



# Brevard Users Group



September 2003

## Pres Sez

By George Rymer

It seems the Newbies SIG is off to a fairly good start. I have had several messages from our “summer escapees” saying they are looking forward to attending when they return for the winter. I would like to have all members attend the Newbies portions of the meetings, however I would ask that you refrain from asking advanced level questions during that portion. A good percentage of us are mid level to advanced users and the reason the Newbies SIG was started is because a number of our newer members said that we were talking way over their heads. If you are a mid level or advanced user, you are encouraged to help the newer people. Larry French is the SIG Leader and you should be recognized by him before you offer helpful information. Since our time is limited, when you do give helpful information, please be brief and concise, don’t tell us how to build a railroad.

**There is a change in our meeting date and place for our monthly meeting this month (September) and also for next month (October).**

We have been pre-empted at the Melbourne Library, so the **September monthly meeting will be held on Monday, 15 September in the Eau Gallie Library.**

The October monthly meeting will also be held at the Eau Gallie Library on Monday, 20 October. The meeting times will be as normal.

It is time to start thinking seriously about who you would like to have as the officers for your club. The following positions will be open; **President, Vice President, Secretary and Treasurer**, at the minimum. We will appoint a nominating committee next month. Bear in mind, the candidate must agree to hold office (unfortunately we can’t draft anyone).

Think hard!!

See you next month ..... George

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### THE NEXT MEETING OF THE BREVARD USERS GROUP WILL BE ON

*Monday, September 15, 2003*

*AT 7:00 pm*

*IN*

*the Eau Gallie Library*

*Visitors welcome!*

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you return the First version.**

**See Jim Hally at any of the club meetings.**



**Mary  
Alice  
Grant**  
Secretary

BUG Monthly Meeting 20 August 2003

Our President, George Rymer opened the meeting at 7:05pm. He thanked the Vice President, Lucille Wagner for covering the July meeting while he was out of town.

Mr. Rymer announced that two brothers, Don and Ken Kurtz found out about our computer club via the Internet. One brother lives here in Melbourne, while the other lives out of state. Ted Glaser sent an email to the board members as he had gotten Don's original correspondence requesting someone to help Ken get his computer up to speed on the internet. Don joined the club and asked that we help Ken. Dave Hixon and Bob Staples were able to help him. In appreciation for all our help they made a donation to the club. This is what our club is all about. Members helping members.

Dave Hixon gave a talk to explain about the latest virus called Blaster worm. This worm only affects Windows XP, Windows NT, and Windows 2000. If you have a firewall it is likely that the worm will not be able to infect your computer. However, if you go to the Microsoft web site and look for bulletin MS03-026, you can download a "fix" that will protect your computer. If you have the Blaster worm, then you may contact Dave Hixon as he has a floppy with a tool to remove the worm.

Tina Wojdyla and Kevin Warren from Florida Today gave a very interesting talk about the newest technology and tool called Web-Based Lead Management System & Classified Print Ad Creation. It is used with the local auto advertisers. Before auto dealers had to update the inventory from their week-end sales, print an inventory list and write liner ads, fax them to the newspaper, trying to make newspaper deadlines. With the new tool, the Web-based print ad interface writes the ads for the dealers.

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## A word of gratitude to our sponsors!

For several months, we have been going door to door, soliciting for sponsor's! Of the hundreds of establishments which we have visited, only a select few were kind enough to reach deep in to their pockets! The world economy has been very unstable, businesses everywhere are suffering, but these few have helped our club by placing their small ads in our newsletter!

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From all of us at the Brevard User's Group,  
**Thank You !**



# Treasurer's Report

By Ted Glaser



## Expense

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## MS Word's Frequently Overlooked Functions

*Contributed by: Greg Shaffer via Rick Opiekun*

*After speaking with many club members over the years, I have determined that the most prevalent computer activity undertaken by all is word processing. The predominant word processing program used by members is Microsoft Word, found in the Microsoft Office suite of programs.*

*However, many members who claim they routinely use Word still do not know how to exploit certain powerful and helpful features in the program (neither do I since I am a staunch WordPerfect user). At work, though, I am forced to grapple with Word and often find myself lost when trying to format a document.*

*Fortunately, our senior Information Sciences Manager at work has begun compiling helpful tidbits about Word and some of its features. The formatting tips below are from his TechTips newsletter which he has graciously agreed to share with the club. - Rick Opiekun*

### Selecting Text

There are many ways to select text in MS Word. Dragging the cursor works fine for small selections, but for larger text selections there are other methods that you may find are simpler and easier. If you open a document with several paragraphs of text, you can try these methods as you read.

You can select a single word by simply clicking anywhere within it. If your cursor is already in/on the word, just a single click will select the word, but usually you need to click twice - once to place the cursor within the word and once to make the selection. If you click again, the entire paragraph will be selected. Repeatedly clicking will cycle between selecting the word and selecting the paragraph.

Clicking in the left margin on the document works in a similar fashion - the first click selects just the line you click on (not the sentence), the second click the entire paragraph, and the third click selects the entire document.

Additional clicks will also cycle among those three selections. If neither of those work for you, you can make a precise selection of any size by shift-clicking. Simply move/place the cursor at the beginning of the

text you wish to select, then hold the shift key down and click at the end of your text selection. You can also shift-scroll by holding down the shift key while using the arrow keys to move the cursor.

Often the quickest way to re-arrange text is to use the shift-arrow selection method in combination with shift-delete (cut) and shift-insert (paste). Note that MS Windows programmers usually adhere to a set of common user interface specifications, so you will probably find that many of these keyboard shortcuts will work within a variety of applications.

The following tip comes from Woody's Office Watch (<http://www.woodyswatch.com>).

Type the sentence above into a blank Word document. By default, if you click just before the 'c' in the word Office and then drag to the right, Word begins by selecting "ce". As soon as you get to the 'W' in Watch, it will select the entire phrase "Office Watch". Depending on the circumstance, this can be annoying. You may have noticed that with a bit of moving around, you can sometimes get just the portion of the text that you wanted to select.

It turns out that there is some logic behind that moving around. If you watch carefully, you will find that back tracking on your selection, past the start of a word will turn this behavior off for that one word. Thus, if you want to select just "ce Wat", start at the c in Office and drag until the entire phrase is selected.

Then, without releasing the mouse button, drag back past the W in Watch and start dragging to the right again. This time it will allow you to select just a portion of the word. It doesn't matter which direction you select from, as long as you backtrack on your selection when Word gets too 'helpful'. It's a subtle thing so you may not have noticed it before.

After I read this and tried it, I realized that I routinely do this in a haphazard fashion - after I get annoyed at Word. Now that I know exactly how to do it, perhaps I can learn to like it. Of course if you see no benefit in it at all, you can turn this feature by going to tools - options - edit and unchecking the box next to the "when selecting, select the entire word" option.

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## **Advanced MS Word - Paragraph formatting part 1**

As previously announced, this is the first in a series of techtips I will be writing to explain many/most of the advanced paragraph formatting features in MS Word. These features are at the heart of what makes a word processor different than an electronic typewriter. Most of them are very simple techniques, but when used together they enable you to create documents that are virtually immune to the annoying formatting problems that often crop up when last minute changes are made to a document.

These problems include badly breaking paragraphs/pages, lists that are disconnected from their headings, extra spaces at the top or bottom of pages and many other problems that often require a careful review of the entire document to repair. When a document is not properly formatting, even a small text insertion change can sometimes cause a cascade of these problems across many pages.

Throughout this series I will be referring to the menus and options in MS Word 2000. Most of the locations and options will be identical in other versions, but some may require a bit of hunting around. If you can't find a particular setting or option, use the help menu - it has the answer.

### **Line Spacing - The Other Options**

Most of you are familiar with the standard single/1.5/double line spacing options in MS Word. They control the spacing between the lines within a paragraph. The spacing between paragraphs is controlled by the spacing before and after settings in the same section of the paragraph formatting dialogue box (Format-Paragraph, Indents and Spacing tab). The space after option should be used instead of one or more carriage returns to space between paragraphs. If you start a new document, set the space after to 12 points, and then begin typing, each time you press the Enter key, a new paragraph will be started 12 points (roughly 1 line space) below the current paragraph. In addition, the space after setting will be carried over to the next paragraph. If you need to save some space in a long document or if you just prefer tightly spaced paragraphs (often best when you have many short sections within a document), you can

set your space after to 6 points. A 6 point space between paragraphs looks fine and over the course of many pages/paragraphs, all of those half spaces add up to save quite a few lines. I am not 100% certain, but I believe even 12 points between takes up slightly less room than adding a 12 point carriage return/paragraph.

While saving some space may be useful, the main reason that you should space your paragraphs with this option instead of extra carriage returns is that extra paragraph returns are the cause of many annoying document formatting problems. They 'break' nearly all of the useful formatting options that I am going to be discussing in the next several installments of this series. This is because when MS Word encounters a carriage return, it assumes that it is starting a new paragraph - not adding a space between paragraphs. For a basic formatting situation like a title page using carriage returns to throw in a few extra lines shouldn't do much harm, but that should definitely be the exception rather than the rule.

Occasionally I will see someone insert a few extra carriage returns to 'fill-out' a page and move some text to the top of the next page. Don't do it - if you do you are asking for trouble down the road. If you want some text to always start at the top of a new page (regardless of how much empty space is left on the previous page), insert a page break before the text (Insert-Break, select Page Break). If you just don't like how some heading/text/section is breaking, leave it alone for now - the options in the remainder of this series will enable you to prevent such situations from arising.

When you want some extra space before a section title, you could simply change the space after in the previous paragraph, but the space before option allows you to get the same result and keep the formatting with the text that needs it. That allows you to add or move paragraphs in the previous section without disturbing the formatting for the title. If you are using 6 points after paragraphs, adding 6 points before to a section of text will result in a full line between paragraphs (6+6 points). In a document with no room to spare I will sometimes use 3 points before for section titles. Although 3 points doesn't show up in the dropdown menu, you can type in any number. I

*Continued on Page 7*

## *MS Word Continued from Page 6*

typically only use increments of 3 points because I have found that it is an easily noticeable addition and it reduces the likelihood that you will end up with inconsistent or excessively varied paragraph spacing within your document. By now you may be thinking that employing these options is tedious and time consuming. That is true, and it may always take a little longer to use these options, but in a future installment of this series I will show you how you can simplify this processes by using styles. Any extra time invested is very likely to be a worthwhile in the long run - this is especially true when you are working on a long and/or complicated document.

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## **AbiWord, A Word Processor**

*Reviewed by Wade Forrester*

The word processor market is dominated almost to extinction by Microsoft’s Word. That’s too bad; back when there was real competition among word processors, we saw a lot more innovation and better user support. Don’t get me wrong; I’m not bashing Microsoft or saying that Word is a bad product. It’s just a very complex program. As a daily Word user for the past ten years, I’ve learned to master most of Word’s rich feature set, but it still is not easy to create complex documents with Word. And on the other end of the scale, for someone who just wants to write a few letters, Word is overkill.

So is WordPerfect, Word’s only real, but far distant, competitor. For those who want a simpler but still capable word processor, consider AbiWord from SourceGear Corporation. While it leaves out some of my favorite Word features, it’s quite capable, and even better, it’s free! I wrote this review in AbiWord.

The AbiWord screen looks a lot like most Windows word processors, including Word. That makes it easy to learn and use. AbiWord gives you many of Word’s major features. The screen shows a menu bar and two toolbars that look remarkably like Word’s Standard and Formatting toolbars. Unlike Word, those are the only toolbars available.

When you start AbiWord, it presents you with a blank document to work on. Unlike Word, AbiWord’s default margins are one inch all around (better). If you want to work on a document you have previously started, AbiWord lets you access recently edited documents at the bottom of the File menu. If the documents don’t appear there, you can click on the Open icon and view all the documents on your drive. The blank document doesn’t show margins, although it shows the text and graphics laid out on the page in final format with the margins in place, and with page breaks shown.

AbiWord uses its own file format for documents it creates, but is quite happy working with Word files if you prefer. That’s good, since Word is so dominant, sometime you will have to exchange documents between AbiWord and Word, and it’s a piece of cake. You can also save documents in Rich Text Format,

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### *AbiWord - Continued from Page 7*

which make it easy to exchange documents with other Windows word processors. One quirk I noticed is that after saving a document, your text entry point jumps to the center of the document, not the end.

As you type a document, you'll see the familiar jagged red underlines which indicates that AbiWord is checking spelling as you type. If you type a word that AbiWord doesn't recognize, you can right-click on it and see a list of suggested spellings. If the word is correctly spelled, you can add it to the spelling dictionary so it won't be marked as misspelled in the future. AbiWord doesn't offer Word's autocorrect feature that corrects spelling errors as you type, nor does it have settings that automatically format the document, like capitalizing the first word in a sentence. It also lacks a grammar checker, a point in its favor, since all I've seen are flawed to the point of distraction. Headers and footers are accessed through the Edit menu, more logical than Word's View menu access. To format headers and footers, you'll need to click on the Format menu. Once you install a header or footer and then decide you don't want it, you'll need to check on a Remove Header or Footer command in the Edit menu, also more logical.

AbiWord lets you insert graphics into a document, but the types of graphics it recognizes are very limited. For example, it doesn't even handle JPEG files (.JPG extension), the most popular file type on the Internet, and a very popular format for digital cameras. AbiWord only recognizes BMP and PNG files, a severe limitation.

You can access plug-ins on the AbiSource Web site that add more functions to the basic word processor, so I looked there to see if there was a graphic importer. I found the Image Magick plug-in, which says it will allow you to import all kinds of images into your AbiWord documents. I downloaded it and tried to install it, but all I got was an error message saying AbiWord couldn't find a certain DLL. So while plug-ins are good ideas, their specific implementation may be problematical. I was not motivated to try other plug-ins.

Although AbiWord lets you use columns, it doesn't support one of Word's most useful features, tables, but does support automatic bullets and numbering. AbiWord's Tools menu is a lot shorter than

Word's, but does include a word counter to show you how many words are in a particular document. That's handy when you're trying to fit your document into a magazine, for example, and have a word count target to meet.

AbiWord makes it easy to create Web pages. Just click on Web/Save as Web to create an HTML document. You can also get a quick preview of a Web page by clicking on Web/Preview Web page to view a document in your browser.

AbiWord has a menu choice for a tutorial, but if you click on it, it displays a message saying the tutorial is not yet ready. Hey, what do you expect for free? The Help files are fair, and have their own menu choice for searching the files for a topic. I found the search features in the Help menu worked better than the standard Windows help feature.

You can download AbiWord and also a variety of plug-ins, which expand the functionality of AbiWord by adding features. The plug-ins are also free. Maybe some of them work.

If you don't like Word, or its price, I recommend you take a look at AbiWord. What have you got to lose?

*Vade Forrester is a former president of Alamo PC.*

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## Jasc Quick View Plus 7

by Jim Sanders NOCCC, May 2003

Recognized as one of, if not the best, file viewers available, Quick View Plus 7 (QVP7) is a tool that most computer users are going to need sooner or later. Many times I have had people ask, "How do I open a 'somename.xxx' file?"

One answer, that is often not a very good answer, is to start the application that creates that type file and open the file.

That is great if you happen to own all of the programs that create the 225+ file types that QVP7 knows how to open. Even then you can have a major problem. A number of these "legacy" file types were created by programs that only run on older operating systems. This means that not only do you have to own the application, but, for instance, still possess a computer that will boot into Window 3.1!

A second, and often better answer, have QVP7 installed on your computer and use any one of the several ways that QVP7 offers to open and view those 225+ file types. QVP7 divides those files into several categories: Word processing files, Spreadsheet, Presentation, and Database files, Bitmap files, Drawing files, Archive files, Embedded object files, Internet files, and Third-party plug-in files like Acrobat Reader. A number of these categories have a number of control options that are very useful.

The program says it will install on any version of MS Windows from 95 to XP Pro, and installed on my XP Pro system with no problems. It appears to consume about 27 MegaBytes of hard disk space when all elements, including sample files, are installed. The custom install option lets you chose what modules are installed and where. If you don't get it right at install time, the configuration of the program can be modified after the program is installed.

I tried to find program documentation on the CD-ROM, but none was visible. When I decided to check if the Setup.exe was a self-extracting Zip file, I had some success. WinZip revealed a number of files contained within Setup.exe. I would suggest to JASC that renaming the "User's Guide" to "userguide.pdf" from the somewhat obtuse "qvp32sng.pdf," would be useful. The "User's Guide" is 102 pages long and

contains quite a bit of info on some of the more complex viewing options and actions, such as extracting from, adding to, and creating Zip files, or viewing multi-page spreadsheets.

This program is a very useful tool and I would recommend adding it to your available resources. The fine print on the box indicates the program is copyrighted by Stellent Corporation and republished under license. When I went to the JASC website to check on some details about the program, I was greeted with the following message: "We'd like to announce that beginning January 1, 2003, Avantstar, Inc. will begin handling all North American sales and support of Quick View Plus. We are working closely with Avantstar in this transition to ensure uninterrupted service."

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# You And Your Photos

*Learn your photo imaging software practice makes perfect*

*By Jean B Grider*

With the day of the Digital Camera, there is more and more need of Digital Imaging Software.

Now you can buy Adobe Photoshop Elements, Microsoft Picture It or Jasc's Paint Shop Pro 7 for under \$100.00. You think, "Oh, Boy, I have this great software for cropping, and enhancing my digital images."

So you install the software and start the program and what a disappointment. "How does this work?" The only way you are going to properly enhance those photos is by *practice*.

Pick a tool and see what it does. Try to learn all you can about that tool. Work with it until it is second nature to you. Perfect it. Then go on to the next one. It will probably take you six or more months to learn the program well enough to really make it do everything you want.

Most programs come with online tutorials or a CD which has them. You can follow these tutorials and learn how to make a red apple green by changing the saturation, but how often do you want to make a red delicious into a golden delicious?

There are also classes offered. I took one from Barnes and Noble on PhotoShop Six and when I finished I still didn't know how to work with layers or how to cut out an object successfully.

Then I took one from Hewlett Packard which was a waste of time and the paper that I printed the lessons out on. I have found the answer for learning the program. At Sam's I found the book PhotoShop Elements Classroom in a book and PhotoShop 7 Classroom in a book. I got the one on PhotoShop7 because I thought if I could master that, that I should be able to use PhotoShop Elements also.

You just take a chapter at a time and practice until you have it down pat, then move on to the next chapter. It is the best training book that I have ever used. I told two other Photo Nuts about it and each of them bought it and like the book as much as I do. I have been trying to learn how to use Adobe PhotoShop and PhotoShop Elements for several years and now, feel that these books are the answer.

It is important to learn your shortcut keys and what each tool does and how to use it. Practice, practice, practice. You can see the progress you have made and it is so gratifying to see how you can enhance a photo that is too dark or a faded out into one that is a *work of art*.

*Reprint from Vero Beach Computer Club NL*



## Ink vs Gasoline

*By Jim Townsend ...BUG member*

On the way back from Office Depot, I stopped at a Texaco station to tank my truck up. Oh, my God !

It went up again, two weeks ago \$ 1.38, last week a \$1.44, now a \$ 1.52 per gallon ! But, while I was shopping at Office Depot, I checked the price of Ink Jet cartridge's. I have an HP 855C, a HP 940C, and have been eyeing up an HP 5550 to replace the aging 855C.

The following chart lists the prices of ink cartridge's for those machines.

Printer	Cartridge	ml of Ink	Oz of Ink	Price	# of Cart. per Gal	\$ per Gal
HP 855C	#45 Black	42 ml	1.42 Oz	\$ 30	90	\$ 2,700
HP 855C	#41 Color	39 ml	1.32 Oz	\$ 32	97	\$ 3,104
HP 940C	#15 Black	25 ml	.84 Oz	\$ 30	152	\$ 4,560
HP 940C	#78 Color	38 ml	1.28 Oz	\$ 32	100	\$ 3,200
HP 5550	#56 Black	19 ml	.64 Oz	\$ 20	200	\$ 4,000
HP 5550	#57 Color	17 ml	.57 Oz	\$ 35	224	\$ 7,860

I'm just happy that the gas station sign said Texaco and not Hewlett Packard !



# Hunt for the Lost Font

*By Mick Topping*

*Reprinted from:*

*Springfield, Missouri User Groups, NL*

Did you ever lose a font? A year or so ago I made up and printed a sheet of business cards that I was happy with. Last week, I gave away my last one. (I go through about one card a month.) When I opened the business card again (in Corel Draw-7), it complained that it could not find the font Andy Bold, and asked which font to substitute.

Let me mention that I am not much of a font person. I usually couldn't care less about which font to use. I am an engineer, more interested in the meaning of the words than in how they are drawn. Arial, Courier, and Times New Roman are about all I ever use. But for my business card, I wanted something to reflect my casual insouciance, and convey the fact that I have a passion for informality, and that I am really not looking for work.

Since I had put a good 10-15 minutes into the original font selection, I was somewhat concerned, and more than somewhat irritated that it was no longer available. So, I decided to hunt the critter down. First, I looked for "Andy" in every font folder on 3 computers. (I couldn't remember which machine I had used to print the cards.) Nothing like Andy Bold anywhere. Then I remembered, Windows applications (for the most part) keep their fonts in the C:\Windows\Fonts folder, and most applications just reach into this folder to use a font. Applications rarely delete their fonts when they are uninstalled. So any font that was ever put on a computer is likely still there, unless major surgery has been done. This fact pointed to my laptop computer as the culprit, as I had recently done a clean-install of WindowsXP, whereas the other computers had been little changed over the year.

Regular experimentation had caused numerous apps to be installed on the laptop, then when the new version of Windows was installed only those apps still needed were re-installed.

But which of those non-reinstalled applications came with the Andy Bold font? First a web-search on "lost font"—wow, I am not the only one who has lost a font. Over 300 web pages containing "lost font", none of which were very promising. Many of the links were inactive, and advertising overwhelmed others, and I was getting nowhere. Another search on "Andy Bold", only a few hits this time, and here was a "Bulkley Valley Christian" school web page, with a note that to appreciate the page you needed to have Andy Bold installed on your computer. There was a link promising to let me download AndyB.ttf ! Unfortunately, it was another broken link. Most likely, someone had remembered that the fonts are copyrighted, and shouldn't be downloaded.

In frustration, I finally gave-up, and printed 2 new sheets of business cards in Balloon... or Plump or Poster Boldoni, not sure which. Of course, the new cards were not out of the printer when I had another thought—maybe someone at Microsoft had considered this problem. Sure enough they had. It is not easy to find, but once you know where to look, [www.microsoft.com/typography/fonts/default.asp](http://www.microsoft.com/typography/fonts/default.asp) has a search engine that will allow you to find which applications came with which fonts.

A quick lookup, and there was what I needed. Andy Bold is distributed with Microsoft Home Publisher, part of the never used software that had come with my laptop. A quick dig through my stack of CD-ROMs, and there it was, in the MHP\Fonts folder, an icon labeled AndyB.ttf. I drag it over to my Windows\Fonts folder, and it automatically installs, and I can now print my cards like I want them. Unfortunately, I have a 2-year supply of them done with the other font. Anyone want a card? Aw come on—please take a card.



## Thank You, Don Kurtz

The club has received a donation from Don Kurtz, for the help his brother received setting up his computer and e-mail account. We also thank Dave Hixon and Bob Staples for making this possible. Dave has been very active in making house calls lately. "Members helping Members"

# Win98 CD Worn Out? Don't Fret!

*Rod Ream, Pasadena IBM Users Group*

"Hey Rod," the e-mail started, "have you any suggestions how to get the original Windows 98 CD replaced? The darn thing no longer will install because of an 'error' caused by a corrupted CAB file."

"I've had to reinstall Win98 too many times to count in the last year," the e-mail continued, "and the CD seems to have a scratch or fault on it. I tried to clean it with a little rubbing alcohol. I would try Old Crow but I have consumed all that in the endless struggles (in lieu of pulling my hair out—cause there ain't any left anyhow...). Thanks."

Rod's reply is the sort of thing you need to cut out and paste on the side of your monitor. It has vital information you'll need if you bump into the same dilemma.

## What's the CD Problem?

The message about corrupted CAB files can have several meanings; none of them mean the files are corrupted.

- The CD is damaged. Not likely unless it's badly scratched, cracked or someone wrote on the face with a ballpoint pen.

- A timing issue. Some CD players may be too fast and the data is being corrupted as it's unpacked. You can work around this in a couple ways: From the DOS prompt type setup /?. You'll see an option to run Setup without using SmartDrive. Turning this off prevents file caching for the CD and although considerably slower, may provide a more reliable file transfer. Disabling L2 and perhaps even L1 caching in the BIOS will slow things down even more.
- AntiVirus software running. Turn it off! If you are using McAfee, you may have to uninstall it to kill it.
- An out of balance CD. Just like a new tire. Rotate it 1/4 and put back into the drive. You'll hear or feel the vibration if this is the case.

## The Cab Folder

If the original installation of Windows 98 (or any other version of windows) was performed by a manufacturer, you should already have the CAB files on the hard drive. The usual location would be \windows\options\cabs. If these files exist, you can run setup from that folder, either from Windows or by booting to the command prompt and changing to that folder. If the contents of the CD \WIN98 folder are not on the hard drive, I'd certainly want to put them there.

Aside from not having to hunt for the CD at times like this, Windows will automatically look there whenever it needs a file and will stop asking you to insert the CD.

The best way to copy the files is to boot to the DOS prompt and then use XCOPY, because it has the ability to "retry" difficult files. In your Windows folder, create another folder named CAB. Copy all the files (not the subfolders) from the CD from within the Win98 folder.

## Here's How

Since the normal DOS prompt doesn't access the CDROM, you'll have to either re-enable the CD drivers in both config.sys and autoexec.bat or use the W98 boot disk.

Here's the process if you use the boot disk—C: is assumed to be the drive where W98 is installed and we'll assume that the folder named above does not exist: Use the boot disk and select "with CD support." Note the drive letter that's assigned

(I'll use "E" here)

E:

- DIRWIN98 (This checks to see if the CD is readable C:)

- CD WINDOWS

- MD OPTIONS

- CD OPTIONS

- MD CABS

- CD \WINDOWS\COMMAND

- XCOPY E:\WIN98\\*.\*

```
C:\WINDOWS\OPTIONS\  
CABS /S /E /V
```

When the file copy process is finished, remove the boot disk and CD, then reboot to the command prompt again. You can then run the SETUP from the cabs folder. If you still receive "corrupted" messages, it may be due to bus mastering and you'll need to slow the machine down with one or more of the steps above.

*Rod Ream is senior tech support for PIBMUG and president of PC Consulting, 626/280-6850 RodReam@techie.com.*

*Please send Rod an email if you use this article. There is no restriction against any non-profit group using the article as long as it is kept in context, with proper credit given to the author. This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization to which this user group belongs.*



# Newbies Corner

by Jim Hally B.U.G. member

## Downloading, is it a fascination?

I guess I am in a scolding mood, of late. I have done a similar column in the past but recent SIG questions make me realize we need a refresher. A few weeks ago a member commented about slow boot ups, sluggish performance and a lack of resources. In a majority of cases the user is the source of the problem. It may have been the same meeting when another member just wanted to know if anybody had downloaded anything good, for free? Maybe it is just me being a grouch but that doesn't make any sense to me. If you don't need it why bother? If you have a need for a program, by all means download it. A minute part of it is courtesy. Us poor folks still using dial up service need all the bandwidth we can get. Bandwidth is like lanes on the information super highway. Data flows in packets, which travel both ways. The more traffic the slower it goes. Picture poor old Jim trying to get some baseball scores before going to bed and 20,000 people are downloading Super Calendar 1.0. (Goodness, gracious, I can see half the club typing that into Google within minutes. BTW I made it up)

I am not telling you what to download. What I am asking you to do is think about it before you do. In late July I visited a friends house and sure enough we ended up at her computer. Her task bar was just full of icons. As I hovered over the icons I found two calendar programs. While we talked, I opened one of the calendars. "Oh!" She said, "that is my favorite one." As I looked through the entries I noticed the last was July 4th and prior to that it was a Memorial Day party. That comes down to two entries in 5 plus weeks. When I looked into it further both the programs were in the Start Up folder. Duh!

I talked her into taking them out of the Start Up folder and I made a shortcut to her "favorite one" on the desktop. The not so favorite one I uninstalled. I really didn't have time to go through her Start Up folder but I gave her some advice and hope she will clean it up.

## Download Organization

The first step in getting organized is to have a specific folder to store your downloaded files in. There are a couple of tips in the following paragraphs so check them out. Please begin by creating a Download folder.

Double click on My Computer.

Double click on C:\.

Double click on Windows.

Left Click on File on the Menu Bar.

Go down to New.

Go over to Folder.

Left click on Folder.

The new folder will be called just that, New Folder. It will be highlighted at this point. Now type in the word, Download. It will take the place of New Folder. Hit the enter key. Now we have created the folder Download and know the path to the folder is C:\Windows\Download.

In the vast majority of cases you will want to Save the file to Disk, as opposed to Opening it from the download site. In about 99% of the cases you will get this option. In many cases you will have to reboot the computer once you install a file or program. This creates a few problems. One is the fact that you are on the Internet and will loose your connection. Number two is that you probably have your Anti-Virus program running and it should be turned off while you install a program. Lastly it is usually slower to download and run at the same time than installing the program at a later time. Our situation is thus, we want to download and save the program and we want it saved to the Download folder. To insure we get these options hold down the Shift key while you click on the download bar. From the new dialog box that pops up just work your way down the path to the download folder. Now click on Save.

As the file is being downloaded take the time to write down the file name and its size. Once the file has been downloaded you can pick it out because you have the file name on a piece of paper. (I am not much of a betting man but I will wager that each of you have a file or two on your hard drive that you have no idea what they are). Many times the file name is no clue.

*Continued on Page 14*

### ***Newbies Continued from Page 13***

I know you can figure out that Getrt450 is Get Right but what the heck is q31365? I missed the following step that I am going to give you (and I am scared to death to run q31365 from my Download folder). Once the file is safely in your Download folder stop what you are doing. Right click on the file and go down to Rename. The file name is now highlighted. Type in a name you will know i.e. GetRight as opposed to getrt450.

### **Proceed with Caution**

Spend some time thinking about the file you just downloaded. There are many things to consider. The time involved in downloading the file, its size, the value of the file. Is it a piece of freeware you might want to give to a friend?

As the file sits in your Download folder it is in a complete compact state. After answering the questions above, you may want to do one of several things. Copy it to another location. That may be another folder, a floppy, a thumb drive, or a CD. This brings up another question. Do you want to burn a CD of all your downloaded files? After all, you know what they are because you changed the name of the file to something you will know when you see it.

There are a couple of reasons I would like to see you make a second copy of the file. You may have just downloaded a file but in reality it is a Folder. Once you double click on it, all the files within the folder come to life and go to where they need to be on the computer. Instructions written into the file may tell one to go to the xyz.dll folder within Windows. Another may go to the autoexec.bat folder. The complete file is just gone. It is like dropping a bag of marbles on the sidewalk. You never get the complete file back. If you have a backup copy of the file you can use it to reinstall the software or make copy after copy for your associates.

One last thing before I let you go. Always download a file to your hard drive and not to a floppy. It is certainly a lot quicker download. After you change the name you can copy it to wherever you like.



### ***Secretary's report Continued from Page 3***

Kevin showed us his "computer" which resembled a laptop with a small camera attached to the side. With this he can scan a VIN number of a car, then download that VIN number into the computer, which will upload all information of that car. The secure web site allows the auto dealers to then access that information on the cars to write their ads. Only four newspapers were selected to use this new technology and Florida Today was one of the first to utilize this procedure. After their presentation, they gave out gifts.

George Rymer gave out two very nice gifts to two lucky BUG Club Members. The meeting ended at 8pm. See you in September.

Respectively given by Secretary,

Mary Alice Grant



**A big Thank You to Radio Station  
WFIT, 89.5 on your FM dial.  
For announcing our meeting schedule.**

**The Newsletter CD is now available.  
It contains the issues from February  
1999 to December of 2002.  
Also included on the disc are Acrobat  
Reader 5 and the Viewer files for MS  
Word 97, MS Excel 97, and MS Power-  
Point 97. The disk also has two free  
Office Suites, Open Office and Easy Office.  
Only \$5.00, \$3.00 if you return last years disk.  
Contact Jim Townsend @ any of the  
Windows SIG meetings.**

**\*\*\*\*\* Reminder \*\*\*\*\***

**The Sept. Monthly meeting will be  
held at the Eau Gallie Library on  
Monday September 15th**

## 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.

### NEWBIES SIG

Meets at 6:30 pm. Thursdays,  
before the Windows SIG.  
This is a trial, if we need more time,  
we will make other arrangements.

### 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 Schmidt's 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](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.

### BUG Board of Directors

Meets the second Wednesday of the month at  
the Fee Ave. Library, in Study room 1  
Time 6:00 pm to 7:30pm

## Sponsorship Rates

	<b>4 Months</b>	<b>8 Months</b>	<b>12 Months</b>
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

## Benefits of Membership In The Brevard Users Group

Annual Subscription to the B.U.G. Newsletter.  
Participation in Special Interest Groups.  
Seminars and Workshops.  
Fellowship with other knowledgeable computer  
users. Stimulating and lasting friendships.

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## Brevard Users Group Membership Application

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

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

Address \_\_\_\_\_

City \_\_\_\_\_

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

State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

Family Membership \$25.00

Email address \_\_\_\_\_

## 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

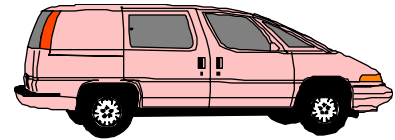
John McNeil 723-5550 AutoCad

Al Buchanan 728-2789 Works 6.0

Bob Staples 255-2623 Win95/98

Bill Ranck. 676-7908 Word Perfect

Rex Cummings 242-9601 Netscape



### 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 at [jimtownsend@earthlink.net](mailto:jimtownsend@earthlink.net)

### BUG Officers

#### President:

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[grymer@cfl.rr.com](mailto:grymer@cfl.rr.com)

#### Vice President

Lucile Wagner 723-1719  
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#### Treasurer:

Ted Glaser 777-4591  
[tedjokes@earthlink.net](mailto:tedjokes@earthlink.net)

#### Secretary:

Mary Alice Grant 253-5666  
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#### 1st Member at Large:

Tom Wojnar 729-3013

#### 2nd Member at Large:

Dave Hixon 723-7168

### Committee Chairperson

#### Beginners Help:

Oscar Litke 409-8002  
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#### FACUG Representative:

Bill Ranck 676-7908

#### Program Director:

Eric Arnold 254-3423

### BUG Web Page:

<http://bugclub.org>

### Special Interest Groups

#### Beginners' SIG:

Oscar Litke 409-8002

#### Hardware (Tinkers) SIG:

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#### Newsletter Publishing SIG:

Jim Townsend 728-5979  
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#### Windows SIG:

George Rymer 724-6715  
Chuck Boring 454-9455  
Bob Staples 255-2623

#### Webmaster:

Eric Arnold  
[webmaster@bugclub.org](mailto:webmaster@bugclub.org)

### Brevard Users' Group

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P. O. Box 2456

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