



Brevard Users Group



December 2002



A FACUG PRIZE WINNING NEWSLETTER

Pres Sez !

By George Rymer

I trust all of you had a great Thanksgiving. I know I did, it wasn't only the Turkey that was stuffed. I give the scales a wide swath for the time being. Hopefully the return to normal will be swift (in time for the Christmas feast) and then I'll have to start all over again.

This month, we must finalize the ballot for the January election of the BUG Officers. There will be four vacancies, Vice President, Treasurer, and 1st & 2nd Member @ Large. We need some conscientious people to run for the offices. This will be your opportunity to give something back to the club and your fellow members. The duties of each officer is outlined in the Club Bylaws in section XIX of the menu page on the web site. <http://bugclub.org> Make your recommendations to the nominating committee. The person nominated must agree to serve in the position for which nominated, (Unfortunately we can't Draft anyone).

The December monthly meeting will consist of a short business meeting and then we will have our Christmas party. We need volunteers to setup before and cleanup afterwards. We also need volunteers to furnish finger foods, snacks, cookies, cake etc. Please contact Ray Sidney @ 321-752-5225 if you can help.

We need some entries for the design of the BUG Club business card. Come on folks, let your creative juices flow and make us a great card design. Winner gets a free years membership!

That's it for now, *MERRY CHRISTMAS* to all George



The BUG Club Newsletter Staff
Wishes You a Very
**Merry Christmas & Happy,
Healthy and Prosperous
New Year!**

Table of Contents

Prez Sez	1	Your Old PC, Keep It Or?	7
Secretarys Report	3	Sony CD-Mavica Camera.....	8
Treasurer's Report	4	Registry Demystified.....	10
Executive Meeting.....	5	Your First Sale.....	12
Editors Desk	5	Writing Inside and Out.....	14
Envelopes & Labels with Word.....	6		

Brevard Users Group

Managing Editor Jack Nash
253-2793 jhnash@pciol.net
Assistant Editors Ed McEwen,
jimtownsend@earthlink.net Jim Townsend
Contributing Editor George Rymer

Newsletter Volunteers:
Distribution: John Williams
Scanning: Norm Sharp
Home Page: <http://bugclub.org>

The BUG Newsletter is created on a AMD K-2 450 mhz computer using PageMaker 6.01.

Articles, Reports, and new Advertisements should reach the Managing Editor or Desk Top Publishing SIG by 5:00 p.m the Friday before the third Wednesday (Monthly Bug Meeting) of the month. Items received after the deadline will be held for the following month's issue

The articles contained in this Newsletter do not necessarily represent the opinion of the Group, Editor, or Publisher or any other person other than the author of the article. The Brevard Users Group does not support or condone illegal copying of software

Permission is granted to copy articles, provided the source is disclosed and proper credit is given to the author.

All questions, correspondence, and other items pertaining to the Newsletter should be directed to one of the Editors.

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
or E-mail @ jhnash@pciol.net

THE NEXT MEETING OF THE BREVARD USERS GROUP

***WILL BE ON
December 18, 2002
AT 7:00 pm***

***In
Melbourne Library on Fee Avenue
Visitors welcome!***

**Visit the BUG CLUB web site for the latest
schedule Final Nominations &
Christmas Party!**

<http://bugclub.org>

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

Election Vacancies

In January we must elect officers for the coming year. At this time there are four Offices that have no candidates:

- 1. Vice President**
- 2. 1st Member at Large**
- 3. 2nd Member at Large**
- 4. Treasurer**

The Treasurer will get the Club Laptop and Quickbooks software to use in performance of his duties.

In addition, there is no opposition for any of the other offices. Any club member is eligible to run for any office. We need volunteers to step forward and assume some of the responsibility for keeping your club operating.



First Choice
Printing & Copy Center

Two Locations

566 Barton Blvd., Suite F
Rockledge, FL 32955
Ph: (321) 636-6850
Fax: (321) 632-5047

2330 N. Wickham Rd., Suite 11
Melbourne, FL 32935
Ph: (321) 242-7766
Fax: (321) 255-2852

1stchoice@yourlink.net

Look for our coupon in the coupon section...

BUSINESS CARDS • ENVELOPES • LETTERHEAD • BROCHURES • POST CARDS • INVITATIONS • MENUS • CARBONLESS FORMS • LASER COLOR PRINTS • CONTRACTS • FLYERS • RESUMES • GRAPHIC DESIGN • BLACK & WHITE LASER PRINTING



Mary
Alice
Grant
Secretary

20 November 2002

BUG Meeting

George Rymer, President started the meeting at 7pm. He made some announcements. If you have any information about the history of the BUG club, please give to Eric Arnold, Web Master of BUG Club web page. He also requested donations for the Christmas party in the form of cookies, cakes, clean up, set up. If you have a new email address or a change of address, please be sure to notify the member at large. This can be done via the web site.

A committee for nomination of new officers was selected. They are: Rex Cummings, Bill Rank, and M. Corley. If you are interested in running for any of the offices, please send Rex Cummings an email. His email address is: rexgjr@palmnet.net The club depends on our volunteers and if you are interested in taking one of the positions, please respond to one of the above committee members. The success of the BUG club depends on everyone's involvement.

The speakers were Bob McMillan and Steve Burk, Comp USA and the subject was networking. If you have more than one computer and you want them to "talk" to each other, networking is the way to do this. You need a network card in each computer and a cable that connects them. Networking is a convenience to transferring files from one computer to the other without first downloading to a floppy and then getting up and transferring to the other computer. This can all be done from one computer. Or if one computer is connected to a printer, and the computers are networked, then you may print the file without first going to another computer. With broadband becoming more and more popular, sales of wireless routers are necessary so people can use a laptop on their porch or another room while still on line. However, it is not always easy to set up. You



2003 WOW! Happy New Year!!

may see Steve Burk at Comp USA and he will happily advise you on what you will need.

A hub allows you to connect two, three, four or more computers together and is basically a splitter.

A Switch creates a path for each computer to talk to each other.

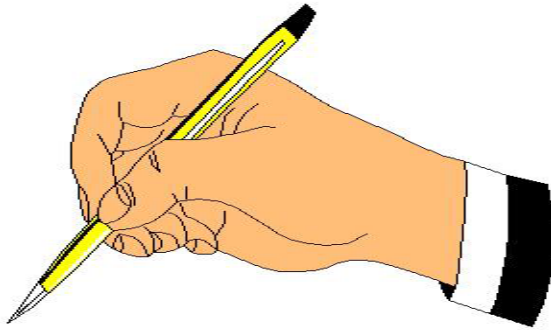
A Router connects two computers together, if one is on a cable modem (ie; RoadRunner) the other can also use that connection to the Internet. Two people can use the connection at the same time."

Many questions were asked and both men answered all.

Several things were given away to the members. Two separate software's and one-year membership to the BUG club. Congratulations to the winners.

The meeting ended around 8:05pm. Next month's meeting and Christmas party is scheduled for 18 December 2002 at Melbourne Library on Fee Ave. See you there!





Treasurer's Report

Income:

Dues	\$450.00
CD-ROM	\$-
N'ltrt'r Advert	\$-
	\$450.00

Expenses:

Printing	\$186.29
Mailing	\$60.00
Stamps	\$38.00
Photocopies	\$18.82
APCUG dues	\$50.00
FACUG dues	\$25.00
	\$378.11

Assets:

Checking Acc't:	\$872.79
Savings Acc't	\$1,704.39
Petty Cash \$-	
	\$2,577.18

New Members: Welcome!

Rossheim, O - #1192

Renewals: Thanks!

Brock, M - #1088

Butler, G - #958

Dalton, E - #1018

Starke, R - #1014



ELECTRONIC WHOLESALERS

(321) 727-9010

ASTRO TOO

Surplus/Electronics Equipment/Parts

Computer Service & Training

6949W. Nasa Blvd.

(321) 727-9010

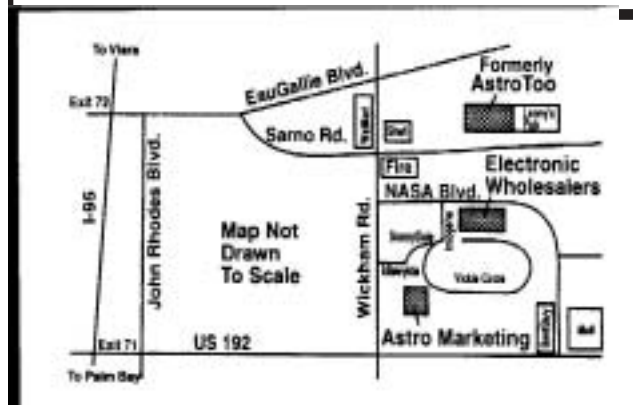
W. Melbourne, FL 32904

Fax: (321) 253-2292

Web Site: AstroToo.com

Email: Astro@AstroToo.Com

NEW LOCATION!



Serving Melbourne Since 1971

The Original
**WAGON WHEEL
PIZZA, INC.**

"7 DAYS WITHOUT PIZZA MAKES 1 WEAK"

- Pizza
- Subs
- Stromboli
- Calzones
- Spaghetti
- Lasagna

ANY TWO DINNERS
DOES NOT INCLUDE BEVERAGE

DINE-IN ONLY
GOOD SUN.-THURS
ONLY W/COUPON IT'S
OFFER EXPIRES 12-31-03

\$10.99

Mon-Sat 11 am - 10 pm • Sun 12-9 pm
(321) 254-7411
3082 Lake Washington Rd. • Melb.
(at Wickham, Publix Shopping Ctr.)

Executive Meeting Notes

9 October 2002

Attendance:

George Rymer, Mary Alice Grant, Charles Principato, John Williams, Ruth Evans, Jack Nash, LaVerne Schamberg, Jim Townsend, Eric Arnold, M. Corley

1. MAG read the prior Executive-meeting notes from 4 September 2002. Charles Principato made a motion to accept notes as read; LaVerne seconded the motion, passed.
2. Treasurer absent.
3. FACUG conference will be held in Ocala, Saturday, 12 October 2002.
4. We must get a firm schedule for speakers for future BUG Club regular meetings. President request help in this area.
5. The speaker this month will be Jennifer Gauthier and she will speak on repairing printers and preventative maintenance. She is a repair technician with Wiler's TV Service, in Palm Bay.
6. President will speak to COMP USA and see if Lincoln Brown can give another talk, this time on networking or printers.
7. Note: a notice will be in the newsletter for Thanksgiving. No Windows SIG will be Thursday, 28 November 2002.
8. NEW BUSINESS: Web site is up and running. Eric asks about members running ads on the site in the classified page. It was agreed that members only should be able to run an ad, but for a limited time of one month. Also, a notice will be placed in the newsletter that members can place an ad on the web site and encourage them to do so.
9. SRCUG has a web site and we want to encourage the BUG members to access the site: www.srcug.org. NOTE: it is time for the BUG Club to renew our membership at a cost of \$50.00 per year.
10. The President proposed no speaker for regular December BUG Club meeting, but have a business meeting so members finalize the nominations on the new list of officers for the year 2003. Afterward, a party consisting of cookies, cupcakes, punch and coffee and possibly give a way of gifts.

We need to try and get items for gifts give a way. This was agreed to.

11. George proposed to raffle off the TREO 180 that he won at the SRUGC Conference to the membership. The tickets would sell at \$5.00 each and he would donate \$150.00 into the treasury.
12. Eric proposed a contest for the members to design a BUG Club business card. On the meeting night, George would request volunteers of five people who would be willing to be judges and they cannot submit a design for the cards. The prize would be a one-year membership to the BUG Club. Charles made the motion, LaVerne 2nd it, all in favor. This will be brought to the members attention on the regular club meeting scheduled for Monday, 21 Oct 2002.
13. Jack Nash would like to make a schedule change to the input of the newsletter. All articles would be required to be given to the Editor no later than the week before the regular BUG Club meeting. Exception would be for the Treasurer and Secretary's report.
14. LaVerne made a motion to end meeting at 7:55pm, MAG 2nd and passed.

Respectfully submitted by:
Secretary, Mary Alice Grant

✍

Editors Desk!

Please note that there are several new advertisers in this issue.

These are all due to the efforts of our Webmaster Eric Arnold. Our thanks to Eric for his diligence.

Now it is up to you the members. Please patronize our advertisers-and make sure you tell them you saw their ad in the BUG newsletter.

Advertisers help defray the expense of printing and mailing your newsletter, with the steady increase in postage the only way we can afford the cost is by support from the advertisers.

Or the membership could raise the dues?

Ed.

✍

Doing Envelopes and Labels with Microsoft Word

By Don Edrington,
MrPCChat@meciaone.net
November 03, 2001

We've talked recently about creating mailing labels and envelopes with a combination of MSWord and Excel, as well as with MSWorks. However, the whole job can be done with MSWord by using the program's "Table" utility as a database for storing the names and addresses. This means that two Word files will be needed; one for the database and one for formatting the printing of the labels or envelopes. Let's begin by creating the database. Start with a new, blank page and go to Table, Insert Table. Choose 6 Columns and however many rows you think you'll need. (The number of rows can be adjusted later.)

Type First Name, Last Name, Street Address, City, State and Zip into the top six cells. Then fill in the name and address data accordingly. When it comes time to alphabetize your data, go to Table, Sort. Choose Column 2, Text, Ascending.

This will sort everything by Last Name. Be sure to choose "My List Has a Header Row."

Column widths can be adjusted by highlighting the whole table and going to Table, Cell Height & Width and choosing Column, AutoFit. To make the columns wider you can opt for a "sideways" layout by going to File, Page Setup, Paper Size, Landscape. While in Page Setup you can also choose narrower margins, thus allowing the table to be wider.

However, all this really isn't necessary. Any data that doesn't fit into a table cell on one line "word-wraps" itself to as many lines as are needed. Sorting these records will still be done by the first character (s) in the top line of any cell.

In any case, you'll need to Save the table as a Word file, such as "Address List.doc." The file will be saved in the "My Documents" folder, unless you choose another location.

To format the printing of the labels and/or envelopes, go to File, New. Name the file something like "Envelope Layout.doc" and file it in "My Documents" or the folder of your choice.

Next go to Tools, Mail Merge. Click on Main Document, Create. Now choose "Mailing Labels" or "Envelopes." If you've chosen Envelopes click on Get Data, Open Data Source. By default, you'll be sent to "My Documents." Assuming this is the correct folder, look for your database Word file and double-click it. Now click "Set Up Main Document."

This will take you to a list of envelope sizes, beginning with No. 10 Standard Business and ending with "Custom" where you can type in the dimensions of a non-standard size, such as a greeting card envelope.

Here you'll be asked to insert the data "Fields" such as ((First Name)), ((Last Name)), etc.

When you click on "Merge" the information in your data base file will replace these "Field" markers.

You'll also be given the opportunity to type in an optional Return Address, which will be repeated on all envelopes if you choose. Other options will be offered, include one for printing a Zip Bar Code to match whatever zip codes it finds. The post office always appreciates this one since it means the envelope will not have to be hand-sorted to get to the correct code.

If you choose Labels, rather than envelopes, the above steps will take you to a choice of standard Avery label sizes along with setting up your printing to match however many labels there will be to sheet. This even includes doing one label at a time with dot matrix printer.

Reprinted from the LACS User Friendly Journal, October 2002





Your Old PC: Keep it or Dump it...

Bass explores the hassle of giving away your PC.

By Steve Bass, Pasadena IBM Users Group

If you're reading this column, there's a good chance you have an old PC sitting around gathering dust. I have some ideas and a few sites that'll help you decide what to do with it.

Me? For the last month I've been staring intently at the PC in the corner. It's a third generation, poky PII, the one I used as my main production machine for years.

There are two other PCs under my desk—my current production machine, and the one it replaced, a 450MHz PC I use for testing.

Put it to Work

One way I use a second machine is by networking it to my production machine and using it for drudge work. For instance, I often up- and download humongous video files. Rather than tie up—and slow down—my production PC, I let the second machine do the work. Have a big print job? Send it to your new-found print server.

The other neat way to use the other PC is for testing and playing around.

Start by creating a backup image using Norton's Ghost (<http://snurl.com/ghost>) or PowerQuest's Drive Image (<http://snurl.com/image>). Then load up any of the tons of freeware and shareware you've wanted to try but wouldn't dare install on your production PC. It's the trick I've used for my work at PC World for years.

I have the test PC networked to my production

machine. Networking is easy with Win 98SE, and even easier with Win XP. You can pick up a pair of network cards for under \$20. If the PCs are close, a six foot network cable will suffice. If you're already using a broad band connection—DSL or cable modem—all you need is a cheap-o router. Here's a good how-to article that will tell you more about setting up a low-cost home network: <http://snurl.com/network>

The Guilty PC

I know what you're thinking. Why be greedy? Giving the computer to your parents, a friend in need, or maybe a neighbor would be a great deed. Well, kids, be careful with your generosity.

On the one hand, it's a really kind thing to do, and you'll feel good about your donation.

On the other hand, you'll discover another part of the guilt syndrome: You want to make the system perfect before you give it away. Hours, folks, you'll spend hours doing things you wouldn't, didn't, *couldn't* do when it was your production machine.

Sure, you think, it might be a good idea to throw in a faster hard drive (heck, it's just a 2GB) or maybe a little better graphics card.

You'll also feel an obligation to try and explain how to use all the programs you left on the PC. And I'll bet most are without documentation, and guaranteed to throw your donatee, most likely a novice, into a tizzy.

Then there's the tech support you'll inevitably have to provide. Don't think you will?

I promise, on the grave of three systems buried in the garage, you'll be spending hours working on

Continued on Page 9

Visit the BUG Club Web Site at

<http://BugClub.Org>

Got Questions? Go to the Forum and Ask!

Sony“CD-Mavica” Digital Camera

by John Sullivan, *GSBUG*

If you're thinking of buying one of these, wait until after you read this column. This camera is the successor to the Sony Mavica that used to take pictures and save them onto a floppy disk. The new “Cd-Mavica” saves your pictures onto a CD, which obviously holds a lot more! Plus, it can record and save short videos with sound, that you can play back from the camera into a TV record to tape, or playback on your computer in your regular CD drive.

So far it all sounds wonderful.

I bought one for a couple of friends of mine who are hiking the Appalachian Trail (2000 miles from Georgia to Maine) and wanted to send me photos and videos from the Trail that I could put up on their website, (www.habitatlb.org/AThike). I researched all the different analog and digital cameras and camcorders that were on the market at the time, and only the CD Mavica had the right combination of storage, portability and price.

The camera actually uses a 3” CD disc, which is readily available from major computer chains, however not many people have ever seen one. They look like a regular CD, only smaller; and are often used to record short corporate videos, which people can hand out as digital business cards. Rather than a standard cardboard business card, people can record short presentations about their business onto the CD's, and supposedly you can play them back in any computer with a standard CD Rom drive. if you open the CD drive on your computer, you'll probably see the tray has a depression in the center; just large enough to hold a 3” CD disc!

These discs hold about 150 Megabytes, which is quite a bit more than the old floppy disc, which holds 1.44 MB. It will hold quite a few photos, depending on what size you record them at, plus a number of videos (which end up at about 5MB for 60 secs of video and sound).

The problem with the discs is that they just don't seem to sit right in the CD drives I have two drives, a newer Plextor 24x10x40 CD-RW, and an older 24x CD Rom, but neither one reads the little CD's reliably every time. You have to open the CD tray and relocate the disc a few times before the computer will recognize it. It just doesn't seem to center well in the tray. Sony even includes a plastic adapter collar which you snap around the outside of the 3” CD, which makes it fit into the regular 5” CD groove, but even that doesn't work all the time. I did, however; have good luck with the CD drive on my laptop, which has a center spindle which holds the CD perfectly centered in the drive.

I bought the camera because my friends could buy the blank CD's for a few bucks each, which is cheap enough that I don't have to send them back to them after I've downloaded all the photos; I just save them till they get back from their adventure. Most cameras nowadays use the Smart Media I Compact Flash type of cards, and under normal circumstances, I would have bought one of these instead.

Excerpted from the BUG Report of the Greater South Bay PC Users Group, August 2002.



Quick TipTime

by J. Nash, editor

Sometimes things go wrong without you knowing why. An example; after playing a game when you return to the normal desktop all the icons and text are huge. You can't reach the minimize button or scroll bars -everything is off screen. Right clicking the screen to try and reset the resolution doesn't work because you can't see the control tabs.

Solution: Go to start, shutdown and click on restart and then depress F8. This will let you restart in “Safe Mode”. Select Safe Mode from the list and restart.

Now you can reset the screen resolution, reboot and you are back to normal.



Your Old PC, Continued from Page 7

your old computer. (And discovering just how slow an old computer can be.)

I'll say it again: Don't bother.

My recommendation? If that neighbor or friend wants a PC, help them shop for a new one. If it's a parent, be a sport and buy them a brand new computer.

PC Recycling

Your other option is throw the PC in the virtual Dumpster by way of a local recycling center. If you do some digging, I'll bet you can find a local non-profit that does the dirty work examining and repairing PCs, and distributing them to needy school kids. You can find out more at the TechSoup's Recycled Hardware site: <http://snurl.com/recycle>

The PC Disposal site provides services for large companies needing to bury old systems (<http://snurl.com/dispose>) and Dell has a program that lets you trade in, sell, auction, or donate your PC (http://snurl.com/Dell_ex).

I bumped into an article that addresses many of these issues. PC World's Kirk Steers is a recycling expert. In the story, he explains how to decide whether a PC's worth upgrading, and how to recycle it when it reaches the end of the road. Read "What Should You Do With Your Old Computer?" at <http://snurl.com/whatnow>

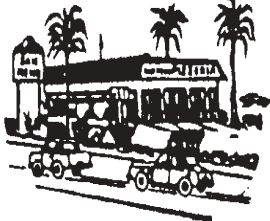
Listen, if you need me, I'll be in garage hunting down some old monochrome monitors.

Steve Bass is a Contributing Editor with PC World and runs the Pasadena IBM Users Group. He's also a founding member of APCUG. Check his Home Office columns at <http://snurl.com/homeoffice> and sign up for the Steve Bass online newsletter at <http://snurl.com/signup>.



ITALO AVOSSA Owners JOE ZARSKI

SAN REMO RESTAURANT



(321) 254-0655 www.geocities.com/sanremos/
1400 N. Harbor City Blvd.
Melbourne, FL 32935 Open 7 Days

Darlyne McGee's 242-2594

Silhouette...

Hair Design, Inc.
\$5.00 OFF
Any hair service - Sunday & Monday only!

Lake Washington Crossing

3068 Lake Washington Rd. Melbourne, FL 32935

Pkg's Plus

Your Holiday Pack and Ship Center

- UPS-FedEx-Airborne Express
- USPS 1st Class, Parcel Post, Priority Mail
- Holiday Greeting Cards - Gift Wrap
- Christmas CDs and Tapes
- MORE SHIPPING OPTIONS
- FULL WRAP & PACK SERVICE
- FRIENDLY SERVICE - LESS HASSLE

ENTER TO WIN A FREE PALM PILOT
(Purchase necessary. Drawing 1/18/02. See store for details.)

2002 Holiday Hours 2447 N. Wickham Rd. #138
Nov 29th to Dec 23rd Melbourne, FL 32935
M-F 8:00AM-8:00PM Phone: 321-757-6696
Sat 9:00AM-6:00PM E-Mail: office@pkgplus.com

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



WINDOWS REGISTRY DEMYSTIFIED

*Dale Oliver, President's Corner
NWAPCUG April 2002*

The Windows registry can be thought of as a repository of information relating to just about everything about your computer, including the operating system, installed software programs, user preferences and settings, file locations, drivers, hardware, etc. Virtually everything about how your system operates can be controlled through the registry. Registry settings can even cause your computer to run very slowly and inefficiently, or run very quickly and efficiently.

The Windows registry first appeared in Windows 3.1. It was much simpler then, consisted of a single file named REG.DAT, and had only a limited scope compared to the modern Windows registry. Windows 9x versions of registries touch virtually every detail of how the system operates, and are comprised of two files found in the \WINDOWS directory: SYSTEM.DAT and USER.DAT. Windows NT registries are spread over a number of files (called hives).

The registry can be easily modified, and is far less mysterious than the average user is lead to believe. If you are comfortable changing preferences in programs, such as setting the default font or file locations in your word processing program, for example, then you should feel comfortable changing the settings in the Windows registry.

Always follow this procedure when making changes to the registry:

1. Backup the registry first.
2. Make the desired changes to the registry.
3. Test the changes thoroughly.
4. Restore the registry if you notice any new or unexplainable problems.
5. Delete the old backup after a period of time (a week or two) of problem-free use.

How to easily backup the registry.

1. Click Start> Run (or press the Window key, then R).
2. Type "regedit" without the quotes and press Enter. -
3. Make sure My Computer is highlighted in the upper left of the registry tree window.

4. Click Registry> Export Registry File from the main menu.

5. Name the export file and click the Save button.

To easily restore the registry:

Double-click the desired registry backup file you saved using the above procedure.

This process is actually better than manually copying the registry files since the registry files are constantly open whenever Windows is running, so they must be copied from a DOS prompt after resetting their attributes from hidden, system or read-only prior to copying. Additionally, using Regedit allows you to select only the particular registry keys you want to export, which can be very handy if you only want to fiddle with limited parts of the registry, and not restore the entire registry contents to "undo" any changes you've made.

The items that appear as folders in the left pane of the Registry Editor window are known as "keys" and the contents of these keys are called "values." Much like the arrangement of folders that organize the files on your hard drive, registry keys can contain other keys as well as multiple values.

Unlike editing a document, changes made to the registry are immediate. You don't manually save the changes. They are instituted the moment you change something in the registry. There is also no "undo" feature in Regedit per se, so you will want to pay attention and not be sloppy if you decide to make changes to the registry. Remember, a current backup of the registry is important in case you goof something up and need to undo your changes. Windows automatically checks the registry and makes a backup of the existing one when you restart your computer. If the Registry Checker software notices a fairly significant problem, it automatically replaces the registry with the latest known good backup copy. Registry Checker does not, however, fix references to missing files or program. That requires aftermarket software such as FixIt, System Mechanic, and Norton System Works.

Microsoft used to offer a free utility named RegClean to do this, but they have since removed it from their download sites in an effort to "protect

Continued on page 11

Registry, continued from Page 10

users from themselves.” You can still find copies at various places around the Web, such as John Woram’s site <http://www.woram.com/utility.htm>. BEWARE, that RegClean does NOT work with all versions of Windows, namely newer versions such as XP and 2000. Instead of rebooting your computer to run Registry Checker, you can run it manually. Go to Start> Programs> Accessories> System Tools> System Information. From the System Information main menu, select Registry Checker.

The System Information software provides a powerful set of tools for looking at many of the inner workings of your system. For example, from the left pane, select Software Environment> Startup Programs to see all the things that run when your computer starts. And you wonder why it takes so long to boot up!

Another nice tool within the System Information Utility program is the system configuration manager. From the main menu, select Tools> System Configuration Utility. Notice that you can do neat things here like the Diagnostic Startup to help with troubleshooting problems when your computer boots up. Also notice the different tabs, including the Startup tab. This allows you to view everything that runs when windows boots up, and also lets you decide if a particular program should automatically run or not. This can be a powerful troubleshooting aid when you’re having problems with Windows booting up.

By default, registry backups created by the Registry Checker are stored in the `\Windows\Sysbckup\` folder. This is a “hidden” folder. By default, Windows keeps five separate copies of your registry here, using the names `RBOO1.CAB` through `RBOO5.CAB`. The oldest file indicated by the file’s *time and date stamp*, and not necessarily indicated by the filename’s sequential number is replaced by the latest backup. More advanced users can modify the `ScanReg.INI` file located in the `\Windows\` folder to configure a number of specific features relating to registry backups, including the number of backup registry copies to keep. You may want to refer to the article on CAB files at <http://pcgroup.nwark.com/vpres-a0.htm> to learn more about CAB files.

Simply browsing the contents of the registry

without making changes can be a very enlightening experience, and can help you understand a lot about how your system works. However, there are also many very helpful and powerful things you can do by making simple changes to the Windows registry settings.

For a simple example of how you can make Windows suit your needs, one of our club members complained about the scrolling single-column display of available programs in the Windows 98 start menu at a previous meeting. Don’t like the way it works? Change it! Go to the registry key:

`HKEY_LOCALMACHINE\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced` and add the following string value (right-click the Advanced folder, select New>String Value, type in:

`StartMenuScrollPrograms` then press Enter). Now rightclick the new entry and select Modify. Type false into the Value Data field. For those of you who like to run Tweak UI, you might find it interesting to know that this software is basically nothing more than a fancy registry editor.

For a very informative article on the Windows registry, written in plain English, read the article at:

<http://www.itp-journals.com/search/E1209.htm>; PC Pitstop www.pcpitstop.com and PC 911 www.pcnineoneone.com. These are good sites to help you learn more about your computer and run tests that will suggest ways to improve system performance and reliability.

Having chronic BSOD’s (Blue Screen Of Death) and other unexplained errors while using Windows 98? Check out: <http://www.pcnineoneone.com/tweaks/fixes/d.html#vxd>

WinGuides, www.winguides.com has good information about how to tune up your PC, tweak the registry to increase system performance and reliability, etc. An amazing site for information about tweaking the registry and various other parts of Windows to maximize your computer’s broadband (DSL/cable modem) connection performance can be found at <http://www.speedguide.net/>.

Happy tweaking



Your First Sale

Book excerpt: *Starting and Running Your Own PC Business*

By *Morris Rosenthal*

You've sold your first PC to your mother's friend Doris, and then find out that whether you order it assembled or in pieces, there's not going to be any profit because you included Windows XP in the price but forgot to add in the cost. This drives you to ignore the top two tiers of distribution and go straight to the small importers with the aggressive pricing. You know the stuff is good because it says so on the fax. By using PriceWatch.com and going with the most aggressive pricing for each part, you figure you can scrape out a fifty dollar profit. You order an ATX case, keyboard and mouse from one place; a motherboard, CPU, RAM, hard drive and OEM Windows XP from a second place; and a floppy drive, video adapter, CD-ROM, modem, monitor and soundcard from a third place. Even the guy on the other coast promises you'll have the stuff within a week.

The next day, the ATX case and power supply show up with the keyboard and mouse, and the UPS gal wants a check for \$80. "What's this?" you say. "The parts cost was \$71." The UPS gal explains that the shipping cost was \$5 and the COD tag allowing you to pay with a company check costs \$4. You pay and go back to your spreadsheet to see where this is heading. Three days later, the motherboard, CPU, hard drive and Windows show up from the middle of the country by Fed-X. You feel pretty good until you look at the invoice, which shows your credit card was billed for \$355. Wait a minute, the parts total was \$321. The bottom of the invoice shows a \$29 item for 2nd day shipping, and another \$5 for handling and insurance. You call the supplier, who reminds you that you wanted it by Thursday, and that he did tell you he was waiting for a shipment of RAM to arrive Tuesday morning. Well, at least you can give yourself credit that you bought the motherboard, CPU and RAM from a single vendor. Doing otherwise before you really know your vendors is pretty risky.

After assembling the parts that have arrived, you settle in to wait for the package from the other coast. It shows up after a week with a COD tag for exactly what you thought you were paying! Great! You pay, unpack the stuff to finish building your first PC and find the modem is missing. You read the invoice and see that the modem was "backordered" and the COD amount didn't include it. You run to the phone and call the vendor, who tells you, "Don't worry, it went out three days ago." "Call me next time before you backorder something on me," you yell at the voice. After you hang up, the voice says "Jerk." Three days later, the \$29 modem shows up with a COD tag for \$38. Hey, he did have to handle it separately, and the \$4 for the COD is a constant. It's not the modem you ordered, but at this point, Doris is calling every day (she pre-paid), so you swallow a total of \$81 (\$9 + \$34 + \$29 + \$9) in shipping, handling and insurance costs. You begin to see where ordering everything from one nearby vendor, preferably with net terms (non-COD) or a credit card, makes more sense than parting the thing out all over creation.

You put all the paperwork in a file folder labeled "Doris" and file it. This is really a critical step. Nobody will take defective stuff back without paperwork, unless you have a real good relationship and can get the salesman to look it up on their computer system for you. You finish putting the PC together, load Windows XP, and everything is great. You load all the driver CDs for the video, modem, and sound card (you forgot to include speakers in the price), and Windows XP now takes twice as long to boot. Par for the course. The monitor gives off an odor like burning plastic on an ocean breeze, but you figure that will clear up. You run Scan Disk a couple times, wonder what a 24 hour burn-in really means, and if you should spend a hundred dollars on some testing software. Unless you have money to burn, don't bother. Just leave the thing turned on over night and check that it still works in the morning. It's a decent test, and you're doing a lot more than most guys I've known.

Continued on Page 13

First Sale continued from page 12

You put the PC in the car, and drive it to the customer's home. If you were a mail-order business you could leave it on the doorstep, ring the doorbell and run, but you aren't. You take the PC out of the box and plug everything together. Your customer turns it on, the Microsoft flag appears, so you leave your homemade business card and go home relieved that you only lost around \$31 selling your first PC. You use a hobby knife to cut up the boxes that Doris didn't want and you put them out for recycling day. The foam peanuts you save, believing that eventually they'll come in handy- good luck. The next morning the phone rings, your first tech support call. Doris bought an inkjet printer at Staples (they had it cheaper than any price you could find) and it doesn't work - Staples tells her it sounds like a computer problem. You warn your mother's dearest and oldest friend that if it's not a computer problem, you'll have to charge her your \$50 field service rate, and she agrees. You arrive at her house, and immediately see that she's trying to use old typewriter paper in the printer and the paper isn't heavy enough for the feeder, producing all sorts of jams and "printer not ready or not connected" errors. Since you only spend two minutes in the house and it's such a silly problem, you can't bring yourself to charge her.

Being the clever sort, you cut a deal with your local Internet Service Provider (ISP) where they promise to pay you \$100 at the end of the year for each new customer you deliver to them. You call your customer, talk her out of going with AOL or Compuserve, which her son in Dallas has told her to get, and you drive out and create a dial-up-networking connection to her new ISP. You set her up with Internet Explorer and Outlook Express, spend two or three hours teaching her how to use e-mail and buy junk on E-Bay. Then you go home satisfied that you're now making the \$35 to \$50 an hour you always knew you were worth, even if you won't get it for twelve months.

Unfortunately, when her son visits for Christmas, he convinces her that she can save big bucks by

signing a multi-year deal with a national provider, and your \$100 miraculously vanishes. Adding insult to injury, the day after New Year's she calls you to say the modem isn't working anymore. On hearing that she has moved to AOL, you spend a half-hour on the phone angrily explaining that it's probably a software problem, and that you'll have to charge that elusive \$50 field rate if you come out. She agrees, and you show up to find that the modem really did die.

You go home, pull out the "Doris" folder, call the vendor, who gives you an RMA (Return Merchandise Authorization) number and tells you he'll ship a replacement. You breathe a sigh of relief that the vendor is still in business, since you haven't talked to him in three months, and then send off the modem. After a week, you call, and he explains that he has to ship it back to his supplier, but they turn stuff around really fast, and you should have the replacement within two weeks. You give up and call your local importer and buy another \$29 modem, paying with a credit card. It comes the next day and you install it. Doris is pretty upset at having been offline for a week, and suggests that maybe you've bitten off more than you can chew in "your little computer business." Two months later, her original modem arrives in a beat up package from some place you never heard of with a note saying they tested it fully and it worked for them. You put it in your own PC to test it and immediately smell smoke. Welcome to the PC business.

*Copyright © 2002 by Morris Rosenthal.
Reproduced with permission.*

Article reproduction coordinated by Steve Bass, Pasadena IBM Users Group.

Excerpted from: "Start Your Own Computer Business - The Unembellished Guide" by Morris Rosenthal.

<http://www.fonerbooks.com>,

ISBN 0-9723801-0-8 Paperback, 161 pages , \$14.95



Writing Inside and Out

By Steve Bass, Pasadena IBM Users Group

I have a comfy spot on both sides of the fence. I get the pleasure of writing for a magazine that's big enough for me not to worry that I'll say something dumb. PC World provide tons of background support—first, second, and technical editors, copy editors, fact checkers, and even attorneys.

At the other end of the spectrum are user group newsletters. Writing in PIBMUG is more freewheeling. I can write about any topic, something that strikes me on the spur of the moment. (PCW wants a four month stack of story topics.) And unlike PC World, I don't have anyone watching my language, fretting over (and often removing) my voice, and roping me into a set amount of space. PC World's Home Office column is roughly 650 words, less the "Where to Buy," the spot where I supply details so the reader can get in touch with the companies I write about.

The 650 limit is a killer. If you do any writing, you know it's more difficult to write short, especially if you have to cram in humor, content, product justification and examples, one or two links, and the essential takeaway. The rule—and you'll see this in practically all computing magazines—is giving the reader something to do after finishing the column. I got lucky when they asked me to do the Home Office online version. All the leftover material from the print edition—and there's always plenty—found a new home.

One other thing you might take for granted in a user group newsletter is the size of the article. When I put the Prompt together, I choose from countless articles, worrying about content but not size. For instance, you'll find "The Plain Truth about Casual Software Piracy" on page six. It's long but compelling reading, and something you'd never see in a commercial magazine.

Many of you don't enjoy writing, yet need to do it for work. So I thought I'd supply a few tips, things that will help make you sound better in letters, e-mail, and reports. (BTW, you're right—this is the takeaway...)

**** Talk into print:** When I write, I try to take what I imagine I'd say to you and put it into words. I do it by quickly typing what I think, trying not to filter anything. (Filtering—or editing—comes later when I look over what I wrote.)

**** Write like you talk:** You've probably noticed that I use lots of contractions—for instance, you'll, we've, let's. It's pretty casual and the way I speak. My guess is many of you do the same. I can visualize Joe Bohannon saying, "well, sure, but I'm not going to do that." And that's the point—that's exactly how he sounds and it'd sound ideal in print. Get the idea?

**** Write short sentences.** I think readers have an easier time digesting short chunks of info. They'll also be more inclined to read—and understand—what you say. If you can't do it, write longer sentences and later, when you review your work, divide the long sentences into two or three short ones.

**** Write short paragraphs:** They're the toughest thing for me to plow through. One trick is to stop every five, six, or seven sentences, take a breath, and start another paragraph.

**** Be active:** For the longest time I couldn't figure out passive from active voice. Once I had it, writing became easier. If no one's taking responsibility, it's passive. "Mistakes were made" is passive. "We all made a few mistakes," is an active voice. It's almost impossible to write in the passive voice if you follow the next bullet.

**** Stay first:** I write from the first person. It's always my viewpoint (yeah, I know, it's always about me). And that's the tone you oughta consider using. The reason is I can visualize you when I write and you can see me while you're reading. §

Steve Bass is a Contributing Editor with PC World and runs the Pasadena IBM Users Group. He's also a founding member of APCUG. Check PCW's current edition at www.pcworld.com/resource/toc/index.asp and sign up for the Steve Bass online newsletter at www.pcworld.com/bass_letter.



Special Interest Groups

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.

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

	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

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.

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.

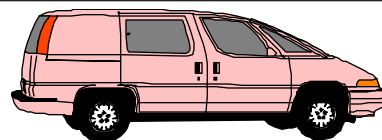


Membership

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
Frank C. Miller 729-9589 Graphics
Al Buchanan 728-2789 Works 6.0
Bob Staples 255-2623 Win95/98
Frank C. Miller 729-9589 Win 95
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

BUG Officers

President:

George Rymer 724-6715
grymer@cfl.rr.com

Vice President

Larry Wood 783-0530
weed87@cfl.rr.com

Treasurer:

Ted Glaser 777-4591
tedjokes@worldnet.att.net

Secretary:

Mary Alice Grant 253-5666
mgrant@pciol.net

1st Member at Large:

LaVerne Schamberg 242-0454

2nd Member at Large:

Charles Principato 723-5962

Committee Chairperson

Beginners Help:

Oscar Litke 409-8002
ozk1joy@wmconnect.com

FACUG Representative:

Bill Ranck 676-7908

Program Director:

Larry Wood 783-0530

BUG Web Page:

<http://bugclub.org>

Special Interest Groups

Beginners' SIG:

Oscar Litke 409-8002

Hardware (Tinkers) SIG:

Bob Schmidt 952-0199
rschmidt@palmnet.net

Newsletter Publishing SIG:

Jack Nash 253-2793
jhnash@pciol.net

Win 95/98 SIG:

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

Webmaster:

Eric Arnold

webmaster@bugclub.org

Brevard Users' Group

Incorporated

P. O. Box 2456

Melbourne, FL 32902-2456

PRESORTED STANDARD

U. S. Postage

PAID

Melbourne, FL

Permit No. 102

Your membership expires on the date indicated in the upper left of your address label (YYMM). Please allow six weeks for processing the renewal.