

User Friendly



**July/August
2003**

**Next Meeting
Wednesday, September 10, 2003**

**How to Decide What Computer
You Need (If Any)
By Kevin Murray**

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Palmia Computer Club



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Vice-President: Doug Harley
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Computer Club Special Interest Groups
**SIGs meet from 3:30 to 5:00 P.M. on the specified Fri-
days unless noted otherwise:**

- 1st Friday** - Computer Hardware Richard Jenkins
(*Notice: New SIG Leader*)
- 2nd Friday** - Email and the Internet Jerry Moore
- 3rd Friday** - MS Office (Word, Excel) Barry Robbins
(*Notice: Special Time 4 to 5:30 P.M.*)
- 4th Friday** - Photo Editing & Scanning Don Yenche

*There is a "HELP" SIG! This SIG is intended for beginners
to answer your basic questions relating to computers (This is not a
class). It meets on the first, third and fourth Mondays of each month
at 10:00 A.M. The SIG leader is Joe Lebovitz.*

Contacting Board Members and Officers

All Board members and officers are available for help or information via their email
addresses as follows:

- Barry Robbins**, President - drdisk@cox.net
- Doug Harley**, Vice President - dharley01@cox.net
- Ali Tabikh**, Secretary - alitabikh@cox.net
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Please Help

Your User Friendly newsletter needs a back-up, or co-editor, to
Ali Tabikh who is not in good health. This fine publication must
continue to serve everyone. So many members rely on it to stay up-
to-date on computer developments. This is a learning opportunity
for someone willing to help as well as a fine way to help the Club.
Please call Ali at 699-1962 or Herbert Sax at 455-1315.

The Palmia Computer Club meets in the Palmia Ballroom
the second Wednesday of each month, except July and Au-
gust, at 7:30 p.m. The doors open at 6:30 p.m. for Q&A and
socializing. For visitors from outside our Palmia community
the address is: 21455 Monterey, Mission Viejo, CA 92692. The
parking lot is just past the gate on the left side of Monterey.
Telephone: 949-472-5075

From the President's Desk

By Barry Robbins

I just returned from the Palmia Computer Club dinner. The food was GREAT. Thanks to Gary Gruenewald for heading up the dinner committee. Also thanks to committee members Doug Harley, Richard Jenkins, Ralph Lazar and Rhea Bliss-Lazar. You all did a great job. Special thanks to Rhea for the table decorations. It took a lady's touch to make it all work. Also thanks to my wife, Roz, who was able to purchase a tremendous number of door prizes.

Well the summer is upon us. We will not have any meetings in July and August. The next meeting will be held on September 10th. Our speaker will be Kevin Murray. His topic will be "How to Decide What Computer You Need (If Any)." This should prove to be an interesting evening. The meeting will start promptly at 7:30 PM, preceded by a question and answer period from 6:30 PM to 7:15 PM. Be sure to bring in your computing questions, and we will try to answer them for you.

We are in the process of putting together a slate

of officers for the coming year. We will elect 4 directors who will then elect their own officers. If you would be interested in serving on the board either as a director or a committee chairperson, please call me in the evening at 699-0572. I usually get home after 5:00 PM. You can also contact Vice President, Doug Harley at 837-6788. We need more people involved to guarantee the continued success of the Computer Club.

I would like to wish a speedy recovery to Ali Tabikh. Ali is recuperating from surgery, yet still finds the time to put together our User Friendly newsletter. Ali could use your help in compiling the User Friendly. If you would be interested in helping, please call him at 699-1962. He would appreciate hearing from you.

On behalf of your Palmia Computer Club Board, I would like to wish you a good summer. May your travels this summer be safe and exciting. We hope to see all of you at our September 10th meeting.

Check Your Hard Drive On The Internet

By Jeff Levy

What if your hard drive puts a message on your screen that tells you your hard drive is failing? S.M.A.R.T drive technology can do that. Worse, what if your hard drive is starting to fail and you aren't given any warning at all? What can you do? The answer is easy - go to the Internet and check your hard drive. Here's how to do it.

Go to <www.seagate.com/support/seatools>. Scroll down to the bottom of the page and under Select a language: (on the left side of the page) click on English. Now, on the Seagate Online page, click on Online Drive Self Test. In the Security Warning window you'll be asked if you want install and run "SeaTools English" etc.? Select Yes. Now click on Online Drive Self Test. Click in the box next to the drive(s) you want to test. The first drive listed will be primary master. Now click Next. You are now on the Seatools Online Drive Test page. There are three options here. The first is Return S.M.A.R.T. status, the second is Run Short Drive Self Test and the third is Run extended Drive Self Test. The default selec-

tion is Return S.M.A.R.T. status. S.M.A.R.T. stands for Self-Monitoring, Analysis and Report Technology. It's a utility that monitors your disk hardware and identifies disks that have a strong possibility of failing. Click on Next at the bottom right corner of the page to run this option. Most hard drives have the S.M.A.R.T. feature onboard. If the report tells you that S.M.A.R.T. has detected problems with your drive, you should back up your information right away and replace the drive.

The short drive test takes about a minute or two, while the extended test can take up to 20 minutes. Click in the circle next to the drive test you want to run, and then click Next. The reports generated by these tests identify the model and serial number of the drive, the storage capacity of that drive and the Test result. Click Done when you are finished. This is a great utility and you should use it every couple of months or whenever your drive reports a S.M.A.R.T. alert.

How to Trim the “Spam” from Your E-Mail Diet

Tips for Reducing and Managing Junk E-Mail

By Microsoft – *Security and Privacy for the Home*,
March 20, 2003

Unsolicited commercial e-mail, commonly called “spam” or junk e-mail, not only clutters our inboxes, but can also invade our lives with unwanted messages that may even deceive or disgust us. It’s bad enough that spam wastes our bandwidth at the office. Even worse is knowing that junk e-mail may target our kids, grandchildren, and elderly relatives in their homes. The flow of unsolicited commercial e-mail can be slowed with advanced filtering and other new technology, but curbing spam also requires the combined action of computer users, industries, and government. You can take these steps to help decrease your exposure to unwelcome messages:

- **Create an alternate e-mail address for public interactions.** Your participation in Internet newsgroups or chat rooms makes it easy for list compilers who use automated bots (computer programs) to harvest e-mail addresses to sell to junk e-mail senders. To reduce your exposure, set up a second e-mail address to use when participating in online forums, registering with Web sites, entering contests, or filling out forms on the Internet. Share your primary e-mail address only with people you know.

- **Keep your primary e-mail address private.** Option (opt) out of being listed in online member directories.

- **Review a Web site’s privacy policy before doing business online.** When you sign up for Web-based services such as online banking, shopping, or newsletters, review the privacy policy closely. Some sites will automatically assume the right to share your e-mail address with other organizations. Responsible sites will offer you a way to opt out.

- **Ignore spam.** Spammers often combine names randomly with popular e-mail services (for example, MSN® Hotmail®, AOL, and Yahoo!) in hopes of finding valid e-mail addresses. By responding to the junk e-mail, even to unsubscribe, you may be inadvertently verifying that the message

has reached a working e-mail address. Unless you are unsubscribing from a distribution list that you signed up for or you know the sender of the message, discard it without responding.

- **Use Technology to Help Block Junk E-Mail.** In addition to changing how you manage your e-mail and Web activities to help avoid junk e-mail, you can help block it by using technology from Microsoft and other companies. Here’s how:

- **Set up filters that assist in blocking junk e-mail.** You can set up many e-mail programs to scan incoming mail for certain addresses or for phrases that are commonly used in junk and adult-content messages. You can have such messages automatically sent to the trash or to a specified folder.

- **Use an Internet Service Provider (ISP) that uses technology to help filter junk e-mail.** Some ISPs use technology to help filter junk e-mail before it reaches your inbox. MSN 8, Microsoft’s subscription Internet access and content service, uses tools from Brightmail and Microsoft-developed filters that assist in blocking spam at the mail server.

- **Help Stop Junk E-Mail at the Source.** Unwanted commercial e-mail isn’t just a private concern. In addition to technological innovations, Microsoft is intensifying its efforts to cooperate with other ISPs in fighting spam, and working with government to enforce and strengthen anti-spam laws. You can take these steps to help:

- **Report junk e-mail senders.** Most ISPs and e-mail services have a complaint address to help eliminate junk e-mail from their systems. If you get unwanted mail, the sender’s address will show the ISP name after the at sign (@). Forward the junk e-mail to the ISP’s complaint address. Although many senders are outside the jurisdiction of the United States, the United States Federal Trade Commission (FTC) can take action against United States-based spammers and scammers.

- **Stay informed.** Groups fighting unsolicited commercial e-mail operate Web sites to share information about their efforts to reduce the clutter in everyone’s inbox. These groups include:

- o Spam Abuse
- o Coalition Against Unsolicited Commercial Email (CAUCE)
- o Privacilla
- o Network Abuse Clearinghouse

Tips & Tidbits

by Barry Robbins

Compressing Outlook Express Folders

Although Outlook Express 6 automatically compresses your mail folders when they reach 20 percent wasted space, you might want to manually compress the folders periodically. To do this, run Outlook Express and choose Tools | Options. When the Options dialog box opens, click the Maintenance tab.

Click Clean Up Now. When the Local File Cleanup dialog opens, click Compact. When the operation finishes, click Close. Back in Options, click Close to dismiss the dialog box.

Backing up your Outlook Express 6 Folders

Making backups of your Outlook Express mail folders is often less problem than locating the mail folders. To locate your mail folders, run Outlook Express and then open your folder list. Right-click a folder and choose Properties. The Properties dialog box will give you the folder's location. Since all the folders are in the same place, you can now use Windows Explorer to go there. Copy the DBX files to your backup disk (floppy, Zip drive, etc.).

To locate the address book, click the Addresses button in the Outlook Express 6 toolbar and then choose Help | About Address Book.

Web Dwarf

Web Dwarf is one of the easiest HTML editors around. This program features a wysiwyg (what you see is what you get) user interface. It takes almost all the pain out of designing a web page—and it's freeware.

You can do the entire job in Web Dwarf—design, edit and then use the FTP feature to send it to your host computer. Go to: www.virtualmechanics.com/products/dwarf/

Making Video CDs

Let's say you have a video camera and would like to put your tapes onto CD. Perhaps you are thinking of purchasing a DVD burner and you want to make DVDs of your tape. In either case, the place to go to learn about video CDs or DVDs is VCDHelp. Here you'll find guides to help you

make VCDs and DVDs and how to locate and use the necessary software and hardware tools. For more information, go to www.vcdhelp.com/

Uninstalling Unwanted Programs

You know how it is—sometimes you try to uninstall a program and the uninstall fails. You don't have to put up with this erratic behavior. Just download a copy of Aurelitec, Inc.'s UninstallAbility. This utility is free for personal use and ensures that you will always be able to uninstall those no longer needed programs.

UninstallAbility runs in Windows 95/98/Me/NT/2000/XP. Get your copy at www.aurelitec.com/software/uability/download.htm

Deleting Cookies in Microsoft Internet Explorer 6

Microsoft Internet Explorer never offered an easy way to delete cookies—until Microsoft IE 6 came along. You can now delete those no longer needed cookies quite easily. Just run IE 6 and choose Tools | Internet Options. When the Internet Options dialog box opens, click the General tab (if necessary) and then click Delete Cookies.

Click OK to close the dialog box and return to IE 6.

Working with Spam

Many people like Spam—the kind that comes in a can—but nobody likes the kind of spam that shows up in the Inboxes of our mail programs. The problem isn't so much an occasional ad—the problem is the overwhelming number of spam messages.

To learn more about spam and how to deal with it, visit: <http://spam.abuse.net/>

A Glossary of Internet Terms

It's difficult to remember all the terms that apply to Internet and computer use. When we're stumped for a term, we look for it at Matisse Enzer's Glossary of Internet Terms site.

At Glossary of Internet Terms site, you'll find everything from ADN — (Advanced Digital Network) to XML — (eXtensible Markup Language). To view Glossary of Internet Terms go to www.matisse.net/files/glossary.html#L

Are You Having “Buffer Underrun” Errors With Your CD Burner?

By Ira Wilsker

During one of my recent radio shows (KLVI 560AM, Tuesdays 6-7pm, Saturdays, 1-4pm), I received many calls asking how to overcome the infamous “Buffer Underrun” error when writing to CD-R discs. While many of the newer CD-RW drives have built-in protection to prevent this error, the vast majority of CD-RW drives in use are subject to this most frustrating disc-ruining error.

According to several of the CD-RW drive manufacturers’ websites, as well as the websites of several of the major CD burning software publishers, this error is the single most common problem encountered by users when creating CD-R discs. A buffer underrun occurs when the buffer or memory cache (temporary storage) either built in the CD-RW drive, or supplied by the CD burning software, cannot keep up with the data being written to the CD disc. Normally the buffer receives data from the computer, and parcels it out to the disc, the buffer supposedly holding enough data to feed and write smoothly to the CD-R disc as it is also receiving data from the computer. Ideally, the data stream should be smooth and continuous. If, for any of many reasons, the buffer does not have the requisite amount of data available, it is possible that a buffer underrun error may be created. Common causes of this error are inadequate system performance (not enough memory, slow processor, hard drive problems, too many programs loaded and running), and low quality or defective CD-R discs.

There are several simple tasks that can be done to reduce the chance of buffer underrun errors due to poor system performance. Most CD burning software indicates the maximum speed that the CD can write, typically in the format of “8x” or “10x” on a pull down menu. By selecting a writing speed one or two levels lower than the maximum, the error often disappears. Running both the Windows integral Scandisk and Defrag programs, or similar third party utilities, can possibly

ensure that the hard drive is not the culprit causing the errors. Most of the CD burning software uses that hard drive as intermediate storage while the CD is being created, and the rule-of-thumb is that hard drive space of at least 150% of the amount of data being written must be readily available on the hard drive. If cluttered with obsolete data, simply cleaning the c:\windows\temp directory by deleting obsolete files can often help prevent the problem. In many older Windows computers, mostly running Windows 98 and 95, the CD drive settings may be incorrectly configured. Go to My Computer – Control Panel – System – Device Manager – click on the “+” to the left of “CDROM” to show the drive model – click on the CD drive to highlight it – click on properties – Settings – and check both “Disconnect” and “Auto Insert Notification”, and uncheck “Sync Data Transfer”. On many computers, properly setting this configuration alone may be adequate to eliminate the error.

If inadequate system resources cause the problem, it may also be easily resolved without the necessity of spending money to add memory or install a faster processor. Sometimes programs that have been already exited leave kernels of code or data in memory that unnecessarily consumes resources; typically the easiest method to restore those resources is to simply reboot the computer. By simply stopping any unnecessary programs from running in the background, and not performing any other tasks while burning CDs (multitasking), system resources consisting of CPU power, memory, and other resources may be easily and quickly made available. The traditional method to stop unwanted programs that may be running is to either right click on their icon in the taskbar and click on “close”, or do a CTRL-ALT-DELETE, followed by task manager on newer operating systems, and “end task” all programs running except “systray” and “explorer”, before burning the CD. After the CD has been successfully created, reboot the computer in order to load antivirus software, and other desired utilities. Another option, which may also improve general system performance, not just CD writing, is to stop unnecessary programs from loading at all during the boot “start up” sequence. Detailed instructions on how to do this for all Windows operating systems can be found by clicking

Buffer Underrun Errors, Continued from page 6

on the first link on my radio show web page at www.mycomputershow.com. An alphabetical list of programs that may be in the startup, along with an indication if they are necessary or unnecessary, is the second link on my website. Being connected to an “always on” broadband internet connection, such as DSL or cable can also consume resources. If the error occurs, disconnect from the net.

Another possible cause of the error may be the CD burning software itself. Most software included free with CD-RW drives is the “lite” or “limited” version lacking some of the features of the full commercial versions. Check your software publisher’s website for updates to the version of software being used, as these may resolve the buffer underrun problem. Newer versions of the software, sometimes downloadable either as free upgrades, or available to registered users at a discount, may also resolve the problem. Some CD burning software better manage resources and buffers than others, and a software change may show improvement. Many of the CD software publishers offer a free trial version of their product for download; this may be a useful exercise.

The CD-R media itself can be the culprit. Newer disc technologies, often using a blue or green dye on the writable side of the disc, can usually be written to faster and more reliably than the older, and cheaper, silver dye technology. The difference in price between the better quality blank CDs, and the no-name cheap generics is often small, considering the savings in both ruined discs, and the time to create them.

By properly configuring your computer and software, the CD burning experience can be less frustrating, and more productive.

Ira Wilsker is a member of the APCUG Board of Advisors, hosts a radio show, writes a column for his local paper and is on the faculty at the Lamar institute.

This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization to which this user group belongs.

To Err Is Human, But Sometimes All You Can Do Is Laugh.

A man living in Newton, Massachusetts received a bill on his as yet unused credit card stating that he owed \$0.00. He threw it away. In April

he received another and tossed that one, too. The following month the credit card company sent him a nasty note stating they were going to cancel his card if he didn’t send them \$0.00.

In retrospect, he probably should have let them do that. Instead he called the company and was informed that (are you ready for this)? the problem was the result of a computer error. They told him they’d take care of it.

The following month he reasoned that, if other charges appeared on the card, then it would put an end to his ridiculous predicament. Besides, they assured him the problem would be resolved. So he presented his card for a purchase. It was declined. Once again he called. He learned that the credit card had been canceled for lack of payment. They apologized for (here it is again) another computer error and promised they would rectify the situation.

The next day he got a bill for \$0.00 stating that payment was now overdue. Assuming that this bill was yet another mistake, he ignored it. But the following month he received yet another bill for \$0.00 stating that he had ten days to pay his account in full or the company would take necessary steps to recover the debt.

He gave in. He mailed in a check for \$0.00. The computer duly processed it and returned a statement to the effect that his account was paid in full.

A week later, the man’s bank called him asking him why he wrote a check for \$0.00. He explained the problem at length. The bank replied that the \$0.00 check had caused their check processing software to fail. The bank could not now process ANY checks from ANY of their customers that day because the check for \$0.00 caused a computer crash.

The following month the man received a letter from the credit card company claiming that his check had bounced, that he still owed \$0.00 and, unless payment was sent immediately, they would institute procedures to collect this debt.

This man, who had been considering buying his wife a computer for her birthday, bought her a typewriter instead.

Who said, “To err is human, but to really mess things up it takes a computer...”? Computers may not be the root of all evil, but some days I’m convinced they come close.

Ways To Send Better e-Mail

By Steve Bass, Pasadena IBM Users Group

Washington is considering legislation that will force you to get a license before you can send e-mail. No, don't worry, you'll still be able to receive e-mail without any restrictions.

Sure I'm kidding. But it's no joke: People send out lots of e-mail, with much of it needlessly long, valueless, bandwidth-hogging, inaccurate, and, of course, dumb. (Did I miss anything? Right! e-mails full of Fwd: Fwd: Fwd: and >>.)

Over the years, I've collected e-mail tips: ways to help you create e-mail that not only doesn't annoy others, but actually makes your e-mail worth reading.

Think in Paragraphs: You'd be surprised how many e-mails have one, long paragraph. Oddly enough, you may be using paragraphs but your e-mail program may be missing the hard carriage returns. Suggestion: send yourself, or a buddy, an e-mail and see how it looks. If necessary, add two "returns" between paragraphs when creating the e-mail.

Write Short: Keep your sentences short and limit yourself to three short paragraphs. Go beyond the Bass Int'l. limit of, say, four paragraphs, there's a good chance it won't be read.

No Subject? Adios: Here's my steadfast rule: If I don't know you very well and your message has a blank subject line, it goes into the trash. The reason is there's a strong possibility a virus or worm is attached.

Use Smart Subjects: Say the right thing in the subject line and your recipient gets fair warning what to expect in the message.

For instance, even before I started using Yahoogroups, I started my message subject with "PIBMUG." For one thing, it helps AOL and Hotmail users, the people who get tons of spam, sort out real messages. (Others thought PIBMUG messages were spam, but that's another story.)

More important, it makes applying rules or filters to e-mail easy. For example, after a Home Office column hits the newsstand, I sometimes receive 100 messages a day. That's in addition to the

usual stuff from PR flaks and PIBMUG correspondence. So I've encouraged everyone who sends me jokes to start the subject line with "jokes" enabling me to separate them from business messages.

"Fwd Fwd Fwd": Of course if you get lots of e-mail, your threshold for junk isn't very high and subjects can give strong clues for what to delete right off the bat. For instance, if I see more than two "Fwd: Fwd:" in the subject, it's immediately sent to the trash. Adios.

That's Not Funny: Make sure you at least read the joke before sending it. That's a great technique for determining if it's really funny. No, really-people often send me lame jokes that are excruciatingly bad. Keep a mental note of the type of joke you send and match it up with their response (or non-response). You may notice you rarely hear back when you send a text joke but often get an "LOL" from a cartoon.

Want to see if people are reading your mail? Flood them with lame jokes-I mean fifth generation forwards of ribald stories or cartoons that weren't funny when they first ran in Playboy 20 years ago. Then slip in a legit e-mail and see if you get a response.

And if you're still going to send jokes, remove the millions of ">>>" brackets. The damn things make everything difficult to read.

No Reply Needed: I send dozens of e-mails each day with an explicit message that the recipient needn't reply. That's only polite because many times the e-mail's just an FYI. So right above the message, I type, "This is just an FYI so no reply is necessary or expected. -Steve."

Who Are You? Many users haven't changed the "Reply to" name in their e-mail program, and it drives me crazy trying to figure out who's writing. For instance, one person uses a period, that's right, a dot-as his name. So, when I look at the e-mail header, I haven't a clue (and still don't) who he is. Another person didn't know what to use so she stuck "Netscape" into the field figuring, well, something needed to go there. Head for your e-mail program's Options and poke around until you find a spot that asks for a "Reply with" or "Real Name" and put in your name.

Mail List Netiquette. Many of you subscribe to interactive mail lists. I'm on many, and I moderate quite a few, including my broadband and CD-

Better e-Mail, Continued from page 8

ROM yahoo groups. When you reply to a message on this sort of list, it's essentially the same as sending e-mail, but with added restrictions.

Here are a few list rules to consider adhering to and maybe applying to your e-mails.

Don't Waste Bandwidth: So many messages, so little time, right? Well, avoid responses that the entire list won't find useful and feel obligated to at least glance at. So don't reply to the entire list with "thanks," "good idea," or "I'll try it!" Instead, reply to the sender. Look carefully and you'll probably see the sender's e-mail address near the top of the message.

Good one, Steve! In case you weren't clear about Wasting Bandwidth, consider this: When replying to messages, do it only when you have something substantive to say. Sorry, "Good one, Steve" does not qualify as substantive.

Snip, Snip: When replying, it takes a few seconds to snip extraneous junk and leave only essential portions of the previous message. No matter what you do, get rid of the tag line - the info about subscribing and unsubscribing - from the previous message.

Keep Snipping: Did I explain that it's best to quote only those brief portions of the previous message, and only items that are necessary to make your point? Good. I'm not kidding.

Avoid HTML: Stick with straight text when replying or sending messages on lists. Not everyone's e-mail program can read all your fancy fonts and formatting.

Keep Files to Yourself: Attachments are usually frowned upon on mail lists to avoid any chance of getting a virus.

Steve Bass is a Contributing Editor with PC World and runs the Pasadena IBM Users Group.

This article is brought to you by the Editorial Committee of the Association of Personal Computer User Groups (APCUG), an International organization to which this user group belongs.

Hope

Hope is the thing with feathers that perches in the soul.

And sings true without the words.

And never stops - at all.

Emily Dickinson

A Poem Named If

By Rudyard Kipling

If you can keep your head when all about you
Are losing theirs and blaming it on you;
If you can trust yourself when all men doubt you
But make allowance for their doubting too;

If you can wait and not be tired by waiting,
Or, being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too wise;

If you can dream, and not make dreams your master;
If you can think, and not make thoughts your aim;
If you can meet with Triumph and Disaster
And treat those two impostors just the same;

If you can bear to hear the truth you've spoken
Twisted by knaves to make a trap for fools,
Or watch the things you gave your life to, broken,
And stoop and build 'em up with worn-out tools;

If you can make one heap of all your winnings
And risk it all on one turn of pitch-and-toss,
And lose, and start again at your beginnings,
And never breathe a word about your loss;

If you can force your heart and nerve and sinew
To serve your turn long after they are gone,
And so hold on when there is nothing in you
Except the Will which says to them: "Hold on!"

If you can talk with crowds and keep your virtue,
Or walk with Kings — nor lose the common touch;
If neither foes nor loving friends can hurt you;
If all men count with you, but none too much;

If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And — which is more — you'll be a Man, my son!

*The Editorial Committee wishes to thank all those who contributed articles and /or other assistance to the production of this issue of the newsletter.
Please keep up the good work.*

Answers to Questions

Jerry Moore

Question

In your "Answers To Questions" you often include helpful graphics to enhance your explanation. Can you show how you do this?

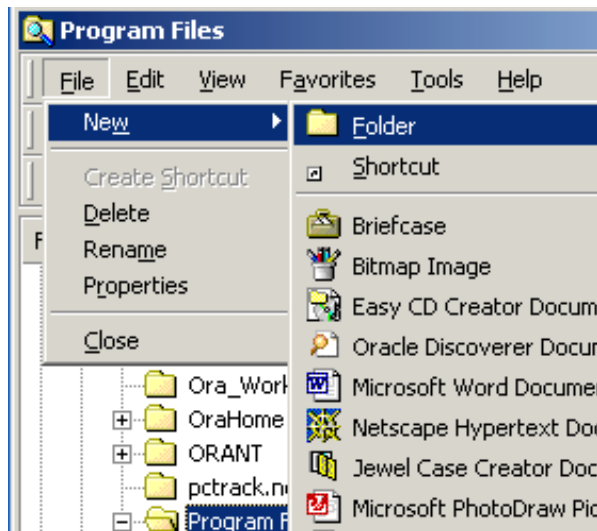
Answer

The software program I use to capture and crop graphic images from my computer screen is called LView. It has been available as a free download from the computer club web site since 1999. You can download your own copy by going to www.palmia.org, clicking on >> and then clicking on >>>>>>>. At the bottom of this page you will see a download link for the file LVIEW.EXE that is 342,345 bytes in size.



How To Download And Install The Software

Before you begin the download, use Windows Explorer to create a new directory C:\Program Files\LView. You can do this by clicking on Start+Programs+Accessories+Windows Explorer, navigating to C:\Program Files, clicking on File+New Folder and then rename this folder "LView".

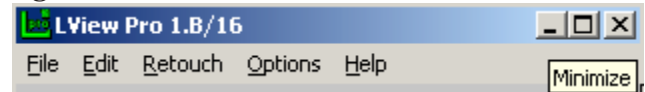


Now go to the club web site, right-click on the download link, choose "Save Target As" and point to the newly created LView folder. When the download is completed, restart Windows Explorer, drill down to the C:\Program Files\LView folder and double-click on the LVIEW.EXE file. This is a

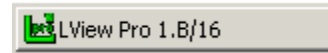
self-extracting compressed file that will create seven new files in your LView folder. Once these files have been created, you may delete the LVIEW.EXE install file, as it is no longer needed. Also, if you would like an LView icon on your Windows Desktop, right-click on the lviepw1b.exe file and choose "send to desktop" from the pop-up menu.

How To Use Program To Capture Images

Start the LView program and then click on the minimize icon that appears as a dash in the upper right hand corner of the window.



You should now see nothing more than a rectangular box at the bottom of your screen that tells you this program is running, but minimized.



LView is now ready to capture any image that appears on your computer screen. When the image you want to capture is displayed on your screen, click the LView button in the task bar at the bottom of the screen and when LView is maximized, click on Edit+Capture+Desktop. When LView displays the captured screen, place your mouse cursor on one corner of the area you wish to capture, click the left mouse button and then drag a box around the desired area.



When you have captured the area you want, click on Edit+Crop, and LView will reduce the image down to just the area you have selected. If you want to save this image to your hard disk, click on File+ Save, give the image a name and

Continued on page 11

Answers, Continued from page 10

select the format and location where you want to save the file. To paste this image into another document, click on Edit+Copy, open the other document and click on Edit+Paste. If you want to change the size of the image, click on Edit+Resize and specify a new width or height in pixels. Note that if you leave the "Preserve Aspect Ratio" box checked, changing either the height or width value will automatically change the other value for you.

Other Uses For LView

In addition to the image capture capability, there are many other graphics viewing and manipulation functions you can perform with LView:

- Rotate images
- Adjust color balance
- Adjust contrast
- Convert to other formats (i.e. jpg to bmp)
- Add text to images
- Create slide shows

Here's an example where I've captured a photo of the Mission Viejo Library and then used the Macro Retouch capability to lighten the image for use as a background on a web page:



Simply click on Help+Contents and you will be provided with an extensive list of these features and capabilities.

In Conclusion

LView is priced right (free for personal non-commercial use), easy to install and simple to use. The only drawback I have found is that this is an older "16 bit" program and as such can't handle file names greater than 8 characters in length. Please consider downloading a copy and taking it for a spin around the block. If you have any questions, feel free to drop me an email at <jerryamoore@cox.net>.

When you think of useful sites that feature free software, don't leave Microsoft off your list. MS offers upgrades, utilities, free Clip Art, themes, stationery, and much more. What you need to download depends on which MS products you use.

You'll find more information and much free software at the Microsoft Download site at

<<http://office.microsoft.com/Downloads/default.aspx>>

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Web Surfer

By Jerry Moore

For the last seven years, the International Academy of Digital Arts and Sciences runs a contest to honor the worlds best web sites. Check out this year's winners at www.webbyawards.com.



Just when we thought the issues regarding the El Toro airport were finally put to rest, the Los Angeles county government has thrown another wrench in the works. Visit www.eltoroairport.org for the latest news and events.



Our computer club is a member of the Association Of Personal Computer User Groups (APCUG). This international organization represents hundreds of user groups from over twenty-six countries. The APCUG is an organization dedicated to helping member computer user groups succeed. The APCUG helps to foster communications by operating as an informal network between user

group organizations and also with companies that provide computer-related and Internet-related goods and services. The APCUG also assists member groups in the fulfillment of their educational missions and activities by sharing with officers of member user groups, the knowledge of what it takes for user groups to better serve their members. The APCUG operates as a 501(c)(3) non-profit organization. As with any organization of this nature, the APCUG is always looking for volunteers to assist with activities and organization of regional events such as the upcoming 10th Annual Southwest Computer User Group Conference in San Diego on August 8 - 10, 2003. Visit the APCUG website at www.apcug.org.



How to Trim Spam, Continued from page 4

Next Steps

Here are some online resources you can use to help reduce spam while continuing to enjoy all that the Web has to offer.

- Get a free MSN Hotmail account to use for Web site registration and other online activities
- Add an e-mail account in Microsoft® Outlook® for Web activities
- Learn about the e-mail blocking, filtering, and managing features in:
 - o Microsoft Outlook
 - o Microsoft Outlook Express
 - o MSN 8
 - o MSN Hotmail
- Review the FTC's tips for fighting spam
- Forward any deceptive or unwanted e-mail to the FTC at uce@ftc.gov