SPAUG PrintScreen

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Vol. XVI No. 6 - Newsletter of the Stanford / Palo Alto Users Group for PC
A Non-Profit / Educational Organization - http://www.mediacity.com/~spaug

Jim Dinkey - Notes From the Prez

OUR SPEAKERS for this coming June 24 meeting at 7:00 p.m.:

Mark Heyer, Consultant to the Cable Co-OP on CABLE MODEMS. Mr. Heyer will review the capabilities, timing, cost and effectiveness of the Cable Co-Op's half a gigabyte per second offering to the local community.

Mr. Sean Wells of Hughes Network Systems will review their offering of SATELLITE COMPUTER LINKS and will show how anyone can have their service in difficult locations and for intensive users.

Thus, the agenda for the meeting will look something like this:

7:00	Sig Reports Walt Varner - Win95 SIG Jim Dinkey - Internet SIG
7:05	Notice on field trips and associated activities.
7:10	DOM (Disk Of the Month) Robert Mitchell
7:20	Announcements
7:22	Guests introduction
7:25	Random Access (Crosstalk)
7:35	Break (15 min to resolve crosstalk issues)
7:50	LECTURER - CABLE MODEMS - MARK HEYER
8:20	LECTURER - SATELLITE CONNECTIONS - SEAN WELLS
8:50	Raffle
9:00	Adjourn.

You ought to have, at least, a summary of the survey taken at the last meeting. About 40 were passed out and 16 were retumed. A summary would say that no one thought we were doing things wrong. All but one was signed and even that one wasn't bad. Some of you said that the programs tended to be a little bit slow.

Things you DID want at the Monthly Meeting:

- Windows Register manipulations.
- Microsoft Windows 98.
- More of NT.
- More about picture scanning, methods, scanners.
- Advantages/ Disadvantages of various photo formats.
- Internet/web graphics; Java Script, Internet games.
- High-speed modems.
- Detailed comparison of Win95, 98, NT.
- Tips/Tricks Win95, Word, Excel.

There was almost universal interest in the range of learning, DOM, Random Access, lectures - so we must be pretty close to the mark.

General Meeting @ Elk's Lodge - Wed. June 24th @ 7:00 PM
4249 El Camino Real - Palo Alto (directions on page 5)

At the Board of Director's Meeting, the questions came up of how to respond to persons who were not members but that show up rather frequently. It was decided that a $2.00 fee for non-member attendance, after a complimentary trial guest attendance. We don't want to annoy prospective members, but we are really structured that guests should not be perennial and should join. We DO want to be open to guests and we DO want prospects to review what we do before joining.

We had a failure in the portable speaker last meeting and that has been fixed. Any person speaking will be strongly urged to use a mike. I'm thinking about getting a boom mike to allow hands free operation on keyboards.

Please bear with us while we get our logistics straightened out. The temperature is OK now and the coffee is delivered, and our own private doorbell works. Some of the start times have to be ironed out.

I want to thank the membership for the GREAT aid in getting the contents of the Lodge Room to in or near my car after the meeting. I really appreciate that.

The schedule of meetings is as follows:

June 24 Mark Heyer - Cable Modems; Sean Wells - Hughes Satellites

July 29 Ken Tiffin - HP Printers

August 26 Robbie Robins - Trellix - Web Document Processing

September 30 Hank Skawinski - How to set up, buy and plan for the future in PCs.

October 28 Larry Magid - Where the PCs are going.

Your suggestions are invited.

Regards,
Jim Dinkey

SIG News.

Internet - 2nd Tuesday of the month.

This month's meeting is cancelled.

Windows 95 - 3rd Tuesday of the month.

The June meeting of the Windows Sig has been rescheduled from June 16 to July 21.
Walt2222@aol.com

Planning meeting Minutes, June 3rd, 1998

The planing meeting of June 3, 1998 convened at Bev Altman's home at 7:00 PM. Present were Jim Dinkey, Stan Hutchings, Walt Varner, John Sleeman, Bev Altman and Ron Nicholas.

There was considerable discussion of the problems experienced at May's General Meeting. Ways of averting the delayed room availability and disruptive setup time were explored. A later starting time was not pursued.

SPAUG's ad appeared in the Elk's newsletter thereby explosing the Club to a large potential membership pool. Increasing the Club's exposure to more computer newspapers, magazines and making the website easier to find was discussed and is highly desirable. A new Publicity candidate, Herb Hammerslaugh, is forthcomng . Ways of restructuring the guest admittance to the General Meeting and the number of free admissions before becoming a paid up member was discussed in detail. The first time is free. The second time a $2.00 fee will be requested and a club application is given; the same for returning elapsed memberships. More details will be presented at the next General Meeting.

Our Club will be having many interesting guest speakers and events in the coming months. One new idea of a field trip to some high tech Silicon Valley companies was well received. A hardware SIG, where the Club computer will be

General Meeting @
Elk's Lodge
4249 El Camino Real
Palo Alto
June 24th, 7:00 PM

There are two speakers this month. Mark Heyer from Cable Co-Op will talk on cable modems, and Sean Wells of Hughes Network Systems will review their satellite computer links.

upgraded and questions to hardware problems and upgrade situations was proposed. On-line banking was another suggested topic. Some member asked about having the membership roster of e-mail addresses published; only with the member's consent.

The next planning meeting is scheduled for 1st July, 1998 (check the website) at Bev Altman's home.

The meeting adjourned at 9:15 PM.

Respectfully submitted,

Ron Nicholas (ronlnick@juno.com)

DOM 9806 - By Robert Mitchell

Windows 95/NT

DLLCap.EXE 175KB - DLLCap is a tool for tracing the DLLs loaded. It displays information on active processes and their modules. You can select, view, save, print and compare. DLLCap supports both Windows95 and Windows NT 4.0 or above.

FAT32.EXE 56KB -This utility will tell you how much space will be gained by converting to 32bit FAT from 16bit FAT.

RNAME285 104KB - Rname-it is a Win95 Filename manager. It allows the user to select multiple files and batch rename them. Files can easily be organized and grouped by renaming to a new common prefix and padded with a unique value for sorting purposes. Great for graphics collectors and webmasters. Updated with alphabetical counter.

SCROLL.EXE 166KB - Scroller makes it easy to read long documents on-screen by automatically scrolling the window for you. You can scroll forward or backward, and you can set the scrolling speed. This lets you read long documents on screen without the distraction of having to scroll manually. You simply select the window that you want to read and click Scroller's Start button.

PWDIPRN.EXE 329KB Once run, DirPrn allows you to select a disk drive and directory. You may also select a font by clicking the program's Font button. When you are ready to print the selected drive/directory's contents, click the program's Print button. The program will then display a standard Windows print dialog, allowing you to select a printer, specify number of copies, etc.

DOS

README.1ST 3KB - This file contains information about the programs on this DOM DISK.

Using Executable Files To extract a file, copy the file from drive A: or B: to a newly created directory on the hard drive. Once copied, then simply type the file if in a DOS prompt or double click file with mouse in the Windows Explorer. Once file is extracted, run the install or setup file to install the program. Most will have these files, but others one must run the main file to start the program.

* All files on the disk were originally a *.zip file, but were made into executable files to eliminate the need to use PKUNZIP.EXE.
* The Readme file is associated with the Windows 95 WordPad program. Click on the file Readme.1st and WordPad will open with the readme file loaded.

Acronyms and Initialisms.

Here are some examples, taken this month from TipWorld (and edited for length), of terms you may have wondered about. (Disclaimer - any opinions are the author's, not those of SPAUG or this editor.) If this seems useful, we will continue in future issues. Please let me have some feedback on what is useful or not, and what you might like in future issues.

PDF

PDF stands for portable document format, and it's quickly becoming the de facto standard for publishing paperless documents. A PDF file can capture all the elements of a printed document, including graphics and formatted text. To view and use a PDF file, you need the free Adobe Acrobat Reader application, which you can download from the Adobe site (URL below) and which works with both Windows and Macintosh.

see page 6

Questions and Answers

The SPAUG Web Page

available at

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

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

PPP/T1/Frame Relay/ISDN

General Meeting
June 24th, 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 Lodge 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 Jim Dinkey (650) 493-9307

from page 3

PDF files are especially useful for saving documents like magazines, product brochures or flyers, and forms--in other words, documents that contain complex graphics or graphical elements. So who's publishing with PDF? Quite a lot of businesses and organizations, including the IRS.

To download the free Adobe Acrobat reader, go to: http://www.adobe.com/prodindex/acrobat/readstep.html

NASA is using PDF files for a wide range of documents: http://station.nasa.gov/reference/factsheets/index.html

(Note: PDF is also an abbreviation for the Netware Printer Definition File.)

RTF

RTF stands for rich text format, which allows you to exchange formatted text documents between word processors, and even across platforms. (Usually, file types are indicated by a three-letter suffix at the end of the file's name.) See also the May issue for more on RTF.

Any word processor can save a simple text file in text-only format and then pass it on to just about any other word processor, but this procedure eliminates any formatting that was present in the original. When you save a file in RTF, on the other hand, it preserves the original formatting. Not only does an RTF file retain bold, italic, and underlined text, it also usually preserves tables, style sheets, color, and more.

When you pass a file to a person who uses the same word processor and operating system that you use, you generally don't have to worry about whether your finely crafted document will look the same on the other PC as it does on yours. However, when you can't be sure the recipient will use the same software you do (which is most of the time), use RTF. For example, a Windows 95 user can save a Microsoft Word file in RTF, and that file can be opened with WordPerfect on a Macintosh.

To create an RTF file, use your word processor's Save As command and then go to the section of the dialog box that lets you dictate the file type. Unless you're using a word processor from the Stone Age, RTF or Rich Text Format will appear as a choice. (Note: Some word processors refer to RTF as Interchange Format.)

Tips and tricks.

AN OLDIE BUT GOODIE

Want your old File Manager back? You don't have to switch back to Windows 3.x to access this oldie but goodie. Just click the Start button, select Run, type

Winfile

and click OK. File management, the old-fashioned way! (Note: This utility is part of Windows 95, so you have it even if you've deleted all your old Windows 3.x files.)

VIEWING TWO DRIVES

Want to view the contents of two drives in an Explorer window at the same time? Sorry, no can do. (But see the previous tip on using WINFILE.) However, there is a work-around: You can open each drive's contents in a separate Explorer window.

If you find yourself viewing these side-by-side Explorer windows frequently, set up shortcuts that provide quick access to each drive's contents. Then you won't have to go through the steps of opening the separate Explorer windows and then navigating your way through each to get to the drive you want. Just configure each shortcut to open with its focus on a particular drive, set up shortcut-key access to it, and from then on, you can pop open these Explorer windows from anywhere on your system with simple keystrokes.

First, create a new Explorer shortcut on your desktop (or in the location of your choice). The easiest way to do this is to right-mouse-click Start, select Open, and double-click Programs; then right-mouse-click and drag the Windows Explorer shortcut from the Programs window to the desktop, let go, and select Create Shortcut(s) Here.

Right-mouse-click the new shortcut, select Properties, and in the resulting dialog box, click the Shortcut tab. Change the text on the Target line to

C:\WINDOWS\EXPLORER.EXE /n,/e, X:\

where "X" is the drive you want to view using this shortcut. Click once inside the box labeled Shortcut Key, type the letter you'd like to use in combination with Ctrl-Alt to invoke the shortcut, and click OK. Finally, change the name of the shortcut to something appropriate, such as Drive D. Repeat these steps for each drive. (You'll save time if you simply copy this shortcut, then change the drive letters and shortcut keys.)

Ready to view two drives? Minimize all open windows, press the corresponding shortcut keys, right-mouse-click the Taskbar, select Tile Windows Vertically, and there you have the contents of two drives, side by side. (Note: If your first shortcut key choice doesn't open the window you want, try assigning a new letter to the key combo inside its Properties dialog box.)

MOUSE-LESS E-MAIL

If you need to send e-mail, and you have no mouse (or it is not working), try the following method:

1. Press Ctrl + N to compose the message.
2. Press the Alt key, then T, then R--the same as choosing Tools + Recipients.
3. For each recipient you want to add, type the contact's name in the text box at the top of the Select Recipients dialog box until you see it semi-highlighted (in gray) below in the contact list; then press Enter to copy it over to the To field.
4. Press the Backspace key to erase whatever letters you've typed and then go back to Step 3, if you want to add more recipients to the message.
5. Otherwise, hold down the Shift key and press the Tab key twice; then release the Shift key and press the Enter key--producing the same effect as clicking OK.
6. Back in the message itself, press the Tab key three times to get to the Subject field and type a title.
7. Press the Tab key once more to get to the body of the e-mail; then type whatever your message is.
8. When you're finished, press Ctrl + Enter to send the message to your Outbox.

No clicking, no dragging--you did it all with just a few key strokes!

Believe us when we tell you that this entire method can be done in less than a minute--assuming you're familiar with your keyboard and you know what you want to say and to whom. Speaking of which, what happens if you accidentally choose a contact you don't want as a recipient for that particular message? Well, you COULD correct the error right in the Select Recipients dialog box. But it will be quicker to follow the procedure above until the part about getting "back to the message itself." Then starting with the cursor blinking in the To field in front of all of the listed recipients you just chose (which should be underlined), do the following:

1. If the (first) contact name you wish to delete from the recipient list happens to be the first name listed, skip toStep 3.
2. Otherwise, hold down the Ctrl key and press the right arrow key until the cursor sits just to the left of the contact name you want to nix.
3. Still holding down the Ctrl key, press and hold down the Shift key and then press the right arrow key once.
4. With the contact name you wish to delete highlighted, press the Delete key.
5. You can ADD any further recipients you'd like at this point (remembering to make sure that the e-mail addresses listed are separated by either a comma or semicolon).
6. Starting back at Step 2, you can repeat this process if desired (i.e., if you screwed up more than once in selecting recipients).
7. Finish off the e-mail by titling, filling in the body, and sending it just the way you normally would.

GOLDEN GOPHER

Gopher servers are a great way to use the Internet for research, so it makes sense that universities often host good Gopher sites. One site to check out is at the University of Minnesota, where the Gopher system was developed (the name derives from their mascot, the Golden Gopher). To access the site, go to

gopher://gopher.micro.umn.edu

In addition to research tools, Gopher sites provide

many other useful tools. If you want to look someone up, for example, Gopher offers an easy-to-use interface for many search tools. To get an idea, go to the University of Minnesota Gopher server at :

gopher://gopher.micro.umn.edu

From there, click the Phone Books folder. This will open a folder containing many search options, including university phone books, X.500 Gateway searches, and WHOIS searches. Hey, you may not find who you're looking for, but maybe you'll stumble across that long-lost rich uncle.

Book Review

"The Windows 95 Registry - A Survival Guide for Users" by J. Woram, MIS press $24.95.

Although received too late for more than a cursory review, this book looks good to me. The length (370 pages) is modest considering the number of 1000+ page books out there now, but there is ample detail. The level is said to be intermediate/advanced and that seems about right. The chapter sequence seems logical and comprehensive: Introduction; Registry Structure, parts 1 and 2; Registry Editor; Customizing the Registry; Backup, Restore, and Compare; Troubleshooting; Registry Error Messages. The six pages of contents and 13 pages of index are welcome.
It seems that to do anything beyond the trivial with Windows, you need to understand the Registry. And the price of mistakes is said to be high. So I am going to read this book to the end before taking my chances with regedit. And I'll make sure everything is properly backed up!

Technology Watch.

Walt Varner.

Voice Input is being heavily touted as the wave of the future for data entry. The advertisements claim that the day has arrived when you can enter your data and control its formatting by simply chatting with your computer using a microphone, a speaker and the appropriate program. It sounds like the epitome of efficiency and convenience has been reached.

But don't be too quick to dump your keyboard and mouse. It's true that if you have the latest high speed computer, have a crisp, clear voice, and enunciate each word distinctly, you can enter text at a conversational speed with hardly any errors. However, you are talking to a machine that is still pretty limited in its ability to tolerate the idiosyncrasies of conversational speech. For example, in normal conversation do you clearly say "What are you doing? or does it come out "wucha doon"?

Also almost no one can compose grammatically correct and well organized exposition on-the-fly. Unless the material to be entered has been organized and outlined, the result of the voice entry will have a number of entries like, "oh oh!" or "damn it! and so on.

The points just mentioned and many others are inevitable in the production of a flawless translation, but contemporary programs are many times more accurate and convenient than programs in use only a year ago.

My recommendation is to hold off for a few more months for more responsive and faster computers to be available at lower prices, better translators appearing and the dust has settled on windows 98 and NT. If you can't wait, I feel that the best translator today is the Deluxe Version from Dragon at about $150.

Welcome to New members.

Ben Adelman.

Editor's Corner.

I should like to repeat the invitation to members to contribute to our newsletter.

- In the last issue and this one, under the Technology Watch heading, Walt Varner alerted us to some new developments that will affect us all. I hope others will follow his lead and tell us about interesting things on the horizon.
- Expressions of opinion are also welcome. Not everything of interest is purely technical!

Please email me at **sleemanj@earthlink.net** with your articles, notes, tips, and opinions. It is easier for me if you include them in the body of the message, rather than as attachments.