

Newsletter

Volume 13 Issue 7

July 2000

THE NEXT MEETING



HCC will meet again on Saturday, July 15, 2000, at HMC, bagels at 8:30, meeting at 9:30, program at 10

or so. Jim Russ will discuss **Faxing from Your Computer**.

TAPES- please start looking on your shelves for videos of computer instruction in any area, requested by our Florida Satellite club, and bring them to the meeting.

Examples of your computer activity are always welcome. Whatever you do is of interest to someone who hasn't tried it yet, or someone who has and would enjoy comparing.

THE JUNE MEETING

The regular meeting of HCC was held on June 17, 2000, at the Hunterdon Medical Center, Flemington, NJ. The meeting was called to order at 9:30 A.M., by President Lon Hosford. Guests welcomed included Irina Tarnof, Glynn Gillette and Ed Manlove of Flemington, and Christine Janeczek of Milford. Chris is a new PC user, but her husband is an experienced MAC user. They have a screen printing business. Glynn has a new Compaq which is "not like a MAC". Bo is an engineer with a 200 MHZ Pentium which he wants to upgrade. He has a

cable modem and finds that speed varies with traffic.



Bo's mention of cable led directly into the Q and A session, and further talk about cable and speed of internet connections. Go to [www. DSLreports.com](http://www.DSLreports.com) to see if your house can have DSL. Enter your address and phone number and in a few seconds you see yes or no and prices. This is a well designed site that opens fast and explains the subject clearly. Example: "DSL (Digital Subscriber Line) is an *always-on* internet connection that ends in a socket on your wall, that looks much like a phone socket. At least in the US, the socket is exactly a phone socket, and, for the popular residential DSL, (ADSL), the same housewiring does indeed carry phone and data!

DSL is billed per month, usually for a fixed price, and for the majority of providers, for unlimited usage. In other words, whether you use it for email once a day, or you are a net addict and use it constantly, your bill is always the same. Once you have a DSL line, you can use the entire resources of the internet, in the same way as you did from a regular modem connecting to an ISP like mindspring or ibm.net, except you can use them 24 hours a day, with no connection delay, and usually (although not always) without a 'username' and 'password', and without a busy signal or any connection/disconnection process (USWest offers a economy DSL product that does have a connection process however).

The key advantage of DSL over modem is **speed**. DSL is from several, to dozens, of times faster than a modem connection. A complex web page that could take up to a minute to finish loading, can appear in just seconds over DSL.

Connection speed, reliability, and the 'always-on' nature of DSL, are the main reasons it is so popular. For small businesses, DSL is also a great way to save money compared to pay per minute ISDN data, or expensive T1 lines."

Still on the current favorite topic of speed, Don Colombo asked if there is software that enhances speed. Bill Woodal answered that something called Netpseed changes some internal settings and may give you a maximum 5% increase. Bill advised against its use.

Peter Czerwinski described an NJCC meeting in Somerville where a Microsoft rep was expected to discuss a Radio Shack/MSNetwork partnership in DSL and 2 way satellite connection. There was no internet connection at the meeting so she showed slides.

Ilene Shope initiated discussion of a new business card size CD which fits into a depression in a regular CD drive, "on most drives". It looks like a business card with a hole in the center.

Peter Czerwinski said he had volunteered to work on the Kingwood Township web page, and found he could get a .US domain name free.

Bill Woodall said it is free “with enormous constraints”. There are 17 machines used as “root servers” for the entire internet. Peter’s server is Webexpress. Readington is county HQ for .US. (i.e. dot US domain web sites)

There was no report from treasurer Jac Carroll.

Membership Chairman Don Colombo reported nine contact calls, all with positive results.

Webmaster Paul Glattstein reported that the May-June newsletter did not get posted on the club’s web page. (www.hunterdoncomputerclub.org). Discussion led to Bill Woodall’s offer to donate Adobe Acrobat 3.0 so the newsletter could be saved as a PDF (Portable Document Format) file, which Paul could then post directly to the web site. The PDF file can include the graphics, whereas heretofore we have been posting only the text. Be advised, however, that when you see a URL in the web site newsletter you cannot open the URL by clicking on it, but must type it or copy/paste it. just as when you read it in the paper edition. [Bill Woodall has since installed the Adobe program on the newsletter machine, and the May-June letter is now on the club site, complete with graphics.]

The Secretary thanked members for patience during the recent confusion due to illness, and asked for help straightening out any questions about renewals.



SENIOR COMPUTER CLASSES

Filling in details of the new machines acquisition, Evelyn explained that a gift of \$5000.00, with no strings attached, had come to Dorothy Hartsell, the Senior Activities Director, through a friend of the program. Since all the teachers had made

it clear that we had to have 95/98 machines or cancel the program, she decided to spend it all on a row of 5 new machines. The first thing former students will notice is the comfort of the new monitors for old eyes. Diane Steiner and Linda Canulette set up the machines. Diane is networking them and connecting them to the Internet. Ken Jones will enjoy this, as he has been teaching Internet use by demonstrating at one machine, or running back and forth between two machines, with two or three students on each. Aside from Ken, we have all stuck to one machine/one student as the best way for beginners to learn.



As you can see, this gift opens up many new opportunities for teaching. At last report there was open time on Monday morning., and 5 or 6 PM, Wednesdays. Evening classes are an innovation, limited by the fact that an office staff member must be in the building. Give it a try. Call Dorothy at 788 1359 and tell her what you’d like to teach to 4 or 5 people. If there’s a program you’ve been wanting to learn more thoroughly, teaching it is the best way to explore it.

Teaching these classes is the club’s main community service project, and your help is needed to maintain our good reputation. Since many of our teachers are graduates of Senior classes, they inevitably grow old enough to need to cut back or quit. We need members who are retiring from the big world to take their places. After a few months of delicious hammock swinging, you will need something worthwhile to do. This is it.

We continue to sell dozens of copies of *The Secret Guide to Computers*, as a

service to members and to senior students. Some of the teachers are beginning to use page references to the book in their lessons. The liberal discount price is due to the amount of our cumulative purchases. The \$7.00 price gives the club 30 ¢ profit, to save making change at meetings.

NEW PAGE

The Secretary also announced that sending out the combined May and June letters had led to the discovery that we can mail 5 sheets of paper for the basic postage, so the Editor is adding a regular page, to be called For the Rest of Us. As veteran members move on to more and more esoteric topics, the gap between them and new users grows wider, and we lose members who try for a year to understand the talk and give up. The new page needs your input as to things you remember puzzling over when you started, small new discoveries you make every day, and especially questions from the new users for whom this page is designed. Ed. suspects that more experienced users may find this page useful for reminders of things learned and forgotten.

Ray VanderBerghe handled the ticket concession, with good results for new guest Bo and for Barbara Middleton.

Joe Burger, Vice-President gave his monthly tech review, of mergers, falling stocks, and new products. Kodak expects digital cameras to be 40 % of the market by 2005. Radio Shack expects (maybe) to put a Land Rover covered with ads, on the moon. Hard drive size rises as prices fall and next year you can buy 100 Gigs for \$300. Meanwhile you can compress files from 80 Mb to 700K and still have readable files, with software from **www.Lizardtech.com** where you can download 13 different compression programs for free trials. These are designed for use in sending large files over the net, especially photos, but are also useful for compressing files at home and saving space.

Motorola is developing programs to pre-

dict each person's wants, so ads can be precisely targeted. Joe said there is no privacy left. Robert Simmonds added that "only the paranoid survive".



Our remarkable group came up with not one but three top level presentations for Members Panel month.

ACT I - JIM TALBOT - Computing on the Cheap

Faced with the price of supporting his machine, Jim was sure there must be a better way, and shared his findings in some seven years of searching. He cited costs of hardware, software, instruction (\$78. Per course, \$50 an hour for individual instruction, \$28. for an ink cartridge, and went on to offer alternatives. His first suggestion was to use HCC members for free advice, in person and through the newsletter. Instead of \$28.40 (color) and \$25.90 (black) he used John Gbur's advice (May-June letter page 6) and found color for \$15.99 and black for \$6.99, with second one of each free, saving \$116.45, not to mention \$5.00 for John for bringing a new customer.

Software savings: Jim gave us the name of a great site, which lists, for instance, 13 pages of games to download free. (www.completelyfreesoftware.com) Take a look. Jim pointed out that some of these programs are simplified editions, but all are usable and all serve as a good way to see if you really want to spend the money on the full version. Another economy is reusing not only your own disks but those that come in the mail. Another is printing on the second side of the paper for home use and draft copies and your favorite help

screens.

For free access to the Internet, Jim discussed Juno and Blue Light, which has 4 local numbers, 2 for Milford, and 2 for Phillipsburg. Go to www.bluelight.com/ freeinternet.com/. You can ask for a free CD on this site or call, or download the program onto 3 floppies. Excellent reviews are quoted, including one from the *NY Times*. Add up your savings of \$19.95 a month, if ad banners don't annoy you that much.

Once on the Internet, more savings await. Search for rebates and discounts. Get credit for booking a motel room on line. Subscribe to Earthlink for 36 months and get a free digital camera. Look in *PC World* for April 2000 for 125 Web Bargains.

After the meeting Jim sent footnotes to answer members' questions.

Computing on the Cheap By Jim Talbot

A number of members and guests asked for information following my presentation at the last meeting.

Supplies: Low price ink and other computer supplies. www.bobjohnson.com.
Software: For freeware or shareware try www.completelyfreesoftware.com.
Internet/e-mail: www.Juno.com; www.bluelight.com; www.freeinternet.com. In selecting a free Internet provider (ISP), it is important that you have access to a local phone number where there is no charge to call. Follow these steps before signing up with an ISP.

1. Call your local phone provider and ask them to read all area codes and exchange numbers that are free to your number. In my case I have access to three area codes and many exchanges free.

2. Select an Internet/e-mail provider and before or during installation, check the local exchanges that they have lines with. Make sure one or more exchanges

in your code are listed with both your local phone company and the internet/e-mail provider.

3. You can sign up with a national e-mail provider so that when travelling, you can use any computer and any ISP to retrieve your e-mail. You of course will have to tell your friends and family to use your national provider when you travel. Examples are Mailcity.com and MSN Hotmail.

You can find a large number of free providers by going to the Internet and typing "free e-mail".



ACT II ROBERT SIMMONDS – High Speed Access

Robert Simmonds spoke about practical high speed access to the Net, in Hunterdon County. He finds that DSL is not practical here., and recommends cable and RCN for Clinton Township. Go to www.rcn.com for summer specials and great detail. Robert said the card (to go inside the machine) cost \$125 and the monthly use charge is \$38.00. His connection used 25 feet of co-ax cable. Security is always on when you use cable. To learn more about security measures, see www.firewall.com. This is an information site, with 857 links to related sites, (currently) rather than a site for one software program. The speed advantage comes when you are downloading or just opening web pages, from the net, while your uploading speed remains as it was before. The RCN connection is especially good for graphic sites.



ACT III – WILLIAM P. WOODALL – Photography samples

Bill Woodall finished the program with examples of his work as a photographer-hobbyist. He noted that he was adding to Jim Talbot's ideas for economy, as he discussed the price and sources of photo printing papers. The same picture printed on different types of paper will look markedly different. Best results come from using the photo paper recommended for your particular printer.

Bill displayed pictures of light houses taken with his "antique" conventional camera which uses no batteries, at a distance of 150 feet. He printed them on an Epson Stylus 3000, using Epson photo paper. At Staples the paper costs \$12.00 for 20 sheets; at Costco it costs \$19. For 60 sheets. Costco ink is also half price. Bill saves his discount club membership fee on just these items.

The lighthouse pictures were scanned at 180 dpi (dots per inch). The scan resolution must be a factor of the printer's resolution. The Epson's resolution is 720 or 1440. The example displayed was printed at 1440. For the Epson you must print in multiples of 90 (1440= 16x90). For HP printers scan in multiples of 50. Distortion in scanned images comes from not matching scanner and printer resolutions properly.

To save ink, find the settings box, Epson printer driver\ Advanced, and turn up the saturation setting. You are thus telling the printer that the colors are very vibrant, so it will put out less ink. The word saturation here refers to the quality of the colors you are reproducing, not the amount of ink you are ordering to be put on the paper.

After this impressive and somewhat overwhelming flood of information,

the meeting closed with the news that your digital signature will henceforth be legal on anything from a will to a purchase order.

Great thanks to all our presenters for major additions to our knowledge.

ADDRESS CHANGES

Cliff Rossignol
102 Eastern Promenade Apt 2
Portland ME 04101-4431

Richard Fairless
76 Liberty Corner Road
Warren NJ 07059

John O'Donnell
P O Box 261
Sergeantsville NJ 08557-0261



SPECIAL CHARACTERS

Not HCC members, but odd things like the symbol for degrees. See the New Page for basics, but Member Liz Dunbar adds that the ASCII symbol commands do not transfer to HTML code for use on web sites. "I forget all those codes, too, but I have a bookmark for <http://www.natural-innovations.com/boo/doc-charset.html> so I just look them up each time I need them. I seem to recall my mother telling me an educated person is not one who knows everything but one who knows how to find out. ...A clean house is a sure sign of a broken computer."

VOLUNTEER HELP REQUESTED

Spina Bifida is the most permanently disabling, frequently occurring birth defect in America, affecting 3,000 individuals and their families in the state of New Jersey. Please volunteer to help with fundraisers, our resource center, and prevention-education programs. For more information call the Spina Bifida Association of the Tri-State Region in the Flemington office: 782-7475.

Aside from this formal notice, a recent call came from Spina Bifida to ask for people to do data processing for them. Since this is not exactly the

kind of help we offer in the Computer Volunteers club project, we are just helping with publicity. If you can give a few hours, please call them and offer. 782 7475.

The Spina Bifida Association was one of the first groups to call us for help. They asked for help producing a brochure for a benefit. The problem was they called just a few days before the benefit. After some effort to explain how to do it, our then president Eileen Mullen and Pete Barone decided the only hope was just to do the whole thing themselves. Volunteering leads to all kinds of interesting events. Try it.

Subject: Marriage software users support

Date: Sun, 2 Jul 2000 13:07:42 -0400

Dear Tech Support: Last year I upgraded from Boyfriend 5.0 to Husband 1.0 and noticed that the new program began making unexpected changes to the accounting software severely limiting access to wardrobe, flower, and jewelry applications that operated flawlessly under Boyfriend 5.0. No mention of this phenomenon was included in the product brochure. In addition, Husband 1.0 uninstalls many other valuable programs such as DinnerDancing 7.5, CruiseShip 2.3, and OperaNight 6.1 and installs new, undesirable programs such as PokerNight 1.31, SaturdayFootball 5.0, Golf 2.4, and ClutterEverywhere 4.5. Unfortunately, Conversation 8.0 no longer runs and invariably crashes the system. Under no circumstances will it run DrapeHanging 14.1 or HouseCleaning 2.6. I've tried running Nagging 5.3 to ix Husband 1.0, but this all-purpose utility is of limited effectiveness and has on occasion evoked the dreaded BSOD (Blue Screen of Death). Can you help? Signed, Jane

Dear Jane: This is a very common problem women complain about, but it is mostly due to a primary misconception. Many people upgrade from Boyfriend 5.0 to Husband 1.0 with no idea that Boyfriend 5.0 is merely an ENTERTAINMENT package. However, Husband 1.0 is an OPERATING SYSTEM and was designed by its creator to run as few applications as possible. It is definitely not designed for multi-tasking. Further, you cannot simply purge Husband 1.0 from your system and return to Boyfriend 5.0, because Husband 1.0 is not designed to do this. Hidden operating files within your system would cause Boyfriend 5.0 to emulate Husband 1.0, so nothing is gained. It is impossible to uninstall, delete, or purge the program files from the system, once installed. Any modification program files can only be installed once per year, as Husband 1.0 has severely limited memory and cannot readily accept new information or

changes. Error messages are common, and a normal part of Husband 1.0. In desperation to play some of their "old time" favorite applications, or to get new applications to work, some women have tried to install Boyfriend 6.0 or Husband 2.0. However, these women end up with more problems than encountered with Husband 1.0. (Look in your manual under "Warnings: Divorce/Resource Allocation.") You will notice that trying to install either of these programs (both of which, by the way, come pre-bundled with HeartBreak 1.3) will result in poor system performance, system conflict, and possible virus infection. I recommend you keep Husband 1.0, and just learn the quirks of this strange and illogical system. Having Husband 1.0 installed myself, I might also suggest you read the entire section regarding General Partnership Faults (GPFs). This is a wonderful feature of Husband 1.0, secretly installed by the parent company as an integral part of the operating system. Husband 1.0

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Computer Volunteers
ALL MEMBERS

OUT OF MEMORY?

Here is a URL that offers help, and comes recommended by good references. It's on my machine and working. I read about it on an e-mail list.

"I keep seeing people posting about running out of memory while working with graphics and photos. Well, I had that problem too until my Grandson-in-law who is a graphic artist turned me on to a little program called **MemTurbo**. What this program does is defrag your memory and recover it so you don't have to keep re-booting. The icon sits in your system tray and when you feel you are running out of memory, or even if your program comes up and tells you you're out, you just click on the icon and then click on "Run Now". Yesterday I was working in 3 different programs at the same time and the memory was down to 23 mgs and PSP (Paint Shop Pro) didn't like that. I just clicked on **Memturbo** and got back 70% of my memory and kept on working. That said, you can download it at <http://www.memturbo.com/> for a free 30 trial, and the program only costs \$20 if you decide to buy it! It's the best money I've spent in a long time."



1Disk

1Vision Software, Inc. sent us an evaluation copy of 1Disk 3.1 File Management System. You can read about it and download it at www.1Disk.com

It's one of those great programs that does one thing well. It is "a complete removable media organizer." It must be installed on a hard drive and cannot be installed on a network drive. The manual is written in clear standard English, with lots of screen shots. It installs painlessly. Every time you insert a floppy, or a CD that you saved things on, or a commercial CD, or a zip disk, if it is one that has not been cataloged, 1Disk pops up and asks if you want to catalog that disk. It takes only seconds to catalog the disk. What you have then is a list of all the files on all the disks, so that all the Santa Claus pictures from 29 sources are going to show up together. Each disk has an English language name, your choice (Media User Name) and a media volume label which 1Disk picks up from the disk, and every file shows what disk it is on. Obviously, this gets to be a large data base rapidly. The manual urges you to save it on a removable media. I saved it in about a minute.

To retrieve a file, starting from Word, I clicked File\Open, . 1Disk is on the menu of choices to look in. From the list of disks I chose one. Then I clicked on the file I wanted. A window opened telling me what disk to insert. I didn't have to learn anything new or remember where I put the file. If it had not appeared on the first disk I chose I could look at others, without digging through a drawer, or worse, putting one disk after another into the drive to look at a directory.

There are two things 1Disk will not do. It will not catalog the files on your hard drive, and it will not put the

disks away in their boxes or drawers or piles in order.

1Disk costs \$39.95 See the web site for purchasing directions.

Contact Information

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DEEP PURPLE

Rick Williams noted that my email to him was arriving with a deep purple background that made it very hard to read. Since unreadable text in *Wired* magazine and on the web, due to modern views of graphic design, is a pet peeve of mine, I asked for guru help. Bill Woodall answered:

"It's some sort of setting in his email client... if he has the name of this software (i.e. Netscape Messenger, MS Outlook, whatever?) I can probably find out where the option panel is to change the color back to normal. If it's AOL then he should call their support number." Bill went on to say that the heading on the email I was sending includes the following:

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"MIME-Version: 1.0
Content-Type: text/plain;
charset="iso-8859-1"
Content-Transfer-Encoding: 7bit
```

Which in normal language indicates that you're sending messages as plain text (without any sort of markup applied like boldface or italic or background color). The problem is entirely at his end, and is probably a bad setting

The Declaration of Independence

So many members, including President Lon, sent this that I thought it should be part of our record.

Have you ever wondered what happened to the 56 men who signed the Declaration of Independence?

Five signers were captured by the British as traitors, and tortured before they died. Twelve had their homes Ransacked and burned. Two lost their sons serving in the Revolutionary Army; another had two sons captured.

Nine of the 56 fought and died from wounds or hardships of the > Revolutionary War. They signed and they pledged their lives, their fortunes, and their sacred honor.

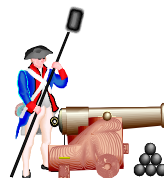
What kind of men were they? Twenty-four were lawyers and jurists. Eleven were merchants, nine were farmers and large plantation owners; men of means, well educated. But they signed the Declaration of Independence knowing full well that the penalty would be death if they were captured.

Carter Braxton of Virginia, a wealthy planter and trader, saw his ships > swept from the seas by the British Navy. He sold his home and properties to pay his debts, and died in rags. Thomas McKean was so hounded by the British that he was forced to move his family almost constantly. He served in the Congress without pay, and his family was kept in hiding. His > possessions were taken from him, and poverty was his reward. Vandals or soldiers looted the properties of Dillery, Hall, Clymer, Walton, Gwinnett, Heyward, Rutledge, and Middleton. At the battle of Yorktown, Thomas Nelson Jr, noted that the British General Cornwallis had taken over the Nelson home for his headquarters. He quietly urged General George Washington to open fire. The home was destroyed, and Nelson died bank-

rupt. Francis Lewis had his home and properties destroyed. The enemy jailed his wife, and she died within a few months. John Hart was driven from his wife's bedside as she was dying. Their 13 children fled for their lives. His fields and his gristmill were laid to waste. For more than a year he lived in forests and caves, returning home to find his wife dead and his children vanished. A few weeks later he died from exhaustion and a broken heart.

Norris and Livingston suffered similar fates. Such were the stories and sacrifices of the American Revolution. These were not wild-eyed, rabble-rousing ruffians. They were soft-spoken men of means and education. They had security, but they valued liberty more. Standing tall, straight, and unwavering, they pledged: "For the support of this declaration, with firm reliance on the protection of divine providence, we mutually pledge to each other, our lives, our fortunes, and our sacred honor!"

They gave you and me a free and independent America. The history books never told you a lot about what happened in the Revolutionary War. We didn't fight just the British. We were British subjects at that time and we fought our own government! Some of us take these liberties so much for granted, but we shouldn't. So, take a few minutes this year while enjoying your 4th of July holiday and silently thank these patriots. It's not much to ask for the price they paid. Remember: freedom is never free! I hope you will show your support by please sending this to as many people as you can. It's time we get the word out that patriotism is NOT a sin, and the Fourth of July has more to it than beer, picnics, and baseball games.



applications Apologize 12.3 and Flowers/Chocolates 7.8. Husband 1.0 >will then run efficiently for a few weeks before you start to notice repeat problems. TECH TIP! Avoid excessive use of this feature. Overuse can create additional and more serious GPFs, and ultimately you may have to give a C:\I APOLOGIZE command before the system will return to normal operations. Overuse can also cause Husband 1.0 to default to GrumpySilence 2.5 or worse yet, to Beer 6.0. Beer 6.0 is an extremely disagreeable program that causes Husband 1.0 to create FatBelly files and wave files LoudSnore and NoxiousGas. All of these files are very hard to delete. Save yourself some trouble by following this tech tip! Just remember: Husband 1.0 will run smoothly and take the blame for all GPFs, but because of this fine feature it can only intermittently run the applications Boyfriend 5.0 ran. Husband 1.0 is a great program, but is plagued with memory and performance problems. Consider buying additional software to enhance its functionality. I personally recommend HotFood 3.0, Lingerie 5.3, Patience >10.1, and Appreciation 2.5. If you keep these utilities running in the background ready to be called when needed, Husband 1.0 will experience fewer system interrupts, crashes, and lockups. You will also notice after several years of use, Husband 1.0 will become familiar and you will find many valuable embedded features such as Fix-BrokenThings 2.1, Snuggling 4.2, and BestFriend 7.6. A final word of caution! Do NOT, under any circumstances, try to install HisMotherInLaw 1.0 as a resident program, even temporarily. This is not a supported application, and will cause selective shutdown of the operating system due to high incompatibility issues. Until HisMotherInLaw 1.0 is uninstalled, Husband 1.0 will run only Fishing 9.4 and Hunting 5.2. I hope these notes have helped. Thank you for choosing to install Husband 1.0 and we here at Tech Support wish you the >best of luck in coming years. We trust you will learn to fully enjoy this product! Tech Support sent by Liz Dunbar

menu, just type in the size you

FOR THE REST OF US

Save Your Work

Read the Screen

MOVING RULERS

To line up the two smaller boxes above, I put the mouse pointer on the ruler at the top of the screen, held down the left button, and slid the mouse down until the ruler line matched the top of one box. Then I moved the second box to line up. In Publisher you wait for the arrow to turn to a bus, then drag to move. In Print Artist and many other programs you wait for the arrow to change to a hand.

The vertical ruler at the side moves the same way.

If your program doesn't appear to have rulers, look in View\ Toolbars and you may find one to click on. To remove it, just click on it again.

MODEM LIGHTS

For years I wondered what the modem lights signified, and how anybody learned them. Then the lightning burned out the modem, via the telephone wire, and I turned it over to consider taking it apart to look inside. There on the bottom was a chart of all 14 lights. After it gets through flashing, the only two that stay lit are MR for Modem Ready, and CS for Clear to Send. If you have an internal modem you can only trust that it is doing all 14 processes.

FONT SIZE

If the font size box is blank, or if you want a size that's not shown, just type in the box where font size belongs. You can't create a size that doesn't exist, that is, if the font is created in sizes 4 to 60, there is no use to ask for 72, but often you can get an in-between size that's not listed.

Point size is the space the type takes up vertically. Characters per inch refers to the horizontal space. One of the wonders of computer printing is the ability to use different point sizes in one line and have them line up and look right.

DOES THIS MAKE ¢ ?

To print a cents sign, ¢, turn on NumLock, hold ALT and press 155 on the number pad (using the ASCII code (American Standard Code for Information Interchange) or you can click Insert, symbol, find ¢ on the chart, and press insert. If you need to use this often, read the lines about shortcut keys. With patience you will find a combination you can remember to use, that is not already assigned by Windows to mean something else.

If you don't find the character you want, change the font, on the pull down menu right there. Each font has its own special character set.

Also click the tab labeled Special Characters, to get single and double quotation marks that curl the right way, and other fussy things. Some of

on this long enough to make it work, thereby learning it. The computer's depths are endless. Sometimes the apostrophe goes the right way without being told. This depends on how the previous user left it.

The complete ASCII code appears in the back of many books, including *The Secret Guide*. (Pages 98 and 566 for starters) Other useful special characters are fractions (½ appears if you hold Alt and press 171. Alt 172 gets you 1/4

SOLITAIRE

Double click on Aces or any card that has no place to go except to an Ace stack, and it will fly to the right spot. The game is intended to be a painless way to get use to the three mouse operations, single click, double click and drag-and-drop. Microsoft has not come up with any good way to let you know when to use right click. If left doesn't do what you want, try right.

STUCK WITH FULL SCREEN?

If you have chosen full screen and see no way to get out of it, look for an x in the upper right corner. If that's blank, try clicking where the x ought to be. Try esc. Word 97 has a new box in the upper left that says close full screen. They probably had a lot of help calls on this. Next time you want to see your entire page, avoid full screen. Choose **Print Preview** in the File menu, or in some cases, choose Print, take a look, and click cancel to go back to your work.

STOP!

If you have highlighted (selected) something, the next key you touch will delete everything that is highlighted. Do not touch a key. With the mouse, go immediately to Edit and click on UNDO. This will take away your highlight. Highlighting is an essential operation, but learn this idea to avoid deleting by mistake, and to learn how highlighting is used.

Edit\undo will undo the last step you have done, in almost every program, but only the last. Even in some games, you can undo one turn.

You have to select work before you can format it or color it or change its case, but once you have highlighted it, use the mouse, not the keys, click on color, or format, or whatever, to open a new screen and proceed.

It is also possible to unhighlight your work by clicking with the mouse in a clear spot away from all of your work. Experience has shown that Edit \Undo is a safer way at first.

THAT'S HISTORY

The list that shows up at the bottom of the screen if you click on File is a history of recently used files. It does not mean these files are available on the hard drive. They may have been saved to a floppy, or deleted. The same is true of the files listed in Documents on the start up screen, In both cases, they may be available or they may not. If they are available, clicking on them in the history list is a



FRONT PAGE GRAPHIC

Steps for one simple picture, using MS Publisher 98. Similar steps in any program. Choose picture in a manual. Find the right disk. Click on envelope icon. Click Insert\picture\from file. Select the disk for "Look In". Find the picture by matching its category (Holidays\4th of July\US199h) and number. OK or Insert. Change size to fit the space allotted (by you). This graphic has a blank banner. In Edit, copy. Minimize Publisher. Open Print Artist\card\new\blank. Paste the graphic in. Type the text. Size to fit. IN Shapes, choose convex up or whatever fits the curve of the banner. In Edit, Select all. In Object select group. Copy . Close Print Artist. Click on MS Pub in the bottom line. It will open to where you left it . Delete the original graphic with the blank banner. Paste in the new one with the lettering in place. SAVE.

MINIMIZING

When you click on the minus sign in the upper right corner, you minimize the document you are working on. A bar shows up on the bottom line naming the program or the document, depending on which minus sign you chose, and stays there while you do something else in another program. When you want to work on the one you minimized, click on that bottom line bar. Your program opens to where you left it.

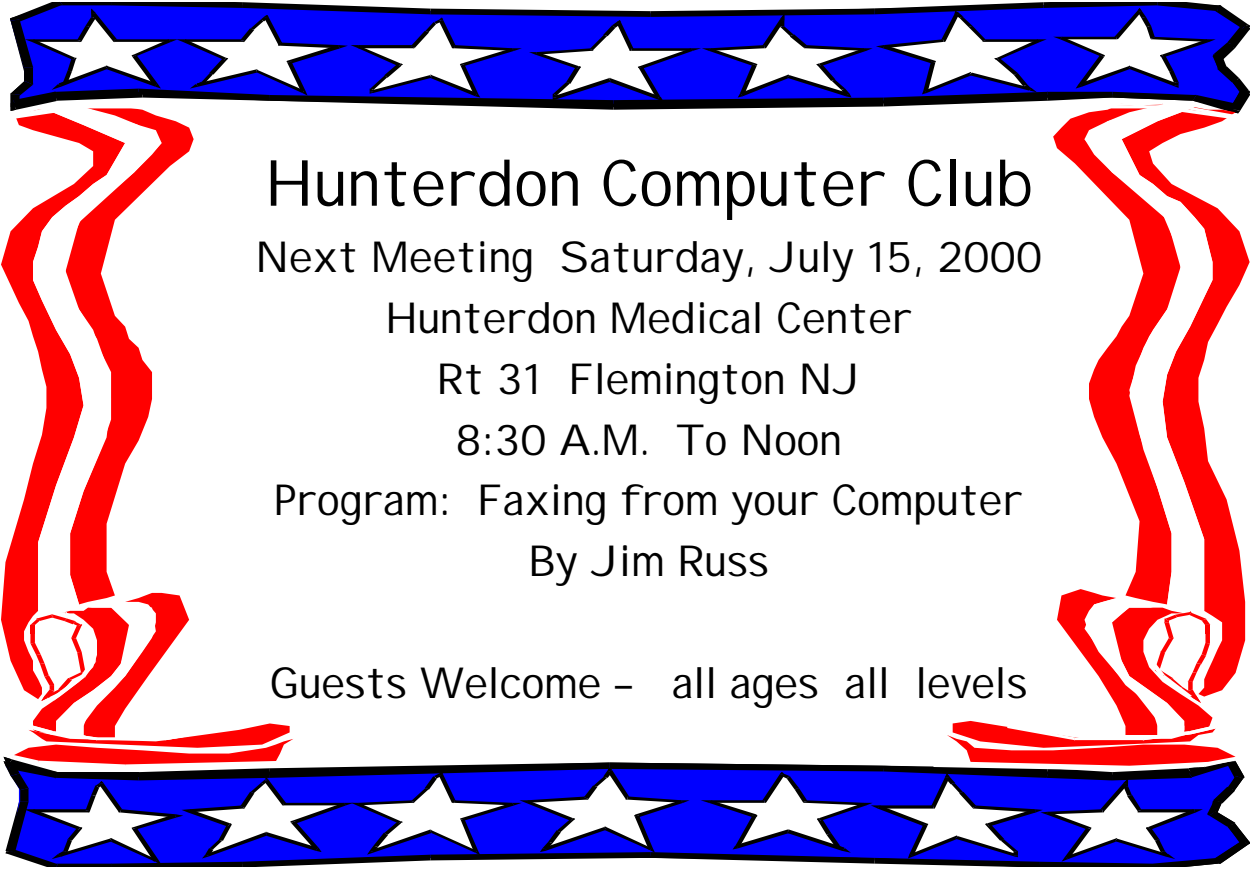
UNWANTED CHARACTERS

I assemble the whole newsletter in Word, before I move it to Publisher and fancy it up. For hours I tried to get rid of little characters that marched down the left side of every page. Nothing would delete them. Finally I noticed in the View menu I had hit Outline View. The little characters were helpfully marking each new section of my text as outline chunks. I clicked on Page View and they all went back into their caves. I noticed meanwhile that they did not print.

Please send questions or amplifications and corrections to any of these notes, or your notes on the day's discoveries. E-mail to estewart@ptd.net

BOXES

Almost every program allows you to draw a box around some text. Click on the box icon, move your mouse to the upper left corner outside the text, hold the left button, drag the mouse diagonally across the text and release the button when the box suits you. Edit UNDO or delete will get rid of it so you can try again. Note that the box will not print until you find the icon with a column of bars, like a ladder, and click on one to choose line thickness. Also note that if you move the text, by pushing Enter somewhere, the box stays where it was, and adjustment is in order.



Hunterdon Computer Club

Next Meeting Saturday, July 15, 2000

Hunterdon Medical Center

Rt 31 Flemington NJ

8:30 A.M. To Noon

Program: Faxing from your Computer

By Jim Russ

Guests Welcome - all ages all levels

HCC NEWSLETTER

HUNTERDON COMPUTER CLUB
Evelyn Stewart, Secretary
2 Millview Road
Milford, NJ 08848

FIRST CLASS MAIL
Address Correction Requested
