



Brevard Users Group



June 2003



1983-2003

The BUG



Brevard User's Group Is Celebrating It's 20th Anniversary In June, 2003

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Brevard Users Group

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Questions involving advertising should be directed to **Advertising** at the address below.

Articles or items of interest for inclusion in the newsletter should be sent to **The Editor** at:

Brevard User's Group
 PO Box 2456
 Melbourne, Fl. 32902-2456

**THE NEXT MEETING OF THE
 BREVARD USERS GROUP
 WILL BE ON
 June 21st, 2003
 AT 7:00 pm
 IN
 Melbourne Library on Fee Avenue
 Visitors welcome!**

**Visit the BUG CLUB web site
 for the latest schedule.**
<http://bugclub.org>

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

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**Mary
Alice
Grant**
Secretary

BUG MEETING 21 May 2003

George Rymer, President, was out of town, so Eric Arnold, our Vice President started the meeting at 7pm.

WHERE WERE OUR BUG CLUB MEMBERS ?

There were only 22 people at the meeting and that included the officers of the club. It is a shame because we had a great show given by Staples. They had three tables of cameras, printers, software, and one table of goodies that were given away. We even had a special visitor from Space Coast PC, the secretary, Mr. Steve Rosenthal.

Tammy, sales manager started by giving a brief overview of Staples. Staples put on quite a display and gave away many products.

Paul talked about catalogue and on-line sales to include free delivery of products. Staples will price match any special price on products offered by their competitors and offer a 10% price difference.

Tim gave a talk about the booklets, name badges, newsletters, printing supplies, and flyers that Staples offers. They have color copier services at reasonable prices. They can copy a file from a floppy, zip, or CD. Business cards, banners, basically anything you want can be printed, just take it to the store.

Eric, the technology man – gave a very nice talk about the numerous cameras, software, printers, computers, picture papers, printer ink, and camera docks. He gave a display on several different cameras and camera docks, including a demonstration of taking a picture and printing out the picture within a minute or two.

Staples gave a very good presentation and we

invited them back for another presentation for our members to take advantage of.

Mr. Arnold gave out several gifts to the members of the BUG club and the meeting ended about 8pm.

Mary Alice Grant, Secretary.



Avoiding Self-Inflicted Computer Disasters

by Alan Luber

Author of PC Fear Factor:

The Ultimate PC Disaster Prevention Guide

Doh!

Avoiding Self-Inflicted Computer Disasters

“We have met the enemy, and he is us” —
Walt Kelly

Who among us has not been the victim of a computer disaster at the hands of a virus writer, computer hacker, or some other factor beyond our control? We tend to think of computer disasters as having some external catalyst, but as they often say, most accidents occur in the home.

You are probably familiar with the old joke about the guy who walks into the doctor’s office and says, “Doc, it hurts when I do this.” The doctor’s sage advice is, “Don’t do that.”

And so it is with one of the most common types of computer disaster: the self-inflicted computer disaster, also known as the Homer Simpson computer disaster.

Here are four helpful tips for avoiding self-inflicted computer disasters.

Slow Down!

Haste is a major cause of self-inflicted computer disasters. For example, when installing an application, you may receive a pop-up window asking if you wish to overwrite a file that is present on your computer with a different version of that file.

Continued on Page 6

Treasurer's Report

By Ted Glaser



April 30, 2003

Income

Dues	\$325.00
Donation	\$ 15.00
CD-ROM	
NL Advert.	\$ 25.00
Total	\$ 365.00

Expenses

Printing	\$191.28
Mailing	\$ 62.19
Total	\$ 253.47

Assets

Checking Acct.	\$ 1,310.69
Savings Acct.	\$ 1,708.53
Total	\$ 3,019.22

Renewals

Barbour, R	#0692
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Clanton, T	#1183
Guba, S	#1175
MacClendon, T	#1108
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NEW LOCATION!

LAVERNE WILSON

SATELLITE BEACH —

La Verne R. Wilson, 81, died, Wednesday, May 7, 2003. He was born in Battle Creek, Mich. He lived in Orlando from 1962 to 1996 when he moved to Brevard County. LR is survived by his wife of 40 years, Iris; three sons, Steven, Douglas and Michael; brother Jerry Wilson; and three grandchildren.

LaVerne was an active club member, he will be missed at the meetings.

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In the Albertsons Shopping Center (Lake Washington Square) on the SE corner of Wickham Road and Lake Washington Road

The article in the May 2003 Newsletter, Kim Komando's 50 Biggest Computer Mistakes, a review of her new book, referred to her newspaper column that appears in the Florida Today on Tuesdays. But, the article did not mention, Americas Digital Goddess is on the radio every Saturday. Tune in to WMMB 1240, from 10am to 1pm. A very informative radio program.

John Williams

Help for Outlook Express when changing to XP

Reprint from Manatee Computer News, March 2003

Question: What do you do when your Microsoft® Outlook® Express mail folders, e-mail messages, and Address Book are missing after you upgrade to the Microsoft Windows® XP operating system. Answer: It's as easy A-B-C-D... E-Mail! This behavior occurs because the Windows XP file structure is different and the files for Outlook Express are no longer in the same location. This five-step procedure will help you find your previous mail, folders, and Address Book, and import them back into Outlook Express.

A. Find Your Previous Mail Messages:

1. On your desktop, create a new folder called XPMail. To do this, right-click your desktop, click New, and then click Folder. If you use identities, create a new folder for each identity.

2. Click Start, then click Search.

3. In the What do you want to search for box, click **All files and folders**.

4. In the All or part of the file name type *.dbx.

5. Click More Advanced options, click Search hidden files and folders, then click Search. NOTE: If you had previously used identities, each user has their own identity folder. Each identity folder has a unique alphanumeric number (for example, {9EFEBDEA-CEOO-4DD7-A4D6-B85C3EEDBF})

followed by "\Microsoft\Outlook Express".

You can differentiate between the previous identity and the new identity even though they may share the same alphanumeric number. The new identity will be followed by "\Microsoft\Outlook Ex".

B. Copy the Mail Folders

Before you copy the mail folders from the previous identity folder to the new folder on the desktop called XPMail, please review the Note about differentiating between old and new identities in step 5 of the "Finding Your Previous Mail Messages" section.

1. In the Search window, you may select each .dbx folder individually or select multiple folders by pressing the CTRL key and clicking each folder.

2. After selecting the folders, click Copy on the Edit menu.

3. Open the XPMail folder, then click Paste on the **Edit menu**.

NOTE: Make sure to include the Folders.dbx file when you copy the folders. This file is necessary for

the import functions in Outlook Express. This procedure copies all the files from the selected folder into the XPMail folder. Perform this procedure for each identity folder, but make sure to create a separate folder, such as XPMail, for each identity folder found.

C. Import Your Mail and Folders

1. Open Outlook Express.

2. On the File menu, click Import.

3. Click Messages.

4. Click Microsoft Outlook Express 5, then click

Next. NOTE: In some instances you may only see the options to import Outlook Express 4.0 and Outlook Express 6.0. If your previous version of Outlook Express was version 4.0, use the option for Outlook Express 4.0. If you are importing from Outlook Express 5.0, or 5.5, you can use the Outlook Express **6.0** option.

5. Click Import mail from an Outlook Express 6.0 store directory, then click **OK**.

6. Click Browse, select the XPMail folder that you created earlier, click **OK**, then click Next.

7. Click All folders, then click Next.

This procedure imports your previous mail into the current Identity. After it is finished, click Finish. Repeat this procedure for each of the folders that you created earlier.

D. Find Your Windows Address Book

1. Click Start, then click Search.

2. Click All files **and folders**.

3. In the What do you want to search for box, click All files and folders.

4. In the All or part of the file name, type ***.wab**, then click Search.

5. When the search is finished, double-click each file to open it. When you have found the correct one (it will contain your Contact information), note the exact location and name of the file.

E. Import Your Windows Address Book

1. In Outlook Express, click the File menu.

2. Click Import, then click Address Book.

3. Point the Look In field to the location that you noted in step #5 of the "Find Your Windows Address Book" section.

4. Click the .wab file, then click Open.

5. Click **OK** to import the Address Book.

After you have verified that the import was successful, remove all folders that you created during the recovery process.



Continued from Page 3

Similarly, when uninstalling an application, you may receive a message asking if you wish to delete a file from your computer that may no longer be needed. For the record, you should never allow an installation program to overwrite an existing file with an older version of that same file, and you should never allow an uninstallation program to delete a file if leaving it on your computer will do no harm. The problem is that, depending on how the question in the pop-up window is phrased, you may need to answer “yes” or “no” to effect the appropriate action. If you proceed hastily with the install or uninstall without carefully reading the question and pondering the response, you are likely to answer incorrectly and precipitate a computer disaster, overwriting or deleting something of vital importance.

Don't Be Overzealous

In the old days, we had to squeeze every ounce of performance out of our slow computers and every megabyte of space out of our puny hard disks. Although this is no longer necessary in a world of 3Ghz processors and 160Mb hard disks, many have not abandoned this mentality, and it gets them into trouble more often than not. For example, there are dozens of web sites offering thousands of Windows XP tune-up tips. Most of these tips make me shudder because they provide imperceptible gains in performance at enormous risk. My advice here is simple: if it ain't broken, don't fix it.

And while there is nothing wrong with good housekeeping — keeping your hard disk clear of clutter and debris — I run into too many examples of bad housekeeping. (“Alan, I deleted a lot of stuff off of my computer that I didn't need and now my speakers don't work.”) If you are not absolutely certain whether something can be safely deleted from your system, leave it alone. As Dirty Harry said in *Magnum Force*, “A man's got to know his limitations.”

Don't Be Gullible

Every few weeks I receive an email warning me about a new computer virus. These messages tell

me that if I have certain files on my computer, my computer has been infected and that I should immediately delete these files. Such warnings are always virus hoaxes, intended to coax the gullible into deleting critical system files from their computers. Be suspicious of all such warnings. All antivirus software vendors have a section of their web site devoted to virus hoaxes. Before you take any action, verify that the virus warning you received was legitimate. (Hint: I have yet to receive such a warning that was legitimate.)

Unfortunately, antivirus software cannot protect us from ourselves. But wouldn't it be great if Symantec came out with Norton AntiGullible to compliment Norton AntiVirus? I can see it now. A virus hoax from a well intentioned but uninformed friend arrives in my inbox. Norton AntiGullible swings into action, throwing up a warning message:

“Warning: you have just received an email message from an idiot advising you to delete critical files from your computer. This message has been automatically deleted to prevent you from shooting yourself in the foot, and a reply-all response has been automatically generated to help protect others on the message's distribution list.” Why, the very thought of it brings a smile to my face.

Don't Be Reckless

The easiest way to cause a self-inflicted computer disaster is to make changes to your computing environment with reckless abandon. Computers are unstable equilibriums, and change and stability are mutually exclusive concepts. You may not realize this, but every time you install an application on your computer, you are making four implicit assumptions:

1. The application will not conflict with your operating system, other applications, or hardware.
2. The application's install program will not cause problems by automatically overwriting or modifying files that are shared by other applications.
3. The application is well behaved and won't wreak havoc on your computer.
4. The application will uninstall cleanly without leaving any vestiges of any problems it caused on your computer.

Continued on Page 14

KEEP YOUR HARD DRIVE DRIVING

by Chris Doyle, *Ontrack*

Here's a quick quiz: What takes a licking yet keeps on ticking? Right—your hard drive. The truth is that hard disks manufactured in the last few years last longer than that old clunker you're using as a doorstop. Here's the surprise. You can squeeze a longer life—maybe even keep a faulty drive trucking—with a few easy tips.

1. The silent killer of hard drives is heat—especially high-speed SCSI drives. My recommendation? Use a hard drive cooling fan with all hard drives. You can buy them direct at <http://www.3dfxcool.com> or at CompUSA. I have cooling fans for both my IDE and SCSI drives. In the lab, we have cooling fans on the drives at all times.

2. Optimize your hard drive on a daily basis. As much as a pain this may be for some, optimizing your drive has several benefits. Besides optimizing the files, this process also catches many minor problems that may manifest themselves into a major problem later. Examples? Cross linked or orphan files. Another good reason is that if you do have a problem accessing data on your drive, when a utility is run, such as Norton, nuts and bolts, tiramisù, the chances of recovery are much higher if the drive has been optimized recently. (By the way—Mijenix (<http://www.mijenix.com>) makes a great utility to perform this function)

3. Without question, you must run SpinRite on all of your drives once a quarter—at number five, the highest. This is a personal recommendation. Steve Gibson's utility is excellent, and will find many if not all surface defects before they manifest themselves further. Trouble in Paradise, also known as TIP, is an excellent tool for Zip disks.

4. Should I mention backing up your data on a regular basis? Do it often, early, and often and early.

5. Examining your power supply is critical. It's not too difficult to tax a power supply in some systems if they are fully loaded. If possible, I recommend you make sure that the systems have a decent power supply—at least 250 watts or more. (PC Power and

Cooling makes the best). Also make sure that your hard drives have their own independent power connection, not shared by other devices. An uninterruptible Power Supply (UPS) is another good idea (and don't sweat. These things are much more reasonably priced than in the past).

6. Many people ask whether it's best to keep your computer running all the time—or better to turn it off and on. My recommendation is turn your computer on in the morning and off at night. I also think that disabling all power saving devices is best for hard drives. Forcing a hard drive on a desktop PC to spin down every 15 min of inactivity—and then waiting a minute or two to spin up—is worse than turning the computer off and on.

7. Never, ever move the computer while it is up and running. (Try telling that to laptop users!) Any blow to the computer—it tips over, is dropped an inch or more—and that bump gets transmitted directly to the hard drive. Most of the time it will cause a minor head crash. Worst case? It will cause bad things to happen. No, don't ask. But you'll be calling Ontrack to get an estimate. <<smile>>

8. Don't forget about static when handling drives. The newest and highest performing drives come with (hushed tones, please) Giant MR I-leads. They're *extremely* sensitive to static. Ontrack has redone all of our static procedures to handle this technology, and I can tell you from first hand experience that static will kill drives dead.

9. Drives that make clicking, thumping, or grinding noise are experiencing a mechanical problem of some sort. No surprise, huh? But each time the drive is powered up, the more that damage is occurring on the drive. If data recovery is needed in this case, please *please*, please—the less you do to the drive, (powering up or using utilities) the more data we can recover. And the faster we can recover it.

10. If you think you have a problem with a drive, try going to the manufacturer's Web site. Download the specific utility they make to check the drive. Since the utility comes from the manufacturer, they know how to check specific issues with their drives. Here are some examples:

Continued on page 8

Keep Your Hard Drive *Continued from page 7*

Quantum: QDPS

IBM: DFT

Western Digital: WD Diag

Maxtor: MaxDiag (I think)

Ontrack's Data Advisor: This tool will work with all drives and it's probably the safest tool to use to check a drive.

11. Here's a tip for tinkerers, users that do a lot of testing of drives. In many cases, it's very difficult to get rid of a hard drive after installing a particular operating system or file system type. That's especially true when using programs such as System Commander. Try booting up with Ontrack's Disk Manager. The utility has a feature that will write zeros to every sector of the drive. This puts the drive back into the shape it was when it came from the factory. After the process is done, it's easy to partition and format the drive. Don't forget, though, that this will destroy all information on the drive.

12. Here's one for all of you SCSI users lurking out there (including me). Keep your drivers current. Driver and BIOS updates for your SCSI card can make a world of difference in how your drive performs. Don't forget to make sure you follow the specifications for cabling and termination. Okay, now that you have some new tools for preserving your hard drive, I have some bad news. I saw a 40GB drive advertised for \$29.99 (after rebate).

OnTrack's Chris Doyle loves to hear hard drives happily humming. Any questions? You can reach him at CDoyle@ontrack.com

Reprint from The Journal of The computer club, Sun City Center, April 2003



Focus on Windows

by Gary English

Reprint from A Prompt of J'ville, FL. PC Users Group, Feb. 2002

One of the things about Windows is that there is always more than one way to do something. Most folks learn one way and continue to use that way all the time. While there is nothing wrong with this method, it can lead to unproductive habits.

One in particular is *mouse-ills*, followed by *shoulder- or elbow-itis*. That's the pain one feels from reaching for the mouse to do everything.

Have you ever noticed a new user filling out a form on the computer? It usually goes something like this: Click the mouse in a field to move the cursor, move your hand to the keyboard, type an entry, then reach for the mouse to move the cursor to the next field, click in the field, move your hand back to the keyboard, etc... Do you recognize the extra movement and wasted time in the above scenario?

Another example: Many new users rely exclusively on the mouse to select text in preparation for a move or copy. This works okay when all you want to select is on the screen in front of you. Have you ever had to select several pages of stuff, and as you scrolled with the mouse you overshot the intended end of the selection, so you scrolled back and overshot again as the program redrew the pages? Surely there is a better way.

My whole point in the above two examples is to get you to think about how you are using your computer. Is there something that is frustrating, or some habit you have learned that is getting in the way of your work, or even worse, causing physical damage to your body? The new year is as good a time as any to look closely at your habits and pick one or two to do something about. Once you have identified the habit to work on, then you can see if the programmers have provided an alternate solution. Because Windows is so pervasive, most of the mainline programs have picked up on keyboard shortcuts that work in Windows and use them for the same functions in their programs.

Keys of the (Computer) Kingdom

For example, in the first situation above, most

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Focus on Windows Continued from page 8
programs that use forms allow one to use the Tab key to move from field to field. Hitting Tab instead of reaching for the mouse will save lots of time. Shift + Tab will move you in the reverse direction.

Many database and spreadsheet programs use the F-2 key to toggle from selection to edit mode, and the Home and End keys move the cursor to the beginning of the field or the end, respectively.

Some programs treat the Enter key the same as a Tab, others have it only start a new line in fields that can have more than one line, and on some forms Enter will activate the default button, such as Submit or Close. It can be well worth your time to look through the Help file or manual to learn the keyboard shortcuts. These are usually indexed under "Shortcut Keys" or "Keyboard Shortcuts."

In the second situation, you may have learned that you can hold down the Shift key and use the arrow keys to extend a selection. Shift + Page Up or Page Down work the same way. Shift + Home or End work as well. You should also know that holding the Ctrl key and tapping Home will move you to the beginning of the document, and Ctrl + End takes you to the end. Add the Shift key, and you can select large parts of your document.

Say you want to select from somewhere in the middle to the end of the document. Use your Page Up or Page Down to find the starting page, then the up or down arrow to get on the right row, and now Home to move to the beginning of the line. Now hold down the Shift key and the Ctrl key and tap End. Your selection should have been extended to the end of the document.

Another Great Move

Now, don't reach for the mouse, we are not quite done yet. With the desired stuff selected, you can use Ctrl + X to cut it to the clipboard, or Ctrl + C to copy, or the Delete key to remove it. This stuff is fairly basic and works with most modem programs. Try it; the worst that could happen is that it will not work as expected.

This brings me to one of my favorite shortcuts: Ctrl + Z. Many modern programs use this key as the Undo function. If your last operation didn't work as planned, just hit Ctrl + Z. The Escape Key will usually undo a selection or a partially started procedure as well.



The SendTo folder.

Click My Computer, the Windows folder, and then the SendTo folder or;

Click "start/run" type in "sendto" or;

If you open Windows Explorer, and select the Windows folder, you will see the SendTo folder.

Whatever is in the SendTo folder will appear in the menu that opens when you right click a file.

Just drag or copy shortcuts to the programs that you want appear on the right click menu into the SendTo folder. You can remove items the same way.



Editor Needed:

The editor of the Bug Newsletter has asked to be relieved of his present duties. He will remain a member of the newsletter SIG.

This is a call for a volunteer to step forward and take over this important position. The new editor should have a scanner available and a zip drive is desirable, but not mandatory. The job requires between 15 and 20 hours a month, less as you become more familiar with the procedure. Training by the present editor and assistance from the members of the Newsletter SIG will be provided. If you are interested, contact the editor at jhnash@pciol.net or contact any BUG Club officer.

--J. H. Nash, editor



Newbies Corner

by Jim Hally B.U.G. member

DVD part one

DVD Video

I will start this column by saying that DVD is not a subject I am well versed in. With all the attention aimed at the technology I feel obligated to at least give a primer on the subject. Let's start with a definition. DVD is an acronym for There doesn't seem to be a consensus on the answer. The two more popular definitions are Digital Video Disc and Digital Versatile Disc. The latter, being the one in favor, right now. Those of you who are a little bit familiar with the technology know that there are several formats available. It will probably take a shaking out of the formats before a definition is settled on.

We, who live in the home computer world, mistakenly think this technology was developed for us. Wrong! It was not developed to move us from the 650MB limit of CDs to the 4.3GB of DVDs. This is merely a by-product of the technology, which was developed to digitize pictures or movies. CDs and DVDs are basically the same. They use a very similar way of writing the data by using lands and grooves. (This is an excellent time to pull out the Newbies CD and check out the column on CDs, which explains lands and grooves.) We all know how much space a picture takes on our computers. The MB can add up pretty quick. It will take up the same amount of space as on the hard drive. The same would be true of a DVD is nothing changed because it is still lands and grooves. The innovation of DVD is the use of compression. This happens with the use of MPEG-2 (Motion Picture Expert Group)

It is time to put on the old thinking cap and use a little imagination. Close your eyes and imagine a picture of a perfectly blue sky with a red airplane dead in the center. Years ago, in the days of interlaced monitors, the color blue would fill in from left to right, much like a spreadsheet. Pixel A-1 would fill in with blue, the same with B-1, C-1 etc. until we come to ZZ-1. Next would be A-2, B-2 etc.

I guess you are familiar enough with spreadsheets to know that you could use the fill right command and accomplish this by rows and columns. Everything would be the same until you got to the airplane, say in location L-17. At this point L-16 would be a blue pixel and L-17 would be red. This is where MPEG-2 takes over. By use of the compression it writes in that columns and rows A-1 through L-16 are blue, much like the fill right and down commands. It designates this area with a name for instance or better yet an address. Now let's narrow it down a little and say A-1 through ZZ-15 are blue and given an address of, &*&. Let's call cells A-16 through L-16, \$%\$.

Pictures are done in frames. Moving pictures are done in a series of frames. Now let's imagine the airplane moving from right to left. What MPEG-2 does now is really great. We know that L-16 is now going to be red because the plane is moving in that direction. MPEG says to the computer "Hey, don't worry about &*& that stays the same. Only worry about, \$%\$." So, what it does is only note the changes. Two things are accomplished here. The first is speed in reading the data and more importantly the absence of data being written or should I say rewritten because A-1 through ZZ-15 are constant. This is a tremendous advantage especially when you consider that it uses a frame rate of 60 fps or frames per second.

DVD ROM

Now it gets a little confusing.

The popularity of using this optical storage technology increases by the week. Although these drives are somewhat expensive today we will soon see them at, what I think of as reasonable prices. The main reason is that the technology has a wide range of support from all the electronics companies as well as the computer industry. I will go out on a limb and say that many of us in the club will be compiling our CDs on our new DVD drives. No more 18 songs to a CD. It will be 6-7 albums on a DVD when you have 4.7GB of storage are. You folks will have Mitch Miller coming out the whazoo. (Don't throw out those CDs just yet. It doesn't make a whole lot of sense to buy a new car so you can play your new DVDs. It may be a while before we get DVDs in the dashboard.)

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From the Webmaster:

By Eric Arnold

Hello BUG members!

It's been a very busy month, several NEW pages have been added to the "Beginner's Help" section of the web site, bringing the total to 190+ HTML pages!. But that's not all! As you have noticed, you've been receiving many emails from the webmaster; consequently, the online mailing list manager is working smoothly! There are currently 126 email addresses in the Webmaster's "Club Database", both of members, sponsors, and former members of our club!

Let's not stop there! After several attempts to get local newspapers and radio stations to promote our club, none of them were the slightest bit interested! So, as a resourceful member, I began to search the internet for email addresses of people in Central Brevard. This could not have been any easier, as they were everywhere! Hundreds of guest books, membership lists, contact pages, and other clubs; all with their names and email addresses open to the public! So, for several hours I copied and pasted these addresses into a text file using Notepad. Rapidly, the list grew to over 2500 email addresses!

After copying the list and pasting it into Excel, to sort the addresses alphanumerically, it was easy to spot and eliminate the duplicates! The next thing I needed to do was write an informative message, inviting families to visit us, to see who we are and what we do. This part didn't take long, and after correcting my typo's, I made the first bulk mailing to 2500 people in Central Brevard! Now the real work begins! Of the 2500 addresses, 252 were defunct, and returned as undeliverable. Now I had the task of deleting them from the master "Bulk Database". That left a total of 2248 functional email addresses!

The rewards came quickly, as there were six new faces at our last monthly meeting, and three at the last Thursday meeting, all attribute to my efforts of searching for email addresses! Since the first mailing, I have re-written the Invitation, to include a full meeting schedule for 2003. The schedule clearly lists the dates, times, and locations of all our meetings!

Because my personal mailbox is constantly bombarded by spammer's with their unsolicited mailings, it only seems prudent to do the Club's "bulk mailing" once a month!

If you have any friends or family members, which would like to be added to our bulk mailing list, please send their email addresses to me for inclusion. Remember to bring your friends and neighbors to the next meeting too!

It is my plan to add a control panel for both the "Club Database" and the "Bulk Database" on the website, giving members and other people the ability to add or remove their own email address from either of our databases. It's only fair, as it is still unsolicited mail! By law, we are required to include a removal option at the bottom of our mailings, unlike other unscrupulous people, our removal link actually works!

My vision for the future is to have our club grow so large, that it requires a club house of it's own!

Sincerely, Eric Arnold,
webmaster@bugclub.org

Newsletter CD

The 2003 Newsletter CD is now available, it contains the issues from February 1999 to December of 2002.

The CD is in Adobe Acrobat format (.pdf) and will autorun when inserted in your CD drive, if you have that feature enabled on your machine.

The disc also contains the Acrobat Reader 5 program along with the viewer files for MS Word 97, MS Excel 97, and MS Powerpoint 97.

Those files will allow you to only view these programs, handy when you receive something through e-mail and don't have MS Office on your machine. Also included on the disk are two free office programs, **Open Office** and **Easy Office**

To access the other files, close the program, right click the CD-ROM drive and pick **open** from the menu. The cost is only \$5.00, if you have the 2002 edition you can return that and purchase the new CD for \$3.00.

Contact Jim Townsend at any of the monthly or Windows SIG meetings.

Those ZIP & PDF files

by Bob Elgines

Reprint from *The BUG Report, of Torrance, CA.*

Trouble with some of those attachments and downloads? What do I do with those *.zip (a data compressed file) and *.pdf (Portable Document Format compressed file) files?

One of the most important things we need first is a program to unzip compressed files labeled as Zip files. There are several programs out there such as Aladdin, Winzip, etc. Winzip is the easiest and most widely used and a trial version can be downloaded free from the internet: www.winzip.com

After downloading Winzip (winzip80.exe is latest version) save it to a folder such as "My Downloads" or what ever folder you want, so you can find it. If you have an older version remove it first by going to START/SETTINGS/CONTROL PANEL, then double click on ADD/REMOVE PROGRAMS. See if Winzip is on the list, if Winzip is there, then click on it to high light, then click on the Remove button to uninstall it.

Now you are ready to install Win-zip by finding your file using Windows Explorer (file management tool) and doing a double click on your downloaded file (winzip80.exe), or go to START/RUN, type in C:\My Downloads\winzip80.exe and click on OK. The program called WINZIP will install *itself* and put icons on the Start Up menu, the Desk Top and in the Program listing. (I delete the one on the Desk Top with a right click and selecting Delete). Now we are ready to unzip those compressed files received from email, web, etc.

To unzip a file is very easy, just select your file and do a double click, Winzip will automatically come up showing you what is in the zip file. Go to the top right and click on EXTRACT! This will bring up the menu that allows you to select the folder you wish to extract and save the file(s). After you have the folder selected click on the EXTRACT button. That's all there is, now you can go to your folder and work your extracted or unzipped file(s).

If your unzipped files are picture files and you double click on them they will come up in Windows Paint (*.bmp) or internet Explorer (*.jpg, *.gif, etc), unless you have a photo program. If the files are text files your will see them in Notepad or wordpad, or you can view them in your word processor. if they are PDF (Portable Document Format) files then we need a special program called Acrobat Reader by Adobe.

To get your free Acrobat Reader, go to the Adobe web site at: www.adobe.com/products/acrobat/readstep.html

Save your file (ar40eng.exe) in your special folder such as "My Downloads". Before installing this program be sure you remove the old version (this is version 4) just like we did for Winzip. Now go to your special folder and locate the acrobat file and double click to install it, or go to START/RUN and enter C:\My Downloads\ar40eng.exe, then click on OK. Restart windows!

Once this is installed and windows is back up, you can double click on any PDF file and the Acrobat Reader will come up automatically.

I hope this helps people to read those email attachments and program manuals!

Note: Bob Elgines is Editor for the Colorado River Computer Club user group located in Lake Havasu City, Arizona.



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Then and Now

Eric Arnold has found a Web site with BUG newsletters from 1984 - 85. This was when the BUG was a TI 99 based club. He has posted these on our Newsletter Web page, the following are some articles I think are interesting.

Since I haven't been able to cut and paste from the articles, and had to type these, I'll let you go to the BUG site and read the rest of them.
Editor

BUG NL May 1984

Equipment Report *By Rod Williams*

The B.U.G. owns three TI 99/4A systems. One system includes the computer console and expansion system with a 32k memory card, RS232 card, disk controller, and disk drive. The other two systems consist only of the consoles.

There are also two Samsung color TV sets which are used for display. One speech synthesizer has been placed on permanent loan to the group by Amos Brown.

The systems are used at our meetings for software demonstrations, programing classes, and software library functions. The systems are available for general use by members and visitors at the meetings. These systems belong to you as B.U.G. members and you are encouraged to use these at the meetings.

BUG NL June 1984

Protection *By Art Green*

“Protected”. Those of us who know a little about saving data on our computers, know what “Protection” means - but do we ?

I found out the hard way, that it also applies to protection that can be put on a file by the Disk Manager. It does essentially the same job for a file that the sticker over the tab does for the disc. It stops you from overwriting the file.

Now this is something that everybody should know - but I did not. So after I modified a “Name—it” maillist file and tried to save it, I could not give the right commands to “SAVE” the modified file. I tried everything I could think of and always got an error message that indicated the disk was full when it wasn't, or something else was out of order.

I finally gave up and called a fellow BUG member and he said simply, “save it under a different file name”. So I did, and the program was saved. He then advised me how to use the disk manager to remove the protection from the original “Name-it” program, and then substitute the modified program. I probably could have figured that part out for myself, but those blanks that are so frustrating can only be solved by hours of study, or a few words from those who know.

It was at Amos Brown's suggestion that I finally tackled modifying the file to let me get the print out I wanted. So now I have the results I want, and a bit more knowledge than I had last month, and I figure that is worth more than I just paid in dues. So the rest of the year with BUG is a bonus.

*This is as true today as it was in 1984.
As attested to by the \$100 donation the club received from an anonymous member for the help they have received. ... Editor*



The Second version of the Newbies CD is now Available. The cost is \$5.00, or \$3.00 if you return the First version. See Jim Hally at any of the club meetings.



Continued from Page 6

Given that any change to your computing environment can disrupt its tenuous, unstable equilibrium, it always amazes me that some people think nothing of downloading, installing, and trying dozens of software packages without regard for the potential disastrous consequences.

Here's a suggestion for how to avoid problems when trying new applications. Suppose you want to download and evaluate trial versions of six different photo management software packages. Before you download and install any of these applications, I urge you to take a complete backup of your hard disk using a disk imaging tool. I recommend Symantec's Norton Ghost for this purpose, and I provide detailed step-by-step instructions for backing up and restoring your hard disk in my book, *PC Fear Factor*.

After you have backed up your hard disk, download and install each of the applications and play with them to your heart's content. Once you are finished, instead of uninstalling the applications, restore your hard disk from your backup. This is the only approach that is absolutely guaranteed to get you back to the same point of equilibrium that existed prior to installing the applications. After you have restored your system, purchase and install the one package you have elected to use.

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Newbies Continued from Page 10

I have read on several internet sites the prediction that many manufacturers will stop making CD RWs by the end of the year. The good news is that just about all the DVD drives will still read your old CDs. You cannot play a DVD in a CD ROM drive no matter how hard you try. Although there are lands and grooves in both technologies, there is a difference with depth and size.

Another caveat on compatibility is that not all DVDs can read CD-Rs. If you have an abundance of CD-Rs you will want to check for compatibility with the new drive. Another problem is the laser for DVDs doesn't accept or read the reflectivity of some CDs. By this I mean the silver, gold and blue top layers on the CDs. One sure sign of being able to read the CD-Rs and CD-RWs is a "MultiRead" logo on the DVD. Further still look for a DVD with a "dual laser" or a "dual optics" feature. This type of drive will come with two lasers one for CDs and one for DVDs. There are combination drives on the market today that are called DVD-ROM/CD-RW drives.

I have not been shopping for a drive yet so I am not aware of the cost of these drives. It is my guess that you have to give up something, like speed, to accomplish this. I think I would do some investigating on this front. It is my intention to do the checking and I feel I will probably end up with both in my computer case, if that is possible, until I feel I have exhausted my use for the CD-RW in my everyday machine. Of course I could always just move it to my second computer which only has a 20X CD-ROM in it. Being networked sure has its advantages.



Visit the BUG Club Web Site at

<http://bugclub.org>

Got Questions? Go to the Forum and Ask!

Special Interest Groups

WINDOWS SIG

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

IMAGING SIG

Meets at 7:30 PM the second and
fourth Thursdays, after the Windows SIG,
at the Fee Ave Library in Melbourne.

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 SIG MEETS

on most Sundays at
Bob Schmidts house.
Call 952-0199 for directions
and to verify meeting.

BUG Club Information

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.

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.

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.

Sponsorship Rates

	4 Months	8 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

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Meetings:

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

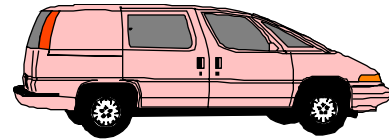


Membership

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.

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Rex Cummings 242-9601 Netscape



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

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Atn: Treasurer
P. O. Box 2456
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& e-mail to the Newsletter at jimtownsend@earthlink.net

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<http://bugclub.org>

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Newsletter Publishing SIG:

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Win 95/98 SIG:

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