

# *User Friendly*



**February  
2002**

## **Next Meeting**

**Wednesday, February 13, 7:30 p.m.  
Dana Berkoski of Microsoft  
Windows XP**

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*User Friendly*

a publication for members of the Palmia Computer Club & the Palmia Community.

Published monthly, January through June, September and October.

Combined issues are published July/August and November/December.

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# From the Boardroom

By Don Yenche



Boy, do I have good news to tell you. Jerry Moore, our web master, has persuaded Microsoft to send one of their sharpest

representatives to speak to our club members. The topic is as timely as our club meeting in January when Herb Sax demonstrated TurboTax. He showed us its efficiency in calculating our taxes for 2001.

We should know that all new computers today are shipped with Microsoft's latest operating system, Windows XP. Of course, many of you may say to yourself, "Why do I have to concern myself with Windows XP?" You may be very well satisfied with Windows 98. Do you ever get the "blue screen of death?" It is inherent in earlier Windows operating systems. There are other bugs we have had to put up with also. Your answer to these problems may well be in Windows XP.

You owe it to yourself to enjoy this learning experience. The speaker has traveled from the state of Washington just to demonstrate the attributes of this new operating system. You definitely can benefit now and possibly in the near future.

Consider some of the following features the new operating system offers:

◆ *You may have computer help without having to leave the com-*

*fort of your home.* There is a feature called "remote assistance," by which you can receive computer help when needed. You can invite a friend or support professional to connect to your computer over the internet to fix a problem or answer your questions.

◆ *So you love Music - look at this feature:* XP has a new Windows Media Player that will download, store and playback the highest quality digital music. Windows Media Player allows you to easily burn new CDs. It has a feature that uses the Windows .WMA file format. This format gives you CD-quality sound at half the file size of the .MP3 file.

◆ *If you are into Video making you'll love this tool:* There is a Movie Maker that gives you everything you need to create, share and enjoy videos on your computer. You can even edit your home movies or digital video footage with Movie Maker.

These are just some of the new features that will be demonstrated at our meeting on February 13<sup>th</sup> at 7:30 PM. Consider coming early. Each month we will feature two club members who will answer questions. This Q&A period will only last from 7 to 7:30 PM. Then our main feature begins.

There are a few Mac users out there. You may have operating system 7, 8 or even the latest OS X. Compare and learn what Microsoft is offering the PC us-

# Create Labels in Word

By Herbert Sax

In the January 2002 issue of User Friendly we created an address listing using the Table feature of Microsoft Word. In this issue I will show you how to use that listing to create labels that you can use for your next mailing of Christmas cards – you can have all year to practice. Next month I'll cover creating envelopes – a very similar process.

At Christmas time I receive a number of “form” letters. These summarize a family's events and happenings over the previous year and are obviously sent to a long list of people. Wouldn't it be nice to personalize that letter with the recipient's name? In a subsequent issue I'll show you how to do this.

If you haven't done it yet, create the table shown below. Open up the Tables & Borders toolbar by clicking View + Toolbars + Tables & Borders. Click the Insert Table icon and enter 7 for number of columns and 2 for number of rows. Type in the data from the table below, using the tab key to move from one field or cell to the next. When you reach the end of the second row and hit the tab key, you will automatically create a new row. When you have finished typing, save and close the file with the name Addresses.

First	Last	Address	City	State	ZIP	Tel #
Mary	Abel	50 Elm St.	Ames	IA	50010	(800) 555-5555
Nate	Bollard	2150 17 <sup>th</sup> St.	New York	NY	10000	(212) 222-2222
Henry	Crane	50 San Pablo	Mission Viejo	CA	92692	(949) 457-1234
Barbara	Eller	Box 4567	Syosset	NY	11791	(516) 111-1111
Harry	Howell	75 Main St.	Ames	IA	50011	(888) 888-8888
Frank	Jones	15 Oak Place	Chicago	IL	60001	(303) 888-8888
John	Jones	123 Main St.	Mission Viejo	CA	92692	(949) 455-1234
Mitchell	Maxwell	74 Los Alisos	Mission Viejo	CA	92692	(949) 699-8989
Shirley	Sommers	100 Main St.	Los Angeles	CA	90017	(213) 123-4567
James	Willer	Rte. 17, Box C	Corinthe	MS	44444	(723) 619-9999

## Using Office XP

The easiest way to create labels is to use the Wizard. Start with a new document. Here are the steps to follow, taken from the Help menu:

1. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.

2. Under **Select document type**, click **Labels**.

*The active document (which is blank) becomes the main document. In a mail-merge operation in Word, the document that contains the text and graphics is the same for each version of the merged document, e.g., the return address or salutation in a form letter.*

3. Click **Next: Starting document**.

4. Click **Change document layout**.

5. Click **Label options**.

6. In the **Label Options** dialog box, select the options you want, such as the label type and size, and then click **OK**.

7. Click **Next: Select recipients**. *Here you will locate or create a data source, and then select recipients. In this case, you will use an existing list.*

8. Click **Browse**.

9. In the **Select Data Source** dialog box, locate and click the data source - in this example, “Addresses”.

10. Click **Open**. *All of the entries in the data source appear in the **Mail Merge Recipients** dialog box, where you can refine the list of recipients to include in the merge.*

11. In the **Mail Merge Recipients** dialog box, select the recipients you want to include, using the check boxes. *By default, all boxes will be checked. Just uncheck the boxes next to the names of those you don't want included. Follow the instructions for sorting the list if it is not in the order you want.*

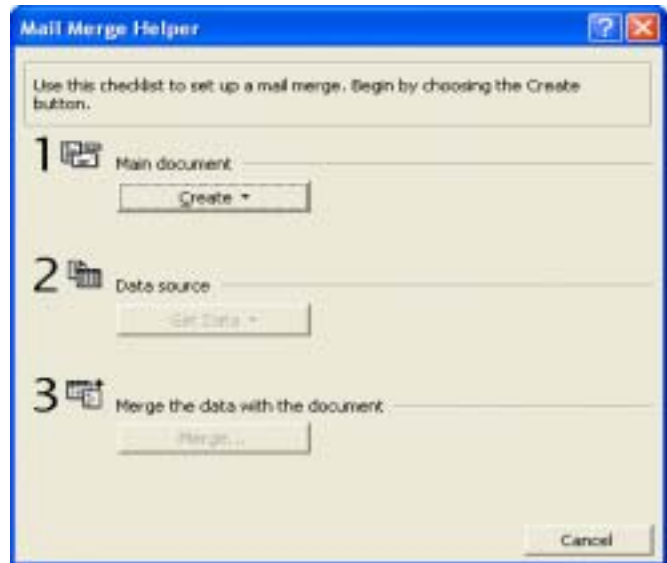
12. Click **OK** to return to the Mail Merge Wizard.

13. Click **Next: Arrange your labels**. *Here you will insert merge fields. A merge field is a placeholder that you insert in the main document.*

14. Click **More items . . .** Select **Database Fields**. *You will see a list of all the fields in your Address listing.*

## Create Labels, Continued from page 3

15. In the **Fields** box, click the first field you want. Click **Insert**, and then click **Close**. Repeat this for each field you want included in the label. Here's how to do this with your Address listing.
  - a. Click **More items**, click **First**, click **Insert**, click **Close**. Press the spacebar to insert a space after the first name.
  - b. Click **More items**, click **Last**, click **Insert**, click **Close**. Press the **Enter** key to start a new line.
  - c. Click **More items**, click **Address**, click **Insert**, click **Close**. Press the **Enter** key to start a new line.
  - d. Click **More items**, click **City**, click **Insert**, click **Close**. Insert a comma and a space.
  - e. Click **More items**, click **State**, click **Insert**, click **Close**. Insert a space.
  - f. Click **More items**, click **ZIP**, click **Insert**, click **Close**.
16. It wouldn't hurt to save the file you are working on, just to make sure you don't lose all your hard work.
17. Under **Replicate labels**, click **Update all labels**. All the labels should now be filled in with the requested information.
18. Click **Next: Preview your labels**. If you want to fine-tune the recipient list, e.g., exclude a recipient, click **Edit recipient list**, and then make your changes in the **Mail Merge Recipients** dialog box.



19. Click **Next: Complete the merge**.
20. You can now click **Print** to print the labels you just created. Be sure you have inserted the labels into your printer before you start this process.
21. If you want to edit merged labels or save them for later use, you can collect them into a single document. I'll leave this last step for you to figure out. Hint: use the Help files included in Word. If you have trouble with this, leave a note for me in the Computer Club folder.

That's a lot of steps, but it goes pretty quickly.

## Using Office 2000

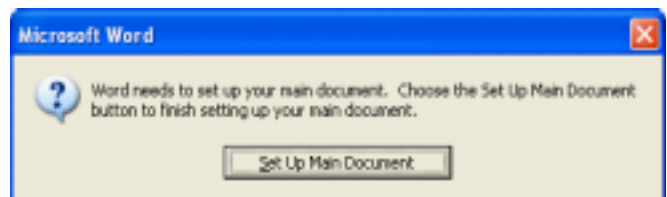
The procedure for Office 2000 is slightly different. If this is the application you are using, follow these steps.

### Step 1: Create the main document

- a. Open a new Word window.
- b. On the **Tools** menu click **Mail Merge**. You will get the same dialog box using Office XP.
- c. Under **Main document** click **Create**, and then click **Mailing Labels**.
- d. Click **Active Window**.

### Step 2: Open or create the data source

- a. Click **Get Data**.
- b. Click **Open Data Source**. You will see the dialog box shown below.
- c. Click **Set Up Main Document**.

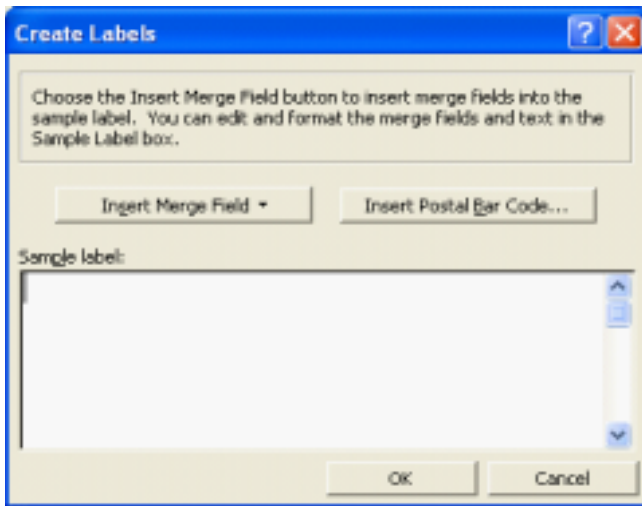


### Step 3: Select label type and insert merge fields.

- a. You will see the **Label Options** dialog box.
- b. Select the type of printer and labels you want to use, and then click **OK**. That will bring up the **Create Labels** dialog box. *See top of next page for a picture of this dialog box.*
- c. In the Create Labels dialog box, insert **merge fields** where you want to merge addresses from the data source. When you click **Insert Merge Field** you will see a list of each field in your

# QUICKEN 2002

Reviewed by Hal Zeschmann



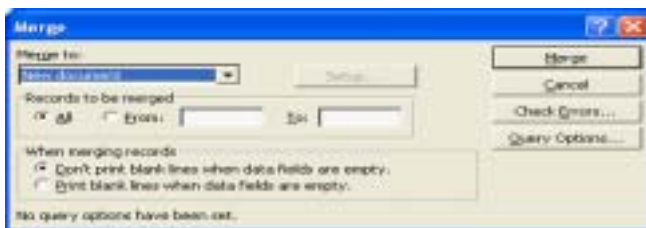
database. For the Address file, these will be First, Last, Address, City, State, ZIP, Tel\_.

- d. Click **First** and the field will appear in the sample label. Put a space next and click **Insert Merge Field** again. This time click **Last** and then hit the **Enter** key. That will bring you to the next line. Follow this procedure for **Address**, and on a new line for **City**, **State**, and **ZIP**. Be sure to put a **comma** after City, then a **space**, and **another space** after State. When the label looks the way you want it, click **OK**.

You are now back in the **Mail Merge Helper**.

#### Step 4: Merge the data into the main document.

- a. In the **Mail Merge Helper** dialog box, click **Merge** under the **Merge the data with the document**.
- b. From the **Merge** dialog box you can **Check Errors** before merging, make other self-explanatory choices, or just click **Merge**. Your labels will be displayed, and you can now make further modifications, save the file for further use, or send them to the printer.



Using Office 2000 is a bit simpler, but once you get the hang of it, either version will serve you well.

Quicken 2002 is the latest of the Quicken financial programs and is very easy to install either for the first time or as an update to a prior Quicken. I've used Quicken as a home financial tool for years and highly recommend you give it a try.

My computer is very ordinary in that it has a 4.3GB hard drive, 196MB RAM and a speed of 300 MHz. It has a 3.5 floppy, a CD and a Zip drive. The platform is Windows 98. All my data is backed up on the Zip cartridge although 3 1/2" floppies will do fine.

Quicken is set up as files, accounts and categories. The logical starting point is to set up a file and then to enter one's checking data into an account. You'll be prompted to route each expense and income entry into a category. At this point you can start to develop a budget. The Help tab is very user friendly in getting you started in budgeting. Rely on Help for detailed and clear instructions to develop other areas of your financial Project.

Reconciliation of monthly bank statements is fast with Quicken and can be automatic if you choose to be on line with your bank. I prefer to minimize confidential data on line.

Your file can be expanded to include investments, assets, loans, liabilities and even an inventory of your home furnishings. All of these items add up to your Net Worth which can be printed out as a report. Other reports available at a keystroke include Capital Gains, Performance of Securities, Budget Reports, Tax Planning, Profit and Loss, etc.

You are able to tailor many of the reports to your particular format. An especially valuable tool is the Portfolio Analysis, which also can be tailored.

There are some areas that I personally find lacking or confusing:

- The use of Anti-Virus programs slows Quicken down. I find it helpful at times to deactivate the Anti-Virus while I'm in Quicken. But be sure to reactivate Anti-Virus before updating quotes or securities prices.

- The instructions for archiving a file are not clear. I'd like to be able to terminate a file at certain date and be able to remove it to a Zip disc. Reason: To

Continued on page 10

# USB – Hooray

by Ken Fermoye

Officially, USB stands for “Universal Serial Bus.” Unofficially, I think it could translate to “User’s Super Buddy” for PC and Mac users. Anybody who tried to install and configure a peripheral device in the old pre-USB days likely will agree. Back then, the chore was a major one, especially with PCs. It required a ton of computer savvy and no little amount of luck.

First, you had to figure out which port to use from a bunch of confusing possibilities.

Then in most cases, you had to pull the cover off your computer (always scary, for either Mac or PC) to install an add-in card. For PCs, this often required setting pesky DIP switches. Next came the job of finding and configuring an available IRQ, not always easy. Basic system components used up some IRQs; serial devices already installed used up still more.

It was a fun job, yessir! I can recall blowing the better part of a day trying to install a single new peripheral in computers ranging from the venerable XT through a variety of X86 machines, even into WinTel systems of the '90s. (Mac users had it easier but USB has been a boon for them, too.) Windows Plug’n’Play eased the problem, when it worked, but it took USB to solve it completely.

With USB, a computer automatically recognizes the device connected and installs the appropriate drivers. It enables computer users to “hot-plug” computer peripherals to their PCs. (“Hot-plugging” means you can plug in and unplug peripherals which have to power down and then reboot your computer, no small benefit.) Not that there weren’t difficulties at first. I heard many complaints from people who tried to install USB ports and devices in the early days of the technology. The problems usually arose from trying to use USB in hardware or software systems that weren’t ready for it; i.e. older systems that hadn’t been built with USB compatibility in mind. I do not recall getting any similar complaints during the past year. Lack of USB devices was a problem at first but now they’re everywhere.

USB offers many more benefits than simple in-

stallation.

First, USB (Version 1.1) can carry data at up to 12 megabits per second (Mbps), 100 times faster than any serial port. This broad category includes digital cameras, modems, keyboards, mice, printers, digital joysticks, some CD-ROM drives, tape and floppy drives, digital scanners and specialty printers.

USB’s data rate also accommodates a whole new generation of peripherals:

MPEG-2 video-base products, data gloves, digitizers and computer-telephony, expected to be a big growth area for PCs and Macs. (In addition, USB provides an interface for such business-oriented technologies as Integrated Services Digital Network (ISDN) and digital PBXs.)

The latest version of USB, Version 2.0, introduced late in 2000, offers even faster communication, with bandwidth up to 400 Mbps. It easily accommodates high-performance peripherals, such as monitors, video conferencing cameras, next-generation printers, and faster storage devices. Happily, USB 2.0 is backward-compatible with Version 1.1

Next, one or two USB ports can support many peripherals. In theory, up to 127 devices can be “daisy chained” from a single port. There are practical limitations, power supplies among them, and most of us will never use anywhere near that number. The ability to plug a USB hub into a USB port and then connect four or more peripherals to it is a real convenience. You can place a hub anywhere on your desktop for easy access; no more crawling under the desk to connect or disconnect a mouse, digital camera or any other USB-compatible device.

Frosting on the cake comes in the form of an impressive hardware package from Belkin: the USB BusStation. This versatile docking station not only serves as a hub but gives you up to seven USB ports. Using optional adapters, it can accommodate many non-USB peripherals. It also offers a laundry list of other features:

# Innovative modular tower with three slide-

## USB, Continued from page 6

out modules that fit into the palm of your hand.

# Configure your own low-cost universal docking station; choose whatever module combination is right for you, whether you are a PC or Mac user. (Compatible with Windows(r) 95 rev. B, Windows(r) 98, Windows(r) 2000, Mac(r) OS 8.1 or higher).

# 7-port hub (standard configuration) connects seven devices to a single USB port on your PC.

# Freedom to Connect keyboards, mice, joysticks, speakers and more to a single USB port on your computer.

# 4A (Ampere) power supply provides true 500-mA (milliAmp) power to each port.

# Modules available for Ethernet, SCSI devices, serial, parallel, PS/2 and additional USB ports.

# Illuminated green LEDs for easy access to port status.

# Supports all high-speed and low-speed USB devices.

# Includes a Belkin Pro Series 3 ft. USB Device cable for a quality connection, lifetime Belkin warranty and USB Wizard to make configuration even easier.

I've been using a BusStation for many months now and find it invaluable. (Faithful readers know I don't report on a service or product until it has proved itself over a reasonable length of time and I have become thoroughly familiar with it.) Even before installing it in my main computer, I vowed never to buy another non-USB peripheral again.

With BusStation, I've found it easy to connect some of my older devices, including one of my several scanners and a digital camera with only a serial interface. This rates as an especially valuable feature for those of us who can't afford to replace all of our currently owned peripherals with new USB products.

One caution: The BusStation User Manual clearly states that the 4A power supply is more than enough to supply adequate power to all ports in normal configuration. At 500mA per port, the power draw would be 3.5A. (Low-power devices such as mice and keyboards draw only about 100mA. However, adding a 4-port hub as one of the modules would overtax the BusStation. In such case, the 4-port hub must have its own 2.1A power

supply supplied with optional 4-port hub modules.

I like the fact that the BusStation includes built-in "Overcurrent Protection," which shuts off a port if it draws too much current, protecting both the connected device and BusStation from damage.

At the usual price of \$79.99, I consider this Belkin product a good value. The cost is higher than two standard 4-port USB hubs, but you get more versatility. The price is competitive with multifunction hubs, even when you add in the cost of an adapter module or two (adapters range from about \$50 an up.) and, again you have greater choice in integrating USB into your system.



## Special Interest Groups

Special Interest Groups will hold their meetings the first four Fridays of each month from 3:30 to 5:00 p.m.

**1<sup>st</sup> Friday**—Computer Hardware SIG———  
Leonard Schupak (Monitors, printers etc.)

**2<sup>nd</sup> Friday**—Email and the Internet SIG———Jerry Moore

**3<sup>rd</sup> Friday**—MS Office SIG (Word, Excel) ——Doug Harley

**4<sup>th</sup> Friday**—Photo Editing & Scanning SIG—Don Yenche

There is also a Beginning (Basic computing) SIG. This SIG meets on the first, third and fourth Mondays of each month at 10:00 a.m. SIG leader is Joe Lebovitz.

# Web Surfer

By Jerry Moore

This last week I had occasion to visit the home of a fellow Palmian whose computer was doing strange things. She kept getting messages that her computer was trying to access the Internet and send out e-mail.

Since I suspected a virus and no anti-virus software was loaded on this particular PC, I started up the web browser and went to

[http://housecall.antivirus.com/housecall/start\\_corp.asp](http://housecall.antivirus.com/housecall/start_corp.asp)

After you select your country and click on go, a few moments will elapse while the software loads and you will be presented with the following



Select the drive(s) you wish to scan, check Auto Clean and then click on Scan and your computer will be given a free virus check and the software will attempt to repair and eradicate any viruses that are encountered.

In this particular case, the computer was infected with a virus that attempts to replicate itself by latching on to all the e-mail addresses in your contacts list or address book and then sending e-mail messages to these addresses in hopes of infecting these computers also.

One way you can give yourself a warning if this ever happens to you is to create a phony e-mail address at the top of your list. I suggest a name like “!Fake Address” with an e-mail address of nobody@nowhere.com. By starting the name with a special character like “!”, this will place this record at the top of your address book in case a particular virus is programmed to only look at something like the first 25-50 records in your address book. Then, if a virus strikes and tries to send out e-mail messages, your e-mail program will

“bounce” this first address and give you a message that this message could not be delivered.

Since new viruses are being disseminated on a daily basis, I strongly urge any of you who use e-mail or surf the web to install and maintain some sort of Anti-Virus software. The two most popular suppliers at the current time are Symantec Norton Anti-Virus 2002 and McAfee Virus Scan. Although you can generally find the McAfee product at a lower price than the Norton Anti-Virus, I personally prefer the Norton product because it allows you to install the software where you can configure it to automatically download and install updates as soon as they become available. Sort of “set it and forget it”. This is quite important since an up-to-date virus definition list is your best defense against becoming infected.

Most of the major anti-virus suppliers sell you a product that includes free updates for a fixed period of time and then you must pay an annual subscription fee. Norton, for example, currently charges \$9.95 for a one year update if you download from their web site. You generally know when your current subscription expires from the main program screen as shown below:



In this example, the current subscription is good until 18 November 2002, the last automatic update took place on 9 January and the last automatic full system scan took place on 14 January.

Therefore, why not give it a try. Check out the free virus scan and then make sure you have full time protection, Remember, one service call from a PC technician to repair damage done by a virus will cost far more than the purchase price of the software. So, happy (and safe) surfing!

# Answers to Questions

## Question

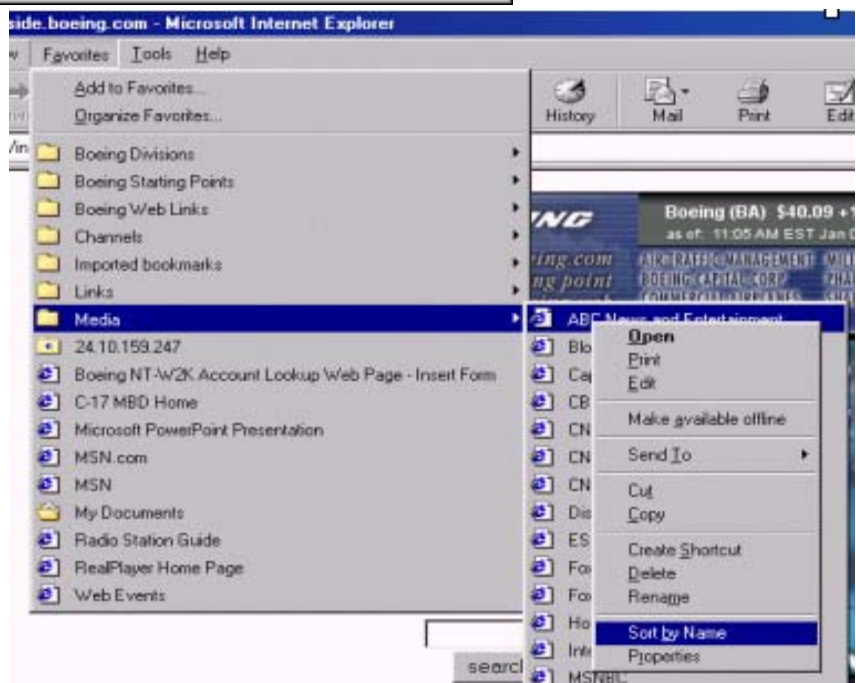
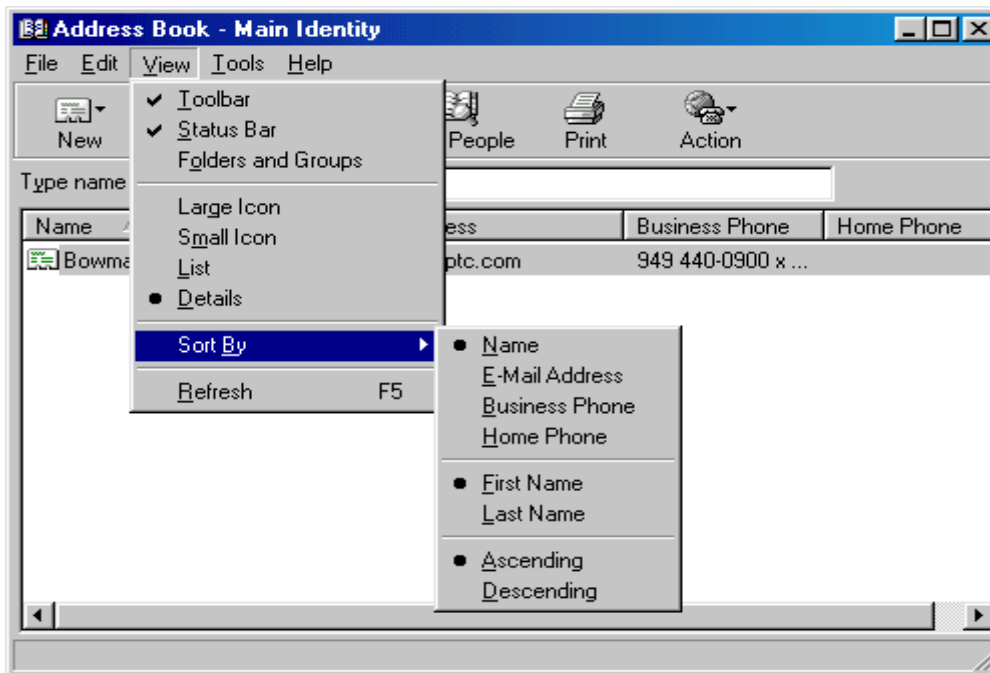
Can my “address book” and my “favorites” in my Internet Explorer and Microsoft Outlook be alphabetized? As these lists get longer and longer it becomes a slow process to find the item I want.

## Answer

For the Windows Address Book, click on **Start**

– **Programs – Accessories – Address Book** to launch the application and then click on **Tools – Sort By** to select your sorting preferences.

For Microsoft Internet Explorer, click on **Favorites**, drag your mouse cursor down to the folder you want to sort and then right click and select **Sort By Name**



### **Quicken 2002, Continued from page 5**

minimize storage thereby speeding up the report process.

- Occasionally during the report generating process, the message "Too many Quick Tabs open" appears. Trying to correct this is difficult.
- Upon trying out the 2002 Budget setup, Quicken wiped out my this year's Budget data.
- As I tab a report, a message "New additional Categories have been set up since memorizing this report. Click "customize to review report settings". I haven't been able to determine what the new settings are and I can't delete the message.

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**Great spirits have always en-  
countered violent opposition  
from mediocre minds.**  
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*Albert Einstein*

## **WEB SITE CONTEST**

As many of you are aware, the Palmia Computer Club has been hosting a web site since February 1999 at <<http://palmia.org>> for the benefit of the membership. The web site contains information on events, clubs and organizations within the Palmia community, a schedule of training classes and workshops, a password protected list of members' email addresses, listings of club officers and committee chairmen, meeting schedules, computer tips, links to useful resources on the Internet and much more.

Starting in January, we will be instituting a monthly contest with a \$5.00 prize. Each month, a computer club member's email address will be hidden somewhere within one of the club web site pages. Locate your email address, send the club an email and collect your \$5.00 prize. Club officers and committee chairmen are not eligible.

WHAT??? You mean we don't have your email address on file so we can include you in the contest? That's easy to remedy. Just send an email to [Palmia@palmia.org](mailto:Palmia@palmia.org) or [Palmia@cox.net](mailto:Palmia@cox.net) and we'll be sure to include you in the contest.

**Happy hunting!**

### **From the Boardroom, Continued from page 2**

ers in Windows XP.

Remember – We need everyone to attend our monthly meetings in order for our club to attract future speakers. They want to demonstrate their products to people – not empty seats!

Our new tradition is at the conclusion of our meetings to indulge in a cup of Starbucks coffee and savor a delicious dessert.

The formal education classes are being formulated. The classes being taught will depend on adequate enrollment. If you have already signed up you will be called to confirm your commitment. Remember, this is a fee class to cover our professional instructor. These classes are open to the entire Palmia community. A discount is given to our club members. If you wish to enroll, please check the sign-up sheet at the Palmia desk. Final registration before classes are formulated will be at the Wednesday night meeting on February 13<sup>th</sup>.

Finally, we will continue to educate through our Special Interest Groups. See the schedule of days and times in this issue of U-F. Monitor our exit gates schedule boards for updates.

SURF OUR WEB SITE AT:

<[www.Palmia.org](http://www.Palmia.org)>

## **Tips and Tidbits**

### **Sort The Start Menu**

In Windows Me, after adding many programs to the Start menu, it can get overwhelmed with names. Right click in the Start Menu and select "Sort By Name" to make your search easier.

### **Detail View**

If you find yourself scrolling left and right, up and down while in Explorer looking at icons, change the View to "Details" and this will make the list scroll only up and down. Also, the icons will be much smaller. This helps save some time. Running Multiple Browsers: we were asked if it's possible to run Microsoft Internet Explorer and

### Tips, Continued from page 10

Netscape at the same time. You bet it's possible. In fact, at this very moment, we are running Microsoft Internet Explorer 6, Netscape 6.2, Opera 6, and Mozilla. All are working just fine at the same time.

### Downloading Files In Netscape

We were recently asked if it's possible to download a file directly to a floppy disk using Netscape. Yes, it is possible. However, you need to make sure that the file will fit on a single floppy disk. Any file smaller than about 1.3MB should fit provided you insert a completely blank formatted floppy disk.

With the disk in place, click the download URL as usual. When the Save As dialog box opens, select the floppy Drive A and click Save. Don't forget that you'll have to change back to your hard disk folder for your next download. Netscape always attempts to save to the last selected folder.

## Zippping Right Along

Winzip Computing Inc. has released the new 8.1 version of its venerable compression and archiving program.

Winzip is a must-have program. With a few clicks you can "unzip" compressed files downloaded from the Internet, or "zip" up local files into compact packages you can store on your hard disk.

The new version lets users extract multiple files in one operation and break up big files into smaller units for more convenient transmission. There also are some cosmetic improvements that make the program match the graphics of Windows XP.

The program works with Windows 95/98/NT/2000/Me/XP.

A 21-day evaluation copy of the program can be downloaded from <[www.winzip.com](http://www.winzip.com)>.

A full copy is available for \$29.

## Tech Mart

### I-spot

This gizmo will come to the rescue at a senior moment. The I-Spot consists of a transmitter, docking station and attachable receivers that go on keys, wallets and other items that are easily misplaced. Press a button on the transmitter and a receiver lets out a loud tone, signalling the location of a lost item within 40 feet. .

The transmitter has a built-in alarm to remind you to return it to the docking station so it doesn't get lost either.

From Digital Innovations <[www.digitalinnovations.com](http://www.digitalinnovations.com)>, a starter pack with three receivers sells for \$55.



### Laptop Stand

Anybody who's ever tried to use a laptop that's actually sitting on their lap knows that road leads to neck, back and arm pain. Laptops are designed to be used on a desk or those little tray tables on airplanes. And even then they sit so low that heavy use can be uncomfortable.

But there's an alternative. Lapvantage is a small stand designed to prop your laptop up about six inches off your desk or lap. Prop the computer on Lapvantage and you'll be able to type comfortably. It costs about \$30 and is available at [www.lapvantage.com](http://www.lapvantage.com).

## Last chance

In the November/December issue of User Friendly Art Green gave a review of **askSam 4.0**, a fantastic data base program. The company is offering a special User Group price which is due to expire at the end of February.

If you haven't read the article go back to the Nov./Dec. issue to review it; then call Art Green for details on how to get this nifty software - before it's too late.

# Palmia Computer Club 2002 Statement - Membership Dues

Single Membership ..... \$20.00

Household Membership ..... \$30.00

First Name	Last Name	Single	Household	Payment

Please return to Ralph Lazar

You may leave form and check payable to: Palmia  
Computer Club in the Computer Club Folder at the  
Front Desk.

*Thank You – Happy Computing!*



## Secretary's Message

By Bill Reinholtz



Our new President, Don Yenche, called the January 9<sup>th</sup> meeting to order. He reminded all that dues were due. He also urged everyone interested to sign up for SIG groups and new classes.

Richard Jenkins said that he was going to start putting interesting web sites on our web site, palmia.org. He gave a few ex-

amples of the type he would suggest.

Jerry Moore said that he was going to hide e-mail addresses on our web site and that you would win \$5 if it were yours and you found it.

Don Yenche introduced Herb Sax, who presented the main program for the evening. Herb explained in great detail how to do your income tax using Turbo Tax.

After Herb's excellent presentation Richard Hood won a copy of Turbo Tax and Doug Harley won \$25 in the 50/50 drawing.

The meeting ended with all enjoying delicious Danish pastry and coffee.

