HARDCOPY
Slo Bytes

What's New

By Bob Ward

OUR FAVORITE MONTH is coming up. Santa is busy at the North Pole along with his elves briskly making fun stuff to give away at our next meeting. This includes some great software. No, No, Santa is not a software pirate. This stuff comes with the correct slip covers, documentation and boxes. It might not be the latest version, but newest is not always best. A little lecture is appropriate here when it comes to software. Never, if possible, delete the old version when making an upgrade to something reported newer and better. More than once I've jumped back to the earlier version (OK, so I still use PC-Write (1988) as an editor for the newsletter columns) after finding the latter gave me bells and whistles I would never use, changed keystrokes I've learned over the past 15 years, or sez, "can't run this version turkey, you need more RAM". (Thought I'd throw in the turkey for thanksgiving.) At least make a tape backup of your system. You might need to retreat.

Some of you are preparing for Comdex. That's the highly touted, computer show in Las Vegas that is getting more expensive to attend each year. Hotels more than triple their fees, some being so bold to require a 5 night minimum. "I just wanted to rent the room, not buy it!" Next on the agenda will be the Comdex food menus (I wonder why they haven't thought of that already). A special menu with a built in calculator that only multiplies dinner prices X 4. Shizam, I should get a job with the

CorelXara!
A Pretty Name for an Elegant Program

By Teri A. Sorgatz, Computing Assistance, Shasta, CA

I GUESS COREL CORPORATION took the old adage "If you can't beat 'um, join 'um!" to heart when it licensed Xara from Xara Ltd. Smart move, Corel.

This program is **fast, intuitive, and capable.** So capable, in fact, *that Publish Magazine* (December, 1996) selected Xara for its "Top Products of the Year" list stating: "Xara goes beyond the competition in handling bitmap images, blurring the distinction between illustration and image-editing software."

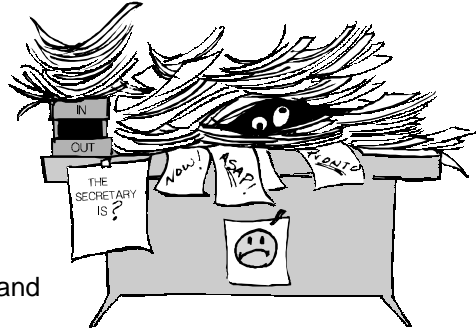Xara features 32-bit speed and performance on any 486 or higher PC with a minimum of 8Mb of RAM;

In This Issue…

He Shred, She Shred
In Search Of
The Paperless Office
By Bob Hunt

AN UNCLUTTERED DESK OR OFFICE APPEARS very efficient, and may be, but it usually is not a very busy one. There are some who can keep their work area neat and organized while maintaining a high level of productivity, but only where there is a certain stability in the work load.

Most small businesses, as well as many larger ones, operate in a "feast or famine" - "when it rains, it pours" situation where the ebb and flow of work alternates between near overload to periods of utter standstill. Paper filing can get pretty sloppy during the blizzard, often postponed until a lull, but it's most likely during the storm that the document you need is in those piles which haven't been filed.

Paper filing is a dull, repetitive job customarily delegated to the least capable, the flunky in a large office, and the boss in the small office, a guarantee that errors will be introduced into that system. Retrieval of data from paper filing systems is tedious, and laborious and once retrieved, additional processing or relaying that data is cumbersome.

SHREDDER IS BETTER

Electronic filing can be refined to a mostly automatic process. Vast amounts of information is stored in a very compact form. Data stored in one place can be accessed in a variety of methods, from one place or many, individually or simultaneously. But the speed and efficiency of retrieval of that information when it's needed is the real payoff.

The options available for the delivery and further manipulation of the retrieved data is an ever expanding science in itself. Information in electronic form can be searched, sorted, and shuffled, filtered, formatted, or even translated. Pictures, drawings, diagrams, and numbers can be combined, calculated, crunched, bunched, scrunched, and then displayed or printed to a multitude of devices, in your choice of colors, fonts, and sizes.

Eventually however, the information must somehow be digested by humans and the best medium for that is the printed page. Paper! Try doing all your reading off the Cathode Ray Tube or the Active Matrix Liquid Crystal Display. You go bleary-eyed and reading capacity diminishes quite rapidly.

SMOOTH SHREDDING

So we love our paper, but if we really want to approach peak efficiency we must begin shredding the printed page as fast as we produce it. That's right, receive it, read it, relay it, then shred it immediately! Assuming it comes to us in some electronic form, it is easily filed away electronically for effortless retrieval if needed again. If it is not already in electronic form, then scan it, file away the bits and shred the original.

Oh, I hear the objections and they are mostly valid for the present. For instance, neither magnetic nor optical storage media are yet accepted by the courts as legal archives. However, there are answers to every electronic transmigration issue. Power outages can strand you from your data temporarily, but an answer to that is provided by the very old technology of battery powered uninterruptable power supplies and generators.

Library News
By Bob Ward, Secretary

I JUST COULDN'T HELP MYSELF this month. Consider it a present to myself. Two whole disks full of DOS utilities. Yes they still make them, the question is what type of "DOS" do you have anymore. In all fairness you will find some Windows disks as well.

#701 DOS PROGRAMS:

WASTED17—this utility will report the amount of space being wasted due to large cluster sizes.

MT200—Move to is an enhancement of the CD command.

MTDOS13 <ASP>—promote and encourage musical study using a graphically oriented environment.

DATES610—Warns you in advance when an even is coming up.

DIRTO610—prepares report showing files in subdirectory or dirve. Directory lister and totaller.

FILL610—intelligent program that moves files from hard disk to floppys.

JCBENCH4—CPU, Video, HDD bench mark tests.

#702 WIN '95 PROGRAMS:

WEB95S40—WebPen HTML editor and authoring tool.

XWDWIN24—Crossdown: solve & make professional crossword puzzles.

#703 DOS PROGRAMS:

MOON300—Show phases of the moon from 9999 bc to 9999 ad.

ONLINE29—The Online World resources handbook v2.9.

#704 SCREEN SAVERS FOR WINDOWS:

QUOTSV20—Motivational quote screen saver.

SCRNPX20—JPG/image screen saver w/ 100 transitions.

SLSHW311—multimedia slide show screen saver.

Other programs to check out which are too big to fit on floppy disks:

www.simtel.net/pub/simtelnet/win3/scrsave/ wwplanes.zip (1.6M) WWII war planes screen saver.

www.simtel.net/pub/simtelnet/win95/html/ coffee33—HTML editor with animated GIFs & Javascript.

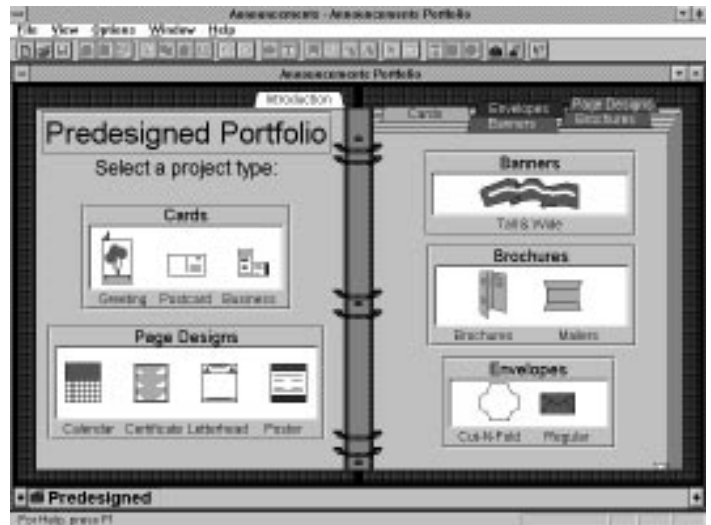# I've Got an Announcement about Announcements 4.1

By Bob Ward

I'VE GOT ANNOUNCEMENT! YES, I REALLY DO... it comes on a CD ROM and is from Parson's Technology. I've seen Printshop, Printmaster, Stationary Store, and more. Announcements presents a clean, easy to understand opening screen where documentation is not a necessity. The first thing you see is a 3 ring binder with thumb tabs across the top of the dividers. Choose from Brochures, banners, cards, envelopes or go right to your own custom page design. If you are not of the artistic nature, try selecting a layout from their pre-designed portfolio. It makes business cards, post cards, greeting cards. Or maybe you need a calendar, fancy certificate or a poster. Remember the banner programs? It will do that too. Like Stationary store, if you are into origami, you can cut and fold custom envelopes.

Business cards are a snap. Import graphics from a variety of formats, size them, add text using any Windows font and you have a business. It will print one business card on a sheet of paper that you can cut out, or buy business card stock with clean perf and print 10 cards to a page.

Calendars can be as simple or complicated as you want. Add tons of graphics to a single month and have no room for reminders or keep is very plain without any graphics. You can do either. If you have the same things coming up periodically on a calendar, you can hit the duplicate selection. It will duplicate text or graphics or both at the same time. Holding down the shift key allows the user to select multiple images and text.

Announcements comes with a multitude of graphics for any occasion. You can preview the graphics which are conveniently categorized under recognizable subdirectories. Choose from 11 different formats or import your own graphics. Once you have moved them into your project, they can be modified under the tools menu. Add a little

blur, mosaic, or embossing. You can lighten or darken the image as well. Flip it upside down or sideways if you wish. You can't spel? No problem, it comes with a built-in spelling checker. To give Announcements the personal touch, mail-merge any database; names, addresses for envelopes or "Dear Your-name-here" for a personal note.

Before Word 6.0 Wizards, it was almost impossible to create trifold or fanfold brochures. Announcements makes it easy. Don't try and figure out where you are putting the text. A navigator pops up on the screen and tells you exactly on what face your are working. Front, outside center, outside left along with accompanying pictures makes it easy, even for me, to make a trifold brochure.

Announcement's layout includes a button bar across the top of the working screen. No need to try and understand what all those little icons mean. Place the cursor on an icon and a yellow flyout tells you what the icon represents.

Announcements provides a quick and easy way to personalize any occasion. It doesn't try and provide you with every bell and whistle invented by mankind, but does have enough power to satisfy all but the most sophisticated desktop publisher [except Teri].

Bob's Favorite Internet Sites
How to find things is the name of the game

HOW ABOUT AN ALL-IN-ONE SEARCH which encompasses a large number of engines? Because the URL is so long, I'll just tell you how to get there. First get into Yahoo at **www.yahoo.com**. At the bottom of the page click on "more". In the second paragraph you will find a listing all-in-one search engine. Click on that to get there.
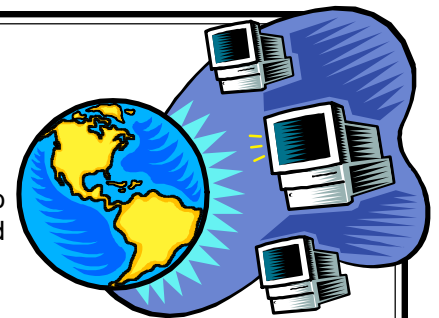
www.comedybreak.com/quotes/
   Well even though the elections are over, some of their famous quotes will linger on beyond their lifetime. Check out these quotes.

www.readersdigest.com/
   Some of their better known monthly articles can be found here.

www.stupidquest.com/
   Ask a stupid question and expect a stupid answer. It's different.

Restarting Windows Involves Gotchas Aplenty

By Stephen Manes

RE- Start

"CATCH 95," THE PRETZEL LOGIC that occasionally trips up users of America's best selling operating system, continues to blossom in unexpected ways. One of the least amusing involves the question of what may happen if your hard drive or Windows 95 itself fails catastrophically.

Even the fastidious are not immune. Make the admittedly unlikely assumption that you have dutifully backed up your hard drive with a backup utility for Windows 95. When your machine goes down for the count, you congratulate yourself on your foresight and thoroughness.

But then you recognize one teensy problem: Since the backup software runs from Windows 95, you will need to reinstall the operating system and the backup software before you can begin restoring your backup files.

No problem. Your childhood years as a Scout have paid off: you are prepared. The Windows 95 CD-ROM and the disks for your backup program are at your fingertips. Better still, you have the "Startup Disk" you made months ago when Windows 95 prompted you for a floppy and informed you that "if you have trouble starting Windows, you can use a start-up disk to start your computer, run diagnostic program, and fix any problems." You are confident that you will prevail.

Or will you? When you boot your machine with the Startup Disk, you discover another problem: The machine will not recognize the CD-ROM drive from which you installed Windows 95. Catch 95 strikes again!

First some good news: Many manufacturers supply or prompt you to make an emergency boot disk that really works in emergencies, often in conjunction with a CD-ROM that comes with the computer. An increasing number, including IBM and Compaq, sell models that can be started and resurrected directly from special CD-ROMs.

Many new computers ask you to supply 30 floppy disks and make your own backup of Windows 95 or order a set for about $50. Do not fail to do one or the other: restoration from floppies will be tedious, but it should get the computer running again from a standing start. Be sure you also make backup copies of essential driver files; the Windows 95 reinstallation may not include them. Some computers come with utilities that do the copying for you.

But particularly on systems that have been upgraded from CD-ROMs, the Startup Disk is likely to be incomplete. Windows 95 newcomers may be pardoned for not realizing what is missing from the Startup floppy, but grizzled veterans of DOS and Windows may figure it out.

First comes a file called MSCDEX.EXE typically found in the /WINDOWS/COMMAND folder. Next is a file known as the CD-ROM "real mode device driver," which may be called almost anything with a .SYS extension and found almost anywhere on your hard drive. (Mine is NECIDE.SYS.) Then you need two startup text files from the darkest days of DOS that may or may not exist in the root directory of the drive from which you boot your Windows 95 machine: AUTOEXEC.BAT and CONFIG.SYS. Finally, you need one line in each file to make the software in the proper way.

If you still have a DOS disk with this stuff on it, you can use it instead of your Startup Disk to boot your machine and reinstall Windows 95 from there. If not, and you happen to have an old DOS directory hanging around and understand extremely arcane and unforgiving command syntax, the old DOS help facility may

chamber of commerce. I've begged off Comdex the past two years but plan attend next year if I can float a home equity loan. I wonder if there are any parks in LV that allow overnight camping. I tried Circus Circus once but got thrown out for driving tent stakes in their asphalt. If I'm lucky I might get the same room at Motel 6. After 3 days you get used to the green picture on TV.

If I got it right, we gave you a look at our present nominations (dictatorship) for this coming year. We will open nominations from the floor and then vote in new, used, and abused officers for 1997. What's our platform? We never inhaled, and that Jennifer person is really a computer virus that McAfee's can't seem to remove from our computers. Bill promises not to raise the dues if you vote for him. He might give the middle class members (those with 486 computers) a break next year. And we'll do our best to balance the SLO Bytes budget. We'll purchase a copy of Quicken rather than use that bogus copy that is missing the check register! Now with a platform like that how could you not help but love us?

Our SIG's will proceed as usual this month. George will remain in Fisher 286, fielding every strange and wonderful question you can conjure. Bob Hunt is still hanging out in Fisher 287 answering all your questions about Windows and DOS. Me? Oh, I just wander around in a daze trying to look important :-)

Twice a year we haul our computer hardware and software into the meeting to sell, barter or trade. This is the month folks. Some people even try to sell some of that great software they might have won at one of the meetings. There's some shrewd sellers out there, buyers alike. It's a fun time when you can clean out your computer closet and go back home with a new pile of things to stock on the shelves. I'm sure some things have been owned by at least half the SLO

XARA!
Continued from page 1

Win31, Win95, or NT; and a CD. The screen re-draws in this program are **blazing fast** with precision editing enhanced by an internal accuracy of 72,000 dpi and zooming up to 25,000 percent!

SPEED AND POWER TO SPARE…AND SOME COOL TOOLS TOO!

Xara interface is simple and uncluttered with logical toolbars and intuitive context-sensitive controls. It offers the usual sort of vector illustration tools, such as:

- bezier and freehand curve drawing tools
- rectangle, ellipse and polygon tools
- fill and line tools
- object shape editing tool
- text tool
- view tool

…and ones you won't usually see in other packages:

- enveloping tool
- blend tool
- transparency tool

These additions to the toolbar make creating graduated fills, object blends, and graduated transparencies of vector or bitmap objects a snap—no more fishing through nested dialog boxes, executing complex key sequences, or creating complex overlays to get these effects.

Xara can handle much of the bitmap editing chores of a full-blown editing program (Corel Photo-Paint) such as sharpening, blurring, adjusting brightness and contrast, changing color depth, and resizing. (Unfortunately it does not support Twain compliant scanning.) It even includes 25 special effect filters that can be applied to bitmaps, and a bitmap tracer.

LOTS OF STUFF FOR THE "CLIPART COWBOY"

Xara manages clipart (10,000+), photos (500+), textures (250) and TrueType fonts (500) from the CD with the aid of searchable Galleries of full color thumbnails. Access is as simple as a click of a button. Drag and drop is fully implemented for clipart; fonts; texture; and solid, fractal, bitmap, or graduated fills. Simply drag a color swatch from the color bar or a texture from the Fill Gallery on top of an object and drop it! This even works on complex objects such as blends.

The speed of Xara is what is most exceptional, even in multi-layered (unlimited) and highly detailed drawings—and even on a 486 PC! The secret is in how Xara handles memory. Xara's real-time anti-aliasing and advanced dithering features create smooth photo-realistic images, stepless fills, and sharp text objects.

NOW SHOWING IN YOUR FAVORITE DTP PROGRAM

Xara supports 21 import formats and 15 export formats making it easy to use with most other graphics or layout programs. (Will we see them supporting Xara's native .XAR format soon, I hope?)

Corel Corp. has positioned Xara as a Web accessory. Although I agree that Xara proves to be exceptionally well suited for this task, I think that it

New Members

WELCOME to our new members. We hope to be of service to your computer needs. Don't forget the SIG's that start at 1:00pm before the general meeting.

Linda Amick	**543-1632**
Anita Hampton	**528-3564**
Charles Shearon	**227-4768**
Douglas Voll	**584-8724**
Ramon Weber	**481-5500**

might just be the best all-around graphics solution for computer graphics neophytes and the budget-conscious.

Xara's manual/clipart reference/typeface reference is very complete and there is an excellent set of multimedia tutorial help files to shorten the learning curve.

The street price of CorelXara is an affordable $189. I have seen it on "special" as cheap as $99. (Tiger Software November Special 1-800-955-3313. Call to ask if they have extended this price.)

Graphics experts will find Xara's superior handling of transparencies and fills reason enough to add this elegant graphics solution to their existing set of software tools.

CorelXARA!
Corel Corporation
1600 Carling Ave, Ottawa, ON K1Z 8R7
800-772-6735

WHAT'S NEW

Bytes members.

The main meeting will be our giant give-a-way of software, hardware, and a lot of little weird stuff that you have no use for. Come early, all seats will be filled with standing room only in the back. Why would someone come to the meeting just to win a $3 whatshacallit and stay home when we have a great speaker? I dunna know, but it will happen. Remember, your membership must be present to be in George's picket program. Also bring copies of your favorite cookie recipe. No, that's not paper copies, food copies. You bring 'em, we'll eat them. Please no receipts with raw apple juice, or organic greens.

Things are still a bit slow in finding speakers for next year. Lynn Boisen has February nailed down with MidiScan and promises to give us someone for January and March as well. Thanks Lynn for taking that problem off our backs for the time being. If you have a software company you would like to see at our meeting, let us know. Just saying, "I would like to see a desktop publishing package" won't do it. We need product name, company name and an address and telephone number. Then we'll go about contacting them. Yes, we will be digressing from the Internet a bit. Some of you have no interest in it so we'll try and fill your needs as well.

Oh, how I've tried to get you people to find September's SLO Bytes challenge on the Internet. Where's Waldo? One individual ran his Compuserve account dry looking for Waldo. Remember Waldo hides and isn't found with any of your typical search engines. The location of Waldo will be revealed at our next meeting. I can hear the groans already. By the 15th of this month I'm pulling Waldo, and introducing a new Challenge. I want to give those shirts away before the moths have their way with them. Update: Waldo was never discovered, but the new Challenge was won in two days. Congratulations to Stephen Doerr from Los Osos. Look for another Challenge December 1st.

Our newsletters are archived with Acrobat Distiller into a PDF format which can be read with Adobe Acrobat's FREE Reader. I took a couple 2 hour classes and learned a few tricks to make reading the newsletter on screen a little easier. I thought I might show you the reader and how it works in a SIG this coming January. I'll open Fisher 289 for those who are interested. The latest reader can be downloaded directly from Adobe's Home Page at www.adobe.com or purchased from our friendly treasurer, Bill Mac Namare. Don't let him kid you, copied disks are only $1.00, and membership is still only $25. Don't let him fleece you for anymore. PDF formats are cross compliant meaning you will see the same formatting as the HardCopy on both PC's and Macintosh's. Ya know, that apple thingy!

I just received word that our Vice President, George Henderson is in ICU. George has had bouts with illness over the past years. He's always been proud of his perfect attendance record with SLO Bytes. He practically walked out of the hospital last time right to the meeting. We will keep him in our thoughts and wish him a speedy recovery.

I think I'll save the rest of my diatribe for a review this month. Besides the finger I tried jamming up to my elbow as I caught myself falling on a puddle of water in the lab, is slowly turning into an immovable "claw" that says "ouch" every time I hit the ., L or O(uch).

HE SHRED, SHE SHRED

WAS IT SOMETHING I SHRED?

Many of us are still nervous about important data that may exist only in an unseen electronic form. We still want to see visually or physically touch our documents for reassurance that they do indeed still exist. What if the equipment deteriorates, degenerates, detonates, dies or disappears? Considering the assemblage of mechanisms and methodologies available for data backup and fault tolerance, there is absolutely no excuse for any loss of information from mechanical failure.

The knee-jerk response from most people is about the waste of the paper itself. What false economy! Paper is recyclable while each hour of your life spent shuffling through paper is gone forever.

BETTER SHRED THAN DEAD

The potential for human life hours saved outweighs the cost of trees consumed.

A prime example of waste in the attempt to save paper is the case with the old dot matrix printer. Very few pin-fed printers can align the top of page at the print head without an extra page above held under the bale. To preserve the printers' top-of-page alignment, a form feed must be used to tear off a print job, thus one sheet of paper is wasted for each job. Many users find this waste unacceptable and try to save it by jacking the paper up and down with the platen knob to tear off and realign. To save that one blank sheet, they will suffer with paper jams, inconsistent margins on succeeding documents, and eventually *increased* waste of not only paper, but also ink, printer wear, and their own or someone else's time reprinting and fumbling with that knob.

SHRED THAT LOAD

The Paperless Office utopia is probably not attainable, but it is approachable. We can be more efficient and the office can be orderly if we can just compel ourselves to *shred*.

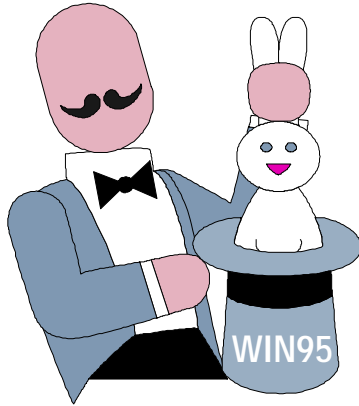Shred your way to that Paperless Office!

RESTART
Continued from page 4

help you figure out what you need to do to make your Startup Disk genuinely useful. Unfortunately, DOS help has disappeared from Windows 95 itself, so if you have erased the old version, a call to your computer maker's technical support line or Microsoft's may be in order.

Do not depend on Windows 95 program called the Emergency Recovery Utility. According to the text file that accompanies it, "Microsoft recommends that you use the utility to create a backup each time you make any significant system changes, such as adding new hardware or software." On the CD-ROM it is buried in the folder /OTHER/MISC/ERU, presumably because it is not much help except in minor emergencies, and maybe not even then.

The program is supposed to copy important system configuration files from Windows 95 to a floppy disk or elsewhere and restore some settings in some cases, but Microsoft's Web site (http://www.microsoft.com/) admits that it does not always work correctly Still, the "emergency" disk may be of some use as a reference if you have to start over.

If you upgraded your machine to Windows 95 from an earlier version, be prepared for yet another surprise. Sometime during the installation process, the program will insist upon seeing a disk from your old edition of Windows before proceeding.

Additional gotchas arise in special situations. The problem is potentially more acute, for example, if you have upgraded a laptop computer by using a CD-ROM drive that connects to a PC card slot. If the system needs to be restored from CD, the real-mode device drivers for both the card and the CD-ROM will need to reside on the emergency disk and be mentioned properly in the CONFIG.SYS file.

And once you get all this done, you have the painstaking job of reinstalling all your applications and data, either from scratch or from backups that you hope the backup hardware and software can restore. Beyond merely bringing back Windows 95, what is really needed is a foolproof method of restoring the state of one's machine quickly and simply. Ease of use is certainly a very nice thing, but when your machine dies, what you really long for is ease of reuse.

Little Known Undocumented Facts About Disk Care

Reprinted from the Tampa Bay Computer Society - Bits & Bytes, November 1995.

NEVER LEAVE DISKETTES IN THE DRIVE, as the data can leak out of the disk and corrode the inner mechanics of the drive. Do not fold diskettes unless they do not fit into the drive.

"BIG" DISKETTES MAY BE FOLDED AND USED IN "LITTLE" DRIVES. You can cut a 5" diskette down to 3" to save money.

NEVER INSERT A DISKETTE INTO THE DRIVE UPSIDE DOWN. The data can fall off the surface of the diskette and jam the intricate mechanics of the drive.

DISKETTES SHOULD BE CLEANED AND WAXED ONCE A WEEK. Microscopic metal particles may be removed by waving a powerful magnet over the surface of the disk. Any stubborn metal shavings can be removed with scouring powder and steel wool. When waxing a diskette, make sure the surface is even. This will allow the diskette to spin faster, resulting in better access time.

DISKETTES CANNOT BE BACKED UP BY RUNNING THEM THROUGH A PHOTOCOPY MACHINE. If your data is going to need to be backed up, simply insert two diskettes into your drive.

WHENEVER YOU UPDATE A DOCUMENT, THE DATA WILL BE WRITTEN ONTO BOTH DISKS. A handy tip for more legible backup copies: Keep a container of iron filings at your desk.

WHEN YOU NEED TO MAKE TWO COPIES, SPRINKLE IRON FILINGS LIBERALLY between the diskettes before inserting them into the drive.

DISKETTES SHOULD NOT BE REMOVED OR INSERTED FROM THE DRIVE WHILE THE RED LIGHT IS ON OR FLASHING. Doing so could result in smeared or possible unreadable text. Occasionally, the red light remains flashing in what is known as a "hung" or "hooked" state. If your system is hooking, you will probably need to insert a few coins before being allowed to access the slot.

IF YOUR DISKETTE IS FULL AND NEEDS MORE STORAGE SPACE, REMOVE THE DISK FROM THE DRIVE AND SHAKE IT vigorously for two minutes. This will pack the date enough (data compression) to allow for more storage. Be sure to cover all openings with scotch tape to prevent loss of data.

DATA ACCESS TIME MAY BE GREATLY IMPROVED BY CUTTING MORE HOLES IN THE DISKETTE JACKET. This will provide more simultaneous access points to the disks.

PERIODICALLY SPRAY DISKETTES WITH INSECTICIDE to prevent system bugs for spreading.

IF YOU DOWNLOAD FILES FROM A BULLETIN BOARD BE SURE YOU SAVE THEM TO YOUR FLOPPY DISK DURING THE DOWNLOAD PROCEDURE. After the files are transferred, and before you use them, dip the diskettes in alcohol for at least five minutes. This will destroy and viruses that may have been picked up when you were downloading.

IF YOU NEED TO COPY A BUNCH OF FILES TO A DISKETTE AND YOU GET THE MESSAGE "DISK FULL, NO FILE SPACE" this means that there isn't enough room on the disk for them. To solve the problem, place the disk on a hard surface and pound it flatter with a hammer. This will increase the density (high density) of the disk to that more files can be placed on it.

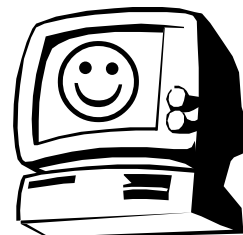**IF YOU ARE WORKING WITH AN OLDER SYSTEM WITH A SMALL HARD DRIVE OF 200 MB OR LESS,** you can increase the storage capacity of the drive by compressing the disk. You may have heard the term "Doublespace" which used software to perform the operation. To save some money, just take the hard drive out of the machine and carefully measure the thickness of the case. If it measures one inch thick, place it in a vise and compress it until it is one-half inch thick. You will then have a disk capable of holding 500 MB.

IF YOU REALLY NEED MORE HARD DISK SPACE, FROM THE SAME HARD DISK, YOU CAN COMPRESS THE DRIVE TO ONE QUARTER OF AN INCH by using the vise. Although you would expect to get 800 MB of storage as the disk is compressed four times as much, this will not be the case. You will only gain an additional 200 MB. The disk saves some room for formatting, and you will find the disk yields only 600 MB with super-high form compression. (CAUTION: Be Sure to defragment your drive before booting! Any loose fragments may be swept away without further impairing your hard drive's enhanced performance).

THERE IS A NEW FORM OF DISKETTE ON THE MARKET- REFERRED TO AS CD'S (COMPRESSED DISKS). THESE ARE REALLY THE DISKS THAT WERE PREVIOUSLY IN HARD DRIVE CASES. Care should be taken when handling these disks and without the case, data can float off of them. Keep them in little plastic boxes to keep data attached.

IF YOUR CD'S BECOME SOILED, THEY CAN BE WASHED WITH MILD SOAP AND WATER. The advantage to using CD disks is that they are so smooth, viruses can't hang on them.

AND DON'T FORGET TO START YOUR COMPUTER BY TURNING THE KEY FARTHEST TO THE RIGHT…

Club Information

HARDCOPY is a monthly publication of SLO BYTES PC User's Group located in San Luis Obispo, California. Information in this Newsletter is derived from both our own membership and other PC User Group Newsletters. The purpose of this publication is to inform our members of meetings and provide information related to the use of IBM PC's and compatible computers.

MEMBERSHIP: Dues are $25 per year. Newsletter only is $16 per year. Full membership entitles you to our monthly newsletter, full use of the public domain software library and discounts at local computer stores.

ARTICLE SUBMISSION: Deadline for submission of articles is the 15th of each month. Articles should be provided in ASCII format without any type of formatting from your wordprocessor including tabs, indents, extra spaces, or highlighting. We prefer articles on disk but will accept hardcopies if necessary.

DISCLAIMER: Neither SLO BYTES PC User's Group, its officers, editors, or contributors to this newsletter assume liability for damages arising out of this publication of any article, including but not limited to the listing of programming code, batch files and other helpful hints.

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Direct all correspondence and newsletter submissions to:

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Meeting Times

GENERAL MEETINGS are held the 1st Sunday of every month, unless noted otherwise in the newsletter calendar, at 2:45 pm in the Cal Poly University Biology Department, Fisher Hall 286.

SPECIAL INTEREST GROUPS (SIGS) meet at 1:00 to 2:30 pm.

GENERAL INFO SIG / INTERNET SIG:
FISHER HALL 286

WIN95 SIG / BEGINNERS SIG:
FISHER HALL 287

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www.thegrid.net/slobytes/home.html

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