media while maintaining an economical cost.

PHOTO GLOSSY: Photographic coated paper provides a heavy surface for "true" photo applications. Gives images a glossy photographic appearance. This paper may also be obtained with an extra coating that bonds with the ink to provide a waterproof im-

age.

OPAQUE WHITE GLOSSY FILM: Synthetic film providing a durable media for Photo applications. A thin polyester material provides stability for hostile environments and also provides for exceptional color and detail.

CLEAR TRANSPARENCY FILM: A clear polyester base coated with a specifically formulated quick dry emulsion for optimum performance. Produces bright colorful overlays and presentation foils.

T-SHIRT TRANSFER: An iron on product that utilizes a “cool-release” process to maximize image detail and color transfer. Look for an easy to use product with easy peel backings and machine washability.

ULTRA-VIOLET T-SHIRT TRANSFER: This product provides a unique transfer. In addition to color transfers, the Ultra-violet transfer actually changes color when exposed to sunlight! When sunlight is removed the image returns to the natural state

SILVER REFLECTIVE FILM: A polyester based silver film. The metalized film is excellent for monochrome as well as color graphics

CANVAS: An artist grade canvas that is pre-stretched and gives an elegant look to portraits and artist renderings. Provides excellent color reproduction.

POLY-SILK FABRIC, (ADHESIVE BACKED): A woven polyester base that looks, feels and gives the appearance of real silk. An adhesive backing provides for transfer to fabric or textiles.

WATERCOLOR PAPER: An artist grade paper that provides the feel and appearance of watercolor texture. Provides excellent format for reproduction of renderings and other artistic applications.

BACKLIT REVERSE PRINTING FILM: A UV resistant polyester film designed for most light box applications. Produces bright vibrant colors with a superb light diffusion quality. Reverse printing or viewing through the base allows for single sided lamination.

WINDOW DECAL FILM: Polyester based transparent film with self-adhesive backing to allow mounting directly to windows or other substrates.

Some of these specialty papers are difficult to locate and prices vary considerably. For economy, print your images on inexpensive 20-24 LB paper until you are satisfied with the composition, then switch to the more expensive media. Try printing the same image on several types of media, you'll be amazed at how different they look. To acquire various types of specialty papers go to the web sites of paper manufacturers and distributors such as Hammermill, Mead, Hewlett-Packard, or Kodak and request sample packets. Most of all, have fun and experiment with different paper media, you'll be amazed at what your inkjet printer can do for you!

This Article is brought to you courtesy of the Association of Personal Computer User Groups (APCUG) by Alicia King Padgett who is a member of the Fresno PC Users Group in California.

Inkjet Printer Tips

by Sol Libes - Amateur Computer Group Of New Jersey, Inc.



Manufacturers of ink jet printers caution users to use the power switch on the printer to turn it on and off. Do not use the switch on a power strip to power down your printer. The printer relies on its internal circuitry to properly position the print heads. Shutting the power off at a source outside of the printer may be detrimental to the print heads or the ink cartridge.

Paper makes a difference in how your document looks. Whether it is text or a graphic the quality of the paper you put into your printer is important. Copy paper is made for copiers. It has surface qualities appropriate for the electrostatic process copiers use to place the toner on the paper. Inkjet printers require a better grade of paper with a surface that will capture and hold the ink that is sprayed from the nozzles. Inkjet papers will also have a smoother surface and contribute less to clog up your printer. Spend a little more for inkjet paper. You will see a difference in the quality of your output.

Inkjet printers can adjust the quantity of ink used to form the characters or figures. They use terms like Econofast; Normal; or Best; to differentiate the quality of output. When you are in the dialog box, look for a button marked Properties, click on that and you will find the area where you can choose which mode to use. Econofast will save ink and be quite a bit faster. Best will lay down a lot more ink and will be much slower. The Best mode, combined with photo grade papers in newer printers, gets pretty close to what you are used to seeing when you get your film back from a photo processor.



WINDOWS TASK BAR

by Rick Mattingly

The Windows Task

Bar is one of the most important Desktop tools, used for accessing all Windows applications and data. Because it is so important and accessed constantly, it is useful to know what formatting options are available for the Task Bar. Move the Task Bar The default position for the Task Bar is at the bottom of the screen. You may actually quickly anchor the Task Bar to any of the four sides of the screen. To do this Left-Click an open area of the Task Bar and drag the task bar to the left, right or top of the screen and release. The Task Bar is now anchored to that side of the screen and will remain there until you choose to move it again.

Make More Room

If you usually work with a lot of applications and data the Task Bar can become quite crowded. The task Bar handles this situation by automatically reducing each icon in size. While it is true that you may determine the owner of each icon by resting the cursor on the icon, resulting in a pop-up window, things may still become just too cluttered. The solution is to give the Task Bar more room. To do this, point the cursor at the top edge of the Task Bar until a double arrow appears. Now, Left-Click and pull the Task Bar open to provide as much room as desired and release. The Task Bar will retain this setting until manually changed again. The downside to increasing the Task Bar space is that it now takes up more of the Desktop. The solution -- hide the Task Bar.

Hiding the Task Bar

Hiding the Task Bar results in the Task Bar disappearing from view until that edge of the Desktop is touched by the mouse cursor. To hide the Task Bar, Right-Click an open area of the Task Bar and choose Properties. From the resulting menu choose Auto Hide. While you're at it, also choose Always on Top. Now the Task Bar will remain out of sight until needed, maximizing available Desktop space. The Task Bar and its contents will always be available, even when working with full screen applications, by simply touching that edge of the screen with the mouse cursor. Moving the cursor away from the open Task Bar results in the Task Bar hiding itself automatically.

Task Bar Properties

In the event that you find the text and icon size to be either too large or small within elements of the Task Bar, you may want to change them more to your liking. To accomplish this, Right-Click on an open area of the Desktop and choose Properties. Now, choose Appearance. From the resulting menu choose the Item arrow in the lower left and scroll to Active Title Bar. Once chosen, the present Font style and Size will be displayed below. Change the Size (and Font style, if you wish) to your liking. To check the result, click on Apply at the lower right. Check the Task Bar to see the result. If everything is as desired click on OK in the Properties menu. If not, try again and Apply until satisfied with the results

.The Task Bar is your doorway to the Windows operating system and all your applications. Use the tips above to show the Task Bar who's boss!

E-Mail Basics

Beware of Links within e-mail

By Irene Kraus

Recently, a local user received an unsolicited e-mail message that contained a link to a website. The message was written in a manner that appealed directly to the user's interests, and he didn't think twice about following up on it. What happened next was a real-life example of what could happen to any user who accesses a site containing damaging elements. Here's what he said in his own words:

"I clicked on a link in an e-mail ... (that) looked legitimate so I thought I would take a look. ... When I got to the website, it was a rather normal looking. Had a black background and the word "ENTER" written in blue in the center of the screen. Naturally I clicked on ENTER. In 5 seconds or less, 40 or more MSIE explorer windows were opened. Before I could react a rather nasty Java alert message popped up. What it said I cannot repeat here, but suffice it to say it indicated that my hard drive was doomed."

The first actions the user took, to attempt to shut down MSIE by activating the Close Program dialog box (CTRL+ALT+DEL), were unsuccessful. Within that, there were many entries for MSIE which he could not terminate as fast as they were being generated. Eventually, his system froze with the blue screened "Invalid Page Fault". When he did reboot, it wouldn't come up even in Safe Mode. In DOS, he could see the Windows directory, but for some reason could not access it. Fearing that some portion of his OS (Win98) had been irreparably damaged, he did an unconditional format (FORMAT C: /U) and reinstall of it.

This user reports that he had his security setting on Medium, as many of us do, and also uses Guard Dog as well. In this case, I doubt that anything could have sorted out legitimate actions from those that were damaging. It's also hard to say if it was bad ActiveX or Java that did the damage. Further, he can't even report back to anyone what the URL for the site was as he lost all of that information in the reformat of his hard drive. (Clever foresight on the part of whoever designed the site!)

In hindsight, he realizes he should have just turned his computer off as soon all of those browser windows started appearing. Without knowing just what damage was caused, it's hard to say if he could have done it fast enough to prevent it. It is clear the site was created only to create mischief!

I did not write this article with the intent to spread fear or alarm. Such sites are, I'm sure not very common. It is presented solely in the hope of preventing anyone else from falling prey to a similar attack. Please use caution when connecting to a website suggested by an unknown source!

Irene Kraus
Vice-President/Newsletter Editor/Webmaster
a.k.a. The Computer Lady!
Computer Erie Bay Users Group (CEBUG)
<cebug@accsandusky.com>

Time to Upgrade Your Hard Drive

By Gene Barlow, User Group Relations

This is the first in a series of technical articles on your hard drive. As you know, I travel the USA and Canada presenting ways to improve the use of your hard drive to PC user groups. Many of you have asked for additional information, so I will use these technical articles as a way to provide you with the additional information you have requested.

The technology of hard drives has changed a great deal in the past couple of years. Hard drives have gotten much larger in capacity and have also increased in speed. While these dramatic improvements have occurred, the price of hard drives has dropped significantly. So, now is an excellent time to consider upgrading your old hard drive for one of the new faster large drives on the market. This article will help you decide if an upgrade is appropriate for you and how to make that upgrade with the least effort.

When to Upgrade

There are several factors to consider when deciding to upgrade your hard drive. First, is your drive getting too full? A hard drive needs some empty space in it to run efficiently. An over-full drive will slow down in all its normal operations. Running utilities against it may become painfully slow. Even the reliability of the drive to store files will be more risky. If your drive is 70-80% full, you need to upgrade to a larger drive. Second, an older hard drive may be less reliable than a newer drive. The life of a hard drive can vary considerably, but after 2-3 years, the drive has been pretty well used. It may be safer to replace it now instead of waiting for it to totally fail. Third, is your drive too small for today's computing needs? A couple of years ago, a one or two gigabyte hard drive was considered large. Today, the typical hard drive is 20 to 40 GB in size. If your drive is less than 8 GB, you should consider upgrading to a larger size drive. Fourth, is your drive fast enough for your needs? If you have become hooked on digital cameras or are working with large graphic files, you need a fast hard drive. Those who are excited about video games will also find that a faster hard drive will improve the playability of their games. If you fit in one of these interest areas, then you should consider upgrading your hard drive to a faster one

Add a Second Drive

Adding a second hard drive to your computer is one of the best upgrades you can make to your system. Another physical hard drive will improve the performance of your system with two sets of read/write arms working for you. It will let you quick backup your important files from one drive to the other. It will also give you many more options to consider when organizing your hard drive partitions. I recommend that everybody should have two hard drives on their computers for these reasons.

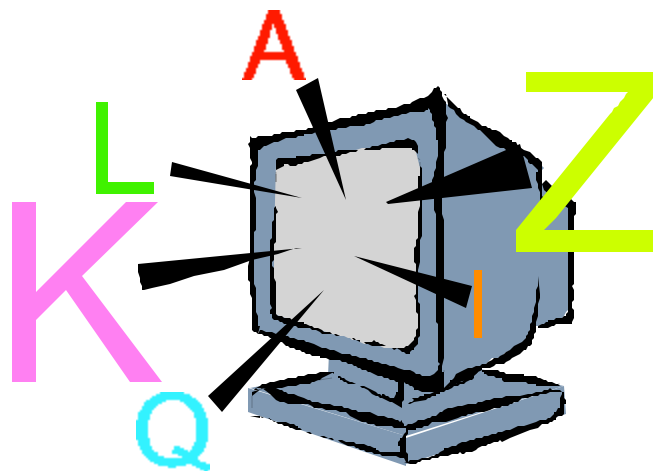
Size Considerations

The size of your hard drives should be planned out carefully. You don't want to get the wrong size drives, as they will cause you problems in the future. Ideally you should have two physical hard drives and both of them should be approximately the same size. For example, a 30GB drive and a 40GB drive would be a good balance in size to have on your system. Or the other hand, a 2GB drive and an 80GB drive would not be a good match. If your cur-

rent drive is less than 8GB, you should consider replacing it with a more normal sized drive to match the second physical hard drive you'd be adding to your system. Also, selecting the very largest hard drive available may not be the best choice. I would much prefer two 40GB hard drive! to one 80GB hard drive. The average size drive today is 20GB, 30GB, or 40GB in size. If you select each of your hard drives in this range, you should have a well-balanced system.

Speed Considerations

We have seen some significant improvements in hard drive speed the past couple of years. Two speed factors are being promoted in the stores and knowing what they mean should help you make a better hard drive purchasing decision. First, you will see hard drives listed as Ultra DMA 100 or ATA 100. This is the speed that data will be transferred from the data buffer on the hard drive to your computer's main memory. To work properly, both the speed of your hard drive and the speed of your hard drive controller (usually part of the motherboard) must be the same. If your computer is a couple of years old, it probably has an AT speed of 33Mhz or 66Mhz. If your hard drive has an ATA speed



of 100Mhz, the transfer will take place at the slower speed of your computer's motherboard. Hence, a faster (ATA 100) hard drive may not benefit you at all unless you also purchase a faster hard drive controller card to connect your hard drive to your computer. Even if you have the faster ATA 100 speed on both your hard drive and the hard drive controller card or motherboard, you may not see much advantage to this speed unless you are transferring large amounts of digital images from your hard drive. If you are using your drive to pick up small pieces of information from various locations on your drive, then the faster ATA 100 speed may not buy you much improvement at all. The second speed enhancement that you'll see is the RPM speed of the drive. Older drives spin at 5400 RPM (revolutions per minute) and the newer drives spin at 7200 RPM. That's a third faster than the older RPM speed, a significant improvement. Unlike the ATA speed that may not benefit you, a faster RPM speed should improve your drive's performance in many ways. The time it takes to position the read/write head over the information you want should be faster as the drive is spinning faster. Also, the time that it takes to actually read or write the data should be a third faster than older drives. So, I would recommend that you look for 7200 RPM drives for your computer and if they also come with ATA 100 don't turn it down. I wouldn't recommend a 5400 RPM drive that has an ATA 100 bus speed. It won't buy you much. Remember, you will probably need to add an ATA 100 controller card if you want to take advantage of the faster ATA speed.

Quality Considerations

Hard drives are not perfect and will not last you forever. However, better hard drives will give you longer life and more reliable service than poorer drives. The big problem is how to determine which drives are good and which ones to avoid. I've found a source on the Internet that you can use to guide you in this area. Drive Service is a data recovery Service Company that assists businesses to retrieve their important data files off of crashed hard drives. These damaged hard drives are sent to them to work on, so they see lots of failed hard drives. They've come to know that certain drives seem to fail a great deal and other drives fail less often. Fortunately for us, they have placed a list of their best and worst hard drives on their web site at www.driveservice.com. Check it out to see what they recommend as far as hard drive quality is concerned.

Price Consideration

The good news is that hard drive prices have dropped significantly in the past couple of years. Today, hard drives are one of the best bargains you can add to your system. The large computer sources run national ads in the Sunday papers with their latest hard drive sale. Watch these ads from Office Depot, Comp USA, Staples, etc. to find out about these bargains. You can get a real deal this way. Recently, I have seen ads for 40GB Maxtor drives (5400RPM, ATA 100) with a free ATA Controller card and free installation for \$99.99 (after rebates). I have seen ads for 30GB Maxtor drives for \$59.99 and even 20GB Maxtor drives for as low as \$49.99 with free installation. Recently, Office Depot ran an ad for a faster 20GB Maxtor drive (7200RPM,ATA100) for just \$79.99. So, for less than \$100, you should be able to find yourself a new hard drive to upgrade to.

Upgrading Your Hard Drive

Some stores that sell hard drives will install them on your computer for free or for a small fee. However, most new hard drives come with excellent instructions on how to add a hard drive to your computer system. Usually, all you have to do is remove the cover from your computer, slide the drive into an empty holder inside your computer, and connect two cables to it. The cables are probably already inside your computer waiting to be used, but additional cables may also be provided with your new drive or are very inexpensive to buy. Some drives have a master/slave setting to make and you are done. Well, you are almost done. You still need to move your partitions and files from your old hard drive to your new hard drive. Fortunately, PowerQuest's DriveCopy v4 can make this step almost a no-brainer, too. It even has easy to follow instructions that will help you install your new hard drive if you find the documentation that came with your new drive a bit overpowering.

Using DriveCopy v4

PowerQuest Corporation just released their latest version (v4) of DriveCopy. This new release includes support for Windows Me, supports hard drives up to 80GB, and has a new forced copy of damaged hard drive facility. It will make the step of copying all of your files from your old hard drive to your new drive as simple as one-two-three. Actually, you can choose a single button on DriveCopy and in minutes your new hard drive is loaded and running. Here's briefly how it works. You install your empty new hard drive on the same computer as your old hard drive following the instructions that came with your hard drive or is included with DriveCopy. Then you install DriveCopy on your system. Next, you run

DriveCopy and select the copy entire drive button which will copy all of the partitions from your old drive to your new drive and will expand each partition to fill up the new drive. Using DriveCopy, you do not need to create partitions and format your new drive, as this will be done for you as it copies your partitions from the old hard drive. DriveCopy will also copy all of your hidden files, system files, settings, and other files to the new hard drive for you. You will have many options to choose from including copying only some of your partitions or setting each partition size individually. The software guides you through each step as you go. You'll find it a very easy to use software product. How Can You Get DriveCopy v4 DriveCopy v4 has a list price of \$49.95. Included in the box you purchase at the retail store is a \$10 rebate for those that have an earlier release of DriveCopy, bringing your cost down to \$39.95 after the rebate.

Hard Drive

As on who has purchased Hard Drive, through our user group program in the past, you can purchase DriveCopy at our user group price of only \$25. This is a full license of the product and not an upgrade to an existing license. Purchases through the user group program also help to fund our user group support activities, so you are also benefitting your user group in this purchase. To purchase DriveCopy v4 at the user group discount of \$25, you need to access our secure web site at www.ugr.com/ Order and complete the online order form. You will need to enter the special price code of UGEMDCOI on the form to get this discount. You may order other products at the same time and get our user group discount on those items too. There is a \$5 shipping fee added to your order total to mail all of your products to you. We use US Priority Mail to mail products and normally mail them within 24 hours of receiving your order. We look forward to sending you DriveCopy v4. I hope you found this technical article informative and beneficial to your computing needs

*Gene Barlow is president of User Group Relations.
You can reach him at gene@ugr.com*

Sayings For The Computer Age

What boots up must come down.

Fax is stranger than fiction.

Don't byte off more than you can view.

The e-mail of the species is more deadly than the mail.

Give a man a fish and you feed him for a day; teach him to use the Net and he won't bother you for weeks.



Content Copying Poses Legal, Ethical Questions

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 review 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 photographer; 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.

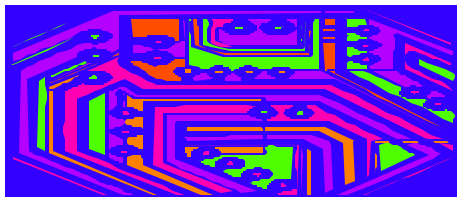
You might say to yourself, "My newsletter only goes out to a few hundred people; they won't mind if I copy this one article or photo."

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

Ken

OCIPUG Hardware SIG - Meeting Recap



There were 15 attendees (including the SIG Leader, Ed Leckliter)

The Featured Topic was: "Show & Tell #2"

There was one hardware "submission". Arlene Kane brought in an HP desktop computer she had been given, plus a "new" modem, and a "new" sound card. ["New" means I don't have a clue, they appeared to be in original boxes and never used.] A neighbor had tried to get two other modems to work in the system but without luck. When received, the system (which appeared to be a Pentium II, 350MHz unit with 160MB of RAM) had two ISA modems already installed in available slots in the riser card used with the proprietary, LPX-format motherboard. Ed removed the two old modems and inserted the new modem (PCI card) and the new sound card (a Sound Blaster 16 PCI card). Upon rebooting, Windows 98 recognized both devices, drivers were loaded (from included CDs), and the system was rebooted again. Sound worked fine and Arlene provided the needed info to get set-up and connected to her ISP (Internet connection and mail connection both established).

The hardware submission took virtually the balance of the available time. The following two (2) questions, both submitted by Frank Mastroly, were posed via the Random Access (Q&A) Log

Q1. Are there any conflicts in having 2 NICs (1 for DSL, 1 for networking)?

A1. Theoretically, no (assuming you don't run out of required IRQs). Mostly depends on how the system and network are set up.

Q2. (I) have (a) Gateway 700 Select (AMD processor based). Will there be any problems installing (a) firewire card?

A2. Depends on the card, slot availability, possible IRQ conflicts, etc. In general, assuming there is an available card slot, and the required IRQ, there should be no problem. The firewire (IEEE 1394) card "requirements" should be closely reviewed and you should confirm that a slot is available. [NOTE: Avoid placing a card in the PCI slot closest to the AGP slot - potential for IRQ problems.]

Next Meeting: December 11, 2001 [No meeting in November - conflict with Fall COMDEX]

Next Meeting Featured Topic:
Backing Up Large Drives, RAID, and other (TBD)

Following Meeting: January 8, 2002

Following Meeting Featured Topic(s):
TBD based on attendee input on 12/11.

File(s) attached - also posted on the OCIPUG Hardware SIG web site (www.homestead.com/ocipughardwaresig/index.html).

Presentation slides (.ppt format)

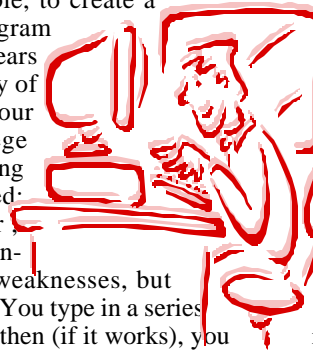
Ed

You Can Learn To Program - Really!

By Mike Kaltschnee

I know that some of you, being interested in computers, probably would want to know how to program. The hardest part of doing anything is knowing how to get started, and that's what I'd like to help you with in this article.

If you want to learn to program today you don't have to work with antiquated languages like Basic or Fortran. It would be hard, if not impossible, to create a Windows or Macintosh program using the languages of 10 years ago. So throw away your copy of DOS Basic (if it even came on your computer). I spent my college years learning every programming language that Western offered: C, Lisp, Pascal, Cobol. Each language has its own strengths and weaknesses, but they all basically work the same. You type in a series of instructions, compile it, and then (if it works), you run it. You spent most of your time writing complex functions to do simple things, like draw a line on the screen or open a database. This made programming the realm of the serious programmer.



This has all changed with the invention of the Rapid Application Development tool, (RAS) such as Visual Basic (Windows) or RealBasic (Macintosh). These tools are designed to let you prototype your program quickly, in a few hours or days. You work visually, spending most of your time designing the layout of your screen, using drag & drop to add buttons, list boxes, and other interface items. To add the code behind a button, you simply click on it and you will be automatically prompted for the code that the button is supposed to perform. It's a lot simpler than it sounds. Microsoft used RealBasic to prototype their new browser, IE 5.5 for the Macintosh, saving development time by being able to see what a program would look and act like before they spent hundreds or thousands of hours programming in the C language. Most serious software today is prototyped in an RAD tool, and then sent through usability testing, sometimes before the programmers even write one line of code.

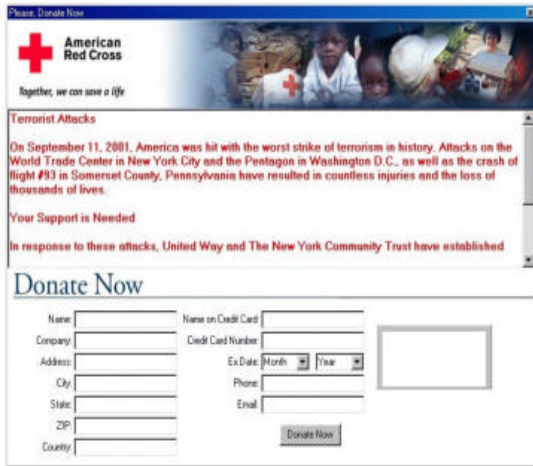
This early testing makes sure the program is easy for customers to use before expensive development occurs. There is a cost to using RAD tools. They are great for prototyping, but lack the execution speed of using normal programming tools. So while they're fine for writing a small program, quick application, or even a front-end to a database, if you're going to be writing a fully featured word processor, I would eventually write the program in C or C++.

This doesn't mean that the majority of us, who will never write huge commercial software (such as Microsoft Word), should give up on programming! I believe that anyone who wants to learn to program can quickly get their first few programs up and running in a few days. You only need to get Visual Basic or RealBasic, a book, and spend some time playing with a project that interests you. I highly recommend a class, such as the ones offered by our Community Colleges, where you can learn the basic concepts in just a few classes. If you decide that you like programming, you can advance to C or C++, and even start writing commercial software. It's a lot easier than it was 10 years ago, and you can get started for as little as \$100. Not a bad investment in your future if you've always wanted to learn how to

Page 11

Septer.Trojan

Septer.Trojan is a Trojan horse that disguises itself as a appeal for donations from the American Red Cross



If you fill out the form, the Trojan saves the information to file and then uploads it to a web site



Listen to Global Radio with Win FM

I was always fascinated by short wave reception of radio stations from around the world. In post World War II Poland, I listened to the British Broad-casting Corporation (BBC), to the Voice of America, and to the Armed Forces Network to get the latest world news and entertainment. I still use my short wave communications receiver, but with the recent demise of BBC transmissions to North America, I am slowly switching to the Internet. Thousands of radio stations around the world, in addition to broadcasting over the air waves, are also sending their programs over the Internet. Some stations, like the BBC World Service, not only provide "live" Internet broadcast, but also archive their most popular programs for Internet reception on demand. An example is the weekly "Letter from America" by Alistair Cooke; dozens of past segments can be played on demand.

To be able to listen to Internet radio broadcasts, you need an Internet connection, sound card, speakers, and appropriate software. About 2 years ago, I reviewed the www.vtuner.com site which keeps a global database of Internet radio stations. You can listen to them with the RealPlayer software, which you can download for free from www.realaudio.com. An even more convenient way to listen to Internet broadcasting stations, including my favorite BBC World Service, is with the WinFM program from inKline Software Labs in Singapore. You can download the limited demo version of the program, find more details, or purchase a permanent license at: <http://www.inKlineGlobal.com>.

The WinFM registration fee is \$19.95. However, club members receive a 15% discount off the usual price as long as they mention "FM-PCUSER" in the COMMENTS field of the order form. This offer is good until the end of October 2001. WinFM comes configured with a dozen broadcast stations. You can subtract or add stations from its built-in database, which you can regularly up-date on-line. When you add stations to WinFM, you can choose either by country (Afghanistan to Zimbabwe) or by type of station (Alternative to Urban Hip-Hop). The user interface is similar to an actual FM radio as shown at the top of this page. You click on buttons to select a station, and you can change volume with a sliding control. Even with my low speed modem connection to the Internet, the sound quality of most stations was quite good close to an actual FM station with very few dropouts. With a high speed Internet connection, the sound quality should be even better. Happy listening!@

Cass Lewart--*Brookdale Computer Users Group Lincroft NJ.*

A Definite Whoops !



The National Westminster Bank admitted last month that it keeps personal information about its customers — such as their political affiliation — on computer. But now Computer Weekly reveals that a financial institution, sadly unnamed, has gone one better and moved into the realm of personal abuse.

The institution decided to mail 2000 of its richest customers, inviting them to buy extra services. One of its computer programmers wrote a program to search through its databases and select the customers automatically.

He tested the program with an imaginary customer called Rich Bastard. Unfortunately, an error resulted in all 2000 letters being addressed

"Dear Rich Bastard".

The luckless programmer was subsequently sacked.

Label printing: A dark art revealed



*By Robert Wright
Great Lies of the 20th Century:*

“There will be peace in our time.” Neville Chamberlain
“The check is in the mail.” Your brother-in-law
“In just moments, sheet after sheet of cleanly printed labels will magically issue forth from your printer.” A computer salesman Voodoo made easy

Computers are great for maintaining mailing lists, and if you keep up such a list you will want to print labels. As anyone who’s tried it knows, getting them to line up and print properly is something akin to black magic. Hopefully this article will provide the proper spells and incantations to get the job done.

First, let’s nail down some basics. Laser labels are usually 30 to a sheet, 3 across and 10 down. 1" high is standard and most of them are 2- 3 inches wide. But wait, you say, if the labels are 1" high and the paper is 11" high, why not put 11 labels to a sheet? The reason for this is that all printers have what is called a “forced margin.”

Few laser printers print all the way out to the edges of the paper. The forced margin varies with the brand of printer but it is usually 1/2"

When printing labels use nine point type in a simple font such as Helvetica. Nine point type prints six lines to the vertical inch. Larger point sizes will run off the right hand edge when you encounter addresses like “1234 Winding Wooly Hummock Trail, Second Floor, Suite 1543.” Testing label layouts takes many trials to get it right.

To test your label layouts without wasting expensive labels, print your test layouts on plain paper. Put the test printout behind a sheet of labels and hold it up to a bright light. The position of the text will show through.

There are two types of programs used for printing labels: databases and word processors. Databases are visual, you see a picture of a page and drag the labels and margins around. Word processors are text-based; you simply see text on a screen. Databases are much preferred for label printing chores. There are a few programs available that do only label printing but they are largely a waste of money since any good database will handle label print-

ing chores quite well.

Before we get deep into this, a word about templates. Check your program carefully and see if there are any built-in templates for label printing. FileMaker has templates for all types of Avery labels and Microsoft Word has many popular label layouts included with the program as sample documents. If you find a layout that will suit your needs, go to the store and buy the labels mentioned and your life is easy. Get the ducks in a row

One of the most important things about label alignment is learning to deal with the problems involved in the proper order and only one problem at a time. This is how you line up laser printed labels. Vertical alignment deals with how the text is positioned up and down the page. Horizontal alignment deals with how the text lines up across the page. We will start with vertical layout. Ignore any problems with horizontal alignment for now. 1. Put enough text on the label to cover the vertical area. If you are using

1" labels, put 6 lines of 9 point text on the label. It doesn’t matter what the text is, just put enough text on the label to fill it up for testing purposes.

2. Align the first line of the first label. The first line of text should hit the first label at the proper spot. Don’t worry about anything else right now, just check that. The way to get this first label to align is to change the amount of blank space at the top of the page. If you are working in a word processor you should change the top margin. If you are using a database, change the size of the page header.

3. Handle any problems with vertical “crawl.” The next thing to worry about is the vertical alignment of all the other labels on the page. If they do not line up properly you will find that the labels will “walk” or “crawl” either up or down the page. If they are crawling up the page then the first line of the second label will be too high, and the first line of each successive label will be higher still. Crawling down the page is the opposite. Each successive label hits lower and lower.

The cause of this is that the amount of space allowed for each label is wrong. If you are using a database, change the amount of space allowed to each label. If you are using a word processor, put a blank line (carriage return) after the lines of text to increase the amount of space each label takes or delete any blank lines to decrease it. In a word processor the amount of space taken up by each label is determined by the point size and the number of blank lines either before or after the text of the label.

4. Handle any disappearing labels. The next vertical problem has to do with how many labels appear vertically on the page. If you have a full ten labels then you are in business. If you have less than ten appearing then bottom margin is too big. The computer thinks it is running out of room at the bottom and is bumping that last label over to the next page. In a word processor decrease the bottom margin; in a database make the page footer smaller. Make it as small as your program will allow or delete it altogether. If you still do not get the full ten labels on the page then check the amount of space being given to each label again.

New horizons At this stage we should have proper vertical alignment. Horizontal alignment is the same process, only sideways.

5. Move the left margin until the first letter of the first column of labels hits the first column of labels at the correct spot.

6. Handle any horizontal crawl. If the labels crawl out or in as they proceed across the page, check the amount of vertical space or width of each label. Visual layout programs make it easy to set the width of the labels, just drag the width out until it is correct. Word processors vary in the way you set the width. Some have you lay out three labels across using tab stops. Others have you lay out just one label and set the width of the columns. Consult your manual to find out just exactly how your program handles this.

7. Make the right margin as small as possible. If less than three labels fit across, this should correct the problem.

8. Remove any extra text you added to the label for testing purposes. With all these steps done your labels should line up and print properly on the page. Special situation On an ImageWriter labels are done differently than on a laser printer. If you print labels on an ImageWriter use pin-fed one-across labels. They don't jam as much as the three-across ones and are easier to use and set up. Keep in mind that even though they are in a continuous roll that the computer still believes it is printing to an 8.5 X 11 page and will act accordingly. In the page setup dialog box for ImageWriters there is an option "no gaps between pages." Make sure this is checked. This way you will be able to have no top or bottom margins when you print. You will need to fit eleven 1" labels to a "page." This means your top and bottom margins must be set to 0 and the labels must take up no more than 1". If every 11th label is blank, the computer believes it is running out of room at the bottom of the 11" page and is jumping to the next page to print the next label.

If you use a new ribbon, draft mode on an ImageWriter is very readable and very fast. Use a monospaced font such as Monaco 9 point to lay out your labels or the spacing between your letters will be erratic. Monaco 9 matches the height and width of draft characters very well. Never, not at any time and at no point should you feed labels backwards through an ImageWriter. When you are finished with a run, break the roll behind the printer at one of its perforations and then roll the printed labels forward through the printer. Yes, I know it wastes about ten labels but trust me, a sure way to get a label jam is to run the labels through backwards.

When loading your labels be sure not to stretch the labels too tight across the back of the printer. Many label jams are caused by having those little black tractors in the back too tight or too loose. Pull out that manual and learn what those little levers do. The vertical position of the text on the label changes when you move the platen. Rather than trying to mess with margins to get the labels to hit at the right vertical position, print a test label or two and roll the platen up or down to get the alignment right. If you can't figure out which way to roll the platen, think of the text as being stationary and move the labels underneath the text to get the position right. Remember, always roll the labels forward.

Worse than a disgruntled postal worker Label jams are something to be dreaded by any sane person. As you are printing away, one of the labels decides that it was not meant for the US Mail and peels off somewhere deep inside your printer making a big sticky mess.

If you are using a laser printer make sure that you are using labels
Page 14

made specifically for a laser printer. The page is heated to bond the toner to the paper as part of the printing process. Typewriter labels have a glue that will melt under this heat while laser printer labels have a high temperature glue that stands up well. If you get a label jam, stop your print run and remove as much of the offending labels as you can. Inspect the rollers carefully for any stray labels. If you leave a stray label on a roller somewhere it will lie in wait for the next sheet of labels and snag it. De-Solv-It, a mild solvent available at hardware and grocery stores is excellent for softening the label glue and getting the goo off. Avoid harsh solvents such as acetone; they will damage the rubber on the rollers. Apply the solvent with a Q-Tip and do not allow it to run down into the machine where it can make mischief. With an ImageWriter sometimes a label will get stuck beneath the platen (the big black rubber roller). Sometimes you can use a sheet of light card stock to get it out, but other times disassembly is required, a job for a technician.

If you do have a label jam, make sure you get all of the labels and sticky residue out of the printer or another label jam is sure to follow. Save your work The layout of blank labels varies greatly, so once you are happy with your label layout, save the label format using the name of the labels themselves, such as "Avery #5262." The next time you want to print some labels, all you will have to do is buy the same type of labels you had before. Small jobs If you want to print labels one at a time on a laser printer Avery has come up with good solution. Their "mini-sheets" look like ordinary labels with each of the three columns cut into a separate sheet. They are fed into the laser printer like an envelope. Set the top margin to get the label positioned vertically and the left margin to position it horizontally. For printing single labels these are less complex because there are no multi-column problems to worry about.

Good luck

Perhaps armed with this information, in just moments, sheet after sheet of cleanly printed labels really can magically issue forth from your printer. But that check from your brother-in-law is another matter entirely.

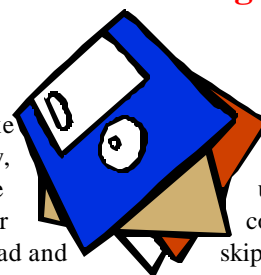
Robert Wright

ALWAYS Make Emergency Disks

Do you make emergency boot disks? You know, the disks that you make in case for some unknown reason you can't access your computer? If so, good for you; go ahead and skip this tip. If not, You're asking for trouble! Ever had a virus infect your system?

Ever had your computer's hard drive 'forget' the FAT table or partition table? Ever had your operating system make a 'mistake' in the system configuration? Errors like these can and do happen, and not just to those who love 'tinkering' with a system.

Does your operating system have an option to make an emergency boot or recovery disk? If so, use it. If not, find out from a OCIPUG member how to make a recovery disk. Even if you never have to use such disks, you'll feel more comfortable having one at your side.



Save Time When Typing

by Coco Johnston
Email: coco@mo-net.com
FI Computer Club

For those of you who have to type a lot using Word or WordPerfect, and type the same phrases or titles over and over, there is a little trick that will save time and work.

Let's say you have to type the phrase FI Computer Users' Club a lot. You can use your Spell Check dictionary to create a shortcut.

In WordPerfect:

In the Menu Bar at the top of your screen

Click on Tools

Select Quick Correct

In the box labeled Replace, type an abbreviation you want to use (example: F1)

In the box labeled With, type the full phrase you want to appear (example: FI Computer Users' Club)

Make sure there is a check mark in the box marked Replace words as you type

Click OK

In Microsoft Word:

In the Menu Bar at the top of the screen

Click on Tools

Select AutoCorrect

Type the abbreviation in the box labeled Replace

Type the full phrase in the box labeled With

Now every time you type the abbreviation (F1) and hit the space bar, the entire phrase (FI Computer Users' Club) will appear automatically.

Another good use for AutoCorrect and QuickCorrect is that if there is a word you always misspell, and that word is not in your computer's dictionary (like your mother-in-law's name), you can add the misspell and put the correct spelling into your dictionary.

You can also add words that don't appear in your dictionary, such as Cassville or Berryville, simply by clicking ADD in the dialog box that comes up during Spell Check

Check your HELP files in other applications for similar features. Look up Spell Check, and see what your options are.

Coco Johnson is past President and current editor of the FI Computer Club in Shell Knob Mo.

"TAX-TIME BLUES"

"The United States is the only country where it takes more brains to figure your tax than to earn the money to pay it." - Edward J. Gurney

Board Of Directors Meeting of October 29, 2001

Minutes of the OCIPUG Executive Board Of Directors Meeting of October 29, 2001, at the Costa Mesa Senior Center, 696 W. 19th St, Costa Mesa, CA 92683

The October OCIPUG Executive Board Of Directors Meeting was called to order at 7:00pm by President Bob Walker. A quorum of all officers and directors was present. The Webmaster and one other OCIPUG member and one guest were in attendance.

President's Report - The Senior Center has requested that we reschedule our Special Interest Group (SIG) meetings to either Tuesday or Thursday evenings, as they then can shut down the Center at 5:00pm on Wednesdays. (See New Business for additional information.) The minutes of the September 24, 2001, Executive Board Of Directors Meeting were approved as published in the agenda and October Readme.Doc

The ACPUG/Comdex conference will be held in Las Vegas November 10-16, 2001. Approximately 6 or 7 OCIPUG members are currently planning to attend.

In addition to Adobe (see last month's minutes), Intuit (Quicken) has temporarily suspended all presentations to user groups.

Secretary's Report - No report. Secretary Frank Mastroly did, however, promise to check the Hotline for messages and report to the board via e-mail.

Treasurer's Report - We had two membership renewals in October. All signatures for the Washington Mutual bank account have been obtained and submitted to the bank. There was a question relative to the maximum dollar amount that than can be signed for by one officer. This will be looked into.

Committee Reports:

Activities - No report, except to confirm that Chris Davidson has accepted the position as Activities Committee Chair Person as well as responsibility for selling raffle tickets at the General Meetings. President Bob Walker then added that Randy Whittle (Power Quest) would be the presenter at the November General Meeting. Director Bob Strader has accepted the position of SIG Coordinator. Bob also agreed to host the November 2001 Windows 98 SIG. (See addition discussion of SIGs under New Business.)

Administration - Director/Chairman Red Davidson reported that this is a work in progress. As for long range planning, the past presidents of various user groups are planning to get together to discuss the problems of maintaining and expanding group membership. The Financial Review of the Fiscal 2001/2002 Budget is still in progress.

Communications - Director Bob Strader accepted the position as committee chairman. Other than that there was no report.

Membership - Director/Chair Person Sandi Tierney reported that Dr. Ted Kurze has joined OCIPUG. Although more interested in PocketPCs, he also is interested in all items related to PCs in general.

Old Business

Webmaster Michael Moore is working with Director Sandi Tierney to update the list of e-mail addresses. When finished, a copy will be distributed to all officers and directors. Michael also reported that there were 250+ downloads of the October 2001 Readme.Doc newsletter plus numerous contacts from various search engines and ISPs. Also, we have received much positive feedback for our newsletter. Past issues will be posted on the OCIPUG web site as they become available. Finally, it was noted that the APCUG web site has newsletters from user groups all over the world.

Directors Sandi Tierney and Chris Davidson will coordinate to get a presentation from View Sonic at a future General Meeting.

We need a program for the December 2001 General Meeting, with one idea being to have potluck with or without a brief presentation from one of the members. In addition, President Bob Walker will try to set up future vendor presentations while at Comdex.

Those board members attending Comdex were requested to be on the lookout for various items to be used as raffle prizes, as well as to look for items at various swap meets.

President Bob Walker reminded the board members that most software manufacturers, e.g., Adobe, Microsoft, etc., will frequently provide free copies of software in return for a review published in the group's newsletter and transmitted back to the supplier. For example, Secretary Frank Mastroly recently did a review of Microsoft Publisher 2000 which was published in the October 2001 Readme.Doc as well as sent to Microsoft. When requesting copies of software, you should ask for two copies, one for the reviewer and one to be used as a raffle prize.

Kevin Moser reported that the 386 AST chassis that he has cannot be upgraded. In a motion by Red Davidson, seconded by Frank Mastroly, and carried, Kevin was authorized to dispose of the chassis as he sees fit. Kevin also reported that he still has in his possession the chairs, canopy, OCIPUG banner, etc., which we used at the ACP Swap Meet. In a motion by Red Davidson, seconded by Morris Fier, and carried, Kevin will transfer these articles to Charles Schreiber for Charles to store in his garage. This material may be of use at any future fundraisers.

New Business

Richard Hunter has resigned from hosting any SIGs for personal reasons. This led to a discussion of SIGs in general; including perhaps adding and/or deleting various topics to better reflect the interests of the members. For example, do we merge the Internet and web design SIGs, as they are related, with Michael Moore as the coordinator? This will be the topic of future discussions.

President Bob Walker reported that he had a package of material from Intuit relative to SIG groups in general and Quicken in particular. In addition, we can get Windows information from

Microsoft for use in the Windows 98 SIG.

As indicated in the President's report, the Senior Center has requested that we reschedule our Special Interest Group (SIG) meetings to either Tuesday or Thursday evenings, as they then can shut down the Center at 5:00pm on Wednesdays. Either night seems to be acceptable. President Bob Walker will coordinate this with the Senior Center, with the change over most likely in January 2002. It was also stated that the Senior Center wants the SIGs to conclude by 9:00pm if possible, which may not always be the case.

In a motion by Red Davidson, seconded by Charles Schreiber, and carried, it was decided that we drop our e-mail address. Webmaster Michael Moore will coordinate this with In-Reach. As an alternative, it was suggested that an officer's e-mail address be used instead, but this was left open.

OCIPUG is listed on the APCUG web site, with President Bob Walker's phone number.

The December General Meeting will be on December 15, 2001, probably with a brief presentation (TBD) followed by a potluck. Chris Davidson will have a sign-up sheet at the November General meeting for members to indicate what they plan to bring.

The next ACP Swap Meet will be on Sunday, November 25, 2001.

The Senior Center may have sufficient money to repair the TV in time for the start of the next session of SeniorNet classes, which starts in January 2002.

The next OCIPUG General Meeting will be on Saturday, November 17, 2001, with the next executive board meeting the following Monday, or November 19, 2001.

Adjournment - In a motion by Morris Fier, seconded by Frank Mastroly, and carried, the meeting was adjourned at 8:00pm.

Respectfully Submitted,

Frank Mastroly, Secretary



Did you know that odd-price sale items was started by a newspaper publisher?

When Melville Stone started the Chicago Daily News in 1875, the price was a penny.. At the first, circulation was high but then dropped off sharply. Stone discovered that the problem was a shortage of pennies in the area. He brought in barrels of pennies and then persuaded merchants to start an "odd-price sale," selling goods for a penny under the regular price. Thus goods were sold for an amount such as \$2.99 (instead of \$3). Pennies came back into circulation, Stone sold many newspapers, and we still have odd-price sales items.

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

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Publication Deadline

Material for the **December** issue must be received on or before **5th of December** by the Newsletter Coordinator — **rwalker820@msn.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 Robert Walker
rwalker820@msn.com **and**
Moris Fier, fier@bigfoot.com, .
2. Mail a 3.5" disk so as to be received by the deadline by the Newsletter Coordinator at the OCIPUG mailing address above.
3. Hard copy to Editor at the OCIPUG mailing address above.

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 e-mail.

* 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: _____