SPAUG PrintScreen

Post Office Box 3738, Stanford, CA 94309-3738
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A Non-Profit / Educational Organization - http://www.mediacity.com/~spaug

Jim Dinkey - Notes From the Prez

Thank you for electing the new Board of Directors. They are hard at work already getting ready for you the benefits of being in the Club. I am impressed that each person, new or old to the Board, has bent to doing what is necessary for an effective Club to operate. The old argument of what section of a Club is the most important is always the same: all of 'em.

I was seriously concerned about the loss of Brian Christopher as Editor/Publisher, but John Sleeman has already taken charge of that function and learned the Print Screen setup.

One problem I will guarantee I will solve is the ability of members to be able to gain access to the Elks Lodge in a timely manner. At someone's suggestion, I will be installing a radio-controlled doorbell on the outside of the Elks Lodge. There is an electrical outlet about 20 feet to the right of the door. When you come next time and need access, walk 20 feet to the right, press the doorbell button, and ask for Joe.

I feel strongly that there is a wealth of talent within the Club and it is best that we use it. Therefore, at the next meeting, a questionnaire will be passed out attempting to elicit your areas of strength. Please feel free to talk with me about your perception of these areas. I will be looking for applicability to the Club in general and the ability of public speaking.

At the next meeting there will be a table of literature and catalogs available for the taking. This will permit you to do some comparison shopping. Further, where feasible, the 'crosstalk' section will be just before break to assure that connections made during the session can be completed during break.

The Elks Lodge seems to be working out just fine; at least location is one problem I don't have to deal with - it certainly made life difficult for my predecessor.

With Windows 98 on the horizon, I have been thinking of how we might have a one-night SIG on how to make Windows 98 dual bootable back to 95 for those who are cautious in nature or have a business that wants to test first. It is for this reason that I have the Club Computer at home and am planning to ADD a 1.2 GB disk to it and then do the double install necessary using Partition Magic as an aid. I don't believe it would be interesting to everyone and I think many would fall asleep in a monthly meeting waiting for certain functions to complete. What do you think? Any interest? See me at the meeting, or e-mail me at: dinkey@ix.netcom.com

Regards, Jim Dinkey

General Meeting @ Elk's Lodge - Wed. May 27th @ 7:00 PM
4249 El Camino Real - Palo Alto (directions on page 5)

General Meeting Minutes
April 29, 1998

The SPAUG April meeting took place at the Palo Alto Elks Lodge. We had a total of 31 members in attendance in addition to 6 guests. An election of new officers that normally would have taken place at the April meeting was not necessary. With only one nominee for each office, all new officers were elected by acclamation at the previous meeting. Bob Mitchell expressed his appreciation for all of the help he has received from other officers, managers and members in general during his two-year term as president. Beverly Altman offered her thanks for the past efforts of the president.

Our industry guest for the evening was Sherri Smith who represented the scanner/printer division of Alps Electric. The members present quickly became familiar with printing that relies on dye transfer using exchangeable color ribbons instead of the more familiar ink jet or laser. While necessarily slower than ink jet or laser printers the improvement in quality was obvious with the Alps MD 4000 scanner/printer. It was even more outstanding using the premium Alps MD-1300 printer. The number of questions from the group that were all well fielded demonstrated the degree of interest in the products during and after the demonstration.

Robert Mitchell presented a number of freeware and shareware applications that were made available on the DOM (disk of the month).

Random Access followed the break. There were a few problems that members encountered with their personal computers. There were some good suggestions made on recovering from those problems. SIG dates were also mentioned. They were Tuesday, May 5 for the Internet SIG and Tuesday May 19 for the Windows SIG.

The raffle of prizes was then held. Through the generosity of Alps Electric the raffle included an MD 4000 scanner. A very happy Keith Smith won that major prize. The meeting concluded about 9:30 PM.

SIG News.

Windows 95 - 3rd Tuesday of the month.

The next meeting of the Windows SIG is scheduled for Tuesday, May 19th at 7:00 PM at my home. No major topic will be covered but rather, as has become the practice, a number of tips and tricks, an update on new Windows items, topics related to the structure of Windows, and up to the minute status of Windows 98 will be presented.
Walt Varner, 1214 McIntosh Ave. Sunnyvale, CA 94087. Tel: 408-739-3488; email: Walt2222@aol.com

Internet - 2nd Tuesday of the month.

The last meeting covered HTML and how to create Web pages. It was well attended and generated a lot of interest.
The next meeting will be at 7pm on June 9th, as usual at the home of Jim Dinkey, 3380 Cork Oak Way, Palo Alto.

Planning Meeting Minutes
May 5th, 1998.

The planning meeting of May 5, 1998 convened at Bev Altman's house at 7:30 pm. Present were Jim Dinkey, Stan Hutchings, Walt Varner, Arlan Kertz, John Sleeman, Bev Altman, Kendric Smith and Ron Nicholas.

The treasurer reported a balance of approximately $4,000 including a sizeable increase from last month's "raffle". SPAUG is now officially considered a non-profit organization by the IRS and CA Franchise Tax Board; the club's trial period has been completed.

General Meeting @
Elk's Lodge
4249 El Camino Real
Palo Alto
May 27th, 7:00 PM

A speaker from Broderbund will tell us about their latest products, including their genealogy programs, which seem to be of particular interest to a lot of members.

SPAUG has purchased ad space in the Elk's Newsletter thereby giving exposure to 2,000 Elks and many potential new members.

Considerable discussion ensued on how to interest more visitors to SPAUG's website and also to make contributions. When making contributions, our webmaster has requested that all submissions be in plain text only and no attachments; any would be attachments should be incorporated into the body of the message.

A SPAUG website presentation will be at a general meeting to encourage members and others to visit our website. New meeting dates for the Internet SIG is the 2nd Tuesday and the Win95 SIG on the 3rd Tuesday.

The problem of the Lodge front door being continually locked has been resolved. A remotely controlled device will accommodate the late arrival persons, which individually unlocks the door for those arriving after 7:00 PM. The Lodge will have coffee available.

Considerable interest was expressed in having a future presentation of genealogy programs. Other suggestions will be greatly appreciated and will be further explored and requested at the next general meeting.

The next planning meeting is scheduled for June 3, 1998 at Bev Altman's house. The meeting adjourned at 8:30 PM.

Respectfully submitted, Ron Nicholas.

TipWorld is a Web resource on all kinds of information. The following was taken from a series of tips on rich text format (RTF), and edited for continuity and length.

"NOW THAT'S RICH!"

According to a reliable source, we understand that there's still a woman in Duluth, Minnesota, who uses a pulse-dialing telephone; a man in Butte, Montana, who actually relies on "snail mail" for most of his correspondence; and a couple in Rancho Cucamonga, California, who swear that aliens--as part of an elaborate conspiracy--planted microwave ovens on this planet as a way of homing in on vulnerable humans for abduction.

What's the point? Not everybody on Earth is as technologically advanced as you are. Not everyone you know has the capability of sending and receiving messages with rich text (HTML - hypertext markup language) formatting like you do. You may already know that HTML formatting lets you jazz up your e-mails with a variety of styles and graphics. And that you have a few options regarding when you can set HTML (as opposed to plain text) to be your desired format.

So here we show how to choose an HTML format for a particular message when you have plain text set as your default format. This solution is conservative, but it allows you to send along graphics when you know for sure that the recipient(s) on the other end definitely can handle HTML.

To confirm that you have plain text as your default format and then to set HTML as your desired format, do the following:

- Press Ctrl + N to compose a new message.
- Choose View. Notice whether the Formatting Toolbar option is grayed out (and you can't choose it). If it is, you're working with plain text, which is what you want.
- Press the Esc key twice to deselect the View menu.
- Choose Format + Rich Text (HTML). A formatting toolbar pops into the middle of your message, indicating some of the neat stuff you can now do.

We'll explain the formatting options later; right now, we want to remind you that whatever formatting you decide to use do will most likely be lost if your contact's e-mail program doesn't support HTML.

We have teasingly suggested how many cool things you can do with the formatting toolbar that appears in the middle of HTML formatted messages, thus begging the question that if HTML formatting is so hip, why wouldn't you want to set it as your default format? The first answer to that question is that you might; follow these steps to set HTML as your default format for all outgoing new messages:

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Questions and Answers

The SPAUG Web Page

available at

http://www.mediacity.com/~spaug

sponsored by

MediaCity
500 Logue Ave
Mtn View, CA 94043
(650) 321-6800

PPP/T1/Frame Relay/ISDN

General Meeting
May 27th, 7:00PM
at Elk's Lodge,
4249 El Camino
Palo Alto

Listserver

spaug-list@mediacity.com

Any member on the spaug-list can send messages to all other members on the list automatically by sending e-mail to this address. This list is intended for announcements of interest to all SPAUG members. Please avoid excessive or trivial announcements, since they tend to annoy some members, especially those paying for connect time. Additions or corrections can be sent to: **spaug@mediacity.com**

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Walt Varner	All PC areas: Software and Hardware incl. Win 95	408 739 3488	9AM - 9PM	walt2222@aol.com

Elks' Lodge, 4249 El Camino Real, Palo Alto, CA 94306-4496

The Elk's Club is at 4249 El Camino Real on the North side of the street, between Charleston and San Antonio Road, but very close to Charleston. It is next to Ricky's Hyatt House which is on the corner.

Park your car in the parking lot at the front of the club, and proceed to the center door. This is a keycarded door so we will have someone at the door to let you in. Proceed to the Lodge Room straight ahead, and to the left.

If you cannot get in the center door because you are late, press the new wireless doorbell that will be in place for each SPAUG meeting, and someone will come and let you in.

Arlan Kertz - "SPAUG 501(c)"

This is to remind you that SPAUG is a non profit organiztion registered with the IRS under Internal Revenue Code 501(c)(3). In this regard, your dues (except for $12 for the newsletter) are deductible. Also, any addtional cash and or other non-business assets donated to SPAUG are also deductible.

Membership Application in the Stanford / Palo Alto Users Group for PC
$35 annual dues payable to SPAUG

Name:	Address:	
City:	State:	Zip:
Home:	Work:	Fax::
E-Mail:		
New Member:	Renewal:	
Special Interest Group:		

The above information is for SPAUG use only.

Mail to: The Stanford / Palo Alto Users Group, PO Box 3738, Stanford, CA 94309-3738
Questions? Call Beverly Altman (650) 329-8252 or Bob Mitchell (650) 368-9530

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- Choose Tools + Options.
- Click the Send folder tab.
- In the Mail sending format section, click in the HTML radio button (so a black dot appears).
- Click OK.

The second answer to the question is that not all e-mail programs can handle HTML. As we go along, we'll show you smart ways of dealing with that fact.

Earlier we told you that we'd show you a couple of smart ways of dealing with the fact that not all e-mail programs can handle HTML. But what does "can't handle" mean? It means that although HTML is a popular and widely accepted format, certain e-mail programs just aren't equipped to interpret the language. So when recipients with non-HTML-friendly programs receive something with HTML formatting, they usually wind up with pages and pages of nonsensical symbols and gobbledygook (representing--in an albeit useless way--the cool picture or other attachment someone tried to send them).

To avoid that frustrating waste of time for both sender and recipient, you (as the HTML sender) can be proactive by changing back to a plain-text format when sending e-mail to your HTML-challenged contacts. (Of course, doing this is only necessary if you've set rich text as your default format, as explained earlier). So here's how to change from a rich-text default format back to plain text for an individual message:

- Press Ctrl + N to compose a new message.
- Choose Format + Plain Text. (NOTE: You can do this step either before or after you address and fill out the rest of the e-mail, as explained in Step 4.)
- You get a warning that any HTML formatting you included will be lost and asking if you're still sure that you want to make the switch. Click Yes.
- Address and fill out the rest of the e-mail.
- Send the message however you normally would.

The next time you go to compose a new message, the new message will still have a rich-text format because you didn't change your default format. All you did in these steps was change the format of a single outgoing e-mail. And if you think THAT'S clever, just wait, when we show you the first of two methods for setting Outlook Express to AUTOMATICALLY format your messages properly!

We have described how to change an individual message with a rich-text default format to a plain-text format (if a warning pops onto the screen asking whether you're sure you want to lose any HTML formatting you may have done, click Yes; then complete and send the message just as you normally would). That technique is a good way to make a last-minute adjustment on a particular message being sent to someone with an e-mail program that can't read HTML. But if you keep rich text as your default format you're not going to always know which of your recipients can read rich text and which can't. And you're not going to want to perform all those steps every time you want to send something to someone whose e-mail program can only read plain text.

So what can you do to keep rich text as your default format and still avoid sending unreadable stuff to your plain-text buddies? Well, the first step is to make note of the recipients who tell you that their e-mail couldn't read those fancy graphics you sent or that all they could see was a whole bunch of crazy symbols. When people tell you that, they're most likely either telling you that their e-mail program can't interpret HTML (or that they were tripping on acid and staring at their toaster). Keep track of those folks. To ensure that they only get plain-text messages in the future, do the following:

- Press Ctrl + Shift + B to open your Address Book.
- By typing or scrolling to the contact record in question, find the one that you want and double-click it to open it.
- At the bottom of the Personal folder tab, click the Send E-mail Using Plain Text Only checkbox to insert a check mark.
- Click OK.
- If you want to make the same indication in another contact record, thm repeat Steps 2 through 4.
- When you're finished, click OK.

From now on, you'll get a warning when you try to send any messages with a rich-text format to any of the people you indicated should receive

only plain-text formatting. And that's cool--for people you have in your Address Book. We'll follow up by showing you how to safeguard people NOT already in your Address Book from getting the wrong text format in an e-mail.
We have shown you how to mark a particular contact's record so that person receives only plain text e-mail messages . This technique is great for the people in your Address Book that you know can only read plain-text messages. But what do you do for people NOT stored in your Address Book or whose e-mail program's text capabilities you're not sure about?

You can tell Outlook Express to automatically reply to messages with the same kind of format that was sent to you. In other words, if someone sends you a message with plain text, your reply format will automatically be with plain text. If someone sends you a message with rich text, the reply will be with rich text. Pretty logical, huh?
To automate the text format of your replies, do the following:

- Choose Tools + Options.
- Click the Send folder tab.
- Click the Reply to Messages Using the Format in Which They Were Sent box to insert a check mark.
- Click OK.

So rich text is your default format. The contacts in your list whose e-mail programs you know can't handle HTML have been marked to receive only plain text. And you've selected the option that automatically ensures that you reply to messages using the format in which the messages were sent. You MUST be ready to knock out some killer e-mail content, right? Well, it IS about time. But before you start composing, there's one more caveat about mixing it up with rich text and plain text--and that's how we finish off this series.

If you've got this far, you know all about plain-text and rich-text (HTML) formats: how to set each of them as your default format, how to switch to and from these formats on the fly for an individual message, how to mark a contact to receive only plain-text e-mail from you, and how to set the option that ensures that you automatically reply to messages with the same format that was sent to you. In fact, there are only two questions we haven't answered for you so far:

What happens if I try to send a rich-text e-mail message to a mixture of folks who are and are not set to view HTML in their messaging programs? When are you going to actually SHOW us some of the cool stuff we can do with a rich-text format, rather than just yap about it for a week and get us all breathing heavy with anticipation?
Well, er--uh, let's tackle that first question first. If you try to send a rich-text e-mail message to a bunch of people who are and are not set to view HTML, a warning pops onto the screen saying, "You are sending this message as a rich-text (HTML) message. Some of the recipients prefer to receive only plain-text messages. How would you like to send this message?" You also notice the following three buttons:

- Send HTML: "Sends the message as HTML. Some of the recipients may see HTML tags in the message." In other words, the people who can view it will view it; the people who can't will not view it the way you intended, but they'll still get SOMETHING.
- Send Plain Text: "Sends the message as plain text. Any formatting you have done will be lost." This option pretty much ruins the party for everybody. Nobody (including people whose e-mail programs have HTML capabilities) will be able to see any of the rich-text formatting or graphics you've included.
- Cancel: "Returns to editing the message." Essentially, you're throwing up your hands and admitting that you can't make up your mind.

TipWorld promises more updates on this subject, so you may want to subscribe; or of course, you can hit the bookshops. (Or both.)

DOM 9805 - By Robert Mitchell
Windows 95/NT

DIRTKT.EXE - 550KB - Directory Toolkit for Windows 95/NT (shareware) - A multipurpose directory and file utility that provides features missing from Windows 95 and Windows NT 4.0 or higher.

It displays single directory lists or side-by-side directory comparisons using color coding for alike, different, or missing files. Directory comparisons can be based on dates or a binary file analysis of actual file content. You can copy, move, & rename files while retaining long filenames and six built-in synchronize functions simplify updating directories. Built-in archive functions, with Explorer shell extensions, let you create & manage ZIP archives

from Explorer, and Directory Toolkit can serve as your primary archive manager for supported archives. File operations (copy, move, delete, rename) and directory comparison functions work seamlessly on files in archives, e.g., no need to manually extract files first.

Other features include

- Explorer compatible OLE Drag-N-Drop;
- Split/Concatenate files to/from diskettes;
- Encode/Decode UUENCODED, Base64 (MIME), Binhex files (Decode also includes printable, 7 bit unencoded, & plain text);
- An integrated file comparison viewer for a color coded display of the actual differences in files;
- Safe physical sort of directories;
- Touch files (change time/date stamp);
- Find duplicate files on a drive;
- Open files and launch applications;
- Multiple include/exclude file masks and the ability to include/exclude files based on size and date;
- Command line switches to automate comparisons & synchronize operations via batch files;
- User configurable output file and print function to create reports of single and comparison directory lists;
- Automatically detects & runs (optionally) setup programs in archives;
- File numbering during rename, move, & copy operations that allow you to number files sequentially based on adjustable sort order and a user defined starting value.

Shareware - $25.00

PIEGATES.EXE - 494KB - A game of trying to smash pies into Bill Gates Face.

EI73.EXE - 294KB - Easy Install creates with only a few key strokes, compressed self installing distribution disks. There is no script language to learn. Just tell Easy Install which directory your files are in for packing and which drive to make the install disk on. The rest is automatic.

Shareware - $40.00

README.1ST - 4KB - This file contains information about the programs on this DOM DISK.

Technology Watch.

Over the next 6 months you'll be hearing an ever increasing reference to the new USB port. Almost all new PC's purchased since the first of the year have the port installed on the motherboard. Currently, however, there are few, if any, components available that can use the USB port but there will be a barrage of them appearing by the end of the year. This will include keyboards, printers, modems, scanners, CD ROMS, and many more peripherals.

So why do PC's need another port when they now have at least two serial ports (COM1 and COM2) and one Parallel Port (LPT1) and can have additional ones added? Most PC users have already experienced a shortage of ports on their computers when they try to add a ZIP drive or a scanner or some other device other than a mouse on COM1 and a modem on COM2.

In addition, devices using a parallel ports are limited to be within 50 ft of the Computer. Hence a new port technology has emerged in the form a high speed gateway which has been named USB for Universal Serial port.

A USB port furnishes on a single cable all the Input-Output requirements now served by the serial and parallel ports on today's PC's. Over 125 devices can be daisy-chained with each length capable of being over 15 feet long.

The transition to the USB coupled with FAT32 and Plug and Play with happen over the next year with almost unbelievable speed. Keep on top of it or you'll be left in the dust.

Walt Varner.

Editor's Corner.

First, "thank you" to the club for inviting me to edit our newsletter - I'll do my best to fill Brian Christopher's shoes. And thanks to Brian for all the help and information he has given me on how to do it.

This first issue under new management is rather Spartan, as I learn the tricks of the trade. I hope the next will be less austere.

Members' contributions of articles, tips, and notes of interest are very welcome. Please email them to me at **sleemanj@earthlink.net**. Please include them in the body of the mail, rather than as attachments.

John Sleeman.