



READ ME

FEATURING ARTICLES BY COMPUTER CLUB MEMBERS

"GETTING MORE OUT OF YOUR COMPUTER"

Domain Name Registrations... Comparing .CC, .CA, .COM

By Max Moore (PCCT)

There comes a time in every infophile's life when he or she wants to go all the way—by registering a domain name and creating a website.

Different site designs serve different purposes, like personal sites, family sites, vanity sites, and plain old information sites, but what I wanted was a business site. The business is called Arts Agency, and the service to be displayed as a website is called Arts Info. First came the challenge of registering domain names to reflect these business ideas.

I tried three types of domain name registrations—.CC, .CA, and .COM—and found the three experiences very different. Each type of domain name registration offers different services at different prices, and different levels of confusion and frustration.

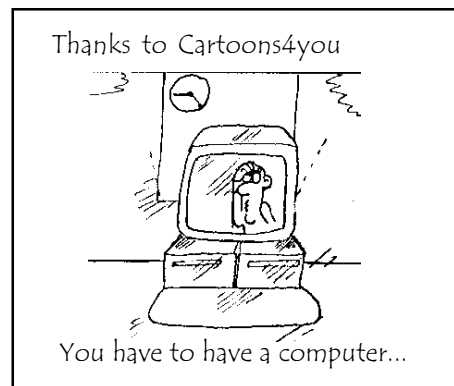
Before describing the procedures and results for each type of domain name registration, I should say, there's a prerequisite for obtaining a domain name. You need a computer and an internet service, called an ISP—Internet Service Provider.

After setting up an internet service, you obtain two numbers from your ISP. The two numbers are used in the domain name registration process as

the domain name server #1 and domain name server #2.

2. The numbers mean nothing to you personally, but all domain name registrations need a primary and secondary computer address. You can't register a domain name without telling other computers where to find you.

My Internet Service Provider gave me the primary and secondary numbers for free, and they also offer a 10 MB website service as part of my ISP contract for \$240 a year. So I de-



signed a couple of basic web pages and used a free shareware version of Smart FTP to upload the web pages via my Internet Service Provider onto my personal website.

It was incredibly exciting when I was able to access my personal website

through my ISP, and I saw my first web pages displayed on my internet browser. The next step was to register a domain name in order to give my personal website a business address.

First I had to do some basic research, by accessing www.internic.net. Internic services are now found at networksolution.com, the American company which coordinates all .COM domain name registrations. At Inter-net Solutions, I learned that .COM is an American internet address, while .CA is the Canadian address, and .CC is the address for the Cocos Islands.

At the Network Solutions site, you can do .COM name searches to find which domain names are taken and which names are still available. When a name is already registered, you can obtain information on the company or person who has registered the name.

I tried numerous searches and learned the hard way that most of the good .COM names are taken. For example, I wanted to register ARTSINFO.COM, but the name was

Concluded on page 7

DECEMBER 14TH MEETING

A time of celebration

Our one business meeting of the year! This is the members' opportunity to elect a new Board of Directors to administer the club for the next year. Biographies of each candidate will be given to members who have paid for the current period and are therefore eligible to join in discussion and to vote. A copy of the audited financial report will be available for members. This portion of the evening should be short, but we will take time to recognize the volunteers of the past 12 months and the incoming directors.

Refreshments will be served with special cakes and cookies and party platters, enough for everyone. A number of special software prizes have been donated for our ever popular members draw. Members upgrade sales table will be open, so that you can upgrade with reliably sourced hardware for the New Year.

LOOKING FORWARD TO THE JANUARY MEETING, we will have a special presentation on a hotly contested topic. Mike Gurski who is a Policy Technical Officer for the Information Privacy Commission, Government of Ontario will present "Protecting Your Privacy on the Internet." This will be interesting to all members either as individuals or as business people.

Volume 17, Number 11
December 1999



3 Notes From The Board
By Robin Wright

4 Proxy Form for AGM

4 New Weapons aim to Destroy Your e-mail
By Brent Lawson

5 Digital Photography For Dummies
By Joan Latchford

5 E-Commerce = Buyer Beware
By Patrick Groulx

6 Put File Extensions to work for you
By Carol Daniels

6 Kudos to Karl Winkler
By Marge@idirect.com

When did YOU last write for read.me?



Address Label
Publication Mail Agreement 1464248



General Meeting Tuesday, December 14th, 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.

The Personal Computer Club of Toronto



Mailing Address
P.O. Box 5429 Station A
Toronto, Ontario
Canada
M5W 1N6

December 14th, 1999

Volume 17, No. 11

ISSN 0848-8983

Telephone / Fax
(416) 633-6971

BBS
(416) 636-6394

Website
www.pcct.org

Board of Directors

President

Robin Wright
robinmw@canada.com
(905) 842-4696

Vice President

Doug Colquhoun
domc@ionsys.com
(416) 783-2464

Treasurer/BBS Sysop

Arthur Robertson
arthurr@pcct.org
(416) 638-0278

Secretary

Karl Stanley
kstanley@ilap.com
1-(905)-836-5222

Director/SIG Coordinator

Craig Faichney
craigf@interlog.com
(905) 426-7871

Director

Mireille Massue
mireille@home.com
(416) 223-3646

Director

Steve Rakus
src@tth.net
(416) 492-5240

Organization

Equipment Manager

Joe Stadler
(416) 241-9856

Floor Manager

Murray Dobbs
dobbsm@pathcom.com
(416) 366-4663

Membership Manager

Ver Cruz
(416) 363-5763
veracruz@yesic.com

Mentor Co-Ordinator

Otto Lang
ottolang@torfree.net
(416) 445-0680

Programme Manager

Dave Hanson
(416) 233-1250

Show Manager

Doug Colquhoun
domc@ionsys.com
(416) 783-2464

Visitor's Desk

Charles Bull
George Chambers

WebMaster

Daniel ffollott
danielff@home.com
(416) 222-3042

read.me

Editor

Joan Latchford
joanie@the-wire.com
Tel. (416) 340-9272
Fax (416) 340-1104
joanie@the-wire.com

Audio/Visual Specialist

K. Praba
Prabak@adcominc.com
(416) 696-6000

Database Wrangler

Craig Faichney
craigf@interlog.com

Media Relations Manager

Mireille Massue
mireille@home.com
(416) 223-3646

Software Library Manager

Henry Kliewer
(416) 293-5735

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.

All Rights Reserved. Original material may be reproduced unedited by non-profit organizations provided that credit is given to "read.me" and the author, and a copy is forwarded to the club.

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

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

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

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.

Investment 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.

Internet SIG

Leader: David Paikin (416) 225-1057

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.

Linux SIG

Leader: Avnish (Kash) Kashyap (905) 677-8337

Linux for Beginners, How to Install, Configure, Use and set up a Graphical user interface. It is almost free, robust and reliable. Come on in and have look see.

New Users 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.

Office SIG

Leader Andy Hagan ad.hagan@sympatico.ca

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

Visual Basic SIG

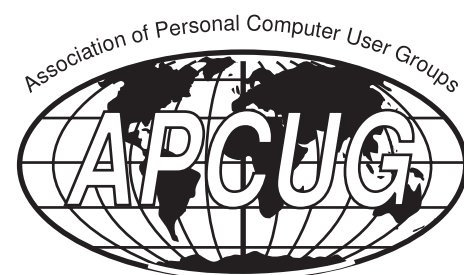
Trevor Pedley 416-751-2396 trevor@idirect.com

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 SIG

Leader Steve Rakus src@tth.net

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.



AGM Notes— January, 1999

By Robin Wright, President

NOTES FROM THE BOARD – JAN 9, 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.

Keith Reighton will manage Membership Services, including the Registration team and the recruiting and the myriad of other details to do with every member's interface with the club. The administration of the club database by Janina Walker provides supporting records for membership services, including reminding us when to renew our membership. Keith will be working with Doug Colquhoun to prepare the revised new member kits. The membership services department will continue to be represented at the Board by Robin Wright.

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 Computer Fest. 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 Wainbergs 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 22 February.

Advertising in read.me

By popular request the members only business card advertising will become a regular feature of each edition of Read.Me. The regular price for one time business card size advertisement is \$25.00.

Special members only price \$10.00. If you would like to pay in advance for the next 9 editions \$75.00. The next 9 editions will include 3 ComputerFest Shows and COMDEX in July.

Payment must be made to the Treasurer, cash or cheque for PCCT. You may also pay month by month. Please let me know which payment option you have chosen.

Content should be forwarded directly to the Editor. Deadline for each edition is the general meeting prior to publication.

Confirm that it is your intention to advertise in each edition and your preferred payment option.

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE PERSONAL COMPUTER CLUB OF TORONTO WILL BE HELD ON TUESDAY, DECEMBER 14, 1999 AT 7:00 PM EASTERN DAYLIGHT TIME AT THE NORTH YORK MEMORIAL HALL, IN THE BURGUNDY ROOM, 5110 YONGE STREET, TORONTO (NORTH YORK) FOR THE FOLLOWING PURPOSES:

1. To receive the REPORT OF THE DIRECTORS including the Financial Statements of the Corporation for the year ended August 31, 1999 together with the Report of the Auditor thereon.
2. Motion to amend the By-Laws to increase the number of directors from seven to nine.
3. To elect directors.
4. To appoint an Auditor and to authorize the directors to fix his remuneration.
5. Motion to approve the actions of the Board during the year ended August 31, 1999.
6. To transact such further and other business as may properly come before the meeting or any adjournment thereof.

Members who are in good standing and are unable to attend the meeting in person are requested to complete, sign and date, and return the proxy form so as to ensure that the business of the club can be carried out. Only one proxy should be submitted for family memberships.

In the event of a Civic Employees strike the location may change; check the Web Site or call the Club Hotline for changes.

Dated at Toronto this 26th day of October, 1999.

By order of the Board, Karl Stanley, Secretary.

THE COMPLETED PROXY SHOULD BE MAILED TO:

**THE PERSONAL COMPUTER CLUB OF TORONTO
P.O. BOX 5429
STATION A
TORONTO, ONTARIO
M5W 1N6**

CORPAV

PRESENTATION GROUP

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

Telephone: (416) 696-6000

Fax: (416) 696-5511

Toll Free: 1-888-88ADCOM

WebSite: <http://www.adcom.ca>

New Weapons

aim to destroy e-mails

By Brent Lawson

The latest weapons being deployed to protect and control e-mail may sound at first like fictional spy gadgets from Mission Impossible or Austin Powers. But this is a real-life world of secret codes and secure channels, where messages can be transformed to unreadable sludge at the press of a button and a force beyond your control can forbid you from copying, altering or sending a message to anyone else.

Systems can also be put in motion to track down and delete e-mail after it has been sent, or to simply attach an expiry date to a message at which time it will disappear.

Deletion of e-mail can be a critical issue for business, as old internal e-mail messages that have surfaced in court cases have proved damaging to some companies. Most recently the U.S. government used Microsoft's internal e-mail messages in its court battle with the company.

The flood of new business products in the marketplace has been triggered by the growing concerns about e-mail confidentiality following recent high-profile hacks and breaches of security which left millions of messages exposed.

And e-mail will continue to play a pivotal role in the development and use of the Internet.

A 1999 technology survey suggests e-mail is now the main reason people go on-line. The Price/Waterhouse/Coopers survey indicates 48 per cent of U.S. users go on-line primarily for e-mail, while 28 per cent use the Internet for research.

Plus, businesses that are increasingly reliant on e-mail for both internal and external communication want to ensure their confidential information is not vulnerable to exposure to competitors. The information on e-mail could include virtually all aspects of the business, such as sales figures and other competitive or sensitive issues.

Maclen Marvit, CEO of the aptly-named Disappearing Inc., says its technology can delete even messages stored on back-up tapes or sent to third parties, and reduce potential corporate liability by "eliminating the permanent record of casual conversations.

"Unprotected e-mail is like a postcard — the wrong people can read it, there is no proof of delivery, and it stays around forever."

The California firm's system can prevent unauthorized access by encrypting or coding each message with a unique key. Receivers must identify themselves

before they can see the message, and a record is kept of everyone who accesses it.

QVtech's new Interosa product aims to tackle the problem of Internet security holes, the spread of computer viruses through e-mail attachments, and also the "increasingly common practice" of using e-mail as evidence in court .

Interosa can also be set up to prevent any copying, pasting or altering of e-mail messages, and restrict where they can be sent.

Sendmail and Pilot have combined forces on a product that aims to bypass Internet eavesdropping and viruses with software that provides businesses with a secure channel for e-mail. Sendmail CEO Greg Olson said the system connects business to the Web with security centres that have built-in protection from hackers and viruses. "The time has come to make e-mail secure enough to support the burgeoning growth of Internet commerce."

Consumers who don't engage in e-commerce or online shopping say the main reason is concern about their privacy, and a Canadian firm has just launched a new program to help give people more confidence about using the Internet.

James Rea said e-comsecured inc. will inspect online businesses and assign a "Canadian Privacy Seal" to those that meet the firm's privacy protection standards. He expects new federal government regulations to require businesses to meet similar standards. "Companies will need to be more accountable for the information they are receiving."

The Peterborough firm says the seal is one way for e-commerce companies to earn the trust of consumers. "We check the software, the hardware, even the people who are downloading the information.

"We make sure the company actually exists. These days it's easy to be anonymous (on the Internet)."

And if there are any complaints about a company that has earned the seal, e-comsecured will intervene on behalf of the consumer.

Colleen Moorehead, president of E*TRADE Canada, said security will continue to be a crucial element of any firm's e-commerce strategy.

"Running a secure environment for our customers is critical," she said.

E*TRADE Canada is an electronic commerce company specializing in online financial services. ♦

BRENT LAWSON

<http://www.hamiltonspectator.com/computers/129744.html>

Reprinted with permission from *The Hamilton Spectator*

PROXY FORM for the Annual Meeting of The Personal Computer Club of Toronto

The undersigned member of The Personal Computer Club of Toronto hereby appoints Robin Wright, President, or failing him, Karl Stanley, or in lieu of the foregoing _____ as proxy holder of the undersigned, to attend, act, and vote for and on behalf of the undersigned at the annual meeting of the members to be held on Tuesday, December 14, 1999 (including adjournments thereof) and hereby revokes all proxies previously given.

This proxy will be voted and where a choice is specified will be voted as directed. WHERE NO CHOICE IS SPECIFIED, this proxy will confer discretionary authority and will be voted in favour of the matters referred to below.

This proxy also confers discretionary authority to vote in respect of any other matter which may properly come before the meeting and in such manner as such nominee in their judgement may determine.

1. A member has a right to appoint a person to attend and act for him and on his behalf at the meeting other than the persons designated in this PROXYFORM, such right may be exercised by filling in the name in the blank space provided and striking out the names of the nominees above. A person appointed as Proxy to represent a member need not be a member.

2. To vote such proxy for the approval of the Report of the Directors containing the Financial Statements for the Year ended August 31, 1999 and the Auditors Report thereon, Or—To vote such proxy against the approval of the Report of the Board of Directors containing the Financial Statement for the year ended August 31, 1999, and the Auditor's Report thereon.

3. To vote in favour of increasing the number of Directors from seven to nine OR To vote against the increasing of of the number of directors from seven to nine.

4. The said proxyholders are hereby directed to vote for the election of the following as directors

5. To vote for the approval of the action of the Board of Directors for the year ended August 31, 1999.

Dated this _____ day of _____ 1999.

Signature of Member

BY ORDER OF THE BOARD, Karl Stanley, Secretary.

If you are not attending the ANNUAL MEETING of the Personal Computer Club of Toronto, PLEASE COMPLETE AND MAIL TO:

Personal Computer Club of Toronto

P.O. Box 5429, Station A,
Toronto, Ontario.M5W 1N6

Digital Photography For Dummies

By Joan Latchford, PCCT

Digital Photography For Dummies
By Julie Adair King
IDG Books, ISBN 0-7645-0431-2
\$35 CAN



This is the book to read before you make that irrevocable decision to plunk down “muchos buckos” for a digital camera that will approach the quality of the rangefinder or SLR you have been using.

Digital Photography For Dummies 300 pages of lucid text are complemented by an excellent 18 page index, plus an included CD-ROM featuring a collection of image editing and specialty demo software and shareware. Personally, I never bother with this stuff but there are a couple of fully functional “Lite” versions you might want to try. The author has also included the images from the book with permission for your copyright free use.

Chapter 2, “Mr. Science Explains it all” is particularly valuable since it covers:

Understanding how digital cameras record images
Visualizing how your eyes-and digital cameras-see colour
Perusing a perfectly painless primer on pixels
Exploring ... resolution

E-Commerce = Buyer Beware

By Patrick Groulx, PCCT

E-Commerce is such a wonderful thing—cars, gambling, that other thing, flowers, books. Anything that good must be evil, right? Mother, stop it! This system can even bite your own club members of the elite.

Finally, after three years of student angst, great expense, foregone entertainment opportunities and salary, I have arrived. Bill Gates sent me an e-mail two weeks ago congratulating me on becoming a Microsoft Certified System Engineer. Well, not exactly Bill, but an automatic response trigger 36 hours after my final exam for my MCSE and it did say congratulations.

Well I felt so good I went clicking through the “members only” page at Bill’s site. I did not even go out to celebrate, I felt so good and relieved and free to choose again. Celebration came a week later. And there on Bill’s page (well it was linked somehow, you know how you get lost clicking on the Internet)—was a good looking pen, just like those expensive ones with the star on the end. It was only \$4. I did not have to go to start-programs-accessories-calculator to know that meant \$6 Canadian. Even at \$6, I could afford to lose, after all I am an Engineer in Bill’s Army now.

Could I trust my VISA on the net? After all I just finished studying Internet Information Server, Secure Sockets Layer, http1.1, protocol and IP filtering. The security system is there. It can be done. Could I trust Bill? Surely if you cannot trust him, who could you trust? And besides everyone is doing it. Right?

So, I completed the form and hit enter. I waited for the “Are You Sure?” But that did not happen. So, I realized maybe I was no longer in Bill’s land. I tried to find a cancel button or try again or the button to fill the shopping cart fuller by scrolling around. But, all I found was \$20 shipping and \$5 handling. My cheeks became hollow and my eyes tried to focus. There was no cancel button so I hit the x and crossed my fingers.

Three days later, a box the size of a 2 pound box of chocolates arrived. How

Analysing the ... relationship between resolution and image size
Looking at F-stops, shutter speeds, and other aspects of image exposure.

Exposing colour models
Diving into bit depth

This chapter followed by Chapter 3, “In Search of the Perfect Camera” are the must-reads that will help you to decide whether to buy now or wait for quality to go up and prices to go down. (In my case the decision is to keep my Leica and buy a slide and negative scanner).

If you are even a weekend photographer you will find this book an interesting mixture of stuff you already know—use of light, fill in flash, compositional do’s and don’ts—and material that is totally new to you.

If you are an experienced photographer who formerly considered ten 36 exposure rolls an average day’s shooting it will be unnerving to learn that a single 2.3 mega pixel shot of comparable resolution to those put out by your film camera, will use the entire complement of compact Flash Media that your new digital camera provides. Sure you can buy cards of greater capacity—at added expense.

It is some compensation to learn that digital photography lets you turn many of your so-so shots into award winning photos using the image editing software that now replaces your darkroom. Digital Photography For Dummies tells you why individual Cameras interpret colour variously, some towards cooler, others towards warmer colour temperatures. It points out that “colours generated by a particular camera are not always a reflection of the camera’s ability to record colour accurately, but rather an indication of a manufacturer’s decision about what types of colour will please the majority of its customers.”

Digital Photography for Dummies explains the differences between cameras that use CCDs, (Charge Coupled Device, more expensive, better sensitivity in dim light) and CMOS chips (Complimentary Metal-Oxide Semiconductor, cheaper, easier on batteries and more detail in intense highlights).

It also provides an excellent check list of available features for you to decide which you can do without and others you must have. Of course you will want them all but may not be able to afford them right now. ❖

did anyone know I passed, I forgot to tell anyone. Through all the wrapping I found this bubble envelope with this very nice pen that works well and looks a little garish with the “Microsoft Certified Professional” logo but also very expensive.

I called Microsoft Keller Marketing in Alliance Ohio at the phone number on the packing slip. They explained they would be happy to refund me the \$4 for the pen when they receive the pen back from me (shipping costs at my expense) but the other balance will stay on my VISA. They said I should have phoned on the next business day to cancel and they would not have sent it out. I asked where would I find their phone number, especially during working hours, or even know that my order was confirmed. I am sorry if you are not happy, sir, but we can refund you the \$4 if you wish to return the pen.

So, I thought I was getting a cheap pen I could throw away if it did not work, but instead I paid a real lump of \$44.43 Canadian for shipping, handling, foreign exchange, plus phone bills and time. I often get a real deal by shopping and can stretch a penny to a dollar, but sometimes I do not think it is worth the effort. Be careful out there. ❖



Put File Extensions to work for you

By Carol Daniels
Melbourne PC Users Group

Since Windows 95 was released many computer users have tidied up their computing lives by hiding away those messy little bits that hang off the end of a file name. They haven't done away with file extensions, they've just put them out of sight, and out of mind.

My life isn't tidy. So, not surprisingly, my files are displayed, extensions and all. Let's face it, I use my Windows desktop just like I use my actual desktop. To store bits and pieces, works in progress, notes, reminders, things I want to read, stuff I want to check, all there right up front, where I can't miss it. And just like my actual desktop, things accumulate on my Windows desktop, until I've used up all the space. Then I start chucking things into the recycle bin, or putting them away into folders.

So it is equally predictable that I choose to display file names with those messy little bits right out in the open. Why?—Because it's extra information for me to use. And I do use it, all the time. This isn't the most earth-shattering tip, but it does make my computing life easier. How?—That depends on whether we are talking about standard extensions, or my own, "custom" extensions.

I use custom extensions as a simple, at-a-glance version control system. By glancing at the extension, I can tell exactly how far I have gone in the writing or editing process for any submission on my computer. I use a different code for different types of projects too. So by using the standard sorting options, I can group files by type, project and status, along with the standard name, date and size choices. I use standard extensions as a safety net to prevent me from deleting needed files. Also, because I don't allow any programs to launch attachments automatically, keeping file extensions visible is a secondary safeguard against me accidentally executing an infected file.

I also use file extensions for the purpose for which they were intended, to tell me what sort of file I'm about to open, view or use in some way. Yes, I know Windows can do that for me. But, not with the kind of flexibility I need. I often have several programs that "can" be used to open a particular file type. Which program I want to use—for example, on *.GIF or *.HTM files—depends on what I want to do with the files. Visible extensions make it easier and quicker for me to choose the right file, and then the right program.

Finally I try to use a common project name for all elements of a project. Having extensions, nestled right up there, next to the file name, makes it much easier for me to see which compost files are notes, documents, tables, definitions, archives, or library items.

If you want to put this sort of information to work for you, you'll need to do two things. First, you'll need to adjust your file display settings to show extensions (file types). Here's how you do that:

1. **Double click on My Computer**
2. **Select View, Options**
3. **Then click on the View Tab**
4. **Remove the check from the box next to "Hide MS-DOS file extensions for file types that are registered."**
5. **Click Apply, then close.**

The second thing you need to do, is learn something about the standard/registered file extensions. The accompanying chart will help you with that. It's not exhaustive, just a selection of the more common file types I've come across. No need to memorize them either, just keep the table or this article where you can find it. Now, if you are really keen, and want to study file types, this page has an extensive list of Windows 95 file names and functions <http://web2.airmail.net/darylc1/windows.htm>. And this one has a search engine on which you can query 1,353 file extensions <http://kresch.com/exts/ext.htm>. One final note on the subject of file extensions. The recent spate of Trojan horses/viruses spotlighted a deficiency in the general computer user's understanding of the term "executable file." Many messages that were accurate on all other counts identified executable files as "EXE" files only. While EXE files are, most definitely executable, they are not the only executable files. Word documents can contain executable macros, and although they may seem like a blast from the past to some, BAT and COM

files are also executable, as are SHS and VBS files, and of course, MS-Office documents containing Word Macros.

386 Windows Virtual Device Drivers	MID MIDI sequence
AAM Macromedia Shockwave	MIF MIDI instrument file
AI Adobe Illustrator file	MOV QuickTime movie
ARC Archive file	MPG/MPEG Motion Picture Experts Group video format
AVI Video Clip	NLS Natural Language Services driver
BAK Backup File	OCX ActiveX control
BAS Visual Basic Code Module	PCX PC Paintbrush file.
BAT Batch File	PDF Portable Document Format
BCF Briefcase File	PDX Paradox database.
BMP Windows bitmap	PIF Shortcut to MS-DOS program
CAB Cabinet file	PJ HP PaintJet file
CDB Clipboard file	POT PowerPoint template
CDR Corel Draw 3 – 7	PPD Postscript Printer Description file
CFG Configuration file	PPT PowerPoint Presentation file
CHK ScanDisk file	PRV Extensis PagePreview
CLS Visual Basic class module	PS PostScript output file
COM MS-DOS executable file	PSD Adobe PhotoShop file 3.0/4.0
CPI International code Page information.	PWL Password list
CPL Control Panel applet	QT QuickTime movie
CPP C++ compiler source file	RA Real Audio data file RAM Real Audio file
CUR OWindows Cursor file	REG Exported Registry patch file
DAT Data file (used by several applications and system functions)	RTF Rich Text Format file
DCX FaxView document	SCR Screen Saver file
DFB Dbase/FoxPro database file	SHS Scrap object
DLL Dynamic Link Library	SIG Signature file
DOC MS Word document	SIT Stuffit archive
DOT MS Word template file	SPL Shockwave Splash file (also Windows 95 extension for temporary printer spool files)
DRV Device driver	SWP Swap file
DWG AutoCAD file	TAR Unix archive format
EPS Encapsulated PostScript	TIF/TIFF Tagged Image File Format
EXE Executable file	TMP Temporary file
FH3/FH4/FH5/FH6/FH7 Freehand 2.0–7.0	TTF TrueType Font
FON Bitmapped font file	TXT Text file
FOT Font metric for TrueType fonts	UU UUencoded file
FRM Visual Basic form file	VBX Visual Basic Custom Control File
FXD WinFax file	VXD Virtual device driver
GEM Graphics Environment Manager	WAV Waveform file
GIF Graphics Interchange Format	WCM WordPerfect macro file
GZ Gzip file	WKS Lotus 1-2-3 worksheet
HLP Help data file	WMF Windows Metafile
HQX BinHex archive format	WP/WPD WordPerfect Files
HTM/HTML Hypertext Markup Language file	WPG WordPerfect Bitmap
ICO Windows icon	WPT WordPerfect Template file
INF Setup Information file	WRI WordPad file
INI Configuration settings file	XBM X Window System bitmap
JPG/JPEG Joint Photographics Expert Group Format	XLM Excel macro file
KBD Keyboard layout data	XLS Excel worksheet
LGO Windows logo driver	XLT Excel template
LIB Static-link library file	XLW Excel Workspace
LNK A Desktop shortcut	XWD X Windows System dumpZ Compressed Unix file
LOG A log file	ZIP Compressed archive file ❖
LZH LH Arc compressed file	
MAK C/C++ make file	
MDB Microsoft Access database	

This article is furnished as a benefit of our membership in the Association of Personal Computer User Groups (APCUG), an international organization to which this user group belongs. The author, Carol Daniels is a freelance writer and editor specializing in science, technology computers, computing, business, health, medicine, food and agriculture. She is on the Management Committee of the Melbourne PC User Group and a member of APCUG's Board of User Group Advisors.

Kudos to Karl Winkler...

An activist organization called OCSCO, Ontario Coalition of Senior Citizens has funded a FREE program to teach Internet and e-mail. I sent out a request on the PCCT list, for purchasing new or passing along old equipment.

One of the members, Karl Winkle was generous enough to offer to a senior a complete set-up. He even delivered, connected and spent some time with the happy receiver. He is returning with a manual. As coordinator of this program I would like to publicly thank Karl not only on behalf of the lucky student but the thoughtful way in which this was handled. Thank you. ❖

Marge@idirect.com

Domain Name Registrations concluded from P. 1

already registered by a company in New York. Sad to say, this company is doing very little with the ARTS-INFO.COM name. A good domain name can be a gold mine, and the New York artsinfo site is managing artsinfo.com like it's a potato farm. Instead of giving all the info on all the arts, they display information on only four artists. The artsinfo.com domain name just isn't living up to its full potential.

Not being able to get the domain name I wanted, I went with Plan B, and registered the business name, ARTSAGENCY.COM. This was my first .COM registration so I didn't know what to expect. The process seemed straightforward, but for a newcomer, it's not very clear. I made a few enquiries to Network Solutions Helpline, which were answered a month later, and it took almost a week before I received confirmation that I was the proud owner of the domain name ARTSAGENCY.COM.

Through Network Solutions, a .COM registration costs \$70 US for two years, and the registration is updated automatically if you pay your biannual fees on time. If you forget to pay the renewal fee, your registration is cancelled and someone else can take your name.

Beyond the basic \$70 fee, you can add optional services. Network Solutions will host your website for \$120 US, and they will forward your e-mail to your domain name for \$80 US a year. The full cost of these three services, registering a domain name, hosting your website, and e-mail forwarding costs a grand total of \$270 US with Network Solutions.

Registering a Canadian .CA domain name is no easier, although it is cheaper. A .CA domain name costs nothing if you do it yourself, but the process is so complicated, it's recommend that you go through a service bureau which charges fees they won't specify in advance.

I wanted to go through the .CA registration process myself and got thoroughly lost in the confusing instructions. It wasn't clear how to apply or where to send the application. Not surprisingly, my application went to the wrong place. When that problem was sorted out and the application finally reached the right address, it was rejected as containing errors. The instructions for fixing those errors were also incomprehensible. The .CA registration service may be free, but quite frankly, that's about what it's worth.

The main problem with the .CA registration is that you can only register business names that are already incorporated or registered, and the type of incorporation or registration you have limits the domain name you register. For example, if you want to register ARTSINFO.CA, you must have a federally incorporated company with that name. The .CA registration is only given to companies that are doing business across the country. .CA doesn't recognize good internet ideas with growth potential, only established businesses with lots of money. New business ideas need not apply.

Even worse, if your Canadian business is incorporated provincially, as in Ontario, the registrars will only give you ARTSINFO.ON.CA. The .ON handle stands for Ontario, and if you have an Ontario business, you have to take .ON as part of your web address. The only way to get an all-Canada .CA registration is to spend up to \$1000 to incorporate your business nationally. Even though the .CA name registration is free, you have to spend a small fortune incorporating before you can obtain a .CA registration.

If you incorporate federally in Canada, and

manage to fill out the complicated instruction form for registering a .CA domain name, you finally receive an e-mail saying it will take a week before the committee makes a decision on your application. I couldn't help wondering who was on the .CA registration committee, and who elected them. Maybe they appointed themselves and it's only a small group of people playing at being .CA gods. .CA registration certainly doesn't seem to be a client-oriented service.

After these frustrating .COM and .CA experiences, I looked elsewhere for a better domain name registration service, and found one in the Cocos Islands. The Cocos Islands has the domain name suffix .CC. It's easy to type, and easy to remember, and most of the best .CC names are still available. Even better, it costs a flat fee of \$100 for two years, and with this registration, you get both e-mail forwarding and url forwarding at no extra charge.

The \$100 .CC registration fee covers everything you need to start your e-business. There are no hidden fees, no hoops to jump through, and best of all, the registration process is incredibly easy. You're in business within 24 hours of sending your registration application to hostmaster@nic.cc.

The bottom line is that the .CC web address is the easiest to use, and offers three business services for \$100. These three services are domain name registration, url forwarding, and e-mail forwarding. With these three services, you can start an internet business.

To obtain equivalent services with a Network Solutions .COM registration, you pay \$270 to Network Solutions, and wait a week for a registration decision. A .CA registration takes more than a week, and with a .CA registration, you can't even obtain extra services. Instead, you must jump through hoops which cost plenty for business name registrations and incorporations.

The hands down winner in the domain name registration game is the Cocos Islands .CC. service. Now that the best .COM names are gone, there will probably be a big move to international domain name registrations. For anyone wanting to set up an internet business, and who wants the best service for the least cost, I recommend visiting the Cocos Islands at www.nic.cc.

If you'd like more information on my experience with these different types of domain name registrations, contact me at max@artsinfo.cc. I still haven't been able to figure out how you can contact me at my .CA or .COM addresses. That's what I mean about a .CC registration being easier. .CC is a better internet address because it's a better domain name service. ♦

Max Moore
max@artsinfo.cc
ph: 416-203-1260

If your article did not appear in this issue, please look for it in the next.

Since I have been away from the 15th to the 22nd of November much of read.me was prepared before I left because of the early date for our Annual General Meeting.

I'd like to thank everyone who made a special effort to get their articles in for this issue.

See you on the 14th.

Joan

There was a blonde who was sick and tired of being ridiculed for being blonde, so she decided to fix it by dying her hair brunette.



Well, she was driving along a country road one day when she saw a shepherd with his flock. She decided to see if she could pass as a brunette and if she did indeed get any smarter.

She pulled over to the side of the road and asked the shepherd if she could guess how many sheep he had could she have one.

The shepherd thought this was an unusual request, but he agreed.

The blonde thought about it for a minute and said, "one hundred and fifty."

The shepherd said she was right and that she could pick a sheep to take home.

She did and as she was putting it into the trunk of the car, the shepherd stopped her and said,

"If I can guess your real hair color, can I have my dog back?"

Accountants

Perkin & Stanley

Karl Stanley CGA

593 Holgate Circle
Newmarket, Ontario
L3X 1V8

Tel: 1-800-365-4193
Fax: (905) 836-5421
Local: (905) 853-5339



Harvey Frankel
Sales Representative and
Home Marketing Consultant



(416) 229-4454

Email: hfrankel@interlog.com

HOMELIFE PARTNERS REALTY INC.
200 Sheppard Ave., East, Toronto, ONT. M2N 3A9
www.torontohomemarketers.com

Call me for one of my special FREE reports

- What every home seller should know before they put their house on the market.
- How to buy the home you always wanted without all the money you thought you needed.
- 10 steps you can take to insure top dollar for your home.
- 15 mistakes people almost always make when buying a home.

www.torontohomemarketers.com

www.drTips.com

Dr. Tips @ Your Fingertips since 1996

Steve Rakus, P. Eng.

E-mail: steve.rakus@drtips.com
Tel: (416) 492-5240 Fax: (416) 492-6011

5863 Leslie St., Ste. 426, Toronto, ON., Canada, M2H 1J8

PCCT Family Membership Application Form



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

First Name: _____ Last Name: _____
 Street: _____ Apt/Suite: _____
 City: _____ Prov./State: _____
 Country: _____ Postal/Zip Code: _____
 Res. Ph: () _____ - _____ Bus. Ph: () _____ - _____
 Fax: () _____ - _____ e-mail: _____
 Profession: _____ Company: _____
 Signature: _____ Date: _____

Annual Family Membership Fees:
 \$65/year (per household)
 BBS: (416) 636-6394

Cheque enclosed: Amount: \$ _____ **I WANT MORE INFO:**

VISA VISA Number: _____ Expiry Date: _____

Where did you pick up this copy of read.me? _____

66/11

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;
- 10 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!

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.

Where did you pick up this copy of read.me? _____

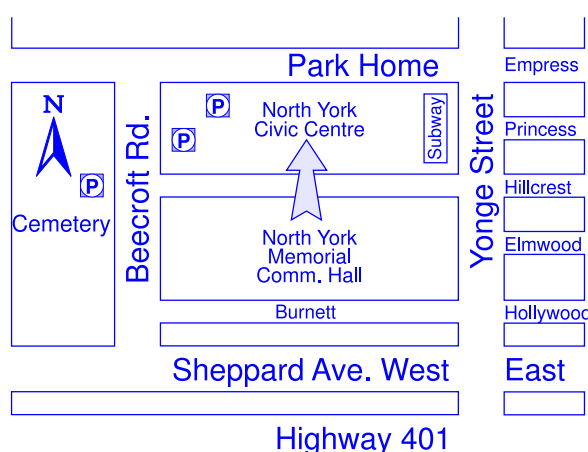
11/99

ADMIT ONE

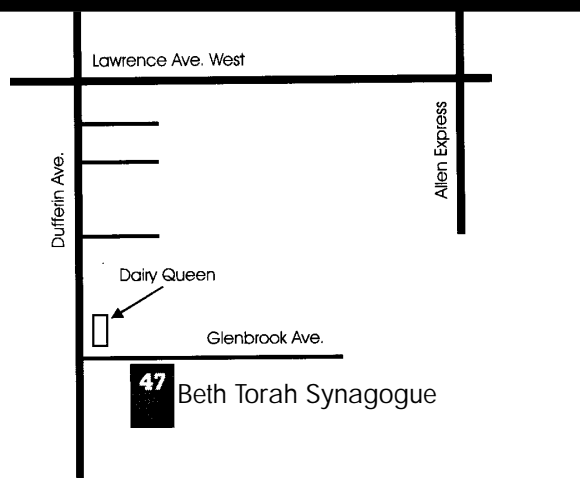


Calendar For December '99 and January 2000

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



BTS Beth Torah Synagogue 47 Glenbrook Avenue



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

