



# Brevard Users Group



June 2002

AN FACUG PRIZE WINNING NEWSLETTER



On the Left: Larry Wood Vice President, fills in for President G..Rymer

**Bug Club Newsletter CD is now available, Includes issues from Feb 1999 to December 2001.**

**Cost is \$7.00- contact Jim Townsend**

At Right: Before the club meeting.

Photos by John Williams, Bug Club Photographer.



Table of Contents

Secretarys Report ..... 3  
 User Groups ..... 3  
 Treasurer's Report ..... 4  
 Newbies Corner ..... 5

Back to Basics ..... 6  
 Windows Tips ..... 10  
 False Rumor ..... 14  
 Added Thoughts on XP ..... 14

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Brevard User's Group  
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*THE NEXT MEETING  
OF THE  
BREVARD USERS GROUP  
WILL BE ON  
June 19, 2002  
AT 7:00 pm  
IN  
Melbourne Library  
Visitors welcome!*

**There will be a drawing  
for Door Prizes!  
You must be a member  
and present to win!**

Check the Web Site for next program at:  
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## **Wanted!**

The BUG Club needs an old laptop that runs  
DOS, or Windows 3x. It would be used for the  
Treasurer's files.

This would allow the program and records of  
the present treasurer to be transferred to a new  
treasurer without the new treasurer having to fill up  
his hard drive, etc. to keep our records. It would  
also avoid the Club having to invest in new software  
when the officers change.

Anyone who has an old unit gathering dust in a  
closet they are willing to donate, please contact the  
President or the Treasurer.

☺



Mary Alice  
Grant  
Secretary

17 May 2002

## Here's a Tip: PC User Groups Are Great

Members get advice and support from everyday experts like these four folks. By Steve Bass  
From the June 2002 issue of PC World magazine  
Reprinted by permission of PC World Magazine

## BUG Meeting

Larry Wood, Vice President started the meeting at 7pm by announcing that President, George Rymer, would not be able to attend due to his wife's illness. Larry then introduced all the officers and the SIG chairman's. He also announced that Rex Cummings is in California, therefore a Disk of the Month will not be available until he returns.

A suggestion was made by a member of the club, to put all of the BUG Club information such as the different SIG's, meeting times, and people who are heading them, as well as all the officers names and email addresses on one page and display it on the overhead screen during the beginning of the club meeting. This way the people can look at it and write down names, or dates of a SIG they may be interested in.

There were many questions pertaining to problems with computers. All questions were answered.

Jim Townsend gave a short demonstration of the BUG Newsletter CD, which holds several years of Newsletters on it and had about 20 of the CD's made and on hand to sell. This is a very good deal at \$7.00 per CD.

A training disk pertaining to Windows 98 was presented. Demonstrations on the desktop, mouse, window functions were explained.

Gifts given away consisted of Norton Anti Virus 2002 program, Body Works, and CD cases. The meeting ended at 8:10pm. Have a good computing day and see you next month.



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.

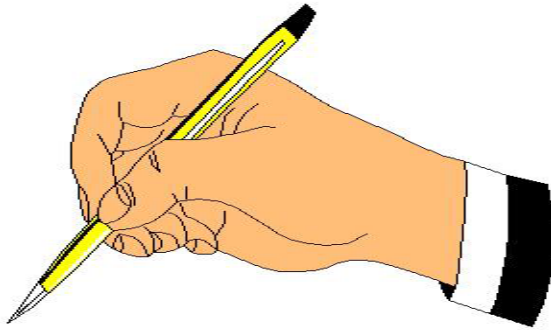
**Instant System Properties:** You needn't go through a series of cascading menus to open System Properties. >>**TIP** If you have a Windows keyboard, simply hold down the Windows key and simultaneously press Pause (at top-right of the keyboard) to access information on your PC.

—Roger Griffin, The Users' Group Network, Granada Hills, California

*Continued on Page 9*



**Fathers Day--June 16!**



## Treasurer's Report

by *Ted Glaser*

Account Balances as of 30 APR 02

Checking Acc't	\$ 684.78
DDDW Savings	\$ 2148.46

## New Members: Welcome Aboard!

Campbell, I - #1181  
Masset, L - #1179  
Swigart, M - #1180

## Renewals: Thank You!

Bond, W - #999  
Browne, H - #712  
Cahill, B - #1123  
Cameron, E - #1058  
Casella, D - #1113  
Geist, J - #905  
Glover, J - #1118  
Leslie, F - #1062  
Schamberg, M - #1057  
Schnelle, K - #992  
Sloane, F - #33  
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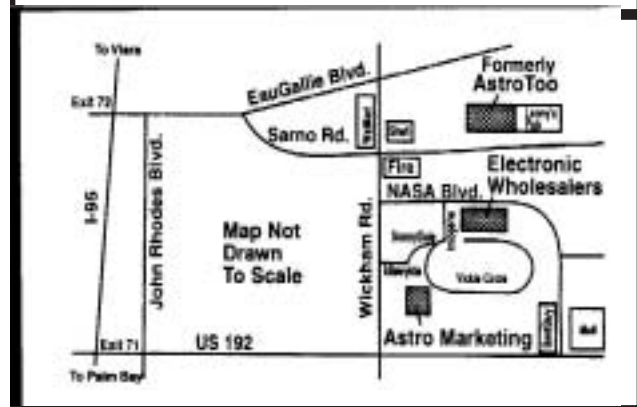
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## NEW LOCATION!



June 14--Fly your Flag!

## Newbies Corner

by Jim Hally B.U.G. member

### Not My Documents

In general, Microsoft did many computer users a favor by creating a default folder for documents produced by Word. The key word here is many. I almost never save anything to the My Documents folder. About the only thing I use it for is stuff I don't really care about or something that will have a short storage life. This file is being saved to the Bug2002 folder, which is a sub folder of BUG. This gives me an opportunity to keep the columns in order and enables me to back up the BUG folder to some portable media. I have lost too many hard drives to fool around with not having good backups.

In the past, going to Save As brought up the My Documents folder. From there I would work my way to the drive I wanted and then to the folder I wanted and yet again to the sub folder. All I did was change the default folder and now when I click on Save AS it opens up the BUG2002 folder. I understand that you may not want to be in the same folder all the time. However I am doing 10-12 columns a year and I want them in a certain place. I am sure if you think about it, you will have a folder where you save most of your work.

### Here's How

- From Word click on Tools on the Menu Bar.
- Click on Options.
- Click on the File Locations tab.
- Documents should be highlighted, but if not click on it.
- Click on the Modify button.
- Work your way to the folder you want.
- Click OK to get out of the Modify screen.
- Click on OK to get out of the Options screen.

This is not a perfect solution. It is an option that I chose and let me go on about it a little. Some of you haven't seen me for a while. I have been working on a golf tournament. Most of my work was saved to the TCMGT folder. I wrote letters to sponsors, players and other people for donations. Since I knew I was going to do a lot of saving to

that folder, and it's sub folders I made that the target folder with the Modify option above. And you thought "this doesn't apply to me". I am sure you will find a use for this tip.

### The Start Button

The work on the tournament required a lot of checking and rechecking. Did I have this sponsor or that one? Did I make a hole sign for each. Did I have a thank you letter prepared?

Yes, I could have written a list on a piece of paper, but I didn't put this machine together (with Jim T.) to use paper. What I did was put the whole TCMGT folder on the Start Menu. Mind you, this is Start Menu not Start Bar. As it was, every time I opened a document from the main folder the file name appeared on the Start Menu under Documents.

The best I can explain this feature is that it is a first in first out folder. Every time you save a file it appears in Documents. It only holds about 12-15 files. When you save the next one the oldest goes out the window. (no pun intended) Heck! That didn't do me any good. All the golf files were interspersed with other stuff. What I did was put the whole dang TCMGT folder on the Start Menu.

Doing this gave me a couple of advantages. Number one is that it gave me a starting place right off the Start Menu. Because it was a folder it didn't go to Documents. It appeared above the Programs icon. This would be where you see New Office Document etc. This is really the Start Menu.

Hovering the mouse over the TCMGT folder brought a list of sub folders, which appeared on the right hand side. Hovering over each sub folder gave me the list of files, which were contained in each sub folder. This is known as a cascading menu. There went the need for a paper list. It was right there on my screen.

- Double click on My Computer.
- Work your way to the folder you want.
- Left click and hold the mouse button down.

***Continued on Page 14***

# Back to Basics

Some Thoughts about Digital Cameras

By Alex Dumestre

I was musing recently about the rapidity with which the digital camera scene is changing. In general, things are getting bigger, better and cheaper. You can't complain about that can you? But these changes can create problems unless you can change the way you think about some things - and unless your computer system keeps up with the increased demands placed upon it.

## Resolution, for instance

The name of the game is resolution. As recently as four years ago affordable digital cameras were advertised as having VGA resolution! If you have been around PCs for a decade or so you might recognize VGA (Video Graphics Array) as referring to some of the earlier monitors that were capable of displaying 640 x 480 pixels, the state of the art in 1990. A camera that could take a picture that could fill up a VGA monitor screen was then the goal of most camera makers targeting the consumer market.

VGA is less than one third of a megapixel (640 x 480 = 307,200). Pictures of this resolution were suitable only for display on a monitor or as prints no larger than 4" x 3". That didn't make digital cameras appeal to very many people, particularly when their prices were in the \$500 - \$1000 range. Soon the cameras had advanced to SVGA (Super VGA) resolution which is 800 x 600 pixels. This is in the half-megapixel range.

Then, about 3 or 4 years ago, the advertising was touting Megapixel cameras. These came with prices of \$1000 +/- a couple of hundred bucks. The first digital camera that I got my hands on was a 1.3 megapixel beauty by Olympus. This was a point and shoot camera that could provide decent 5" x 3 1/2" prints and was a joy to use but the price scared me (and most people) away.

Then, about 2 1/2 years ago I tried out a 2.1 megapixel camera and found that I just had to have it.

Since then we have seen an increase in megapixel size every few months, stepping up through 3, 4 and 5 megapixels until today we are seeing 6 megapixel cameras being advertised to consumers. And the amazing thing is that each time the megapixel size is increased the price remains about the same - in the \$600 to \$1000 range. (In all of the cases that I'm talking about I assume the camera is a name-brand, quality camera with a good zoom lens and automatic everything with some manual overrides - what the industry refers to as Point and Shoot). Even better news is that last year's models are quickly moved into the sub-\$500 price range and that can really be a good buy.

## So where's the problem?

Is it possible to have too much of a good thing? Well, sometimes it can be a problem. One of the first things to consider is storage space - both in-camera and computer-related. As recently as two or three years ago one of the most popular digital cameras was the Sony Mavica that captured its pictures directly to a built-in floppy disk. This was a wonderful approach back in SVGA days because one could fit several of the half-megapixel images on a floppy, perhaps enough for a day's worth of picture taking. Even if a floppy won't hold very many pictures, they are plenty cheap and very available. You could do such things as ask a stranger to take a picture of you and the family at the Grand Canyon with your camera and then, instead of just saying "thank you", turn around and take a picture of him and his family and hand him the floppy! And when you (or he) got home you just inserted the floppy into your computer. What download problem?

Let's take a little detour here. Don't confuse a megapixel with a megabyte. In some cases they can be numerically similar but in most cases they are two different animals. A pixel is a tiny area of color on a picture which is stored as a code number in an image file. In order for pixels to form wonderful, sharp, clear, photo-realistic images there must be hundreds of thousands or millions of them. That means that a raw image file must store hundreds of

***Continued on Page 7***

### ***Basics Continued from page 6***

thousands or millions of numbers. How much memory does it take to store one of these numbers? A byte? Not unless you are satisfied with only 256 colors. For real color we usually demand 16.7 million colors (24 bit/pixel TrueColor). Twenty four bits require three 8-bit bytes. So, even an SVGA image that is approximately a half-megapixel requires a raw image file three times that size or approximately 1.5 megabytes!

Wait a minute, how do we fit even a single 1.5 MB raw image file on a 1.44 MB floppy disk. The answer is that we don't - not without compression. The vast majority of digital pictures are written by the camera to its storage media (Memory Stick, CompactFlash, SmartMedia, floppy, ZIP, Mini CD-R, MicroDrive or whatever) as a compressed JPEG file. A high-quality JPEG is, perhaps, only one tenth the size of the raw image file and therefore we can fit up to ten SVGA resolution images on a floppy. How many 2 MPix compressed images can fit? Only two or three. How many 6 MPix JPEG compressed images will fit? None! The days of the floppy drive camera are numbered.

The obvious observation is that as MPix ratings of cameras climb, so must the size of camera storage media. Luckily this is happening and card and stick RAM is becoming cheaper and cheaper. 128 MB cards cost what 8 MB cards cost two years ago and cards, MicroDrives and Mini CD-R disks are exceeding the 200 MB size.

### **Computer Considerations**

Not only must these huge image files be stored on the camera but they must also be downloaded to the computer and processed there and they must be archived and backed up. I just came back from a 16 day vacation with almost a GB of compressed image files. Back in the days of 4 GB hard drives this would have presented a problem but with today's 80 GB hard drives it has almost disappeared as a concern. In the days of archiving to ZIP cartridges, these large images would have run me broke but with today's CD burners it is a non-problem.

With size goes a need for more speed - in downloading from camera, uploading to Web, processing with graphic editors, etc. If you get into working with multi-MPix camera images and doing editing on them then you will need a muscle computer that used to be considered necessary only for serious gamers. We are talking GHz processors and 256+ MB of RAM and don't even think of trying to use parallel or serial ports for downloading from camera. Luckily today's USB is adequate and tomorrow's USB-2 will be even better. Not until you get into video editing will you have to have firewire. It is evident that the PC is keeping up with the needs of digital camera fans but you, personally, may have to replace that 66 MHz Pentium with 500 MB hard drive that has served you well these past several years.

### **So how much resolution do you need in a camera?**

That depends on a lot of things - mainly on the depth of your interest in photography and how you use the photos that you take.

If you are serious about photos and proudly hang 11" x 14" enlargements on your wall and want to be able to read the licence plate number of a car in your picture that was three blocks away then you might really need a 5 or 6 MPix camera. If you shoot vacation pictures and family birthday parties and e-mail these to friends and store the resulting prints in a box and carry around a stack of wallet sized pictures of the kids (or even print an occasional 8" x 10" to frame) then you can probably be quite happy with a 2 or 3 MPix camera. Why go to the trouble and expense of creating huge image files for uses that do not justify it? You might be better off spending the extra money on a better lens or fancier controls. If, on the other hand, you are a real photo hobbyist and you can afford it then, what the heck? Go for it.

### **Selectable Resolution**

You should realize that just because you have a 4 MPix camera that you don't necessarily have to take all your pictures at the full 4 MPix. All of the cameras may be set to take pictures as something

***Continued on Page 8***

## **Basics Continued from Page 7**

less than their maximum resolution. This is useful if you know that the particular picture-taking session does not require the highest resolution and you want to fit as many pictures as possible on your card. Think carefully about this before using it. You can always convert your high resolution images to lower resolution but you can never go the other way.

### **E-Mail**

It is not uncommon for newcomers to buy a nice new multi-MPix camera, snap a few pictures of the kids and immediately e-mail a couple of dozen of them to everyone they know. If they have a dial-up connection, they will soon realize that this is not the thing to do but if they have broadband but some of their friends have dial-up then they will have to rely on them (or their ISPs) to tell them. Someone sent me two 4 MB image files the other day that caused two things to happen. 1) when I checked my mail the message was truncated after a few lines followed by a note from my mail server that the remaining 8MB would be downloaded only if specifically asked for it. 2) I received an e-mail from my ISP informing me that my allotted 10 MB of e-mail storage space was 87% full!

The considerate thing to do is to make a reduced resolution copy of the original to be used as an e-mail attachment. My standard practice is to reduce copies to 640 x 480 pixels from their original 1600 x 1200 (or whatever), convert them to JPEG, if they are not already in that format, and send them on their way. These are typically in the order of 50 to 90 KB in size and take well under a minute to transmit over dial-up lines. They are large enough to fill the screen, or at least a sizable portion of it, on most people's monitors and don't usually have to be scrolled to see the whole thing. These, however, do not have adequate resolution to allow the recipient to make a decent print much larger than wallet size. No problem, if the recipient thinks the picture is "just adorable", you can always e-mail that one to that person in a more suitable resolution and know that the 10-minute download time is appreciated and not resented. One last caveat on this subject. Make a reduced resolution copy. Do not apply the reduction

to your original. You can't go back.

### **The Future**

So far the flow of change has been such that I've been able to slowly adjust my routine to keep abreast of the changing technology. This may not last much longer, however. I've typically converted my photo files from JPEG to TIFF if I wanted to do much editing on them. Once finished with the editing I then convert them back to JPEG in order to save storage space - the TIFF is generally about 8 times larger than the JPEG. Both file types are compressed compared to the original raw file but JPEG achieves its much smaller file size at some cost in quality while the TIFF causes no reduction in quality. The JPEG lossy compression is generally acceptable unless it is redone several times, so that is the reason for not using JPEG during repeated editing/writing passes. So what changes do I foresee in my operating procedure?

One is that today's huge hard drives hardly require that I be stingy with the file size so maybe I should convert all of my new shots to TIFF and leave them that way. On the other hand, I would only be able to fit perhaps 200 pictures on a CD instead of the 1500 - 1600 that I currently get.

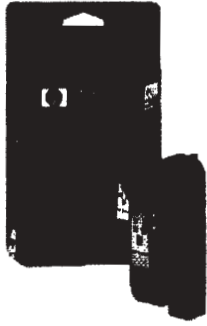
If the long awaited JPEG2000 finally becomes widespread this year then I'll just start using it and forget about the TIFF intermediate format. Why? Because JPEG2000 can achieve 100 times the compression of TIFF with only an imperceptible loss of quality. Ah, progress!

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*Alex Dumestre has been associated with computers since the mid '60's, most of the time developing geophysical applications for use on mainframes, minicomputers, and work stations. He is a bit of a nut about graphics but is a perpetual novice on PCs. He is a member of the 1960 PC Users Group and can be contacted by e-mail at: DumestreA@PDQ.net*

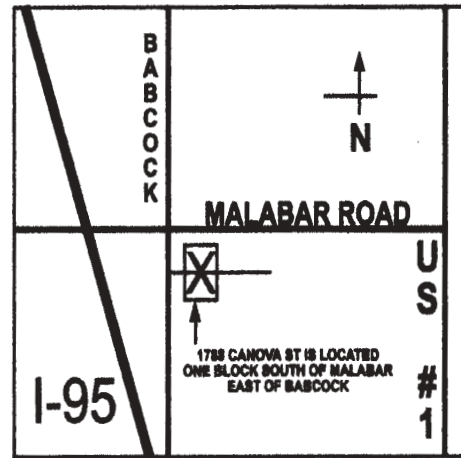


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### User Groups from page 3

**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 9x, 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

*Continued on page 13*

# Windows Tips

## Backing up your hard drive

By Gene Barlow

Your computer hard drive is very important. Your hard drive is the heart of your computer system. It contains your Windows operating system, which is the master control program of your computer. It also contains all of your application programs that help you do productive things with your computer. But, most importantly, it contains all the data files that you create using your application programs. These data files are the most valuable part of your computer and the hardest to replace if something should happen to your hard drive.

Yes, your hard drive will fail on you someday. Your hard drive is a mechanical device that spins constantly and is certain to wear out. The life of a hard drive is only 2-3 years. If you are lucky, your drive may last you 4 or 5 years, but it could go out in just 6 months. It is not a question of if your hard drive will fail, but it's a question of when it will fail. All you can do is to be ready when it does fail by having a copy of all of the files on your hard drive saved away from your computer. Then you can replace the failed drive with an empty new drive and put all of the files on the new hard drive. This lets you be back up and running in a matter of minutes instead of days or weeks rebuilding your drive. This process is called backing up and restoring your hard drive and is the topic of this article.

### What files should you backup

One of the first decisions you must make is what files need to be backed up to adequately protect you. I consider your data files as the most important ones to backup. Your data files are those files that you create using your application programs. If you use Quicken, then the data file that needs to be backed up contains all of your financial records entered into Quicken. If you research your genealogy, then the database of your ancestors that you've collected for years is the important data file that must be backed up. If you correspond extensively using

E-mail, then the folders of your E-mail correspondence need to be backed up. You should plan on backing up your data files at least daily.

The second most important thing to backup is your entire hard drive and all of the files on it. This includes your Windows operating system as well as all of your application programs. By backing up the entire hard drive, you will not have to rebuild your system from scratch, but will be able to quickly get your system back up and running again. Some would suggest that you really don't need to backup your operating system and application programs because you can always reload them from the CDs they came on. While this is mostly true, you need to consider how much time this will take you to reinstall the operating system and all of the applications you own. Then, how long will it take you to download all of the software patches and add-ons that you have added to your system. Finally, how long will it take you to enter all of the special settings that you must do to have your system work exactly as you like it to. To this lengthy time, consider how you can recover the many programs and files for which you do not have a CD. I think when you consider all of these factors, you'll agree that having a backup of your entire hard drive is a wise investment of your time. You should plan on backing up your entire hard drive on a monthly basis.

### What media is best for backup

The next question you need to consider is what is the best media to backup your files from your hard drive. A few years ago, tape backup systems were the most popular backup media. The only problem with these tape systems was that they were very slow. Backing up a 1-2GB hard drive in a couple of hours was reasonable, but backing up today's 40GB hard drives to tape would take too long. You would not do it often enough to be usable. The next popular backup media to come along were the removable disk cartridge drives. These were much faster than tape, but the cartridges tended to be expensive. For example, a 40GB hard drive would need 10-20 Jazz (2GB)

*Continued on Page 11*

### *Windows Tips continued from 10*

cartridges to backup the entire drive. At \$100 each, you would need to invest over \$2,000 in cartridges to backup your entire drive. Writing to blank CDs promises to be one of the best backup media today, but even the fastest drives are slow and it takes many blank CDs to backup a large hard drive.

So, what is the best media to backup a 40GB hard drive today? Another 40GB hard drive! Hard drives are much faster than tape and are even faster than the disk cartridge systems. You can backup an entire 40GB hard drive in less than an hour or so. Since it is fast, you'll tend to backup your system more often and this means better protection for you. Hard drives are also very inexpensive to purchase. If you watch prices carefully, you can get a 40GB hard drive for \$99 or less. I would plan on having an extra hard drive for backup purposes for each hard drive that you save data on.

#### **What type of backup software is available**

There are two very different backup utilities on the market today — File backup utilities and Partition backup utilities. File backup utilities are by far the most common. These utilities backup individual files one at a time. They can also be used to restore individual files to your hard drive. A good feature of File backup utilities is that they can select individual files from all parts of your hard drive. This is great for picking and choosing your important data files to backup. On the other hand, File backup utilities tend to be quite slow in backing up your entire hard drive and you would need to make many extra steps in rebuilding your hard drive partitions in case of a total failure. That is where Partition backup utilities have the advantage. Partition backup utilities backup entire partitions and all the files contained in them. Some of these Partition backup utilities work at the lowest hardware level and are very fast. Restoring a partition to an empty hard drive using a partition backup utility will create and format partitions as it restores the partition file.

PowerQuest Corporation has an excellent backup software package that contains both a File backup utility and a Partition backup utility com-

bined in one product. This product is called Drive Image and has a list price of \$69.95. The File backup utility in this product is called DataKeeper and is designed to backup your individual data files on a frequent basis. The Partition backup utility in the product is called Drive Image and is designed to backup your entire hard drive every month or so. Let's take a look at how these two utilities can be used to backup your system.

#### **Backing up your important Data files**

As mentioned earlier, the data files on your system are the most important files on your computer. They are also the hardest to replace if something should happen to your hard drive. Backing up your data files should be your first objective in establishing a good backup plan for your system. Data files change daily and need to be backed up on a daily basis.

Using PowerQuest's DataKeeper utility, you can select all of your important data files from various part of your hard drive. If you have spent a little preparation in organizing your hard drive, you may already have all of your data files collected together in the same partition. This makes it easier to identify and backup these important data files. DataKeeper will let you backup all of your data files or backup only those that have changed since the last backup. You can also compress the backup files to about half their original size when you save them to conserve space. You can backup an individual file up to 99 times without replacing an earlier backup copy of that file. This gives you the ability to keep multiple backup versions of a data file as it is being developed. If you need to see the file, as it was several versions ago, you can do so with DataKeeper. It will backup these files to any device having a standard drive letter, such as a special backup partition on a hard drive or a removable cartridge drive. If you create your data file backups on a hard drive, try to place them on another hard drive than the one the original data files are stored on. Also, you should copy these backup files to a blank CD every month so that you will have some removable media that you can store away from your computer.

*Continued on Page 12*

## *Windows tips Continued from page 11*

One of the best features of DataKeeper is its ability to monitor the import data files that you select and to automatically backup a file as soon as it changes. Using this monitoring approach, you never have to think about backing up your data files since this is done for you automatically. It also assures that you have a backup of these important files that is current to the last minute or so. This is a powerful feature of DataKeeper and one that I would highly recommend using.

Backing up your entire hard drive The second most important part of your backup plan is to backup your entire hard drive at least once a month. Having this backup in place will protect you from a major failure of your entire hard drive. Using PowerQuest's Drive Image to backup your entire hard drive you have two approaches to select from. Let's look at each of these approaches separately.

The first full-drive backup approach is to use Drive Image to copy all of the partitions from your main hard drive to a backup hard drive. Both hard drives must be installed on the same computer system to do this approach. Using Drive Image's Disk-to-Disk Copying facility, you copy the partitions from your main drive to the backup drive, one at a time. When Drive Image copies a partition, it creates a new partition on the backup drive, so the drive can be empty of partitions before you start the process. Also, copying a partition copies not only the partition, but also all of the hidden files, system files, and other files contained in the partition to the backup hard drive. So, when you finish copying all of the partitions from your main drive to the backup drive, you have an exact duplicate of your main drive that could be used if your main drive failed.

After copying all of the partitions to your backup hard drive, you need to disconnect the backup drive and remove it from your computer system. You should store the drive away from your computer, so that if anything happens to your computer, your backup drive will not be affected, too. Once a month, you'll need to retrieve this backup hard drive

and insert and connect it back into your computer and repeat the backing up of all of your partitions, then remove it again from your computer. If something should happen to your main hard drive, simply get your backup hard drive and replace your main hard drive with the backup drive, setting it as a master drive, and you should be able to immediately start your computer and have it run. To simplify the frequent removal and replacement of your backup hard drive, you can purchase a hard drive rack mounting system from your computer store for about \$25 that will let you remove and insert the drive without removing the covers of your computer.

The second full-drive backup approach is to use Drive Image to cross backup one hard drive to another. With this approach, you install and leave both hard drives in your computer all the time. For this approach to work, you'll need to setup a large backup partition at the end of each of the two hard drives. PowerQuest's PartitionMagic utility is the best way to create these backup partitions on your hard drives. Once the two drives are in place with a large backup partition on each of them, you can use Drive Image to create condensed image files of entire partitions and store them on the backup partition of the other hard drive.

To make this a little easier to understand, let's look at a simple example. You have two hard drives and the following partitions on each of the two hard drives:

Drive 1: C: primary partition (Contains your Operating System) D: logical partition (A backup partition) Drive 2: E: logical partition (Contains your Application Programs) F: logical partition (Contains your Data Files) G: logical partition (A backup partition)

Using Drive Image, create an image file of your entire C: partition and all of its contents on your G: backup partition. Then, using Drive Image, create an image file of your E: and F: partitions on your D: backup partition. These image files represent the entire partition and all of their active content. These

*Continued on Page 13*

### **Windows tips from Page 12**

image files can be condensed by 40-50% to save room on your backup partition. Notice that we save the images from one hard drive to the other hard drive's backup partition and visa-versa. Hence, we call this the cross backup approach.

Once a month, you'd repeat this cross backup approach from one drive to the other until you fill up the backup partition. Then you'd delete the oldest image file to make room for the new image file to be stored in your backup partition. If either of your hard drives should fail on you, all you have to do is to remove the failed drive and place an empty new drive in its place. Then using Drive Image, you find the latest condensed image of the partitions on the failed drive on the other drive's backup partition and restore that image to recreate the partitions and all of their content on the empty drive. This lets you be back up and running your computer in a matter of minutes instead of days or weeks rebuilding your system. If the drive that failed was your first drive containing your operating system, that is no problem. You can boot Drive Image from a DOS diskette and quickly rebuild your operating system partitions from the second drive's backup partition.

What if both hard drives fail together While it is rare, it is possible for both of your hard drives to fail at the same time, thus leaving you without either of your backup partitions to use to rebuild the other hard drive. For example, your computer could be burned in a fire or taken by a thief. In these cases, you'd lose not only your main drive, but your backup images as well. So, you need to make some special provisions to guard against these situations. I'd recommend that every 3 months, after you have backed up your partitions using the cross backup approach, you use Drive Image's ImageExplorer to split your condensed image file into multiple segments that will fit on blank CDs. Drive Image will burn these image segments on multiple CDs for you or you can use the CD burning utility that came with your CD-R/RW drive. While this may take a while to do, it will give you an inexpensive removable backup of your entire hard drive that you can store away from your computer. I would repeat this

process of creating backup CDs of your entire hard drive every 3 months or so.

**Summary.** If you follow the suggestions in this article, then you will have a comprehensive backup plan that will protect both your important data files as well as your entire hard drive. You must make sure that you follow the time intervals suggested so that your backups are current enough to be usable. PowerQuest's Drive Image product, a second hard drive, and a CD-R/RW drive are all the software and hardware you need to run this backup plan. A second hard drive and a CD-R/RW drive can both be purchased for about \$100 each. Faster models are available for only a few dollar more. User group members can purchase Drive Image at the user group price of \$35 by accessing a secure web order form at [www.ugr.com/order/](http://www.ugr.com/order/). You will need to enter the name of your user group and the special code UGNL02. I wish you success in setting up your backup plan..

*This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization.*

### **User Groups from page9**

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.

Contributing Editor Steve Bass can be contacted at [homeoffice@pcworld.com](mailto:homeoffice@pcworld.com).

## **DISK OF THE MONTH NOTICE!**

The DOM has been discontinued. Jim Clear does not have time to prepare the Disk, and Rex Cummings is out of town. Until someone comes forward to pick up the effort there will be no more disks., *Ed.*



### ***Newbies Corner continued From Page5***

Drag it until it is on the Start Button.  
Release the left click.

Common sense tells me, that after I get out my Thank You notes, I will not need this folder for about 8 months. At that point I will just right click on the TCMGT folder in the Start Menu and delete it. All I am doing is deleting a shortcut to the folder not the folder itself.

#### **XP Tip**

I seem to recall someone having a problem with very small icons on the task bar in XP. Apparently there are two settings in XP one for small icons and one for very small icons. Take your pick. You may have to unlock the toolbar to do this. I believe it is all in the cascading menu under Settings.



## **FALSE RUMOR**

A false rumor that the Post Office would soon begin charging for e mail keeps going around.

### **“Postal News FOR IMMEDIATE RELEASE Release No. 99 045**

E-Mail Rumor Completely Untrue

WASHINGTON, D.C. - A completely false rumor about the U.S. Postal Service is being circulated on Internet e-mail. As a matter of fact, the Postal Service has learned that a similar hoax occurred recently in Canada concerning Canada Post. The e-mail message claims that a “Congressman Schnell” has introduced “Bill 602P” to allow the federal government to impose a 5-cent surcharge on each e mail message delivered over the Internet. The money would be collected by Internet Service Providers and then turned over to the Postal Service. No such proposed legislation exists. In fact, no “Congressman Schnell” exists. The U.S. Postal Service has no authority to surcharge e-mail messages., nor would it support such legislation.” If you receive a “scare message” like this, you now know it is a “Hoax”. Don’t forward it. Tell the sender.



## **SOME ADDITIONAL THOUGHTS ON WINDOWS XP**

*from Jack Fischer*

One of the unexpected and inexplicable downsides to Windows XP is that the equipment and software vendors have apparently neglected to tell their tech support groups that XP exists. I have a minor problem that I have been trying to solve. Both JUNO and DELL have offered solutions that apply to Windows 98 but not to XP, despite my telling them in my trouble report that I am using XP.

For example, “go to MY COMPUTER and click on the DIAL UP NETWORK icon” but there is no such icon at that location in XP! When brought to their attention, JUNO’s reply was, “we can not provide solutions specific to Windows XP.” Huh? DELL just sent another solution that also did not apply to XP. It is as if Ford said, “we can service your 2000 Taurus but not the 2002 model.”

XP has been on the market for over six months and the vendors all had beta versions for a year before that. It really sounds like, “we developed solutions for the old systems and are not planning to update anything!” This is reminiscent of reports we hear about peripheral manufacturers who refuse to offer updated drivers for Windows XP.

My guess, and fervent hope, is that these non-responsive vendors will be forced out of business (and soon) by those responsible vendors who do realize their obligation to support their products.

I am also upset by Microsoft’s competitors who want Windows to be tailored to the competitors products. Can you image the reaction when you order your new Buick and tell the salesman, “but I want you to install a Ford radio in lieu of the GM model.”

Either the PC industry is going crazy or I am getting old! Perhaps both.

*Reprint from P.C. Communicator of Sun City Center, FL. May 2002*



## Brevard Users Group Membership Application

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Home Phone \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Family Membership (\$25.00)

E-mail address \_\_\_\_\_

### BUG Club Information

#### WIN 9X/ME SIG

Meets 7:00 PM Thursdays  
1st & 3rd Thursday at Eau Gallie  
Library  
All Other Thursdays at Melbourne  
Library  
on Fee Avenue

#### BUG Board of Directors

Meets the second Wednesday of the  
month at C.M. Corley's home.  
Time 6:00 pm  
Call 253-3050 for directions

#### NEWSLETTER SIG

Meets twice a month on the Saturdays  
before and after the BUG monthly meeting.  
Members interested in helping develop the  
newsletter are welcome.  
Place is Jim Townsend's home  
call 728-5979 for directions.

#### TINKERS & INTERNET SIG MEETS

AT THE EAU GALLIE LIBRARY ON THE  
3RD MONDAY OF THE MONTH

Time 7:15 PM

and on most Sundays at  
Bob Schmidts house. Call 952-0199

### Benefits of Membership In The Brevard Users Group

Annual Subscription to the B.U.G. Newsletter

Some Internet Service Providers may give discounts  
to club members.

A monthly Disk-Of-The-Month containing some  
Freeware and Shareware software.

Seminars and Workshops.

Special Interest Groups (see back page)

Fellowship with other knowledgeable computer  
users. Stimulating and lasting friendships.

#### BUG E-MAIL LIST

To be included in the BUG E-Mail roster,  
send an E-Mail to George Rymer at:  
[grymer@cfl.rr.com](mailto:grymer@cfl.rr.com).

We will need your full name, E-Mail address  
and your BUG membership number. You will  
then receive notices and updates on BUG  
activities, special events, changes to  
schedules, etc.

### Sponsorship Rates

	3 Months	6 Months	12 Months
Full Page	\$ 160.00	\$ 310.00	\$ 550.00
Half Page	\$ 85.00	\$ 160.00	\$ 300.00
Qtr Page	\$ 45.00	\$ 85.00	\$ 150.00
Bus Card	\$ 25.00	\$ 45.00	\$ 85.00

## Brevard Users Group Directory

### Meetings:

Are held at the Melbourne Library on Fee Ave. the third Wednesday of the month at 7:00 PM.



### Membership

is by application and payment of \$25.00 annual dues. Membership is for 12 months from receipt of dues and includes a year's subscription to the newsletter.

### Mentor Program

John McNeil 723-5550 AutoCad

Frank C. Miller 729-9589 Graphics

Al Buchanan 728-2789 Works 4.5

C. M. Corley 253-3050 Win 95/98

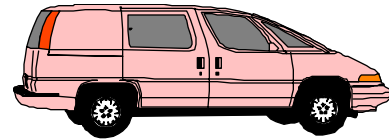
Bob Staples 255-2623 Win95/98

Frank C. Miller 729-9589 Win 95

Bill Ranck. 676-7908 Word Perfect

Rex Cummings 242-9601 Netscape

Mary A. Grant 253-5666 Word 97



### MOVING?

Don't miss out on any issues of the BUG Newsletter. Send your new address to:

Brevard Users' Group

Attn: Treasurer

P. O. Box 2456

Melbourne, FL 32902-2456

& e-mail to the Newsletter

Editor at [jtowns@digital.net](mailto:jtowns@digital.net)

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#### Library & DOM:

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Bob Staples 255-2623

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