



# Bits of Blue



July in Tampa

A Monthly Publication of the Tampa PC Users Group, Inc.

Vol. 11 No. 7

July 1998

## Meeting

### Gateway 2000

July 8, 1998  
6:00 PM  
Museum of Science  
and Industry  
4801 E Fowler Ave.

**Meeting Preview:** At the July meeting, Gateway 2000 will talk to us about their computers and trends in the hardware and computing industry. Gateway is a major mail order computer retailer. They have recently also started selling from retail stores, one of which is on North Dale Mabry in Tampa.

## President's Comments

*By Merle Nicholson, President, Tampa PC Users Group*

Since it's halfway through the calendar year, I'd thought I'd do a quick summary for you of where we are and how we're doing as a club. This is something I don't recall any of my predecessors having done, but it's equally your club as mine.

Financially, we're just holding our own-taking in almost as much as our expenses. We just obtained a new insurance policy to cover liability for damages at a reduced cost thanks to our diligent treasurer, Jenny Lind Olin. Insurance cost is now our highest single item. Printing the newsletter used to be by far the most expensive item, but that has been dramatically reduced through the generosity of a club member. Our newsletter costs have dropped to just the cost of the paper and the post office bulk mail rate. If our newsletter expenses had stayed the same as they were at the beginning of the year, we'd be looking at the financial end to the club by year's end.

Another big change-the quality of our monthly presenters-is due to Mary Sheridan's efforts alone. We have now booked past the first of next year. Just an outstanding achievement. All we had to do was give her a job title. What a woman!

We dismantled our BBS, further reducing our monthly costs. The BBS just

*(Comments.....Continued on page 5)*

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**August 12: Peter Schenk from Quarterdeck will present their products**  
**September 9: Vinnie Barber from Alps Printers**

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However, for business concerning this newsletter, Bits of Blue, please contact the Editor, William LaMartin, at 821 S. Boulevard, Tampa, FL 33606-2904; 813-251-3817; lamartin@ix.netcom.com.

Technical information found in this publication is not necessarily compatible with your hardware and software; plus other errors or misprints could occur from time to time. Therefore, the use of programs, commands, functions or anything of a technical nature appearing in this publication will be at your own risk.

Contributors are asked to submit articles as an ASCII, Microsoft Write, Microsoft Word, or Word Perfect file to the editor at 821 South Blvd., Tampa, Florida 33606-2904 or to lamartin@ix.netcom.com.

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All advertisements must be prepaid by check payable to TPCUG, be in camera ready format (actual size, black ink on white paper), and be submitted on or before the 20th of the month preceding the month of publication. Commercial advertising is usually limited to 25% of the total space of an issue. The Editor reserves the right to hold ads if the total space for ads exceeds this limit or if they are not received on time.

Members may insert non-commercial ads at no charge with the following limitations: no more than 4 ads per member per year; no more than 40 words (240 bytes including spaces); must be camera ready copy or an ASCII file on diskette or as an attachment to an email message to the Editor. Those wishing to place ads are to contact the Editor, William LaMartin, at (813) 251-3817 for space availability and for further information.



## Minutes of the June 10 Meeting

*By Kevan Sheridan, Secretary, Tampa PC Users Group*

The pre-meeting Windows SIG was run by Mary Sheridan, Program Chairman. This SIG should be a regular occurrence at the beginning of future meetings beginning at 6:00 PM. After a short discussion, the introductions and announcements began at 6:45 PM. Merle announced there would be two drawings, with hardware being part of one drawing. We are still putting together the Visual Basic SIG so get ready if you are interested. The IDT/Centaur demonstration of WinChip began at 7:00 and lasted until about 8:15. Following a short break the meeting concluded with the door prize drawing. The amount brought in from ticket sales was \$53.50.

The WinChip demonstration was presented by Mike Bruzzone of IDT/Centaur. Mike began by passing out several handouts for the group to read. This interesting information was about who Integrated Device Technologies (IDT) and Centaur Technologies are, what chips they produce and why. Mike also announced that he brought four motherboards (with WinChips in them) for the group. For every motherboard that is reviewed in this newsletter the reviewer will receive an upgrade (faster) chip. He also said that if we review the two designated motherboards the group will receive a complete PC.

The major portion of Mike's talk was about the technical side of PC Chip manufacturing. We learned a wealth of information about the side of computers, chips, software, marketing, and manufacturing that we all normally don't even think about. He talked about the advantages the WinChip brings to the market and what target markets the WinChips are aimed at. For example, the low power consumption of these chips makes them attractive to notebook manufacturers.

Two motherboards were used for the drawing, two boards for club use and two motherboards were given to the group for review. If you are interested in reviewing one of these please contact Merle Nicholson, president of the group.

Mike Bruzzone may be reached at (408) 492-8637 or E-mail: [campmktg@aol.com](mailto:campmktg@aol.com)

The door prize followed a short break. Mary Sheridan won the 50/50 drawing. Roger Waters and Mary Sheridan both won a motherboard (with WinChip) donated by IDT Centaur.

Next month look for a demonstration by Gateway 2000. ♦

## Power Desk Utilities 98

By Larry Anders, Librarian,  
Tampa PC Users Group



For as long as I've been using Windows, way back to Windows 3.0, I have made it my main ambition to find utility programs that Microsoft left out. I'll have to admit that Microsoft has done a heck of a job adding utilities over the years but their File Manager, or Windows Explorer, has always been thin on built-in utilities. And as much as I work with files this has been my area of concentration. Well, not anymore!

zip, arj, arc, lzh, z, gz, tar, rar. In addition, support is also included for automatically detecting the need for and spanning of large compressed files over multiple disks, password protection for zip files, multiple compression ratios and more.



MIJENIX™ Corporation has developed PowerDesk® Utilities 98 that took the "work out of working with Windows."

(Not my phrase – it came from

their website, as does some of the text below.) PowerDesk is actually several programs in one. All of the standard stuff is there like *move*, *copy* and *format* but there's a whole lot more too. Here's some of what you get:

- **File management.** *PowerDesk* is the heart of PowerDesk Utilities 98. PowerDesk is a supercharged file manager that optionally replaces the Windows Explorer, and is also the "umbrella" program, providing access to most of the various other tools. Each tool can also be accessed independently of PowerDesk. In addition, you can split PowerDesk's window into two panes (rather than opening a second copy of the program, as you have to do with Windows Explorer), which makes drag-and-drop operations between folders or network drives much easier.
- **File Finder.** PowerDesk's *File Finder* is a Super Search Engine for your PC that finds files over multiple drives, views the files you've found, and uses more advanced choices to narrow your search.
- **Instant graphic viewing of what's eating up space on your hard drive.** The *Size Manager* shows you which files are cluttering up your drive.
- **Open and save files easier than ever before.** Have you ever forgotten the name of a file you were working on? The PowerDesk *Dialog Helper* includes two enhancements to the Windows "common" file dialogs (open, save, and save as). *Fullview* allows users with larger monitors to resize their dialogs, and the *Tracker* "remembers", for each program, which files or locations were recently opened or visited (up to 20 per application).
- **Built-in Zip/Unzip.** With the power of a complete *Zip File Manager*, PowerDesk's built-in zip utility supports every major compression format, including

- **Convert image files.** PowerDesk has the ability to convert files from over 20 different graphic file formats: *LEAD*, *JPEG*, *JTIF*, *GIF*, (*Animated/Interlaced/Normal*), *TIFF*, *BMP*, *ICON*, *CURSOR*, *KODAK*, *EXIF*, *PCX*, *WMF*, *PSD*, *PNG*, *TARGA*, *EPS*, *SUN*, *WPG*, *PCT*, *FAX*, *MAC*, *MSP*, *IMG*, and it even supports "batch" conversion, for large-scale multi-format conversions from one graphic format to another.
- **Keep folders in sync and up-to-date.** The *Synchronizer* makes quick work of comparing and updating folders. Select two folders, compare the contents, and quickly synchronize their contents with one click. Great for backups! (Far superior to Windows' Briefcase!)
- **Toolbar provides quick access to favorite programs and files.** Create your own Custom *Toolbar* for one-click access to your favorite files and applications, as well as functions like Print Screen, restarting your PC, or changing your active printer. Even display multiple clocks for different time zones, or get a quick view of system resources!
- **Fast access to file viewing.** A fully integrated *File Viewer* that supports over 80 file formats (too many to list- but believe me I don't think you'll have any problems here viewing anything you have) lets you view your files as you browse your hard drive. You can quickly scan the contents of files without launching a viewer or separate application.
- **Decode those unreadable email attachments.** Nothing is more frustrating than receiving an email attachment that you can't open. PowerDesk Utilities includes a powerful *Email Attachment Decoder*, so you can right-click on a file to decode MIME/Base64, BinHex and UUencoded mail attachments (it can create UUencoded files as well).
- **Keep your files private.** Protect your data with PowerDesk Utilities' own encryption, DES encryption, or completely remove all traces of a file through low-level deletion.

...and much, much more.

As I said before, I am always looking for the best utilities to make Windows work better, faster and easier. PowerDesk Utilities 98 is by far the **BEST** set of utilities I have come across for Windows 95. It is absolutely everything that Explorer should have been all along. It's almost like Explorer on steroids. And the best part is it works fine under Windows 98,

(PowerDesk.....Continued on page 12)

## TPCG Help Line and Microsoft Access

By William Lamartin, Editor,  
Tampa PC Users Group

The past few weeks I have received several questions from members regarding their computing and, I think, answered them satisfactorily. Let's see, I recall questions on not being able to reinstall Win 95, a missing CD ROM drive, getting a DOS program to run properly in a DOS window in Win 95, installing Win 95 C over Win 95, and Microsoft Access. I believe that my answers solved all problems except possibly with Win 95 C, which I had never heard of until a few days before at our regular meeting. I think it is basically Win 95 B with USB support plus Internet Explorer 4.0. I couldn't give a definite answer on this, only discuss with the member his various options.

I also know that several other members listed in our Help Line have been receiving calls to answer questions from members. Apparently the Help Line is providing a useful service. This is one of the functions of a user group, and, I think, it not only helps those who ask but also those who answer. That may sound surprising, but I find that in solving other's problems you are forced to better understand and clarify your thinking on the topics in question. The question I received on *Microsoft Access* is a good case in point.

I am a relatively recent convert to databases having gotten by storing most tabular data in Microsoft Excel until several years back when I bought my first copy of Access. Now, I had owned a database program before. It was called *Superbase*, and, if I remember correctly, was the first Windows based database. About six years ago we had a demonstration of it at one of our meetings, the members were offered a good price on it, and I bought it. I used it a bit but never really saw much advantage to using it over a spreadsheet to store my limited amount of tabular data—my fault, not the program's. A few years later, through, I used Superbase (then essentially out of business) to get a competitive upgrade to my first copy of MS Access. Two or three versions later, I have not only quit using Excel to store non-numeric data, I am becoming moderately proficient in Access' finer points.

A Microsoft Access database consists of a collection of tables, queries, forms, reports, and Visual Basic Code Modules. As I use it, my original data is in a table (consisting of rows called records and columns called fields) or, perhaps, in two or more tables; I then generate queries (other tables) by putting conditions on the records in my original data. The reports and forms are used to display answers to various questions I ask regarding the data. The Visual Basic code, if included, is used to accomplish manipulations of the tables that either are not possible with the other tools available in Access or are not easily

possible. Additionally, one can write a separate Visual Basic program which will open up an Access database (totally distinct from using VB code from within Access) and perform the desired manipulations.

Here is where the member's Access question prompted me to sharpen my skills in Access: How to solve his problem by not resorting to a separate Visual Basic program that opened the database and did what was desired, since he didn't want to have to deal with a separate program. This forced me to figure out how to put the same code into a VB module within the database, have a form use this code and display the desired results. But, once I had gone this far, why not do away with the code altogether and somehow accomplish the same thing. After several days of off and on again thinking about the problem, I finally produced the solution using one extra query and one report—a far cry from my original solution. I assume that someone who works with Access every day would have immediately adopted this approach.

Now that I have led you this far, you might like to know the original question. A member had a database of recent car sales listing everything (probably from an auction) with fields for the buyer's name, address, ZIP, VIN, year, auto make, model, and much more we won't list. So a typical record might look like John Doe, 4254 Main, Saint Augustine FL, 32084, 4T1BG22K4VU071602, 97, Toyota, Camry ce/le/xle sedan 4dr.

The problem was to group the records based on the first word in the model field (not the whole field) and to count the number in each such group. One such grouping would consist of all sales where the model began with Camry, for example. Sounds easy doesn't it, and I suppose it is for database professionals. But several casual Access users tried it before it got to me with no solution.

My first thought was to write a simple VB program to open the database, find all the different first words in the model field, count the number of records in each such group and display the results. This is indeed a solution as far as I am concerned. However, it requires one to step outside of the Access environment—and was not preferred by the one who presented me with the problem.

The next method was to create a VB module within Access that did basically the same thing. To display the results, I used a form with a list box based on a one column table, where the table's values were the results found in my VB module. To find the solution, all an individual had to do now was click on a button on the form causing the VB code in the module to run, which when finished updated the one column table whose values were then posted to the list box on the form, where a typical line in the list box might read "Toyota

(Help Line.....Continued on page 8)

*(Comments.....Continued from page 1)*

wasn't being used enough to justify the cost. And rightly so. The Internet has just taken over that function completely. If you'll look at our web site, you'll see a very, very good example of what can be done by a club. There isn't praise enough to describe William LaMartin's contribution, doing the newsletter AND the web site. For those of you who lament the passing of the BBS, go to the web site and post something of interest on the discussion group, won't you? We have excellent facilities on the web, with chat and threaded messages and more.

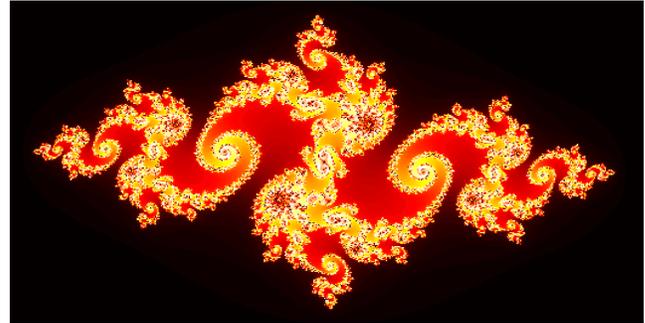
Our membership level is suffering, unfortunately. Please come to the meeting and bring a relative, friend or neighbor. And we need to discover the kind of services that will bring in new members, so please send in your ideas. All the officer email addresses are posted in this newsletter and on the web site. See you at the meeting.

### IDT Motherboard Offer

For those of you who couldn't make it to the June meeting,

*(Comments.....Continued on page 10)*

### Internet picture of the month



**A connected Julia set**

This is one of many interesting fractal images at Fabio Cesari's Fractal Image Gallery. Fabio says he is a 22 years old student of computer engineering at the University of Bologna, Italy, interested in astronomy, chaotic systems and fractals. The address of his site is <http://www.geocities.com/CapeCanaveral/2854/>.

One of the great things about the Internet is how it allows people to express themselves in a creative way and to share their interests with others.

There are many other sites featuring fractal images. A good starting point is the Yahoo category [http://www.yahoo.com/Arts/Visual\\_Arts/Computer\\_Generated/Fractals/](http://www.yahoo.com/Arts/Visual_Arts/Computer_Generated/Fractals/).

## July's Interesting World Wide Web Locations

Tampa PC Users Group (that's us)	<a href="http://www.canx.com/tpcug/">http://www.canx.com/tpcug/</a>	
Palm Beach Interactive - (from the Palm Beach Post)	<a href="http://www.gopbi.com/">http://www.gopbi.com/</a>	
y'all.com - We cover the South like Kudzu	<a href="http://www.yall.com/">http://www.yall.com/</a>	
New Scientist Planet Science - News, jobs and more	<a href="http://www.newscientist.com/home.html">http://www.newscientist.com/home.html</a>	
America's Health Network -Medical Information	<a href="http://www.ahn.com/">http://www.ahn.com/</a>	
TAMPA BAY WHOLESALE (computer hardware)	<a href="http://www.tbwi.com/">http://www.tbwi.com/</a>	
IBM Direct (buy online plus parts)	<a href="http://www.direct.ibm.com/">http://www.direct.ibm.com/</a>	
eBay - Online auction	<a href="http://www.ebay.com/">http://www.ebay.com/</a>	
Tampa Guide -restaurants, events calendar, and more	<a href="http://www.tampaguide.com/">http://www.tampaguide.com/</a>	
ClipArt Collection	<a href="http://ftp1.rad.kumc.edu/clipart.htm">http://ftp1.rad.kumc.edu/clipart.htm</a>	
Fedstats One Stop Shopping for Federal Statistics	<a href="http://www.fedstats.gov/">http://www.fedstats.gov/</a>	
Savage-Goodner Camp 1513 Sons of Confederate Vets	<a href="http://tennessee-scv.org/Camp1513/index.htm">http://tennessee-scv.org/Camp1513/index.htm</a>	
auto.com - Daily news and reviews	<a href="http://www.auto.com/">http://www.auto.com/</a>	
Microsoft Office 97-Visual Basic Programmer's Guide	<a href="http://microsoft.com/officedev/articles/Opg/toc/pgtoc.htm">http://microsoft.com/officedev/articles/Opg/toc/pgtoc.htm</a>	
Lotus software	<a href="http://www.lotus.com">http://www.lotus.com</a>	

**Most of these links will join the many already on the Links page at our Web site, where you need only click on the name.**

## T.H.O.R (FREENET'S COUSIN)

*By Ted Rodenbach, Tampa PC Users Group*

Last month I told you about the Suncoast freenet (SCFN). This month I'd like to tell you about another service similar to "freenet" called THOR. THOR stands for: Tampa Hillsbough Online Resource. It's similar to "freenet" in that they look about the same. And once you discover many of its wonderful features, you'll see what a powerful resource it is.

There are a couple ways to sign on. If you have already signed on to freenet (you did, right?), the way you log on to THOR is pretty much the same. There are two methods for logging on to THOR: Direct dial and indirect connect.

To log on indirectly, while logged on to "freenet" using the "J" command I told you about last month, type "thpl" Once you're at the desired menu, go ahead and select "Connect" to THOR" or "link 15" at the bottom of the list. This will connect you to the system via TELNET. After the connection has been made, you'll see a screen similar to SCFN. When asked to log on, log on as "thor". You don't need a password.

To direct dial into THOR, using your COMM program, dial 276-2770. The procedure, then, is the same for logging on using this method as going through freenet.

O.K, We're ready to get our feet wet and start exploring. I should mention that THOR uses the same operating system as freenet. So if you haven't read my last article, or are unfamiliar with UNIX, you might find the way THOR and SCFN work a little confusing. So if you are new to this, then go back and read my first article; you'll thank yourself later.

Once logged on, the first thing the system will ask you for is "What terminal type are you using?" I could go into detail on why these systems ask that, but in a nutshell, back in the old days, there were many different terminal types. And UNIX is very picky about what kind of hardware it's using. So, there came about things like VT standards and such.

When asked to select the type of terminal, select "VT100"; this is compatible with 99% of all PC's. Next it will ask you if you want to test your "terminal emulation". You can go ahead and say yes, but most of the time it'll be set up right, so the next time just say no. No pun intended.

Still awake? Hang on, we're almost there. At this point we're one click away from the main menu. Hit "enter".

From here, you'll see the welcome screen; once again, it's not

much to look at. After you exit the main screen, you should see a list of different options from which you can select. I've spent time exploring each one and was very impressed with the depth of information I was able to find. There are an on-line dictionary, reading lists, events' calendar, and you can even check out your library record. You can even search for books in the library and reserve them on line! This was one of the most impressive features of the system. I've used it quite a few times, and every time it worked like a charm. What you do is, once you find a book you want to check out, use the menu to select "place a hold" or "PH" from the bottom menu. Then you select the library you want it delivered to, and as soon as it arrives, you get a call to come and pick it up.

If you go to "library catalogue", you can search any of the resources listed below by entering the number you want to use:

1. Library Catalog
2. American Heritage Dictionary
3. Bestsellers & Other Reading Lists
4. Clubs and Organizations
5. Frequently Asked Questions
6. Library Events Calendar
7. Print Saved List
8. TRAILS - Tampa History Index
9. VISTA: Online Indexes & Articles
10. Your Library Record
11. Logoff

Take your time exploring each one; you'll be amazed at what you find. If you want to spend a considerable amount of time using THOR, then use the direct dial method, since, if you connect to THOR through "freenet", you are still constricted to the 60 minute time limit.

**VISTA:** In my opinion, this is the best part of the entire system. Select number 9 from the list, and this will connect you though telnet to VISTA. I'm not exactly sure what it stands for, but it really doesn't matter. Once you connect, you see some text which tells you that you are connecting, and once again it'll ask you what type of terminal you're using. You can start to see why it does this. You are connected to a computer in Utah that doesn't know anything about you, or your provider's system. It does tend to get a little confusing. But as long you can remember VT-100 is the standard, you will have little trouble. Here is what you'll see.

### MAIN MENU

\* Indicates FULL TEXT is available.

Available search options:

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(THOR.....Continued from page 6)

- |                           |                            |
|---------------------------|----------------------------|
| 1. Books In Print (R)     | 8. *Magazine ASAP          |
| 2. Books Out of Print (R) | 9. Magazine Index Backfile |
| 3. *Business ASAP         | 10. *Middle Search         |
| 4. Company ProFile        | 11. *SIRS Researcher       |
| 5. *Contemporary Authors  | 12. *World News Digest     |
| 6. Encyclopedia of Assoc. | 13. Quit Searching         |
| 7. *Health ASAP           |                            |

Enter your selection(s) and press <Return> :

Let's say, we wanted to search through magazine articles about "horse racing" Enter number 8, and it'll take you to the magazine search page.

#### Magazine ASAP

Database years: 1992 to present

Available Search Option:

1. QUICK SEARCH-Look for any (-IMIGW)
2. Look for NAME of person (-IMIN)
3. Look for SUBJECT by Keyword (-IMISA)
4. Return to MAIN MENU
5. Quit Searching

Enter your selection(s) and press <Return> :

Commands: B = Back, S = Shortcut off, BB = Bulletin Board, ? = Help

Pick any one of the categories that you feel is best for your search. If you know the name of someone, select 2, and you should see a screen like this:

Tampa-Hillsborough County Public Library  
Vista

#### Magazine ASAP Name

\*\*\*\*\* HELPFUL HINTS \*\*\*\*\*

Enter a PERSON'S surname you would like to find.

An Alphabetical listing will be displayed

You can enter the entire name or a part of a name, last name first.

Examples: Johnson, Thomas

If you do not find an exact match, search the surrounding entries.

Enter Name List :

Commands: SO = Start Over, B = Back, ? = Help

To show you how powerful it is, I'll do a sample search, and print the results. Let's say, we want to find articles on Stephen Hawking. From the "enter name list" I'll type it in, and here's what it came back with.

Your Search: Hawking, Stephen W.

Database:Magazine Index

TITLE/JOURNAL (truncated)

1. Stephen Hawking's Universe. (television p  
The New York Times Oct 13 1997, v147, pB3(N)  
pE6
2. The Large, the Small, and the Human Mind.  
Publishers Weekly March 10 1997, v244, n10, p59
3. The Nature of Space and Time. (book review  
Physics Today July 1996, v49, n7, p60(2)
4. The Nature of Space and Time. (book review  
Science June 7 1996, v272, n5267, p14
5. The Nature of Space and Time. (book review  
Library Journal Feb 15 1996, v121, n3, p172(1
6. The Nature of Space and Time. (book review  
Publishers Weekly Jan 15 1996, v243, n3, p456(1
7. A Brief History of Time. (video recording  
Video Review Wntr 1994, v15, n1, p61(1)

\*\*\*\*\* 13 Items - Page 1 - More on Next Screen \*\*\*\*\*

Enter an item number for more detail :

Commands: SO = Start Over, B = Back, SL = Sort List, ML = Mark List, PR = PRint, <Return> = Next Screen, VA = View Article, L = Limit Search

When there's a "VA" in the title, it means that you can view the article online. You can also sort the list by author, subject, etc.

There are so many other features, it would take a novel to write about them all. But this is the crux of what you need to know to access the system. Also, when at the "THPL" in freenet, select link 14; this will give you even more information about THOR and its many features.

There probably are those of you who don't see the need for services like this. You figure that most of this stuff is already on the net, and why bother going through the trouble. In my personal experience, 98 percent of all useful information I've obtained Online has come either from local BBS's like our former Bits of Blue and a service such as THOR. I'm not saying that "the net" isn't bountiful with its own resources, but maybe it would be worth your while to pull off of the information superhighway and take a stroll down a country road. BBS's were around long before "the net"—well, at least the net as we know it today. So do yourself a favor and check it out. ◆

## The + AND – of Internet Searches

By Larry Anders, Librarian,  
Tampa PC Users Group

All of us who use the Internet to any extent have searched for something at some point on the web. Never before in history has so much, mainly free, information been so easy to access. But, because all this information is out there, finding what you're looking for often requires more than luck (although luck helps, too). The goal of a good search is to cut down the amount of time you spend sifting through all those search results for that proverbial needle in the haystack. The key is to create more accurate search queries using advanced syntax and Boolean logic operators that are available through most commercial search engines. But don't let the term Boolean logic throw you. You actually use it every day in conversation.

Boolean logic lets you set up relationships between concepts based on operators such as **AND**, **NOT**, and **OR**. For example, if you were looking for information on (football) stadiums but not (baseball) stadiums you might think of the logical relationship as being expressed by: find me stadiums with baseball and without football. Boolean logic just takes a simple statement like that and formalizes it a little, so it looks like this: "stadiums AND football AND NOT baseball." This query will find documents on the Net which contain the keywords "stadiums" and "football" but which don't contain the word "baseball." Most all of the Boolean operators also have symbolic equivalents. So the same query above can also be written as: "stadiums +football –baseball."

Some other Boolean operators are:

- "" (quotes) - Specifies that documents must contain the phrase within the quote marks. For example, "Tampa, Florida" will find documents with this exact phrase.
- OR (|) - This operator indicates a search for documents containing any of the terms joined by the operator.
- NOT (!) - This operator excludes documents containing the term that follows the operator. So, "salt AND NOT pepper" or "salt !pepper" will find documents about salt that don't mention pepper.
- NEAR (N) - This operator finds documents in which two words appear within 25 words of each other.
- (), {}, [], <> (parentheses) - This nesting operator can be used to group expressions when building more sophisticated queries. For example, (Marshall +Stephens) AND (appraisals |valuations) is a sample of a nested query.
- + (plus sign) - Placed at the beginning of a word, this operator indicates that the word is required. For example, Florida +beaches will return docs that mention both Florida and beaches.
- - (minus sign) - Placed at the beginning of a word, this operator indicates that the word must be excluded. For example, Florida -beaches will return docs only with Florida.
- \*, ? (wildcard) - Wildcards can be used to truncate words so that results contain variations of a word. So, apprais\* or apprais? will return results containing such variations as appraiser, appraisers, appraising and so on. These should be used more often.

(NOTE: Search engines may differ slightly on how to use the operators. The above list is typical but if you continually use one particular search engine you should probably become familiar with their requirements.) I use a free search utility called WebFerret (<http://www.ferretsoft.com/netferret/webferret.htm>), which I have written about in past newsletters, that searches multiple search engines at one time, and the above listed operators work fine.

For a complete list of the Boolean operators, next time you're on the Net go to: <http://www.zdnet.com/products/garage/search/search.master/cheatsheet.html>, and bookmark this page for future searches. ◆

(Help Line.....Continued from page 4)

Camry has 20 sales."

This, however, was still unsatisfying in some sense. I just knew that a solution existed using basically no VB code. When gotten, the final method of solution consisted of creating a query with an additional field displaying the first word in the model field gotten using as the definition of the new field the expression left\$([model],InStr([model]," ") - 1). So you see that we didn't entirely get away from VB. Once I had this query, it was then a matter of creating a report that grouped all the records based on this new field (all the Camrys would be together) and counted the number in each of the groups—something that can be accomplished within a report if the right "buttons" are pushed.

So why have I drug those of you who have made it to this point through all of this? Mainly to show how one member's question lead me on a path of learning. Not only did I solve his problem, better yet I taught myself a bit more about Access which should help me in the future. ◆

## Beginners' Column

By Merle Nicholson, President,  
Tampa PC Users Group

Last month we had embarked on a journey to get an application icon onto the Start menu. We got as far as creating a shortcut on the desktop and hopefully we'll get it to the Start Menu this month. You may want to review last month's article. Our web site has the last several month's newsletters in HTML format and also the Acrobat Reader format. Go to <http://www.canx.com/tpcug>.

For just a quick review, have you set your Windows Explorer to show all files and their extensions? Remember that **Open** means Double-click and **Select** means one click. **Open My Computer**. **Open Drive C**. (Launches Windows Explorer). **Select View, Options, View**. **Select Show all Files**, **De-select Hide files of these types**, **Select Display the full MS-DOS path in the title bar**, and **De-select Hide MS-DOS file extensions ...**. And last, **Select Ok**. Now look at last month's article and follow the steps to get an application's icon on the desktop.

I'd like to ask you, please; this article should not just be read. Sit at your computer and poke around and follow around with the mouse. All this needs practice to learn well. It isn't cerebral in nature, it takes experience and practice. I remember very well when I got my first computer with a graphical interface, an Atari 1040 ST. The first couple of evenings I was sweating it. I was convinced I'd made a very serious mistake spending a thousand dollars (for something without a hard drive) and I was never going to get the hang of it. After a few days, something just clicked in my brain, and I was having fun again, discovering how the thing worked.

Although you may want all your most useful icons on the desktop, there's a practical limit, when the desktop becomes so cluttered that you can't find what you want. And besides, application windows cover up desktop icons. What about the applications you need while you have other windows covering it up? What if a desktop icon is inadvertently deleted? That's easy to do. If it's on the Start menu, it's never covered up because it pops up over everything, and it's difficult to delete.

Let's look at the Start Menu. By default, when Windows is first installed, reading from the bottom is *Shutdown, Run, Help, Find, Settings, Documents* and *Programs*. Since the menu is hierarchical in nature, expanding as needed, we'll call this level the *First*, or *Root* level. Some program installations add some items above Programs at the root. Office 95 and 97 do that. Personally, I like to reserve that right for my own stuff. So when Office put that "New Office Document" and "Open Office Document" at the root, I simply moved them to a newly created "MS Office" group myself. While Office is important

to me, it's not so important that I want to skip around it all the time.

If you move your cursor to *Programs* and let it expand, this is where another level of items branch out. We'll call this the *second*, or *Programs* level. Most of the items at this level have new branches of their own that contain program items and also more branches. You'll see that for instance if you expand the level *Accessories*, that this level contains single items like *Notepad*, and also contains other levels like *System Tools*. Inside *System Tools*, there's nothing except items. I'm referring to single items as applications or shortcuts that do not have an expansion right arrow to go further. All this may seem obvious to you, I suppose, but my intention is to take the mystery out of all this because we need to relate this cascading *tree* to directories, or folders.

To successfully navigate this whole exercise, you may notice that we're having to learn a lot of background stuff that leads up to where we're going. That's ok. Hopefully we'll have a lot of background that'll be useful for a lot of other things. Like directories, also called folders. We'll call them *folders*. Ok, here we go. **Select Start**, **Select Settings**, and **Select Taskbar**. **Select** the tab *Start Menu Programs*. **Select** the button *Advanced*. Is the Explorer view a double pane, with *All Folders* on the left and *'Contents of C:\WINDOWS\Start Menu* on the right? Also if the details of the files on the right are not showing, **Select View** from the Explorer menu, then **click Details**.

Now, we'll explore just a bit. Size the window so that it's short, but wide, then move it to the top of your screen. Next move your mouse to the Start menu. **Select Start**, **Select Programs**, **Select Accessories**, **Select System Tools**. Then move to the explorer window, **click** on the folder icon *Start Menu*, and look at the items on the right. You're positioned at the root if the *Start Menu* folder on the left is *open*. Then **select** the "+" attached to Programs. It'll expand to folders. **Select** the folder icon *Programs*. Look at the right. You're at the *Programs* level.

In addition to Folders on the right you'll also see a couple of items -program icons -like MS-DOS and Windows Explorer. **Right-click** the *Windows Explorer*, and **drag** it to the left pane and **drop** it on the folder *Start Menu*. When the small pop-up menu appears, **Select Copy**. Then go back to the bottom of the screen, and look at the result. Above the Programs level, at the root, you'll see a Windows Explorer. What my intentions here are for you to see the relationship between this directory structure and the Start Menu. The *Start Menu* is just a collection of directories underneath a directory called *c:\windows\Start Menu*. Now let's finalize by selecting the icon for Calc.Exe we left on the desktop with the left mouse, **drag** it to Programs in the left pane and **drop** it. **Select Move**

(Beginner.....Continued on page 10)

## Special Interest Groups

### Communications/Internet SIG **will NOT meet in July.**

This SIG meets the first Monday of the month at 6 PM at the Reflectone Building. **Directions: Proceed west on Waters from N. Dale Mabry across the railroad tracks, about 1.5 miles; take second left on Savarese. Proceed on Savarese until you reach the Reflectone building. Use the north door.** You must sign up to get on the list and to get by secu-

rity. *Contact Charles Howe: at 968-1207 or HOWE@INTNET NET*

### Genealogy SIG

This SIG meets the second Monday of the month at 7:00 PM at the Museum of Science and Industry. *Contact Jenny Lind Olin at 960-5723 or Ford Bond at 987-6309 .*

*(Beginner.....Continued from page 9)*

this time, because we don't need it on the desktop anymore. **Close** out the windows-all of them-and look at the *Start Menu*. You should see two changes. One is a copy of *Windows Explorer* in the root of the menu, and a nice location as far as I'm concerned, and also a Calc item under programs, which I would delete now. Go back through the instructions to open up the directories and delete the Calc shortcut. Just for the fun of it.

There are a couple of other ways to access the *Start Menu* directories, the most notable one being to **Right-Click** on the *Start* button, and select **Open** from that menu. This isn't my favorite way to do menu maintenance, but it will work, and I'd admit it's more of a personal preference.

Now you're in control of your own *Start Menu*. One of the things that will happen is that your second level -Programs level -will get too tall as you've added programs over time. If that's the case, it's time to reorganize. Move all your games folders at the program level to a new folder called Games, for instance. MS Office always moves its program items to the Program level. I prefer to make a folder MS Office and move all Office icons into that folder.

Practice. You're in control of this thing, and the more you do, the easier it gets.

If you're enjoying these articles -or not -and have suggestions for me, be sure to e-mail me. I'm looking for ideas and I do appreciate any feedback. MerleNic@tampabay.rr.com ◆

*(Comments.....Continued from page 5)*

IDT has given us four motherboards for review. We're taking names for the moment for volunteers to take these boards, assemble a complete computer from them and submit an article to the club newsletter. The boards and processors are yours to keep. The two 225's will be upgraded by IDT as new processors are available, and mailed to the current owner

There are two ATX motherboards with 225MHz CPU's and two 200Mhz, one an ATX and one a baby AT.

You'll need to either upgrade an existing computer by replacing the motherboard and other needed items or build a new computer from scratch. It may take as much as an additional \$800 to complete the project.

One thing, if you're not aware, even if you have a Pentium now, chances are good that you don't have an ATX case. The ATX motherboard is taller, with the peripheral connectors built onto the motherboard where they're exposed through a large rectangular opening in the back. An ATX case is significantly more expensive than a baby AT.

In exchange for the articles, TPCUG will receive a full, completed computer for club use.

If you are seriously interested, will commit to assembling the computer and writing the article, please e-mail me at MerleNic@tampabay.rr.com or call me at 879-3602. In case of more volunteers than boards, we'll draw by lot. Thanks. Merle. ◆

## Friends of the User Group

*We acknowledge the following firms for their support*

Museum of Science and Industry  
BCD  
Reflectone

*And these software and hardware vendors for their demonstrations and review software*

Adobe Systems	Microsoft
Broderbund	PowerQuest
Corel Systems	Regnis
Grolier	Seventh Level
Intuit	SoftKey International
Knowledge Adventure	Symantec
Micrografx	

### RENEWING YOUR MEMBERSHIP?

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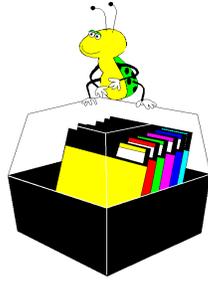
## MEMBERS' HELP LINE

Program	Code	Name	Time	Phone	Codes
Adobe Acrobat	AA	Larry Anders	Mon - Sun 6:00pm - 10:00pm	989-9119	AOL, ME, MW, FP, PSP
Alpha4	A4				
AOL	AOL	Tom Cone	Mon - Sun 7:00pm - 9:00pm	949-3716	A4,VdB
Computer General	CG				
Delphi	DE	Warren Fuss	10am - 9:30pm	949-6844	CG, WNT, N
DOS	DOS				
Family Tree Maker	FTM	Connie Kincaid	evenings & weekends	661-8185	DOS, MA, MOS,Q
Hardware General	HG				
Hardware Modem	HM	William LaMartin	Mon - Fri 9:00am - 9:00pm	251-3817	AA, FTM, HTM, IG, MOS, MP, VB, W95, MGS
Hardware Printer	HP				
HTML coding	HTM	Merle Nicholson	Mon - Fri 7:30pm - 9:30pm; weekends	879-3602	CG, DE, DOS, HG, HM, HP, W3, VB
Internet General	IG				
Micrografx Graphics Suite	MGS	Jenny Lind Olin	Mon - Sun 8:00am - 10:00pm	960-5723	ME, MW, PAF, Q, WP
Microsoft Access	MA				
Microsoft Excel	ME	Don Patzsch	Before 8:00pm	689-8662	CG
Microsoft FrontPage	FP				
Microsoft Office Suite	MOS				
Microsoft Publisher	MP				
Microsoft Visual Basic	VB				
Microsoft Word	MW				
Networking	N				
PAF	PAF				
PaintShop PRO	PSP				
Quicken	Q				
Visual dBase	VdB				
Windows 3.1	W3				
Windows 95	W95				
Windows NT	WNT				
WordPerfect	WP				

We encourage other members to add their names to the list of those willing to assist fellow members with their computer problems. Contact William LaMartin to add your name to the list.

**Tampa PC Users Group, Inc.**

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- Member: Your membership is up for renewal
- Vendor: Your product was reviewed on page \_\_\_\_

*(PowerDesk.....Continued from page 3)*

too. I seldom give a **“SUPER”** recommendation to software (maybe never). If not, this is my first! This is one software program you need to add to your arsenal and absolutely the first one you need to add to Windows 98.

You can download a fully functional version of PowerDesk Utilities 98 for a free 30-day trial period from <http://www.mijenix.com/download.htm#PowerDesk>. If you like it half as much as I do then order the software for \$39.95 plus S+H from Mijenix. If you're using any earlier version the upgrade is only \$19.95. Don't pass this one up! ♦

