

The Personal Computer Club of Toronto



READ ME

FEATURING ARTICLES BY COMPUTER CLUB MEMBERS

"GETTING MORE OUT OF YOUR COMPUTER"

A Paean to D.I.Y.

By Craig Faichney (PCCT)

I'll admit it, I'm cheap at times. But that certainly isn't the reason that I know and built my own computer.

I needed to be sure that the money that I was spending on this beast was justified and that I was getting what I paid for. To do that I needed to know the appropriate specs to follow and then to recognise what the components looked like after parting out the specs.

What is the point?

What is the point, you say? Well, it's been suggested that "fiddling around with the equipment instead of getting on with it" isn't very productive. I heartily disagree. Yes, it's soooo much easier to pay someone to fix that recalcitrant beast when something goes wrong, but really, doesn't it go "wrong" at least once a week? Simple things like video drivers after an application install or IRQ conflicts when adding some new toy you got for Christmas. Grabbing that beige box is both stressful for you and dangerous to the machine eventually. Yes, the club is blessed in having some very knowledgeable members and even pro's that will come out to you in your time of need, but learning the fundamentals will never hurt.

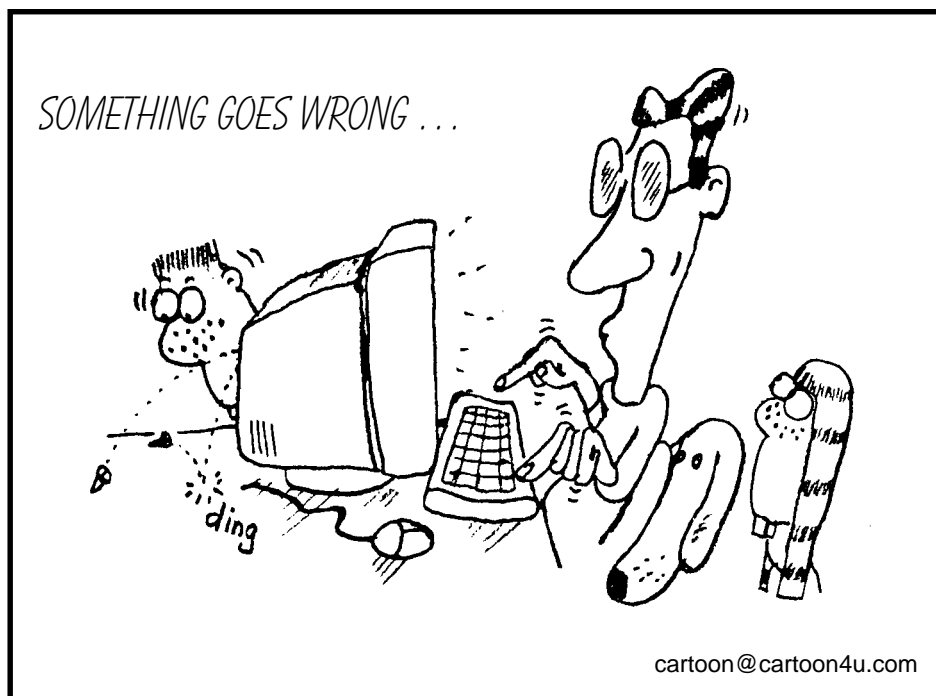
A quick quiz

A quick quiz: What kind of chip do you have? What speed? How much RAM? What kind? Video card: how much memory and what brand is it? Bus type? How big is your hard-drive? Brand name? Can you point out these items in your computer?

Are any or all these terms total geek-speak, without meaning? If so, we have some help for you. The Basics SIG run by Frank Latchford, the New User SIG run by Henry Crane and the Hardware SIG run by Clive Apps are all places to start.

Having a familiarity with the components of your system won't cure everything but it makes for a confidence when something does go wrong and trust me, something will go wrong, sooner or later. Being able to explain what went wrong and understanding the potential fix will put you much farther ahead than blindly passing your machine over to someone to fix or upgrade.

Ask questions, become informed and don't be afraid to look inside your machine. ❖



Copernic 98

By Bernard Nottage, (PCCT)

Searching the Internet is faster, easier and more complete than ever with the award winning Copernic 98 software. This FREE search agent combines simplicity and performance with superior results-handling.

Copernic 98 finds out exactly what you're looking for by simultaneously consulting many Internet search engines. It uses predefined channel sets, allowing you to target inquiries to all major Web search engines, search for relevant text in newsgroups, or access popular e-mail directories to find people. It provides access to more than 30 information sources such as AltaVista, Deja News, Excite, HotBot, Infoseek, Magellan, WebCrawler and Yahoo! Results returned by engines are stored and organized on disk for better search management and faster browsing.

Copernic 98 features a search wizard, a channel set bar, a detailed search history and many other useful search management tools. It shows a relevancy score for each result and removes duplicates automatically. It may also auto-

Copernic concluded on page 7

FEBRUARY MEETING

CANTAX at February 16th General Meeting

It's February and that means tax time is just around the corner. As has been the tradition for the past number of years, the Personal Computer Club of Toronto has asked one of the most popular computer tax preparation software developers and marketers to give members an inside look at what's new and hot in this market. Mr. Keith Vanderzyde, National Sales Manager for CANTAX will be the featured speaker of the February 16th evening. Flying in from western Canada, Mr. Vanderzyde will be putting the consumer edition of the CANTAX tax preparation software through it's paces. Attending members will also be treated to special pricing and a demo version of the product to take home with them.

MARCH — WIP... the program chair is working hard to confirm a speaker for March with the possibility of one of the computer columnists joining the PCCT for an entertaining and informative evening. In April ATI Technologies (video cards) will be the speaker.

FEB 1999 Volume 17
Number 2



Join us at the PCCT
on February 16th
See back page for
Free Coupon!

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the Board
by Robin Wright

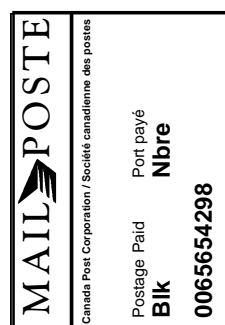
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Club of Toronto
P.O. Box 5429
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Toronto, Ontario
Canada M5W 1N6

General Meeting Tuesday, February 16th, 1999

Admission for non-members – \$5.00

6:30pm: Meet and discuss - your ideas for PCCT with some of our Board members and volunteers.

7:00pm: General Meeting - starts with a Question & Answer session.

PCCT thanks these vendors for donating equipment to the club:

Adaptec – SCSI controller

The Personal Computer Club of Toronto



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The Personal Computer Club Of Toronto (**PCCT**) is an independent, not-for-profit association for people who use PC microcomputers. Our philosophy: *Users helping Users.*

"read.me" is the newsletter of the PCCT, published 11 times a year, featuring articles by club members and members of other user groups from around the world. Opinions expressed are those of the writers and not necessarily of the PCCT.

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Please note: Fees, dates, and specifications are subject to change without notice.

The PCCT does not assume responsibility for damages arising from the publication or non-publication of any advertisement in this newsletter. Acceptance of advertising does not imply endorsement by the club.

Special Interest Groups

The Basics SIG

SIG Leader: Frank Latchford (416) 340-0999

Learning Windows 95/98 SIG. This SIG is intended for those who are new to Windows 95/98. We will discuss how Windows works and how to use it on a daily basis. The intention of this SIG is to teach — not to entertain. We will start at the beginning and go to the end. You should have learned to use some aspect of Windows by the end of the evening.

Daytime SIG

SIG Leader: Bob Matheson (416) 222-4628

This is a discussion group that covers a wide range of topics relating to IBM and compatible computers. It is for novice, intermediate and advanced users.

Digital Imaging SIG

SIG Leader: Ron Caine (ron_caine@msn.com)

Interested in scanners, photography, digital cameras and the software to run all that? Then this SIG is for you. We will go over all facets of manipulating pixels to give you the results you want.

Genealogy SIG

SIG Leader: John Mahler (jmahler@globalserve.net)

The Genealogy SIG is for anyone who is interested in the search of the past. We delve into the family tree and cover the tools, means and resources available to those who search. If you have an interest in your past and want to learn more, come on by and sit a spell.

Hardware SIG

SIG Leader: Clive Apps (416) 510-0020

Installing and fixing your computer hardware can be fun, a learning experience and can save you money. Find out what goes on under the hood and what you can do about it. Bring your machine and do it there.

Internet SIG

SIG Leader: Avnish Kashyap (905) 671-1736 kash@softhome.com

This SIG concentrates on how to access and utilize the various resources of the Internet. If you are having difficulties using the Internet or simply wish to learn more, then this SIG is for you. The first 15 minutes of the SIG are used to answer general communications issues.

Investment SIG

SIG Leader: Ken Morgan (416) 491-1932

Analytical techniques, use of spreadsheets, graphical display of investment analysis all play an important part in these meetings. Also, considerable use is made of video training tapes on investment subjects.

Microsoft Office SIG

SIG Leader: Jonathan Hines simple@ibm.net

Learn how to use the Microsoft Office suite of programs: Word, Excel, Access and Powerpoint. A SIG geared to helping small business make effective use of this software.

New User SIG

SIG Leader: Henry Crane (905) 884-5443

This is a group arranged specifically for novice computer users. It holds informal friendly discussions on the essentials of personal computing. You will get clear concise explanations of computer terms on your personal level of understanding, help with what to learn and how to learn it quickly and cheaply, purchasing, upgrading and problem solving advice that can save you many hours and dollars.

Visual Basic SIG

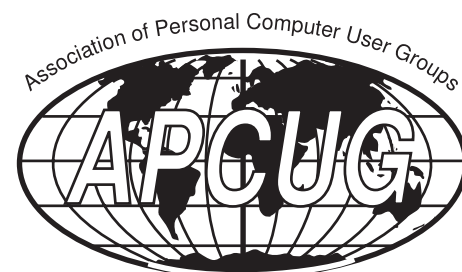
SIG Leaders: Trevor Pedley & Jim McIntosh

Learn Visual Basic, a popular programming language. This group follows a beginners level text with a structured learning environment. Easily learn sophisticated ways to program applications in the Windows environment by attending this group.

Windows / Win95 SIG

SIG Leader: Karl Stanley 1-905-836-5222

Here is where you can learn how to get and use the maximum from MS Windows. You will enjoy an information-packed, entertaining evening while you learn how to use all the Windows tools, and make Windows run more efficiently on your machine. You can participate in the monthly training session and become an expert user in less than a year. You will learn tips and tricks that will save you hours. You will meet many power users, see the latest Windows products and perhaps win a valuable door prize.



Notes from the Board February 1999

by President Robin Wright (PCCT)

On Monday 25 January the Directors met for the first full-length meeting of the new board. The Treasurer, Arthur Robertson presented the financial figures prepared by our bookkeeper Joyce Lechasseur. At the end of December expenses and revenue are in line with the budgeted figures. Any member wishing further details may contact the Treasurer. A major expense for parking vouchers was approved. This will be recouped over the next few months as members take advantage of this discount at the general monthly meeting. It was also reported that sale of a redundant piece of equipment raised \$50.00 unexpectedly. The Software Library continues to be managed by Bernard Nottage, helped by the same members as last year. Steve Rakus will represent this department at the Board.

The Facilities department will continue to look for new locations for club functions. This will be a committee represented by Doug Colquhoun. Although the Burgundy Room is suitable for our general meeting at this time, we still need to find a replacement location for the current and new SIG meetings

Craig Faichney reported for the SIGs. The overhead projector will be serviced by our A/V specialist member Praba, to reduce the significant expenditure on projector bulbs.

We will have a booth at the February ComputerFest. Doug Colquhoun is assembling his team of volunteers to man the booth. We expect to distribute more copies of this newsletter than before.

To maintain a formal structure, the Board will use Wainberg's Rules of Order as a reference, as proposed by Karl Stanley.

Mireille Massue sent her regrets from her sick bed, by now she should have recovered to her former vibrant self. We did have her report that the website would be updated during the last week of January. The Directors are concerned that the Website be updated promptly, especially after the general meeting. This will be discussed with the Website team. As with the newsletter the difficulty of maintaining deadlines is receiving the information from the departments in a timely manner. The deadline for next month's information about the SIGs, the software library, the members sales table, and the general meeting presentation is always the third Tuesday of the month which is the date of the general meeting. This information should be available for the newsletter editor and the website team at that time. The next meeting of the Directors will be on Monday, February 22. v

Stopping Spam:

More Important Than You Might Think

By Ken Fermoye

Most of us know by now that Spam isn't just a Hormel canned meat product. Today, "spam" also means any kind of unrequested, unwanted e-mail or news-group article sent in bulk over the Internet. Some people merely regard it as a nuisance. Unfortunately, Internet spam is much more than that.

Spam is not something we can eliminate simply by clicking on "delete." It poses a serious problem for the cyberspace community, one we should all recognize and work to combat. The best weapon I've found so far is a new book, "Stopping Spam," from O'Reilly & Associates (www.oreilly.com).

Authors Alan Schwartz and Simson Garfinkel have done an excellent job of explaining how and why spam is a major headache. More important, they describe practical ways in which individuals and organizations can use to combat this insidious menace.

"Spam messages waste the Internet's two most precious resources: the bandwidth of long-distance communication links and the time of network administrators who keep the Internet working from day to day. Spam also wastes the time of countless computer users around the planet." They point out further that spammers increasingly use fraud and computer abuse to deliver their messages.

They also present disturbing figures on the amount of spam jamming the Net today, and warn that the volume is increasing. The reason? Spam is probably the lowest-cost form of advertising available—to the spammer, that is. Unfortunately, it costs everyone else far more than most of us realize.

One especially interesting chapter explains how messages are sent across the Internet, possibly the best and most detailed explanation of the process I've read to date. It also covers the methods spammers use to "harvest" e-mail addresses and exploit the system in other ways.

The most valuable sections of the book, however, are the strategies Schwartz and Garfinkel offer to help stop the flow of spam. Some of their solutions are technical; some are political. They tell how to use filtering and active responses to foil spammers, plus how to track down and respond to spam sources. Tools and information on web sites, programs and documents mentioned in the book are referenced in an 8-page appendix.

All in all, this is a valuable book on an important subject. Well written, it includes technical material explained in such a way that you don't need a degree in computer science to get the message, but neither is it "Spam for Dummies." It will repay the thoughtful reader big dividends in useful information. I recommend it for anyone who wants to learn more about spam and Internet messaging in general. Users Groups should consider adding it to their libraries. ❖

(Author's Note: I feel that this book and its subject are of vital interest to the entire computer community. The book's content deserves the widest possible circulation, no matter whether your platform of choice is a Mac, PC or Unix workstation. I urge you to print this review in your newsletters, post it on your web sites and relay it to your fellow computer users, not because the review itself is important but because it calls attention to an important message. Ken Fermoye)

*Stopping Spam, By Alan Schwartz & Simson Garfinkel,
1st Edition, October 1998. 204 pages, \$19.95
O'Reilly & Associates*

Cambridge, MA - Phone: (617)354-5800/(800)775-7731

Sebastopol, CA - Phone: (707)829-0515/(800)998-9938

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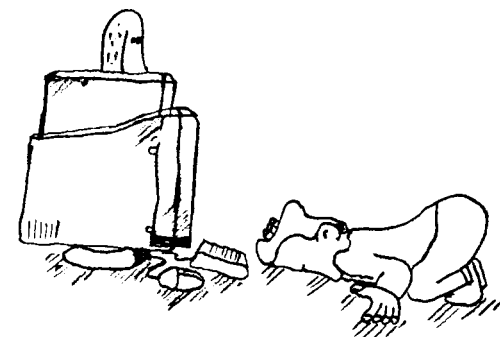
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Only In Canada...

By Lloyd Lindsay (PCCT)

Thanks to Heritage Minister Sheila Copps, there is a new proposed levy on blank audio media that is supposed to be effective January 1, 1999.

Our Federal government is imposing the levy on Manufacturers and Importers of all blank audio recordable media such as CD-R, CD-RW, DAT, cassette and possibly videotape. The purpose of the levy is to recover lost royalties due to pirating.

A non-elected Copyright Board of Canada, not Revenue Canada, will have the sole right to set the rates and administer the levy that it will forward to various artists' societies called collectives. These collectives, also not elected, will in turn pay out the levies it receives to artists. The initial rates are retroactive to January 1, 1999 and range from 40% to 175% of current media prices. However, the Copyright Board has not yet approved them.

Although the levy appears to be a tax and the payments to the artists a grant, the proposal short circuits the necessary parliamentary procedures to impose a tax and avoids the public scrutiny that normally accompanies a proposed tax law. Furthermore, none of the parties collecting, administering, and distributing the fees are answerable directly to Parliament and subject to the same public scrutiny as would be Revenue Canada. This will form a dangerous precedent.

The Supreme Court recently ruled that Ontario's Probate Fees were actually a tax and were invalid because Ontario had not followed the parliamentary procedures necessary to impose a tax. This new fee on blank recording media may meet the same fate.

The justification for this fee is absurd because the losses of Canadian "artists" from copying is undeterminable. Furthermore, many people use the blank media for other purposes such as copying computer programs and non-Canadian music and videos. Also, "artists" whose work is unsaleable will be recipients of this money as well.

Only in Canada would a government impose fees to be determined, administered, collected and distributed by non-elected groups that do not have the resources, staff and expertise of Revenue Canada. As well, the government has not yet publicized what provisions it has made to protect the public from any improprieties of the non-elected collectors, administrators and distributors of these fees.

You can find more information about this on the Web at:

<http://www.sycorp.com/levy.htm>

LLOYD LINDSAY is a Chartered Accountant and a member of the PCCT. His e-mail address is: lloyd@the-wire.com ❖

Electric Language: **Understanding the Present**

by Frank Latchford (PCCT)

This is a fascinating book. First of all, apart from the covers, you wouldn't know it was a book. At least not the kind of book we are used to looking at. The print is both horizontal and vertical. Colour abounds. Lines run throughout the book, both horizontal and vertical. At first I didn't like the effect. I found it difficult to read the text. I'm glad I persevered. The author, Eric McLuhan, is the son of the late Marshall McLuhan. He continues in the vein of his father, endeavouring to explain the present in light of the past. The hypertext nature of the Internet and computers is shown as the way society lives now. The lack of continuity and substance comes about by the very nature of our hypertext mentality. The desire to get more and more information without taking time to digest what we have found already is the enemy of learning. This affects our approach to all aspects of life. Without a sense of continuity we feel lonely and can be satisfied only with more and more scraps of sensational information.

McLuhan has some interesting ideas about how different languages bind us together and destroy us. The net affect of the book is to take us out of our-

selves and our world and make us examine the world we live in. His book, like hypertext, jumps from idea to idea without, many times, providing us with a sense of continuity of thought.

Electric Language: Understanding the Present

By Eric McLuhan

@1988 ISBN 0-7737-5972-7

Stoddart Publishing \$27.95

Review by Frank Latchford

**FASTER! EASIER! FREE! The Next Generation
Search Tool-PC World Express**

by Infoseek.

http://www.pcworld.com/r/tw_1%2C2061%2Ctwexpress4%2C00.html

This is the notice in Tipworld, a daily listserv from PC World Magazine, that led me to try Express. I clicked on the URL and downloaded the file, which was quite small. I started the installation and received a message to go online before I installed it. I went online and continued the installation. I then received the message that it would take about ten megabytes of space to install. Since I had the space I continued with the installation. This is a program that allows you to search the Internet using a number of search engines at the same time. But with a twist! When you get your results you can check off the sites you wish to visit. Immediately you check off a site the program, in the background, goes to that site and downloads the home page to your hard drive. Then when you click on the site, it appears immediately. You can save these sites for future reference or erase them. You are given a large selection of Search Engines to use, as well as being able to add your own. The program allows for a great deal of configuration. It takes a while to get used to it. I found that after a few hours I was finding relevant information very quickly. One caveat if you do a great deal of searching, make sure you have the disk space to download the web pages. The help files are both on your drive and on the web, so go online when you are using the program. The program contains banner advertising, but as it is free, this is not a bad trade off. After you have used the program for a while you tend to use it most of the time. Essentially it's easier than using the buckshot approach of using many search engines individually. It is well worth a look. ❖

PC World Express by Infoseek

<http://www.pcworld.com/r/tw/1%2C2061%2Ctw-express4%2C00.html>

Price US Free, CAN Free

Kash AS Kash Can

**Office 97 Tip —
Printing gridlines in Excel**

When you think of a spreadsheet, the visual elements that are most likely to come to mind are columns,

rows, cells, and gridlines. Columns, rows, and cells are the spatial elements in which you store and organize information, and gridlines are the boundaries that separate these elements from one another, making the information easy to read. Oddly enough, Excel is configured by default to not print gridlines automatically. To print the gridlines in Excel, select *File/Page Setup* from the menu bar. In the Page Setup dialogue box, click the *Sheet tab*. Now, in the Print area, click the *Gridlines* check box to select it. Now, when you print your worksheet, the gridlines will appear.

From—ZD Journals' Inside Microsoft Office 97 journal



\$32 was sold at the PCCT Bargoon Table this 19th day of January, 1999 on behalf of members. \$9.50 was raised for the club which consisted of 10% commission and a donation of the full selling price by TZEE Sales to the club.

If you have a complete system to sell, please contact Martin Moss a week before any General Meeting at:

smarty@connection.com OR (416) 630-5801

I've Got To Get Organized

By Trev Beard (PCCT)

Apart from the house and my battery operated vacuum cleaner, there is one thing that I value above all else. I couldn't operate without it and it's taken me a long time to select from all the alternatives. It's the Contact Manager called ACT!

Look at my desk, look at my fistful of notes in my pocket and you'll see bits of data that I pick up at Club meetings or from browsing magazines. This is what you call miscellaneous information. Not even names and addresses; some of this data — an idea of a video plot to take, a scrap of info on a web site that I should check out, a good restaurant, a conversion formula of grams to ounces, a hot stock tip and other "useless information". Where can I store it and at last clean up my cluttered desk?

One answer is to transfer it all to larger pieces of paper, but that needs a scanner and like a lot of equipment I have, it's not working at the moment. The better answer is to find a Contact Manager, aka Personal Information Manager, aka Personal Organizer, aka Time Management Program, aka — but you get the idea, they all mean the same thing.

Not all Contact Managers suit all people but in any case I checked out all the well known big ones and a couple of the 'cheapies' and decided that Act! has what I need. Here's why.

1. It stores any number of names and addresses plus odd things like people's e-mail addresses.
2. It's very easy to divide all this data into different Groups like 'Friends', 'Granite Club' (I wish), 'Video Club', 'PCCT Club' and other collections of people you want to filter.
3. It has a letter writing capability that lets me choose 'Word', 'Word Perfect', or Act's own word processor.
4. It allows each record to have an unlimited 'Note' section. Here I can dump copies of letters sent and anything else pertinent to that record.
5. It has a fast 'search' capability covering all the fields including 'Notes'.
6. The Calendar is just what I like — it can be shrunk to fit in my pocket and that way I'll never miss an appointment again.
7. For printing labels, it covers all the Avery stuff and more besides.
8. It has a thing called 'Side Act' which hangs around in the Task tray. One click and this little window pops up to receive 'spur of the moment' information, later to be transferred to the main program.
9. Best of all, Act can be tweaked to allow all manner of tricks that allow me to hold 'free for all' information, not merely names and addresses. It's a lot of fun devising these tweaks, believe me.

Of course, like all good databases, Act! links with Palm Pilot and other hand held devices and of course links with the Internet easily.

Not to be sneezed at is the ease with which Act! imports from other Contact Managers, not so easy with several others I checked.

Lastly and of greatest pleasure is the 'backing up'. One click or two and this loathsome job is quickly accomplished — in fact it's a real no-brainer operation, meaning it gets done when it should.

Like a well designed car that makes you smile each time you drive it, Act! is my vehicle that keeps the tons of miscellaneous information in one spot.

At \$199 it's not exactly cheap (there are other Contact Managers almost as good at half that price) but if you want the best, it's worth every penny. ❖

Press Release

translated and submitted by Otto Lang

On January 1, 1999 at 18:00 hrs. GMT a piece of Television history is being written. The first global, free and private TV transmitter which can only be received via the Internet, starts a full 24 hour a day program.

The rapid development of this technology has made it possible now for any private person to open up a global television channel, without the need for any license, with a distribution which heretofore was the exclusive domain of the likes of CNN or MTV.

The only thing required is a Windows-PC with Internet access and our proprietary software which is available free of charge to any interested party. We have 25 TV- and 60 Radio channels, ready to go, only one of which we require for ourselves.

Already existing TV and Radio transmitters can feed into us via ISDN or satellite and can be implemented in short order.

Free television production is available as of January 1999 on URL <http://www.Internetfernsehen.com>. Anybody who wants to create a production, including anything that is done on regular TV, can obtain from us a firm, fixed transmission schedule. If you have a PC, VCR and camera, you can offer your own talk show, magazine or perhaps even your own production of Rock, Pop, or any other music genre, to Millions of households all around the world!

There are two ways to receive this Internet TV. Either by accessing <http://www.Internetfernsehen.com> or with your own client downloadable from URL <http://Bildschirmtext.net>. It can be installed anywhere and will receive the broadcast signal within seconds

Any WEBmaster who provides a link to our site will receive one year of advertising as well as a mention in 500 search engines.

The technology for "Internetfernsehen" was developed early in 1998 by it's inventor, Dave Fonzo, who then worked as Moderator at the satellite radio station Jam-FM and a local TV station FAB (Berlin)

Questions can be asked at <http://www.Internetfernsehen.com>.

I can only add to the above that I tried to download what they talked about (3.5 MB), but just as the entire file finished downloading, an error window showed up, stating that I was missing "MOR9800E.WAV". I suspect that my cache in Netscape was perhaps not large enough. Otto Lang

ADCOM

ADCOM is a diversified audio visual services organization, providing AV equipment rentals, convention services, simultaneous interpretation, videoconferencing and computerized data projection. ADCOM leads the large screen computer projection market with projectors from manufacturers such as:

HUGHES, SONY, EPSON and SHARP

Telephone: (416) 696-6000

Are You Ready?

A Small Business Perspective on the Y2K problem

By Daniel ffolliott (PCCT)

The closer we approach the Year 2000, the harder it will be to find enough available resources in the marketplace to help fix all PC time/date problems.

Did You know that virtually all personal computers are affected?

Microsoft has a free Year 2000 operating system update CD for Windows 98. It will cost over \$1 trillion worldwide to fix the problem. Thirty percent of North American businesses will not be ready on time. Y2K compliance is increasingly becoming a condition of doing business with other firms. Revenue Canada tax breaks may be available for Y2K computer replacements made before June 30/99

Small Business Alert

This is not just a big business problem. It potentially affects every small business personal computer user too.

- Y2K is not a "bug" or a "virus". It is a design flaw affecting hardware and software and there is no such thing as a quick one-time fix
- There is no simple one-size-fits-all solution either, since every PC configuration is different
- Consider replacing your hardware now if it is old and take advantage of Revenue Canada tax incentives before June 30/99
- Monitoring your software will be an ongoing process as suppliers and programmers uncover new glitches and post remedies on the Internet
- Do not delay testing your complete system. You can expect access to the Internet to slow down and technical resources to be in scarcer supply as time runs out. You should be guided in your decisions by your assessment of how badly your business could be damaged by a lengthy disruption of your computer systems and from what you learn from your Year 2000 System checkup. We can not overemphasize the importance of starting this process at once and not underestimating the seriousness of the issues nor the time and effort required by you to address them adequately.

Cause of the Y2K Date Problem in PCs

The reason for the problem is deceptively straightforward. It is neither a bug nor a virus, but simply the result of programmers' poor judgment in the past in not allowing the extra capacity to handle dates beyond the year 1999. They apparently expected (and reasonably so it seemed at the time) that existing machines and software programs would all be replaced long before the turn of the century ever presented a problem.

Why addressing the Y2K Problem is Vital to your Business

PC time/date difficulties with the Year 2000 are both varied and pervasive. It is impossible to predict whether the effect on a particular business will be a minor annoyance or a major shutdown, or loss of data. It is an inescapable problem of global dimensions and the cost could run to over \$1 trillion to fix it. The impact on individual businesses is harder to measure and depends on how time/date critical are the activities being performed on their computers. Accounting, Banking and Inventory applications would appear to be in the high risk category

Year 2000 System Checkup

Practically every personal computer in use today is susceptible, even new PCs. All aspects of a complete system need to be thoroughly tested, since Y2K date errors can be present in hardware, operating system, application programs or datafiles. Further complicating the issue is the possibility of viruses, battery failure (causing your system to revert to pre year 2000 settings) and even other programs and shared data.

Step 1: Back up your critical data

Step 2: Follow your hardware manufacturer's instructions (usually published on the Internet) for testing your hardware

Step 3: Check your operating system version and obtain the latest software patch from the Internet

Step 4: Upgrade your Anti-virus software

Step 5: Identify your installed application software and upgrade to Y2K compliant versions as necessary. Install Y2K monitoring software to provide ongoing assistance over the Internet, if possible.

Step 6: review your critical datafiles (including accounting, inventory, spreadsheet, payroll records) for Y2K compliant file content. →

Corel Capture

By Joan Latchford (PCCT)

I don't know if anyone noticed (or still has a copy of last month's read.me around) but I was very proud of the quality of the screen capture of a map of Yemen taken from Microsoft Virtual Globe in Encarta Reference Suite 99. You could actually read the names of places on the map. This capture was effected by the use of Corel Capture.

Though I have owned and used CorelDraw since version 3, I have never had the time to master a fraction of its innumerable features. (I haven't fully mastered Adobe Pagemaker either though I use it every day.) Programs of this nature are so feature rich I even doubt if any normal, working individual can!

However, tucked away on the menus under titles like "plug-ins" or "utilities", or index of a program's manual you may often find hidden gems.

Corel Capture 8 is such a feature. If you have done the full install of Corel 8, go to Start/Programs/ Corel and you will find it on the fly-out menu nestling under "Graphics Utilities." For an "app" that will capture entire screens, specific areas (with or without flyout menus extended) in rectangular, elliptical or freehand format, it boasts a remarkably modest interface of the approximate size of a Microsoft Word Toolbar, with similar drop-down menus.

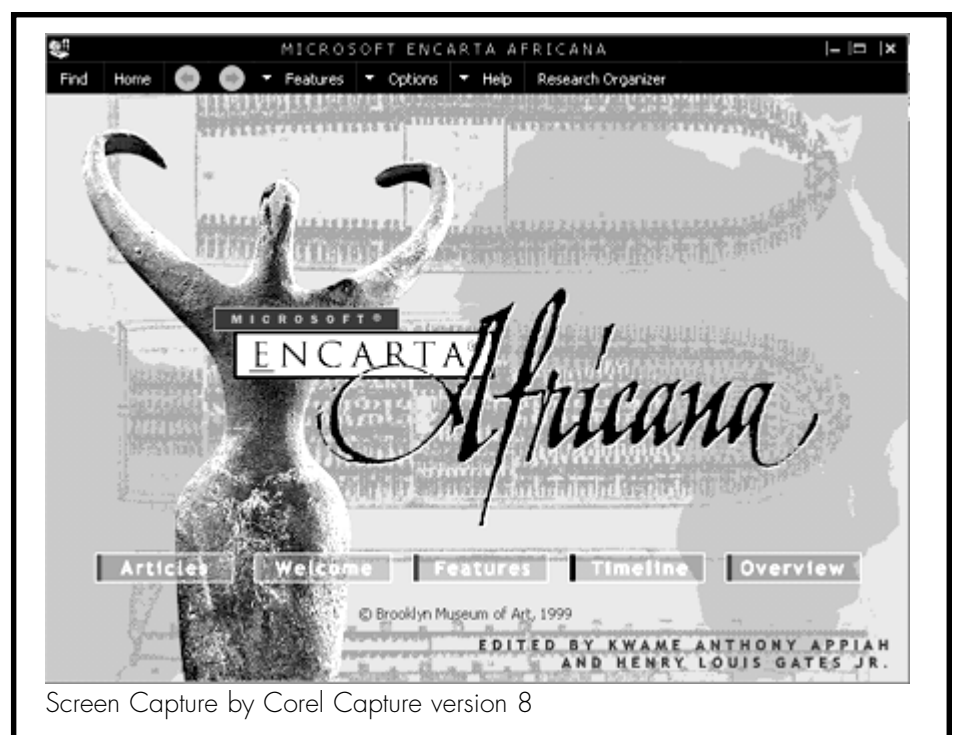
Starting at the left you have "Source" which lets you choose "Current Window, Client Window, Animation Window, (yes, CC will record your on-screen actions as animation files) Full Screen, Current Object, Rectangular Area, Elliptical Area or Freehand area.

To the right is a menu for choosing hotkeys (F2 - F7) and User Defined.

These drop down menus are followed by a series of icons that control the destination and quality of your capture, the clipboard, a disk with an arrow beside it (which opens a fly-up dialogue where you can choose from 13 graphic file formats) the default is Corel's .cpt. This wide choice of formats can save you a great deal of juggling with programs such as HiJaak or Graphic Workshop.

The printer icon will direct your capture to your default printer, while another down arrow will let you choose any printer driver on your system including Adobe Distiller Assistant, Adobe PDF writer and to WinFax. The final icon before you choose "Capture" gives you control over colour depth which ranges from black and white to 16.7 million colours though the manual warns that not all these colour options are supported by every file format. If this should prove the case CC provides an icon for resampling.

The instructions for all of these features are tucked away in the Corel Photo-Paint version 8 manual. You will find them on pages 621 - 628. While it is possible to figure them out for your self you will find these will save you a lot of time figuring things out "by guess or by God". ❖



Y2K2 concluded from previous column

Note: Record all software fixes or patches for future reference in case you ever need to reinstall in the event the files become corrupted or updates have been deleted by mistake. ❖

Daniel ffolliott is owner of Impala Solutions and North York Computer Consultants, specializing in the computer and Internet needs of small business. Tel: (416) 222-3042 Email: danielff@home.com <http://www.nycc.to>

An inspiring chronicle of resilience ...

Copernic concluded from front page

Encarta Africana

By Joan Latchford (PCCT)

As an e-mail junkie, what better tribute can I offer to Microsoft Encarta Africana than to say I have found it so engrossing that my in-box accumulated over 90 messages before I finally went on line to collect them.

Because Africana embraces a narrower focus than Encarta Encyclopedia Deluxe (reviewed in the January 99 issue of *read.me*) — the history, geography and culture of African peoples and their Diaspora — this encyclopedia offers a spectacular demonstration of scholarship. It is a tribute to the vision of Harvard Professors Larry Gates Jr. and Kwame Anthony Appiah.

From 1976 to 1980, I went to Howard University in Washington D.C. to pursue Afro-American studies. Though my degree was incomplete, I read extensively on both Afro-American, Afro Caribbean and Afro-Canadian history and had many first hand discussions with people who shared their tradition and experiences with me. Consequently I have found Africana exciting to explore.

For instance, while I knew of the resettlement of Nova Scotian Blacks in Sierra Leone in 1792, I was not aware that in 1787 there were over 10,000 Black American Loyalists in London, England, who had served in the British military forces during the American revolution or who, following the war, had responded to the British promise of manumission. Since the law forbade them to apprentice to a trade they were often forced to survive by begging. It was in an attempt to deal with these numbers that the first African re-settlement in Sierra Leone was proposed and carried out.

Americans are not notorious for their knowledge of Canadian history and geography but Africana gives good coverage of the historical and contemporary Afro-Canadian experience from Nova Scotia in the East, to Alberta in the West. An exception is the use of a photograph of the Parliament Buildings in Victoria to illustrate a paragraph on Afro-Canadians' pursuit of equality through legislative change — though the text cites only Afro-Canadian settlements as far west as Alberta. There is no mention of current political figures such as former B.C. legislator Rosemary Brown, former Lieutenant Governor Lincoln Alexander or of Senator Anne Cools.

I believe the articles to be detailed and balanced, with their various authors committed to facing events squarely in their historical and geographical context. They let the facts speak for themselves. While major essays are signed there does not appear to be included biographical information on the various authors.

The use of illustrations and music clips is sometimes frustrating since hypertext links embedded in a long article often involve swapping to one or other of the two disks that comprise Africana. Since I do not want to get sidetracked from the topic I am following, I often pass on the opportunity to refer to them and neglect to go back when I have finished. Then I ask myself "how spoilt can you get," since this minor inconvenience does not compare to the swapping of volumes and searching of indexes during use of a traditional Encyclopedia. To find pertinent information on any topic in Africana you need only drop down the "find" box and type in your keywords — Africana will even correct your spelling if you type "Caribbean" instead of Caribbean, and list all articles which contains that or related topics.

Africana includes five 360 degree virtual tours: Salvador da Behiai, Brazil, Paris, France, (chosen home of authors James Baldwin, Richard Wright and dancer Josephine Baker) Gorée Island, Senegal, (the departure point for the Middle Passage) Harlem, New York, and Havana, Cuba. As the image on your monitor revolves, a radar shadow circles a small map to the left. There are additional spots on this map which become hot when shadowed and provide additional details of the area if you click on them.

In this short review I have only touched on one or two items of the information about the African experience at you will find at your finger tips, if you buy Encarta Africana.

If you are Caucasian like myself, Afro-American history is one of the shadow sides of our own story. Africana allows us to confront it in private and to grow in understanding at our own pace. It presents us all with an inspiring chronicle of the resilience of the human spirit.

Encarta Africana: Recommended for everybody, especially those working in multi-cultural fields such as medicine, nursing, teaching, social services, corrections, and law enforcement. ❖

Microsoft Encarta Africana
Canadian Pricing \$84.95

remove dead links and download documents for off-line browsing (up to 32 simultaneous transfers). Search results can be viewed off-line, updated and refined using logical operators (and, or, except). Among many other useful features, you may export and save search results in various file formats (HTML, XML, TXT and DBF). You may also share them with friends or colleagues by e-mail. Copernic 98 offers integrated tools for Internet Explorer 4.0 and has a simple and smart user interface. Furthermore, the software and its channel sets are automatically updated

Hot Features

- Search engines are consulted simultaneously (up to 32)
- Provides access to more than 30 information sources grouped in 3 channel sets
- Search wizard to facilitate search creation
- Duplicates are automatically removed
- Each found document has a relevancy score
- Detailed search history
- Dead links can be automatically removed
- Found documents can be automatically downloaded
- Search results can be viewed off-line
- Search results can be updated
- Search results can be refined using logical operators
- Search results can be shared by e-mail
- Search results can be exported in various formats
- Automatic channel and software updates
- Many flexible and useful search management features ❖

Profile of Cartoonist Roman Showkewych (cartoon@cartoon4u.com)

My full time job is teaching high school Computer Science at Brother Edmund Rice. I have been at this school ever since completing The Faculty of Education (U. of T.) 1981.

I started doing cartoons for The York University newspaper when I attended 1976-80. A few cartoons for The Bloor West Villager in my neighbourhood and then one-time cartoons for smaller productions. I lost motivation and since have concentrated on computers. During my one year sabbatical in '96 my friend motivated me to draw cartoons for his book. It worked, so I have got my web page up and two current publications going. I have a great desire to expand. ❖

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PCCT Family Membership Application Form



SEND TO
The Personal Computer Club of Toronto
Membership Director
P.O. Box 5429, Station A,
Toronto, Ontario,
Canada M5W 1N6

Annual Family Membership Fees:
 \$65/year (per household)

Fax/Voice: (416) 633-6971
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 Res. Ph: () _____ - _____ Bus. Ph: () _____ - _____
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 Signature: _____ Date: _____

Cheque enclosed: Amount: \$ _____ **I WANT MORE INFO:**
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FREE ADMISSION . . . the night is on us !!!

SAVE: \$5 with this coupon at a PCCT general meeting.

WHERE: North York Memorial Centre,
 5110 Yonge Street, one floor below
 the Central Library.

TIME: 7 p.m.

WHEN: Third Tuesday of the month.
 see the calendar below.

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ADMIT ONE



PCCT Family Membership Benefits

With your family membership you get:

- Expert help from knowledgeable computer users;
- Special deals on Internet service, software and hardware;
- A monthly draw and an auction for great products;
- Demonstrations by leading software and hardware companies;
- 11 monthly Special Interest Groups (SIG) meetings;
- Access to a software library with the best of shareware and freeware programs; communications software;
- Access to the club BBS (for a one-time set up fee of \$20);
- Monthly issues of the club newsletter you're holding right now!

Calendar of Events

	Monday	Tuesday	Wednesday	Thursday
FEBRUARY 99	1	2 Windows SIG YPL at 7:30 pm	3 Investment SIG YPL at 7:00 pm	4 The WIN Basics SIG YPL at 7:00 pm
	8 Hardware SIG St. A. at 7:00 pm	9 Daytime SIG St. A. at 1:00 pm	10 Digital Imaging SIG YPL at 7:30 pm	11 Visual Basic SIG YPL at 7:00 pm
	15	16 General Meeting NYC at 7:00 pm	17 New User SIG YPL at 7:30 pm	18 MS Office SIG YPL at 7:00 pm
	22	23 Daytime SIG St. A. at 1:00 pm Internet SIG YPL at 7:30 pm	24	25 Genealogy SIG YPL at 7:30 pm

The Editor needs your articles, reviews and tips.

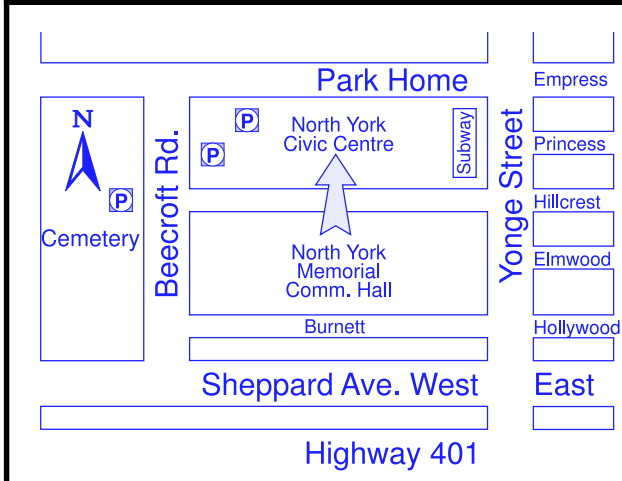
We try, as far as possible, to publish material by our club members.

Some of us tried writing, found we liked it and have gone on to write for other publications. You might be a budding columnist.

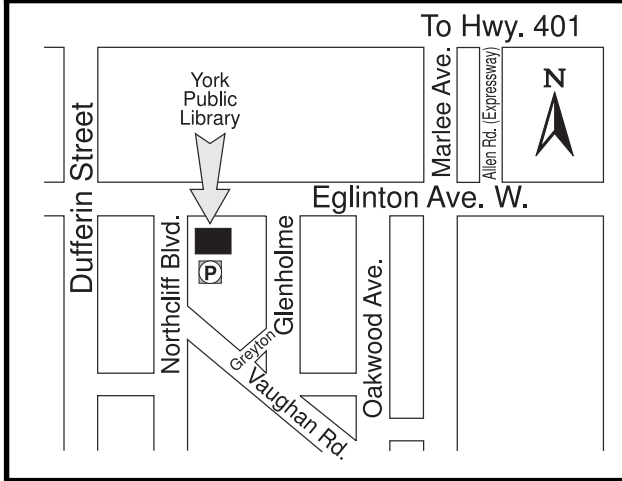
If there is a particular book or product you would like to review we will see if we can get a copy for you.

Preference will be given to door prize winners who have handed in the obligatory review. J.L.

NYC North York Memorial Comm. Hall, 5110 Yonge St.



YPL York Public Library 1745 Eglinton Ave., West



	Monday	Tuesday	Wednesday	Thursday
MARCH 99	1	2 Windows SIG YPL at 7:30 pm	3 Investment SIG YPL at 7:00 pm	4 The WIN Basics SIG YPL at 7:00 pm
	8 Hardware SIG St. A. at 7:00 pm	9 Daytime SIG St. A. at 1:00 pm	10 Digital Imaging SIG YPL at 7:30 pm	11 Visual Basic SIG YPL at 7:00 pm
	15	16 General Meeting NYC at 7:00 pm	17 New User SIG YPL at 7:30 pm	18 MS Office SIG YPL at 7:00 pm
	22	23 Daytime SIG St. A. at 1:00 pm Internet SIG YPL at 7:30 pm	24	25 Genealogy SIG YPL at 7:30 pm

INFO



Find out what is going on at the PCCT each week by calling the club hotline at (416) 633-6971 for the latest news

St. A Church of St. Andrew 2333 Victoria Park Ave.

