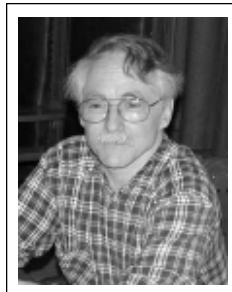


General Meeting
by Bill Avery

This is a test
What Program will make you productive on the very first try ?
Answer:
gobe Productive!
The second half of our April,



2002 meeting was given to a presentation by Dave Johnson, Vice President of Marketing, for Gobe Software, Inc. of Portland, Oregon (www.gobe.com). In fact I am trying out their product on this column as a MS Word mimic document, to see if it will perform as promised during the demo, and in their hand-out.

So far, I am pleased to report only one small problem, with the "Send" function on the File menu, which seems not to work with the MAPI on my Netscape Communicator / Messenger 4.79 mail setup. The default mail program appears to be Outlook Express, only.

I like the tone of the presentation, which chose Times New Roman, 12 point as a default font, and displays the typing within a outline box, so you can see just how much text is going to be placed on a page. Spelling mistakes are underlined in red, and easily corrected as you go along or at the end of your session. A new word may be added to the default dictionary with a right click, drop-down menu, and is temporarily block-highlighted after you edit it, so that you can find it again easily.

CONTINUED ON PAGE 2

First SIG
by Alan Raul

Our April meeting started out with a Microsoft PowerPoint 2002 presentation on Microsoft Windows XP trivia. Microsoft PowerPoint 2002 is part of the Office XP suite of programs. Some of the facts were meant to be funny while others were serious and showed the depth of testing Microsoft and their beta testers performed before releasing their latest operating system. Just some of the trivia facts presented were:

- * There were 1.6 million test cases for the "System Restore" feature.
- * Windows XP supports 12,000 devices out of the box.
- * There were 43,114,143 Direct 3D graphics test cases run since Windows XP RC1.

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CLUB CALENDAR

May 5th

1 pm
Early SIG.

Dining Room, Bill Avery
Main hall, Alan Raul

2:30 pm

Handspring will be demonstrating their Treo Communicator and Visor product line.

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The Save-As dialog box includes Adobe PDF as a file type choice, so you should be able to place a web-ready document easily on a site with little hassle. [I have not tried this yet]. Each standard function expected in an integrated environment is present: Word Processing, Spreadsheet, Graphical Illustration and Image Processing, Charts, Drawings and Photo Retouching. The work space is set up to "work the way you think", so there is no need to switch back and forth between special applications as you create a document. In the middle of his spreadsheet, Dave placed a 3-D chart, with a picture added for special effect. It is WYSIWYG, What You See, Is What You Get computing, easily and accurately.

There are new approaches to linking data between types of applications, such as between a text document and a spreadsheet, which can change the text content in a document as the spreadsheet changes. Text will flow around illustrations, and the supported graphics include BMP, JPEG, WMF, GIF, TIFF, TGA, PNG, PICT, and PPM. Other graphic features include color sets, gradients and Anti-Aliased Graphics for no jagged edges, even on screen. There is a 99-layer Undo feature, to go backwards through a document's development, if it is required to correct a mistake, which can be saved with that document, as a history function.

The Gobe Family License allows installation of the program on each Windows and Linux computer at home, as well as on one computer at work.

Dave mentioned the Web-saving feature, and that a future version of the product will also add a database, similar to the feature set of Claris works on the Macintosh, which was developed by the same people. There is trial version of Productive, which works for 2 weeks, then reverts to a viewer mode. Reviews of the product on the online newsletter, Ars Technica and the television program, Tech TV have been very good.

The Presentation feature produces Power-Point type slideshows from any Productive document, and Dave gave us a quick review of that process. Currently, no audio track is provided, however.

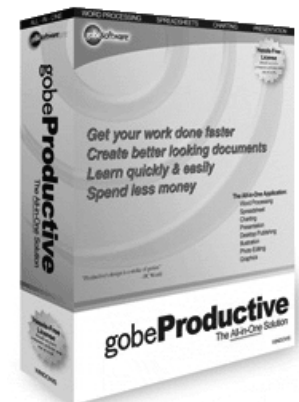
Requirements for the program are Windows Pentium processor, 300 MHz or better, with Win98, ME, 2000, or XP operating system, and 64 MB of RAM (80 MB with Win2000 or XP). The install takes 25 MB of Hard Drive space, and uses an 800x600 color monitor, with 8-bit / 256-color video card.

One major difference is the lack of wizards, often found in Office-type products.

Upgrades are available through the web site, and current retail pricing is \$124.95, with the User Group price at \$74.95, according to the brochure distributed at our meeting.

We closed the meeting with our QuickPic raffle, for door prizes including Bill Gates book, The Road Ahead, Microsoft Money, and 2 donated copies of goBe Productive. Approximately 64 members were in attendance for this meeting, according to President Miklas.

Handspring of Mountain View, CA, a company specializing in the development of personal communications and handheld computing equipment, will provide the featured presentation at the SLO Bytes' May 5th meeting. They will be presenting Treo and discussing their Visor product line and Springboard modules. Treo is a personal digital assistant which combines a mobile phone, wireless email, messaging and web browsing, and a Palm OS organizer in a small, lightweight device. See you there!



* * * people helping people * * *

NAME	PROGRAM(S)	PHONE NO.	HOURS TO CALL
Bill Roch	Ami Pro	466-8440	anytime
Marvin Baxendale	MS Access	481-8392	evenings
Jim Kiraly	Win 98, Office 97, Quicken, Map Programs	556-0301(pismo)	anytime
Bob Ward	Win 98, DOS, Internet, Eudora	528-0121	evenings
Ray Miklas	Any PC hardware or software questions	541-5633	anytime

We could use more volunteers here. If interested, contact Bob Ward!

The Surf Board

by Dorothy Kirk
ibm/pcug, redding, ca.
kirk@snowcrest.net



Basically the sites below are plant and landscaping sites that help to make your landscaping more environmentally adaptable. There are sites for conserving water, using native plants, enhancing the garden to attract birds or butterflies, controlling pollen and mold for allergy sufferers, databases and lists of California plants, and sites with links to the related subjects. At the end is a special link that has nothing to do with landscaping unless you are planning to write about it - a Possibly the Best... download.

HOME LANDSCAPE PRACTICES TO PROTECT WATER QUALITY

www.ext.vt.edu/pubs/envirohort/426-723/426-723.html - This is an easy-to-read article indicating some of the problems of poor water use and using landscaping to minimize those problems.

LANDSCAPE PRACTICES THAT PROTECT WATER QUALITY

www.mastergardenproducts.com/sustainablelandscape/waterprotect.htm - ... and not only water quality, but beneficial insects, taking less to the landfill, composting, minimum chemical gardening, mulching, natural pesticides, organic fertilizers, plants to reduce home heating energy, reducing erosion and runoff, and more.

LANDSCAPE PLANTS TO ENHANCE WILDBIRD HABITAT

www.birdware.com/NHS/NHS.htm - These pages contain list of trees, shrubs, perennials, grasses and nectar producers with the wilbirds that are attracted to them.

PLANTS NATIONAL DATABASE <http://plants.usda.gov/> - Want to know about any plant? This site has an extensive search engine for plants; type in the common name. It also has information on extended, classification, culturally significant plants, fact sheets of conservation, invasive and noxious plants, treated and endangered plants by state, and much more.

GET YOUR LANDSCAPE IN SHAPE FOR SPRING http://www.hgtv.com/HGTV/pac/1,1964,sprbrk02_sbmain,FF.html - A very useful site for Spring planting. Of important use for allergy sufferers is the area called Sneeze Control, tips for controlling pollen and mold.

YOU SEE A LANDSCAPE, BUT TO A DEER THAT'S HIS LUNCH

www.paisano.com/gardens/articles/fisher13.html - If your garden is visited by hungry deer, read this article for some help.

LANDSCAPE IRRIGATION TUTORIALS <http://www.jessstryker.com/> - The how-to of sprinkler and drip irrigation.

ZERISCAPE http://www.michaelholigan.com/Departments/TVShow/seg_index.asp?ts_id=5034 - Xeriscape is quality landscaping that conserves water and protects the environment using seven basic principles.

HOSPITALITY TIPS FOR ATTRACTING BIRDS AND BUTTERFLIES

<http://environment.about.com/library/weekly/aa121000.htm> - First you have to decide to NOT use chemicals in your garden, then you have to decide if you REALLY want the larvae that are a necessary adjunct of butterflies.

BENEFICIAL LANDSCAPING

<http://yosemite.epa.gov/r10/ecocomm.nsf/ecoweb/+blwww> - Beneficial landscaping is a suite of landscaping practices that yield environmental, economic, and aesthetic benefits. What? Why? Where? and How?

CA LANDSCAPE GARDEN AND LANDSCAPE DESIGN WITH NATIVE

PLANTS <http://www.mynativeplants.com/optionsb.html> - This site has listings of native plants using area code. There are facilities to narrow your choices down to use of water, sun, mulch, and soil.

CONTINUED ON PAGE 4

First SIG

continued from page 1

* Ninety percent (90%) of the most popular PC applications distributed in the last three years are compatible with Windows XP.

Alan then quickly demonstrated how he made some of the little exploding "neutron transitions" in the presentation and some of the others available with PowerPoint 2002.

We then jumped onto the Internet and went to www.xnview.com and took a look at a FREE multimedia viewer, browser and converter. The first question would be: "Why would someone want this program when we already have IrfanView?" The main reasons are that's it's FREE, can import about 360 graphic file formats and export about 40 graphic file formats. I can not say that one of these FREE graphics programs is better than the other. You just should have both of the programs available on your computer. Since I personally use Linux for a lot of my graphics endeavors, it's nice to use their Linux version of XnView as well.

A Windows Tip filler..

Renaming the CD ROM Drive Letter

Rename the drive letters of your CD drive(s) from the back of the alphabet, eg, Z, Y. This way, if you add extra hard disks, your CD drives do not get re-lettered

You can do this from the Device Manager.

- *Open up the CD ROM section
- *Open the CD ROM you want to change
- *Under Settings, change the Start Drive Letter to higher in the alphabet

Give Your Memory a Boost!

by Bob Ward,
SLO Bytes PCUG

The older we get, the more we forget... the more we forget, the less we remember... the less we remember, the more we don't care how old we get. Perhaps we can say the same about our computers. With time our hard disks get cluttered, our collection of programs becomes almost unmanageable and things slow down. Sometimes we can speed things up with better memory management. A useful memory manager I discovered last month is MemoryBoost Pro Manager.

You would be suprised how many things are running behind your computer screen, much more than you would care to know or even begin to understand. Nevertheless, those programs are running and most take up precious RAM (random access memory), leaving little for the programs you really do want to access. At times your computer can become

so overburdened with programs running in the background that things come to a screeching halt, locking up the computer and eliciting unmentionable expletives from its user. Now MemoryBoost Pro Manager isn't going to solve all your problems but will give you some common sense solutions to your computer memory deficiencies.

In the lower right corner of your Windows desktop you may find zero to many icons in your system tray, each representing a program that has been loaded into memory as your are booting up in Windows. The number of icons is usually inversely proportional to the amount of free memory you have for running programs after

Windows has completed loading in your computer. A new icon in the pannel represents MemoryBoost and shows actively how much memory is available at any moment for loading

new programs. For example, one of my computers running Windows 2000 has a total of 256KB of RAM, of which 42% is used by those programs loaded in the background, leaving 58% for anything else I want to do on my computer. Loading Photoshop

drops useable memory to 46% and with a 1MB picture we now have 41% available RAM. Running a couple more large programs will literally run me out of memory and probably lock up the



CONTINUED ON PAGE 5

Surfboard

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PLANTS OF WATER LILY COTTAGE www.geocities.com/RainForest/Vines/7025/index_Cal_native.html - Opening page lists California native plants by botanical and common names. There are also categories for non-native dry climate plants, aquatic plants, fragrant plants and more.

CA PLANTS AND ANIMALS <http://nuevaschool.org/~debbie/library/cur/sci/cal.html> - This site has many links to different plant databases and lists. It has photos of California's biodiversity, and plant care links.

BIRDS, OTHER WILDLIFE AND PLANTS www.stanford.edu/~rawlings/birdscon.htm - The contents include brushpiles, berries for birds, California native hummingbird plants, wildlife garden tips and (of all things) pigs and plants. There are also links to other interesting sites such as weeds and invasive exotics.

EXTRA: A couple of months ago I wrote the Surfboard with "Possibly the Best..." I have come across another program that definitely belongs in that category and have included it for you to download. There is a version available for free for Windows 95 to XP. The download is very large: 33MB, but there is a short version with just 4MB.

EASYOFFICE FREWARE <http://www.e-press.com/> - "EasyOffice Freeware is an office suite that is compatible with Microsoft Word and Excel. Features include EasyWord, for your word processing needs; EasySpreadsheet, for creating basic and advanced spreadsheets; EasyPresentation, which includes animation art; EasyBookkeeper, an accounting system that can produce classical income statements, balance sheets, aged receivables, and expense reports; Easy Contact Manager, with hot lists, mass e-mails, and form letters; EasySpeaker, an English-speaking voice module that can read your documents and e-mails to you; EasyZip, a full zip program that zips and unzips in Easy or Advanced mode; and EasyHelper, which includes extensive online tutorials and help."

Memory Boost

continued from page 4

computer. MemoryBoost will constantly monitor your RAM, showing you the result instantly. You can set up an alarm so when your RAM gets really low (default is 20%) a screen pops up telling you to unload some of those great programs before everything comes to a halt!

Path to Memory Management

Statistics

Opening MemoryBoost Pro gives you a straight forward screen. In the center is a pie chart showing RAM in use, RAM available, and extra RAM available thanks to MemoryBoost's management system. For those who like numbers more than pie charts, the same information is shown to the right of the chart. Along the left side of the page are several icons, each representing more information and means of optimizing your computer's memory. The page shown in this article is the Statistics page.

Settings

The settings icon brings up a new screen showing CPU usage. You can click on the QuickBoost icon to give you additional free memory. QuickBoost freed up an additional 10% RAM on my computer. I'm sure it does this by setting up priorities for those things running in the background, perhaps suspending some of them until needed at a later time. A moving line chart shows the amount of free memory on a continuous basis. You can also set the minimum allowable memory as well as the desired amount of free memory by moving the slide bars located to the right of the chart.

Optimize

The real power of MemoryBoost Pro comes in its ability to optimize your available memory depending on what you are normally doing on the computer. By running the wizard you

can change the minimum/maximum file cache parameters, read-ahead optimization, path cache, and much more, all automatically through use of its wizard. First you are asked a little about your computer; does your computer start fast enough, do your programs run fast enough, or do you have problems with both. Next you list your computing habits; what do you do the most: word processing, 3D games, image editing, web-based databases or software development tools. Choose those that you use the most. Finally it will set up a free memory target, and show what system changes it have been made with MemoryBoost Pro. That's all there is to it.

Detective

You want to see what's going on in the background.... or maybe you don't. Right now I have 32 things running in the background, only eleven are shown in the system tray. You can selectively stop any or all of the processes, although I wouldn't recommend the later, by choosing the "stop all non-essential programs" button. This is much safer as none of the important programs will be removed from memory disabling Windows completely. This is another fast way to increase available memory.

Programs

Through the programs menu, you can create shortcuts to programs that you use often, the difference being that MemoryBoost will first release memory to insure that the program will run at an optimum, unincumbered speed. First choose the name and path of the program you will be running, then use detective to deactivate the necessary memory to make sure the program will run flawlessly. Lastly pick the name and path of the shortcut created. The next time you start the program, certain non-essential programs will be removed from memory, thus increasing the amount of available memory for your chosen program.

Crash Protect

In this section of MemoryBoost, the user can determine the minimum threshold of memory needed to run the computer before it becomes unstable or even crashes. MemoryBoost will monitor user space, GDI space, and system space all simultaneously. The default value is 20% for any one item. If your computer exceeds this use, a warning screen immediately pops up indicating that your computer has low system resources and that you must free some memory or risk a system crash.

Options

In the options window you can choose your Hotkeys for QuickBoost, Show Manager, and Suspend/Resume settings. Here you set QuickBoost parameters, the amount of memory desired at startup and how you want MemoryBoost to be shown in the system tray as a percent of free memory, number of megabytes free, etc.

Sounds

All the above options can be coupled to .wav files. So when your system resources exceed your minimum, you can have it tell you rather than show you.

Conclusion

Here's a program simplistic in design, easy to learn, yet powerful in memory management. I found this program to be very useful as a memory manager. This gives me one more way of monitoring my system and avoiding those unexpected system crashes which occur when RAM becomes too low. It's a very useful utility which is well worth the money.

<http://www.tenebril.com/products/index.html>
\$19.95 direct purchase

Why I am Against the Internet Freedom and Broadband Deployment Act

By Dennis Courtney

President, Capital PC User Group - Washington, DC

The Internet Freedom and Broadband Deployment Act (IFBDA), popularly known as the Tauzin-Dingell Bill, narrowly passed the House of Representatives last month and is now headed for the Senate. It faces more of a challenge in the Senate but its defeat is by no means assured. After you read this article I hope that you will join me by adding your voice to the chorus calling for the defeat of this bad piece of legislation.

A Wolf in Sheep's Clothing

IFBDA supporters claim that the bill is intended to free the Baby Bells from the burden of regulation so that they can bring broadband access to their customers. The trouble is it frees the Baby Bells from all current regulation and prohibits the Federal Communications Commission (FCC) and various states from ever regulating broadband. Specifically, it frees the Baby Bells from the requirement that they resell access to their service lines to other broadband providers and prohibits anyone from regulating them. This means that they can freeze out other broadband providers, charge you whatever they wish without any service level requirements while both the state and federal governments will be prohibited from doing anything about it! Instead of making broadband access competitive, IFBDA is very clearly anti-competitive. The bill states that "the imposition of regulations by the Federal Communications Commission and the States has impeded the rapid delivery of high speed internet access services and Internet backbone services to the public, thereby reducing consumer choice and welfare." Giving the Bells carte blanche to avoid competition and charge any price without ensuring a minimum quality of service does nothing to increase consumer choice or welfare.

Unfulfilled Promises

Have you ever wondered what all those different taxes listed on your phone bill are for? At least some of them were supposedly earmarked to help build a nationwide fiber-optic system. Over half of America was supposed to have fiber-optic lines to their home or office by 2000. The Bells took massive write downs to replace their copper wire infrastructure and collected over \$53 billion (with a 'b') in fees earmarked for fiber-optic. But almost none of the infrastructure they promised has been delivered. The New Jersey Ratepayer Advocate wrote about NJ Bell Atlantic "...low income and residential customers have paid for fiber-optic lines every month but have not yet benefited. Bell Atlantic-New Jersey has over-earned, under spent and inequitably deployed advanced telecommunications technology to business customers, while largely neglecting schools and libraries, low income and residential rate payers and consumers in Urban Enterprise Zones as well as urban and rural areas".

Follow the Money

Why would the House pass a bill so obviously pro-business and anti-consumer? One has to wonder when looking at the money spread around by the Bells in support of Tauzin-Dingell. According to the non-partisan campaign contribution reporting site www.opensecrets.org the Bells gave over \$19.4 million dollars from 1999 to 2001 in PAC, soft money and individual contributions. Opponents of

Tauzin-Dingell gave just over \$8 million. Supporters of Tauzin-Dingell received more than 7 times as much money from the Bells than they did from the anti-Tauzin-Dingell groups. More than 180 House members got 10 times more money from the Bells - and they voted to approve the Bill by a 5:1 margin. Those who got equal amounts of money from both sides voted 2:1 against the Bill. Some 16 members of the House received no money from either side - they voted 13-3 against the Bill. The strong correlation between money and votes in the House make the defeat of the legislation in the Senate an uncertain conclusion. The Bells have 'deep pockets' and have shown that they are willing to invest in making sure that they have their Congressman's ear on this matter.

What Can You Do About It?

First you should educate yourself regarding the issue. This article is a good first step but there is plenty of information on the subject to be found on the Internet or through your local consumer watchdog organizations (the public utility commissions in 30 states, including Maryland, oppose the bill). Search at www.google.com and enter the key words "Tauzin" and "Dingell" to find information on the legislation. Second, contact both of your state's Senators and tell them what you think about Tauzin-Dingell. Although we don't know yet what the bill will be called when it reaches the Senate, they'll know what you mean. Many Senators will accept Email directly or through the Senate website at <http://www.senate.gov>. Whatever you think about this legislation, let your Senator know. If it passes in the Senate you can be assured it will be signed into law and you will be living with the consequences for a long time to come.

Dennis Courtney is the President of the Capital PC User Group in Washington, DC and can be contacted at president@cpcug.org

Ten Years Ago

A look back at a column that describes the process of getting a new hard disk in 1992

by Steve Bass,
Pasadena IBM User's Group

Here's a quiz: Why is upgrading your IBM PC like going to the dentist? It's not - going to the dentist is a lot more fun.

It's no joke. I hate upgrading because it's a day of tinkering with the insides of my computer. But I had to get a larger hard disk because I switched to Windows. Applications written for Windows take up humongous amounts of hard disk space and there's little chance that the trend will stop. Microsoft's Word for Windows, for example, gobbles up 12 megabytes and Corel Draw takes about 14 megabytes.

Most users have hard disks ranging in size from the older 30 megabyte (the one I'm still using) to about 200 megabytes. Larger sizes are available and many people are looking towards the future, buying disks as big as 384MBs. I predict that within two years, 1 gigabyte disks (that's 1000 megabytes) will be on many machines. But for now - with hard disks dropping in price - I recommend a minimum 200MB hard disk on a new system or 120MB on an upgrade.

There's more than one way to add a new hard disk and how you do it depends on your budget and your existing system.

Quantum's Plus Hardcard is not the least expensive but it is the quickest, easiest way to upgrade. For about \$400, you get 105MBs of disk storage on an add-in card - and no installation hassles. Putting in the Hardcard will take less than fifteen

minutes from start to finish. A friend of mine chose a neat alternative and upgraded with a Bernoulli storage device. Instead of a "fixed" disk - one that stays in the computer - Bernoulli lets you remove their 90MB disk. The internal Bernoulli drive is discounted to under \$800 and is a good solution as you can buy more disks (at about \$150 each) when your storage needs increase. My friend keeps Windows applications on one disk, shareware on another and DOS programs on a third.

You're also able to move the data to another computer via the portable disk, an added benefit.



The traditional upgrade path is to add a hard disk to your existing system which means the drive you purchase must match the controller card that's

already plugged into one of your system's expansion slots. Older machines usually have an RLL or MFM interface but newer machines come with faster IDE (integrated drive electronics) controllers, the current standard. Most controller cards manage up to two hard disks along with the two floppy drives. Some IDEs include parallel and serial ports used to attach modems and printers.

If you have an IDE controller, I recommend you stay with it. On one IDE machine, I upgraded and chose a fast Conner hard disk because of their reputation for long life expectancy and fast access time. Their 120MB model (CP30104) will set you back about \$400 and their 212MB (model CP320) is about \$560.

Macintosh owners, however, have a secret recently available to IBMs: Small Computer System Interface (SCSI) adapters. SCSI, pronounced "scuzzy," lets you attach up to seven devices onto one internal controller card. If you're upgrading a hard disk and think you may want a CD ROM player (also called a reader) in the near future, consider the SCSI adapter. You can daisy chain the hard disk, CD ROM

player, a tape backup and up to four peripherals.

Adaptec's fast SCSI adapter, the one I'm using, even lets you connect up to two floppy drives, a valuable addition. If you choose to upgrade with SCSI, make sure you check with the hard disk manufacturer to see which controller cards are compatible. I tried the Adaptec with a Conner SCSI drive and had no problems. If you run into trouble, get in touch with CORELSCSI, a Canadian company that supplies special software for a wide array of SCSI devices.

While SCSI offers faster access and more flexibility, it isn't for everyone. On uncomplicated home machines, upgrading to SCSI should present no problem and you can likely do it yourself. But in business settings - especially if you're on a network - you may need to hire a technician for help.

So what will it be: upgrade or go to the dentist? I'll let you make your own decision. I've already made mine.

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.

We are shopping for a new slide scanner and have narrowed it down to either a Nikon 4, or a Nikon coolscan 40000. We would like to try out the latter. Are there any members who might own one and are willing to let us look at the quality of the scanned slides?

You can reach us at
dcutter@earthlink.net

Dorothy Cutter

Downloading 101

by Don Edrington

PC Chat, April Computer Talk
Orange Bytes PCUG

Deleting Temporary Files

When I wrote recently that it's safe to delete all those temporary files in your Windows\Temp folder, Alan Jarrett wrote to say that sometimes other types of files can be sent to this folder and that you should check its contents before deleting anything.

Agreed - double-checking anything you're about to delete is always prudent. Moreover, clearing this folder out on a regular basis makes it easier to spot that occasional "needle in the haystack." I empty mine at least once a week.

I've occasionally had downloaded "ZIP" files end up in this folder - sent there on the theory that once the file has been "unzipped" and its contents extracted into another folder, it would then become an unneeded "temporary" file.

Download Basics

This might be a good time to review the whole concept of downloading files, since I get so much mail saying, "I downloaded a file, but I can't find it," or "I downloaded a file, but don't know what to do with it."

Whenever you download a file, there's a good chance it's been "compressed" before being uploaded by the sender. A "compressed" file is one that's been made smaller so it will upload, travel the phone lines, and download faster. If multiple files are involved, they'll often be compressed into a single file which will need to be decompressed by the recipient so that its contents can be "extracted" back to their original formats.

The program used most often to perform these tasks is called WinZip - thus the words "zip" and "unzip" have become synonymous with "compress"

and "decompress." Nowadays many computers come with other software that will unzip your downloads in the background and present you with the reconstituted files automatically. If this is the way your system works, you may never need WinZip, much less need to learn how to use it.

However, if you download a file named, say, PHOTOS.ZIP that just sits on your hard drive waiting for you to unzip it, you'll need WinZip. If you already have WinZip on your hard drive, just double-clicking PHOTOS.ZIP will bring up a series of prompts that will lead you through the process of decompressing and extracting the individual photos.

If you don't have WinZip, an evaluation copy of the shareware can be freely downloaded from www.winzip.com. Some users prefer ZipMagic, which is available at www.zipmagic.com. These programs will come to you as "self-executing unzips" which will help you get them installed properly.

Getting back to "temporary" files, in the above example PHOTOS.ZIP will continue to exist as a file containing the compressed photos even after your viewable copies have been extracted. This is why the file may have been destined for the Windows\Temp folder in the first place. Whether to keep it as a backup and/or to send it on to others is your decision. Beyond that, if you do send it to someone else, you'll actually be sending a "copy" of PHOTOS.ZIP while your own copy remains in place.

Getting back to "I can't find my downloaded file" - by default, different systems attempt to download files to specific folders. However, you can tell the downloads to go wherever you want. Once you've made the decision to click DOWNLOAD or DOWNLOAD NOW or SAVE THIS FILE TO DISK, a dialog box will appear which shows the file's proposed destination on your hard drive. Clicking SAVE or OK will send the file to this location, which, hopefully, you will have made a note of. Beyond this, however, there will always

be a "browse" box with a little down arrow, which lets you choose a different location. I generally choose Desktop, because it's normally the easiest place to find something. You can always move it to another folder later.

More on "NORMAL.DOT"

Regarding a couple of recent columns which discussed ways of fixing MSWord's "normal.dot" problem, Stan Moss sent the following solution: Create a file called "new_normal.dot" with your desired formatting before deleting "normal dot." Then rename "new_normal.dot" to "normal.dot."

What Stan means by "desired formatting" is setting MSWord's toolbars, file menus and other parameters the way you want them. We'll talk more about this next time.

In the meantime, more PC Tips can be found at www.pcdon.com along with all PC Chats from 2000, 2001 and 2002, (not to mention all kinds of free downloadable music, cartoons, weekly classic pinups, and some strange but true stories).

PS:

Since there's no way I can personally answer all of the stacks of email I receive, I try to put as many answers as possible in upcoming newsletters. Beyond that, you're welcome to call me at (949) 646-8615. ...or you can email my assistant, Mary Hanson, at MaryPCChat@aol.com.

Linux Sig



Thursday,
May 16, 2002
6:30 PM

Topic: *Taking a second look at
Mandrake Linux 8.2*

club information

HARD COPY 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. Full membership entitles you to our monthly newsletter, full use of the public domain software library software drawing at the end of the meetings.

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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(805) 756-2164



meeting times

GENERAL MEETINGS are held the 1st Sunday of each month. Our meeting location is the San Luis Obispo I.O.O.F. Hall on Dana Street.

The general meeting starts promptly at 2:30 p.m.

Special Interest Groups (SIGS) meet at 1:00 p.m.–2:15 p.m.

slobytes website

WWW.SLOBYTES.ORG

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B. Ward (Sec.) slobytes@surfari.net
M. Baxendale (Tres) marvin@surfari.net
B. Ward, editor slobytes@surfari.net

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Epson Color Ink Cartridges
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treasurer's report



April 15, 2002

OPERATING FUND

Beginning Balance	\$2760.68
Income	
Membership Dues	125.00
Refreshments	32.40
Dividends	6.59
Expenses	
Room Rent (2 months)	150.00
Newsletter Copying	67.84
Insurance	256.00
Refreshments	24.25
New Balance	<u>\$2,426.58</u>

SAVINGS ACCOUNT

Beginning Balance	\$348.57
Dividends	1.22
Balance	<u>\$349.79</u>



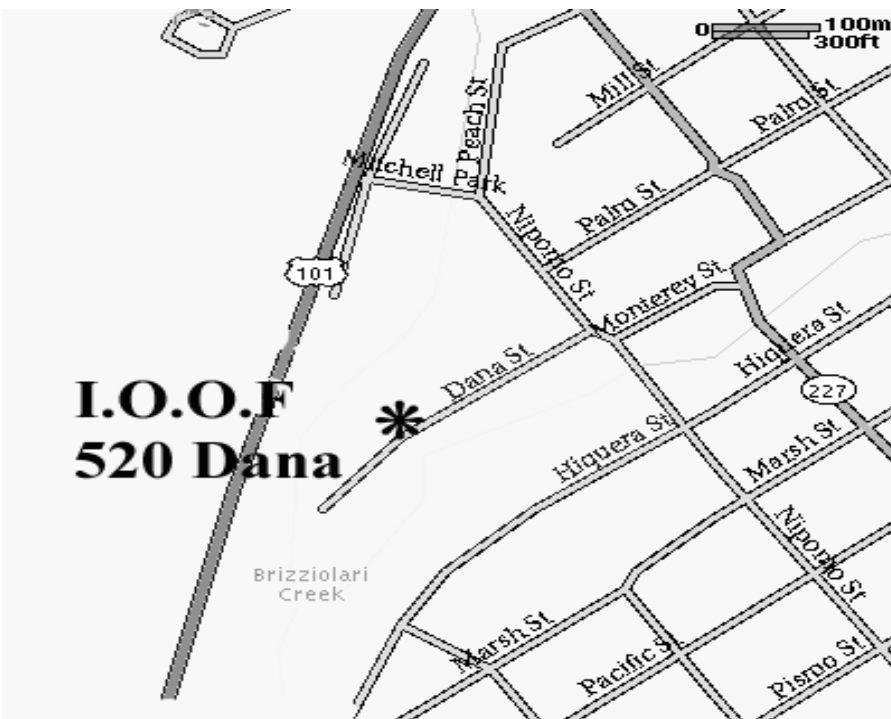
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I.O.O.F
520 Dana

Next Meeting

Sunday

May 5th

1:00pm

Early SIGS

2:30pm

Handspring

Treo & their Visor
product line