

User Friendly



<http://www.palmia.org>

**November/December
1999**

**Next General Meeting
November 11 - 7:30 p.m.**

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User Friendly

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Guidelines

Articles (1) must be submitted to the Managing Editor no later than the 10th day prior to the month of publication; (2) should be no longer than 1,000 to 1,500 words (approximately three columns), although longer articles may be published; (3) may be edited by staff for clarity, spelling and grammar, and should be relevant to its readers. The choice of articles to be included in any issue is solely the prerogative of the Editorial Staff.

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FROM THE BOARDROOM

By Art Green

A quick update - Membership Chair Bob Berri is still undergoing extensive physical and speech therapy on his long road to recovery. Hopefully, by the time you read this he will have been moved to a rehabilitation facility closer to Mission Viejo. Of course, get-well cards are always appreciated and you can send them to his home here in Palmia. Bob is still not able to accommodate visitors at this time, so I will try to keep you posted on his condition from time to time.

Our Club is nearly 160 strong at this writing and we desperately need more involvement by more members if we are to maintain our continued success in meeting the demands of our membership in the areas of training, program

and product demonstrations and social events.

I would like each of you to read the accompanying article "Lend a Hand" by Coco Johnston, which was extracted from the October 1999 issue of APCUG Reports magazine. I hope that after reading this article you can find a spot or place in our Club that you feel you can best serve. Our nominating committee headed by Barry Robbins is out now searching for new leaders and volunteers to start the New Year. So, let's start the new millennium out right. Volunteer, run for an office or join a committee. Get involved in **YOUR CLUB!!**

Until next time.....Peace be with you.

Lend a Hand

by Coco Johnston — Editor

F! Comptuer Users Club, Shell Knob, MO.



Computers are no longer the exclusive domain of office workers. They have moved into our homes, our cars and our pockets, and it looks as if they are here to stay. The list of tasks they are capable of handling grows daily, and it's difficult for even the seasoned expert to keep up

Lend a Hand

with the ever-expanding technology. The crowd of learners, eager to know more about these amazing machines, just keeps growing.

It's no wonder that thousands of PC and Mac user groups have sprung up all over the country. People everywhere are realizing the value of sharing computer know-how. By pooling our knowledge, we can speed up the learning process in our pursuit to master the realm of electronic information and entertainment. The bigger the pool of knowledge we have available, the easier it is to find what we're looking for.

Computer user groups provide a valuable and economical resource for learning and sharing information about computers. At the very least, they provide an opportunity to get together with other computer users and ask questions and exchange tips and ideas. Some groups publish newsletters that help disseminate information of general interest and keep members informed of events and activities; others maintain Web sites listing local information and reference points for members and visitors from the

be paid). Some groups have hardware that needs maintaining and servicing. Special events and parties are sometimes organized. Generally, the bigger the group is, the more activities it offers and the more work it takes to run it.

All of these wonderful services offered by user groups depend on volunteers. It takes people to plan, organize and "emcee" the meetings; keep records of membership and finances; suggest and write articles for the newsletters; take the newsletter to the printer; label, stamp and mail the newsletters; create and update the Web site; organize, advertise and teach classes; send articles to the local newspapers to notify people of events; create and hand out fliers about meetings and events; organize special interest groups and meetings; organize parties and picnics; and think up new ways to maintain growth and interest.

You are fortunate to have a computer user group in your community; you are also fortunate to have the opportunity to contribute to its success. By donating a couple of hours of your time each month, you will help build and maintain a user group that benefits not only you, but your entire community. And

Those who know the least about computers are in the best position to suggest ideas for meeting topics or newsletter articles.

Internet community. There are groups that invite guest speakers to give presentations at the meetings; some groups offer classes to their members; some form smaller special interest groups that meet and have in-depth discussions on one aspect or another of computing.

In addition to the many services a user group offers its members, records need to be compiled and kept updated (a membership list, e-mail addresses, dues, how much money is brought in, what bills need to

many of the jobs that hold a user group together and make it hum don't even require computer skills.

The secretary and treasurer can be trained with some basic instructions in MS Works and Quicken, which make record keeping and bookkeeping simpler. However, computer skills are not necessary to set up chairs, take roll or make name tags at the meetings.

Those who know the least about computers are in

Lend a Hand

the best position to suggest ideas for meeting topics or newsletter articles. It doesn't take a computer genius to plan meetings and find speakers. Organizing classes, advertising them and finding someone to teach them can be done by people who know nothing about computers. Computer experience isn't necessary to stand up in front of a meeting and make announcements or present the guest speaker (just a good loud voice, a few notes and a little enthusiasm will get anyone through it).

Putting together a newsletter is probably the most time-consuming job in a user group, but the toughest part of that job is coming up with ideas and articles. As the editor for *The F1 Key*, the newsletter of the F1 Computer Users' Club, in Shell Knob, MO, I am thrilled when members e-mail me tips, shortcuts, useful Web sites, ideas and questions. I don't always have the answers to the questions, but I can usually track down someone who does. And I enjoy taking other's tips and ideas and creating articles out of them. I'm willing to bet that every user group has a wannabe writer in its midst; I happen to be ours.

Once the newsletter is completed, it has to be taken to the printer and then picked up later. Volunteers who help sort, staple, fold, label, and stamp newsletters are always appreciated.

It takes a lot of work and time to run a user group, and the more people who help with the many jobs involved, the better the club can serve the membership as a whole. The better the service to members, the more the membership grows and eventually, the greater the pool of knowledge from which to learn.

You have everything to gain from giving some of your time to your user group. Run for an office; sign up for a committee; offer to help organize events, classes or meetings; send your ideas and questions to the newsletter editor (or better yet, write a paragraph or two). Help out where you can. Get involved. You and everyone in your user group will benefit from what you do.

Coco Johnston is currently the editor of The F1 Key and has served as secretary/treasurer, vice president and president of the F1 Computer Users' Club in Shell Knob, MO. Her e-mail address is cocoa@mo-net.com. She is also Webmaster for the F1 Club 's Web site: www.mo-net.com/~f1 club.

Internet Column

by Alan M. Liebschutz

Plug-ins and Active X Controls for Your Browser

Introduction

You have probably come across a situation in which your browser can't handle some type of information it encounters. So, when your browser comes up against a type of file it can't handle, you might install a separate program the browser can run to view/play the file. Or, you might be able to enhance the browser program itself by adding a "plug-in".

While most plug-ins can be installed for either Navigator or Internet Explorer, if you're an IE user you may have an option of an Active X control.

Which Plug-ins or Active X Controls Do I Need?

Which browser enhancements you need largely depends on the tasks you like to accomplish with your system. However, there are a few plug-ins that are

extremely useful just across the board. The following plug-ins let you take advantage of some of the better and most common multimedia offerings on the Web:

- Apple Quick Time
- Shockwave
- Real Audio (or the more recent Real Player)

Keep in mind that every browser enhancement you install has to be loaded each time you run your browser. You don't want to install superfluous plug-ins just to have ready access to them because they will slow your browser performance.

Now how do you know when you need a plug-in? Well if you click on a link for an audio file and you don't get any sound, you may need an audio plug in like Real Audio – assuming, of course, that you have operable speakers and sound card.

When Netscape Navigator encounters an image, video, or other file it can't display/play, it will instead display an image that looks like a jigsaw puzzle piece – to indicate something is missing. Clicking on this jigsaw piece should open a dialog that lets you link to an appropriate plug-in. Here is the dialog I got when I tried to open a Shockwave file without having the Shockwave plug-in.

Plug-in Not Loaded

This page contains info of a type that can only be viewed with the appropriate plug-in. What do you want to do?

Get the Plug-in Cancel

If you get a dialog box like this and select "Get the Plug-in", Navigator will take you to the Netscape "Plug-in Finder Page," which will have links to one or more plug-ins that can handle this type of file. In this case there is only one Macromedia file; you can download it by clicking on the link, and you will be led through a simple installation.

In the same way, Internet Explorer will tell you when you need a plug-in, and walk you through the installation.

Plug-in installation is supposed to be simple; installing popular plug-ins generally is, but there are plenty of exceptions in the huge plug-in market.

Apple Quick Time

If you are going to be on the Web, why not enjoy movies. Apple Quick Time is a popular format, offering genuine talking pictures. Quick Time movies have a .mov filename extension. The Apple Quick Time site has extensive samples at:

<http://www.quicktimeapple.com/sam/>,

with links to a number of movies on the net.

Note that the Apple Quick Time site offers a few different packages (Quick Time 2.12, QuickTime Plug-in, QTVR Component). Select the Quick Time Easy Install Download which includes all the parts – you'll need them to use the plug-in correctly.

Save the downloaded file to your hard drive. Then open the file and "self-extract" it:

InstallShield for Self- Extracting EXE

This will install QuickTime and the QuickTime Browser Plug-in (32 bit). Do you wish to continue?

Yes No

If you select yes, the files that will install the application will be extracted. To install, first quit out of other applications, including the browser. Then proceed with the installation and set up. The QuickTime Wizard guides you through the procedure.

Warning

If you have a previous version of Quick Time it will be deleted. This deletion may or may not be a problem, depending on whether one of your applications requires the earlier version of QuickTime to work, and will not work with the latest version of QuickTime.

Once the QuickTime plug-in is installed, you can watch QuickTime movies within your browser window. Along with the plug-in you get two helper applications, MoviePlayer and PictureView. You can use these programs, independent of your browser, to view QuickTime videos and images.

Shockwave by Macromedia

To appreciate MTV (and many other graphic sites on the Web e.g., <http://www.hotwired.com>), you'll need

Internet Column

to enhance your browser with Shockwave by Macromedia. Shockwave files include animation and sound.

When you run into a Shockwave file using Netscape, you're liable to get one of those jigsaw puzzle pieces described above. This puzzle piece indicates that the necessary plug-in is missing. Click on the puzzle piece to open a dialogue box that lets you "get the plug-in". You'll then be taken to the Netscape plug-in finder page, where you can link to Macromedia to get the Shockwave plug-in:

<http://macromedia.com/shockwave/>.

When you download, you'll get:

*Shockwave Installer for Windows 95/NT
Plays Director, Flash, and Flash 2 media*

The second line refers to three of Macromedia's family of applications (Shockwave Director, Flash and Flash 2).

Once the download is complete, quit out of the other applications, including your browser, and double click on the Shockwave Installer to download the plug-in.

RealAudio by Progressive Networks

Progressive Networks' RealAudio has become a virtual standard for audio files on the Net. Radio and television broadcasts are commonly distributed by RealAudio. It isn't always the cleanest sound, but it

is good enough for most purposes. A new version, RealPlayer G-2, greatly improves this sound.

Because its presence on the Web is so ubiquitous, RealAudio is probably the plug-in most people are likely to want.

If you need to get RealAudio, go to:

<http://www.realaudio.com/>.

Which Plug-ins Are Out There?

In 1997, U'Reilly said there were 135 plug-ins; by now there must be several hundred more. You can read about these and access links to them from Netscape's site:

<http://www.netscape.com/>.

When you connect to Netscape, on the right hand side of the frame notice the banner that reads, "Get the Latest Netscape Software". Below the banner is a dropdown menu, labeled with the instruction "Pull down to select product." Clicking on the menu bar reveals a few dozen categories of software, including "Navigator plug-ins." Once you select an item from this list, you can either "Try It", "Buy It", or obtain info using one of the 3 buttons that appears below the menu bar.

Categories of Plug-Ins

- 3D and Animation
- Business and Utilities
- Presentations
- Audio/Visual
- Image Viewers

Odds and Ends

In last month's newsletter, there was an article by Rod Ream about DLLs and getting rid of duplicates. Chess Okerblom suggested another method using Norton CleanSweep. Two of the features of this program are a Duplicate File Finder and a Redundant DLL Finder. Cybermedia's Uninstaller has the same features, albeit under a different description. Whichever method you use, BE CAREFUL. Don't delete any DLL files without making sure they are not

needed by some program you are using. Ream's method of modifying the name of the suspect file is the safest way of cleaning up your hard drive. Doing this will deactivate the DLL. If you then find a problem running some program, change the name back to its original to see if that solves the problem. This is much safer than deleting a file and then having to reinstall a program to get it back again.

Mac Column

by Jack Alberts

This is being written before the October 28 meeting— one of some importance to the overall health of our fledging group. With your help in the planning of future agendas, “cross platform” speakers will give us a stronger voice in the Club’s affairs. We, as Mac users, have to do our part to make good things happen for the Club. Please give of your time. It will pay off in knowledge and fun!

Here are a few tips from *the Mac Authority*.

No mouse on your Mac, no problem!

You can open or close files or a folder in the Finder without touching your mouse. To do so, use the following key combinations:

- (Command)O or (Command)(Down Arrow) opens the selected folder or file.
- (Command)(Up Arrow) opens the parent folder (the folder of the folder you’re in).
- (Command)W closes the file or folder you’re in.

Some Basic Trouble Shooting Skills... Courtesy, *Mac Addict Magazine*

Computers are complex and things can go wrong.

You, the user, must learn some basic troubleshooting skills. Here are a few...

- *Restart.* You will be **amazed** how often this works
- *Rebuild the Desktop.* As the Finder appears at startup, hold down Command-Option to force the Mac to rebuild the invisible desktop file that tracks everything on your hard drive.
- *Reinstall the Mac Operating System.* Everything on your Mac depends on the operating system, so if something is missing or corrupted in your System Folder, anything can happen. As a last resort, when you’re really at your wit’s end, do a clean install to put a virgin copy of the Systems Folder on your hard drive.
- *Boot from a CD or floppy.* Always have a disk or CD with the Systems Folder on it. If you get a flashing question mark at startup, use this startup disk to boot up. It should give you access to your files and hard drive so you can at least back up (which you should have done already but probably haven’t).

More skills in a subsequent newsletter.

eNews from Apple

edited by Herbert Sax

The Mac OS 9 operating system has over fifty new features. One of them - Voiceprint Password - is really handy, particularly when you are sharing your Mac with other members of the family. Speak your chosen phrase and you gain access to your own personal environment – your desktop, fonts, browser, files and applications.

Have you seen ads for the Power Mac G4? If they are to be believed, and I’m sure they are, these are really fast machines. It makes my mouth water. Anyway, for those of you who understand the technical aspects, both the 450 and 500 MHz configurations offer dual-channel USB (*If you didn’t know that*

this stood for Universal Serial Bus, you should probably skip to the next item now). Instead of sharing a single 12-Mbps channel between them, each of those ports has its own 12-Mbps channel, effectively doubling the available bandwidth and increasing the performance of the USB peripherals you’d like to use. If you want to learn more about the Power Mac G4, look for FAQs (Frequently Asked Questions) at:

http://www.apple.com/powermac/pdf/PowerMacG4_FAQ-a.pdf

You will need Adobe Acrobat to read the file. You can download it at:

<http://www.adobe.com/prodindex/acrobat/readstep.html>

eNews from Apple

Did we really refer to USB above? Well, USB, an acronym for Universal Serial Bus, is a method for connecting such peripheral devices as mice, keyboards, modems, game controllers (like joysticks), digital cameras, scanners, hard drives, and removable media drives to your Power Mac G4, PowerBook, iMac, or iBook. Find out more about USB at: <http://www.apple.com/usb/>.

There's a new iMac available. With a PowerPC G3 processor it claims to be faster than even the fastest Pentium III. Here are some of its features:

- The built-in RAGE 128 VR graphics accelerator blazes through 3D games
- The revolutionary digital audio system (brought to you by Apple and Harman/Kardon) delivers adrenaline-pumping hi-fi sound
- The hottest feature of all is the ground-breaking digital video technology that comes with the two iMac DV models

(The above hype comes from Apple. I'm a PC user.)

For more information visit: <http://www.apple.com/imac>

As stated, two of the three new iMac models are called iMac DV. DV stands for digital video. The iMac CD-ROM drive has been replaced with a DVD-ROM drive, which means you can pop in a DVD movie (easier than ever, because now the drive is slot-loading) and suddenly your computer is a personal movie theater—you see a full-screen, hi-res image with incredible sound. To get you started, Apple has included a movie with every iMac DV: "A Bug's Life," the first completely digital animated feature. For a preview, visit <http://www.apple.com/imac/dv.html>.

There's a lot more included in eNews from Apple. Apple eNews is a periodic news communication from Apple Computer. You can subscribe and get this valuable information sent to your email address. <http://www.apple.com/signmeup>.



SIMON SEZ

by Art Simon

NOT SO LONG AGO (PART1)??

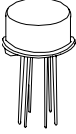
- 1835: Electric relay invented (Joseph Henry) The first computers used relay logic.
- 1847: Boole develops symbolic logic, and later binary logic
- 1855: Mercury pump invented, for creating good vacuum tubes - Remember these??
- 1876: Alexander Graham Bell receives patent on telephone (US Patent 174,465) Hello internet
- 1879: Edison invents light bulb
- 1904: First vacuum tube, a diode (John Ambrose Fleming)
- 1928: John von Neumann's minimax theorem (later used in game playing programs)
- 1930: Shannon demonstrates Boolean logic using switching circuits -basic computing elements

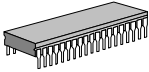


- 1930: Vannevar Bush builds the **ANALOG** Differential Analyzer at MIT
- 1937: Turing publishes "On Computable Numbers" (Turing Machine)
- 1939: Dickinson files patent for electronic storage element
- 1940: Atanasoff and Berry build first electronic computer, the ABC
- 1940: Robinson is the first operational computer in the UK, based on **relays**; used to decode Nazi codes
- 1941: Zuse builds the Z3 in Germany, the first programmable computer
- 1943: 'Colossus' uses **electronic tubes** to help British crack German codes
- 1944: Aiken completes the 'Mark I', first American programmable computer



Simon Sez

- 1945: Grace Murray Hopper discovers first “bug” on 9-SEP-45 15:45. The Y2K forerunner???
- 1946: Eckert & Mauchley build “ENIAC”, the first electronic programmable digital computer
- 1946: John von Neumann publishes EDVAC paper on the stored-program
- 1947: Schockley, Brittain, and Ardeen invent the transistor** at Bell Labs
-  1949: Wilkes builds EDSAC, first stored-program computer
- 1949: Eckert & Mauchley build BINAC a little later
- 1950: Eckert & Mauchley market UNIVAC, first commercial computer
- 1951: EDVAC completed at University of Pennsylvania
- 1952: CBS uses UNIVAC to predict Eisenhower-Stevenson election
- 1952: First computer used by DoD (IBM 701)
- 1952: Grace Murray Hopper describes compiler
- 1952: Pocket transistor radio introduced
- 1952: Rochester designs IBM 701
- 1955: Newell, Shaw, and Simon develop “IPL-11”, first AI language

- 1955: IBM introduces first transistor calculator
- 1956: Newell, Shaw, and Simon create “The Logic Theorist”, solves math problems
- 1956: CIA funds GAT machine-translation project
- 1956: FORTRAN invented at IBM (Backus)
- 1956: First commercial banking system (ERMA) at Bank of America
- 1956: Ulam develops “MANIAC I”, first chess program to beat a human being
- 1957: Newell, Shaw, & Simon create General Problem Solver (GPS), means-ends analysis
- 1958: McCarthy introduces “LISP” at MIT
- 1958: ALGOL 58
- 1958: DARPA founded
- 1958: Jack St. Clair Kilby invents integrated circuit**
- 1959: Rosenblatt introduces Perceptron
-  1959: Kurtz & Kemeny introduce time sharing
- 1959: COBOL (Hopper)
- 1959: Robert Noyce of TI invents integrated circuit independent of Kilby!!**

More to come - those were the good old days??

How Do I . . . by Herbert Sax

We hold a Computer Workshop every Saturday morning at 9 a.m. in the Crafts Room. Those who attend ask questions on a variety of subjects, and most leave with the answers. Here are some that came up at a recent workshop.

Hiding Columns

“I created an address book using the spreadsheet function of Microsoft Works. It has many columns, but I only want to print the columns with names and phone numbers. What do I do with the columns I want to keep but not print?”

Here are two ways to accomplish the task. One involves using the mouse and keyboard, the other only dragging the mouse. Use the one that’s most com-

fortable for you. You will note that a letter identifies each column in a spreadsheet. Using the mouse/keyboard method, select the column by placing the mouse cursor on the top row of the column to be hidden (i.e., A, B, C, D, etc.) and left click to highlight; then right-click to bring up a context-sensitive menu. Select *Column Width* from the pull down menu, type in the number zero (0) and click OK. Using the mouse/dragging method, place the mouse cursor on the separator line to the right of the column you want to hide. Holding down the left mouse key, drag to the left until the column disappears. Do this for each column you want to hide. To expose those hidden columns again, click on the first column letter and drag to the last column letter. Then click on *Format + Column*, and resize all columns.

How Do I . . .

The hidden columns will no longer be hidden.

Send WebPage to E-Mail Recipient

Here's one for Microsoft Internet Explorer users. The question went something like this: "I'm on the Internet and want to send what I see to an email recipient. How do I do this without leaving the net?" I couldn't answer the question on the spot because I couldn't get into the net down at the clubhouse. However, when I got home I went through the following process: I logged on to my favorite website with Microsoft Internet Explorer. When I found a page I wanted to forward, I clicked on *File + Send* and selected *Page by E-Mail*. This brought up the Composition window, which is what I use for e-mail. I clicked on the icon called *Address*, found the recipient I wanted, clicked on it to insert the address into the *Send To* field, clicked on *Send*, and it was done. If this doesn't answer the question, then I probably have the question wrong. Let me know. This also works with Netscape Navigator except you click on *File + Send Page*.

E-Mail Pictures on a Disk

Have you ever developed a set of pictures, getting back one set of prints and a disk containing the digitalized version of each picture? I just did it with Fuji Film. I was asked how to e-mail the digital pix. I inserted the disk in the floppy drive, and found a small executable file (.exe) (that allowed me to see my pictures all on one screen -- thumbnail versions) and a folder that contained all my pictures, each one in its own file. When I want to e-mail a photo, I start my e-mail program, indicate that I want to send an attachment, find the correct photo file that was given to me by Fuji (or Kodak or Seattle Filmworks), double-click on that file, and send the message. JPG and GIF are 'Compressed' file formats, and are the preferred formats for e-mail. If you don't know in what format your pictures are stored, click on *Start + Programs + Windows Explorer*, locate the picture file, click your right mouse button and select *Properties*. Next to the label "Type" you will see something like GIF, JPG, BMP, TIFF or PCX. If your pictures are stored in any other format, you can use the free graphics utility program, LVIEW, to con-

vert your pictures to either JPG or GIF. This program is available at

<http://palmia.org/tipmonth1.htm>.

Note: The attachment will appear as an icon. You won't actually see the photograph in your e-mail message.

We didn't cover too much territory at our workshop on October 9. But we were treated to a viewing of Don Yenché's new personal website, featuring his and Mary's Elderhostel hiking trip to Switzerland. The pictures there were great. See them at:

http://home.earthlink.net/~dgy_mvca/index.html

Here are a few simple tips from TipWorld:

<http://www.tipworld.com>

Setting the Page Numbering in Word 97 Headers or Footers

In a Word document, choose *View + Header And Footer*. When the Header And Footer floating toolbar opens, decide where you want your page numbers to appear. The third icon from the left on the toolbar allows you to toggle between the header and footer. Now, on the Header And Footer toolbar, click *Insert AutoText* and choose *Page X Of Y*. To set the position, highlight the text with your mouse cursor and press Ctrl-L (left), Ctrl-C (center), or Ctrl-R (right). Click *Close* to dismiss the Header And Footer toolbar and get back to your document.

Creating a New Menu in Word 97

To create a new custom menu, open a Word document and choose *View + Toolbars + Customize*. When the Customize dialog box opens, click the *Commands* tab. Now, scroll down through the Categories list and select *New Menu*. You'll see *New Menu* in the right pane of the Customize dialog box now. Use your mouse to drag it to the menu bar.

Now that you have a new menu, click *Modify Selection* and give the menu an appropriate name. If you want to use it for macros, name it *Macros*. Next, you'll need to add some macros to the menu. Locate *Macros* in the Categories list and select it. In the right pane, you'll see a list of the macros that

Continued from page 10

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are present in *Normal.dot*. Drag one to your *New* menu and position it where you want. Now, drag another and place it below the first one.

To name the macros, click the one you want to name and then click *Modify Selection*. Type the new name and press Enter.

When you've finished adding to your new menu, click *Close* to dismiss the *Customize* dialog box and save your changes.

Saving Your Netscape Address Book

My buddy, Don Yenche, suggested I include a tip on saving address books. In Netscape, addresses are contained in a file with the extension *.na2*. If you have only one address book it will be called *pab.na2*. The easiest way to find it is to click *Start*, move your cursor to *Find* and click *Files or Folders*. In the field called *Name*, type in **.na2*. Then click on *Find Now*. Assuming you have found it, right-click on it and copy the file to an external storage device (floppy or zip disk) or another partition of your hard disk.

This worked with Netscape 4.7 but it didn't work with an earlier version of Netscape. If the above doesn't work with your version of Netscape, try the following. While in Netscape bring up your address book. Click *File + Export* and give the file a name. This file will have an *.ldif* extension. Save the file to an external storage device. If you need to use this file, when in Netscape click *File + Import* to restore it.

Saving Your Microsoft Outlook Address Book

If you use Microsoft Outlook, you will find a file called *Mailbox.pst* in your Windows folder. This file contains your address book as well as the contents

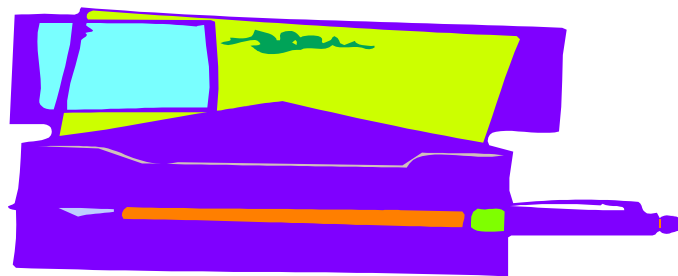
of the various folders within Outlook. Just as you back up all other important files, you should back up this one, too by copying it to an external storage device. Microsoft has a utility that will automatically back up this file into one called *Mailbox Backup.pst*. To download this backup utility, click on the *Help* menu, click *Office on the Web*, and you will be taken to Microsoft's website. On the Outlook site, there are several tools that you can download. This is one of them.

This worked in Outlook 2000. If it doesn't work with your version of Outlook, try the following. While in Outlook bring up your *Contact* list. Click *File + Import and Export*. From the available actions, select *Export to a File*. Click *Next*. From the next dialog box choose *Personal Folder File (.pst)*. The next dialog asks you to select the folder to export from. "*Contacts*" should already be selected. Click *Next*. The final dialog box tells you where the backup file will be saved. Make note of this location and click *Finish*. The file will be called *backup.pst*.

When you want to restore this file, Click *File + Import and Export*. From the available actions, select *Import from another program or file*. Click *Next*. From the next dialog box choose *Personal Folder File (.pst)*. Click *Next*. The next dialog box tells you where the backup file was previously saved. Click *Next*. In the last dialog box you are asked to *Select the folder to import from*. Select *Contacts*. Click *Finish*.

Saving Your AOL Address Book

In your America Online folder you will find a subfolder called *Organize*. Inside that folder you will see a file with your email name. In the *Type* column it will say *File*. This file contains your address book and other data. Copy it to an external storage device for backup.



Calendar

by Charles Cambron

Sunday, November 7 - Computer Fair. At the Sequoia Conference Center in Buena Park. Take the Beach Blvd. exit off the 91 Freeway. Go one block north to 7530 Orangethorpe.

<http://www.lacomputerfair.com>

Saturday, November 20 - Computer Super Show. At the Orange County Fairgrounds, 88 Fair Drive, Costa Mesa. This show offers a wide variety of hardware and software. Visit their web site at:

<http://www.supershowprod.com>.

Sunday, November 28 - ACP Computer Swap Meet. In their parking lot at 1310 E. Edinger (just west of Grand Ave.) in Santa Ana.

Saddleback Valley USD - Adult Education Program. The week of November 15 marks the beginning of the second session of the SVUSD series of classes. Courses are available in word processing, spreadsheets, basic operating systems and an introduction to databases, e-mail and Internet basics. Classes for both Windows and Macintosh computers are available. Lab fees are \$20 or \$25. Registration fees are waived for adults 55 and over. Telephone (949) 837-1921.

When any club member learns of an event that may be of interest to the other members, please let me know about it and we can spread the word. Tell Charlie at xxx-xxxx.

Minutes

by Marlene Bergman

Our President and CEO, Art Green, brought the October 28 meeting to order. Art asked members to help with our Holiday Party in December and informed us that there was a sign-up sheet on the table.

We will have sign-up sheets for Excel, Corel, and Photoshop classes. Herb Sax spoke on behalf of Don Yenche, who will teach Photoshop beginning in February. There will be 5 sessions, both for Mac and PC computers. Herb also announced that there were Capistrano Adult School schedules on our table. We were reminded that Charlie Cambron lists various computer events taking place in the community in each monthly newsletter - User Friendly. Herb also encouraged members to attend his workshop every Saturday morning from 9:00 - 10:00 AM. This workshop covers various computer subjects. Help is very much needed with our newsletter. Herb needs to teach one or two members

how to use Adobe PageMaker so that there is a back up in case he is ill or away.

Art introduced several guests: Jerry Fyffe - Street Wizard and Edward Van Meter - APCUG. Art then introduced our guest speaker, Randy Whittle, representing MGI Software. Art spoke briefly about Randy's impressive background in the computer industry. Randy then gave his presentation, which included wonderful visual examples of what can be done with PhotoSuite II and VideoWave II. After his very informative presentation, Randy answered all of our questions.

Winners in our drawing were as follows: Cal Dellefield won \$12.00 and Elvin Woods won \$11.00.

Art thanked Jerry Fyffe and Edward Van Meter and presented our guest, Randy Whittle, with a Palmia hat. Art adjourned the meeting.

