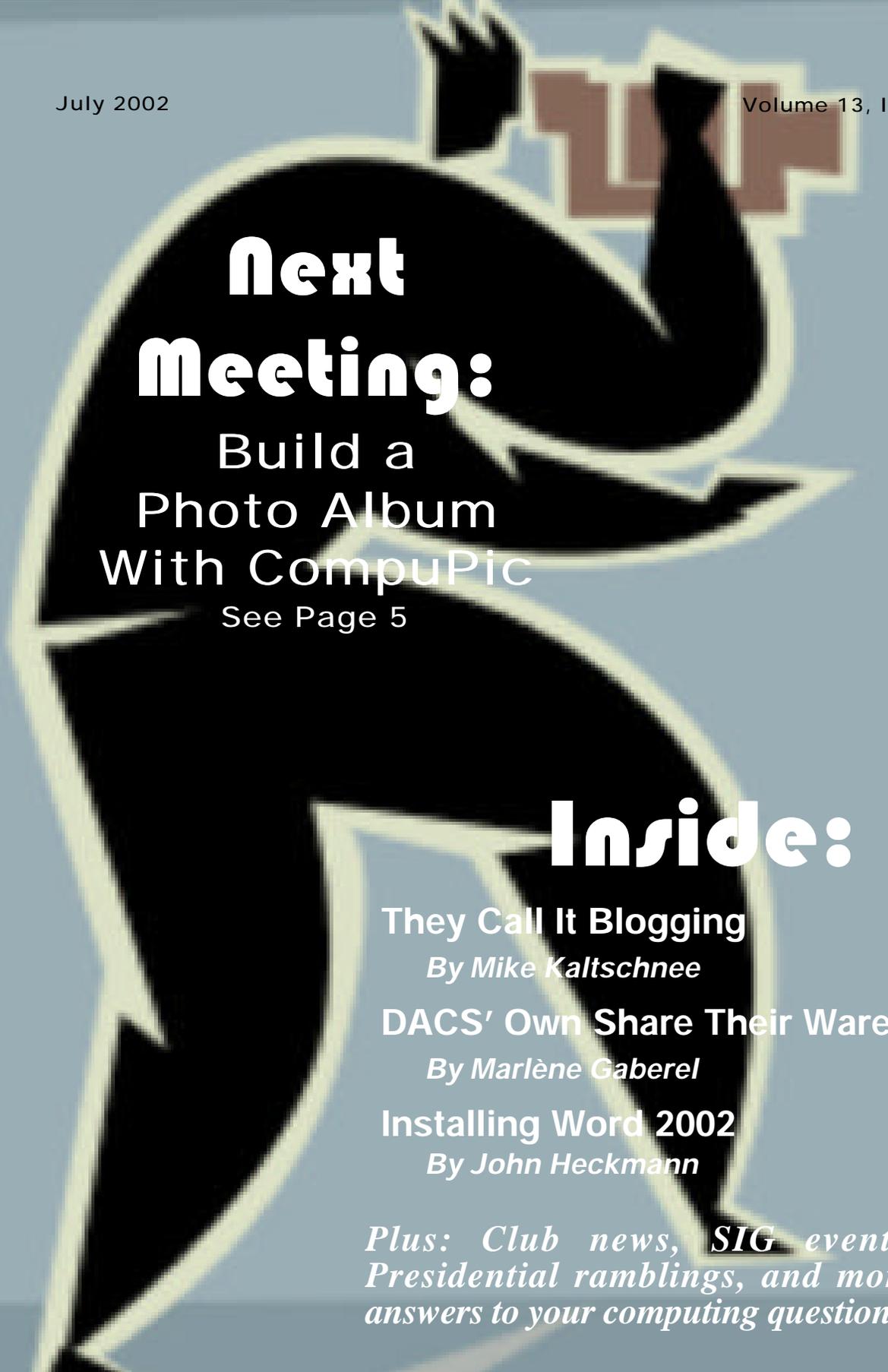


July 2002

Volume 13, Issue 7



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Build a
Photo Album
With CompuPic
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They Call It Blogging

By Mike Kaltschnee

DACS' Own Share Their Wares

By Marlène Gaberel

Installing Word 2002

By John Heckmann

*Plus: Club news, SIG events,
Presidential ramblings, and more
answers to your computing questions.*

President's File



PRESIDENTIAL
RAMBLINGS
ISSUE 0.2

I hope everyone at the June General Meeting enjoyed it as much as we enjoyed putting it on.

I know I had a blast, even if I did fail to properly introduce Bill Keane and Don Pearson when they did their demonstration of how to run Windows software on Linux using WINE (a recursive acronym for 'WINE is not an emulator'). Sorry guys.

Shareware Today

Which segues to my first topic – the state of shareware today. What is shareware? Once upon a time it meant inexpensive (sometimes free) downloadable software sold on a “try it before you buy it” basis. Generally, it was a small program written by an amateur programmer who wanted to make some small return on the time spent writing and debugging the program. After you installed and tested the program, you would send your check to the author to pay for it – or at least some people did.

Over time, a few people built small companies on these shareware programs. I just checked and you can still buy TAPCIS, the CompuServe access program, for \$39.50. This program once supported a company with a half-dozen employees. I used TAPCIS for more than 10 years and saved hundreds of dollars in CompuServe charges. For some, shareware became big business.

In the beginning, payment was on the honor system. There was no one forcing you to send the money. Over time,

shareware authors started to force the issue. One method was “crippleware.” This was a program that was hobbled in some way to make it less useful. Once you paid, the full version became available. Now, time limited trial versions are the norm. Registration and payment over the Internet unlocks the software right on your disk.

Today you can download IBM's flagship DB2 Universal Database for any platform including the IBM S/390 mainframe and “try it before you buy it.” Does that make DB2 shareware? You get my point. So what changed? The Internet changed everything, but the odd part is that big businesses, like IBM, have adopted the shareware model and made it work as an integral part of their business. When it comes to a business model, you can score one for the little guys!

Online safety and privacy

Internet safety is a pretty big issue around Danbury these days, in view of the tragic events in our local news about the young girl murdered when meeting someone from an online chat room. We are trying like the dickens to have a general meeting program on the subject of Internet safety and it looks like we will have someone from the FBI later this year. That's the good news. Almost all the other news concerning your privacy, online safety, and rights to the digital content you buy is bad. This topic is so massive, I don't know where to begin.

When you buy a newspaper for cash at the news stand no one knows what you read in that paper, however the ‘Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001’ allows the federal government to start accumulating a list of everyone with whom you exchange email and all the web sites you visit with very little legal justification. Let's say for some reason you are mistakenly identified as a possible terrorist and the FBI secretly begins surveillance of your online activities. This results in an electronic dossier about you. Later, you are cleared, the surveillance stops and you, none the wiser, go on with your life. What happens to all that “potential evidence”? There is no mechanism requiring its destruction. Years later who might have access to this information and for what purposes?

If you think your Internet browsing habits should be public knowledge, consider another scenario: The January 20th

President's File, continued on page 15

Membership Information

dacs.doc, ISSN 1084-6573, is published monthly by the Danbury Area Computer Society, 12 Noteworthy Drive, Danbury, CT 06810-7271. Annual subscription rates: \$25 to regular members, \$20 to students (included in dues).

Postmaster

Send address changes to Danbury Area Computer Society, Inc., 4 Gregory Street, Danbury, CT 06810-4430.

Editorial Committee

Managing Editor: Allan Ostergren
Associate Editor: Ted Rowland
Production Editor: Marc Cohen
Technical Editor: Bruce Preston
Public Relations: Marlène Gaberel

Contributors

Charles Bovaird Larry Buoy
Rich Chernock Marlène Gaberel
Mike Kaltschnee Jim Scheef

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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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dacs.doc is prepared using an AMSYS Pentium 133 and an HP LaserJet 4 Plus printer. Software packages used to publish *dacs.doc* include: 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.
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Don Neary
APCUG Liaison
203-746-5538

Officers

PRESIDENT: Jim Scheef (860) 355-0034 (dacsprez@dacs.org)

VPS: Gene Minasi (860) 354-9380 • Marlène Gaberel (203) 426-4846

Jeff Setaro (203) 748-6748

SECRETARY: Larry Buoy (860) 355-0394 • **TREASURER:** Charles Bovaird (203) 792-7881

Directors

Charles Bovaird (203) 792-7881 • Larry Buoy (860) 355-0394

Marc Cohen (203) 775-1102 • Marlène Gaberel (203) 426-4846

Matthew Greger (203) 748-2919 • Donald Pearson (914) 669-9622

Donald Neary (203) 746-5538 • Allan Ostergren (860) 210-0047

Bruce Preston (203) 438-4263 • Jeff Setaro (203) 748-6748

Jim Scheef (860) 355-0034

Committees

NEWSLETTER: Allan Ostergren: (860) 210-0047 (dacseditor@dacs.org)

PROGRAM: Jeff Setaro (203) 748-6748

WEB MASTER: Jeff Setaro (203) 748-6748

SIG COORDINATOR: Don Neary (203) 746-5538

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 # | |
|---------------------------|------------------|----------------|-------|
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| AOL | Marc Cohen | (203)775-1102 | (de) |
| APL | Charles Bovaird | (203)792-7881 | (e) |
| AutoCAD | Peter Hylenski | (203)797-1042 | (e) |
| C/UNIX/ObjC | Kenneth Lerman | (203)426-4430 | (de) |
| Clipper | Dick Gingras | (203)426-0484 | (e) |
| COBOL | Charles Godfrey | (203)775-3543 | (e) |
| Dbase/DOS | Alan Boba | (203)264-1753 | (e) |
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| Focus | Jim Scheef | (860)355-0034 | (e) |
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| OS/2 | Rich Chemock | (203)270-0224 | (e) |
| Paradox | Alan Boba | (203)264-1753 | (e) |
| PASCAL | Duane Moser | (203)797-2716 | (d) |
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| Viruses | Jeff Setaro | (203) 748-6748 | (d) |
| Visual Basic | Chuck Fizer | (203)798-9996 | (d) |
| HTML/Java | James Costello | (203) 426-0097 | (e) |
| Windows | Nick Strother | (203)743-5667 | (e) |

Directors' Notes

A Regular Meeting of the Board of Directors was held at the RC on June 10, 2002. Present were Messrs. Bovaird, Buoy, Neary, Ostergren, Pearson, Preston, Scheef and Setaro and Mrs. Gaberel. President Jim Scheef presided, Secretary Larry Buoy kept the record of the meeting. The minutes of the meeting held May 13, 2002 were approved.

Treasurer Charlie Bovaird reported a current bank and cash account balance of \$20,911.18, less prepaid dues of \$8,560.00, for a net balance of \$12,416.09. He also reported current membership of 468.

There was a short discussion on the effect of the current advertising initiative. It was agreed to continue the program as authorized, with each ad scheduled to appear on the date of the General Meeting, and that as a gauge of the effect thereof, attendees at the meeting be polled as to who had seen the ad and who attended only in response to the ad.

Other old business subjects opened for discussion but requiring additional research were changes to the newsletter format and possible amendment of the By-laws. Jeff Setaro estimated that a new XGA resolution projector would cost approximately \$2,500 to \$4,000.

Suggested changes to the DACS Web Site were made, principally concerning availability to the general membership of a database of communication information among members. Concern for the vulnerability of such access to abuse was strongly voiced by several Directors, the only alternative mentioned being a "chat board." The current controlled access by SIG leaders to the SIG Notes feature of the Web Site was deemed reasonably secure.

President Scheef asked that methods of keeping our Web Site updated be explored, resulting in suggestions that links within same be more obvious, perhaps centralized (via a bulletin board?) to cover SIGs, General Meetings and the calendar, and that an additional month's calendar be provided.

Jeff Setaro advised the meeting of his progress in arranging for a representative of the FBI (or an alternative) to present a program on child security while using the Internet. Also briefly discussed were the preparations for the next day's General Meeting and the proposed changes announced by Microsoft in its "Mindshare" program, including possible participation in one of the conference calls thereon.

LARRY BUOY

Next Meeting

Park and Pamper Your Pixels With CompuPic

By M. Gaberel

Between the May presentation by Microsoft on digital photography and the June demonstration by Matthew Greger of Apple iPhoto, I purchased a digital camera (better late than never). With more time spent at work for mom and with summer vacation just around the corner, translating into more time spent at home for my sons, the kids got the opportunity to use the camera and check out its possibilities way before I was even able to open the package.

The result is that both kids know how to use the camera including downloading photos and video on the computer; mom does not ... yet. What I noticed, however, is that there are pictures on my hard disk in random order. Trying to keep the computer organized, I welcome Jeff Setaro's presentation on CompuPic, a photo management program, at the July 2, 2002 general meeting. CompuPic is actually a program that I had purchased at one point, but that I never re-installed on the present computer. Jeff's presentation may move me into action.

The Pro Version of CompuPic has the following features:

- Publish pictures online with customized web pages. Use the included themes or write your own custom templates.
- Create Photodex PictureCDs™, including all the software needed to view the pictures
- Prepare images with Advanced Batch Conversions...perform actions like Auto-Correct, crop, resize, text and image watermarking, and more to any number of images at once.
- Download pictures and media files faster with the Web Site Scanner.
- Select and convert colors using the Web Page Color Selector.



- Enhance images with advanced features like Drop Shadow and Advanced Text Effects.
- Customize file information display for faster browsing.
 - Visually browse HTML files using thumbnails.
 - Fastest Visual Browsing
 - Fastest thumbnail creation
 - Effortless support for browsing through hundreds of thousands of files
- Fastest performance for entering and browsing folders with large numbers of files
- Integrated address bar for easier navigation with Back / Next and recent folders
- Select multiple folders at once
- Browse ZIP archives just like folders

- Automatic or manual thumbnail creation
- Thumbnail pictures, videos, fonts, clip-art, text files and more
- Perfect quality, real-time preview
- Supports over 70 file formats
- Five different view modes
- Full File Management
- Copies and moves files faster than Windows® Explorer
- Configurable actions for launching files in other applications
- Sort files in any order with custom ordering
- Cut, copy and paste files
- Duplicate, rename, delete files
- Copy files and images for use in other applications
- Acquire pictures from any digital camera or scanner
- View Pictures
- Fast full screen or windowed viewing
- Zoom and pan with incredible quality
- Quickly navigate to next and previous images using the mouse or keyboard
- Incredible Slide Shows
- Over 100 eye-popping Slide Show transitions
- Use background sounds and music
- Unique Maxi-Show displays multiple images at once.



- Make Quick Enhancements
- Auto-correct images
- Adjust brightness, contrast, color, hue and more
- Crop and Auto-Crop pictures
- Add fuzzy vignette borders
- Remove red-eye
- Resize to any size
- Rotate to any angle
- Overlay high quality text, talk bubbles, and thought bubbles
- Share Online
- Integrated e-mail makes sending files easy
- Automatically generates web pages
- Upload photos to popular online photo sharing sites like *PictureCD.com*. Supports more photo sharing sites than any other application
- Send Digital Greeting Cards
- Order postcards using *Amazing Mail.com*
- Order poster sized prints using *Bignose.com*
- Powerful Tools
- Print pictures at any size
- Create customized Picture Index contact sheets
- Batch rename any number of files
- Batch convert files to multiple formats
- Losslessly rotate any number of files at once
- Create screen savers and desktop wallpaper

CompuPic Pro offers the most features. Photodex has two other CompuPic programs with a few less bells and whistles, but that could well meet the need of the less specialist user.

Marlene Gaberel is a DACS board member and VP for Public Relations. You can e-mail her at: marlene_gaberel@yahoo.com.



Online Communications

They Call it Blogging

By Mike Kaltschnee

If you think about it, the Internet is about communication. E-mail enables you to save 34 cents when writing mom or sending business correspondence. Web pages let you advertise your business or show off your new kid. Instant messaging enables you to know when someone is online and chat with them. Almost everything you can do on the Internet enables you to send or receive information.

So it's only logical that somebody, or a group of somebodies, around 1997 started yet another Web phenomenon, the Blog. Based on a shortened form of "Web log," blogs are a personal online diary of sorts, updated in short bursts frequently (or not so frequently). This may sound a lot like some personal Web pages, but the blogging tools that enable fast and easy updates are what make a blog something anyone can do.

Since we are a voyeuristic society, these almost surreal glimpses into a person's life, hobbies, or interests are incredibly fascinating. Forget reality television – this is the real reality. People write about the mundane ("I had toast and eggs for breakfast") to the extreme and personal

("I have this problem...") or even the political ("I voted for..."). Since it's easy to update your blog using only a Web browser and a modem connection, most of the barriers of creating a Web site are removed. You don't have to learn FrontPage or HTML and if you can order a book from Amazon.com you can do this.

A good place to start is www.Blogger.com. One of the first sites to create the online tool (or "Blogger") to enable almost anyone to create a blog, it's also a directory of thousands of blogs. The nice folks at Pyra Labs will also host your blog for free, so you are running out of excuses. I decided to see how hard it was to create my own blog, and it took me

less than 2 minutes to get my own blog up and running.

Blogs are now starting to get a lot of press, mainly due to the fascinating blog coverage of the 9/11 disaster. Blogs are a great way for people to express their feelings or vent their anger in a public forum, whenever the urge to write strikes. Blogs can be created on almost any topic, and can be done hourly, daily, weekly or even monthly, depending on the subject. People still have expectations, probably due to our instant gratification society, that you will be updating yours somewhat frequently.

One of the most interesting uses of a blog comes from a recent O'Reilly.com article about people updating a blog during a conference so people that are unable to attend can follow the proceedings. This immediate form of feedback will change how some meetings or interactions are done.

One of the things I'd like to see in our area is a local news blog. I could just open this site and see what was happening that day or week, and quickly keep up with our region. I would prefer a summary of the important stories, maybe with links to the Danbury News-Times or other regional professional news sources.

I'm thinking of starting a blog if I can come up with an interesting subject, or maybe just something that is interesting to me. With more than 100 million people online now, it just might be interesting to someone else.

Before you journey into the world of blogs, I want to warn you that it is amazingly interesting and you can get lost reading blogs. I have lost track of time reading blogs – they are an incredible window into someone else's life.

Mike is a DACS member who wishes he didn't have to sleep so he could play with computers 24x7. You can contact him by e-mail: mikek@demorgan.com.

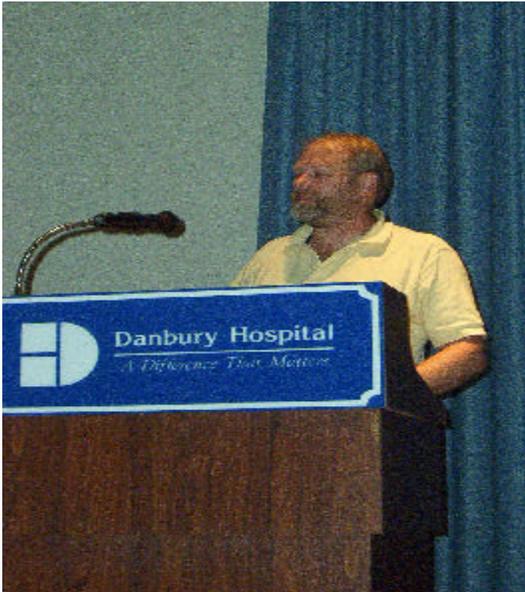


Meeting Review

DACS' Own ShowTheir Wares

by Marlène Gaberel

With its many different speakers limited to a 10 minute period, the June 11th general meeting was not the chaos that Prez Jim Scheef has anticipated. Actually, the presentation went rather smoothly, with Officer Jeff



Setaro, time clock in hand, keeping every speaker within their allotted minutes. All the products mentioned at the meeting are either freeware or shareware or free web pages. These utilities make the speaker's life easier and by sharing with members, we can take advantage of them too.

The first speaker was ex-Prez Allan Ostergren with Snag-It, a capture utility that he uses to create the DACS newsletter. One feature that I find very useful that Allan demonstrated is the capture of the files in the Windows Explorer that can be highlighted and printed. One can see the files from Explorer, but cannot print that information. Snag-it can also save the Explorer files list into an ASCII document. Snag-it is a product of Techsmith www.techsmith.com/.

Allan was followed on the stage by Bruce Preston, who demonstrated three different utilities: Start/Stop, an application that starts at boot time and lets users "tweak" their starting programs. Bruce asked: "Ever wonder why your computer

might be slow? All those neat little icons at the bottom of your screen may be slowing you down." With Start/Stop there is no need to go into the Settings of your start-up, and no need to go into the Registry; the utility will let users know what is there at start-up. Start/Stop, a freeware, is found at <http://www.tfi-technology.com/startstop.htm>.

The second utility presented by Bruce was mailwasher, that keeps spam out and mails back to sender that there is no recipient at the address. Mailwasher bounces back to the sender. The messages checked with the utility never show to the senders that the e-mail has been received. The messages are shown as undeliverable. A right click will allow the user of mailwasher to see what mail is received in the mailbox without actually acknowledging receipt. Mailwasher is a utility that originates from New Zealand, the programmer asks users to pay whatever one can contribute, between \$3.00 and \$20.00. www.mailwasher.net/. This seems

like a nice program to have in the days and age of growing spam.

Bruce closed his presentation, with a few seconds left, by showing Tweak, a program that helps tweak Windows.

Don Neary demonstrated to the audience how to find out information about the economy, finance, mutual funds, and bonds before talking to your broker. The web site, [cbs.marketwatch](http://cbs.marketwatch.com/news/default.asp?siteid=mktw), at <http://cbs.marketwatch.com/news/default.asp?siteid=mktw> that Don demonstrated has free membership. From the web you can track your portfolio, check out the latest news on the economy and how it affects publicly-traded companies. It offers rec-

ommendation, ratings and a load of useful information.

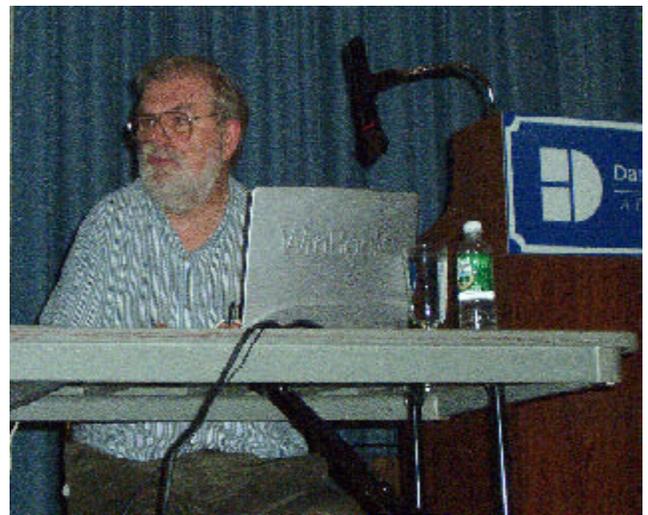
Matthew Greger, an Apple specialist, showed the audience the different possibility of organizing, creating catalogues, creating albums, slide shows and categorizing pictures with IPhoto, a built-in feature of OSX; www.apple.com/iphoto/. It certainly compares favorably and even seems to exceed the features of Microsoft XP. Matthew dazzled us with beautiful pictures of kids that he accompanied with music.

Don Pearson and Bill Keane demonstrated a Linux utility, Wine (I find it funny that the web page www.winehq.com/ has a glass of the real thing) that is used to run Windows applications into Linux. One application, a Windows CD ran ok; the other run almost ok.

A non working Internet connection forced Prez Jim Scheef to tapdance away from his WinStock demo to ZDNet's Password Pro 32, a handy freeware utility that helps you track your various passwords. Use the program to store a list of usernames, passwords, and system information, and to set expiration warnings.

Ten minutes is just enough for members of the audience to get an idea of the product presented. All the programs mentioned and briefly described by the speakers have links from the DACS web page, a convenient feature for those of us that do not want to write all the wwws. All presenters did a great job, and demonstrated their particular products/web pages. It makes members want to learn more and check out the products.

Marlène Gaberel is a DACS board member and VP for Public Relations. You can e-mail her at: marlene_gaberel@yahoo.com.



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| <input type="checkbox"/> A+: | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Weekend <input type="checkbox"/> |
| <input type="checkbox"/> Network +: | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Weekend <input type="checkbox"/> |

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Signature Required: _____

Name:

Home Phone:

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Special Interest Groups

SIG NOTES: July 2002

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: July 9

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: July 10

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: Off for Summer

INTERNET PROGRAMMING. Programs for Web site/server.

Contact: Chuck Fizer (cfizer@snet.net). Meets on 1st Wednesday, 3-5 p.m., at the DACS Resource Center. Members' suggestions are welcome.

Next Meeting: Aug 7

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: July 18

LINUX. Helps in installing and maintaining the Linux operating system. July also be of interest to Apple owners using OS X.

Contact: Bill Keane (bkeane.nai@rcn.com) 203-438-8032 Meets 3rd Wednesday, 7:30 pm at the DACS Resource Center.

Next Meeting: July 17

SERVER. Explores Back Office server and client applications, including Win NT Servers and MS Outlook.

Contact: Jim Scheef (jscheef@telemarksys.com) Meets 2nd Thursday, 7 p.m., at the DACS Resource Center.

Next meeting: July 11

SMALL BUSINESS. All aspects of small business management.

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

Meets on last Wednesday, 1-3 p.m.

Next Meeting: Off for Summer

VISUAL BASIC. Develops Windows apps with Visual Basic.

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

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

Next Meeting: Aug 7

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).

Look for announcements

Next Meeting: Suspended until further notice.

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: July 29

SIG News & Other Events

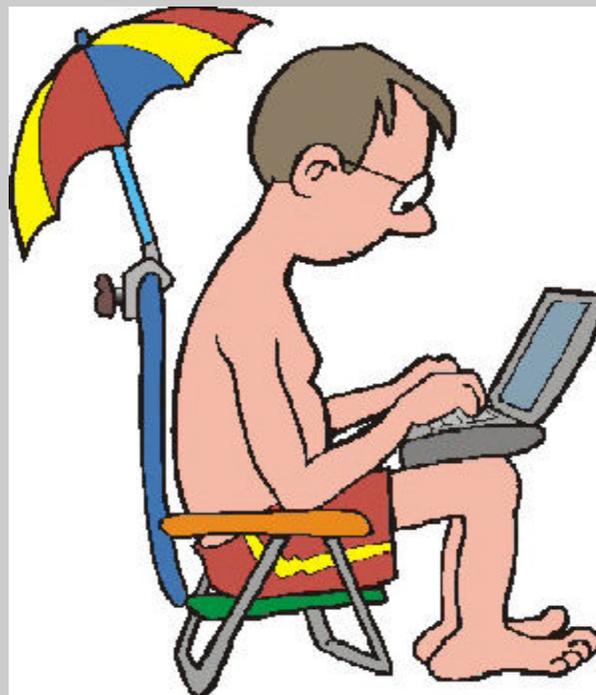
Graphics. The Graphics SIG is on vacation. Look for further announcements in September.

Internet Programming The IP SIG is in summer hiatus and will not meet in July. The next meeting will be August 7th at 4pm in the DACS Resource Center. Discussion will continue on using Visual Studio.NET to program an Internet-based application using ASP.NET and ADO.NET with VB and C#.

Server and Networking. At the June meeting we continued work on configuring a Linux-based server by implementing dynamic host configuration protocol (DHCP). DHCP is the key to automagically managing IP addresses on a network. In July we will begin working on DNS (domain name service) using the BIND program. The goal is to configure a server that is a plug-in replacement for a Windows NT domain master controller. The next meeting will be July 11th at 7pm in the DACS Resource Center. Be sure to bring your laptop whether you run Windows, Linux or something else. More machines help test the server as we build it up!

Small Business. This SIG is in summer recess. Next meeting is September 25th.

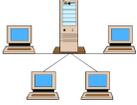
Visual Basic. The VB SIG is in summer hiatus and will not meet in July. The next meeting will be August 7th at 7pm in the DACS Resource Center. Discussion will continue on VB.NET. Bring your questions for Random Access regardless of which version of VB you use.



It's summertime! Please check the calendar and DACS Web site for meeting changes and cancellations.

July 2002

Danbury Area Computer Society

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | 8  7:30 PM BOARD OF DIRECTORS | 9  7:00 PM ACCESS Bruce Preston 203 431-2920 | 10 7:30 PM ADVANCED OS Don Pearson 914 669-9622 | 11  7:00 PM SERVER SIG Jim Scheef 860 355-0034 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | 17  7:30 PM LINUX OS Bill Keane 203 438-8032 | 18  7:30 PM INVESTMENT Paul Gehrett 203 426-8436 | 19 | 20  NEWSLETTER SIG NEWS DEADLINE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 28 | 29  7:00 PM WALL STREET Phil Dilloway 203 367-1202 | 30 | <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">June 02</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">August 02</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div> </div> | | S | M | T | W | T | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | S | M | T | W | T | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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Installation Tips

The Latest Word Lest All Else Fail—Toss the Manual

by John Heckman

[The following article appears in John Heckman's Consulting News for Law Firms (no. 22). For more information about Heckman Consulting go to www.heckmanco.com]

Although most people use Word or WordPerfect “out of the box,” this is a mistake, because they are depriving themselves of a great deal of power and increased ease of use that is afforded by both programs.

This article focuses on configuring Word 2002 with particular reference to users coming from WordPerfect. Most of these options are also applicable to earlier versions of Word.

Installation

Configuration starts with your installation. You should never use Word's default installation, because by default it does not install document converters for WordPerfect files. Therefore, if someone tells you that Word “cannot open” your WordPerfect file, it is likely that the program was installed using the default settings. When you install Word, be sure to use custom settings and install WordPerfect converters.

Installing WordPerfect Help and/or WP keystrokes may seem like a good idea. However, the keystrokes listed are those used by WP 5.1, not any of the Windows versions of WordPerfect. If you install WP keystrokes, the keyboard will default to WP5.1 keystrokes. I do not recommend this. A much better comparison of the two programs' functionality is found in WordPerfect help under “Keyboard Shortcuts” and “Microsoft Word Help”. You might want to print this out for ease of reference.

Language settings

Word 2002 ships with a primitive speech recognition tool which is definitely not ready for prime time. Not installing this function will save you a lot of hassle (getting rid of it once installed is problematic).

Configuration

Once Word is installed, you should go through and tweak the default settings

to the way you want. Settings are found under Tools|Options (“Options”) and Tools/Customize (“Customize”). I suggest you review them all. Many “weird” or unexpected results in Word can be traced to one of these settings. The following are



settings for which I recommend you choose additional or different options.

By default, Word now shows truncated or variable menus (including your most recently used functions). This means you can never tell where something really can be found and can be extremely disconcerting. (Go to Customize/Options/always show full menus). Also check “show the keyboard shortcuts on menu options” option.

Smart Tags

This new feature is a mixed bag. On the one hand, it can be useful for importing information from Outlook. On the other hand, its main function is to “leap” to a web site directly. This could be useful for online reference to court cases, but it opens the door to both abuse and viruses. You may wish to turn it off. (Options/Save/ Embed Smart tags off).

Do full justification like WP 6.1. Word does “full justification” by adding spaces

between words, which leads to an ugly “spacy” look. WordPerfect adjusts space between both words and letters which leads to a much “smoother” look. (Options| Compatibility/Do full justification like WP 6.x)

Configure your custom dictionary either by importing a list of words into it or by running a number of your standard documents through the spell checker and adding words to the custom dictionary. “Custom.dic” is an ascii (plain text) file and can be edited in Notepad. In Windows 2000, it is found under Documents and Settings/username/Application Data/Microsoft/Proof.

The grammar checking function will just cause annoyance (especially for legal writing). Turn it off at Tools/Options/Spelling & Grammar.

Make sure you leave paragraph symbols turned ON. Microsoft stores format information for a given paragraph in the symbol at the end of the paragraph. Deleting a paragraph symbol (especially the last one in a document) can lead to unexpected results (Options/View/ Paragraph Marks).

One copy of Word or many copies?

By default, Word opens a separate copy of itself for each document you create. Unless you have lots of memory (if you get a new PC using Windows 2000 or Windows XP, it is worth springing for 512Mb of memory), this can create problems. You can change this setting so that only one copy of Word is running (Options/View/uncheck Windows in Taskbar). If you do this and have multiple documents open, select Windows in the menu bar to see the various documents.

Page Setup

Word defaults to left and right margins of 1.25". Most law firms use 1" margins. Go into File/Page Layout. Change the margins as needed, then click the “Default” button at the lower left of the Page Layout window to set those margins as your default for all future documents.

Track Changes

Unless you really need them, turn Track Changes OFF. There are many formatting problems with track changes in Word 2002, not least of which is that it makes the word count function unpredictable, which can have serious consequences when submitting briefs to court

(this was a problem that existed in Word 97 and was then fixed by Microsoft, but has popped up its ugly head again). It also can prevent you from choosing how deleted text is displayed (Tools/Track Changes).

Make sure you set Tools/Options/Security to Warn before sending file with tracked changes. While this can be annoying (you get the warning every time you print a document), it can also save you a lot of grief. Otherwise, if you send your document to opposing counsel they may be able to see any changes you made when you were editing different versions of the document. However, even this setting does not eliminate all “metadata” and you should consider purchasing Payne Consulting’s Metadata Assistant (www.payneconsulting.com) if you routinely exchange documents with other firms.

Finally, Word 2002 offers the option to send documents to Microsoft in the event of a crash. Since there is a possibility that sending a document to Microsoft could be construed as breaching attorney-client privilege (probably a slim one, but better safe than sorry — that’s why you carry malpractice insurance), I recommend against doing this as a matter of policy.

Button Bars

The final area to customize is your button bars. Both Word and WordPerfect ship with what might be called “demo button bars,” that is, ones that contain neat features if you are doing a demo, but which you will likely never use in actual document production (especially in a legal environment). Everyone will have their own favorites: my recommendation is to create buttons for frequently used functions that are more than one level deep in the menu structure.

Style Separator

Word 2002 now lets you put two styles on the same line (part of Microsoft’s effort to catch up with functionality WordPerfect has had for years). However, this option does not appear on any menu and must be added to the button bar to function. From the View menu, choose Toolbars/Customize. Select the Commands tab and “All Commands” from the Category list. Select InsertStyleSeparator and drag it to the standard toolbar.

Two productivity features that are not used enough are AutoText and AutoCorrect. You will want to review the Tools/AutoCorrect functions. In particular, in the AutoFormat as you Type section, consider turning off the “Apply Built-

in Heading Styles” and the “Replace Internet ...paths with hyperlinks,” as well as “Set... Indent with Tabs.” You may wish to make other changes as well.

Outlook

The main thing is NOT to use Word as your email editor. It will create endless problems. Tools/Options/Mail Format and uncheck “Use MS Word” and “Use MS Word rich text.”

Security Issues

Using Microsoft products is an open invitation to virus attacks. There is no substitute for standard anti-virus practices:

(1) always view, never open an email from anyone you don’t know or one you are not expecting from someone you do know;

(2) turn off the viewer pane in Outlook (anything that appears here is automatically “opened”);

(3) turn ON file extensions to prevent viruses with double extensions from slipping through (e.g., Anna.jpg.vbs);

(4) depending on how paranoid you are, rename cscript.exe and wscript.exe in the windows (or winnt) directory to prevent viruses from executing — note: this is the most extreme step and may have unwanted side-effects, so this step is not for everyone. Also, you want to have an up-to-date anti-virus program with weekly updates for both your server and work-

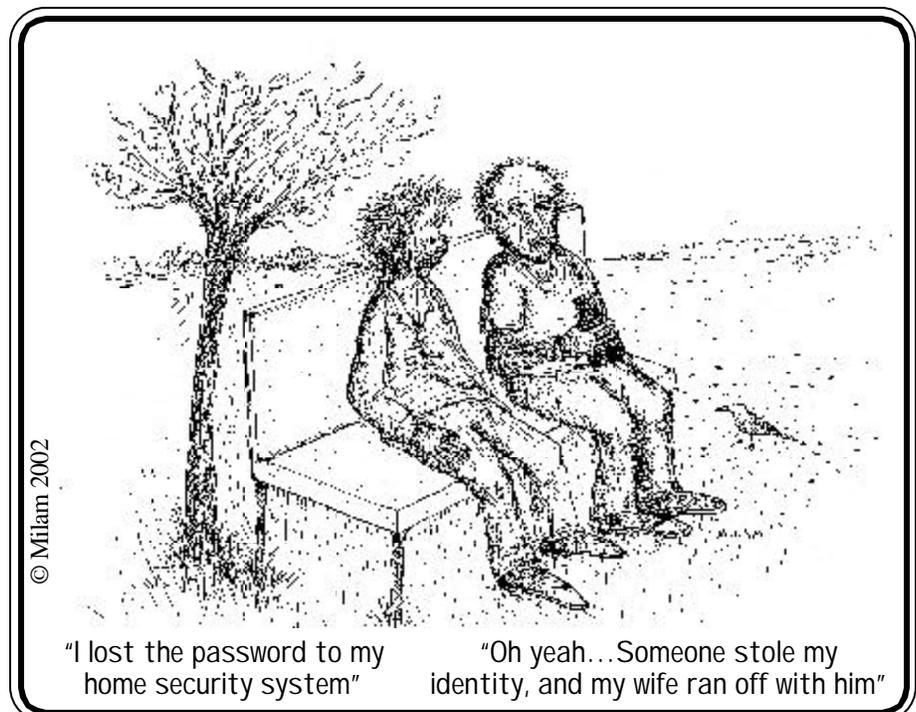
stations. Norton and McAfee are two leading anti-virus makers.

You have to apply security patches for Outlook and Internet Explorer as well as for Word. Outlook uses IE to render HTML email and for other functions, so even if you use Netscape you still have to worry about patching Internet Explorer. In addition, Microsoft’s “critical patches” are notoriously buggy (the most recent one, for example, mysteriously changes the font in some Outlook screens). So you need to be careful about applying Microsoft patches, but you also need to apply them. If you are using Windows XP, go to Control Panel/Performance and Maintenance/System and set Automatic Updates to choose before you download.

Resources

There are many resources for information concerning Word. Two of the best are Payne Consulting’s Word 2002 for Law Firms (available at any major bookstore) and Woody Leonhard’s newsletter at www.woodyswatch.com, “Woody’s Office Watch — Weekly advice and commiseration from Woody Leonhard, Certified Office Victim” which features up to date information on all subjects Microsoft.

John Heckman is president of Heckman Consulting, specializing in software integration for law firms, and is a frequent contributor to *dacs.doc*. You can reach John at heckman@heckmanco.com



Make Your Own PDF Files

by Paul Witheridge

One of today's biggest computing irritations is competing standards! While there are standards out there for such things as e-mail, file transfer and Internet protocols, and HTML coding for web display, someone is always "pushing the envelope" (to be polite) or "ignoring them" (to be blunt). Document sharing is an example. Many think that Microsoft Word is the standard for documents but it is only one in a field of word processors. At one time, they simply pretended each other didn't exist and if you created a document using one word processor, you couldn't share it with others who were using a competitive product. Now, at least the major brands provide the ability to convert between formats but often at the expense of some of your painstaking efforts to create that Beautiful Format. Enter Adobe and the Portable Document Format (PDF). If you can create (or "export to") a PDF file with your word processor, you can produce a "stand-alone" document that anyone can see or print exactly as it was created fonts, pictures, whatever but without the program that created it! Catch? Of course there's a catch! First of all, you need the Acrobat Adobe Reader to see/print these. Yes, it's free; but it is a few megabytes in size and usually has to be downloaded and installed. But how to create the PDF in the first place? Are we still somewhat at the mercy of the Adobes, Microsofts and Corels? Read on!

There are two freeware (free for non-commercial, home use) programs that can enable you to create (and read) standard PDF files (as well as postscript files):

MakePDF, (<http://www.lexacorp.com.pg/soft/makepdf22.zip>) a freeware utility for converting the postscript translations from GhostScript to a Portable Document Format file and

GhostScript, (<ftp://mirror.cs.wisc.edu/pub/mirrors/ghost/AFPL/gs703/gs703w32.exe>) a free postscript inter-

preter which translates postscript documents.

NOTE: If the version numbers change, the above links will become outdated.



If you visit the Lexacorp site first, there is a link there to GhostScript as well as to MakePDF. Stuart also offers several other MAKEPDF tips and tricks at <http://www.lexacorp.com.pg> After downloading both of these, install GhostScript by double-clicking the GS703W32.EXE file. Then simply unzip MAKEPDF21.ZIP into the folder of your choice (no installation needed). I must assume that the reader can do this using their favourite compressed file unpacker.

Then, you need to define a printer that can produce postscript output such as the HP Laserjet III PostScript+ in your selection of printers. You do not need to have this printer connected, you merely need to add/install it as if it were installed and configure it to send output to a .PRN file. Here's how:

In Windows, click Start|Settings|Printers and then double-click 'Add Printer'. Choose 'Local Printer' and click 'Next'. Now select the printer you'd like, making sure that it can produce postscript. The HP Laserjet III PostScript+ is an obvious choice but other manufacturers are available on the list you'll see. After selecting one, you'll be asked where to output your data and this is where you will choose 'FILE:' and then click 'Next'. Most likely you will not want this to be your default printer, but this option is always available

later if your needs should change. Click 'Next' and then 'Finish' and you will most likely be prompted to insert your Windows installation CD in order to retrieve the necessary driver files. After the printer driver files have been copied, you will be prompted for a PRN filename (in case you wanted to print a test page). You can click 'Cancel' to skip this step. Did you know that you could also rename this printer installation to something more helpful like PostScript Creation? Right click it and rename!

Once the process is complete to this point, you will have an additional printer option whenever you wish to "print" a document from any application you are using. When choosing this new option you have just installed, you will be asked for a filename and destination folder since the output will not be a "hard copy" on paper, but a .PRN file on your computer.

We now need to create a way to easily send these PRN files created by your newly installed postscript-capable (phantom) printer driver to MAKEPDF which will use GhostScript to finally create the PDF file.

One way to provide this "connection" is to add a shortcut in your SendTo links that will appear when you right-click a file in Windows Explorer (or other file manager) and select 'Send To'. Open your \Windows\SendTo folder and right-click a blank spot. Click New|Shortcut and insert a command line similar to the following, but insert the proper path for your installation of MAKEPDF in place of the square bracketed portion.

```
[C:\Utils]\MAKEPDF.EXE
```

Click 'Next' and then name it MakePDF or whatever you like. Click 'Finish' and you're done.

Now you can right-click any PRN file created by your phantom printer and then choose SendTo|MakePDF to create your PDF file.

You could also create a shortcut on your desktop in the same way and just drag and drop PRN files onto the icon.

There are a few other clever tricks the more advanced user can perform either by defining a new filetype (see end of this article) or using macros in your word processor or creating a custom printer port or having your PDF sent directly to your e-mail client but you can read about those in Stuart McLachlan's (author of MAKEPDF) Readme text file that comes with MAKEPDF. Most of us will be quite happy with a shortcut in the SendTo folder!

Using MAKEPDF

The first time you send a PRN file to MakePDF, you will be asked if you want to locate the GhostScript program. Click 'Yes' and browse your way to the GSWIN32.EXE file which, if you used the default location will be in the C:\GS\GS7.03\BIN folder. [Note that there are two similarly named executable files at this location. The one with the 'C' is for command-line operation.] Single-click the GSWIN32.EXE file and click 'Open' and this path will be saved in a MAKEPDF.INI file for future reference and you won't have to repeat this step.

MakePDF will now open and you will see the path and filename of your (input) PRN file and the same path but different file extension for the output PDF file. Unless you want the PDF file to be put somewhere else or have a different name, you can accept the default offering.

There are options offered, most of which I usually ignore; but here is a brief explanation of them as I understand them:

Delete Input File - deletes the PRN file after it has been translated to save collecting large numbers of these intermediate files.

Lower Case Output - produces a PDF filename with all lower case letters for feeding to other applications which may require that.

Sticky Output Directory - use this if you want the folder you set in 'Output Filename/Directory' ALWAYS to be the destination of your PDF files.

View Output File - check this if you want Acrobat Reader to open your new PDF as soon as it's created.

Auto-Exit on success - check this to save having to click the 'Quit' button.

No Messages - all message boxes are suppressed. I wouldn't recommend this for the beginner.

Choose the version of PDF file you wish to create and after a few seconds, you will see a confirmation dialogue box that the process has been successful. NOTE: In case your intended recipient has an older version of Acrobat Reader, it may be best to create an older version PDF. The resulting PDF file you have now created can be double-clicked to be opened in Acrobat Reader and it will appear exactly as you created it in your original application and anyone with Acrobat Reader can do the same. And print it! But the Reader does not

allow editing, just reading and printing. This can be a very good thing when you don't want your document altered by others!

For The Advanced User

For the more adventurous, (once you are comfortable that you have everything working) you could even establish a new filetype (change PRN to something completely new that is not already registered on your computer) so that a simple double-click on files of that type will start MAKEPDF and open them. This involves first avoiding any of the extensions already listed in Start|Settings|Folder options|File Types and then in there creating a 'New Type' and specifying a command line similar to the following to open those files:

```
"[C:\Utils]\MAKEPDF.EXE" %1 /D /V1.2 /OC:\My Documents\PDFfile.PDF
```

again, inserting the proper path for your installation in place of the bracketed portion.

NOTE: If you have difficulty with Acrobat Reader opening PDFs with a double-click, I've found that a reinstall of Acrobat Reader usually solves this.

Paul Witheridge is currently Shareware Librarian of the Sarnia Computer Users' Group and a Past President. He is in his 14th year with SCUG and is a semi-retired computer consultant. You can reach him at ssuccess@ebtech.net.

New Members

5/22/2002 thru 6/12/2002

- 1) Kate Shea
- 2) Doris Ruger
- 3) Joseph Garzi
- 4) Michael & Zakhar Glukhovsky

THIS IS YOUR LAST NEWSLETTER

If the membership date on your mailing label reads

EXP 3/2002

or earlier

You need to renew your DACS membership

NOW

Do you have special computer skills or a business that uses digital technology in interesting ways?

Demonstrate your unique talents and expertise at a General Meeting.

**Become a
DACs presenter**



Do the DACS General Meetings leave you thirsting for more? Find all that plus food for thought at the meeting after the meeting—the DACS PIG SIG.

Random Access

June 2002

Bruce Preston, Moderator

Members who are unable to attend the General Meeting may submit questions to "askdacs@aol.com" by the day prior to the meeting. We will attempt to get an answer for you. Please provide enough detail, as we will not be able to ask for additional information.

Q. How many plug-in devices (hard disk drives, CD-ROMs, floppy drives) can I attach to a 125 watt power supply?

A. We suspect that you don't have a 125 watt power supply -- you probably misread the nominal voltage (125 v). Most power supplies, even in small machines, are 250 watt or 300 watts. That having been said, you can have the motherboard, four hard drives, a floppy, and a cooling fan. If your hard disk drives are power hungry (7,200 RPM drives compared to 5,000 RPM drives, etc.), you have a high-power consumption adapter card (such as a high memory video display board with its own cooling fan, etc.) and a lot of memory on the motherboard, and a power-hungry CPU with its own cooling fan, a tape drive, etc. then you might be strapped for power.

Q. I am running Windows 98, and each time it boots it tells me that it has found a new printer and insists on installing the drivers for it. It is an HP printer -- and it works just fine; other than that, it insists on installing the drivers.

A. You are running into a problem where Windows thinks that it 'knows best' and is insisting on installing a driver from its database instead of the one provided by HP. The cure is to let it have its way, but to name (or rename) the printer in the Control Panel (Printers Folder) with something like "HP with Windows driver." Then install the driver from HP using their setup as well, but with a name such as "HP with HP driver." so that they don't collide with each other. Lastly, after you finally get a clean boot -- set the default printer to the one with the driver that you really want to use (probably the HP driver) and just ignore the other

'printer.' Its presence in the 'installed devices' list will keep Windows happy so it won't insist on installing at boot time.

Q. I have a Canon printer -- I went to their site to get drivers for running under Windows XP and tried to install them. Even though the driver on the web site says that it is for XP, when I install it I get a message that says "this driver is incompatible with Windows XP."

A. If you can't get a working driver from Canon or Microsoft, then you might also find something useful at www.driverguide.com -- go to the 'members login' page and use the ID of 'drivers' with a password of 'all'.

Q. Is there any truth to the belief that refilling ink cartridges gives you lesser quality images than the factory cartridges?

A. The average consumer's eyes probably can not see a difference, but an experienced eye with or without a magnifying glass might be able to tell the difference. There may also be a difference in how long the print will last without fading, etc. There probably is a limit to how many times you can refill the cartridge before the internal filters get plugged, causing reduced ink flow.

Q. In MS Access 2000, I do a SELECT query and get one set of results. If I do a 'cross tabs' query I get a different set of results. Can you explain?

A. You need to look at the way that the 'joins' between the tables are set up -- an 'equijoin' will only return results if there is an exact match of the joined field in both tables. A 'left' or a 'right' join will return a record even if there is no match in the other table of the join pair. My guess is that the select query that

is returning more records does not have an equijoin constraint. One common place that joins may fail is if you have date fields involved, as one field may have just a date, where as the corresponding field in another table may have a date and time -- they won't match. May we suggest that you bring a sample of the database to the MS Access SIG, which will meet next Tuesday night.

Q. I run Windows 98 and Excel 97. I inadvertently removed the diskette from the A: drive while Excel was trying to write to it. The diskette is now unusable. Can I get at the data?

A. The file allocation table for the diskette was damaged. If you can't read it from Windows Explorer, then you might be able to repair the diskette using a disk repair utility such as Norton Disk Doctor. Maybe.

Q. When I defrag my hard disk, it shows about 30 to 40 little red dots, which the legend says are files that can not be moved. What are these, and does it matter?

A. Certain files can not or should not be moved. Typically these are system files, such as the swap file, etc. They could also be files that applications build outside of the normal file system -- sometimes used as part of copy protection. Having 30 to 40 clusters out of several thousand not being realigned will have insignificant impact upon your system's performance.

Q. I am looking to get a new office machine, for general purpose usage. Is there any benefit in going with a 'brand name' machine rather than a clone? Can we talk about service and support?

A. We have about 200 people in attendance tonight; we probably would get 200 different answers. However, there were people present at the meeting who didn't like Gateway, eMachines, and Micron -- either because they feel that they 'break a lot' or because they use proprietary parts which lock you into using their components or going to them for

repairs. An example of a the type of problem was a machine that wouldn't keep time-of-day time. Instead of being able to just replace the clock chip, the entire motherboard had to be replaced. Because the machine was out of production, the motherboard had to be a refurbished one at a greatly inflated price — with only a 30 day warranty. Look at what kind of warranty you get -- a good one would provide next business day on-site service. Also beware of sites where the first response is to put the system restore CD in the drive and reload. This will completely wipe your drive clean of all of your data. Search the web for newsgroups for the brand you are considering. However, be

aware that only people who have had problems come to the boards, so you will only be seeing one side of the story. But you should be able to at least get a feel for the level of support that a brand provides. One last bias was that some did not like motherboards that come with integrated components such as video or sound. If these work correctly, then all well and good —but if there is a problem with something, such as a video incompatibility with an O/S, it may be impossible to resolve.

Bruce Preston is president of West Mountain Systems, a consultancy in Ridgefield, CT, specializing in database applications. A DACS director and moderator of the Random Access segment at the monthly general meetings, Bruce also leads the Access SIG.

FREE CLASSIFIEDS

DACS members may publish noncommercial, computer-related classified ads in *dacs.doc* at no charge. Ads may be placed electronically by fax or by modem, or hard-copy may be submitted at our monthly general meeting. Fax your ads to Charlie Bovaird at 203 792-7881.

Leave hard-copy classifieds with Charlie, Marc, or whoever is tending the members' table at the meeting.

G4 tower (450Mghz) and 19 inch monitor for sale. Michael McWilliams, MMcWilliams@FutureBrand.com.

President's File, *Continued from page 2*
 NY Times had an article "Consumer Tools for Holding Bill Collectors at Bay." I clicked the link to read the article online. Now, does the fact that I was interested in an article on bill collectors make me a poor credit risk? If you suddenly start reading about cancer on the web, does that mean you are a poor health risk? What if your bank or your employer could see a list of the web sites you visit? Should anyone be able to track your reading habits? For some reason, the fact that our Congresspersons are formulating a bill (Online Personal Privacy Act, Senate Bill 2201) to "protect" our privacy does not give me a whole lot of comfort. These are the issues at the base of online privacy, not porn or terrorism, but your civil liberties.

And from the Electronic Privacy Information Center web site (www.epic.org/news) comes this delightful tidbit:

DOJ Says Homeland Security Office Not Subject to FOIA.

The Justice Department is seeking the dismissal of EPIC's Freedom of Information Act lawsuit against the Office of Homeland Security (OHS). In a brief submitted to the U.S. District Court in Washington, DOJ argues that OHS is not an "agency," and therefore is not subject to the FOIA's open government requirements. See EPIC's Homeland Security Page for more information. (May 7)

Only time will tell if this situation changes when the Office of Homeland Security becomes a cabinet-level agency. If it doesn't, the prospects are truly chilling, given that this will be the place where all of our government's "intelligence" comes together — and I don't mean that to be humorous!

See you next month.

The online version of this column will include links to the various resources I have noted.

JIM SCHEEF
DACSPREZ@DACS.ORG

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For more info, eMail Matthew Greger at
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Future Events

August 6 • Ed Heere, State of Industry
 September 3 • FBI, Cyber-Crime Prevention
 October 1 • PowerQuest Corp. - DriveImage 2002. (Tentative)

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