

Orange Coast IBM PC User Group

README.DOC

October 2001

Newsletter

Volume 17.10

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 3-5
Schedules and Reports of Events	
Ken's Korner	Page 6-7
Symantec glossary	Page 8-11
Review of Microsoft Publisher	Page 11
Good things to know	Page 12
Rod Bush's Computer Gleanings	Page 13
From the Tistin News From	Page 14
Herb's Hangout	Page 15
Show Your Patriotism	Page 16-17
Executive Board Meeting	Page 2001
24 September	
Publication Guidelines	
Membership Application	



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

NONPROFIT ORG.
U.S. Postage
Paid
Santa Ana, CA
Permit No. 340

ADDRESS SERVICE REQUESTED

*See mailing label
for membership
expiration date.*

General Meetings are held from 9:00AM to noon on:
 27 October 2001
 17 November 2001
 15 December 2001
 26 January 2002
 23 February 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:
 29 October 2001
 19 November 2001
 17 December 2001
 28 January 2002
 25 February 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 - Digital Photo

President's Message

Robert Walker



September 11, 2001

The tragic attacks on the World Trade Center. in New York were horrible to watch on television. We pray for the families and all who lost their lives Read the article on page 13 of this Readme.Doc, from the Tustin News " *Log on to Preparedness* "

Many of our members found software, books and manuals at our give away of OCIPUG surplus items at our September General Meeting. Our October 27 General Meeting we will have the same type of giveaway with OCIPUG surplus Computer hardware, . Ed Leckliter will help ID all the parts for you.

The program for October 27 General Meeting has not yet been confirmed ..

There will not be a Hardware SIG in November. SIG eader Ed Leckliter will be at Comdex in Las Vegas

President	Robert Walker	949-642-7681	rwalker820@msn.com
Vice President	Morris Fier	949-646-8292	fier@bigfoot.com
Secretary	Frank Mastroly	714-960-9472	fmastroly@earthlink.net
CFO/Treasurer	Charles Schrelber	714378-1253	cschrelber@csulb.edu
Director 2002	Robert Strader	949-646-1475	rstrader@mediaone.net
Director-2002	Chris Davidson	714-832-7835	ccusgo2@aol.com
Director-2002	Red Davidson	949-548-0413	red.d3@juno.com
Director-2002	Sandi Tierney	714-648-2218	tierneys2000@home.com
Past President	Leonard Stein	714-533-4971	leonardstn@netscape.net
Long Range Planning	Leonard Stein	714-533-4971	leonardstn@netscape.net
Readme. Doc Editor	Robert Walker	949-642-7681	rwalker820@msn.com
Newsletter Coordinator	Michael Conway	714-962-2194	nchbca@aol.com
Membership	Sandy Tierney	714-648-2218	tierneys2000@home.com
Programs	Robert Walker	949-642-7681	rwalker820@msn.com
SIG Coordinator	Red Davidson	949-548-0413	red.d3@juno.com
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:

17 October 2001

Windows -

3rd Wednesday, 7:00PM

Richard Hunter 714-968-6362

24 October 2001

Digital Cameras and Scanning

4th Wednesday, 7:00PM

Bob Strader 949-646-1475

rstrader@mediaone.net

3 November 2001

New User - 1st Saturday, 9:00AM

John Lunsford 714-995-0947

jlunsford@gentech.com

7 November 2001

Internet - 1st Wednesday, 7:00PM

Michael Moore 714-535-0608

mmoore@inreach.com

14 November 2001

Web Site Design - 2nd Wednesday, 7:00PM

Richard Hunter

714-968-6362

rthunter@earthlink.net

11 December 2001

Hardware - 2nd Tuesday, 7:00PM

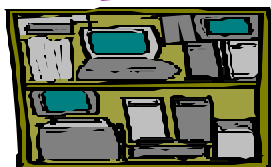
Ed Leckliter

eleckliter@home.com

ACP Swap Meet

23 January 2002

ACP Computer Swap meet which is usually held on the fourth Sunday of an odd month. It is held at 1310



E. Edinger in Santa Ana.

The General Meeting of September 29 2001 was convened at approximately 9:20am, with approximately 30 members and guests present after a very informative Random Access (Q&A) session conducted by Ed Leckliter. Among the items covered were the latest developments at Intel and AMD, as well as problems with the latest version of Zone Alarm blocking outgoing (as well as incoming) transmissions. Also, perhaps related to the terrorist attacks of September 11, 2001, the US government computers have been bombarded with numerous hacker and virus attacks, none of which were successful because of firewalls and anti-virus programs. The need for an adequate firewall and current anti-virus software cannot be overstated. Finally, Rambus is still in the RAM picture. President Bob Walker then took over and announced first that club members have brought in a large collection of used software and manuals that have been placed on a table at the back of the room and are free for the taking. There will be a similar collection of surplus hardware items available at the next hardware SIG on Tuesday, October 9, 2001

President Bob Walker then reminded the membership that the September 2001 issue of the Readme.Doc will be the last to be mailed to all members. Webmaster Michael Moore will send e-mails with links to the current issue of the Readme.Doc to all members using his latest list of e-mail addresses. Past issues will be available to the public on the web site. Michael is also compiling a list of those who do not have e-mail access and thus needs to have a hard copy of the newsletter mailed to them as in the past. The goal is to have the current Readme.Doc available on-line sometime during the first week of each month.

All members were reminded of the Microsoft Xtreme presentation to be held at the Edwards Irvine Spectrum 21 Megaplex on October 20, 2001, as described in detail in the September 2001 issue of the Readme.Doc. You can register on-line at the Microsoft website.

Special Interest Group (SIG) Reports Were As Follows:

Internet (Wednesday, 10/3/2001), Michael Moore As usual, it will be a free form discussion, with some discussion of how we put the Readme.Doc in PDF format on the web, as well as more on downloading and playing MP3s.

Hardware (Tuesday, 10/9/2001), Ed Leckliter We had a Continuation of his "show and tell" plus distribution of surplus hardware items. **NOTE - No Hardware SIG in November**

Web Page Design/Genealogy (Wednesday, 10/10/2001) Richard Hunter Examples of web pages that others have designed and published. Also covered Meta files and how you get search engines to find your site.

Windows 98 (Wednesday, 10/17/2001) Richard Hunter No plans as yet.

Digital Photography And Scanning (Wednesday, 10/24/2001) Bob Strader Bob hopes to have pictures from his recent trip to Hawaii using Flip Album CD Creator.

President Bob Walker then presented **Certificates Of Recognition** to retiring officers and directors as follows:

Larry Pearce —Treasurer for 6 years (being succeeded by Charles Schreiber)

Pat Cohen Secretary for the past year (being succeeded by Frank Mastroly)

Leonard Robertson, Morris Fier, Michael Moore, Frank Yaeger, and Marshall Boslow, Directors

Bob Strader Vice President (Now a Director) (being succeeded by Morris Fier)

Ken Paeth Membership (being succeeded by Sandi Tierney)

Michael Conway Publisher of the Readme.Doc

Page 3

September 29 General Meeting

README.DOC



The first presentation was by Bob Walker and Michael Moore on how we produce the Readme.Doc, convert it to Personal Document File (PDF) format, and then publish it on the web site. The document is prepared primarily by using Adobe Page Maker, a program similar to Microsoft Publisher but with additional features. Articles that have first been converted to ASCII text as well as graphics are imported and moved around as required to produce the final document. The program has features for “walking the text” through the document.

The final document is then converted to a PDF file using Adobe Acrobat. In the process of conversion, a typical newsletter starting out as a 40mb+ Page Maker file becomes a more manageable 4mb+/- PDF file. You need Adobe Acrobat Reader to read the PDF file, but this is available as a free download (Version 5 is the current release) from www.adobe.com.

After the Page Maker file has been converted to a PDF file, Bob then forwards it to Michael Moore who uploads it to the OCIPUG website using WS-FTP, which is usually provided for free by your web site service provider or by your Internet Service Provider (ISP). Michael also creates a link to the current issue that is e-mailed to all members.

Finally, Michael is in the process of creating an archive of past issues that will be available to the public on the OCIPUG web site. Michael concluded his presentation by downloading the current issue of the Readme.Doc and demonstrating the various features of Adobe Acrobat reader, such as scrolling through the document, using the search function, and how to save and print the document. Michael is also working with Bob to insert hot links within the PDF file to allow the viewer to quickly jump to an item of particular interest to him/her.

The second presentation was also by Bob Walker and Michael Moore, and covered the downloading, creation, and playing of MP3 audio files. (For the uninitiated, MP3 stands for MPEG1 (Moving Picture Experts Group 1), Level3). The final product you hear depends to some extent on your sound card (Bob has a Sound Blaster in his computer) and the software you use to play the music. One of the big advantages of MP3 is compression, with file size being approximately 1mb per minute compared to as much as 10mb/minute on a standard audio CD. There are several software packages available, both free and shareware, for ripping (extracting tracks from audio CDs), playing, recording, and burning MP3s and CDs. One of the better ones is MusicMatch Jukebox (available as a free download from www.musicmatch.com, with Jukebox Plus 6.1 available for \$19.99), as well as Windows Media Player 7.1 (free download from Microsoft), and both free and shareware products such as Real Player, Real Player Plus, and Real Jukebox, available by download from www.real.com. Still another good player is Winamp.

Bob Walker demonstrated the various features of each, such as compiling and saving a play list. MusicMatch Jukebox, as well as some of the others, will also record your play list to a CD in either MP3 or regular audio CD format if you have a CD burner, including creating and printing custom CD labels and liners. In addition to playing MP3 files, most audio players will also connect you to radio stations (both over-the-air and Internet only) all over the world. Thus you can listen to almost any type of music you want without having to first record it. Finally, there is software available that will convert vinyl record and cassette tape analog music files to digital for recording on a CD in either standard audio CD or MP3 format.

Another very useful and informative website is Gracenote at www.cddb.com. By following the links to Media Players and then All Windows, you will get a long list of commercial, shareware, and freeware software programs which will allow you to rip CDs, convert the files to MP3, and then burn them onto a CD, including generating a CD label.

Michael Moore demonstrated how to download music from some one else's computer. To do this, there are services such as Morpheus (available as a free download from www.musiccity.com), a service similar to Napster (www.napster.com). Napster is now planning to reenter the field as a pay service after paying royalties to various music copyright holders. Although not yet up and running again, you can still go to their site and download their software. Morpheus allows you to search for a song by name or artist, and if others (there could be 500K or more on-line at one time) who have what you want are also on line, you will get a selection from which to choose. Similarly, others will be able to simultaneously download files from your computer to theirs. However, they cannot access your entire hard drive, but only those files to which you allow access.



Windows Media Player.Ink



Morpheus.Ink



winamp.Ink



Napster Music Community.Ink



musicmatch JUKEBOX.Ink



MP3.com PLuS Express.Ink



RealPlayer Plus.Ink

There are several software packages available, both free and shareware, for ripping (extracting tracks from audio CDs), playing, recording, and burning MP3s and CDs. One of the better ones is MusicMatch Jukebox (available as a free download from www.musicmatch.com, with a Jukebox Plus 6.1 available for \$19.99), as well as Windows Media Player 7.1 (free download from Microsoft), and both free and shareware products such as Real Player, Real Player Plus, and Real Jukebox, available by download from www.real.com. Still another good player is Winamp.

Bob Walker demonstrated the various features of each, such as compiling and saving a play list. MusicMatch Jukebox, as well as some of the others, will also record your play list to a CD in either MP3 or regular audio CD format if you have a CD burner, including creating and printing custom CD labels and liners. In addition to playing MP3 files, most audio players will also connect you to radio stations (both over-the-air and Internet only) all over the world. Thus you can listen to almost any type of music you want without having to first record it. Finally, there is software available that will convert vinyl record and cassette tape analog music files to digital for recording on a CD in either standard audio CD or MP3 format.

Morpheus will also allow you to download video files, but you should have a broadband (high speed) connection such as DSL or cable to keep file transfer times within reasonable limits. Michael then demonstrated mps.about.com (no “www” in the URL), which contains a wealth of information on MP3, MIDI, and other music formats. It also contains links to numerous sites that can provide additional information for those interested in creating their own MP3 music library, either on their computer or on CDs and MP3 player disks.

The General Meeting was concluded at approximately 12:30



Notepad Word Wrap

Notepad has an option in it that allows you to have words wrap to the next line if you begin typing too far over. One little quirk is that when you're printing, regardless of the word wrap setting, Windows and the printer will automatically wrap printed text for you based on the margins of the printer. You can change these margins, if necessary, from the Page Setup menu located within the File menu of Notepad.

Screen Setting On The Taskbar

To get a quick look at your screen settings, first right-click on the desktop, click Properties to bring up the Display Properties Menu, then click on the Settings tab, and click Advanced. No check the Show Settings icon on Taskbar option, and a small icon will appear on your Taskbar, giving you a quicker view of your display properties, settings, and potential changes you might want to make.



Dell Computer Provides Web School for Teachers

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

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

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

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

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

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

Know the Net for Teachers takes educators through a 20-question quiz that helps them master the history and navigation of the Web. It also introduces them to important research sites, lesson plans, and teacher and student community groups. Dell's K-12 customers, including teachers and school district officials in Round Rock, Texas, and Nashville, Tenn., helped develop and test the site. Round Rock and Nashville are Dell's principal U.S. locations.

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

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

1995-2001 Symantec Corporation.

The glossary below contains many of the terms you will find uncommon use throughout the Symantec Security Response Web site.

@m

Signifies the virus or worm is a “mailer”. An example is Happy99 (W32.Ska), which only sends itself by email when you (the user) send mail.

@mm

Signifies the virus or worm is a “mass-mailer”. An example is Melissa, which sends messages to every email address in your mailbox.

Also known as

These are names that other antivirus vendors use to identify this threat.

Bug

A programming error in a software program which can have unwanted side effects. Examples: Various web browser security problems, Y2K software problems.

Category: Hoax

Usually an email that gets mailed in chain letter fashion describing some devastating highly unlikely type of virus, you can usually spot a hoax because there's no file attachment, no reference to a third party who can validate the claim and the general ‘tone’ of the message.

Type: Joke

A harmless program that causes various benign activities to display on your computer (e.g., an unexpected screen-saver).

Type: Trojan horse

A program that neither replicates or copies itself, but does damage or compromises the security of the computer. Typically it relies on someone emailing it to you, it does not email itself, it may arrive in the form of a joke program or software of some sort.

Type: Virus

A program or code that replicates, that is infects another program, boot sector, partition sector or document that supports macros by inserting itself or attaching itself to that medium. Most viruses just replicate, a lot also do damage.

Type: Worm

A program that makes copies of itself, for example from one disk drive to another, or by copying itself using email or some other transport mechanism. It may do damage and compromise the security of the computer. It may arrive in the form of a joke program or software of some sort.

Causes system instability

This payload might cause the computer to crash or to behave in an unexpected fashion.

Compromises security settings

This payload might attempt to gain access to passwords or other system-level security settings. It might also search for openings in the Internet processing components of the computer to install a program on that system that could be controlled remotely by someone over the Internet.

Damage

The damage component measures the amount of harm that a given threat might inflict. This measurement includes triggered events, clogging email servers, deleting or modifying files, releasing confidential information, performance degradation, errors in the virus code, compromising security settings, and ease by which the damage might be fixed.

Degrades performance

This payload slows computer operations. This might involve allocating available memory, creating files that consume disk space, or causing programs to load or execute more slowly.

Deletes files

This payload deletes various files on the hard disk. The number and type of files that might be deleted vary among viruses.

Distribution

This component measures how quickly a threat is able to spread itself.

Encrypted Virus

A virus that uses encryption to hide itself from virus scanners. That is, it jumbles up its program code to make it difficult to detect.

Geographic distribution

This measures the range of separate geographic locations where infections have been reported. The measures are high (global threat), medium (threat present in a few geographic regions), and low (localized or non-wild threat).

Infection length

This is the size, in bytes, of the viral code that is inserted into a program by the virus. If this is a worm or Trojan horse the length represents the size of the file.

Large scale e-mailing

This type of payload involves sending emails out to large numbers of people. This is usually done by accessing a local address book and sending emails to a certain number of people within that address book.

Mobile Code

Code (software) that is transferred from a host to a client (or another host computer) to be executed (run). When we talk about malicious mobile code we may use a Worm as an example.

Modifies files

This payload changes the contents of files on the computer and might corrupt files.

Name of attachment

Most worms are spread as attachments to emails. This field indicates the usual name or names that the attachment might be called.

Number of countries

This is a measure of the number of countries where infections are known to have occurred.

Number of infections

This measures the number of computers that are known to be infected.

Number of sites

This measures the number of locations with infected computers. This normally refers to organizations such as companies, government offices, and the like.

Payload

This is the malicious activity that the virus performs. Not all viruses have payloads, but there are some that perform destructive actions.

Payload trigger

This is the condition that causes the virus to activate or drop its destructive payload. Some viruses trigger their payloads on a certain date. Others might trigger their payload based on the execution of certain programs or the availability of an Internet connection.

Polymorphic Virus

A virus that has the ability to change its byte pattern when it replicates thereby avoiding detection by simple string scanning techniques.

Ports

This field indicates the TCP/IP ports that the threat might attempt to use.

Releases confidential information

This payload might attempt to gain access to important data stored on the computer such as credit card numbers.

Removal

This measures the skill level needed to remove the threat from a given computer. Removal sometimes involves deleting files and modifying registry entries. The three levels are difficult (requires an experienced technician), moderate (requires some expertise), and easy (requires little or no expertise).

Retrovirus

A computer virus that actively attacks an anti-virus program

or programs in an effort to prevent detection.

Sequence number

Sequence numbers are used only by the Norton AntiVirus Corporate products, and are an alternate method of representing the date of the latest definitions or required definitions. Sequence numbers are assigned to signature sets sequentially, and they are always cumulative. A signature set with a higher sequence number supersedes a signature set with a lower sequence number.

Shared drives

This field indicates whether or not the threat will attempt to replicate itself through mapped drives or other server volumes to which the user might be authenticated.

Size of attachment

This field indicates the size of the file that is attached to the infected email.

Subject of email

Some worms spread by sending themselves to other people through email. This field indicates the subject of the email that is sent by the worm.

Target of infection

This field indicates the types of files that might be infected by the virus.

Technical description

This section describes the specific details of the infection such as registry entry modifications and files that are manipulated by the virus.

Threat assessment

This is a severity rating of the virus, worm or Trojan horse. It includes the damage that this threat causes, how quickly it can spread to other computers (distribution), and how widespread the infections are known to be (wild).

Threat containment

This is a measure of how well current antivirus technology can keep this threat from spreading. As a general rule, older virus techniques are generally well-contained; new threat types or highly complex viruses can be more difficult to contain, and are correspondingly more a threat to the user community. The measures are high (the threat is well-contained), medium (the threat is partially contained), and low (the threat is not currently containable).

Time stamp of attachment

This field indicates the date and time of the file attachment.

Microsoft Publisher

The Office desktop publishing solution

Review Of Publisher 2000

By Frank Mastroly

Publisher 2000 (P2000) is a very powerful program for creating documents to be published either in hard copy or on the web, but only after the user has fully understood just what the program can and cannot do. Since I have considerable experience with Word 1997/2000 and some with PrintShop, I was able to generate several types of documents after only a few hours of work using the various wizards without using any 3rd party guides or references. I did, however, have to use the on-screen Help menu on numerous occasions with varying degrees of success.

On the other hand, learning how to make maximum use of the many features contained in P2000 is not easy for a beginner not already familiar with Microsoft Word, Works, or some other word processor. At a minimum, the new user should have intermediate word processing skills, e.g., text editing, paragraph and page format editing, etc. The first step that any new P2000 user should do is to get familiar with what each menu and tool bar item does. It is also recommended that a new user go to the Help menu and select Publisher Tutorials and then select the particular topics of interest to you. However, these tutorials are very brief and do not go into much detail, but rather only some basic information on what the program can do and some of its features. More important, reading tutorials is not the same as doing several practice documents to see just what is and what is not possible to do.

The built-in Wizards are useful, although I did not try all of them. The ones of particular interest to me were those for creating newsletters and business cards, and I was able to obtain very good results using them. I also experimented with a blank document to see just how various program features work. More details of my experience later.

As is true with most full-featured programs, it is **STRONGLY** recommended that a new user to the program experiment with all of the wizards and other program features to see just what the final document will look like. Eventually, as one becomes more familiar with the program it will become second nature to start off with the wizard or format that best suits your particular needs. However, just because a document was initially formatted using a wizard, it is always possible to later modify it by changing the number of columns, adding text frames and graphics, etc. Another useful "trick" is to right click on various objects once they are created to see the many options available as displayed in the corresponding context-sensitive menus and sub-menus. I found this to be a very useful tool in learning how to use the program. One particular example is to right click on a text frame and select Change Text to open a second menu which contains, among other items, the option Align Text Vertically within the frame (top, centered, or bottom) as desired.

Once you become familiar with how to place and format objects, P2000 does provide considerable flexibility in how the final publi-

cation will look. However, this takes considerable "trial and error" and copious use of the "undo" button. Fortunately, P2000, like Word, stores up several "undos" and thus it is possible to undo several steps. One nice feature is the ability to pull individual objects (text frames or images) off to the side to see how the document would look without them and then to put them back. It also facilitates editing the particular object. It is also possible to group various objects so that they always move in unison rather than individually.

In some respects, PrintShop can do many of the things that P2000 can do, except that PrintShop cannot produce multiple page documents. In fact, familiarity with PrintShop can help the new user to master P2000. Also, the two programs can be used to complement each other. For example, one PrintShop feature that is apparently lacking in P2000 is Headlines, where you can choose from some very fancy ways that a particular block of text can look. To get around this, it should be possible to use PrintShop to create the first page of you publication and then use P2000 to create the remainder. PrintShop could also be used to create intermediate pages, but then two (or more) P2000 documents would then have to be created.

When you first open Publisher 2000, you get a page showing many choices for Quick Publications plus a catalog of Wizards. Thus one can either choose to use one of the Wizards or to start off with "a clean sheet of paper." However, if you already have a document open, one minor problem is that if you open a new document using the toolbar icon, it will open only the Quick Publishing Wizard, which contains only a limited selection of choices. You can then access the Publisher Design Gallery by clicking on the appropriate icon in the left border. However, in order to get the Wizard Catalog, you have to use the File/New menu command to create a new document.

A more significant deficiency is that it is not possible to have two P2000 documents open at the same time, as can be done in Word 2000, except by having two copies of the program running simultaneously. When you try to either open an existing publication or to create a new one, P2000 reminds you to save the existing publication. This limitation could be a problem if the PC you are using has a limited amount of RAM or if other office applications, such as Word, Excel, or PowerPoint, are open at the same time or if you are simultaneously on the Internet in order to download web material into your document.

One particular feature of P2000 that takes some getting use to is the use of a background page (accessed by going to the View/Go To Background menu) to create headers and footers as well as to insert (and have the program keep track of) page numbers. One important point here is that one should create this background page with header, footer, and page number field at the beginning of the project. If the background page is created as an afterthought, there is a very high probability that previously created material will cover the header, footer, and/or page number in which case it will be necessary to resize that material or, worse still, "walk" this material through the publication from page to page until the header,

footer, and page numbers are no longer obscured and that there are adequate margins between them and the text of each page. Related to the use of a background page, adding page numbers is a bit awkward, and is not at all like it is in Word. Following the same procedure as in Word, this is performed by use of the Insert/Page Number menu. However, P2000 requires that you first create a text frame on your background page to tell the program where to place the page number field. Apparently the program developers were aware of this problem as immediately after selecting the Insert/Page Number menu the program automatically displays a screen outlining the detailed procedure along with the recommendation that the user press the F1 key to display a Help screen with many options. On the other hand, there is apparently no way to have P2000 keep track of and insert the total number of pages, e.g., Page 3 of 7, as in Word. If you want to have this in your document, it has to be added manually to the appropriate place in the header or footer on the background page.

One area I had originally had difficulty with was the fact that I had expected the various menus with the same name, particularly View, Insert, and Format to operate in much the same fashion as in Word 2000. Instead, paragraph formatting and adding bulleted and numbered lists are performed using menu commands somewhat different from those in Word using the Format/Indents and Lists menu, with a Line Spacing sub-menu. Thus most of the more commonly used Word format options such as first line and hanging indents, line spacing, bulleted and numbered lists, are available, but in a different place.

P2000 provides several bullet options, but apparently only Arabic numbers can be used in a numbered list. P2000 does provide separate color options for fill, line, and font color, thus providing the capability of having text of one color appear on a background of another color. While on the subject of formatting menus, it apparently not possible to customize the toolbars or menu items as can be done in Word 2000.

Setting borders around individual or groups of objects or around the entire page is also performed using procedures different from those in Word. Borders around individual objects are set by first selecting the object (multiple objects can be selected by holding the shift key and selecting the individual object(s) that you want borders around) and then using the Format/Line/Border Style menu and proceeding from there. To get a single border around a group of objects or a full page, the process is different. You first select the rectangle tool from the menu on the left and then starting at the upper left hand corner click and drag the mouse to outline the area to have the border and repeat the process for individual objects. You can have many different types of borders, including different line weights, images, colors, clip images, etc. The only really useful Word format option missing is the Change Case option.

The font style selection, although extensive, is not the same as in Outlook Express (this is also true for Word). It would be better if the font styles available to all related products were identical. One nice P2000 feature is that the font list shows how that par-

ticular font looks, thus aiding in font selection. The Format/AutoFix Text/Best Fit menu option is handy but requires care in use, in that it adjusts the font size so that the selected text fills the entire text frame. As you change the text frame size the text font size changes accordingly.

Changing page margins also is not performed the same way as it is in Word. Rather, one has to go to the Arrange/Layout Guides menu to do this. Also, all pages of the document are affected when the margins are changed or reset on one page. Also, other than having mirrored margins, there appears to be no way to vary the margins on individual pages except by moving text frames and graphics (images or picture frames) around. When the margins are changed after several pages have been created, previously created material, including headers, footers, and page numbers, is not automatically repositioned. Rather, each page has to be reworked individually to see that all material fits within the changed margins. This may entail the very painful process of “walking” material from page to page until it all fits within the revised margins. Thus it is best that the user set the margins to be applicable to all pages of the publication before any pages have been created.

Related to this, when creating a new page (Insert/Page) for an existing document, even selecting Insert Blank Pages will carry over some of the format, e.g., number of columns, of the preceding page. Thus it would be necessary to produce several individual publications if it is desired to vary the format and/or margins on various pages of the same document and then assemble them manually into a single document. P2000 does not have the ability to create new sections within a single document as can be done in Word. To start a document with a page number other than one, you use the Tool/Options menu and select the General tab and then input the starting page number.

One “standard” Office feature not provided is Print Preview. For full-page documents this is not a problem as the page is always displayed in the “print layout” view, and the image can be enlarged as required to see the details of what will be printed. However, this can be a problem when creating documents in other formats. You can go to the File/Page Set-Up menu to choose several print format options, with one particular item missing as discussed below.

To get a better “feel” on how to create a document from scratch, I started with a “blank” document in which I wanted to have several columns of text with various graphics inserted in several areas. The procedure for doing this using menu items was not obvious at the outset. Rather, I had to search and try several menu items before I learned how to do it. Also, the Help function and tutorials did not provide any information on this.

The process requires using the Arrange/Layout Guides menu and selecting the number of columns as well as the page margins and other parameter values. Although the number of columns can subsequently be changed by repeating the process and selecting the new number of columns, the text frames and images (graph-

ics) already placed on the page do not automatically resize to fit the new layout. Rather, these objects remain where they were and have to be resized, moved, and/or deleted as the case may be, manually. Although this allows objects to be retained and relocated, the negative side of this is when an entire column and all of its contents are to be deleted, in which case each object (or groups of objects) has to be deleted manually. As with many of the program features, the process can be facilitated by selecting the number of columns first and then sticking to it

When creating a new “blank” publication with several columns, it is sometimes inconvenient having to add text frames, rather than simply starting to type. On the other hand, this feature comes in handy if it is desired to limit the size of a particular text frame or have a text frame span than one column. This latter feature is performed by selecting the text frame tool and using it to outline the new text frame which you want to span more than one column. This same procedure can also be used to modify any document which was initially created using one of the wizards.

Specific Annoyances Encountered When Working With A Document Containing Several Columns (Either Using A Wizard Or Starting From Scratch) Were:

* Copying a clip art image from one column to another is awkward. You cannot just right click, select Copy and then Paste the image where you want it. Rather, a second (but slightly) offset image is created in the original location, which you then have to move to the new location. Similarly, it takes some getting use to that in order to move a graphic you have to place the mouse pointer on the edge of the block that outlines the graphic rather than anywhere within the block.

* It is not immediately apparent if there is a feature that will automatically resize a graphic image or object to fit within the width of a column with specified margins. This feature is available for text by right clicking the text and selecting Change Frame/Text Frame Properties and inputting the desired values in the resulting dialog box. More annoying is the fact that graphics as well as text frames can be resized to exceed the space available within a column and thus overlap material in adjacent columns.

* In order to make very small adjustments in the position of an object, you go to the Arrange/Nudge menu and use the “arrow keys” on the dialog box to effect small position changes. The default movement per nudge is 0.13-in., but this can be made as small as you want. You can also use the Alt+Arrow Key on the keyboard to move objects.

* You cannot insert an image (picture, clip art, etc.) directly into a text frame. Rather, It has to be inserted into a “blank” area and then moved where desired.

* Once a text frame is overlaid over a clip art image and made transparent (e.g., by using Ctrl+T), apparently it is not possible to do anything with it, such to move it to another location. Rather, one apparently has to create the text frame first and then insert the clip art image.

Page 10

* Program file as loaded does not contain all clipart shown on menu, but rather requires that the CD “O9PB” (the program CD) be in the drive at all times. The name “O9PB” can cause confusion unless you know that it is just another name for the program CD.

I then used the Wizard to create several business cards. The process was very straightforward. However, when printing business cards, there was no mention of the appropriate Avery form as there is in PrintShop. On the other hand, there are Avery form numbers listed for other types of documents, such as labels, envelopes, etc. The process is complicated by the lack of a Print Preview option. For some business card options the program will automatically display a size of 3-1/2 by 2 inches as the size of the card (but still no form number). In other business card options the program will display a single page and you then have to select Labels, which MAY select an appropriate Avery form. One pre-set format prints eight cards per page and another prints ten cards per page in portrait format.

There is still another format that prints nine cards per page in landscape format. The only sure way that you can see in advance what you are getting is to go to File/Print and click on the Page Options button BEFORE you spend the time creating the card. On the other hand, PrintShop gives you the option of selecting the number of business cards per page. Another way to see if you are getting what you want is to go to the File/Page Set-Up menu. Creating a newsletter starting with the Wizard was a very straightforward task. The default newsletter format has three columns plus a sidebar, but the number of columns on any or all pages can be either be selected at the outset or changed later. If changed in mid-stream, the program may move some of the graphic images that then can be moved again to where you want them. On the other hand, some of the same annoyances discussed above when creating a multi-column document from scratch were encountered. This is a trial-and error process.

One nice program feature is the ability to change the number of columns on each page individually by first selecting the page you are interested in and then the number of columns you want. The default newsletter format is a four-page folio format. When inserting pages, the program actually inserts two on the assumption that the document will be printed 2-sided. If the document is to be printed single sided, it is possible to delete only one of the two pages by going to the Edit/Delete Page and selecting the appropriate option. This provides maximum flexibility in the final newsletter format.

One powerful program feature but one that I a problem with at the outset was converting the final publication to a web site

The Help menu had an error. After selecting File/Create Web Site From Current Publication, you have to select Add my own hyperlinks and do my own Web layout in order for there to be a one-to-one conversion. Selecting the default option to let the program create its own web page resulted in what started out as a single page becoming 14-16 pages, with much extraneous material not in the original document. The final web page (or site) is a folder containing an index (which can be renamed) plus the subsidiary files referenced in the HTML code. However, Internet Explorer has no trouble opening the file.

There are some interesting aspects to creating a web page from an existing Publisher document. First, P2000 gives you the option File/Web Page Preview to see how the page will look in its final form. One thing that cannot be stressed too much is that the user should take a look using the File/Print Preview option (or its Netscape equivalent) once Internet Explorer opens.

Because of differences between P2000 and the corresponding the HTML code, the page may look OK as displayed as a web page, but may end up either too wide or too long for single pages to be printed corresponding to the original P2000 document. Thus one has to be careful when creating a P2000 document to be published on the web. In particular, keep the margins fairly wide on all four sides and try not to fit too much material into each page.

To see how this works, I have created a preliminary New Member Information sheet both as a P2000 document and as a web page. The web page may be found at my EarthLink web site <http://home.earthlink.net/~fmastroly>.

However, the most interesting aspect is that once a web site has been created from a particular P2000 document, P2000 remembers this fact and will save the page over itself by simply using the File/Save As Web Page menu option. Even trying to save the P2000 document to a different web page will not work. Even renaming the original P2000 document will not allow the web page creation process to start again.

In summation, Publisher 2000 (P2000) is a very powerful program for creating documents to be published either in hard copy or on the web, but only once the user has fully understood just what the program can and cannot do. As detailed above, the program has many user-friendly Wizards and other features but also several deficiencies of varying degrees that can be frustrating at times. However, once the user has become familiar with how to place and format

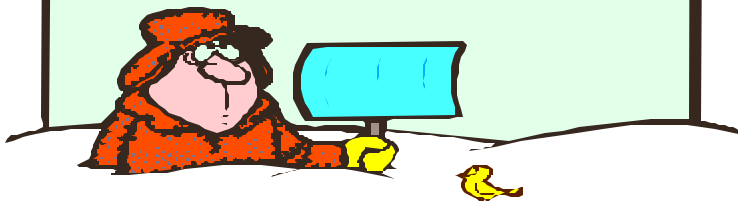
Stuck in a Snowstorm

A lady was lost in her car in a terrible snowstorm. She remembered what her dad had once told her: "If you ever get stuck in a snowstorm, wait for a snowplow and just follow it."

Pretty soon, a snowplow came by and she started to follow it. She followed the plow for about 45 minutes. Finally, the driver of the snowplow got out and asked what she was doing.

She explained that her dad had told her that if she ever got stuck in a snowstorm to follow a plow.

The driver nodded and said, "Well, I'm through with the Wal-Mart lot. Now you can follow me over to K-Mart."



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.

EMail Basics

You Can Get Email Address that do not Change If you change ISPs, jobs, or schools (!) a lot, you probably have dealt with changing e-mail addresses.

Doing this can be a hassle if your address changes frequently, so you may want to consider getting a free e-mail address from one of the major portals or <http://www.hotmail.com>. Getting a free e-mail address from these companies does have pitfalls (sometimes lax security, sites can go down, etc.), but you may never have to worry about changing your e-mail address again. Plus, the ability to access your mail over the web (like you can do with HotMail and others) may be a nice bonus.

Internet Explorer 5.x

Get Rid of Home Pages!

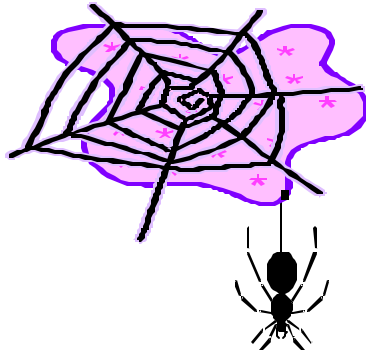
Tired of seeing a webpage appear every time you start IE5.x? Get rid of the homepage and start with a nice, blank, clean window by clicking the "View" menu and selecting "Internet Options." On the "Internet Options" multi-tabbed dialog box that follows, make sure the "General" tab is selected. Under "Home page," click the "Use Blank" button. Press OK to close the dialog box. Now, every time you start IE5.x, a blank page should appear with "about:blank" in the location bar.

Scanning Resolutions

When scanning photos for use on computer screens (not for printed output), there are two schools of thought. One school says to scan images at a lower dpi setting. This way, the file sizes are small, and the image quality is relatively nice enough for the screen when you use 75-125 dpi. Another school of thought, one which I recommend, is to use a larger scan setting if possible. Yes, 200-300 dpi may seem overkill, but the extra detail will be worth it if you can stand the larger images and longer scan times. My experience has shown the larger images to resize very well to the screen, creating better images than those resulting from scanning at a lower dpi. Your results may vary, but if you have a good scanner, plenty of hard drive space, plenty of memory, and a good bitmap editor, go for the higher dpi and create some sharp images for use on your computer screen.

Page 11

**ROD BUSH'S COMPUTER GLEAN-
INGS
FROM THE WWW**



This Issue's Feature: is

PC Pick-Me-Ups, Computer tips and troubleshooting solutions to put the life back into your PC without upgrading at: <<http://www.users.bigpond.com/billimetzke/>>. It has more at: <http://www.users.bigpond.com/billimetzke/smooth_system.htm>. It covers System, Storage, Peripherals, Modems, Speed, RAM, Cleaning, Tips for Various Windows Versions, and more.

Yahoo! Companion at: <<http://companion.yahoo.com/>> is a free, personalizable toolbar that allows you to: Customize your toolbar with buttons for your favorite Yahoo! Services; Save your favorite bookmarks online and access them from any computer; And get alerts when you have new Yahoo! Mail.

Those Dark Hiding Places: The Invisible Web Revealed is a search help page from Rider University Libraries for hard-to-find sites at: <http://library.rider.edu/scholarly/rlackie/Invisible/Inv_Web.html>

Links of the Week from Computeruser.com are at: <<http://www.computeruser.com/resources/links/linkweek.html>>

Reference research refdesk.com: <<http://www.refdesk.com/instant.html>>

The Internet Archive: Building an Internet Library [October 1996 to now
40 terabytes (about 4 billion pages, text only during 1999) is at: <<http://www.archive.org/>>. The Internet Archive is building a digital library of Internet sites and other cultural artifacts in digital form. Like a paper library, we provide free access to researchers, scholars, historians, and the general public. For access to this library, see: <<http://www.archive.org/internet/proposal.html>>

IPL Online Texts Collection: <<http://www.ipl.org/reading/books/>> contains over 17,000 titles that can be browsed by author, by title, or by Dewey Decimal Classification.

Free Stuff refdesk.com: <<http://www.refdesk.com/free.html>>

NPTalk: Spam and Bulk E-mail (May 29, 2001):<<http://www.ombwatch.org/npt/nptalk/may2001/spam.html>>

Page 12

<http://dir.yahoo.com/Computers_and_Internet/Communications_and_Networking/Protocols/> has links and info on ALL the Internet Protocols <http://dir.yahoo.com/Computers_and_Internet/Communications_and_Networking/Protocols/SOAP_Simple_Object_Access_Protocol/> is the newest one. Yahoo! Picture Gallery: <<http://gallery.yahoo.com/>>
Logitech & Google Team Up to Offer One-Touch Access to World's Largest Search Engine: <<http://www.google.com/press/pressrel/logitech.html>>

ZDNet: Help & How-To: TipZone: <<http://www.zdnet.com/zdhelp/filters/subfilter/0,7212,6002585,00.html>>

Paul Allen's Wired World: <<http://www.paulallen.com/>>

Volano Chat Webtool: <<http://fp01-024.web.dircon.net/volano/volano.html>>

Free Chat Rooms Free Chat Rooms: <<http://free-chat-rooms-free-chat-rooms.com/>>

Home PC Hardware Store: <<http://www.homepc.co.za/>>

Free PC puzzles and Games - Free Gamez and Warez: <<http://www.pcpuzzles.com/>>

Welcome to Software Methods and Tools: <<http://www.methods-tools.com/>>

Photoshop Lovers: <WWW.PHOTOSHOPLOVER.COM> has some free downloads and links.

Creating Web Sites refdesk.com: <<http://www.refdesk.com/html>>

Cyndi's Genealogy Home Page Construction Kit:<<http://www.CyndisList.com/construc.htm>>

<http://info.med.yale.edu/caim/manual/interface/basic_interface2.html> is the Yale Style Manual-Access Issues for personal & other web pages.

Snakeye Templates and Designs: <<http://www.snakeye.com/>>
VBXML.COM - For all your XML, XSL, WAP and BizTalk needs:
<<http://www.vbxml.com/>>

XML.com: XML From the Inside Out: <<http://www.xml.com/>>

Search Engine Strategies & Optimization Tips: Web Developer's Journal: <http://www.webdevelopersjournal.com/articles/search_strategies_tips.html>

Get A Free Search Engine for your Web site: <<http://www.freefind.com/>>

Dr. Art Holub

THE DOC IS IN...

Log on to preparedness

The events of September 11 were horrible and tragic. Their aftermath will be felt for a long time. One of the aspects of these events was how computers played their part before, during and after the attacks. On September 15, the Pew Internet and American Life Project surveyed, "How Americans Used the Internet After the Terror Attack." Their results were most interesting and can be viewed at www.pewinternet.org. Their conclusions were, "The Internet was not a primary resource for news or outreach for most Americans after the terror attacks, but it was a helpful supplement to TV and the telephone and many found it useful for expressing their sorrow and anger at the assault." Not a surprising result since 81% of all

Americans were glued to CNN or other television channels for their news. However, in the two days after the attack, 74% of all Americans reached out to loved ones and friends by telephone or by the Internet. Thirteen percent of Internet users "attended" virtual meetings on the Internet where they posted their thoughts to share with others.

While the Internet might not have the immediacy of television news, it does offer a rich and in depth method to view the world. Just one example is the ability to sample worldwide reactions by reading electronic editions of world newspapers. Using the search engine, www.google.com, I found the Times of London, www.thetimes.co.uk, and the Jerusalem Post, www.jpost.com. Using the search terms, "world newspapers," the site, www.onlinenewspapers.com, came up which listed newspapers in dozens of countries. Just another example of how the Internet is shrinking the world.

There are many computer stories also. If you don't usually backup your work on your home computer, think of the international law firm who had offices in the World Trade Center. They were lucky that most of their employees were able to escape. They immediately rented another office site and were able to get up and running because they routinely backup all their computer data and keep it offsite. They retrieved all their documents and all their emails and got back to work.

On a darker note, it is possible that terrorists or others make use of readily available encryption programs to correspond via email. With current technology, these messages are unbreakable. The use of "strong encryption" poses a great challenge in the wars on terrorism, crime and drugs. In the wake of this recent tragedy, the use of computers and the Internet was both a great asset as well as a possible threat. Hopefully the good shall far exceed the evil and more and more people will recognize the ability of the Internet to



Schmidlap walks into a theatrical agent's office, and he's carrying a little black bag.

The agent says, "Well, let's see your act."

Schmidlap reaches into the black bag and takes out a hammer and a few walnuts. He puts the walnuts on his head and smashes! them with the hammer.

He says to the agent, "Well, what do you think?"

The agent says, "That's your act?"

Schmidlap says, "Yep."

The agent says, "What else have you got in the black bag?"

Schmidlap says, "Aspirin."



One day, at a local buffet, a man suddenly called out, "My son's choking! He swallowed a quarter! Help! Please, anyone! Help!"

A man from a nearby table stood up and announced that he was quite experienced at this sort of thing. He stepped over with almost no look of concern at all, wrapped his arms around the boy's abdomen, and squeezed. Out popped the quarter. The man then went back to his table as though nothing had happened.

"Thank you! Thank you!" the father cried. "Are you a paramedic?"

"No," replied the man. "I work for the IRS."

Herb's Hangout

Herb Huey

Why Haven't They Invented ...??

America may have the best technology in the world but sometimes obvious applications take a long time to materialize.

I have a built-in navigation system in my new car with GPS (Global Positioning System). GPS accurately determines your position on the earth and the navigation system displays your position and bearing on a moving map display. A pleasant feminine voice gives you turn instructions. What a wonderful and expensive blend of technology. What is missing is an overlay of the local traffic situation. There are web sites such as www.smartraveler.com where you can check on the local traffic overlaid on a LA areamap. My navigation system uses a touchscreen mounted in the center console. There is a warning to be careful operating the screen as you are driving. What we need instead are the heads-up displays, superimposed on the windshield, just like the ones on jet fighters. Voice control is available but the vocabulary will have to be expanded. Steering wheel controls can help navigate through the display menus. Why can't all these technologies be married?

One day our cars will be able to surf the internet. Why not? Just imagine that same pleasant feminine voice reading your e-mail to you while you cruise down the freeway. You need to quickly find a business address.

I can use the navigation system database to find points of interest such as restaurants, gas stations, ATMs etc., complete with address and phone number, but the business is not in the database. I give a voice command to the car computer to find the business address, have it surf the web, connect to the national phone book and get the address. Then, the navigation system will show you how to get there and automatically calls the business so you can inform them that you are only 10 minutes away.

Despite all this bristling technology, I had to adjust the car clock to the correct time. Clocks that automatically set themselves to the Navy Observatory time standard are so inexpensive that I found one at Costco Wholesale for \$14.99. This capability has been around for years. I remember as a grad student at Ga. Tech 25 years ago, I had to tell my lab students to be careful about using the wall clock as a timer since it reset the time every hour on the hour based on the Navy Observatory standard. Now why is this technology not built into every timepiece in America? Or, in my car for that matter?

There was a recent movie with Wesley Snipes where it showcased US satellite tracking ability so precise that it can pinpoint an individual doing his everyday business in the city. It should be very easy to adopt this technology to pinpoint and track the whereabouts of all terrorists 24 hours a day. It is possible to remotely monitor Web traffic to a specific site. Why can't subversive sites be monitored? It's all a matter of application. We have the resources and now we have the determination and purpose. Our PCs have suffered from myopic vision as well. The CPUs in our PCs must operate to very precise clock cycle times. Why must we suffer with battery-operated clocks in our PCs that lose time as the battery ages? Why doesn't the PC periodically set time to

the Naval Observatory standard?

After many years, the optically-encoded mouse is finally becoming popular. The optical mouse has a very precise tracking motion that puts the old-fashioned roller-ball mechanism to shame. There is no ball to track over dirty mousepads so the mouse stays clean and reliable. Why has it taken so long for the optical mouse to make it into the mainstream marketplace? It was simply more expensive. In the early IBM PC days, it cost about \$150 to \$250 for an optical mouse versus \$50 to \$80 for the traditional rollerball mouse. Today, optical mice can be found from \$10 to \$60 or roughly the same prices as the old fashioned mice.

Even our software is penalized by lack of innovation. In our software, built into every word processor that exists, are two of the clumsiest applets you can find in the software universe. I'm talking about the spell and grammar checker applets. Every software package with a word processor brags about these features but as useful as they may be (you may have your own views on this statement), they can be designed to be a whole lot better.

For instance, I truly believe that the spell checker should know plural endings for nouns such as "s", "es" or "ies" based on spelling rules that we all learned in elementary school. Why is the spell checker completely ignorant about common verb endings such as "ing", "ed" or "s." I sigh whenever I start the spell checker and it flags the very first word because I started it with a capital letter!

The grammar checker is even worse. If it runs into a word phrase containing a word that is not in the dictionary, it gives the rather cryptic "No suggestion." For instance, at the start of this column I stated, "GPS accurately determines your position on the earth and the navigation system displays your position and bearing on a moving map display.", the grammar checker indicates the word "that" is appropriate somewhere (but where?) and offers "(no suggestions)" as a solution. That's not much help and furthermore adding "that" will destroy the sense of the sentence.

I've always had trouble with the word "its". When do I need the apostrophe? I once turned the grammar checker on a Herb's Hangout submission and it located a case of "its." The grammar checker suggested that I consider adding the apostrophe. I made the change, reran the grammar checker, and this time it suggested that I consider changing "it's" to "its"!! Needless to say, my knowledge has not improved in this area.

Finally, I can't end this column without mention of Microsoft's anticipated October 25 launch of Windows XP. Windows XP is the latest operating system (OS) that promises to merge the Windows 9X series with Windows NT technology. After more than five years, it looks like it is coming true. Despite all the hype, I bet it still will take at least two minutes for my computer to boot up and the Windows XP version of Office will still have the same lousy spell and grammar checker applets

.Hope springs eternal. I have taken up the following motto "Smart



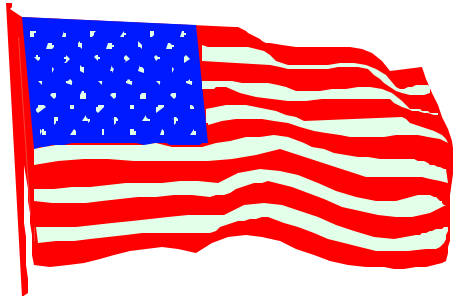
technology is not a dumb idea.” Just repeat it three times after me.

SIGNING OFF

I finally found out why my old 486 PC would not display any video. I noticed that one of the old 30-pin SIMM memory modules was removed. I then recalled that I sacrificed one module while I was fixing my sister-in-law's PC. Anyway, in the 486 days, memory must be installed in pairs. I don't have anymore of these modules so I went to the September ACP Computer Swap Meet to pick up a pair of old PCs to complete my latest controller project.

I found used computers ranging from \$25 for some really beat-up 486 PCs to over \$400 for some 800 MHz Pentium III PCs. I finally found some nice Micron 200 MHz Pentium PCs with 64MB of memory. Perfect for my application at \$60 each and there was a heavy-duty Tripplite 1600 V-A battery backup that I bargained down to \$60 from \$85. All three items work just fine.

Show Your Patriotism!!



Herb Huey

If you want to show your patriotism and can't seem to find a flag at the stores you can get one on the web.

The following website displays an American flag with a flying eagle in 260x179 pixel format. This size image is a good addition for your projects. <http://www.screensaver.com/wwnf.htm>

For a printable version go to the following website. This site has a waving American flag with the caption "Proud to be an American" in 723x935 pixel size. http://www.katu.com/special/attack/fly_the_flag.asp In either case, right click on the picture, choose "Save Picture As", type in a filename and save the file.

You can click on the file and display it on your favorite graphics program, add your own touches, resize it and save it as wallpaper or print it out. Now go show your patriotism!

The General meeting was concluded by our raffle. Among the people winning prizes and what they selected were:

Jess Bequette Suffit and Drag Strip programs, and Silent Steel, Under Priced, and Paramount International Media

Catalog CDs

Red Davidson 7-port USB hub,

Don Peltz Quantum Gate and Critical Path CDs

Morris Fier Flashlight and Critical Path CD

Bob Walker CNN Time Capsules and The Family Doctor CDs

Mike Conway Card Shop Plus CD

Rocky Ford Torch Light

Juanita Maier Grolier Encyclopedia CD

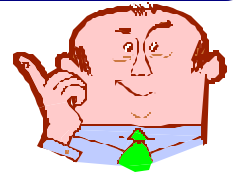
Tom Fitzsimmons Multi Almanac CD

Frank Jaeger Mantis CD

Michael Moore USA Today 90s, Dragons Lore, and 1995 Guinness Book of Records CDs

Frank Mastroly Dragons Core and Phantom of the Opera game CDs

Which TATE are you?



You may have heard of the TATES: they are in every organization.

There is DICK-TATE, who wants to run everything.

RO-TATE, who always tries to change things.

AGI-TATE, who stirs up trouble whenever possible.

IRRI-TATE, who loves to interrupt.

DEVES-TATE, who finds fault with every suggestion

And POTEN-TATE, who wants to be the big shot.

Every time a new idea is suggested, its HESI-TATE and VEGI-TATE, who are there to say they can't possibly help.

Thank goodness for FACILI-TATE, COGI-TATE, and

MEDI-TATE: they get everyone pulling together.

Page 15

Meeting Of the Executive Board Of Directors September 24, 2001



The September OCIPUG Executive Board Of Directors Meeting was called to order at 7:00pm by President Bob Walker. A quorum of five officers and directors was present. The Webmaster and three other OCIPUG members were also in attendance. The minutes of the August 27, 2001, Executive Board Of Directors Meeting were approved with one minor correction, namely that the SeniorNet classes did not start until Monday, September 17, 2001, due to the move to the new room. Before the meeting, President Bob Walker distributed individual information packets to each of the officers and directors containing the meeting agenda, a copy of the bylaws, a summary of the duties of the particular office, a list of all officers and directors with telephone numbers and e-mail addresses, and the calendar for the fiscal year running from September 2001 through August 2002.

President's Report: We have received an e-mail from Linda Barlow of PowerQuest outlining their new policy regarding presentations to users groups. In the e-mail, which was read to the board, Ms. Barlow stated that because of the terrorist attacks on September 11, 2001, PowerQuest has greatly reduced their travel budget, and hence will she will not be able to make the presentation in person. Rather, a local representative (Randy Whittle) will make the Power Quest presentation at the OCIPUG General Meeting on Saturday, November 17, 2001

We also received an e-mail from Fran Jesses of TechSmith offering to make a presentation to our group on a new products called SnagIt which facilitates capture and printing of the computer screen image. Bob is in contact with her to see up a date for the presentation. Related to vendor presentations, we must continue our efforts to hold joint meetings with other users groups in the area to ensure that vendors will feel it is worth their while to make a presentation.

Bob Strader has been appointed as a Director, replacing Morris Fier who was elected Vice President. We are currently updating our membership roster, including any home address, phone num-

ber, or e-mail address changes. Please forward any such changes to Sandi Tierney. President Bob Walker asked the Webmaster Michael Moore if all members have now received e-mails with the link to the Readme.Doc. Michael is compiling a list of those who apparently did not to see how many hard copies of the newsletter we need to print and mail.

All members are encouraged to read the announcement in the September Readme.Doc relative to the Microsoft Xtreme presentation to be held at the Edwards Irvine Spectrum 21 Megaplex on October 20, 2001. You can register on-line at the Microsoft website.

Treasurer's Report: Retiring Treasurer Larry Pearce reported that the club is in good financial condition, with \$2,849 cash balance as of August 31, 200, and total assets of \$9,274. Details of the financial report were distributed to those in attendance. Larry is working with new Treasurer Charles Schreiber to effect the transition. Larry will try to attend future meetings, but this depends upon his schedule, which is very busy. He will, however, be available to assist Charles as he assumes the role of Treasurer. However, Larry has not transferred all old files re membership and related items, as he feels that they are not pertinent to the present situation. They are, however, available as needed. (See also item at end relative to bank signature authorization.)

Committee Reports:

General: In his meeting agenda, President Bob Walker summarized the functions of each of four committees, each headed up by a Director. The committees and chairpersons are:

Activities: Chris Davidson (pending her acceptance which is considered likely)

Administration: Red Davidson. He reported that he talked with some former members who are very interested in rejoining.

Communications: Bob Strader

Membership: Sandi Tierney. Ken Paeth (retiring chairman) distributed new badges to the new members of the board.

Bob stressed that there should be at least two or three club members on each committee, as the officers and directors cannot all do the job by themselves. Currently, Bob Walker is editor of the ReadmeDoc, but technically the President cannot also be the newsletter editor. Volunteers will be greatly appreciated. Red Davidson moved, seconded by Morris Fier, that we accept the committee assignments as shown on the agenda with the one minor change to delete Sunshine from Activities as it is also under Communications. Motion approved.

Unfinished Business

Red Davidson reported that SeniorNet and the Senior Center do not have the resources to share in the use of the projector, and so that matter is closed.

There was a discussion on e-mailing the Readme.Doc (or the link) to other user groups in lieu of hard copies. Michael Moore feels we should be able to. We may still have to print 10-20 copies, but

this is small compared to the present 200+. Although the September issue will be the last to be mailed to all members, it will take a few weeks until all kinks in the process have been ironed out. Michael also reported that our web server (In-Reach) provides us with a set of utilities.

Relative to this, there was a discussion relative to changes in the Fiscal 2002 budget due to our no longer printing and mailing hard copies of the Readme.Doc to all members, as it will now be available on-line. This is an open item. Michael Moore has invoices for printer cartridges. In the future he will buy them as needed and be reimbursed later. Red Davidson reported that he had spent approximately \$20 for materials related to the cable hookup to the club's computer. As there is current nothing budgeted for equipment repair and maintenance, any reimbursement will need board approval and Red expressed his concerns about this. Larry Pearce pointed out that there is, however, a contingency fund in the current budget from which reimbursement could be made at the discretion of the board. The current FY2002 budget is subject to change as a result of savings in not printing and mailing hard copies of the Readme.Doc to all members. All board members were requested to review their budget needs for Fiscal 2002 to discuss at the next board meeting. Richard Hunter wondered if we will need to purchase Windows XP to remain current. For the time being probably not, but this item remains open. Webmaster Michael Moore will send e-mails with links to the current issue of the Readme.Doc to all members using his latest list of e-mail addresses. Past issues will be available to the public on the web site. He will report next month on how many were undeliverable for follow-up. Once again, all members are requested to forward any changes to Sandi Tierney.

To date, no reports relative to letters to Adobe regarding their reduced user group support activities and the termination of Louise Miller. All OCIPUG members were encouraged once again to send letters or e-mails to Adobe CEO Bruce Chizen (Bchizen@adobe.com) and to Ms. Miller's former manager Rye Livingston (rlivings@adobe.com) stressing the importance of user groups to Adobe's market and particularly Ms. Miller's very effective presence at the recent Southwest Regional User Groups (SWUG) conference in San Diego.

New Business

Annual Goals: Our primary goal is to increase our membership. We also need to address combining with other local user groups (Winners, North Orange County, etc.) for joint general meetings so that there will be a large turnout. Often vendors are promised much more than can be delivered, such as one group saying it had over 130 members but less than 30 are active. President Bob Walker suggested another possibility is to have some sort of a fundraiser, both to raise money but also to attract potential new members, as well as a Christmas potluck party.

Items For Drawings: At the SWUG conference, the presenter on software reviews indicated that when offering to review a product, the group requests two copies of the software package,

one for the reviewer to use and keep, the other for the club to use for its raffle. Secretary Frank Mastroly recently completed a review of Publisher 2000, which will be in the October 2001 issue of the Readme.Doc.

The Calendar for the General and Board Meetings during Fiscal 2002 will be published in the October 2001 issue of the Readme.Doc.

Comdex And APCUG User Group conference will be held in Las Vegas starting Friday, November 9, 2001. So far, Bob Walker, Frank Mastroly, and Sandi Tierney are planning to attend.

Announcements: The next Executive Board meeting will be on Monday, October 29, 2001, at 7:00pm at the Costa Mesa Senior Center

Adjournment: Moved by Morris Fier, seconded by Charles Schreiber, and approved. The meeting was adjourned at 8:30pm.

Supplement to The Minutes of the Orange Coast IBM PC Users Group (OCIPUG) Executive Board Of Directors Meeting of September 24, 2001:

In a motion by Charles Schreiber and seconded by Frank Mastroly, a resolution was passed relative to bank account signatures. The wording of the resolution is as follows:

"All authorized signatures on all bank accounts and certificates of deposits shall be changed and all prior authorized signers to be removed effective October 1, 2001.

The new officers authorized to sign are:

President: Robert Walker

Treasurer/Chief Financial Officer: Charles L. Schreiber

Secretary: Frank R. Mastroly, Jr."

Approved:

Frank R. Mastroly, Jr.; Secretary

OCTOBER 31 HALLOWEEN



ORANGE COAST IBM PC User Group (OCIPUG) ©

Mailing Address

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

Meetings Location

Costa Mesa Senior Center
Southeast Corner of 19th and Pomona

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

Publication Copyright © 2001

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

Opinions expressed by the authors are not necessarily those of this newsletter, its staff or OCIPUG. Mention of products does not constitute endorsement by OCIPUG. Omission of trademarks does not imply that the products or names are not so protected. *Readme.Doc*, its contributors, and staff assume no liability for damages arising out of the publication or non-publication of any advertisement, article, or any other item in this newsletter.

Permission is granted to other user groups to reprint herein material, not specifically copyrighted, for non-commercial use only, provided credit is given to *Readme.Doc* and to the author.

Publication Deadline

Material for the **October 2001** issue must be received on or before **10 October 2001** by the Newsletter Coordinator — **Morris Fier, fier@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 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 : _____

Page 18