



December in Tampa

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

Vol. 11 No. 12 December 1998

Meeting

**Jasc Software
(Paint Shop Pro)**

**December 9, 1998
6:00 PM
Museum of Science
and Industry
4801 E Fowler Ave.**

Meeting Preview: At the December meeting, El Shaddai Edwards from Jasc Software will be giving the presentation. He will demonstrate Paint Shop Pro. Come out and see a great graphics program. Mary Sheridan, as usual, will conduct a 30 minute Windows discussion at the beginning of the meeting. Possibly she will tell us a little about her trip to COMDEX.

President's Message

By Merle Nicholson, President, Tampa PC Users Group

Last reminder, everyone. The election of officers is this December meeting. Please attend the meeting and show your support for your club.

On that note, I'd like to recognize those people on the Board of Directors who contribute so much of their own time to make this club possible. TPCUG is an organization that offers a quality contribution to the membership and to the community. The club obviously doesn't run itself; and it's only through the dedication of the board and the membership that it remains a viable organization.

Mike Hodges, as TPCUG Vice President provides experienced organizational ability to the board. He's willing to step in and keep our meetings on track. He offers experience and insight and creative ideas. Mike is also our host at Reflection for our board meetings and the Internet SIG, a resource that would be very hard to replace.

Kevan Sheridan, as TPCUG Secretary and very long time member, has donated his time to help track our ongoing projects and discussions. He's always in there at the meetings to help with anything needing doing. He's going off the board as secretary next year, but we fully expect him to carry on as before.

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January 13: Rod Stebbins—How to run a home based business with the help of a computer and the Internet.

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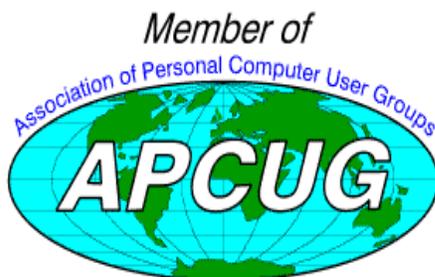
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Minutes of the November 11 Meeting

By James Weber, Tampa PC Users Group

The November meeting started with Mary Sheridan presiding over a Windows SIG. As usual, several topics were discussed. The idea of recycling old motherboards or recovering the gold from computer components was probably the most intense. There appears to be quite a few people in the group who have old equipment that they might be willing to part with.

Robert Armstrong from BCD was the guest speaker. He related very interesting information about Intel's strategic plans for the next few years, including the Xeon and Merced processors, and AMD's new K-7 chips. Mr. Armstrong then made a brief sales pitch for the "Flash Net" Internet service.

After a brief break, we had the door prize drawing. Bruce Register and Roger waters were among the winners. ♦

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Jenny Lind Olin, TPCUG Treasurer, stepped into the job at the right time last January when we thought we might not survive financially. Jenny leaves no doubt where every penny of our club money is. I can't tell you enough about how difficult club life is when the financials aren't in order. An organized treasury enables the board to make decisions with minimal discussion and maximum dispatch.

Those three and I are the four elected board members. The other board members are volunteers. They're appointed by the board and have full voting rights in board decisions.

Mary Sheridan as TPCUG Programs Chairman made up her own job. She was on the board as BBS Sysop and filled a job that was very badly needed as Programs Chairman, then proceeded to eliminate her old one as Sysop. Mary has done an outstanding job getting quality speakers in and is a very major contributor to our success.

William LaMartin is Newsletter Editor and Web Site Editor in one, and I need not point out the dedication to quality William brings to us. You can see that for yourselves when you get the newsletter and use the web site. One thing he had done when he took over the job was to make the newsletter an "All TPCUG" newsletter. All articles are submitted by members, where previously many articles were reprinted from other clubs' newsletters. What isn't so obvious is that he also prints, folds, staples and mails the newsletters also, with some volunteer help. He dedicated no small amount of time in getting our web site moved to another internet provider and got the club's web name

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ZIFF DAVIS SHAREWARE AWARDS

*Summarized by: Larry Anders, Librarian
Tampa PC Users Group*



Ziff Davis (ZD) publishes several excellent magazines for the personal computer user. I know because I have subscribed to a few of them for years. They also have one of the best web sites on the Internet for computer users at <http://www.zdnet.com>. Recently ZD held their 5th Annual Shareware Awards and have published their winners at <http://www.zdnet.com/swlib/zdwards/zdwards.html#Winners>. Not only are just the winners listed here but all the runner-ups for each category are also listed. Below is a summary of the winners of each of the categories selected by *PC Magazine*. All of these files can be downloaded from the above link.

APPLICATIONS: NoteTab Pro, Eric G.V. Fookes

NoteTab Pro is a powerful editing tool especially suited for programmers and web developers that can open multiple documents of up to 16MB each in their own tabbed window. NoteTab's Editor's Clipbook tool lets you easily insert any kind of boilerplate text, such as HTML tags, glossaries, etc., into your documents. Many conversion functions are included, such as stripping HTML tags, changing text to HTML, sorting lines, converting between ASCII and ANSI, and changing case. Some features include the ability to open links or view documents in your web browser, search-and-replace text in all open documents or disk files, format outlines to organize notes, and calculate mathematical expressions. The evaluation edition is functional for approximately 30 days. Spell checking and thesaurus functionality are available once you register. Free to try; \$19.95 if you decide to keep it.

DESKTOP ACCESSORIES: Judy's TenKey, Judy's Applications

Judy's TenKey Calculator is regular calculator, RPN, or ten key adding machine, that uses a tape that can be saved, printed, notated, and even edited. It's very versatile with a good introductory demo of its many capabilities. It supports scientific notation, and can smoothly exchange data with other Windows applications. This versatile calculator can be nearly whatever type of calculator you need it to be at the time. Free to try; \$19.95 if you decide to keep it.

BUSINESS: Power Utility Pak 97, JWalk & Associates

Power Utility Pak 97 adds 31 general-purpose utilities, 40 custom worksheet functions, and enhanced shortcut menus to Microsoft Excel 97. Run Power97.xla only when you need the features or install it to the Excel add-in list. This shareware version gives you information and help for all of the features, but they are not all functional until you register. System Requirements: Microsoft Excel 97 and Windows 95. Free to try; \$39.95 if you decide to keep it.

COMMUNICATIONS: WinProxy (Ositis), Ositis Software WinProxy lets you connect multiple computers on a LAN to the Internet through a single point. It runs on any Windows 95 or NT. The program walks you through setup step by step, providing guidance all the way. All Internet interactions are then seamlessly routed through the WinProxy server. Save money by using a single Internet account, modem, and dialup or leased line on one station for all Internet accesses. Free to try; \$299 if you decide to keep it. (This is by far the most expensive shareware program I've seen!)

E-MAIL, NEWSREADERS, CHAT: ICQ (32-bit), Mirabilis Ltd. ICQ means "I-see-you," And it's free! (And you know how I like free things.) ICQ lets you communicate directly (no IRC) with any other ICQ user on the Internet, either by direct messaging or in a text-based windowed interface for multi-person chat. ICQ has dozens of options such as file transfers and linking to audio/visual chat applications. It's simple, operates seamlessly and is well documented. And it's FREE!

FILE UTILITIES: Turbo Browser 98, Pacific Gold Coast Corp. Turbo Browser 98 is a file-management replacement that mimics the Explorer interface but adds a viewing window. With support for dozens of file formats, it can convert, print, zip and unzip, and even encrypt files. The system is tightly integrated with Explorer's options, plus offers all the conveniences, such as drag and drop, rename, cut, copy, paste, delete and more, and it makes the same right mouse menus available to you. Free to try; \$69.95 if you decide to keep it.

GRAPHICS & MULTIMEDIA: Screen Saver Toolkit, Stardust Software The Stardust Screen Saver Toolkit can help you to build a professional-quality Windows 9x/NT screen-saver product without programming knowledge. It uses wizard interfaces to create a slideshow or presentation style screen-saver application. The system supports common image formats and .avi videos and includes an image conversion utility. Free to try; \$249 if you decide to keep it. (Another expensive one!)

HTML EDITORS: HomeSite, Allaire Corp. Homesite was originally a highly functional non-WYSIWYG HTML editor. Now it has drag-and-drop WYSIWYG editing and an abundance of other features and functions and well-written help documentation, including sections on HTML tags and web page design. Free to try; \$89 if you decide to keep it.

INTERNET UTILITIES: WS_FTP Professional, Ipswitch, Inc. WS_FTP Professional is a 32-bit Windows FTP client that provides two intuitive interfaces for easily transferring files and directory structures between FTP servers and your local computer: classic WS_FTP interface and a new Explorer-style interface similar to My Computer. You can group select multiple files and/or directories and transfer them in a single operation. Features include firewall support, UNIX permission

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switches, basic transfer logging, and a comprehensive logging option. Many display features can be customized. Also included is WS_FTP Pro Explorer, an extension for Windows Explorer that lets you transfer files via FTP. Full online help is provided. Free to try; \$37.50 if you decide to keep it.

PROGRAMMING TOOLS: Setup Specialist 98 TG, Byte Software Setup Specialist offers a user-friendly visual development environment that does not require you to learn any script language; you set all options using a wizard-like graphical interface. Setup Specialist provides a training card feature that guides you through each step of creating your 32 or 16 bit setup program in English or in German. Each program you create features the typical Windows 95/98 Wizard. Setup Specialist supports selective installations, uninstall, creation of program groups, and Registry modifications. It can check for a variety of existing requirements -- including minimum display properties and CPU, Windows platform and version. Because it creates a single .exe file, you can easily distribute your applications through the Web, Internet, or even email. Finally, Setup Specialist supports many other features, such as billboards, checking for an expiration date, and efficient data compression. Free to try; \$89 if you decide to keep it.

SYSTEM UTILITIES: Take Command/32, JP Software Take Command/32 brings the power and convenience of the popular 4DOS Command.com replacement to the Windows desktop. If you're a diehard command prompt user, you'll find this utility useful for performing tasks such as managing your hard disk, scripting a series of steps with a batch file or alias, or starting programs. The program's many features make it well worth a look by anyone who frequently uses the DOS command line from within Windows. You can try it out for 21 days before registering. Free to try; \$69.95 if you decide to keep it.

WEB DEVELOPMENT: GDIdb, Global Data Industries GDIdb is a tool for anyone who needs to create, manage, and present an ODBC database or spreadsheet on a web site. It works from your local PC, with an intuitive, dockable toolbar environment for generating operational scripts containing all the necessary HTML to transform an existing database into a fully functional "data server." The only requirements are the data source and a dial-up connection to your web site. GDIdb even includes a built-in FTP interface and transfer-progress indicator for automatic publication and management of your new pages. You can evaluate this well-documented trial version for 30 days. A sample MS Access database is included. Free to try; \$38 if you decide to keep it.

So if you're into Shareware as I am.... Merry Christmas! If you're not into Shareware.... Merry Christmas anyway. ♦

My Favorite Software – Info Select 5

By Tim Condon, Tampa PC Users Group

It seems that---with William LaMartin asking for articles on a regular basis---we might want to consider sharing "a few of our favorite things"...namely favorite software programs. You know, the one that you use for just about everything, and you can't imagine switching to another program because this one just does perfectly for you what it's supposed to...so well? (For instance, I think we can all agree that WordPerfect 5.1 for DOS was the premier word processor in all of history, and it's been downhill ever since then...but that's another story.)

Well, let me be the first to lead off. I've been using computers in my law practice since about 1985, when I finally figured out how to use DOS on the 40-pound Zenith Z-160 "luggable" that I'd bought with the two 360K floppy drives and the tiny orange CRT. Sigh. Those were the days, weren't they? But I digress. Back in the mid-1980's there was a little pop-up TSR ("terminate and stay resident," lest we forget) program that was advertised in all the computer magazines called "Tornado." It wasn't quite totally clear what the program could or would or should be used for, but the marketing campaign said it would be mightily useful...if you could figure out what you were gonna do with it.

At that time Tornado was one of a nascent class of programs that years later would come to be called "PIMs" (personal information managers). Of course, no one called it that then, because no one had ever seen anything quite like it. It was originally trumpeted as a terrific way to keep names, addresses and telephone numbers, as well as "random information" (whatever that meant). Well, as a shiny young lawyer I figured I had more than enough random information to keep track of...so I took a flyer on the program and bought it...I think it was \$39.95 or something like that.

Now this brings me to another digression, but one that will lead us back to little Tornado's latter-day incarnation in due time. Have you ever noticed that---in years past, at least---one of the hardest things to figure out about software was...how you were gonna use it? Like, how you were going to actually put it to work so that it fit your circumstances, your work structure, your...your...way-of-doing-things? Even today I find that's still a Major Question. Well, in those nether days of yore, when we were all fiddling around with DOS and DOS programs and TSR's and these newfangled things called "word processors" (remember what a sensation WordPerfect 4.2 caused?), I couldn't exactly figure out how I was going to use Tornado...but I figured that I could at least start by using it for my address/contacts/telephone book. And it served that purpose well, as I remember.

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Well that, as they say, was then. And this is now. My favorite program, the one that gets cranked up in Windows 95 at the very beginning of the day, and the one that is repeatedly used for all kinds of things, is Info Select 5.0, the latest end product of its distant ancestor, Tornado (when they made the jump from DOS to Windows, I heard, they got into some kind of copyright snafu with some other Tornado-name-user, so they switched the name of the little program to the inelegant but pretty descriptive "Info Select").

Now, before I tell you the myriad ways I use Info Select, I've got to say there's a funny thing about it: Many of the computer world pundits and reviewers don't seem to like it...or understand it. When you sniff out a "comparison" review of PIMs on the Internet, you'll often find the writers scratching their heads over Info Select. The "standard" PIMs like EccoPro and Lotus Organizer and Act! and even Time and Chaos32 and Above & Beyond...well, those they can understand just fine, with all those clear little boxes and fields and fill-in-the-blank thingies. Problem is...Info Select doesn't have just about any of that. It just lets you--no, no, it insists that you--figure it out yourself and then set it up and use it the way you want.

That seems to unnerve a lot of computer users, especially the pundits. I had a friend, Chad, who asked me what PIM I would recommend, back in the late '80's. I was only too glad to tell him about Info Select. Well...he tried it, and he couldn't stand it. Just couldn't get comfortable with it. He...just...couldn't "figure it out," that is. He couldn't figure out how it was that he was going to use it. Strange, I thought. But then he got an early version of Lotus Organizer...and oh well,

Internet picture of the month



Front Dining Room at Antoine's, New Orleans, LA

Antoine's Restaurant in the New Orleans French Quarter is one of the great restaurants of America. Antoine's has been in continuous operation since 1840 under the same family's management. If you can't make it there for a meal just now, you can still pay a virtual visit at <http://www.yatcom.com/neworl/dining/antoines/netscape/welcome.html>

Chad was in hog-heaven with that little program. Thing was, I couldn't see how Organizer had any versatility or usability at all compared to Info Select....

Well, again, "that was then, this is now." Since the 1980's when a few of those little babies were popping up here and

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December's Interesting World Wide Web Locations

Tampa PC Users Group (that's us)	http://www.tpcug.org/
Reiter's Scientific & Professional Books	http://www.reiters.com/
International Lyrics Server - your favorite song lyrics!	http://www.lyrics.ch/
TipWorld -Computer tips, news & gossip	http://www.tipworld.com/javacontent.html
How Stuff Works	http://www.howstuffworks.com/
Tying Knots - animated - Boy Scouts	http://www.bsw.net/~bgibson/knots/
Web PrintSmart	http://www.hp.com/peripherals2/webprintsmart/index.html
Acronym Finder	http://www.mtnds.com/af/fr-bottom.asp
BIOS Setup Information Guide	http://www.sysopt.com/bios.html
Digital Chef	http://www.digitalchef.com/
Digital Recordings from Nature	http://www.naturesongs.com/



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

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there, modeled for the most part on existing paper organizers... since then a whole galaxy of those little huggers has appeared. Oh, it's just been grand. First of all, the suites all had ta have a PIM as a component, from Microsoft Office's "Outlook," to Corel WordPerfect 8's "CorelCentral," to the aforementioned Lotus "Organizer" (and Organizer 97, and Organizer 97 GS, and Organizer Premium Edition...sheesh), they've all become tails that sometimes wag the dog, an indispensable part of every suite.

And the rest? Oh yeah, "the rest": You get to choose. From EccoPro to Act!5.0 to Day-Timer Organizer Deluxe, to Franklin Quest Ascend, to Janna Contact 95, to Maximizer 97is, to Pack-Rat, to InTouch, to Comm Assistant, to PhoneBook95 Professional Edition, to Virtual Secretary, to Above & Beyond, to Time and Chaos32, to Client Tracks, to Organizer 97, to Quick Organiser, to AMF Daily Planner and PIM, to...to...well shucks, we can go on like this all day, and then all next week naming these little boomers. It's like there are more PIM's out there than cockroaches, and they seem to be multiplying almost as fast! It's like everyone with a keyboard has decided he's gonna bat out the dee-finitive PIM and slap it on the Internet... and it seems they're all just doing just that!

But I digress again. I was talking about my little gem, Info Select. Now, lemme tell ya this about that little enchilada! Oh. Oops...William says wait! William says I can't do unlimited babbling in a single issue of the newsletter. So I'll reluctantly shut up for the time being. Next newsletter, I'll tell you all about my baby, Info Select, and the myriad ways I use it.

In the meantime, I'm sure the rest of you have just as strong feelings about your favorite PIM! How's about we get some kind of Socratic dialog going here? Everybody send William a few nicely-crafted paragraphs about why your PIM is the best in the world, and what specifically you like about it, and how you use it and how it perfectly fits your work-style and needs. You know, all this brings a thought to mind. It's a great thing, the destruction of the commies' Evil Empire. I mean, look at us, we all get to not only pick our own software and tools from a universe of choices, but we also get to argue loudly and long about all of 'em. Without being shot. Of course, to my mind, anyone who doesn't cop to the extraordinary superiority of Info Select...well, they should be shot! But I'll tell ya all about it next month. ♦

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registered.

I should also take a moment to thank all those who contribute articles for the newsletter each month. There is a fairly small

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Memory & Office Problems

By William LaMartin, Editor, Tampa PC Users Group

Memory My Gateway P-166 now has 96 MB of memory. However, the process of putting it in was a little convoluted.

I bought two 32 MB SIMM modules for \$40 each at CompUSA with a \$40 mail in rebate. That seemed like a pretty good price—remember when a 1 MB SIMM was \$40? Unfortunately before I went to CompUSA, I opened up the computer to look at the RAM that was already installed—two 16 MB SIMMs. To get a better look, I took one of them out. Then, when I tried to reinstall it, it wouldn't go in. A little investigation revealed that its socket on the motherboard now had a problem. About five of the 72 metal wires that run parallel to each other along the inside of the socket had sprung up from the bottom of the socket. With a fair amount of force you could insert the SIMM, but when the computer was rebooted it let you know that there was a problem by emitting a collection of loud beeps.

Fortunately I could install the memory I had in the two other sockets on the motherboard, and everything was fine. That meant, however, that I couldn't install any new memory in the two sockets that had been in use before the problem. So I called Gateway, and they offered to send me a new motherboard—not bad for what they thought was a one year warranty on a computer that was over two years old. However, when I convinced them that I actually had a three-year on site warranty, they agreed to send the motherboard with new memory, processor, cache, etc. for a technician to install. Everything was to be exactly like the original.

The technician came, did the installation, and everything worked fine except the network card and the scanner SCSI card. They were conflicting with each other, and he couldn't remove the conflict. I couldn't either—even with an uninstall and reinstall of each item in the Winnows Device Manager. Since I had solved such problems in the past, I told him not to worry about it and sent him on his way to his next appointment. About 15 minutes after he left, I had everything working. There was a BIOS setting for plug & play that was set incorrectly. Once I changed that, the cards were assigned different interrupts (something that couldn't be done earlier), and everything was in good order.

Office 97 If it is not a hardware problem, then it is a software problem. I know you think I probably make up these problems just to have something to write about, but that is not the case. I have enough problems occur naturally that there is no need to manufacture them, believe me. Of course, I may have a lower tolerance of things not working correctly than most people do. If something is wrong with my computer setup, I want it fixed. My Microsoft Office 97 saga is as follows:

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The Win Chip C-6 Processor

By James Weber, Tampa PC Users Group

At our June 10th group meeting, a representative from IDT/Centaur, Mike Bruzzone, spoke about the new Win Chip or C-6 processor. Two chips with a board were offered to the group for evaluation, and I was one of the ones to receive a Win Chip Processor for evaluation.

The processor I received was one of the 225Mhz ones with a Tyan motherboard. I purchased all parts for the test system new so as to limit any hardware problems later on down the road. I purchased a Samsung 2.1 gig hard drive, 32meg SDRAM memory, a Trident 4meg AGP video card, U.S. Drives 24X CD-ROM, Ensonic PCI sound card, a Diamond 56K V.90 PCI modem, and a new ATX case. The only things used were my PS2 mouse and keyboard and a Maxtech 15" monitor.

I had no difficulty installing any of the components. I always build a system one piece at a time starting with the motherboard/processor, video card, and memory; I tend to stop after each component and turn on the power. This way if a problem develops I can isolate the newest component to see if it is defective or just causing a conflict with another device. After a bare bones construction of motherboard, Win Chip, memory, hard drive and video card, I did a bare system format of the hard drive. This was just enough to start up the system and check the functionality of the primary components. The bios recognized the Win Chip right off and booted to the hard drive without a hiccup. I next installed the 24X CD and loaded its DOS drivers and copied the setup files from the Windows 95 CD. As a rule I load the necessary files from the Windows 95 CD onto the hard drive and install from there. This allows me to change or add system settings on the fly without the need to swap out CDs. This also allows me to check the function of the CD in DOS mode just to be sure it works.

A new, clean, installation of Windows 95 ran fine on the first attempt, so I began to add the rest of my components. An Ensonic PCI sound card and Diamond PCI 56k modem rounded out my hardware. Again, all the new components installed and worked properly. A brief note about PCI modems. Windows 95 and 98 will install these cards and will not give any indication that there is a problem. A quick check of the System Properties box will not show any conflicting ports or memory addresses. However, the modem will fail to initialize in some cases. If you should ever have this problem, either disable one of the two serial ports from the motherboard in the bios, or go to the Control Panel \ Add Hardware button and add one or two more Comm ports to the system configuration before physically reinstalling the card and drivers. This error doesn't happen often, but it has happened enough for me to be cautious building a system.

I was able to run Windows 95 on the Win Chip without prob-

lems. I ran through all the accompanying programs that come with Windows and left it running for a week with various system utilities set to run during the day. I never had a system crash or lock up, and the processor showed no signs of over heating. Next, I loaded up Microsoft Office. Again, everything worked well. Word, Excel, and Power Point all responded without hang-ups. Internet access was not affected by the C-6. I used both AOL and Mindspring for Internet access with both Netscape and Internet Explorer running as browsers at different times. I didn't experience any difference in performance with any combination of these programs. I then loaded up a copy of Quick Books and ran my bank statements from the last year through it. (Had to do it sometime.) I left the machine running the whole time to look for any instability. Even though I still can't balance my checkbook, I didn't experience any problems with any of the programs I installed. The most remarkable thing I can say for the C-6 was that it didn't cause me any trouble up to this point. The whole experience had been remarkably uneventful.

Finally, I came across something the Win Chip couldn't handle: Games! Now, I know some of you don't think the use of games is important to the overall computer industry, but just look at all the money Americans spend on computer gaming every year. And I guarantee that any computer system you could possibly imagine will at some time have games running on it. I have a benchmark demo of Forsaken and Quake II that I used for my test. Forsaken refused to run at all beyond the introduction. Quake II was unstable at a resolution higher than 400 X 300. Even at low resolution, frame rates were never higher than 15 to 25 fps. I installed an Intel 233MMX chip into the motherboard at the end of the test, to see if my problems were video card related, but these games ran appropriately with the Intel chip.

The system I configured for this test was probably left running continuously for three weeks. Other than the few game problems I liked working with the C-6. In an office environment the C-6 would make a legitimate alternative to Intel or AMD for a Windows workstation, but don't expect the C-6 to be an inexpensive replacement for that new P-II Junior wants. ♦

(Comments.....Continued from page 6)

I noticed in MS Access that I no longer had the office assistant working properly—you know the little thing that bounces around on the page, makes noises and is there to assist you--so I reinstalled Access from the CD. That got back the assistant. I then figured I needed to reinstall the two Office 97 patches SR-1 and SR-2. Neither would install. The Sr-1 log file said that it would not install because it encountered incorrect ver-

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Beginners' Column: Files & Folders for the Folder Inhibited

By Merle Nicholson, President, Tampa PC Users Group

Because of a completely overwhelming response from my one fan, I'd like to review files and folders this issue. I know it seems pretty fundamental, but have you ever, say, downloaded a file from the Internet and then can't find it? Or has someone sent you an email attachment and, after dragging it to the desktop, have you realized that there are twenty other files on the desktop, and it's gotten overwhelming? Do you know what to do with these files? If you don't, then read on.

We're going to use Windows Explorer for the rest of this article. If you're using something called File Manager, shame on you. If you are using Windows 95, Windows Explorer is fairly good. It has some quirks, but even with quirks it handles long file names. File Manager does not and should not be used.

Now, please don't just sit on the couch and read this article. I'm writing it intending for you to be seated at your PC and actively following my instructions and to repeatedly do these instructions as an exercise until it becomes second nature. This is a foundation to understanding most of what goes on in your PC, so it's important.

Windows 98 has an improved Explorer and is very configurable. It's main improvement is that once you set the style of how it looks, it stays that way. The Windows 95 version doesn't seem to remember much of anything. But there are a few things we must do here to make Windows 95/98 Explorer more useable. Open Explorer from its icon in the Start menu. This is the view that has a dual pane. The left pane has a directory tree diagram, and the right pane has a folder and file list. Go to the Menu, View, and click on Details. This gives you a pretty easy-to-read picture of the files in any directory. Browse to any directory on the left pane and see what files appear on the right. You'll need to go to View, Options and set Explorer to use the same window for all directories to keep it from launching a new window for each directory. And you'll have to click on View, Details sometimes to keep Explorer (95) behaving. While you're at it, display the toolbar too. The most useful feature on the toolbar is the "up" button.

For those of you with Windows 98, try setting your Explorer as "custom" and "use windows classic desktop" and "open each folder in the same window". I'm wary of imposing my personal preferences on you here. I prefer a traditional view of a hard drive, so I'll ask that for the purposes of this article, try it this way then experiment with the settings later.

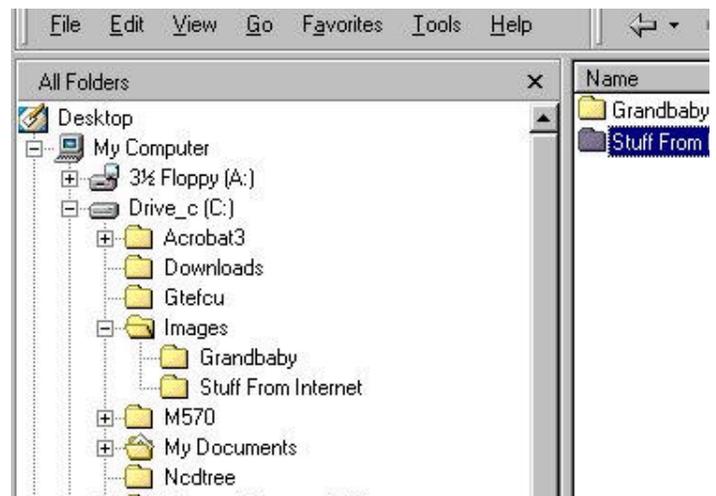
So, we'll just assume now that your own files are not organized. When I say "your own files", I mean attachments to e-mail from your Aunt Tilly; interesting pictures or recipes you've captured

from web sites; A letter to Uncle Bus that you started in WordPad; a spreadsheet to calculate how much interest you paid on the old clunker .. that sort of thing. What about the digital pictures of the "Worlds Most Perfect Grandbaby" the kids have been sending you? Can you find them? So let's organize your hard drive a bit.

Go to Explorers' Left pane and expand (C:). To do this, click on the + in the box next to the "(C:)" to expand the drive if it's not already expanded. If it's already expanded it has a "--" in the box.

Select the (C:) ("Select" means click once so an object is highlighted), then on the menu, click on File, New, Folder. In the right pane, a "new folder" will appear, and is ready to be renamed from "new folder" to let's say "Images". You'll see that when it's renamed it also will appear in the left pane, alphabetically under (C:). So let's add a subfolder under that one. Select the folder "Images", then on the menu, select File, New, Folder. And rename it "Grandbaby". Add another one under Images called "Stuff from Internet". So here's what it looks like in my Explorer.

Now that you have the idea, create a new one called



"Downloads" under (C:) and also make sure you have a document directory. Since I have Microsoft Office, notice that I have a folder called "My Documents". Other word processors may or may not create a document directory for you. If not, then go ahead and do it now. If you look at my expanded "My Documents" directory in the next picture, you'll see that I've categorized all my "stuff" into separate folders. So when I create a new document I always immediately do a "Save As" and select the correct directory or create a new one on the fly.

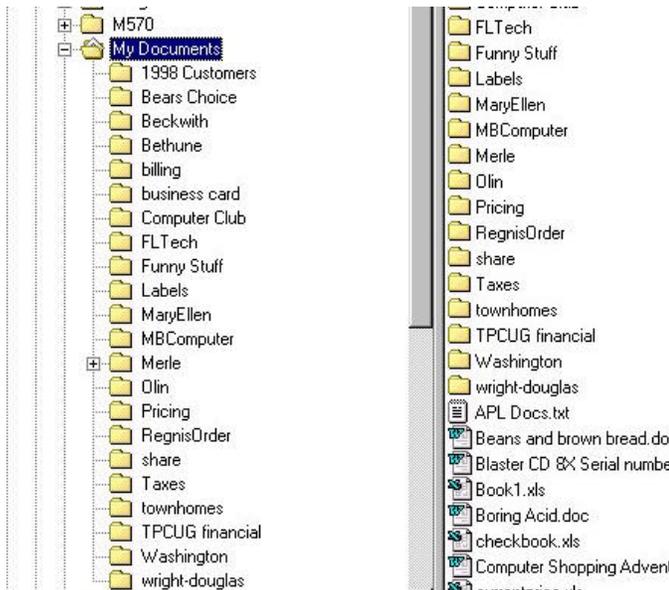
The best reason to organize in this way, besides being "organized", is that you're also making it much easier to back up your important files.

So now, what are we going to do with all that "stuff" you've

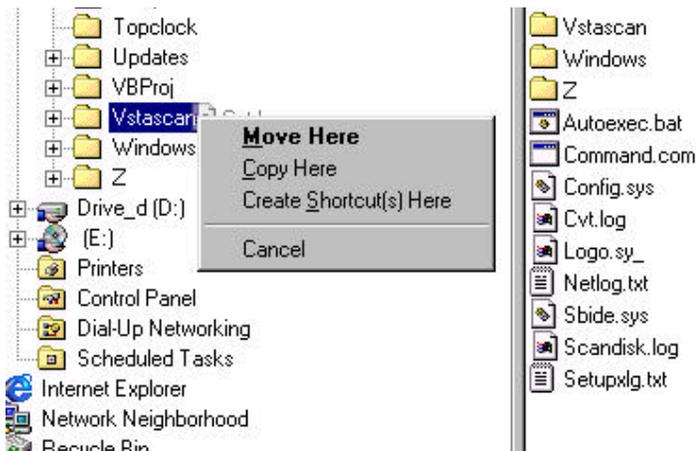
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been accumulating in the root directory and on your desktop? We're going to move it all and get it organized. You can move all your files, one at a time or as groups. You can open two Windows Explorers if you like, one to move files *from* and one to move files *to*. You can size these so that you can see them both. Locate the files you want and drag each one to the destination folder. Using the right mouse key to click and drag gives you the most flexibility. When you "select" a file (or files) they become highlighted. Select them using the right mouse, drag them to the other window and when you drop the file, you get a small pop-up menu.



The item that is highlighted on the pop-up is the current "default" action. It's best to go ahead and select the action you want. Our objective here is to relocate a file, so **Move Here** is appropriate. So navigate through the hard drive using the left pane of one Windows Explorer and select the files on the right. Find the destination folder in the other Windows Explorer, drag each file to its destination folder with the right mouse and when you drop it, select Move.



You can easily select more than one file at a time and move files as groups. The trick here is to get them all highlighted and then, when you have them all, right click on the *icon* of one of the files in the group and drag it where it's to go, just like moving one file. When you're ready to drag the group, it's easy to mess it up if you aren't careful to select a file icon from the group. You may need to practice this a bit.

Now to select multiple files, just click on the first file in the group, hold down Ctrl and then left click on another, and each one in turn until you have them all. If you want to select a contiguous group of files you can select the **first** of a list, then hold down Shift, and select the **Last** of the group. All files between those clicks will be selected. If you wanted to then exclude one of them you can de-select using Ctrl + mouse click. You can add or subtract any number of files in this way.

If you have multiple files on your desktop and want to drag them to a folder, you can drag a rectangle over any number of files and all within that rectangle will be selected. You can add or subtract from that group using Ctrl + mouse clicks. When you're ready to drag, remember to grab it by one of the icons in the group, otherwise you lose all the selections you've made.

There are other ways to move or copy files. For instance, if you look at the left pane of Windows Explorer, at the top will be a "Desktop" icon. Select that and on the right you'll see an organized view of all the files on your desktop. You can also right click on any file and get the long file menu – the one ending in properties. In the middle of that menu you'll see *Cut* and *Copy*. If you'll select Copy, and then navigate to another folder, and right click in that folder, you'll see that the menu has changed. It now has *Paste*, *Paste Shortcut* and *Undo Delete*. In this case select *Paste*, and the file you selected earlier will be copied to the new folder. If you had originally selected *Cut* from the menu when you selected the file in its originating location, the file would have been *moved*. That's because the *Cut -then- Paste* operation is the same as *move*, and the *Copy-then-Paste* operation is the same as *Copy*.

You'll need to practice to get this all right. Then as you use the software you have, use them with some discipline. Pay close attention to where the software puts you when you *Save* and *Save As*. It's much easier to maintain an organized system as you go along than to correct one. ♦

Special Interest Groups

Internet SIG

This SIG meets the first Monday of the month at 6 PM at the Reflectone Building, off West Waters Ave. You must sign up to get on the list and to get by security. Contact Mike Hodges at hodges@reflectone.com. For directions, see the map at our web site or contact Mike Hodges.

At last month's meeting, we critiqued a participant's web site, offering alternate ways of doing things, and then visited several interesting sites. We also looked at how to set your own walking order for a store for the online grocery list compiler at <http://www.lamartin.com>. This led to a discussion of cookies.

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 .

Visual Basic SIG

This SIG meets the third Tuesday of the month, at the Gateway 2000 Store on North Dale Mabry (just south of Columbus Drive) at 6 PM. For information, contact Merle Nicholson at merlenic@tampabay.rr.com .

Last month we learned the many different ways of manipulating string variables.

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sions of certain files. I figured that I needed to download the newest versions of each patch. After downloading SR-1, it seemed to run fine. I then ran the old version of SR-2 (I hadn't downloaded the new 23 MB version of it yet), and it ran, but seemed to run too quickly to have done much.

Next, when I tried to run Microsoft Word, I received the message that it might have problems due to missing or corrupted files and that I should run the Word installation. Everything seemed to run OK, but to be on the safe side I uninstalled Word and reinstalled it from the Office setup. That solved nothing. Additionally, Access had also lost the ability to import .csv or .txt files, and the Access setup would not allow me to reinstall this feature—saying that it was already installed.

I then decided that there might be a problem with versions of files and not that they were missing or corrupted, so I downloaded SR-2 and the version checker utility and ran both of them. Again SR-2 seemed to go mighty fast. However, the version checker said that I had SR-2 installed and everything was OK. Word still gave the error message about corrupted or missing files, and Access still had its problems.

This was another instance, like I had with Visual Basic 5, where an uninstall and reinstall of a program did not put things right. It seemed impossible to completely remove Word or Office. What do you do when a reinstall will not eliminate the missing file or possible corruption message? I think it was simply a version discrepancy among the SR-1 patch, the SR-2 patch and the original word installation. But how do we wipe the slate clean and start fresh--short of wip-

ing the hard drive clean? Only recently have I run into this type of problem: Uninstalling a program and reinstalling will not fix a problem. It seems that things get stuck in the registry, and you can't get rid of them, and RegClean doesn't help.

Eraser97.exe to the rescue! Someone on the Office 97 newsgroup suggested a Microsoft utility called Eraser97 that would remove all traces of said program suite, and it certainly does its job. You wouldn't believe how much a regular uninstall leaves. Eraser97 gets all of that. Unfortunately other programs need some of what it removes.

So far, I have found three programs that had to be reinstalled because of Eraser97: the Active Server Page component for Microsoft Personal Web Server and my two scanners. I also reinstalled WinFax since I at first thought the reason that I couldn't scan and send from that program was the fault of the program, but, as I discovered, I could use scanners in none of my programs. Unfortunately, reinstalling WinFax probably installed a lot of old DLLs.

If you think you need Eraser97, you can get it at <ftp://ftp.microsoft.com/softlib/mslfiles/eraser97.exe>. Of course, afterwards, you may have to reinstall a few programs in addition to Office 97. ♦

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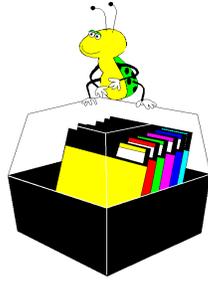
MEMBERS' HELP LINE

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	Mary Sheridan	9:30am - 9:00pm	988-6480	AOL, CG, DOS, HG, IG, MW, Q, W95, W98
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 95/98	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.

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group of people who selflessly give their time to do this. It's they who are helping maintain the quality of the club for all to enjoy.

Bruce Register, Member at Large, is a long time mainstay of the club. In the board meetings, Bruce's ideas and comments are always thoughtful and creative. You can expect that if there's a small task to be done, Bruce probably has already done it. He's a tireless and outspoken promoter of the club.

Larry Anders is the TPCUG Librarian. This job – and Larry along with it - has transitioned from the BBS to Internet Shareware research, so he's also become an invaluable regular contributor to the newsletter. Larry contributes to the administration of the club in so many ways.

Ford Bond is TPCUG MOSI Liaison. Ford represents us at MOSI, which provides us with our meeting place. Ford contributes at the board meetings and is a valuable supporter for our club. As our "MOSI guy", Ford is present and ready at all our meetings and Genealogy SIG too, making sure everything is set up and in working order.

That's the gang, the Board members who work for you to make this club great! ♦

