



April 2001

Volume 12, Issue 4

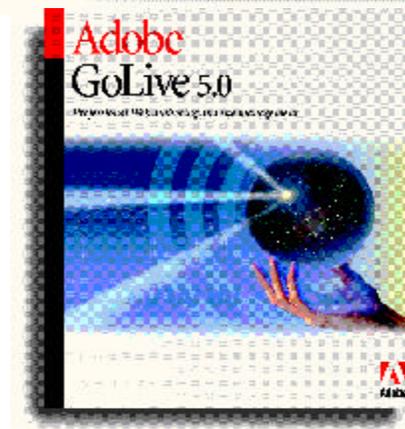
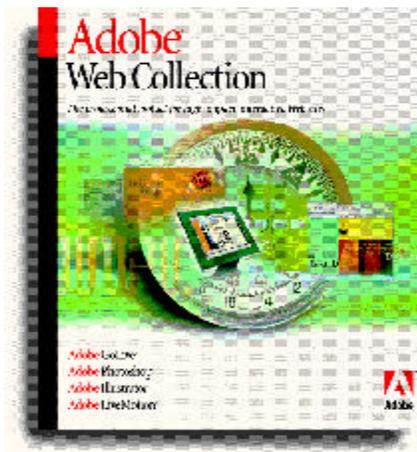
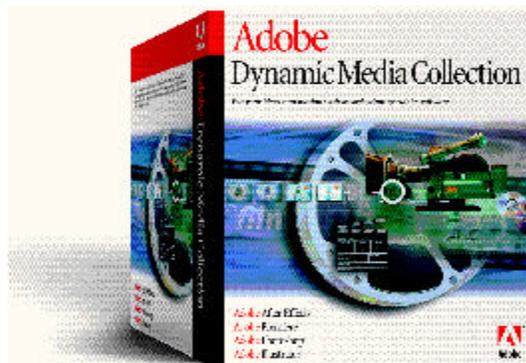
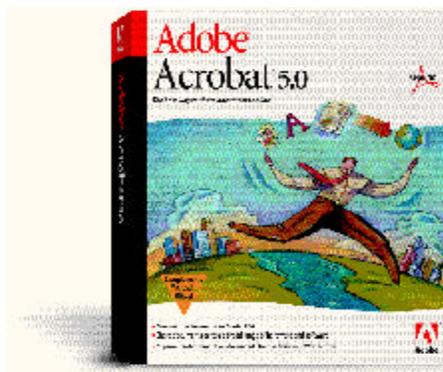
House of Adobe Built from Solid Ground

Adobe Systems, the second largest computer company with offices around the world will be the featured guest at DACS' next General Meeting on April 3, 2001. A publicly traded company, Adobe is known for its line of Web, graphics, print and video publishing software.

Timothy Plumer will present Adobe's "Hottest New Web Products." Mr. Plumer did not disclose the content of his presentation, but you can get a good look at www.adobe.com/products/main.html, including: Go Live, Live Motion, Illustrator, PhotoShop, Photoshop Elements, Streamline, Studio and SVG Viewer.

The General Meeting will take place at Danbury Hospital Auditorium starting at 6.30 p.m. with casual networking. The question and answer session, Random Access, will start at 7 p.m. followed by a brief business session with club announcements. The formal presentation takes place from 8 until 9:30 p.m.

DACS General Meetings are free to the public. Bring a friend along to find out about all the different programs that DACS offers to its members. For additional information, please check the DACS web page at www.dacs.org, or call the DACS resource center at 203-748-4330.



President's File



The virtual flight of the virtual SST encountered the virtual snow storm of the century and came skidding to a virtual halt in front of the virtual alternative meeting place. Thus did the weather virtually wipe out DACS' second attempt in two months to hold a meeting and put us virtually out of business. As Mother Nature gets tired throwing snow around and looks for other, less daunting obstacles to dump in our path, we hope to get back in business in April.

A foundation built with Adobe

Adobe is the acknowledged leader in desktop publishing for the rest of us, with its flagship products PhotoShop, PageMaker, GoLive and Acrobat, along with numerous other powerful graphics tools. In recent years, they have consolidated many of their applications to provide seamless integration on all levels of publishing and Web design. A prominent supporter of user groups where it counts most, Adobe has been a regular advertiser in and a supplier of discounted software for *dacs.doc*.

Be sure to come to the Adobe presentation at our next meeting, April 3—weather permitting, of course.

Let networking work for you

As the much ballyhooed HiTek bubble goes belly-up, some of our members may be facing uncertain times. These are conditions reminiscent of the early years of

DACS, when IBM and other new economy giants began downsizing, and many of the riffed but not ruffled technoscenti joined our ranks to network and share their skills. This month, we are extending that welcoming hand once again, with a Guide to on-line job searching in Connecticut by Brian Backman. Brian, an active member of the Internet SIG, has offered to share his experience of becoming otherwise engaged and his efforts to find new employment opportunities via the Web.

ACSS is access

Among the options Brian cites is the Association of Computer Support Specialists, a regional membership group for IT professionals. ACSS has for several years maintained a close relationship with DACS, and by agreement allows our members to take professional courses without paying the \$100 membership fee. It's like getting a \$100 coupon with your \$25 annual DACS membership. The courses are fully accredited, and much less than the standard fee from private training outfits. You can see the latest ACSS offering on page 13, directly opposite Brian's article.

The write stuff

In addition to Brian, we are welcoming another new writer to *dacs.doc* - Matthew Greger. A recent inductee to the DACS board, and head of the Web Design SIG, Matthew partners with his wife, Nancy, in a local technical support enterprise they call The Business Helper. In a series on Web publishing, he will be offering his own and significant other unique insights into business promotion on the Internet.

We hope these new columns will enrich *dacs.doc*, and help give much deserved relief to some of the other tireless contributors to our banner publication.

Officers wanted

At its next meeting on April 9th, our board will nominate and elect a new slate of officers for the coming year. As we approach a new term, all of us who have served for many years would welcome new volunteers to take our places. Officers do not have to be members of the board, and we have created several vice presidential positions for those willing to contribute their time and expertise to our group. Won't you step forward and put your name in contention?

—ALLAN OSTERGREN
DACSPREZ@AOL.COM

Membership Information

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DACS, its officers and directors assume no liability for damages arising out of the publication or non-publication of any article, advertisement, or other item in this newsletter.

The editors welcome submissions from DACS members. Contact Frances Owles (860) 868-0077 (jones@ct1.nai.net) or Allan Ostergren at 860-210-0047 (dacseditor@aol.com). Advertisers, contact Charles Bovaird at (203) 792-7881 (aam@mags.net).

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Technical Support

dacs.doc is prepared using an AMSYS Pentium 133 and an HP LaserJet 4 Plus printer.

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Microsoft Windows 98, Office 7.0, TrueType fonts,

Adobe PageMaker 6.5, CorelDRAW 6.0, Calendar Creator+ for Windows

dacs.doc file transfer security provided by AVP.

Internet access provided by *Mags.net*

Applications & Hardware to enhance *dacs.doc* are welcome.

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Jeff Setaro
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RESOURCE CENTER: (203) 748-4330

WEB SITE: <http://www.dacs.org>

HelpLine

Volunteers have offered to field *member* questions by phone. Please limit calls to the hours indicated below. Days means 9 a.m. to 5 p.m.; evening means 6 to 9:30 p.m. Please be considerate of the volunteer you are calling. HelpLine is a free service. If you are asked to pay for help or are solicited for sales, please contact the *dacs.doc* editor; the person requesting payment will be deleted from the listing. Can we add your name to the volunteer listing?

d = day **e** = evening

Program	Name	Phone #	
Alpha Four	Dick Gingras	(203) 426-0484	(e)
AOL	Marc Cohen	(203) 775-1102	(d e)
APL	Charles Bovaird	(203) 792-7881	(e)
AutoCAD	Peter Hylenski	(203) 797-1042	(e)
C/UNIX/ObjC	Kenneth Lerman	(203) 426-4430	(d e)
Clipper	Dick Gingras	(203) 426-0484	(e)
COBOL	Charles Godfrey	(203) 775-3543	(e)
Dbase/DOS	Alan Boba	(203) 264-1753	(e)
DOS	John Gallichotte	(203) 426-0394	(d e)
Electronics	Andrew Woodruff	(203) 798-2000	(d e)
Focus	Jim Scheef	(860) 355-0034	(e)
Hardware	John Gallichotte	(203) 426-0394	(d e)
Interface-Instrumentation	Andrew Woodruff	(203) 798-2000	(d e)
Internet	Nick Percival	(203) 438-9307	(d)
Macintosh OS	Chris Salaz	(203) 798-6417	(d e)
Microsoft Access	Dick Gingras	(203) 426-0484	(e)
Multimedia	Ed Fitzgerald	(203) 222-9253	(d e)
Newdeal	Marc Cohen	(203) 775-1102	(d e)
OS/2	Rich Chernock	(203) 270-0224	(e)
Paradox	Alan Boba	(203) 264-1753	(e)
PASCAL	Duane Moser	(203) 797-2716	(d)
Q&A ver 3/4	Anthony Telesha	(203) 748-4478	
QuickBooks	Bill Sears	(203) 743-3367	(e)
Statistics/Data Analysis	Charles Bovaird	(203) 792-7881	(d e)
SQL Server	Chuck Fizer	(203) 798-9998	(d)
Viruses	Jeff Setaro	(203) 748-6748	(d)
Visual Basic	Nick Percival	(203) 438-9307	(d)
HTML/Java	James Costello	(203) 426-0097	(e)
Windows 3.1	Nick Strother	(203) 743-5667	(e)

Directors' Notes

A Regular Meeting of the Board of Directors of DACS was held at the RC on Monday, March 12. Present were Messrs. Bovaird, Buoy, Gaberel, Greger, Neary, Ostergren, Pearson, Preston and Setaro. President Ostergren presided and Secretary Buoy kept the record of the meeting.

The minutes of the meeting of February 12 were approved as corrected. Treasurer Charles Bovaird reported combined account balances of \$22,357.09 plus postage on hand of \$165.07, a total of \$22,522.16, less prepaid dues of \$8,170.00 for a net of \$14,352.16. He also reported current membership of 524.

President Ostergren announced that the annual InterGalactic meeting, tentatively scheduled for April 28, now seemed firm. Matthew Greger and Don Neary expressed interest in attending. Mr. Neary accepted the post of APCUG liaison.

With respect to the replacement of the PC at the RC, Don Pearson and Bruce Preston volunteered as an ad hoc committee to assemble a new unit around that the AMD processor that had been donated to DACS, within the pricing limitations previously authorized.

Charles Bovaird advised that he had begun generating the mailing list for *dacs.doc* using Access, with some assistance from Bruce Preston, and that he would like to change the DACS mail address (not the address of the registered office) to his own mailing address for convenience in handling the incoming mail. He also advised that Red Hat had expressed interest in running an ad in *dacs.doc* for three consecutive months at a reduced rate, and it was the consensus that such offer be accepted.

President Ostergren reminded the Board that the election of officers would take place at the April meeting. He then initiated a discussion of ways to improve the newsletter, suggesting that the calendar could be expanded to include other computer-related events, including those of neighboring user groups. It was also agreed that the list of ISPs included in the newsletter should be updated.

Jeff Setaro advised that the Photodex Corporation had offered trial copies of its CompuPic digital image management program to user groups, with option to purchase and a cash rebate to the user group.

-LARRY BUOY

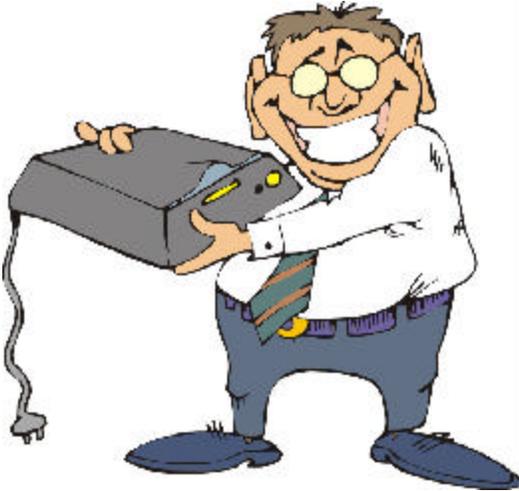
Are you a Thief? Burglar? Bad Person?

By Mike Kaltschnee

A quick show of hands: Have you ever done anything wrong? I don't mean something as innocent as taking the last slice of pie without asking. I'm talking about breaking a serious federal law of the United States of America. If you're like most people, your hand is raised. It's hard not to break the copyright law when it's so easy to "borrow" a software program, song, e-book, or even a DVD movie. I don't mean loaning a movie or CD to your friend, but copying a movie or song to your hard disk.

Believe it or not, this action could cost you up to \$100,000 per incident. Each Pink Floyd song you rip off could cost you a pile of cash. Using a utility to copy the latest James Bond movie to your notebook could put you into some serious le-

gal trouble. Actually, the odds of getting caught are about a million to one. This is not why I'm writing this column—it's the poor person that creates the content we all desire. They are the ones who are getting hurt by all of this.



Before you say, "What poor person?" you have to consider the economics of the entertainment industry. When you buy a CD, the lions share of the profits go to the record label (this term has to be updated!) that represents them and distributors, and the group that created the work may only get 25 cents. The actual artist that sings a song may only make \$100,000 in a year for a hit song, because they have to pay for the video, promotion, marketing and tour expenses out of their royalties. Several hit groups lately have gone bankrupt after selling a million records.

When we download an MP3 file off the Internet, we have to take into consideration that the artist is not getting anything for this. Yes, I know that CD sales have actually increased lately, but they have dropped near most of the major universities. I believe that the real problem lies in the current business model. Record labels provide a great service to artists, for without them many groups we love would have never gotten airplay or even made their first CD. However, the Internet is helping make this virtual monopoly in the music industry ancient history. Artists are releasing sample tracks of their songs, or even the entire album, hoping that people will enjoy what they hear and want to buy more. They are trying to sell direct, and although few are major successes, this is just the beginning of a new distribution method for music.

Recently, Stephen King released his own e-book. No publisher, no middleman, and all profit for him. The book was a serial novel, "The Plant." He based his revenue model on the honesty system. If you read it, you paid. Many people paid for the first episode, but the percentage of paying customers decreased over time. He has recently put the project on hiatus, but expects to resume writing later this year. He considers the experiment a success, even though he didn't make the amount of money he expected. An interesting thing to note is that the cracker (not hacker) community broke the encryption on the book as soon as it was released, so we don't know exactly how many people stole the book.

Speaking of stealing, did you know that it has been estimated that up to 10

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copies of a program are pirated for each one that is purchased? Have you ever let your brother borrow a copy of Microsoft Office? Or not paid for that shareware program (WinZip?) you downloaded a year ago and have been using ever since? Yet we all complain about the high cost of software. I've tried to be 100% legal, and it's hard. I probably have one or two more share-

ware programs to send in registration fees for, and should probably purchase a retail program or two. At least I'm trying.

My observation is that we need a new way of paying for content. We all love television, but we don't pay for it (pay channels or cable don't count). TV, and radio before that, have always been advertiser supported. Already, people are creating sites that let you send money to Metallica for that MP3 file you "found" on your hard disk. Maybe we need ads in our MP3, players with a percentage of the profits going to the musicians?

An innovative approach to this is Eudora, the e-mail program that I use daily. Since Outlook comes free with Microsoft Office, I found it hard to pay for another e-mail program. I love Eudora, but didn't want to pay \$79. They came up with a way to display

banner ads on my computer while Eudora is running, and I get the program for free.

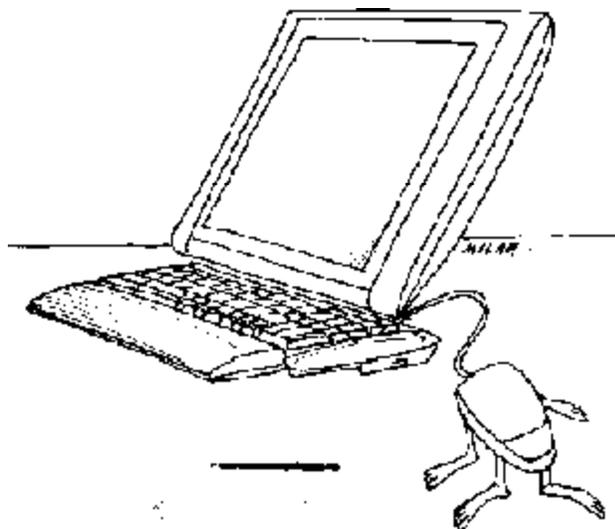


Other industries have to try to figure out new innovative approaches to this problem. The recent crash of the Business to Consumer (B2C) Web sites is proving that consumers don't want to pay for something that they think

should be free. We need new thinking on how to compensate artists, distributors, and even record labels and promoters. I don't think that the Rolling Stones could survive on t-shirt sales alone, but I think we really need new business models before it's not profitable to create a CD, movie or book.

So, the moral of this story is for you to think about the results of your actions. I feel like an adult writing this, but you have to think about the repercussions the next time you "borrow" a song, movie, or software program. If we don't pay the creators—the artists—why should they create?

Mike is a DACS member who is trying to be honest. Honestly. His own intellectual property is offered free to this newsletter, but anyone making money on his ideas is encouraged to send a check. You can contact him by e-mail: mike@demorgan.com.



Foot-in-Mouse Disease

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New Members

2/21/2001 thru 3/21/2001

Alli Lake
Peter Daria
MichaelMennillo
Patrick Duffy
Jessica Covill
Charlie Barritt
Dennis Walz
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GTE INTERNETWORKING	800-927-3000
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INTERNET84	203-830-2122
INTERRAMP/PSI	800-827-7482
JAVANET	800-952-4638
LOCALNET / FAIRFIELDCTY	203-425-3535
MCI	800-550-0927
MICROSOFT NETWORK	800-386-5550
NETAXIS	203-969-0618
NETCOM	800-353-6600
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ON THE NET	203-270-6388
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TIAC	203-323-5957
WEB CONNECT OF RIDGEFIELD	203-438-7650
WEBQUILL INT. SVCS	203-750-1000

List for informational purposes only, not an endorsement of any service.

Further information?

Call Jim Finch @ 203 790-3654

Random Vectors

How It Was

By Virtual_Jack

Matthew: GrandPa Jack, come see my new computer.

pGrandPa: It's great, Matt. Looks more like the controls of an airplane than it does a computer.

M: This is my new game pad. I can use both hands and I've got lots of buttons. I can shoot my laser guns at the same time I'm flying my space ship.

G: And the sound is coming from all around you.

M: I need it all 'cause there's more space monsters out there than ever.

G: Pretty cool, Matt.

M: You know, GrandPa, I can remember way back when my controller was only for one hand.

G: I can remember when we didn't have controllers at all and had to use the mouse to zap the aliens from outer space.

M: That must have been a long time ago.

G: And even before that, Matt, our computers had no sound and not even color on the screen.

M: Really, GrandPa? How could you fly around the galaxies and fight the monsters?

G: We couldn't, Matt. There were no programs for doing that.

M: Oh? Then what was your computer for? What could you do with it?

G: Well, mostly stuff with lots of numbers and words.

M: That's no fun. Well, at least you could send e-mail and surf the Net.

G: No, we didn't even have the Internet then.

M: No Net? You mean the computer in everybody's house just had a mouse and keyboard and did stuff with numbers?

G: Not many people had a computer in their house at all.

M: No computer?

G: There were computers, but they were big things that people used at work. And no mouse. People would type everything into a terminal at their desk and go to another room to get their print out on big sheets of paper.

M: That's pretty gross, GrandPa.

G: And before that, Matt, we didn't even have terminals.

M: No terminals, GrandPa? How could you use the computer?

G: We would write things down on paper and then give it to girls who would type it into a machine that punched holes in pieces of cardboard. Then big stacks of those cards would be put into the computer.

M: Sounds weird, GrandPa.

G: Some computers couldn't even handle the cards. People used reels of paper tape with holes punched in them.

M: That's funny.

G: And they were big machines. Just one computer would fill up a room as big as your room at school.

M: Wow! That would be the most powerful computer ever.

G: No, actually it couldn't do anywhere near as much as your computer right there.

M: Why was it so big, GrandPa?

G: Because they didn't have transistors. See this board right here? See the little bumps? In the old days each one of those tiny bumps was a whole lot of little light bulbs.

M: The computer was a Christmas tree.

G: Kind of. All the little light bulbs were in cabinets so you didn't see them, but there was so much heat that there had to be big air conditioning machines outside the computer room to keep it cool.

M: And people could play games on them?

G: No, they were so big and expensive that the only thing they were used for was to do lots of arithmetic on numbers. Computers were new back then. People didn't understand them and most people were uncomfortable around them.

M: That's silly. I like my computer and it likes me.

G: Not then. It was hard to get people to use them, even those who needed them. The first computer I worked on was named "George" so we could tell people, "Let George do it". A lot of them still used pencils and adding machines.

M: What's an adding machine, GrandPa?

G: It was a calculator, Matt. But it could only add and subtract.

M: GrandPa, that has to be a real long time ago.

G: It was, Matt. And then before that, the computers were even bigger and could do less. **M:** Ha, Ha!

G: And then before that there were no computers.

M: No computers at all?

G: None that people could use.

M: No game pad, no mouse, no keyboard, no computer, no games, no monsters from outer space?

G: That's the way it was.

M: And that was a long, long, long time ago. When there were dinosaurs.

G: Not quite, Matthew. In fact it was when I was just about your age.

Virtual_Jack is an old, retired computer programmer who was there and that's how it was.

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Special Interest Groups

SIG NOTES: March 2001

ACCESS. Designs and implements solutions using Microsoft Access database management software.

Contact: Bruce Preston, 203 431-2920 (bpreston@mags.net). Meets on 2nd Tuesday, 7p.m., at the DACS Resource Center.

Next meeting: Apr 10

ADVANCED OPERATING SYSTEMS. Explores and develops OS/2, Linux, and NT operating systems. For meeting notes and notices, follow link to Don's site on dacs.org.

Contact: Don Pearson, 914 669-9622 (pearson@attglobal.net). Meets on Wednesday of the week following the General Meeting, 7:30 p.m., at Don Pearson's office, North Salem, NY.

Next meeting: Apr 11

BACK OFFICE. Explores Back Office server and client applications, including Win NT Servers and MS Outlook. The SIG meets 2nd Thursday, 7 p.m., at the DACS Resource Center.

Contact: Jim Scheef (jscheef@telemarksys.com)

Next meeting: Apr 12

GRAPHICS. Create/print high-quality graphics and images.

Contact: Ken Graff at 203 775-6667 (graffic@ntplx.net). Meets on last Wednesday, 7p.m., at Best Photo Imaging, Brookfield.

Next Meeting: Apr 25

INTERNET. Acquaints DACS members with the Internet.

Contact: Richard Koser (rkoser@worldnet.att.net). Meets on 3rd Wednesday, 7p.m., at the DACS Resource Center. Members' suggestions are welcome.

Next Meeting: Apr 18

INVESTMENT STRATEGIES. Discusses various investment strategies to maximize profits and limit risk.

Contact: Paul Gehrett, 203 426-8436, (pgehr4402@aol.com). Meets 3rd Thursday, 7:30 p.m., Edmond Town Hall, Newtown.

Next Meeting: Apr 19

MACINTOSH. Discusses Macintosh hardware and software.

Contact: Chris Salaz, 203 798-6417, (crsalaz@kami.com).

Meets on 3rd Tuesday, 7:30 p.m.

Next Meeting: Suspended until further notice

VISUAL BASIC. Develops Windows apps with Visual Basic.

Contact: Chuck Fizer, 203 798-9996 (CFizer@compuserve.com) or Jim Scheef, 860 355-8001 (JScheef@Telemarksys.com).

Meets on 1st Wednesday, 7p.m., at the DACS Resource Center.

Next Meeting: Apr 4

VOICE FOR JOANIE. Provides and supports people with Lou Gehrig's disease with special PC computer equipment.

Contact: Shirley Fredlund, 860 355-2611 ext. 4517 (voiceforjoanie@juno.com).

Meets by arrangement at Datarh, Brookfield.

Next Meeting: Contact Shirley

WALL STREET. Examines Windows stock market software.

Contact: Phil Dilloway, 203 367-1202 (dilloway@ntplx.net). Meets on last Monday, 7p.m., at the DACS Resource Center.

Next Meeting: Apr 30

WEB SITE DESIGN. Fundamentals of design for the Internet.

Contact: Matthew Greger, 203 748-2919 (matthewg@thebusinesshelper.com)

Meets second Wednesday, 6p.m. at the Danbury Public Library.

Next Meeting: Apr 11

SIG News & Other Events

Back Office: The Back Office SIG covers Windows NT server, network infrastructure and server-side software development (SQL Server, ASP, web pages, etc). We talk about everything from home networking to SQL Server stored procedures to politics.

Visual Basic: The Visual Basic SIG discusses all aspects of software development using VB and VBA from the client side. All are welcome, from beginners to experienced developers.

The VB SIG will meet Wednesday, April 4th at 7pm in the DACS Resource Center.

The Back Office SIG will meet Thursday, April 12th at 7pm in the DACS Resource Center.

Internet: Dear Internaut:

Come to the April 18 Internet SIG meeting. If you missed Brian's adventures on the Internet Job Search Scene, check out his Web page at: <http://www.thebackmans.com/jobs.htm>

The Internet Special Interest Group meets [usually] at 7:30 p.m. on the third Wednesday of the month at the DACS Resource Center on the lower level of Ives Manor, located at 198 Main Street, a few buildings north from the Danbury Public Library. Open discussion of interesting sites and other Internet matters precedes and follows the presentation. Members' suggestions for Internet SIG topics and participation are welcome and even essential; contact Richard Koser at rkoser@worldnet.att.net.

Web Site Design: Well, what a crowd we had for last month's meeting. Our topic was "How your company can get the most from the Internet and Print?" We covered the following:

1. A summary of creating a web site that is clear, concise and easy to use.
2. Marketing: Integrating the traditional with today's new media.
3. Database: maximizing your information.
4. And our favorite, Hire a pro or Do-It-Yourself (most of our members are the Do-It-Yourselfers).

We want to thank everyone for attending and giving us opportunity to practice our seminar, we're now taking it on the road!

Next month's meeting will be held at the Danbury Public Library, Program Room (downstairs) on April 11, 2001 at 6:00pm to 8:00pm. Please note the change in time and venue. Our topic will be on "Advance features in Web site design." We will be exploring scripting, animation, sounds, video, etc.

Nancy Greger, President

The Business Helper, Inc.

Web: www.thebusinesshelper.com

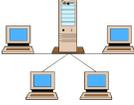
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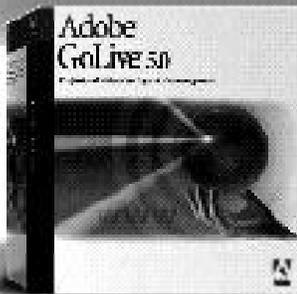
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April 2001

Danbury Area Computer Society

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																			
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Getting Down to Basics

by Matthew Greger

In a series of articles within the next few months, I will be exploring some fundamentals of basic Web site design and how to get your site off the ground. When creating a Web site, you can never overplan or overorganize. Regardless if you are developing and creating the site yourself or hire a professional, you will most likely be involved in planning, organizing and preparing material for the site.

This month we are focusing on how to prepare to create a web site that is clear, concise and easy-to-use, following these four steps:

- 1) Define the purpose;
- 2) Select your Target Audience;
- 3) Plan and Organize; and,
- 4) Review and Question.

Your first step is to define the purpose of your site. Decide what the purpose of your site will be. You need to know what you plan to do, before you can do it. Is the site just for fun or do you have a specific goal in mind? If for fun, what do you want to put on the site? List your ideas, then write them down.

If your site is to meet a specific goal, write down the purpose, then break down what you think you need in order to achieve this purpose. Here's an example for a company site:

The main purpose is to have an Internet presence with information about the company.

1. Mission statement or main focus of the company
2. Information about the company such as history, owners, etc.
3. Images and graphics to help explain visually about the company
4. Contact Information
5. "More Info" form
6. Descriptions of services or products offered

Next, define your target audience. Your site has the potential to be viewed by many: family and friends, customers, suppliers, potential customers, employees, loan officers, your competition, etc. Identify your MOST important audience

and focus your message and design on them.

Once you have defined your purpose and selected your audience, you are ready to plan and organize:

- a) list your contents;
- b) create a flow chart;
- c) determine the navigation;
- d) organize content; and,
- e) design.

Begin by listing your content. Create an outline and make a list of what you want your site to contain. Then create a flow chart showing how this information will be organized and laid out. Decide what the main pages will be, such as Home Page, About Us, Contact Us, Products/Service, etc. Next, what are the sub-pages within the main pages going to be? For instance, under products, you may have a page for each category of product.

Once your flow chart is complete, it's time to work on the navigation. Navigation consists of the buttons and links that move one from page to page and back again. How will the user get to the content and how can they get back? DON'T LOSE THE USER. Create the main primary navigation with relating sub-navigation to each page. GENERAL RULE: the main navigation links should be on every page, specific sub-navigation should only be on the page it relates to.

Now you are ready to organize your content. Get your content together and organize it in folders. These folders can be directories on the computer and/or regular file folders to place physical content. Divide your folders into pages, images and any other main group you may need. Within these folders may be subfolders. As an example, you may have a folder called images with sub-folders called headings and buttons.

Finally, design the look and feel of the site. Simplicity COUNTS! Just because it can be done, does not mean you should do it. White space is good. Limit the use of animation and flashing text. If you have animation, it should run once and stop. Throughout the process, you

should always review and question by asking yourself:

- Can visitors find information easily?
- Is the navigation clear and consistent throughout?
- Do the pages load quickly (no more than 10/20 seconds)?
- For a business site, is your contact information easily found and your phone on each page?
- Are the MOST important elements of your site visible (screen size 800x600, visible area 780x580).
- Does the site look good and work in both Netscape and Internet Explorer.

For e-Commerce Sites:

- Can you tell quickly what you are selling?
- Are products and description easily found?
- Is it clear to the user HOW to place an order?

Remember, plan and organize, so when you build your pages, you will have everything you need.

Matthew Greger is Vice President of *The Business Helper, Inc.*, a local firm in Danbury devoted to providing "On-the-Mark" solutions for small businesses. He is also an active member of the *Apple Solution Experts*, an associate member of the *FileMaker Solutions Alliance* and, along with his partner and wife Nancy, leads the *Web Design SIG* at DACS.

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On Line Job Searching

by Brian Backman

There are countless job search sites on the Web. As you might suspect, some are good and some are not. The scribbling that follows barely scratches the surface of the topic. The best I can do is list a few job search and career service sites, and offer a few tips.

Just to give you perspective on my comments, I started job searching online seriously in November, focusing exclusively on Connecticut, mainly in the Danbury area. My primary career goals are in the Training, Business Analyst and Tech Writing fields, though I've also been looking into Quality Testing and Web Development.

In my Web quest for employment, I've noticed a few universal truths:

1. Job Search sites are very sloppy about cleaning up. I can't even count how many times I applied for a job, only to find it was filled days or weeks earlier.

2. Any position above entry level is usually handled by employment or consulting agencies.

3. If the site has search agents, do set them up. It's a big time saver to get email notices of new or updated job postings and to be able to repeat previous site searches.

4. New York City is where the jobs are (at least in my fields).

Job search sites

Here are the online job search services that I have tried:

Fairfield County Jobs (www.fairfieldcountyjobs.com) This is the most basic job site, with no frills or extra services, yet it has given me very good results. Generally, I get about one response for every three resumes sent, so it seems that the companies that advertise here

are pretty serious. Note that there are sister sites listed on it, covering other counties.



Hot Jobs (www.hotjobs.com) Some good results from here, at least as far as Head Hunter response is concerned. Good search agents.

Flip Dog (www.flipdog.com) The best search agents. Decent listings. Well worth registering.

Monster (www.monster.com)

The big Kahuna, Monster had about eight million resumes on file a month ago, and has been gaining a million a month. Of course, each user can have up to five resumes.

Dice (www.dice.com) Especially good for NYC and NJ. Good Head Hunter results. Poor site search engine. For example, using the keyword "writer" brings up Java programming, etc.

Jobs Online (www.jobsonline.com) I have recently stopped using this one, as I have become sick of the persistent ads and database errors. I have rarely found anything of interest on this site.

Additional sites

Here are some additional Job sites and services that may be of use to you:

Tek Bay (www.tekbay.com) Great for programmers and network or database administrators.

Computer Jobs (www.computerjobs.com) Great for NYC and NJ, though a royal pain in the butt to navigate.

A Competitive Edge (www.competitiveedge.com) Resumes and Tips.

Brain Buzz (www.brainbuzz.com) Test yourself and job search!

Brain Bench (www.brainbench.com) Test yourself! See how you compare to your peers.

Cover Letter Central (www.coverlettercentral.com) Making killer cover letters.

Tips

Here are a few pointers that may help you in your own search:

1. I have found the book *Job Searching Online for Dummies*, by Pam Dixon, to be invaluable.
2. Keep accurate records of your search, especially if you're using a lot of agencies. Be especially sure to keep track of your phone calls and where you and the agencies have sent resumes. Contact management programs, schedulers, journals and calendar programs are a big help.
3. Review your resumes and cover letters every few days. Keep trying to improve on them and keep them up to date.
4. Always get someone else to read your resumes and cover letters before you post or send them. I neglected to do this and regretted it.
5. Whenever sending a resume as an email attachment, make sure that you send it in an older version of your word processor. For example, I have Word 2000, but send my resume in Word 95 format to insure that the recipient can open it.
6. Set up a personal Web site with your resume on it.
7. Make use of trade or industry groups and associations. For example, The Society for Technical Communications or The Association of Computer Support Specialists (see facing page). Organizations such as these usually have job postings or are useful for personal networking.

The Internet has made job searching and company research much easier. But at the same time, mistakes can be magnified many fold and there are more opportunities for committing a faux pas.

Good Luck!

Brian has worked in Tech Writing, Training, Quality Testing and Help Desk. He does a bit of Web Development as well. He is shocked and dismayed to find himself unemployed, but consoles himself with the fact that this has given him the experience to write this swell article."

Windows 2000 MCSE Certification Prep Course in CT

ACSS Low-Cost Weekend Course Emphasizes Hands-On Instructor-Led Environment

- WHY?:** Many good-paying jobs in computer-support these days require Microsoft Certified System Engineer status, and an MCSE in Microsoft Windows 2000 is very well-rewarded! Getting the time, and money, to take the necessary prep courses and pass the exams can be an overwhelming challenge for many computer-support specialists. However, the ACSS makes the task less of a burden on your time, by offering the preparation course for the certification exams on weekends, at a pace you can sustain (one 6-hour session on Sundays), and at a price you can afford!
- WHY ACSS?:** The ACSS offers this Windows 2000 course for the Core Requirements for \$2000, which is about 1/4 the rate of most of the commercially available Microsoft Windows 2000 Certification Prep courses. Naturally, the course is for ACSS or DACS members only, but joining is easy.
- FOR WHOM?:** You should be a current user of Microsoft Windows, and use applications that run under Windows, such as Microsoft Office, WordPerfect, Lotus SmartSuite, etc. Some background in Networking PCs helps!
- WHEN?:** The Windows 2000 course will be offered in 16 consecutive weekly sessions, on Sundays, starting Sun., Apr. 8, 2001. Class times will be 9 AM to 6 PM, with breaks for food & rest. (Holidays will be observed.)
- WHERE?:** The course will be offered at **CONNECT COMPUTER**, at 538 Commerce Drive in Fairfield, CT (x24 off I-95)
- BY WHOM?:** The instructor is Jay Ferron, MCSE for Win2000. He is also a very experienced teacher, and a Microsoft Certified Instructor. Up to 12 students are accepted per class, and they must be ACSS or DACS members.
- WHAT?:** Course materials are the Microsoft MCSE Training Kit for Windows 2000 Core Requirements. (ISBN# 0-7350-1130-0). They include workbooks, actual copies of Windows 2000 software, and tutorial software. They cover all material you need to pass the Windows 2000 MCSE core exams. You will still need to pass exams in 3 electives of your choice to receive the MCSE, and we offer those later. Very importantly, you also get your own 2G GB swappable hard-drive, to install Win2000 on and to use in class or at home. You pay \$200 for it, and can sell it back (for \$150) or keep it, at the end of the class.
- WHICH?:** A small selection of the course topics covered includes the following.

The Microsoft Certification Process

Using The Windows 2000 Training Kit

Prepare a PC to meet requirements for 2000 upgrade

Control access to files & folders using permissions

Implement, configure, administer & troubleshoot

Managing Routing, VPNs, RAS & RIS Services

Install, configure, administer & troubleshoot a DNS

Install, configure, administer & troubleshoot IPsec

Install, configure & troubleshoot Active Directory

Install Internet Connection Sharing

Manage, monitor and Optimize System Resources

Manage Active Directory & IntraSite Replication

Studying & Analyzing Sample Exams

Configure and troubleshoot the TCP/IP protocol:

Intro. to Sample Tests, and, Scheduling your Windows 2000 Exams

Attended & Unattended Installation of Win2000 Professional & Server

Troubleshoot failed installations & Deploy Microsoft Service Packs

Administering Win2000 Professional & Win2000 Server resources

All aspects of User Accounts & Security for Win2000

Implement, configure & administer all aspects of Group, System & User policies

Install, configure, administer & troubleshoot DHCP Servers, with DNS

Install, configure, administer & troubleshoot WINS Servers

Install, configure & troubleshoot DNS for Active Directory

Install, configure, administer & troubleshoot Network Address Translation

Using Windows Backup & Recovery of System State Data

Manage Accounts Manually, versus via Scripts

Getting Hands-On Troubleshooting Practice!

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Everyone: The balance = \$1,000, and is due at first class plus \$350 for Training Kit and Swappable Hard-Drive fees.

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E-Mail: _____

Phones (Biz Voice): _____

(Biz FAX): _____

(Home): _____

Random Access

Not So Random Access Episode II

by Bruce Preston

Note: I have been moderating the General Meeting's Random Access sessions since January 1995 - we rarely have meetings canceled, yet here we are with two in a row cancelled due to bad weather. Last month I did a substitute article on getting your machine to start and run faster, and jokingly subtitled it "Episode I". Little did I know! This month, since we again didn't have a Q&A session, I thought I'd do an article on organizing information within your PC. How you do it is pretty much a personal choice - you may prefer something else. What follows works for me...

Last weekend I did an annual project - I did the first cut on the income taxes. When I first did my taxes—BPC (Before PC)—I had all of my records gathered in the proverbial shoe box. Since then I have discovered the power of organizing everything into a tax folder in the desk drawer, which in turn has manila folders for such things as the various 1099s, receipts, etc. It made getting information into the tax preparation program much faster.

In the days PPC (Pre-PC) days, when the operating system of choice was CP/M, we were limited to eight characters for a filename, with a three-character "extension" that indicated the type of file. When the first IBM PC came out with DOS 1.0 (yes, there actually was such a thing!) it had the same naming conventions. DOS 2.0 added a concept lifted from Unix - that of directories and subdirectories - which in the GUI (graphical user interface) environment we now know as "folders." However, folders were still constrained by the limitations on filenames—the "8 dot 3" format.

Windows, through versions, 3.x was built over DOS, so it, too, had the "8 dot 3" file name/directory name restrictions. Windows 95 made the breakthrough

which permitted long filenames. That's the good news - the bad news is that with the Office 95 products, Microsoft also started the convention of having their products default to a single folder - usually "C:\My Documents" for all of their

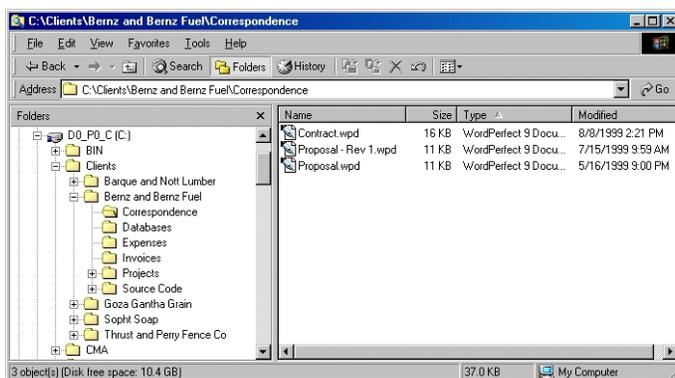


Figure 1 - Windows Explorer

application documents (what we used to call "files"). To me this was a giant step backwards, comparable to stuffing all of your papers into the shoebox.

It didn't take long before your "C:\My Documents" folder was brimming with files of every type, and even though you

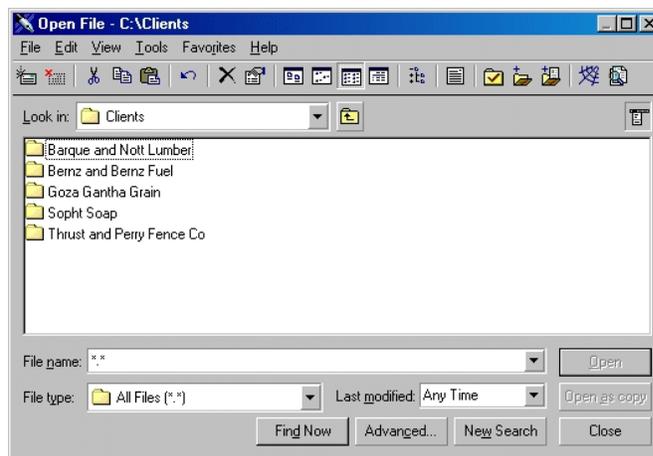


Figure 2 - a typical "File Open" dialog box

could give your files a long name, you soon ended up with lots of similarly named files—all named "Proposal" or "Invoice" or "Expenses" etc.

My recommendation is to abandon the "C:\My Documents" convention and establish a hierarchy of folders. Figure 1 is

a screen shot of Windows Explorer displaying the folder structure on my C: drive.

You will note that I have a folder named "Clients", and within this folder I have a subfolder for each of my clients. Within each client's folder I have additional subfolders as needed—which organize the files or documents as to what they are. Even some of these folders, such as "Projects" and "Source Code" may have sub-folders, as evidenced by the "+" icon to the left of the folder.

For most applications, you may control the default folder where the application starts looking for a file—the default for Microsoft products is usually "C:\My Documents". You can usually change the default by using Tools from the main menu, then Options, and then File Locations or Default Directory. Keen-eyed readers may notice that I use WordPerfect—you can change its defaults via Tools, Settings, Files.

Having made the change, when I do a File / Open, I get something like this (figure 2):

From here it is trivial to select the appropriate client, then the appropriate sub-folder (such as Correspondence, or Invoices, etc.) and find or create the appropriate file. Opening a new file works the same way. Notice in the FILE / NEW dialog box (figure 3) the icon that looks like a folder with a "sparkle" on the corner - this button lets you create

a new folder in the current folder—so if you need to create a new client, for example, you just click this when in the "Clients" folder, type in the name of the client, and you are ready to go. There are four folder navigation aids in the file dialog box. From left to right they are "the drop down box", which is very similar to the left window of Windows Explorer, the "Go up one level in the folder structure" button, the "Go to my favorites folder" button, and the "Create a new folder" button. You would use the "Go up" button if you were currently positioned in a specific client's folder and want to go back to the containing "Clients" folder. From

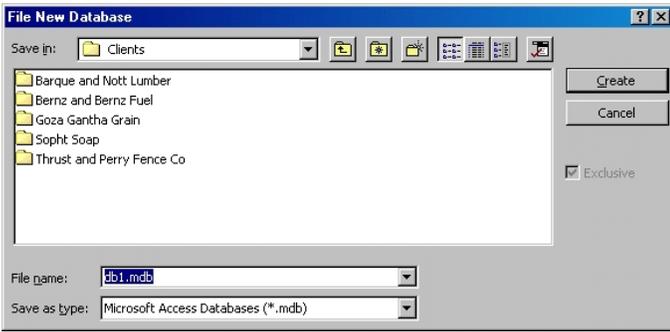


Figure 3 - a typical File New dialog box

the “Clients” folder you could “go up” to the root of the C: drive. The important thing to realize here is that you do not have to use Windows Explorer (and then the sequence File/New) to create a new folder!

The same organizational principles can be used in your e-mail reader as well. Figure 4 is a screen shot of a corner of my e-mail program, Eudora Pro:

It should look vaguely familiar—in addition to the In, Out, and Trash folders, I also have a container folder named “Clients” which in turn has a sub-folder for each client. Within the client’s sub-folder

are In and Out boxes, which contain the file copies of those messages that I have elected to save. Actually, this is a bit redundant, as you can tell from the listing line in the mailboxes whether it is a received or sent message by whether the line is displayed in italics. The point I would like to make here is that you can quite nicely organize your e-mail as well.

You can move messages between folders, such as Inbox folder and a client’s Inbox folder by drag-and-drop.

All of this is applicable for Outlook Express and other mail programs as well. The method for creating folders varies from mail program to mail program. For Eudora, you right-click on the folder into which you want to insert the new folder, then select NEW.

Do you know that if you are in a FILE OPEN or FILE SAVE dialog box, you can usually right-click on a file in the list of files and select such things as RE-NAME, or DELETE, etc.? Again, you don’t have to be in Windows Explorer to do these things.

Epilogue: Last month I mentioned StartStop - a freeware utility that can be

used to control what gets started when you boot your machine. Since then I have examined it, and even installed it on several of my client’s machines. We all love it.

This month I would also like to mention Xteq Systems’ X-Setup 5.6 () who have published a

freeware “super tweak” utility that controls many of those little customiz-able-if-you-knew-where-to-find-it items in Windows. Unlike Tweak-UI which had specific versions for Windows 95, Windows 98, etc.,

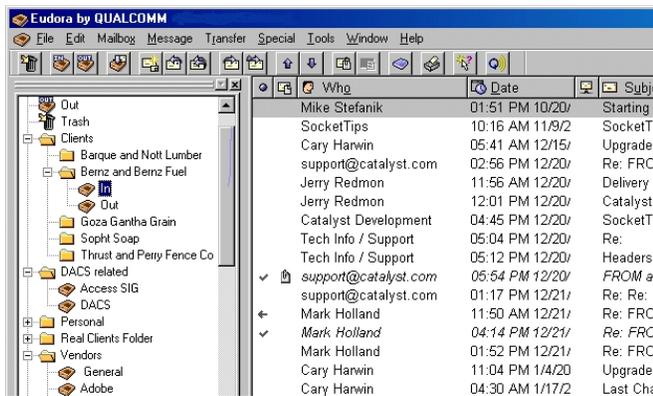


Figure 4 - Eudora Folder/Mailbox structure

this application works with everything from Windows 95 through Windows 2000 and Windows Me. Give it a try.

DACS Board Member and Access SIG leader Bruce Preston hopes to return to moderating Random Access next month.

FREE CLASSIFIEDS

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Computer Donations Welcomed

TheDACS computer project is accepting the following items (in working condition):

- Mice with PS2 type connectors
- 101 type keyboards with PS2 type connectors
- RAM modules (8 meg or larger)
- IBM compatible Computers with Pentium processors (75 Mhz or faster)
- IBM compatible Computers with 1 gigabyte (or larger) hard drives
- VGA or SVGA monitors
- Laser printers.
- Volunteers

To arrange a donation, call 203-431-1500

Voice for Joanie

Help give the gift of speech
Call Shirley Fredlund
at 860-355-2611,
ext. 4517
and become a

Voice for Joanie
volunteer.

Future Events

April 3 • Adobe Systems, Inc. - Hottest New Web Products
May 1 • MGI Software - PhotoSuite & VideoWave
June 5 • Microsoft Corp.

AMSYS Pentium II & III Business Systems

SYSTEMS INCLUDE: Intel BX Chipset System Board with 100Mhz Bus, 512KB Pipeline Burst Cache, 32 MB PC-100 SDRAM, 4.3GB HDD, 4MB AGP SVGA, 3.5" FDD, 2 Serial Ports, 1 Parallel Port, 2 USB Ports, 3 PCI Slots, 3 ISA Slots, 1 Shared PCI/ISA Slot, 1 AGP Slot, Mid-Tower Case with 9 Drive Bays and 220W Power Supply, 104 Key Windows 98 Keyboard, Microsoft Mouse.

Intel Pentium/Celeron 333 Mhz CPU w/ 128K Cache
Intel Pentium/Celeron 366 Mhz CPU w/ 128K Cache
Intel Pentium/Celeron 400 Mhz CPU w/ 128K Cache
Intel Pentium II 350Mhz CPU
Intel Pentium II 400Mhz CPU
Intel Pentium III 450Mhz CPU
Intel Pentium III 500Mhz CPU

AMSYS
COMPUTER
900 Ethan Allen Hwy.

Ridgefield, CT 06877

203 431-1500 / www.amsys.net

OPTIONS & UPGRADES

Upgrade to 64MB 100Mhz SDRAM
Upgrade to 96MB 100Mhz SDRAM
Upgrade to 128MB 100Mhz SDRAM
Upgrade from 4.3GB to 6.4GB HDD
Upgrade from 4.3GB to 8.4GB HDD
Upgrade from 4.3GB to 10GB
Upgrade from 4.3GB to 13GB HDD

Add 32X CD-ROM
Add DVD ROM II (Instead of CD-ROM)
Add 100MB Internal ZIP Drive
Add 32-bit PCI Wavetable Sound Card
Add Speakers
Add Microsoft Office 97 Sm, Bus. Ed.

Call for latest prices!

PENTIUM II

266 MMX Notebook
DACS SPECIAL \$1,895

32MB RAM
4GB HDD
3.5" FDD
24XCD-ROM
Battery
12.1" TFT Display
3D Sound
512K Cache
2MB 128bit VGA
2 PCMCIA Slots
TouchPad
USB Port
Win 98
Carrying Case

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