



SLO Bytes Begins New Era of Meetings

By Lach MacDonald

SLOBYTES has no official written history, but when one is written, it will note that on Feb. 1, 1998, our users group officially cut the cord to Cal Poly by meeting in the I.O.O.F. (Odd Fellows Hall) at 520 Dana Street, San Luis Obispo.

President George Campbell greeted a turnout crowd of some 100 members who braved the storm to attend. Treasurer Bill McNamara was busy raking in the checks as numerous members entered renewals. A few had delayed, wondering if SLOBYTES could sustain itself. Evidently the change in location could result in a membership increase. Parking is ample, easy to access, and doesn't involve a hike across campus in the rain. The meeting room is large, and stationery chairs along the sides offer upholstered comfort. There is a refrigerator, kitchen, outdoor barbecue and separate food area. Norma Henderson, Kathy Yakel and Bernice Meador provided cookies and coffee. Members are reminded to bring goodies to share. George pointed out that we have new rules to make meetings run smoothly. Meetings will start promptly at 1 p.m. because we must vacate sharply at 4 p.m. or stay on and be square dancers. Acoustics are best handled by rising to speak when asking questions or making comments. Food and drink are taboo in the main meeting room; there's ample space in the dining-kitchen area. Folding chairs must be removed

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What is Happening

By Bob Ward

Suprised to see my name here again? Well so am I. Things are getting off to a slow start for transferring over the responsibilities of the newsletter. Also, due to her excessive workload, we have lost the invaluable services of Teri Sorgatz, who has for years put our newsletter together in a pleasing, readable format. Thank you Teri for your long, unselfish dedication to SLO Bytes.

Therefore, even though Nancy is gathering all the material for the newsletter, we are not without an individual to actually put it all together. Any volunteers? Without one, two, or three of you to help with this task, I see a real problem looming on the horizon.

We are not looking for someone with the expertise of Teri, who does desktop publishing for a living (although it would be nice). But we do

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Club Calendar

March 1st

The Tips & Tricks of Quicken & Quickbooks

By Lola Wingate

April 5th

Gene Barlow, representative from PowerQuest will return. Come look at the latest version of PartitionMagic and their other new products, Drive Image and DriveCopy. Last year they had excellent discounts for our user group on all their products.

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The SurfBoard

By Dorothy Kirk, IBM/PCUG of Redding
February, 1998

INCOME TAX TIME is coming up before you know it. Below are some Internet addresses for obtaining forms and tax help. These include both Federal and State sites and also, information about filing electronically. Even if you have a professional do your income tax, there are a few things about new laws, etc. that might be of interest to you. Of course, if you are one of those organized people who mail your tax returns in before the end of January then you can just skip this whole article, or you can put them in your bookmarks for perusal next year.

CALIFORNIA FRANCHISE TAX BOARD: <http://www.ftb.ca.gov/> - FAQ's, Tax Facts, new laws, filing electronically, forms and more.

TAX INFORMATION FOR YOU: <http://www.irs.ustreas.gov/> - Straight from the horse's mouth. Information from the IRS on important changes in the income tax laws, rights as a taxpayer, where to file, IRS bulletins, download a publication for complete directions for personal tax filing, tax tables, and more. Check out the subjects to click on at the bottom of the second page; you will find forms there.

CAL-TAX ONLINE: <http://www.caltax.org/> - An organization to protect taxpayers from unnecessary taxes through research and advocacy. How the California legislature voted on taxes, hot topics, and more.

HELP WITH YOUR TAXES: <http://www.quicken.excite.com/taxes> - Links to tax help: money-saving advice, US averages, 1997 tax calendar, tax law changes, tax tips, capital gains, and more.

TAX WEB: <http://www.taxweb> - The Internet's first consumer-oriented source for Federal, State, and Local tax-related topics - FAQ's and hyperlinks to various aspects of taxation.

TAX PAGE: <http://www.pmstax.com/state/index.html> - Reports on developments in local taxation, especially California.

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Uninstaller 4.5

By Jim West
Sarasota PCUG, 1/98

When we bought my new desktop computer in October of 1996 for me, and a laptop of the same vintage for my wife, we had 1.3 gigabytes and 810 megabytes of hard drive disk space respectively. This we thought at the time was an incredible amount of capacity, far more than we would ever need. Eight months later we bought a Zip drive to off load photos and other large files. On the one year anniversary of the desktop, I ran out of toll free tech support and hard drive space at the same time. How could this happen?

Our first computer for home use was a Compaq "Portable" which weighed about forty pounds and had 10 megabytes of hard drive disk space. We used it for five years. When we donated it to Goodwill, it was still functioning, required no upgrades, and still had available space on the hard drive. What happened here as well? The world of personal or home computing has changed rapidly and dramatically. The culprits are powerful applications, large graphics files and the Internet which creates huge cache and temp files from Web sites on the hard disk.

The hard drive manufacturers have kept pace with the growing need for more and more capacity. But what do you do if you don't want to buy a new computer every year or upgrade your aging one with a larger hard drive. The alternative is inexpensive and relatively easy. A disk cleanup program such as Uninstaller4.5 from CyberMedia can help solve your problem.

This new release of the five-year old Uninstaller program is the first since the acquisition of worldwide distribution and future development rights to Uninstaller 4.0 from Luckman Interactive in April, 1997. The product was

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WHAT IS HAPPENING

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need someone that is proficient in a program that can make newsletters. It can be as simple as using Microsoft Word or Microsoft Publisher. Nothing fancy, nothing as detailed as we have now. Basically we need to get information out to our members in one form or another. So if you are ready to step up to the plate (that's baseball lingo for volunteering) let Nancy or myself know as soon as possible.

I couldn't stay for the meeting last month, mostly because I had one of those colds that everyone is so nice to pass around. It did ease the pain and suffering knowing that things were running smoothly in our new habitat and I could just go home and rest.

Much has been going on behind the scenes with the club library. Bill MacNamara has been upgrading our computers both in speed and appearance. The new, faster CPU's are housed in minitower cases, which is necessary for our new storage facility which Paul King built for us. We will have 4 computers, two with CD-ROM's, one with color. The color machine may not be available at times when it is being used for a SIG. The library will be set up in the kitchen/dining room area where there is plenty of room to spread out. New library disks will still be available for sale at \$1.00 each if you prefer not to copy them yourself.

Other than the early SIG that George hosts, both Bob's SIG's are not possible at this time. We desperately need transparency projectors so we can use our panels from which to project computer images. I suppose in the Neophyte SIG which has a very limited number of individuals we could huddle around a monitor. Perhaps we could limit the numbers of that SIG as a temporary "fix". This will not happen this month, though.

George will be covering some "basics"

in his early SIG. Because it is so important that our volunteers are up to speed in several areas, George will be covering the following topics: Use of PKZIP to group, ungroup and compress files; how to create and send attachments over your internet email, and lastly, the theory of using (O)ptical (C)haracter (R)ecognition software with a scanner, when to use it and if it doesn't work, what are your alternatives.

This coming month, we are privileged to have Lola Wingate, teacher, consultant, and member of Intuit's Professional Advisor's Program for Quickbooks & Quickbooks Pro as our featured speaker. Lola, who is a member of San Luis Obispo's local talent, will show us some of those little known facts about Quickbooks and Quicken. Bring pencil, paper and questions.



Domain Names

By Jerry Mintz

Did you ever wonder what those extensions were at the end of your internet providers domain name. Here's the list... More trivia for a group conversation.

Seven top level domains or labels

- .com - commercial
- .edu - educational
- .mil - military
- .org - non-profit organizations
- .net - network providers
- .gov - government branches
- .int - international

New Top Level Domains

- .nom - personal names (individuals)
- .store - sears.store
- .info - information services
- .firm - businesses and firms
- .web - web providers
- .arts - arts entertainment
- .rec - travel

A Whole Page of Tricks

PC Clubhouse Update, 1/98

QUICK-CLOSE TRICK

If you give Win95 the ol' three finger salute (Ctrl+Alt+Del) you'll get the Close Program dialog, which gives you the option to close running applications one at a time. Task Manager, a holdover from Windows 3.x, lets you close any number of running applications-or all of them-at once. To launch Task Manager, select Start/Run and type TASKMAN and press Enter. From the resulting Task dialog, press and hold the Ctrl key, click on each of the programs you'd like to close and select Windows/End Task. To close all your running applications, press and hold the Shift key, click on the first application, then the last and select Windows/End Task.

SNAP WINDOWS SHUT

To make windows snap rather than zoom shut, select the General tab from Tweak UI and deselect the Window Animation box under Effects.

HOW TO INSTALL TWEAK UI Make a folder on your desktop called TWEAK, go to the WinMag Free Win95 Software page (<http://www.microsoft.com/windows/software/powertoy.htm>) and click on the Tweak UI item to download the file TWEAKUI.EXE to your new folder. Double-click on the file to auto-extract its contents. Right-click on the file TWEAK-UI.INF and select Install from the context menu. A Help file will come up during installation. After you close the Help file, Tweak UI will be in-stalled. You can then delete the TWEAK folder and everything that's in it.

DOUBLE-CLICK YOUR DOCS AWAY

Here's how to blast the contents of the Documents cascading menu from your Start menu (for those of you who know how to create batch

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NEW ERA

Continued from page 1

promptly at the meeting close and members should help clean up so we can be out on the dot. Computer/library storage is being developed and SIGs will be resumed in the future.

Program Chair Bill Avery invites your suggestions for future programs. Also, if we are going to utilize the outdoor barbecue, we need a coordinator who will assume responsibility. Anyone who has been to a good barbecue in SLO County is asked to recruit people to buy the meat and/or chicken, beans, salad, garlic bread, wood. Essential is recruiting a skilled barbecue cook. Any volunteers? Summer will soon be upon us....

George used the (better than CP's) screen and his Toshiba 486-100 Satellite to demonstrate how he built and set up his mineralogy web site (osomin.com) using Microsoft Front Page. There are numerous programs offered for those who want to build or develop their own web pages. As George walked us through the process, I thought that Bill Gates seems to have a lock on Windows add-ons. I know there are those who will put a Chevy engine in a Toyota Land Cruiser, but now that I am using Windows 3.1 and Windows 95 I am more likely to look to MS Word and other MS products than to the software I used in the DOS days such as: Word Perfect.. Gee, is it time to remove the "Love DOS" bumper sticker from my Tourister?

Dean Grey, marketing director of Best 1 Internet Services headquartered in Nipomo was our February presenter. This ISP has grown from 3 to 14 employees in one year. Offering local access coverage from Lompoc to Paso Robles including Santa Maria, San Luis Obispo, 5 Cities, Atascadero, Morro Bay, Los Osos, Santa Margarita — but not yet Cambria, the service has a usage-based pricing system. Dial-up services include local access number, E-mail accounts, and free

WEB page space. Best 1 also offers WEB site development, WEB hosting, networks, long distance telephone technology and training at a facility being opened in Santa Maria. Local ISPs have a marketing advantage over the national internet services when it comes to personal service, and Best 1 advertises good tech support M-F 9-7, secure servers and up to date equipment. Dean will cheerfully explain the use of old modems, new modems and connection rates. Best 1 has opted to use the k56Flex, while that technology vies with the X2 for modem standardization. For further details you can contact Dean at 929-7200 or FAX 929-7215.

Dean's presentation with MS Power Point screens, included taking a picture of Norma, Kathy and Bernice with an Olympus 320, making contact with a video person in Israel, using a 200MMX laptop from Abro in Santa Maria. The presentation was well received. If you have been holding out wondering about the future of SLOBYTES, Sunday, March 1 will be a good time to show up, get your dues up to date, and renew the benefits of being part of the largest and best user's group in the Central Coast.

Actually we do have an accurate history of SLO Bytes. Check out our homepage at www.thegrid.net/slobytes. B.W.



IN MEMORIAM

At the February meeting, George Campbell reported that long-time and much admired member Meyer Crum passed away in December. Our membership is widely distributed and we don't always get timely notice about serious illnesses or the death of fellow members. Meyer was generous with his knowledge. Among his many interests, he amassed a notable collection of minerals, an interest shared with George.

UNINSTALLER

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originally developed by MicroHelp of Atlanta, GA which was acquired by Luckman Interactive in 1996. The current first CyberMedia release is easy to spot since it is packaged in a distinctive design "laundry detergent" box.

The same month as the CyberMedia acquisition, there was an excellent Review of Uninstaller 4.0 in the Monitor by Dr. Frederick J. McCarthy. Since the fundamental operation of the product is the same in the new version, I would recommend finding your April issue or accessing it on the SPCUG Web site. Since this was my first use of an unintsaller type of product, I appreciated his insights, especially his cautions. I will repeat those cautions in this review as well.

A question you may have that I should quickly address is why you need a separate uninstaller utility when Microsoft requires that an uninstaller be included with every product that bears the WIN95 logo. The fact is that WIN95 only uninstalls a small subset of applications and uninstalling on your own can create a number of problems. For example, I have removed applications leaving "links" that point to it still installed. I have also deleted shared "dlls" which can cause other programs to stop working.

Uninstaller 4.5, when opened, presents six menu options: Application Cleanup, File Cleanup, Quick Cleanup, Restore, Reports and Update. I tried Application Cleanup first. It clearly laid out every application installed on my desktop. Since I use shortcuts to open all frequently used programs, I discovered some applications I had forgotten I had and even some, installed by the PC manufacturer, that I didn't even know I had. After deciding on which ones to eliminate, I had other options to consider. The program provides a wizard to guide you through the process of cleaning up an application.

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UNINSTALLER

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You can Delete an unwanted application and all of its related files, Archive an application you don't use very often as a compressed file, Move an application to another drive or folder on the same computer (great when partitioning), or Transport an application to another computer using a floppy disk, Zip drive or other transfer media. Throughout the process, Uninstaller leaves you in control. When using delete, it's your choice whether to back up, to select file or folder to be deleted and whether to delete associated data files.

The file cleanup utility sounded great but gave me some problems. It scans your system and codes files red for don't touch, yellow for caution, and green for OK to delete. My scan produced a lot of green. I am not strong on DOS and therefore was somewhat at a loss as to which files to delete. Green does not mean you can eliminate the file and not want it later. It appears to mean that you haven't accessed this file lately and the system won't crash if you delete it. Use caution. Don't delete a green tagged file unless you know what it is, and that you really want to delete it. Taking that approach seriously reduced the file reduction potential. I just didn't want to take the time to look at every file.

Quick cleanup is neat and worked great. You have a choice of "As much as possible" or "At least XXXMB". I first chose as much as possible and was presented with all the green tabbed files from file cleanup. I passed on that. I then selected 5MB and the program selected the best candidates from the green list. This included lists by category: Junk Files, Non-Critical Files, Multimedia Files and Old Data Files. My modest 5MB search was very successful. I selected almost everything presented. I did another 5MB request and that too worked about as well. The more limited number of files to review appealed to

me as did the prioritization represented by this approach vs the file cleanup approach. In all, I cleared 80MB of disk space. While this only scratches the surface, at least I have some breathing room. When I have some more time or when I get desperate again, I will find another 80 to 100MB in those green tabbed files.

The next option is Reports. This provides detailed information in the form of historical logs, summaries and graphics of all the operations that Uninstall has performed. Information is accessed through tabs: Report Summary, Report Log, Disk Analysis and File Analysis.

The last option on the menu is Update. This is one of the new features in version 4.5. Clicking on Update opens a limited version of Oil Change dedicated to Uninstaller. When I opened it, the first thing it wanted to do was update itself from the CyberMedia central server. After doing that I ran the program and determined there was also an Uninstaller download available. I got and installed it and now 4.5 became 4.51.

As stated previously, 4.5 is the first revision following the CyberMedia acquisition, so this is the first Uninstaller using CyberMedia's Internet-based ActiveHelpT architecture and Oil Change automatic-update technology. ActiveHelp-based products such as First Aid, Oil Change and now Uninstaller rely on the local knowledge back in the PC itself to detect and fix problems. By using Oil Change, to connect to the company's central server, continual updates can be downloaded on new technical problems and solutions. As the CyberMedia press release states it, "CyberMedia not only installs a "doctor" in your PC - it's a "doctor" that keeps getting smarter".

Other enhancements in version 4.5 include: The "Smart Links" database in Uninstaller now scans files 50 per-cent faster than version 4.0. A bundled version of Dr. Solomon's Find Virus

software to quickly detect and remove viruses from hard disks, floppies and files - including Internet downloads is available to install from the CD-ROM. Included in the box is an upgrade offer for the complete Dr. Solomon's package for \$49.95.

Uninstaller 4.5 will not remove applications installed under Windows 3.1x, so for users with a dual boot system, it is necessary to use Uninstaller 3.0, the 16 bit version.

There is a very comprehensive User's Guide that details every step of the process and explains all screens. The program was intuitive enough that I needed the User's Guide only for occasional reference. However, some of my problems noted above could have possibly been avoided by reading the instructions.

Uninstaller 4.5 requires an IBM compatible PC with 486 or higher processor (Pentium recommended) with Windows 95 or NT4.0 operating system, 8MB free disk space, 8MB RAM and VGA or higher video adapter. An Internet connection is needed to run Oil Change. If you use America On Line or CompuServe, you must log on to those programs first.

An upgrade to 4.5 from any earlier version is available from CyberMedia for \$19.95 by phoning their sales department at 1-800-721-7824. Most retailers of software have Uninstaller 4.5 readily available for \$39.95. Unlimited free tech support is available for registered users.

I like the product a great deal and plan to leave it installed on at least our desktop computer. If we find ourselves using the laptop to access the Internet to any significant extent, we will need to use it there as well. This is not a one-shot program but one with continuing utility.



Valuable Lessons Learned from a 486-33 IDE

By Jerry Mintz

A client's unusually unstable 486-33 computer in Windows 3.1 taught me how to avoid losing data due to viruses. The 486 33 did not improve when I added 4 megs of memory. After too much time, money, and frustration I tried a slow tedious Win '95 installation on the compressed 110 Meg IDE (w/o VESA Local Bus) hard drive. Unexpectedly, Windows and Word for Windows were now stable (did not crash). Unfortunately, with no weekly or monthly file maintenance, there was little room to let less than 10% of a hard disk fill up with data files. I set the system to save documents to the A:\ drive in tools, options, file locations, documents. The data would be saved and would not be trashed if the hard drive became corrupted from too many windows crashes. Documents take longer to save, but this non traditional method of saving data on a drive other than the application drive has worked so well, I have used a variation to protect data that is stored on the hard drive. Viruses attack the hard drive through an exe. (executable) program, and eat up the FAT file allocation table, destroying the record or map of the data. If you have more than one hard drive, either physical hard drive or logical hard drive by partitioning using FDISK, data can be stored away from the executable files. Most of the "wear and tear" (file corruption) takes place on the C: drive. If you partition your hard disk or have a slow old 100 Meg drive collecting dust, a D: data only drive can be a life saver if (when) you have to redo (format) your c: drive. Programs have little bugs or problems that cause windows lockups. When was the last time you manually 'scandisked' your hard drive? Never would be the answer from those who forget the scandisk at the time of Windows installation. The procedure to change where you save data files in Word and most programs is similar or use the Help contents or index to find

file location. In Excel, the file locator is in the tools/general options. Make a separate directory for the different applications data files you wish to save on your new data disk drive. If your data represents too much time and work to lose, I would back up the data to the c:\ drive, a tape drive, or a floppy drive.

Before you use FDISK and after you have a tape back up of your drive, test the tape drive by deleting a "Who cares" inconsequential file from your hard drive. Then restore the "who cares" file from the tape backup. Try several who cares programs and files to test your tape drive. After you use FDISK, you can not undelete a file you can not restore from your tape backup. Check, test and retest several files and programs if possible before you wipe off any programs you can not load from CDs or floppy disks. If you use another source to backup your data, make a test deleting a "don't care" file first, then restore the don't care file.

I don't have a partitioned drive at work. After a day of entering accounting data in Excel, or Quickbooks, I don't feel comfortable not copying the latest data to a floppy "Just in case" security disk. An important letter or the boss's latest accounts receivables printout are just as important as more involved data. Ask yourself how much time did I spend on a project before you close Windows and go home. Ten minutes is not long to back up an eight hour work day! Most back ups don't take more than a minute or two unless you have graphics. I have a twenty-five cent two minute solution in the form of a HD 1.44" floppy disk. Quickbooks asks or prompts you to back up your data. Do you wish to overwrite a file with the same name the dialog box asks. I suggest you backup all of your .doc, .txt, and other data files as if you were backing up your next paycheck. If you haven't the five minutes to back up the files at the end of the day without delaying the carpool, bus, train or plane do your back up before a break or

before lunch. Back up daily "Don't worry - work!" Worry once about the data: when you enter the data, write the letter, or do a research paper, not when your hard disk won't cooperate. As in the Rebocks commercials, "Just do it." A hard drive can fail for a dozen reasons. Power surges can fry your computer in an instant. A \$1 to 10 dollar CMOS battery on the motherboard can die without warning. If you have already replaced the CMOS battery with 4 penlight batteries, your CMOS can be lost again at almost any time without warning. Computer users have been locked out of their own computer by their own or another's password. On some motherboards the password can be by-passed. On other computers the CMOS battery can be temporarily opened to deliberately lose the CMOS data and password.

Our computers and our disk drives are 99.9% reliable; we expect our computers will always work. Unfortunately computers don't warn users this is absolutely the last chance to back up the data you can not afford to lose. Always backup your data: "Just do it." Note: The 486-33 8 meg 110 Meg HD computer is still stable on Windows '95 six months after a long slow installation.

TRICKS

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files). Create a batch file that deletes all files in the C:/WINDOWS/RECENT folder. Now create a shortcut on the desktop to the batch file (make sure you tell the shortcut to close on exit). Double-clicking on the shortcut in the future will clear your Documents menu.

TOP TO BOTTOM FOLDER TIP

If you've got a folder window open and want to get to the bottom of it, don't use the scroll bar. Just press Ctrl+End. And of course, if you're at the bottom or somewhere in the

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Library News

by Bob Ward & Bob Williams

It seems like forever since we've had any new files in our shareware library. I hope you like the ones we have for you this month.

#747 LEDIT207 - Edit control with syntax highlight breaks the 64K limit, complete file handling, bookmarks and much much more.

#748 CLKTUT10 - Clock Tutor v1.0: Teach children to tell time from various sorts of analog clock faces. It will announce the time (in English).

CHEMXA10 - Atoms, Symbols and Equations v1.0 - A unique interactive multimedia Chemistry tutor for Windows which tests students as they learn.

#749 EMBER3 - Firehand Ember v3.0.7: Image File Manager for Windows. You can view several directories at once containing any number of Windows bitmaps, progressive and standard JPEGs, still and animated GIFs, compressed and uncompressed TIFFs, and more.

#750 DISASSEM - Win32 program disassembler. This is a fully functional Win32 program (PE portable executable format) disassembler. This program was developed with DJGPP C compiler. disassem "file.exe" > "file.txt". **USGEO50** - Six activities to teach U. S. geography.

#751 HSDX307 - HyperSnap-DX v3.07.00: Screen capture. Saves captures in progressive JPEG, GIF or BMP formats. **WEBCA400** - View and save pages from Navigator local cache for off-line browsing. **MF20** - MyFonts v2.0: Windows Font Manager lets you view and preview all your fonts (installed or not), print pro-quality specimen sheets, install/uninstall fonts individually or in 'FontPacks' and lots more.

#752 ALARM107 - Reminder is a simple desk accessory for the Windows 95 taskbar. Allows up to 5 alarms (20 in the registered version) to be set. **IK97V12S** - Invisible KeyLogger 97: Monitors keyboard activity. Only you know exactly what was going on. **WDT** - Winhelp Development Today Collection: This is an extensive collection of WinHelp resources. This file is in WinHelp 95/NT format.

#753 SNPRO63 - Safety Net Pro is a highly acclaimed utility for backing up key files by file extension. It has one default setting - to backup key windows & system files including INI files, Registry Files, and Startup Files. **MODEM525** - FaxModem Wizard will tell you what, if anything, is on each of your four COM-Ports and which IRQ is connected to each COM-Port, COM?-IRQ?. **IEDIT12** - I-CONTROL Editor v1.2: A full featured multi-document editor which replaces NotePad with easy drag/drop editing and no file size limits. **Stealth Ping** 1.24 keeps you from being logged off by your ISP for system inactivity.



TRICKS

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middle of a folder window and want to return to the top, press Ctrl+Home.

SEEING DOUBLE

We sometimes hear complaints from longtime Windows 3.1x users about Explorer's inability to open multiple windows. Solve the problem by opening two instances of Explorer.

INFORMATION @ YOUR FINGERTIPS

You probably already know how to create a shortcut to a document. Here's how to create a shortcut to a specific place in a document. Make sure you can see the desktop from the open document, then simply drag and drop any part of the document (say, a sentence in a word processing document or a range of cells in a spreadsheet) to the desktop using the right mouse button. When you let go, choose Create Document Shortcut

Here and close the document. The next time you want to open the document to that place, double-click on the new shortcut. This will launch the document and take you right to the selected text, which will be highlighted.

YOU KNOW WHERE TO SEND THAT

When you right-click on most objects, you'll usually see a Send To option. This offers you a number of locations you can send the item you've selected. The default locations are useful, but why not throw your own favorites in there? Just open the SendTo folder in the Windows directory, or select Run from the Start menu and type sendto. Anything you put in the SendTo folder (preferably shortcuts) will then appear on the Send To menu.

DRAG-AND-PRINT

Create a shortcut to a printer by opening the Printers folder (Settings/Control Panel/Printers) and dragging a printer icon to the Desktop. You can then drag documents onto the shortcut and print instantly. You can also put a printer shortcut in your Send To folder so printing is always a right-click away.

CHOOSE HOW THEY RUN

If you want applications to run minimized, maximized or in a normal window, create a shortcut for the app, right-click on the shortcut icon, select Properties from the context menu, click on the Shortcut tab and make your selection in the Run item.

FREE PHONE TIPS

Microsoft offers free tips and information by phone: 800-936-4200.

SEARCH DRIVES

Search your floppy, hard and mapped network drives simultaneously by selecting My Computer in Find's Look In box.

FIND'S WILDCARD

The Win95 Find utility sports some unique-and undocumented-wildcard capabilities you can use in the Find

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TRICKS

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dialog's Named box. For example, use a question mark to replace each unknown letter or number in a filename. Each question mark must replace exactly one unknown character, so you have to know how many characters are in the filename. Each asterisk, on the other hand, can replace any number of unknown characters. You can use combinations of question marks and asterisks to refine your search.

TURN WIN95 INTO A REMOTE ACCESS SERVER

One of the many features included with Microsoft Plus is a Dial-Up Server option. After installing Plus you can enable Dial-Up Server by opening the Dial-Up Network icon, clicking on Connections and choosing Dial-Up Server. Next, set up shares, set your security under Win95 and dial into your own computer.

USING WINDOWS 95'S LOCAL REBOOT

With Windows 95's local reboot feature, you can safely shut down a hung application without affecting other running applications. When an application locks up, press the [Ctrl][Alt][Del] key combination. When the Close Program dialog box appears, the hung application is usually highlighted and will have the phrase "Not Responding" next to it. If it's not already highlighted, select the application you want to close and click End Task. Usually, the application will close without further prompting, but some times a confirmation dialog box will appear. If this happens, click End Task again to close the hung program.

Tips.....
complements of Windows Magazine
<http://www.winmag.com/listserv>



Advice to Old Typists

By Lach MacDonald

In a deadline panic I may revert to my old journalism training and type so fast I forget about letting the computer carry my sentences from one line to the next. When I reach the margin of my page view on the monitor, my ancient reflexes cause me to hit enter for a line ending. Then when I send the file to my mentor Bob Ward for the newsletter, he sez, "Why do you have all the little paragraph doodads in your text; could it be you are giving a carriage return at the end of each line?"

Yes, Bob, that's the case. And given your tip, I went to Word Help looking for "Reveal Codes," that trusty command in WordPerfect that let me find and delete unnecessary punctuation, phantom page breaks and unexpected font changes. Then I remembered that MS Word doesn't index the term "Reveal Codes." Of course I couldn't remember what the Gates Gang had labeled that function, so I started checking out the drop-down menus. Who knows where the Manual is, after all?

Finally found what I needed in the Tools Menu, at the very bottom where it says Options. No choices appear until you click on Options, then you get a detailed set of Menus, even one that says Help for WordPerfect Users. I was past help, however, until I found View/Nonprinting Characters. You can check Tabs, Optional hyphens, Spaces, Paragraph marks, Hidden text, or All. I chose All and went back to my document, which was studded with Paragraph marks where I had unintentionally entered a carriage return.

Then I took the revealed codes off the screen by going back to Options/View/Nonprinting Characters, and taking the check off All. But my document then gave me different line ending. A bit confusing. I deleted the still invisible line endings, closed the

file, went to the MS-DOS prompt, found the directory, and entered A:\Type Advice, and it came up on the screen, just as Bob said it would. So if you want to check the appearance of a file before you send it to someone, try DOS and the Type command. I think I got it right eventually but I knew if I didn't write it down, I'd forget how to find this next time I wanted "Reveal Codes." So I made these notes, and decided, heck, there may be a few other old-time typists out there as forgetful as I seem to be. So here, thanks to Bob Ward also, is Hard Copy's Tip of the Month, subject to revision.

Let's hope Lach doesn't "return" to old habits ;-)



Useful Computer Acronyms

ISDN: It Still Does Nothing

APPLE: Arrogance Produces Profit-Losing Entity

SCSI: System Can't See It

DOS: Defunct Operating System

BASIC: Bill's Attempt to Seize Industry Control

IBM: I Blame Microsoft

DEC: Do Expect Cuts

CD-ROM: Consumer Device, Rendered Obsolete in Months

OS/2: Obsolete Soon, Too

WWW: World Wide Wait

MACINTOSH: Most Applications Crash; If Not, The Operating System Hangs



New Members

WELCOME to Mike Stainer who joined our club in February.

New members are far and few between. We need to make a concerted effort to invite our friends and encourage those who already belong, to renew. Membership has dropped by 100 individuals in the past 2 years.

:-((

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 and any discounts given to our members by computer companies..

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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Bulletin Board

The BBS is temporarily
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Treasurer's Report

SLO BYTES PCUG EXPENDITURES JANUARY, 1998

Beg. Chk. Bal.	+ 1515.88
Expenses:	
Telephone (January)	- 17.64
Newsletter (01/98)	- 70.30
Bulk Mail	- 60.00
Corporation Renewal	- 10.00
Diskettes	- 35.72
Computer Case	- 17.29
Rent	- 75.00
Total Expenses	- 285.95
Deposit 12/08/97	+ 719.65
Total Deposits	+ 719.65
New Balance	+ 1949.58

PROJECTOR FUND GOAL: \$4,000

Donation	+ 5.00
Balance	+ 1648.22

Slo Bytes Officers...

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Vice President	Gus Thomasson
Secretaries &	Bill Avery
Program Chairs	Jerry Mintz
Treasurer	Bill McNamara

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DSDD 360K Formatted Floppy Disks with labels, tabs, & sleeves55 Each
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Generic High Density Formatted Floppy Disks (5.25" X 1.2 Mb)70 Each
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