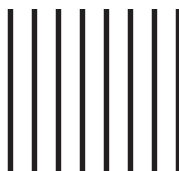


Official Newsletter  
SouthEastern Michigan  
Computer Organization, Inc.

# DATA BUS



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June 2002

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## SEMCO MEETINGS

Sunday,  
June 9, 2002

Board Meeting	12:00pm
General Meeting	1:30pm
SIG-IBM Meeting	1:45pm
Social Period	3:15pm
IBM Novice Group	3:45pm
SIG-IBM Intermediate	3:45pm



**DEALS COLUMN**  
from the Deals Guy  
Greater Orlando Computer UG  
by Bob "The Cheapskate" Click

### I Do My Best, But Not The Very Best

Be aware that the deals I write about may not be the very best. I often get e-mail saying they found a better deal at a certain URL, and some Web surfers say they can beat all my deals, sort of like a challenge. A few chastise me for not using more Web URLs for the best prices. I always explain that I must write this column two months in advance (three months for some editor deadlines), I try to avoid using much on the Web since experience has shown that, two months later, either that deal no longer exists, or it has changed. Often the Web site changes too.

I never argue with the vendors, I mostly take what I can get, unless it is obviously not a deal at all. Also, some of the "deal" URLs I find in user group newsletters do not work when I try them. Some I can track down the correction, others I cannot. You would have to be on my end to see all the e-mails about problems with my

column's published ordering URLs on the Web, and my proofreaders check them all before it is released.

### A New Deals Author—Not Yet—

Among all the complimentary messages I received about giving up my column was a message from an interested party, a friend, with the possibility of a new author for the Deals column. I believe this person would be good for the job, but I think I scared him off during our conversation. I talked about the never-ending deadlines etc. along with the other work I have been doing on the Web site. I may have turned this job into a monster. That's been my only possibility, but who knows, eventually something may happen. My heartfelt thanks for all your kind comments concerning not quitting.

### And Now For "The June Column"

There's nothing fantastic this month, but I'd hate to miss a month. Even though all my winter company has left by now, my time has been limited, not to mention the days I fell asleep in my favorite chair when I could have been making phone calls. Sorry about that, but I'll give you what I found in my backup items and announcements, and hope somebody finds it useful. A couple of vendors have deals pending. I've also been busy remodeling our newly acquired beach condo, at times. Relaxation will be nice whenever the work is finally finished. The problem is, I think we do more "veranda sitting" then we do "work." My wife also slipped and fell while cleaning the old vinyl glue off the kitchen floor in preparation for the new tile and is hoping to be healed by next week when we can return to work some more. "Recreation" sure has its price.

## Still Good

Gene & Linda Barlow's specials are still good. To order, go to <<http://www.ugr.com/order/>>. Gene says they have announced a new version of **Drive Image**. Also, the **Alpha 5** deal may still work. They are supporting user groups very well and doing a few presentations for groups near them. To order, call 1-800-451-1018 and mention "code 77." Tell them you belong to a user group.

I'd be surprised if there are any of the gobe 3.0 specials left, but you can try if you forgot to order before. To purchase the **gobeProductive 3.0** DealsGuy special, go to <<http://www.gobe.com/dealsguy.html>> and place your order.

And don't forget about the **Casady & Greene** user group specials at <<http://ug.casadyg.com/?page=shop/win>>. InstaFile was the feature last month.

## Hey Dude, Don't Forget To Backup (This Just In)

LaCie Launches the SilverKeeper Web Site with a FREE backup tool for All Mac users. A simple backup software for everyone. Easy-to-use, scheduling at specific days/times or at system shutdown, and protection for valuable documents, video, music, and graphics files. This is Mac OS 9.x and 10.x compatible.

LaCie announced a new web site where users of Apple® Macintosh® computers can download **SilverKeeper™** backup software free of charge. Posted on <[www.silverkeeper.com](http://www.silverkeeper.com)>, LaCie SilverKeeper takes the complexity out of backing up documents, video, photos, music and graphics files. The software can be used with any storage device that will mount on a Macintosh

desktop. Like LaCie's Silverlining drive management and formatting software, SilverKeeper will be included with all of LaCie's storage products.

An easy-to-use backup solution, SilverKeeper eliminates the time-consuming task of manual backups. SilverKeeper can also compare folders, or synchronize folders so they contain the same files. \*Note: CD-R/RW and DVD-R/RW requires Apple Disc Burning compatible drives.

I thought my readers ought to know about this deal when I received their announcement. Especially since I don't often have Mac information.

## Free Office Suite, Anyone?

You all know about Star Office, which is a free one, and with good reviews. I read that the new soon-to-be-released version of Star Office may not be free though. However, here is another office suite by a Czech software company. I found this in an article about office suites in Old Pueblo PC News, newsletter of the Tucson IBM PC Club. Software 602, Inc. offers it. Its called **602 Pro PC Suite**, and at no cost. There is a plus pack module containing a couple of add-ons for \$29.95. I have not tried 602Text PC Suite2001, but you can check it out at <<http://www.software602.com/products/pcs/tour.html>>.

"Fast—Compatible—Free. These three words define today's user requirements for an office suite. 602Pro PC Suite 2001, the new version of the free alternative to Microsoft® Office, has much to offer and is composed of four full-featured applications: a word processor, spreadsheet, graphics editor and digital photo organizer."

Some of the above came from their Web site and there is a very active tour

you can take. Plenty of information is available there and it is interesting that their word processor uses the .doc format. I wonder why, but it's a good idea.

### **The Newbie Club**

If you're relatively new to computers, how would you like to have a helping hand at your fingertips. Well, this one is not in person, but available on the Web at <<http://www.newbieclub.com>> where you can find all kinds of help. I understand they may start charging a fee of about \$19 a year, but so far I didn't see that on their Web site. There are tutorials, and if you post a question, it will be answered the next day. I'm one who really needs something like that, but I was afraid it wouldn't understand what I was asking since even I can't.

### **Now, Let's Get Rid Of The Spam**

**Spam Buster** is popular software that will help keep you from pulling your hair out when you receive so much unwanted e-mail. You can set up filters for it to search your incoming e-mail and get rid of the junk. Don't be deluded though, you'll have to learn how to create these filters since using wording to find spam can be deceiving, and sometimes disastrous. However, if you'd like to give it a try, check <<http://www.contactplus.com/products/spam/spam.htm>>. Registration is only \$19.95, but if it does what they say, it's worth its weight in gold. The free version has popup ads, so it's your choice. However, when it saw the amount of spam in MY email, I thought I heard cussing—oh, that was me.

**That's it for this month.** Meet me here again next month if your editor permits. This column is written to make user group members aware of special offers I have found or arranged, and

my comments should not be interpreted to encourage, or discourage, the purchase of products, no matter how enthused, or disgruntled, I might sound. Bob (The Cheapskate) Click <[Bobclick@dealsguy.com](mailto:Bobclick@dealsguy.com)>. Visit my Web site at <<http://www.dealsguy.com>> for past columns. There are also interesting articles from user group newsletters on my "Articles of Interest" page for viewing or downloading.

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## **WinZip Classic Configuration Options**

Excerpted with permission from  
**The Book of WinZip:  
File Compression and Archive  
Management Made Easy**  
*by Jerry Lee Ford*  
**No Starch Press**  
<[www.nostarch.com](http://www.nostarch.com)>

### **WHAT YOU'LL LEARN**

In this chapter, you will:

- Configure default WinZip configuration options
- Manage archive file-type associations
- Configure the WinZip Classic toolbar
- Protect your archives with passwords

This chapter shows you how to configure WinZip and its many features. You'll learn how to tailor WinZip to work the way you want it to so that you can be as efficient as possible. For example, you'll learn how to customize the WinZip toolbar so that the features you use most often are always just a single click away.

You'll also learn how to configure external applications such as your antivirus program to work with WinZip so that you can work safely and securely, and how to secure files in your archives with password protection. By the time you are done with this chapter, you will know a lot more about WinZip and the way that it works.

In Chapter 3, "The WinZip Wizard," you learned how to configure the WinZip Wizard. This chapter provides similar instruction on configuring WinZip Classic.

To begin configuring WinZip Classic, select one of the configuration options from the Options menu on WinZip's main screen. Each option lets you configure a specific aspect of WinZip. These are the options available:

**Configuration.** Provides access to most of WinZip's configuration options.

**Password.** Lets you secure an archive with a password. (This option is available only if you have an archive open.)

**Sort.** Lets you change the order in which files are displayed when viewing the archive's contents.

**Reuse WinZip Windows.** Determines whether or not you can run two copies of WinZip at the same time.

**Save Settings on Exit.** Tells WinZip to automatically save any unsaved configuration changes before closing.

**Save Settings Now.** Tells WinZip to save configuration changes as soon as they are made.

**Set Installation Defaults.** Restores WinZip's default configuration settings.

**View Last Output.** Displays a log showing the results of the last WinZip operation. This option is available only when you have an open archive and have performed at least one operation on it such as adding a new file.

### **The Configuration Screen**

Most of WinZip Classic's configuration options are located on the Configuration screen, where everything is organized on six tabs, or property sheets:

**View.** Provides options for controlling WinZip Classic's appearance, including which columns will be shown.

**Toolbar.** Allows you to customize the WinZip toolbar.

**Folders.** Specifies the locations of default WinZip folders, including the Start-up, Extract, and Add folders.

**System.** Configures the way WinZip and Windows work together.

**Program Locations.** Allows you to configure other programs to work with WinZip, such as your virus scanner.

**Miscellaneous.** Contains configuration options that do not fall into the other categories.

#### ***Controlling WinZip's Appearance with View***

The View property sheet is divided into three sections, as shown in Figure 6-1. The Columns section allows you to specify the columns of information that are displayed in the WinZip Classic main display area, including Type, Modified, Size, and so on. As Figure 6-1 shows, not every column is displayed by default (Type, CRC, and Attributes are unchecked) because WinZip displays only those columns that are likely most

important for you to see. Check or uncheck any column to add or clear its selection, or click the Defaults button to restore WinZip to its original column selections.

The General section provides the following three options, which configure how data is displayed and selected in the main WinZip display area:

**Grid lines.** Tells WinZip to overlay the display with a grid. Figure 6-2 shows how gridlines appear when configured for display. This option can make it easier to examine the contents of large archives by organizing their contents into a spreadsheet-like display.

The Mouse selection section lets you configure the behavior of your mouse

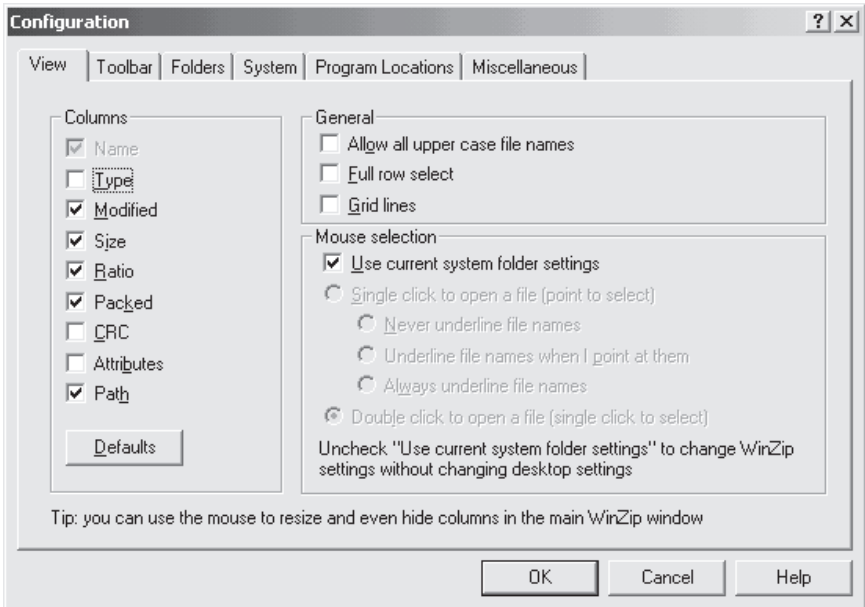


Figure 6-1: Configuring the WinZip Classic display

**Allow all upper case file names.** Tells WinZip to display file names without lowercase characters in all uppercase. Normally, WinZip capitalizes only the first letter of a file name.

**Full row select.** By default, you can select files only by clicking in the Name column. This option lets you select a file by clicking in any column in the WinZip display area. Turning this option on can make WinZip Classic easier to work with by widening the selection area from just the file name to the entire row.

when working with WinZip. By default, WinZip uses the Windows mouse settings, but you can change the way WinZip interprets single and double mouse clicks by using these options.

**Adding and Removing Toolbar Icons** The Toolbar property sheet's six configuration options control the appearance and behavior of the WinZip toolbar, as shown in Figure 6-3.

**Use Explorer-style toolbar buttons.** Replaces the default WinZip Classic toolbar with an Internet Explorer-style toolbar. This is the only Toolbar

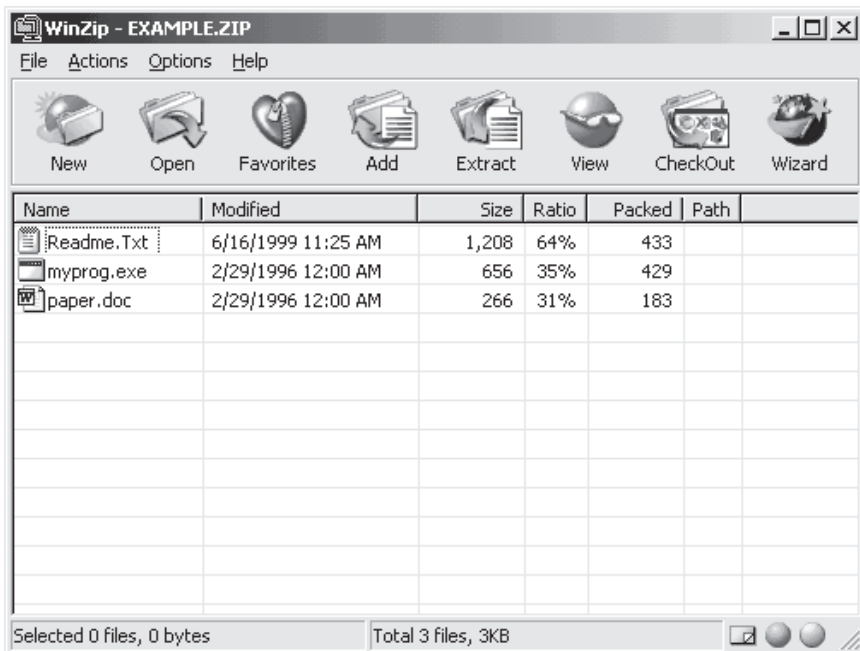


Figure 6 -2: Use gridlines to format the display of an archive's contents

option that is disabled by default. You will probably find WinZip's default toolbar more attractive.

**Use large toolbar buttons.** Tells WinZip to use large buttons on the WinZip Classic toolbar. Disabling this option provides a little more room for the display of archive contents but otherwise provides no major benefit.

**Show button text.** Determines whether the name of the icon is displayed beneath its image; when this option is selected, labels are displayed.

**Show tool tips.** Determines whether WinZip displays small pop-up messages describing the function of buttons when you pass your cursor over them. Tooltips are handy when you forget what an icon does. Just move the pointer over a button, and WinZip will explain its function.

**Use flat toolbar buttons.** Replaces WinZip's 3D-style icons with two-dimensional icons. This option is designed to accommodate older computers with limited graphics capabilities.

**Use high color toolbar buttons when possible.** Determines the color range that WinZip is permitted to use when displaying icons. This option is enabled by default, and disabling it may make your display less attractive. (There's probably no need to uncheck either of the last two options unless you're using a really old machine with a really old monitor.)

Click the Select Buttons button at the bottom of the screen to add or remove icons on the WinZip Classic toolbar, as shown in Figure 6- 4.



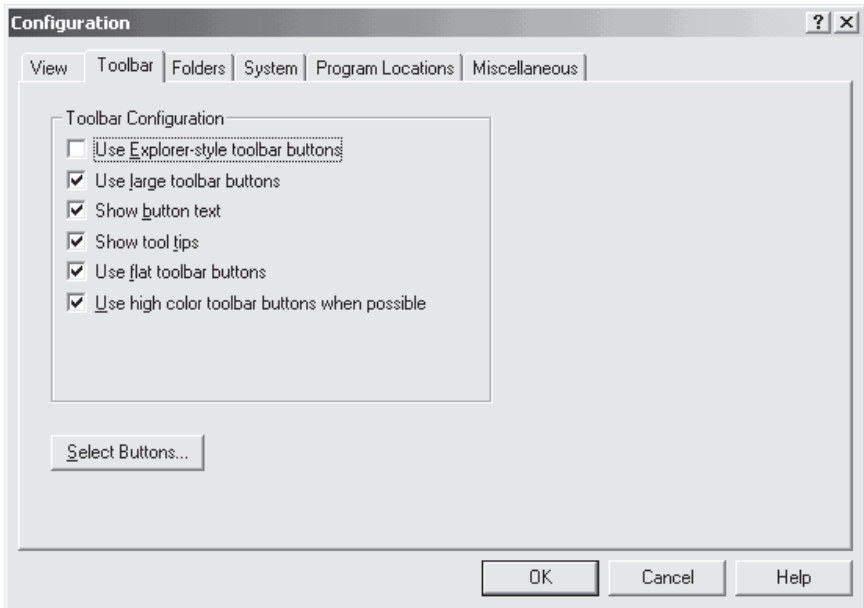


Figure 6 -3: Configuring the WinZip Classic toolbar

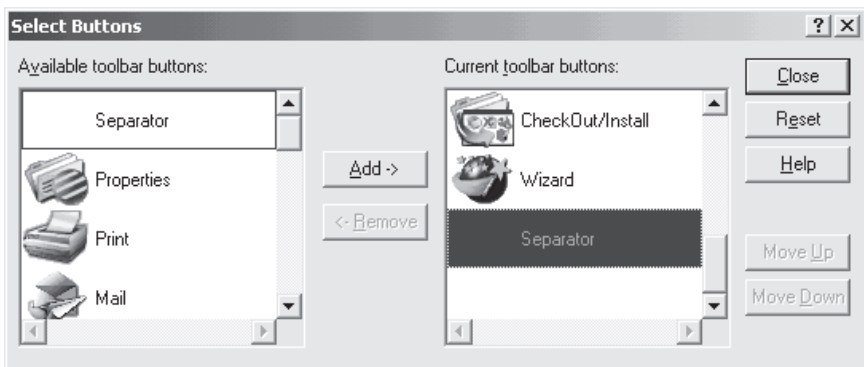


Figure 6 - 4: Adding or removing icons on the WinZip Classic toolbar

To add an icon to the toolbar, select it from the Available toolbar buttons list and click Add. To remove a toolbar icon, select it from the Current toolbar buttons list and click Remove. The list of icons on your toolbar will match the list in the Current toolbar buttons window.

To change the location of a toolbar icon, select it and click the Move Up or Move Down button. This moves the icon up or down in the list, which in turn determines where the icon appears on the WinZip toolbar. Click the Close button when you've finished making your changes, or click Reset to return

your toolbar to WinZip's original configuration.

*You can also configure the WinZip Classic toolbar right from the WinZip Classic screen. To do so, press and hold ALT and then drag a toolbar icon to a new location on the toolbar.*

### **Configuring Folder Options**

The Folders property sheet lets you specify any of six default file locations used by various WinZip features, as shown in Figure 6-5.

**Start-up folder.** Sets the folder that WinZip uses when it opens or creates Zip files. You can choose System default (usually the WinZip folder), Last open archive (the folder used to open the last archive), or Folder (any folder that you specify).

**Extract folder.** Sets the folder that WinZip uses as the default folder for archive extractions. You can choose Open archive folder (the folder that contained the archive), Last extract folder (the last folder used to extract an archive), or Folder (any folder that you specify).

**Add folder.** Sets the folder that WinZip uses by default when adding files to an archive. You can choose Open archive folder (the folder that holds the archive), Last add folder (the last folder used by Add), or Folder (any folder that you specify).

**Working folder.** Sets the folder that WinZip uses by default when creating temporary Zip files. Temporary files are created by WinZip when performing an operation and are deleted once the operation is completed. Unless you specify a folder, WinZip will use the folder where the current archive resides. (Select the Use for Removable media only option to restrict the use of this option to removable disks, such as floppies.)

**CheckOut base folder.** Sets the folder that WinZip uses by default as the parent folder for CheckOut operations. WinZip copies the contents of an archive to this folder temporarily so that you can examine it. Once you have finished checking the files, WinZip deletes the temporary files. If you do not specify a folder, WinZip uses the folder that contains the archive. More information about the checkout operation is available in Chapter 5, "Working with the Files in Your Archives."

**Temp folder.** Sets the folder that WinZip uses by default when creating temporary files. WinZip creates temporary files for a number of WinZip operations, such as virus scanning. For example, when you run a virus scan, WinZip extracts the files in an archive to this folder, runs your antivirus scanner on them, and then deletes them from the folder.

*By default, WinZip uses the same folder as both its working folder and temporary folder. There really is no need to change this because these two folders are essentially the same thing. However, for some operations involving floppy disks, WinZip will try to store temporary folders on the floppy disks, which can cause problems if the floppy runs out of space. Using the Working folder Use for removable media only option lets you to tell WinZip where to place temporary files to avoid running out of space on a floppy disk.*

### **Configuring System Settings**

The System property sheet, displayed in Figure 6- 6, is divided into three sections: General, Show Add dialog when dropping files on, and Explorer Shell Extension. The General section allows you to control the types of

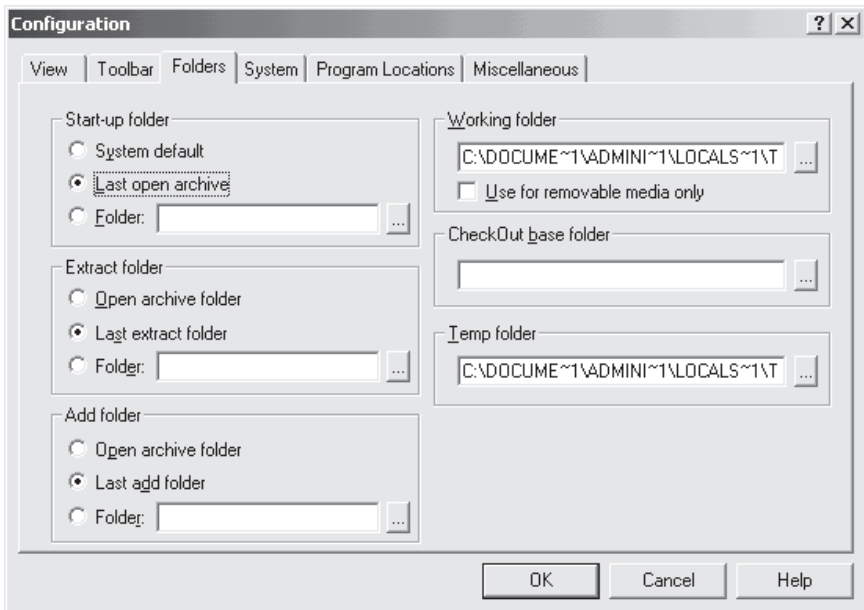


Figure 6 -5: Configuring WinZip folders

archive files WinZip works with and where shortcuts to WinZip are placed.

**Associate WinZip with archives.** Configures Windows to use WinZip as

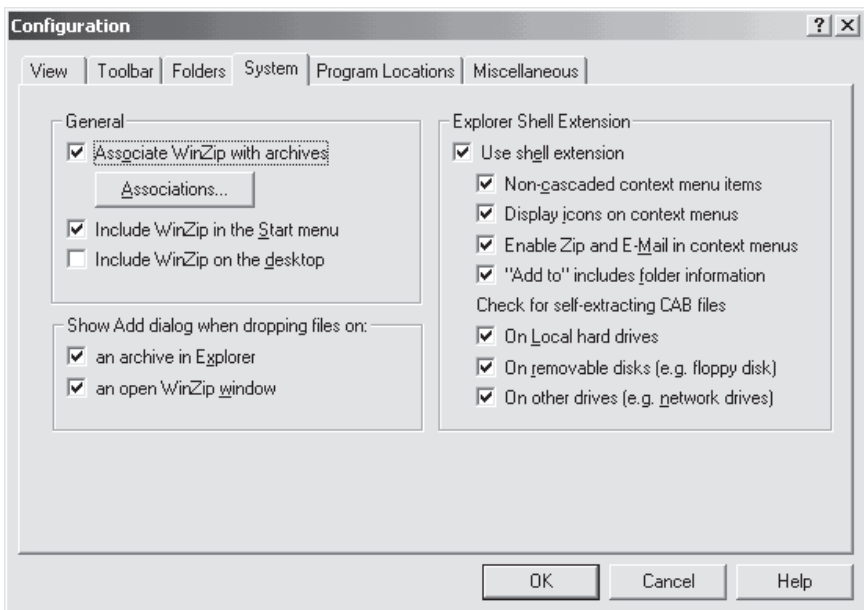


Figure 6 - 6: Configuring WinZip system settings

the default application for working with archives. The Associations button opens the WinZip Associations screen, shown in Figure 6-7. By default all listed archive types are selected. Clearing an archive's selection removes WinZip as the registered Windows application associated with that archive file type, but unless you have a specific reason to do so, you should not remove any of these associations.

**Include WinZip on the desktop.** Places a WinZip shortcut on the Windows desktop.

The section Show Add dialog when dropping files on offers two options for controlling what WinZip does when you drag and drop a file on an archive:

**An archive in Explorer.** Determines whether the Add dialog box appears when you drop a file on an archive in Windows Explorer or the

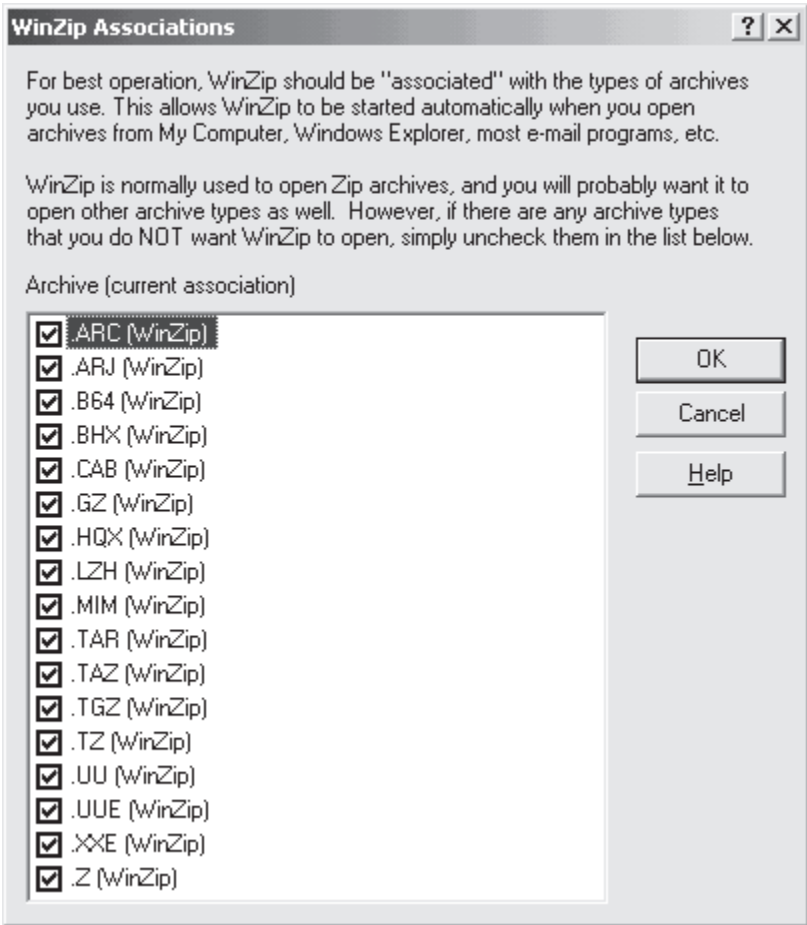


Figure 6 - 7: Managing WinZip associations with different archives

**Include WinZip in the Start menu.** Adds an entry for WinZip on the Windows Start menu.

Windows desktop. If this option is checked, the Add screen appears. For example, if you drop a file on a Zip

file's icon and this option is enabled, the WinZip Add screen appears. You can then configure any of WinZip Add screen's options as discussed in Chapter 4 and click Add to add the file to the Zip file.

**An open WinZip window.** Determines whether the Add dialog box appears when you drop a file on an open WinZip window. If this box is checked, the Add screen appears.

The Explorer Shell Extension section provides several configuration options that affect the integration of WinZip features with Windows.

**Use shell extension.** Enables WinZip Explorer context menus and provides support for WinZip drag-and-drop operations. This option controls whether the other options in the Use shell extension section are enabled.

**Non-cascaded context menu items.** Allows WinZip to display submenu items on context menus. For example, right-click a file, and you will see a number of WinZip options on the file's context menu. If you disable this option, those options will disappear.

**Display icons on context menus.** Tells WinZip to add a small WinZip icon to each WinZip context menu. This option makes it easier to find Windows context menu options.

**Enable Zip and E-mail in context menus.** Determines whether the Zip and E-mail options appear in the context menu when you right-click a file.

**"Add to" includes folder information.** Tells WinZip to add folder information for files in the current folder as well as in subfolders when you add files to a Zip file by right-clicking it and selecting an Add to zip context menu option.

**On local hard drives.** Tells WinZip to check to see whether an .exe file is a self-extracting CAB file when displaying a context menu for a file on a local hard disk.

**On removable disks (e.g., floppy disk).** Tells WinZip to check to see whether an .exe file is a self-extracting CAB file when displaying a context menu for a file on a floppy disk.

**On other drives (e.g., network drives).** Tells WinZip to check to see whether an .exe file is a self-extracting CAB file when displaying a context menu for a file on a network disk.

### *Setting Up Connections to External Programs*

Use the Program Locations property sheet, shown in Figure 6.8, to configure the way that WinZip interacts with a number of other programs. Although none of these programs is required for normal WinZip use, each extends WinZip's capabilities. These are the program associations available:

**Viewer.** Specifies the location of a viewer application, such as the Windows Quick-View program, which lets you view certain files quickly without launching their original application.

**Make .EXE.** Sets the location of the program to be used to create self-extracting archives. The default setting is the location of WinZip Self-Extractor Personal Edition. For more information on creating self-extracting Zip files, see Chapter 5, "Working with the Files in Your Archives."

**Scan program.** Specifies the location of your antivirus program.

**Parameters.** Specifies parameters, or instructions passed to your antivirus program that tell it how you want it to run when WinZip asks it to scan the contents of an archive. WinZip will

automatically configure this field if you are running one of WinZip's supported antivirus programs (discussed in Chapter 5, "Working with Archive Contents") when WinZip is installed. If you use an unsupported antivirus program, see its documentation to determine which options it requires to run from the command line. For example, the parameter %d can be used to pass the drive and folder of the files to be scanned. (See WinZip help for additional information on supported parameters.)

**Run minimized.** Prevents your virus scanner's screen from appearing when running a virus scan. If you disable this option, your antivirus program will open when WinZip runs, and you will have to close it manually once it completes its scan. This option works with the Parameters option.

**ARJ.** Sets the location of the ARJ program, an optional, third-party

compression program that allows WinZip to manage .arj archives.

**LHA.** Sets the location of the LHA program, an optional, third-party compression program that allows WinZip to manage .lha archives.

**ARC.** Sets the location of the ARC program, an optional, third-party compression program that allows WinZip to manage .arc archives.

For more information on ARJ, LHA, and ARC archives, see Chapter 1, "WinZip Basics."

### Miscellaneous WinZip Configuration Settings

The Miscellaneous property sheet contains two collections of settings, as shown in Figure 6-9. The first collection, in the Start-up section, includes these options:

**Next time start with the Wizard interface.** Tells WinZip to load the WinZip Wizard when WinZip starts.

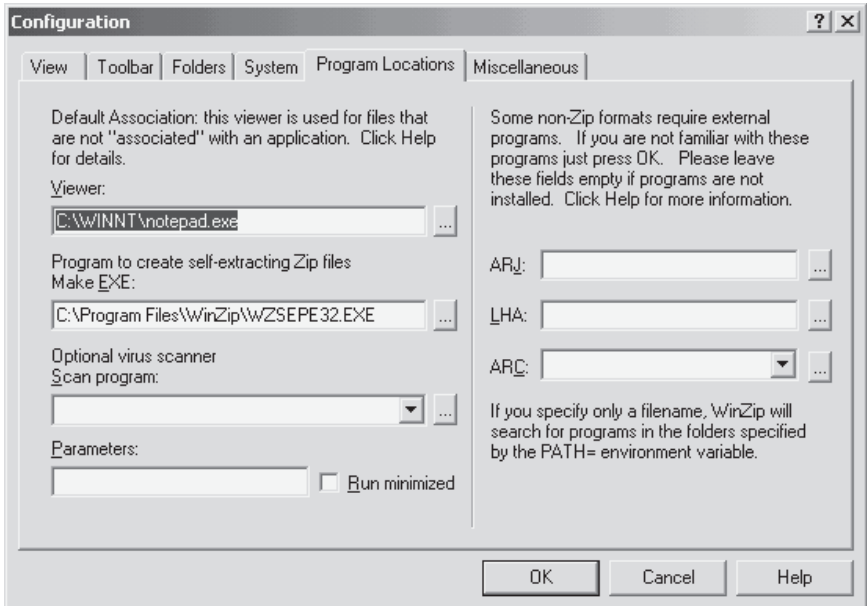


Figure 6 -8: Configuring support for external programs

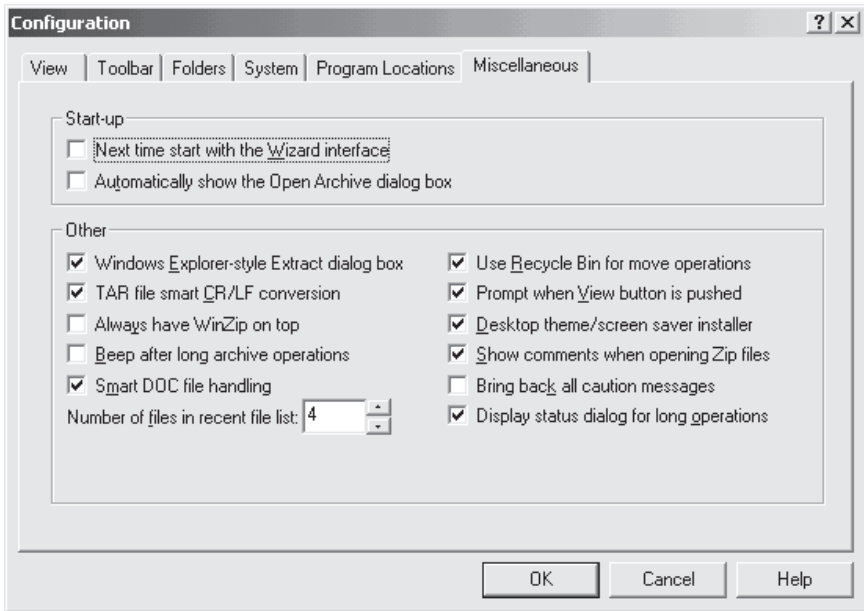


Figure 6 -9: Setting miscellaneous WinZip configuration options

**Automatically show the Open Archive dialog box.** Tells WinZip to automatically open the Open Archive screen when WinZip starts.

The second collection of settings, displayed under the heading *Other*, covers a wide range of WinZip options.

**Windows Explorer-style Extract dialog box.** Tells WinZip to use a Windows Explorer-style interface. When this option is unchecked, WinZip displays files and folders using a Windows 3.1 File Manager-style view. Use this option if you prefer the look and feel of the old-style Windows 3.1 File Manager.

**TAR file smart CR/LF conversion.** Tells WinZip to translate TAR files so that character return and line-feed codes are properly interpreted. A TAR file is a type of archive used on UNIX systems. If you work with TAR files and leave this option disabled,

some TAR files will be displayed as a continuous line of text. Turning this option on restores character return and line-feed codes so that the file is displayed as originally formatted.

**Always have WinZip on top.** Prevents other applications from sitting on top of WinZip on your screen.

**Beep after long archive operations.** Tells WinZip to beep when completing any operation that takes more than 1 second to complete. This option comes in handy when you have a very large archive, say 100MB, and want to work with another application while WinZip unzips it. You'll know WinZip is done when you hear the beep.

**Smart DOC file handling.** Tells WinZip to open all ASCII text files with a .doc file extension using its built-in viewer. If this option is not selected, WinZip will open the file in the associated application.

**Number of files in recent file list.**

Displays a value between 0 and 9 specifying the number of recent archives WinZip keeps in its recently used files list on the File menu.

**Use Recycle Bin for move operations.** Tells WinZip to place a copy of any moved archive in the Windows Recycle Bin.

**Prompt when View button is pushed.** Tells WinZip to display a list of viewers when the View button in WinZip Classic is clicked. For more information on working with the View options, see Chapter 5, “Working with the Files in Your Archives.”

**Desktop theme/screen saver installer.** Enables WinZip’s theme and screen saver installer, which gives WinZip the ability to install any Windows theme or screen saver found in Zip files.

**Show comments when opening Zip files.** Tells WinZip to automatically display comments, if present, when opening a Zip file. Sometimes the creator of a Zip file may have some information to share regarding a Zip file such as a description of its contents or contact information. Leaving this option enabled allows WinZip to display comments when present whenever you open a Zip file. For more information on comments, see Chapter 5, “Working with the Files in Your Archives.”

**Bring back all caution messages.** Tells WinZip to reenable any WinZip caution messages that you have disabled. Caution dialog boxes include any screen that contains a Do not display this dialog in the future option, such as the dialog box that appears when you start WinZip using the WinZip Wizard and then close it using WinZip Classic.

**Display status dialog for long operations.** Tells WinZip to display a progress indicator screen during lengthy operations. This screen resembles the dialog boxes that you see when copying or moving Windows files and will automatically disappear when the WinZip operation completes.

**Password Protecting Archives**

To protect individual files in an archive, you can password protect them. When you do, the file will be encrypted so that people with access to your archive will still be able to view its contents, but they will be prompted for the password when trying to open a password-protected file. WinZip identifies password-protected files with a + sign at the end of the file’s name.

*You can password protect files only as you add them to a Zip files. To password protect a file already in an archive, extract the file and then add it back to the archive with password protection.*

To password protect archive files, follow these steps:

1. Open an archive; then click the Password option on the Options menu. The Password screen appears as shown in Figure 6-10.
2. Type your password and make sure that the Mask password option is selected so that no one can see your password as you type it. Click OK
3. When prompted, retype the password.
4. Now add the new file to the archive. Each file that you add will be encrypted.

*If you close a password-protected archive and then reopen it to add more files, those files will not be encrypted unless you repeat the password-protection procedure.*



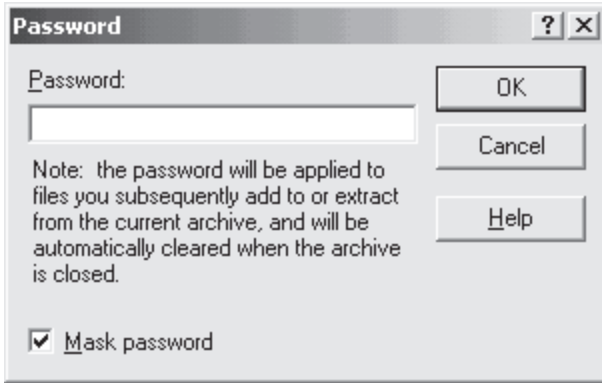


Figure 6 -10: Protecting archive files with a password

### Sorting Archive Contents

To configure the way that files are displayed in the main WinZip Classic display area, specify a sort order. To sort based on any column heading, select the Sort option on the Options menu and then select a column name, as shown in Figure 6-11.

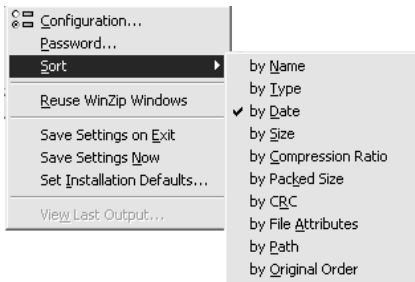


Figure 6 -11: Specifying the default sort order

You can sort on any column regardless of whether it is displayed.

### Running More Than One Copy of WinZip

You can set up WinZip so that it will allow you to run only one copy at a time or as many copies as you want. Choose between these options by selecting or clearing the Reuse WinZip Windows option on the Options menu, as shown in Figure 6-12. When this

option is selected, you can open multiple copies of WinZip simultaneously.

### Viewing the Previous WinZip Operation

The last entry on the WinZip Options menu is the View Last Output option (dimmed in Figure 6-14), which gives access to a description of the results

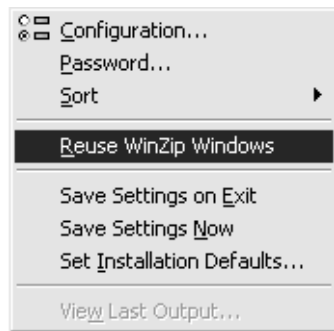


Figure 6 -12: Determining whether to permit multiple instances of WinZip

of the most recently run WinZip command, as shown on the View Last Output screen in Figure 6-13.

For example, Figure 6-13 shows that the last action WinZip performed was a delete operation. In this example, a file stored in an archive was removed. The first two lines show that the user chose to include any system or hidden files when executing the Delete command. However, as the third line shows, only one file, accounting.log, was actually deleted. The last line shows that the archive was then saved (or replaced).

### Saving Configuration Settings

WinZip give you two options for saving

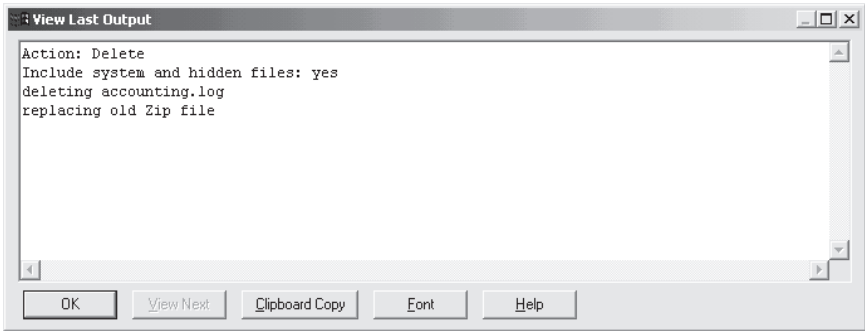


Figure 6 -13: Reviewing the results of your last WinZip command

configuration changes: Save Settings on Exit and Save Settings Now. The first option waits until you close WinZip to save the changes, and the second saves them immediately. WinZip also makes it easy for you to restore all configuration options to their original settings with the Set Installation Default option. All three of these options are located on the WinZip Classic Options menu, as shown in Figure 6-14.

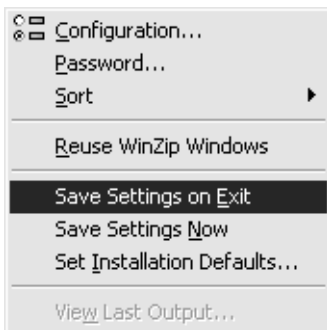


Figure 6 -14: Managing WinZip configuration

For more information on making the most out of file compression and archive management with WinZip, pick up a copy of *The Book of WinZip* (\$14.95) from <[www.nostarch.com](http://www.nostarch.com)>.

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**Home Office: Here's a Tip  
PC User Groups Are Great**

**Members get advice and support from everyday experts like these four folks.**

**Reprinted with permission from the June 2002 issue of PC World.**

Imagine that you have a problem with your PC. (Not particularly difficult, I know.) Now visualize describing your dilemma to an auditorium packed with 300 bright, well-informed, and witty computer professionals and enthusiasts. In no time flat, your problem is solved. That's a computer user group, folks. These amazing resources were the center of the PC user community in the pre-Web era. They may be less prominent these days, but they're still alive, kicking, and worthwhile.

You'll find user groups in most cities, and membership usually costs less

than \$50 per year. To prove just how valuable these groups can be, I rustled up a sampling of PC tips from group members.

**Instant System Properties:** You needn't go through a series of cascading menus to open System Properties.

>>**TIP** If you have a Windows keyboard, simply hold down the *Windows* key and simultaneously press *Pause* (at top-right of the keyboard) to access information on your PC.

—Roger Griffin, [The Users' Group Network](#), Granada Hills, California

**Jump the print queue:** Sometimes you realize that you've just sent several documents to your print queue, but the one you sent last is the one you want printed first.

>>**TIP** Double-click the printer icon in your system tray and drag the last document to the top of the list of files in the queue. It will print immediately after the file currently being processed.

—Mean Drake, the [Colony Computer User Group](#), Murrieta, California

**How old is that Web page?** Have you ever wondered when the Web page you're visiting was last updated? Here's a neat Internet Explorer 6 trick for finding out.

>>**TIP** In IE 6's Address field, simply type *javascript:alert(document.lastModified)* and press *Enter* to see the most recent update's time and date in a pop-up window.

—Dennis Courtney, the [Capitol PC Users Group](#), Washington, D.C.

**Old modems for new broadband:** If you've switched to a cable-modem, DSL, or other broadband service, your old dial-up modem still has a good use.

>>**TIP** Leave your modem connected to the phone line and attached

to the phone. When you want to call a phone number you see on a Web site or in your contact manager, have your modem dial the number with only a few mouse clicks. Windows' Phone Dialer applet makes this possible.

To open Phone Dialer in Windows 9 x, Me, and 2000, click *Start, Programs, Accessories, Communications, Phone Dialer*. If it's not there, open Control Panel, double-click *Add/Remove Programs*, and choose the *Windows Setup* tab (*Add/Remove Windows Components* in Windows 2000). Select *Communications*, click *Details*, and check *Phone Dialer* (you may need your Windows CD-ROM to install it).

To place a shortcut to Phone Dialer on Internet Explorer's Links toolbar, first open IE. (If the Links toolbar isn't visible, click *View, Toolbars* and check *Links*.) Then select *Start, Programs, Accessories, Communications*, hold down *Ctrl*, and drag the Phone Dialer icon to the Links toolbar.

Now when you want to dial a phone number listed on a Web site, copy the number, select the *Phone Dialer* shortcut on the Links toolbar, paste the number into Phone Dialer's 'Number to dial' field, and then click *Dial*. Pick up your phone and click *Hang up* once the dialing is complete. No more misdials from clumsy fingers or faulty memory.

—Steve Shank, the [Golden Gate Computer Society](#), San Rafael, California

>>**TIP** It's good to be grouped: Two great resources for finding a user group in your vicinity are the [Association of Personal Computer User Groups](#) and [Ash Nallawalla's](#) list.

And no, not all group members are pocket-protected propeller heads. Some members are IT executives and

consultants, but many are ordinary folks who just want to get the most out of their PCs. Nearly all groups produce a newsletter, often with member listings (some with phone numbers) in case you need help. Groups frequently hold smaller meetings—called Special Interest Groups—that focus on specific topics. For example, the [Pasadena IBM Users Group](#) has Windows, Networking, Visual Basic, and Macromedia SIGs. By the way, that's the group I'm president of, but don't let it keep you from joining.

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## **Trimming and Cutting for Dummies Like Me** *by Bruce Switalla*

### **Coastal Area Users Group (CAUG)**

Since it will be a while before I learn how to get my graphic printouts to line up correctly on pre-perforated paper, I decided to simply save money on mistakes and take matters into my own hands. So, for the Feb. graphics SIG, I briefly demonstrated how I make business cards, greeting cards, and photo prints without the perforated paper that I can't always figure out how to line up.

For now, I use Epson Matte Heavyweight paper (52-1b) for everything. It makes a thin but acceptable business card, and it doesn't stick to glass photo frames. As shown at the meeting, it yields rich, dark colors too. For business card software, I use Print Artist and can get it to print TWELVE cards per 8½ x11 sheet with hairline crop marks that get split in two and don't show. The pre-perforated

bus. card sheets I've seen yield only ten and thus leave wasted paper.

For business cards, greeting cards, and photos alike, I use the following equipment. I place an 11x15 Good Cook Flexible Cutting Board (about \$2.95) from H-E-B's cooking utensils section down on my table surface. Yes, it gets cut marks in it, but that's what its for! I heard at the meeting that a fabric store has more costly cutting mats that "heal" after you cut into them thus preventing the knife from following a previous groove. To cut, I use an X-ACTO knife (from Hobby Lobby) and keep it covered with its plastic cap when not in use. For the projects without crop marks like photos, I use 2 sharp pencil marks to determine where to cut. I place the knife on the mark first, then slide a cork-backed metal ruler (available cheap at Office Depot) against the knife at my first point. Then, holding the ruler down with my finger out of the way of the cut, I place the knife-point in the other pencil mark, pivoting the ruler this time against the knife. I consistently keep the knife straight up while watching my fingers. I cut 2 or 3 times just past where I need to, so the side cuts will come apart when finished. I got a beautiful 5x7 mahogany-colored wood frame from Dollar General for \$2. And 8X10s are \$3 and \$4. By the way, if you go with glossy paper, you cannot let it touch the glass, so you will need to place a spacer, like a mat, around the photo (a job for the pro's).

### **Advanced Advice**

If you can control how large your photo prints out, you may opt for 4½x6½ or so with white borders that you leave when you cut to 5x7, since a 5x7 wood frame will cover a quarter inch on all

sides, and ink is expensive. Measure the frame's inside dimensions for white border (cutting purposes) and from the front of the frame measure for printing purposes but be sure no white will show after framing. Better to think this all out and practice on Crayola-colored notebook paper than mess up a print. "Measure twice..."

One thing I didn't cover at the meeting was folding greeting cards. I place two pencil marks down the center of where I need to fold. Then I put the ruler edge over the marks and use a pizza cutter roller to crease neatly the fold I need. Care is needed to avoid rolling away from the ruler's edge. The resulting fold looks professional!

E-mail Address: <[bswit@usa.net](mailto:bswit@usa.net)>.

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**Why I Am Against the  
Internet Freedom and  
Broadband Deployment Act  
by Dennis Courtney  
President  
Capital PC User Group  
Washington, DC**

The Internet Freedom and Broadband Deployment Act (IFBDA), popularly known as the Tauzin-Dingell Bill, narrowly passed the House of Representatives last month and is now headed for the Senate. It faces more of a challenge

in the Senate but its defeat is by no means assured. After you read this article I hope that you will join me by adding your voice to the chorus calling for the defeat of this bad piece of legislation.

### **A Wolf in Sheep's Clothing**

IFBDA supporters claim that the bill is intended to free the Baby Bells from the burden of regulation so that they can bring broadband access to their customers. The trouble is it frees the Baby Bells from all current regulation and prohibits the Federal Communications Commission (FCC) and various states from ever regulating broadband. Specifically, it frees the Baby Bells from the requirement that they resell access to their service lines to other broadband providers and prohibits anyone from regulating them. This means that they can freeze out other broadband providers, charge you whatever they wish without any service level requirements while both the state and federal governments will be prohibited from doing anything about it! Instead of making broadband access competitive, IFBDA is very clearly anti-competitive.

The bill states that "the imposition of regulations by the Federal Communications Commission and the States has impeded the rapid delivery of high speed internet access services and Internet backbone services to the public, thereby reducing consumer choice and welfare." Giving the Bells carte blanche to avoid competition and charge any price without ensuring a minimum quality of service does nothing to increase consumer choice or welfare.

### **Unfulfilled Promises**

Have you ever wondered what all those different taxes listed on your phone bill are for? At least some of them were

supposedly earmarked to help build a nationwide fiber-optic system. Over half of America was supposed to have fiber-optic lines to their home or office by 2000. The Bells took massive write downs to replace their copper wire infrastructure and collected over \$53 billion (with a 'b') in fees earmarked for fiber-optic. But almost none of the infrastructure they promised has been delivered.

The New Jersey Ratepayer Advocate wrote about NJ Bell Atlantic "...low income and residential customers have paid for fiber-optic lines every month but have not yet benefited. Bell Atlantic-New Jersey has over-earned, under spent and inequitably deployed advanced telecommunications technology to business customers, while largely neglecting schools and libraries, low income and residential rate payers and consumers in Urban Enterprise Zones as well as urban and rural areas".

### **Follow the Money**

Why would the House pass a bill so obviously pro-business and anti-consumer? One has to wonder when looking at the money spread around by the Bells in support of Tauzin-Dingell. According to the non-partisan campaign contribution reporting site <[www.opensecrets.org](http://www.opensecrets.org)> the Bells gave over \$19.4 million dollars from 1999 to 2001 in PAC, soft money and individual contributions. Opponents of Tauzin-Dingell gave just over \$8 million. Supporters of Tauzin-Dingell received more than 7 times as much money from the Bells than they did from the anti-Tauzin-Dingell groups. More than 180 House members got 10 times more money from the Bells—and they voted to approve the Bill by a 5:1

margin. Those who got equal amounts of money from both sides voted 2:1 against the Bill. Some 16 members of the House received no money from either side - they voted 13-3 against the Bill. The strong correlation between money and votes in the House make the defeat of the legislation in the Senate an uncertain conclusion. The Bells have 'deep pockets' and have shown that they are willing to invest in making sure that they have their Congressman's ear on this matter.

### **What Can You Do About It?**

First you should educate yourself regarding the issue. This article is a good first step but there is plenty of information on the subject to be found on the Internet or through your local consumer watchdog organizations (the public utility commissions in 30 states, including Maryland, oppose the bill). Search at <[www.google.com](http://www.google.com)> and enter the key words "Tauzin" and "Dingell" to find information on the legislation.

Second, contact both of your state's Senators and tell them what you think about Tauzin-Dingell. Although we don't know yet what the bill will be called when it reaches the Senate, they'll know what you mean. Many Senators will accept E-mail directly or through the Senate website at <<http://www.senate.gov>>. Whatever you think about this legislation, let your Senator know. If it passes in the Senate you can be assured it will be signed into law and you will be living with the consequences for a long time to come.

**Dennis Courtney is the President of the Capital PC User Group in Washington, DC and can be contacted at <[president@cpcug.org](mailto:president@cpcug.org)>.**

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Every object has a mass and a contour. Most computer graphics programs refer to these features as “fill” and “stroke”.



---

## Digital Frame-ups Get the most out of your fancy graphics program by Grant Fuller

Many computer users nowadays have some sort of graphics or drawing program on their machine. Sometimes it comes installed with the computer, or it's part of some larger program package. Those with a more serious interest in graphics may have a program such as Adobe Illustrator or CorelDRAW.

First, display the grid:go to view>show grid (graph background). Pick up the rectangle tool, click “no fill” select stroke, I make black, with 1 or 2 pt. thickness. There is a palette for adjusting the weight of stroke:go to window>show stroke. Drag a rectangle



This article is aimed at all who may have an interest in getting more out of whichever program they may have available. The program I am using here is Adobe Illustrator. However, there are many others that will do this project, all you need to do is translate some of the “local” terms Adobe uses to your own set tools and commands.

around the image. Use selection tool to center and adjust it (could be a little more space at the bottom). To drag from the center outward, click>hold alt>drag. To make fine adjustments, select the image and your arrow keys to move it in the desired direction.

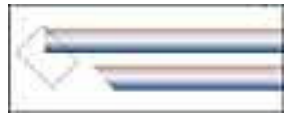
Illustrator has a preview mode and an outline mode. Preview is the normal view showing the images with colours and textures etc. Outline

shows only the contours. This is a major help in finding edges of shapes in order to select an object when the design has become complicated. To switch modes: `view>outline`, or `view>preview`. Hint: If I wasn't so lazy, I'd be using the "layers" palette to separate these shapes, that would place each object on a piece of clear film, one on top of the other. But here I've put everything on the same layer and I need to make sure the picture is always on top. Select the picture, go to `object>arrange>bring to front`. Now you can create the colour of mat you want, select mat, go to no stroke and select fill, this gets rid of the black line. Open swatch palette, and click a colour of your choice. Open the colour palette and adjust the mix.

Repeat the process for the "double mat" look, leave a light grey or coloured stroke if you want. For a simple frame, make a darker rectangle, slightly larger than the mat and put it behind, or use stroke on the largest rectangle, but in a different colour. For oval mats, use the oval tool instead of the rectangle.

**Making mouldings**

Create another rectangle, long and thin and explore the gradients palette. You can drag colours off the swatch palette and release them on the gradient bar. Slide them around and watch the shape of the moulding (make sure the moulding is selected). Then make a rectangle, stroke only, and click `object>transform>rotate` and enter 45 degrees. Place this in position as shown.



Go to `window>show pathfinder`, select moulding, shift-select rectangle (so both are selected) and click minus front in the pathfinder palette. Place the moulding on the mat and repeat the cutting at the other end. (note: stretching or scaling at this stage will alter the angle of the cut). Make a copy and rotate 180 degrees, place on opposite side. Make a copy, rotate 90 degrees, put in position and cut off excess. Copy that piece, rotate 180 and place. This results in very convincing seams at the corners.

**Getting Fancy**

Try this: make any stroke shape (oval, rectangle etc.) select it, click and alt-drag. In this and some other programs it will make a copy. When you have a group of

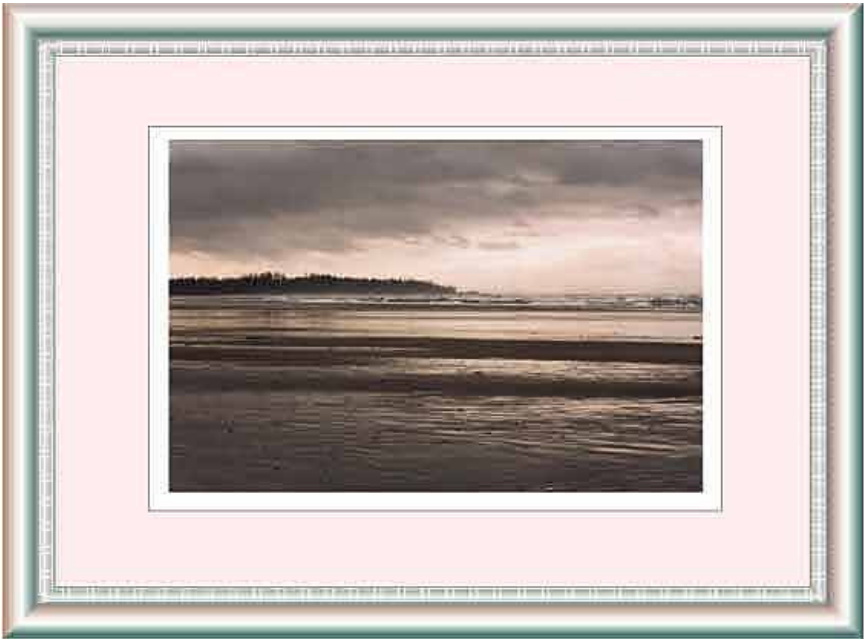




shapes you like, drag a marquee to select them all and then click>ctrl>alt>drag another copy. The smallest pattern multiplies to a long string rather quickly, and should be grouped (object>group)to keep them together. This can be placed on top of a moulding and colour can be added, lighter or darker to give it a more ornate appearance.

**Seeing your results**

with methods of presenting your finished product. The mat and frame were built from “scratch” in Adobe Illustrator. I’m sure there are ways to acquire things like this from clip art, but it’s no fun if you’re an artist or have creative desires. Adobe Illustrator is definitely a program designed for the pros, but if you’re a keen hobbyist, this program will last a lifetime.



This is a photograph I took at Long Beach, British Columbia and anyone who has been there with a camera, likely has a box full of pictures like this. If you work with photos on your computer, you’re familiar with using a program like Photoshop to crop and adjust photos. However, you may be less familiar

**Grant Fuller is a Victoria British Columbia artist. See his work at <<http://members.home.net/grant-fuller/index.htm>>.**

**Grant also instructs Big Blue and Cousins advanced Adobe Illustrator classes.**

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## **Are User Groups Infected With Funnel Vision? by Lynn L. Kauer**

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Saginaw Valley Computer Association  
Saginaw, MI

Funnel vision is a malady that too often infects small organizations. This malady isn't restricted to user groups per se as it can infect any organization. The development of the malady originates from the thinking that only information gathered from a closed group is important or meaningful. I've seen the writing of editors pleading for articles from their members so that they will have something to put into their publication. This article is intended to bring to light my thoughts and opinions I've come to realize since I became involved as editor over eight years ago.

It is no secret that the SVCA exchanges newsletters with other user groups. They are a wealthy source of information and differing ideas that we use for a number of purposes. I've long seen a pattern that I call "Funnel Vision" that can invade a user group and cause its demise. There are many forms.

When I speak of funnel vision I am speaking to how a group attains information. We all know that a funnel is a cone shaped device that is large at one end and tapering to a small opening at the other. We use a funnel to pour liquids or powders into containers with small openings. The reason is that the liquid we are pouring into the funnel may originate from a saucepan (larger source) that contains a lot of liquid but by its very shape doesn't allow a small

stream to flow from it. Thus, the funnel contains the overflow, the transfer of liquid is contained, and the liquid is transferred into the smaller container.

User groups are small containers while the APCUG community is the larger container. If we learn to use the resources of the large community we can use the information to educate our members.

### **Symptoms of the Disease**

As I scan the newsletters we receive, and those I access online, I find two distinctive forms of funnel vision evident. The worst form are the newsletters that contain only advertising with a short message from the President covering the reports of the groups last meeting or where he or she last traveled. There is no information transferred to the reader except for advertisements. I've often wondered why the group wants to spend its money publishing each month. Possibly it's because it is a source of revenue and the monetary reward is all that is important to them.

The less insidious form of funnel vision is more widespread. These newsletters are by and large a good-looking publication with a decent layout. The funnel vision becomes evident when it becomes apparent that only members of the group are contributing to it. Sadly, the editor has elected to only publish articles written by its own membership.

As I watch them over a period of time it becomes apparent that few new insights or ideas are being shared. All the information is basically being recycled into new forms of wording but little new information is offered.

Over the years I have watched the publications of these groups diminish

in size. One that I looked forward to reading each month has shrunk from a 12 page to a 4-page publication because of lack of content. Every so often an article will appear by one of its writers that contains a tip or trick, a warning, a new idea or an insight about something the writer experienced the purpose of publishing a newsletter.

Sometimes, I receive a newsletter where the editor has left a page or two blank with a note on it that reads: "This page is blank because nobody contributed anything this month." While it is intended to encourage writers to contribute it has a negative effect. People join user groups for two purposes: to be informed or entertained. When people are cajoled into having to write something, even if it's trivial, this is in my opinion funnel vision at its worst.

### **Reviews**

Too often publications contain nothing but reviews written by its members. I'll admit that I am not one to get really excited about reading reviews. I'm not opposed to publishing reviews but I feel that there is a need for balance. My reason for speaking on reviews is that I see it as a form of funnel vision because it again restricts information to a closed group. An argument is that it is a method of getting people to write and contribute to the newsletter. The intent is to have the writer develop into a person who will write creatively.

Yet, if the only information obtained is from the closed group where do the seeds of creativity come from? How creative can a person get if all they are reduced to is writing a review in order to have something to print in a newsletter? Possibly, if they were exposed to articles written by authors

of other groups they would get the vision and motivation to write something truly creative. When they see what others do they learn to see outside of themselves and look at new products and ideas with a new purpose.

### **Looking Through The Funnel**

To this point I have been speaking of how I perceive some groups look at their organization through a funnel. When the focus of information is contained from within their own group they are looking at the user group community from the large end of the funnel and seeing it restricted by the small end their own group.

I suggest they take the funnel, turn it around and look through it from the small end. You'll see a bigger picture. This bigger picture is the APCUG community. I, as an editor, scan newsletters printed and electronic for fresh new information and use them in our publications. No, the SVCA is not unique in this approach. Some of my favorite exchanges are the newsletters that also contain a nice mix of articles written by their own members plus those attained from others. These groups have learned to use the whole APCUG user group community for information and support. There are no blank pages in their publications.

I've watched the larger group publications like Big Blue and Cousins of Canada and Capital PC User Group of Washington DC. They originate from large member organizations that have people within their membership who write a series of articles focused on their areas of expertise. As I've watched their publications through the years I found that they also use articles from other groups. The point is, they too

contribute and acquire from the entire APCUG user group community.

### **Conclusion**

The point I have been trying to make is to encourage editors to use the entire user group community as a resource. There is a wealth of information available and some ideas that are totally new. To attain these resources all that they have to do is to turn their funnel around to see the bigger picture. There is no need for a group's publication to go wanting for a lack of articles. Use the resources from those who learned how to use a funnel for the greater vision the APCUG community.

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## **Things to Consider When Purchasing a Digital Camera by Jim Topper**

Since we are entering the holiday season with gift giving on our minds, I thought it would be a good idea to write about some of the things to consider when purchasing a digital camera.

This is a list of items to consider when planning to purchase a Digital Camera. This is not an all-inclusive list. It does contain the features and other considerations I believe should be high on one's list of considerations before making a purchase.

**Image size, i.e. number of "megapixels", 2,3, 4, or 5.**

The higher the number of megapixels, the larger the image file will be. This will allow you to print the images at a higher ppi (pixels per inch) resolution. Generally speaking even a 2 megapixel digital camera should be able to print an 8x10 picture with decent detail. 3, 4 or more megapixel cameras will allow you to print larger images is you wish or give you even more detail at smaller picture sizes, i.e. 4x6, 5x7, or 8x10.

**Zoom lens type and "reach", i.e. 3x, 4x, 10x... you get the idea.**

Digital cameras have two types of zoom lenses, digital zoom and optical lens zoom. It is best to buy a digital camera with an optical zoom lens. Almost all digicams have digital zoom in addition. However a digital zoom degrades the image quality since it interpolates the image information for the zoom effect. It is best to NOT use digital zoom unless you cannot get a picture any other way. For optical zoom, I'd recommend at least a 3x zoom, a higher zoom ratio lens if you can afford it.

**Type of storage medium.**

There are 3 types of storage medium currently that are widely used in digital cameras. These are: Compact Flash cards, Smart Media cards, and Memory Stick cards. All types can be had in sizes up to 128 MB, with Compact Flash cards available at much larger sizes. My picks for storage media would be either Compact Flash cards or Memory Stick cards, which are used, in most current Sony digicams. The Smart Media cards are somewhat thinner and more flexible and are more prone to damage during handling if one is not careful. Also look for a digital camera that has a USB interface for downloading pictures from the camera. Some cheaper or older models still use serial port connections and they are very slow downloading images compared to USB. Finally most digital cameras ship with rather small memory cards included. You will want to purchase additional card(s) of at least 64 meg size, as your finances allow, for extended periods of picture-taking.

**Type of batteries it uses.**

Digital cameras can use several types of batteries for power. Some models use proprietary batteries, which tend to be expensive. Other digital cameras will use AA size batteries. Be warned, the only type of AA batteries to use in a digital camera are NiMH (nickel metal hydride) batteries, which are rechargeable. Other types, such as alkaline batteries, will not last in a digicam, Sony in particular uses its own batteries which are expensive but have a great feature included, circuitry that will tell you how much time is left in battery power before it needs to be recharged. In any case, you will want at least 2 batteries or 2 sets if using AA

type batteries. Most digicams only will ship with one, so you will want to purchase a second one, or set.

**Optical viewfinder or LCD only.**

Some digital cameras have both types; others only use a LCD screen located on the back of the camera body. For bright sunlight picture taking you will want to consider buying a digicam with both types, since almost all LCD screens are unusable in direct sunlight. However you can purchase a separate LCD shade, which would help if the digicam you get only has a LCD screen.

**Size of the camera and how it feels in your hands and weight.**

Two of the more important considerations are the above. You will want to buy a digicam that feels good in your hands and has controls that are easy to reach and use. Weight is important too since you may be carrying the camera around for several hours at a time. Most newer digital cameras weigh less than 1 pound and have a neck strap for carrying when not using the camera. I'd be leery of a digicam that only has a wrist strap, since wrist straps make carrying the camera more difficult over a longer period of time.

**Filters.**

Some digital cameras have screw threads on the lens body for adding filters. If the digital camera you purchase has this feature, be sure to buy a "skylight" or "UV" filter for the camera. This will protect the lens from dirt, fingerprints and scratches. It is much easier to clean or replace a lens filter than the camera's lens!

**Flash.**

Almost all digital cameras have a built-in flash. A nice feature to look for is one that has a "red eye" reduction feature. A few of the higher end digicams

also have provisions for adding an external flash on a “hot shoe” bracket, or have a jack to plug in an external flash unit. For general picture taking, the internal flash will be OK. However you should know that almost all internal flash units have a range of ~10 feet. Digital cameras that can add an external flash unit will double or even triple that distance for a high power flash unit.

**Jim Topper is the Newsletter Editor for Another Baltimore Computer Users Group and may be contacted by e-mail: <[jimt@cablespeed.com](mailto:jimt@cablespeed.com)>** There is no restriction against any non-profit group using the article as long as it is kept in context, with proper credit given to the author. This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization to which this user group belongs.

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**Installing New Components**  
*by Vinny La Bash*  
<[vlabash@home.com](mailto:vlabash@home.com)>  
**Member of the Sarasota**  
**Personal Computer Users**  
**Group, Inc.**

Years ago, when I decided it was time for a new PC, I built my own. In those days it was possible to save hundreds of dollars with a “home brew.” When you successfully booted up for the very first time, “The Thrill of Victory” took on a meaning all its own. Things changed, time passed and one day it no longer made economic sense to build your own machine. Except for dedicated hobbyists, no one builds their

own automobile anymore and the PC went down that same congested highway.

You’re most likely not going to build a PC from scratch, but maybe you will buy that brand new digital doodad. All the PC magazines have published rave reviews about it and all your friends are wondering how they ever managed to survive without it. You’re all ready to rip the packaging to shreds and install it. Stop! Cease! Desist! Halt! Before you do anything else, rein in your enthusiasm and do some groundwork. You want your installation smooth and as trouble free as possible. Surgeons carefully prepare before surgery and you need to prepare for your upgrade. Follow these simple rules before rushing in where angels fear to tread, and your chances of attaining PC Nirvana will improve dramatically.

- 1) Always allow yourself plenty of time. If you think the job will take two hours, schedule four hours to allow for unanticipated roadblocks. Even the simplest installations can run into problems. Sometimes a straightforward expansion card installation can become enormously complicated by a stripped screw. Not only do you have to take Murphy’s Law into account, but keep in mind that **Murphy was an optimist!**
- 2) Back up your system before making any changes. I don’t care how simple you think the job is. Too many tears have been shed by not doing a complete system backup first. Power failures can occur at any time. Don’t rule out a meteor strike.
- 3) Make sure pets and children are kept away from the open PC. Toddlers are insatiably curious about everything. You don’t want a pet or a child cut

by an exposed component with sharp edges.

4) Make sure computer and peripherals are ALL unplugged, and never touch any exposed components in your PC without “discharging”. Discharging happens when you touch something metallic to remove static electricity. One accidental jolt of static electricity has been known to fry motherboards and reduce grown men to quivering blobs of jelly. Small dogs and children sometimes don’t do well when jolted by static electricity. Neither might you.

5) Turn your PC off and leave it off for several hours before opening. Internal components can get very hot during operation. Allow sufficient cooling off time before starting any project that requires removing the covers from your machine.

6) Have the right tools handy. Many PC manufacturers have made the upgrade process much simpler than it used to be. If all you’re doing is installing a board in a PCI slot, you may not need anything more exotic than a screwdriver. A new motherboard installation could be somewhat more complicated. At a bare minimum you need a Phillips screwdriver and a pair of needle-nosed pliers.

7) Follow all the installation instructions to the letter, since even “insignificant” steps that may seem unimportant can turn out to be essential. The manufacturer went to the trouble and expense of printing the instructions for a reason. Ignore the printed instructions at your peril.

8) Don’t dither about consulting an expert if you get stuck. World-class physicians don’t hesitate to ask for a

second opinion. Why should you be any different?

9) Make a startup diskette. It takes only a few minutes and can save your butt.

### **How to avoid common problems and what to do when they happen anyway.**

After you have installed your new component, place the cover back on your PC and reconnect everything. Turn on the PC and make sure it boots. If your system crashes before Windows even begins, STOP! Turn off the PC and unplug it. Take the covers back off and check for loose wires and components that may not be properly seated in their sockets. If this doesn’t remedy things, it’s time to bring in a professional. Unless you know exactly what you’re doing, you can cause a great deal of damage beyond this point.

If the component is a Plug ‘N Play device, Windows should recognize it during the boot process and install drivers automatically. If you need to install software, follow the manufacturer’s instructions.

If Windows snubs your new hardware, go to the Control Panel and select the Install New Hardware icon and follow the instructions. If Windows continues to ignore the device, go to the manufacturer’s Website. The fix may be as simple as downloading the latest driver.

Once the hardware and software are installed and everything seems to be fine, monitor your system for a few weeks. If problems pop up, go to the manufacturer’s Web page and see if there are any updated drivers on the site. If there is no restriction against any non-profit group using the FAQ section, explore it. You may find some good information or troubleshooting tips.

You can also go to the Control Panel, select the System icon, and then select the Device Manager tab. Your new component should be listed under the appropriate device heading. If you see an exclamation point, then you have a problem. If that's the case, press the [+ ] symbol to open the device's "directory." Now, right-click the device and select Properties. You'll find a series of tabs and choices depending upon the product type. Go through the tabs and see if any error messages appear. You might be able to fix the problem at this juncture. If not, make a note of the specific errors and look in the manual or contact the manufacturer for instructions.

### Summary

Have a plan before you upgrade. At a minimum, back up your data, and install current drivers for your hardware. The more thoroughly you prepare, the less likely trouble will ensue.

As many of you know, this column deals with issues pertaining to Windows. From Windows 95 to Windows Me, keeping track of all the variations and inconsistencies of the different versions has become an almost impossible task. What works with one version does not always work the same with another, and with the Introduction of Windows XP, keeping track of which version does what to whom has become even more difficult.

Starting in January 2002, all future columns will focus on Windows XP. I will no longer test previous versions of Windows. The desktop in Windows 95 acts differently from Windows 98. Me has its own quirks and XP is a completely different ball game. There simply isn't enough time

to conduct adequate testing across all versions of the product.

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## Make Your Own PDF Files by Paul Witheridge

<[ssuccess@ebtech.net](mailto:ssuccess@ebtech.net)>

I'm currently Shareware Librarian of the Sarnia Computer Users' Group and a Past President. I'm in my 14th year with SCUG and am a semi-retired computer consultant.

One of today's biggest computing irritations is competing standards! While there are standards out there for such things as e-mail, file transfer and Internet protocols, and HTML coding for web display, someone is always "pushing the envelope" (to be polite) or "ignoring them" (to be blunt). Document sharing is an example. Many think that Microsoft Word is the standard for documents but it is only one in a field of word processors. At one time, they simply pretended each other didn't exist and if you created a document



using one word processor, you couldn't share it with others who were using a competitive product. Now, at least the major brands provide the ability to convert between formats but often at the expense of some of your painstaking efforts to create that Beautiful Format. Enter Adobe and the Portable Document Format (PDF). If you can create (or "export to") a PDF file with your word processor, you can produce a "stand-alone" document that anyone can see or print exactly as it was created fonts, pictures, whatever but without the program that created it! Catch? Of course there's a catch! First of all, you need the Acrobat Adobe Reader to see/print these. Yes, it's free; but it is a few megabytes in size and usually has to be downloaded and installed. But how to create the PDF in the first place? Are we still somewhat at the mercy of the Adobes, Microsofts and Corels? Read on!

There are two freeware (free for non-commercial, home use) programs that can enable you to create (and read) standard PDF files (as well as postscript files):

**MakePDF**, <<http://www.lexacorp.com.pg/soft/makepdf22.zip>> a freeware utility for converting the postscript translations from GhostScript to a Portable Document Format file and

**GhostScript**, <<ftp://mirror.cs.wisc.edu/pub/mirrors/ghost/AFPL/gs703/gs703w32.exe>> a free postscript interpreter which translates postscript documents.

**NOTE:** If the version numbers change, the above links will become outdated.

If you visit the Lexacorp site first, there is a link there to GhostScript as well as to MakePDF. Stuart also offers

several other MAKEPDF tips and tricks at <<http://www.lexacorp.com.pg>> After downloading both of these, install GhostScript by double-clicking the GS703W32.EXE file. Then simply unzip MAKEPDF21.ZIP into the folder of your choice (no installation needed). I must assume that the reader can do this using their favourite compressed file unpacker.

Then, you need to define a printer that can produce postscript output such as the HP Laserjet III PostScript+ in your selection of printers. You do not need to have this printer connected, you merely need to add/install it as if it were installed and configure it to send output to a .PRN file. Here's how.

In Windows, click Start|Settings|Printers and then double-click 'Add Printer'. Choose 'Local Printer' and click 'Next'. Now select the printer you'd like, making sure that it can produce postscript. The HP Laserjet III PostScript+ is an obvious choice but other manufacturers are available on the list you'll see. After selecting one, you'll be asked where to output your data and this is where you will choose 'FILE:' and then click 'Next'. Most likely you will not want this to be your default printer, but this option is always available later if your needs should change. Click 'Next' and then 'Finish' and you will most likely be prompted to insert your Windows installation CD in order to retrieve the necessary driver files. After the printer driver files have been copied, you will be prompted for a PRN filename (in case you wanted to print a test page). You can click 'Cancel' to skip this step. Did you know that you could also rename this printer installation to something more helpful like

PostScript Creation? Right click it and rename!

Once the process is complete to this point, you will have an additional printer option whenever you wish to “print” a document from any application you are using. When choosing this new option you have just installed, you will be asked for a filename and destination folder since the output will not be a “hard copy” on paper, but a .PRN file on your computer.

We now need to create a way to easily send these PRN files created by your newly installed postscript-capable (phantom) printer driver to MAKEPDF which will use GhostScript to finally create the PDF file.

One way to provide this “connection” is to add a shortcut in your SendTo links that will appear when you right-click a file in Windows Explorer (or other file manager) and select ‘Send To’. Open your \Windows\SendTo folder and right-click a blank spot. Click New\Shortcut and insert a command line similar to the following, but insert the proper path for your installation of MAKEPDF in place of the square bracketed portion.

**[C:\Utils]MAKEPDF.EXE**

Click ‘Next’ and then name it MakePDF or whatever you like. Click ‘Finish’ and you’re done.

Now you can right-click any PRN file created by your phantom printer and then choose SendTo\MakePDF to create your PDF file.

You could also create a shortcut on your desktop in the same way and just drag and drop PRN files onto the icon.

There are a few other clever tricks the more advanced user can perform either by defining a new filetype (see end of this article) or using macros in

your word processor or creating a custom printer port or having your PDF sent directly to your e-mail client but you can read about those in Stuart McLachlan’s (author of MAKEPDF) Readme text file that comes with MAKEPDF. Most of us will be quite happy with a shortcut in the SendTo folder!

### **Using MAKEPDF**

The first time you send a PRN file to MakePDF, you will be asked if you want to locate the GhostScript program. Click ‘Yes’ and browse your way to the GSWIN32.EXE file which, if you used the default location will be in the C:\GS\GS7.03\BIN folder. [Note that there are two similarly named executable files at this location. The one with the ‘C’ is for command-line operation.] Single-click the GSWIN32.EXE file and click ‘Open’ and this path will be saved in a MAKEPDF.INI file for future reference and you won’t have to repeat this step.

MakePDF will now open and you will see the path and filename of your (input) PRN file and the same path but different file extension for the output PDF file. Unless you want the PDF file to be put somewhere else or have a different name, you can accept the default offering.

There are options offered, most of which I usually ignore; but here is a brief explanation of them as I understand them:

Delete Input File - deletes the PRN file after it has been translated to save collecting large numbers of these intermediate files.

Lower Case Output - produces a PDF filename with all lower case letters for feeding to other applications which may require that.

Sticky Output Directory—use this if you want the folder you set in ‘Output Filename/Directory’ ALWAYS to be the destination of your PDF files.

View Output File—check this if you want Acrobat Reader to open your new PDF as soon as it’s created.

Auto-Exit on success—check this to save having to click the ‘Quit’ button.

No Messages—all message boxes are suppressed. I wouldn’t recommend this for the beginner.

Choose the version of PDF file you wish to create and after a few seconds, you will see a confirmation dialogue box that the process has been successful. NOTE: In case your intended recipient has an older version of Acrobat Reader, it may be best to create an older version PDF. The resulting PDF file you have now created can be double-clicked to be opened in Acrobat Reader and it will appear exactly as you created it in your original application and anyone with Acrobat Reader can do the same. And print it! But the Reader does not allow editing, just reading and printing. This can be a very good thing when you don’t want your document altered by others!

### **For The Advanced User**

For the more adventurous, (once you are comfortable that you have everything working) you could even establish a new filetype (change PRN to something completely new that is not already registered on your computer) so that a simple double-click on files of that type will start MAKEPDF and open them. This involves first avoiding any of the extensions already listed in Start[Settings][Folder options][File Types and then in there creating a

‘New Type’ and specifying a command line similar to the following to open those files:

```
“[C:\Utils]MAKEPDF.EXE” %1 /  
D /V1.2 /OC:\My Documents\  
PDFfile.PDF
```

again, inserting the proper path for your installation in place of the bracketed portion.

**NOTE:** If you have difficulty with Acrobat Reader opening PDFs with a double-click, I’ve found that a reinstall of Acrobat Reader usually solves this.

I’d appreciate a copy of any newsletter this article appears in. It’s always nice to see what kinds of newsletters think it’s worthy of space. A PDF copy would be appropriate. I can pass them along to our editor too (for ideas).

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## **Computer Chronicles and Net Cafe by Stewart Cheifet Managing Editor**

Dear Fellow Computer User:

Nineteen years ago, Computer Chronicles was launched as the first ever weekly network television show devoted to personal computers. It happened because bulletin board sysops found out about the show (which was airing locally in the San Francisco Bay

Area) and called their local PBS stations to ask them to carry the program. As a result of the efforts of local users groups, Computer Chronicles was soon being broadcast in more than 200 cities around the country.

For some reason, many PBS station program directors now think computer technology is old hat and that the excitement over the Internet is passe.

So we need your help, once again, to remind these television gatekeepers that the personal technology revolution is alive and well and that users like you want a weekly television program that delivers useful information on new hardware, software, and the Web.

If your local PBS station is not carrying Computer Chronicles and/or Net Cafe (our show all about the Internet) I would appreciate your assistance in contacting the station and urging them to carry both shows. PBS stations are very sensitive to the opinions of their viewers (and contributors) and a few calls or e-mails can make a big difference.

Computer Chronicles and Net Cafe have been recognized repeatedly for their journalistic excellence with a long string of awards and honors. The programs are viewed by more than a million people each week and are seen in more than a hundred countries around the world. They should be on in your town!

We've set up special pages on our web sites just for you so you can get updated contact information for your local PBS station. Please go to either: <http://www.computerchronicles.org/forug.html> or <http://www.netcafe.org/forug.html> for

program director email addresses and phone numbers.

Thanks so much for your help.

Stewart Cheifet  
Managing Editor  
Computer Chronicles / Net Cafe

David Fradin, Managing Director  
Pacific Management Partners: <http://www.pacmanage.com>

E-mail: [dfradin@pacmanage.com](mailto:dfradin@pacmanage.com)

Please send him an e-mail if you use this article.

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**“Computers and Security  
Computer Privacy”  
by John Woody  
which appeared in the  
April 2002 DATA BUS  
was reprinted from the  
August 2001 issue of  
“PC Alamode”  
the newsletter of the  
Alamo PC Organization.  
This information was  
inadvertently omitted  
from the April DATA BUS.**



**BOARD MEETING**  
**05/12/2002**  
**Carol Sanzi**

**BOARD MEMBERS PRESENT:**

President Gary DeNise, Treasurer Roger Gay, secretary Carol Sanzi, SIG-Advanced Chairman Franz Breidenich, SIG-IBM Co-Chairman Tom Callow, Publication Committee Chairman Bob Clyne, representing SIG-IBM Intermediate Chairman Jack Vander-Schrier was Warner Mach. The meeting was called to order at 12:12 pm.

**OLD BUSINESS:** Treasurer, Roger Gay reported that there is a balance on hand of \$4026.28 with \$125 not deposited. The membership stands at 104. As of May, Anne Horaczek, Susan Howey, Dorothy Malette, John O'Brien, Dawn Sanzi, Terrance Todd, and Steve Yuhasz's membership will expire. Let's tell 'em about SEMCO.

Bob Clyne moved to reimburse Warner Mach \$13.94 for refreshments. Franz seconded the motion and it was carried.

**NEW BUSINESS:** Roger Gay reported that Bank One charges a non-profit organization a \$2 per month fee for a checking account. SEMCO is now paying a \$10 a month fee. Roger Gay moved that SEMCO apply for this lower rate accepting the fact that the canceled checks will not be returned. Tom Callow seconded the motion and it was carried.

Gary DeNise suggested that it is time for an audit report. The board agreed. Gary DeNise will make a request at the general meeting for volunteers to participate on an audit committee.

The Internet Committee reported that the SEMCO's website has been moved to the server at RESA. Several changes were made to improve its readability. The URL remains the same, <<http://www.semco.org>>. The email address was changed to <[semco@semco.org](mailto:semco@semco.org)>. Carol Sanzi will compose a letter of appreciation to Oakland University for hosting its website for the past years and a thank you letter to RESA and Jim Rarus for giving us a new home.

Roger Gay submitted the revised SEMCO flyer. The board approved the flyer and copies will be made for distribution.

In Cheryl Fil's absence, Bob Clyne will edit the June issue of the DATA BUS.

The meeting was adjourned at 12:50 pm.



**GENERAL MEETING**  
**05/12/2002**  
**Carol Sanzi**

Al Bochenak, Jerry Comptois, and Bert Farmilo volunteered to be Audit Committee members.

**MEMBERSHIP REMINDER**

Please check and update your personal information when you receive your membership renewal letter and any time it changes. Remember to update your address, telephone number and e-mail address as soon as they change. Check your membership expiration date and mailing address on the back of your DATA BUS to be sure they are correct.

## SPECIAL INTEREST GROUPS (SIGs)



**SIG-IBM**  
**Tom Callow**  
**Warner Mach**



**June 9: Gene Barlow of PowerQuest and Access Data Corporations:** Gene Barlow will discuss how to move to Windows XP; backing up your hard drive; and securing your hard drive. He will demonstrate PowerQuest's Partition Magic and Drive Image 2002 (which was just released) and Access Data's SecureClean.

Gene Barlow represents two fine software companies, PowerQuest Corporation and AccessData Corporation. These companies publish some excellent hard drive utilities. PowerQuest's PartitionMagic helps to organize and protect your data while running multiple operating systems on the same computer. Drive Image 2002 was just announced on April 23rd with many new features, including LAN support (save hard drive images to, and restore from, a network drive), create and restore drive images while running in Windows, and Easy-to-use, intuitive

Windows interface. AccessData publishes hard drive security products including SecureClean.

Gene's presentation will focus on the following topics: How to Move to Windows XP; Backing up your Hard Drive; and Securing your Hard Drive. Windows XP has gathered a lot of attention the past few months. Many users are looking for ways to move their computers to the new operating system, but aren't sure what is the best way for them to go.

Gene Barlow is an expert on hard drives and operating systems and will outline six ways that you may use to get to Windows XP. He will describe advantages and disadvantages of each approach. If you are thinking of going to Windows XP in the future, this is a presentation you will not want to miss.

Gene will bring handouts and exciting door prizes as well. "Special User Group Prices" on many of these products will be offered at the meeting and available to take home with you. It should be a super meeting. Bring a friend and don't miss it!

**Visit the SEMCO website at <<http://www.semco.org>>.**

**Meeting information is posted there before you receive your DATA BUS and any changes will be posted there. The website also contains the Online Discussion, a bulletin board like forum where you can post your questions and information. The "Hot Links" page contains links to many other sites which have still more useful information (if you have any suggestions for additional links for this page, let us know). The DATA BUS is also posted on our website in PDF format and the links are "live" so you can just click on them instead of typing them into your browser.**

**There is more, check it out!**



**SIG-IBM INTERMEDIATE**  
**Jack Vander-Schrier**



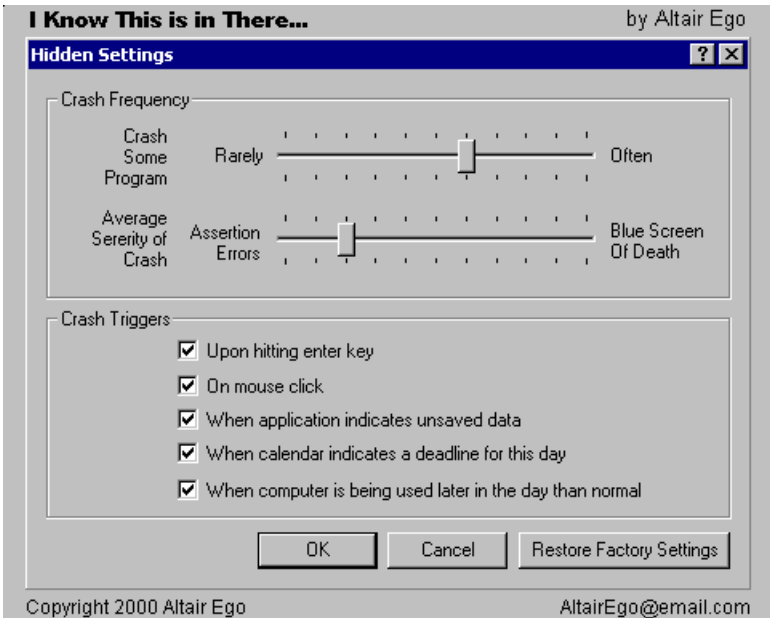
**SIG-ADVANCED**  
**Franz Breidenich**

**June 9: Gene Barlow of PowerQuest and Access Data Corporations:** Gene Barlow will continue his discussions and demonstrations on how to move to Windows XP; backing up your hard drive; and securing your hard drive.

**June 3: (Next: July 1) :**Meetings held first Monday, 6:45 pm, at the Oak Park Library. The library is located at 14200 Oak Park Blvd., Oak Park, MI. Phone: (248) 691-7480. Directions: 14200 Oak Park Blvd. is 9 1/2 Mile Road, located west of Coolidge. Best route from freeway is to take I-696 to the Coolidge exit. Head south on Coolidge for 1/2 mile to Oak Park Blvd. and turn right. **Topic:** Wide ranging discussion of computers and computing.

**NOVICE-IBM GROUP**  
**Rotating Volunteer Hosts**

**June 9: Q&A:** Member directed discussion.



**July 2002 DATA BUS DEADLINE (10th day after meeting)**  
**SEMCO & SIG DATA, & MEMBERS' ADS - Deadline: Wed, June 19, 11:59pm**

Members' personal ads free. To mail, use Editor address on Page 2; e-mail address: [chermi@comcast.net](mailto:chermi@comcast.net). PLEASE send to arrive sooner than deadline if possible.

**BUSINESS ADS - Deadline: Second Friday monthly.** Mail **unfolded** camera-ready copy; payment in full made out to SEMCO, to the Editor (address Pg 2).

**Cheryl Fil**

[chermi@comcast.net](mailto:chermi@comcast.net)

(to post monthly computer group info)

**CALENDAR-OF-EVENTS  
OTHER GROUPS**

**AAIICI (American Association of Individual Investors, Computerized Investors),**

June 22–Saturday, 10am–Noon (Meet 4th Saturday) (not December); W. Bloomfield Huntington Bank, Orchard Lk Rd., S. of Maple Rd. Info: Jack Lockman at 313-341-8855 or <[thunder@tir.com](mailto:thunder@tir.com)>

**COMP (Computer Operators of Marysville/Port Huron)**

Aug 7–Wednesday, 7pm (Meet 1st Wednesday): Rm 201, Clara E. Mackenzie Library-Science Bldg, 323 Erie St., Port Huron. Ron Walters, 810-679-4144. Web: <<http://www.bwcomp.org>>.

**TOPIC: Boat Trip**

**DCOM Computer Club**

June 14–Friday 6:30 - 8:30 pm (Meet 2nd Friday); Henry Ford C.C., Patterson Tech Bldg, Ford Rd/Evergreen, Rm T143, Parking Lot C. Info: Doug Piazza 313-582-2602

**Delta Computer Club**

June 27–Thursday, 7pm (Meet last Thursday) (not Nov/Dec); Bay de Noc C. C., Escanaba. Info: Gordon Nelson, Pres. & Editor at <[gnelson@bresnanlink.net](mailto:gnelson@bresnanlink.net)> or 906-428-1014.

**GDOUG (Greater Detroit OS/2 Users Group)**

June 13–Thursday, 6:30pm (Meet 2nd Thursday); Stardock Systems, Farmington Rd, N. of Six Mile, Livonia; Info: Carolyn Kolaz, Pres. at <[76460.3040@compuserve.com](mailto:76460.3040@compuserve.com)>. Map on Web: <<http://www.lookinc.com/gdoug>>.

**MacGroup Detroit**

June 23–Sunday, 3pm–5pm ; Bloomfield Twp. Library, 1099 Lone Pine Rd. (corner of Telegraph Rd.). (PhotoShopSIG wil meet at 2 pm.) Info: Terry White, <[terry@macgroup.org](mailto:terry@macgroup.org)> or 313-571-9817. Web: <<http://www.macgroup.org>> **TOPIC: Back to the Basics with Mac OS X**

**MacTechnics. (MAC User Group)**, Coffee 9:00am, SIGs 9:30am, Main meeting 11:00am.

June 15–Saturday, 9am–1pm (Meet 3rd Saturday); U of M, Central & Medical Campus, Medical Science II building. (See map on Web: <<http://www.mactechnics.org>>). Info: Cassie at <[cassiema@yahoo.com](mailto:cassiema@yahoo.com)> or 313-971-8743.

**MCUG (Michigan Computer Users Group)**

June 20–Thursday, 7pm (Meet 3rd Thursday); 35271 Rockingham Dr, Sterling Hts., MI 48310-4917; Info: Jerry Zinger, Pres., <[kahuna15@comcast.net](mailto:kahuna15@comcast.net)> 810-792-3394.

**Michigan Apple Computer User Group**

June 13–2nd Thur, MAC Sig; June 20–3rd Thur, Green Apple Sig; June 27–4th Thur, OSX Sig; all at 7:30pm, Eagles Hall in Clawson, 174 Bowers St (one block North of 14-Mile and one block East of Main). Carl Pendracki 248-647-8871 or <[carlpen@aol.com](mailto:carlpen@aol.com)>.

Web:<<http://www.themichiganapple.com>>.

**Oak Park Computer Club**

Meets every Friday, 10:15am (except holidays) at Oak Park Library, Oak Park Blvd. at Coolidge Hwy.

**SHCC (Sterling Heights Computer Club)**

June 4 (next Sep. 3)- Tuesday, 7:30pm (Meet 1st Tuesday: not July/Aug); Carpathia Club, 38000 Utica Rd, Sterling Hts, Pres. Don VanSyckel at <[Don@VanSyckel.net](mailto:Don@VanSyckel.net)>, 586-731-9232 ; Web: <<http://www.SterlingHeightsComputerClub.org>> **Topic: Web search engines and how to use them.**

**SVCA (Saginaw Valley Computer Assoc.)**

June 13–Thursday, 6:30–9:00pm (Meet 2nd Thursday); Saginaw. Info: Kay Engelhart, program chairperson at <[kengelhart@hotmail.com](mailto:kengelhart@hotmail.com)>.

**Wayne State U. Mac User Group**

June 8 (next July 13)–Saturday 10:00am–Noon (Meet 2nd Saturday); at Mich.com, 21042 Laurelwood, Farmington. Info: Lorn/JoAnn Olsen 248/478-4300 or Denny MeLampy 248-477-0190, <[denny@mich.com](mailto:denny@mich.com)> **TOPIC: Questions, Shortcuts, Tips and the Internet.**



**TAX DEDUCTIBLE  
DONATIONS  
SEMCO Members  
Helping the Community**

**Beth Fordyce** is accepting Macintosh computers, components, peripherals, manuals and software (working or broken) for Immaculate Heart of Mary School PreK–8th grade, 175-200 students for computer science classes.

Contact Beth

734/453-0349 7pm–10pm or

[bfordyce215331MI@comcast.net](mailto:bfordyce215331MI@comcast.net)

You may also contact the school directly: Sister Mary Stephanie Holub  
19940 Mansfield

(Greenfield/8-Mile area, Detroit)

313/272-0990

If you want to use your donation as a tax deduction, make an itemized list (with one copy for yourself) of items you donate, and attach it to your donation. Include on the list the full name or description of each item, and its fair market value. Also make sure your full name, address and phone number are on it. The donee will see that you receive a receipt. (Be advised that no one will make these lists for you.)

Your **SEMCO** membership card is good for a **\$1 discount** (not valid with any other offer) on admission to **A1-Super Computer Sales** shows. See [www.a1-supercomputersales.com](http://www.a1-supercomputersales.com) or [www.a1scs.com](http://www.a1scs.com) for show schedule.

**MAY  
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Warner Mach, Coordinator

Gary DeNise

Bert Farmilo

Betty Mackenzie

Roland Maki

Carol Sanzi

**COMPUTER RESOURCE PEOPLE**

This is a list of members willing to be resources for other members to call when they have hardware or software questions. Are you willing to help members learn? Which software programs are you familiar enough with?

It is not necessary to be an expert, but just have some familiarity with the program and be willing to help someone starting to learn it. Please give this some thought and volunteer at the next group meeting.

**AutoCAD:** Comptois, Gay

**Genealogy:** Cook

**IBM PC Hardware Issues:** Clyne, Gay, Yuhasz

**IBM Windows Operating Systems:** Clyne, Yuhasz

**Lotus 98:** Diller

**MAC Hardware and OS Issues:** Yuhasz

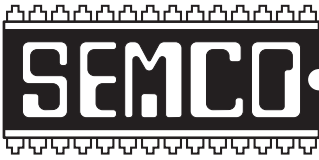
**MS PowerPoint:** Diller

**MS Word:** Clyne, Diller

**Novell Netware:** Yuhasz

**Quicken:** Clyne, Gay

Clyne, Bob—810/387-3101, 9am-10pm  
Comptois, Jerry—248/651-2504, anytime  
Cook, Stephen—313/272-7594, eves  
Diller, John—248/540-4382, eves  
Gay, Roger—248/641-7799, 9am-10pm  
Yuhasz, Steve—734/953-3794, eves



SOUTHEASTERN MICHIGAN  
COMPUTER ORGANIZATION, INC.

## SEMCO CALENDAR—June 2002

SCIENCE & ENGINEERING BUILDING, OAKLAND UNIVERSITY,  
ROCHESTER, MICHIGAN

### June 9—SUNDAY (Meet 2nd Sunday)

**SEMCO Board** Meeting at 12:00 pm, **Room 172**. For Officers and SIG Chairpersons. Other members are invited to attend.

**SEMCO General** Meeting at 1:30 pm, **Room 172**.

### Special Interest Groups (SIGs)

**SIG-IBM** 1:45 pm, **Room 172**. **Program: Gene Barlow of PowerQuest and Access Data Corporations:** Gene Barlow will discuss how to move to Windows XP; backing up your hard drive; and securing your hard drive. He will demonstrate PowerQuest's Partition Magic and Drive Image 2002 (which was just released) and Access Data's SecureClean.

**SOCIAL PERIOD** 3:15 pm, **Room 164**. Refreshments! (Reminder: We must maintain a neat environment.)

**NOVICE-IBM GROUP** 3:45 pm, **Room 168**. **Program: Q&A, member-directed discussion.**

**SIG-IBM Intermediate** 3:45 pm, **Room 172**. **Program: Gene Barlow of PowerQuest and Access Data Corporations:** Gene Barlow will continue his discussions and demonstrations on how to move to Windows XP; backing up your hard drive; and securing your hard drive.

### June 3—MONDAY (Next: June 3), 6:45 pm (Meet 1st Monday),

**SIG-ADVANCED** Oak Park Public Library, 14200 Oak Park Blvd., Oak Park, MI. Phone: (248) 691-7480. Directions: Oak Park Blvd. is 9 1/2 mile Road, located west of Coolidge. Best route from freeway is to take I-696 to the Coolidge exit. Head south on Coolidge for 1/2 mile to Oak Park Blvd., and turn right. Info: Franz Breidenich 248/398-3359. **TOPIC: Wide-ranging discussion of computers & computing.**

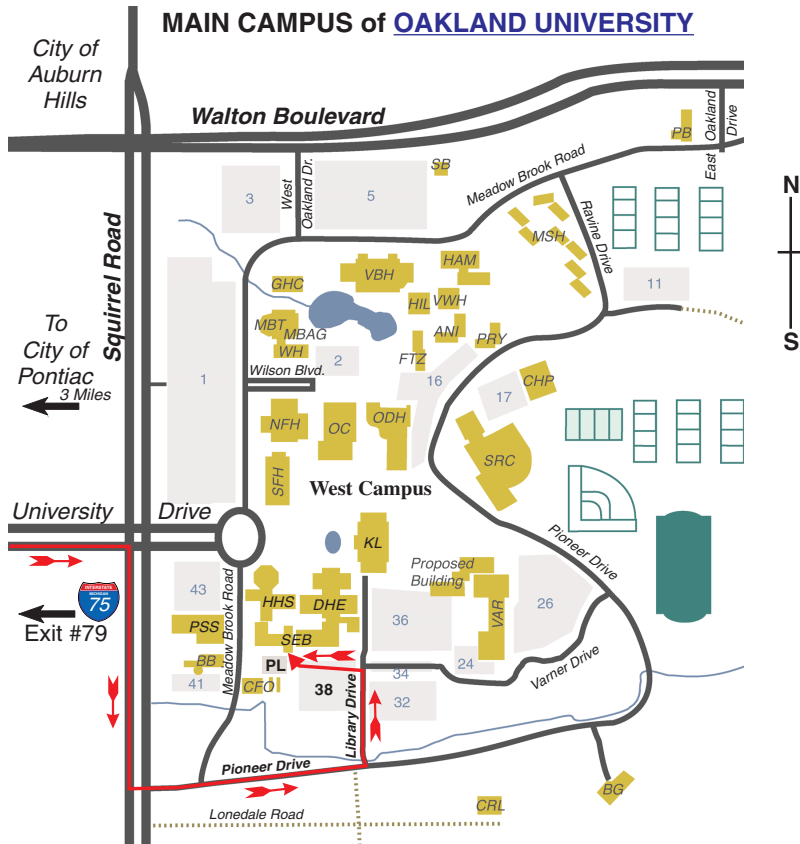
### July 14—SUNDAY (Meet 2nd Sunday).

**SEMCO**, 1:30 pm. **Topic: To be announced.**

<http://www.semco.org>

**PUBLIC INVITED**

(Please copy this and the next page to post on your bulletin board)



**MAP LEGEND**

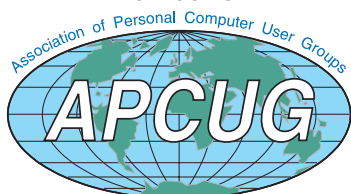
- SEB** Science and Engineering Building
- DHE** Dodge Hall of Engineering
- KL** Kresge Library

**Note:** SEMCO meetings are in the Science (west) wing of the Science and Engineering Building.

**DIRECTIONS**

Driving north on I-75 (from Detroit and suburbs), take Exit 79 (University Drive), stay to the right on University Drive to campus entrance. Turn right (south) on Squirrel Road (at traffic light which is just outside campus), turn left on Pioneer Drive (next street to left). Turn left off Pioneer Drive onto Library Drive (second left) toward Kresge Library. Turn left before you get to the buildings, into parking lot 38 on the left. Proceed to the far end of the parking lot and up to the next lot. After parking, enter the first set of glass doors (at the SE corner of the building).

**Member of**



The meetings at Oakland University are sponsored by OU's Academic Computer Services (ACS), and the student chapter of the Association of Computer Machinery (ACM). SEMCO thanks OU, ACS & ACM for their assistance.

**SouthEastern Michigan  
Computer Organization, Inc.  
P.O. Box 707  
Bloomfield Hills, MI 48303-0707**

**SEMCO (future meetings)**

**June 9**

**July 14**

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