



# READ ME

FEATURING ARTICLES BY COMPUTER CLUB MEMBERS

"GETTING MORE OUT OF YOUR COMPUTER"

## Adventures in Learning: there are courses...

Volume 18, Number 1  
January 2000



By Dorene Jacobs (PCCT)

In a hurry to master as much as I could as fast as I could after acquiring my new computer system a year ago, I turned to the Continuing Education courses of the now-named (since the arrival of mega-city) Toronto District School Board. The Board offers evening "General Interest Courses" usually in collegiates or technical schools or learning centres operated by the Board. Generally they are listed in their calendar which is available in public libraries some time around or after mid-August, and also from the schools offering programs. An updated version for the winter term usually appears in the fall. Most (not all) are two hours long and are offered on a nine-week basis in both fall and winter and, in some instances, in the spring. Since I was late at the gate last January, I was somewhat limited regarding the offerings available.

SIG); the computer facilities are impressively one-on-one; and parking is ample and free.

This fall, I've been taking two courses, both at Overland and on the same evening (Monday evening doesn't interfere with PCCT general

which still vary across the former municipalities and range from \$5.00 to \$90.00 or more. Note that many locations in the former City of Toronto charge higher materials fees for computer courses; Overland Learning Centre tends to charge the lowest—\$5.00 or \$10.00. My courses this fall have each cost \$36.50 total.



See 'Winner' on page 5, B & W negative scan

This year, courses throughout the new Toronto are being held in 22 locations. They range all the way from introduction to computers to Windows, specific applications, programming, including Visual Basic, CAD, web design, etc. Many of the courses are geared for novices with some aimed at an intermediate level.

However, I did manage three courses last year, two in the winter, Windows 95 (98 was not yet available) and the Internet, and one in the spring, Microsoft Access. All were held in the Lawrence-Don Mills area, at the Overland Learning Centre, 55 Overland Drive and at Don Mills Collegiate, 15 the Donway East. All three were excellently taught (the Access instructor was Andy Hagan, a life-time PCCT member and now a leader of the Office

and SIG meetings!): Word 97 and Windows 98 (this year Overland is the only centre offering Windows 98). I view both of these as a way of reviewing, as well as learning new features, so the double load is not too heavy, especially now that I have become much more comfortable with my system.

Fees have now been standardized throughout the mega-city at \$3.50 per hour, seniors \$1.75 so a nine-week course, two hours a night costs \$63.00, seniors \$31.50, plus materials fees

One disadvantage of these courses is that one often doesn't know who the instructor is until after registration and the beginning of classes. I've been around Overland enough now that it's easy to find out ahead of time about the instructors, but if I selected a course in another school or centre, I'd probably be going in cold. And some PCCT members who already have considerable expertise in given areas or with the technology in general may find the level too simple.

Concluded on page 7

### JANUARY 18TH MEETING

- There has been much speculation and talk about Canada Post's entry in to the electronic e-mail 'frontier', now reality in the form of the new Canada Post offering called EPOST. PCCT members and guests will be amongst the first to hear about this new service from EPOST representative, Mr. David Roy.
- EPOST, touted as the world's first-and-only secure Electronic Post Office, is accessed by users through the use of either a downloaded or commercial copy of a 128-bit encryption capable web browser. Incoming mail accessed through the web at the url [www.epost.ca](http://www.epost.ca) via your own private Electronic Post Office Box, will feature an Electronic Postmark (tm) giving you a dated record of when the transaction was received by Canada Post.
- Another feature is EPOST's filtering capability. Only sites you decide to receive information from will be passed on to EPOST users. You will be able to receive and pay bills via EPOST through the financial institution of your choosing.
- For a preview of the talk and EPOST's capabilities visit the WEBSITE today, located at the already mentioned URL: [www.epost.ca](http://www.epost.ca)
- **IN FEBRUARY** ... Myles White returns to give PCCT members the latest on what to look for (and stay away from) when choosing a new system.

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*When did YOU last write for read.me?*



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## General Meeting Tuesday, January 18th, 2000

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



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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

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: George Chambers (416) 751-7559

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

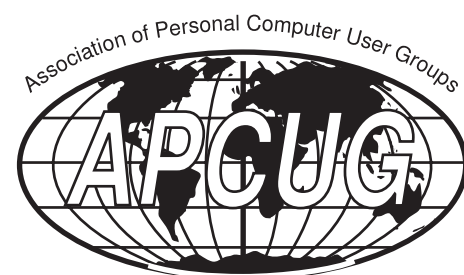
Trevor Pedley 416-751-2396

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@tnt.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.



The Personal Computer Club of Toronto

## Minutes of the Board of Directors Meeting, December 14, 1999

The meeting took place at the North York Memorial Hall following the Annual General Meeting at 8:45 pm

Present:

Robin Wright	Karl Stanley	Arthur Robertson
Douglas Colquhoun	Otto Lang	Dorene Jacobs
Jack Grossman	James McIntosh	

Regrets:

Clive Apps

Robin Wright called the meeting to order.  
K/S nominated A/R for President. Declined with thanks.

A/R nominated D/C for President. Declined with thanks.

D/C nominated K/S for president, seconded by A/R. Nomination accepted.

There being no further nominations for President, nominations were closed and K/S elected as president.

K/S nominated D/C for Vice-President, seconded by A/R. Nomination accepted. There being no further nominations; D/C was elected Vice President.

K/S nominated A/R for Treasurer, seconded by D/C. There being no further nominations, A/R was elected Treasurer.

K/S Nominated James McIntosh as Secretary, seconded by D/C. There being no further nominations, J/I was elected Secretary.

K/S moved that any two of the Officers and Joyce LeChassure be appointed as cheque signers, seconded by D/C; carried.

K/S moved that Robin Wright, Past President be given voice and vote at meetings of the Board of Directors for the coming year; seconded by D/C; carried.

The next meeting of the Board of Directors will be at the home of Arthur Robertson January 3, 2000 7:00 pm; so that Arthur can be home first following the meeting.

KS distributed an organization chart and asked that Dorene Jacobs, Jack Grossman, and Otto Lang give thought to how they might serve as Directors.

Meeting Adjourned at 9:00 pm

Subsequent to the meeting, DC undertook to be SIG Co-Ordinator, JG undertook to be Member Services, and OL undertook to be On Line Services.

This will be confirmed at the next Board of Directors' meeting. ❖

# President's Message

I would like to begin by extending thanks to Robin Wright, now our Past-President, for his unstinting efforts on behalf of the Club during his years as President. Also, to those Directors who retired this year my thanks for their efforts.

The first full meeting of the Board of Directors will take place on Monday January 3, 2000 at the home of Arthur Robertson. Arthur and his wife have been hosting the meetings of the Board of Directors for some years now. At this meeting we will finalize the responsibilities of the individual Board members; and begin to come to grips with those questions facing the Club.

There are many issues facing the Board at this time. During the past year, we put into operation a new Membership Database; designed for the Club's use by Peter McMartin and Craig Faichney. The most recent report that I have received; has indicated that during the 1999 year over 100 members failed to renew their memberships.

The Club has participated at several Computerfest shows over the years. These shows have assisted us in gaining new members. However Doug Colquhoun, the Club's Vice—President, has reported a waning interest on the members to participate and woman/man the club booth.

Members have been needed to assist in distributing copies of read.me to various computer stores etc.

Thus the question arises "Where do the Club members want to go today?"

I have been oft criticized for spouting my thoughts; now I invite all the members to give it back to me in spades, spears, or shovels via my e-mail address at:

[kstanley@ilap.com](mailto:kstanley@ilap.com)

# CORPAV

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## 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.

# Ken's Korner

## Ken's Korner Cupboard Offers Some Tips You May Find Useful

by Ken Fermoye

This column includes an assortment of tips, comments and answers to questions from readers that have been cluttering up Ken's Korner for some time...

### Phone Combo Relieves Pain in the Neck

How many times have you tried to juggle a phone receiver and follow instructions from a support technician using your keyboard and mouse? Tough, isn't it? I don't do it anymore; instead, I use a headset plugged into a cordless phone. When I went shopping for a new cordless last fall I found a remanufactured Uniden 900MHz model on sale for half the price of a new one. Seeing that it had a headset jack, I snapped it up.

(Note: I don't hesitate to buy remanufactured hardware IF the refurbishing was done by the original manufacturer or its authorized supplier and IF it includes a reasonable warranty. I've had good luck with several pieces of remanufactured equipment over the years.)

### A Panasonic Headset

I also got a Panasonic headset (about \$25). The combination was one of the best buys I've made in years. I use it a lot for taking notes during phone interviews, conference calls and just plain chatting. Where it really shines, however, is when calling tech support numbers. It eliminates pinning the phone receiver against your shoulder and neck during long "on hold" periods and leaves both hands free for typing and mouse use as you follow a technician's instructions. Using the headset relieves me of a chronic pain in the neck (mine was damaged by a falling tree limb).

Any phone with a headset jack will work, but the cordless/headset combo lets me walk around and talk with the phone tucked in a shirt pocket.

Love that KVM Switch! Another favorite is my KVM (keyboard, video, mouse) switch. I wrote about this in an earlier article (if you haven't seen it, ask your editor to print it), but I grow fonder of it every day. The ability to control two or more computers (my workstation and our network server, in this case) from a single keyboard, monitor and mouse is terrific: convenient, saves space, is utterly reliable. I'm trying out several other types of switches that many of you may find helpful. Watch for an article soon.

### Brass Thumbscrews

The least expensive, but probably the most convenient, items I use in maintaining our office computers are brass thumbscrews that replace the normal screws used to attach case covers. They make quick work of removing and replacing the "lids" on our four computers. The thumbscrews have the same diameter and pitch as the hex-head screws they replace, of course, but you don't need a nut driver or Philips-head screwdriver to remove and replace them.

One of our Tugnet stalwarts, Bruce Doshier, found the thumbscrews at a computer show (aka "swap meet") and bought several hundred. They were packaged in sets of six and sold to members for \$2 per package (a slight profit that went into the group's coffers). Bruce reports that you could probably get similar thumbscrews at local stores or Websites that specialize in electronic components, if they don't show up at computer shows in your area.

### Browser Tip

Have you tried using two browsers, one for fast Internet searching and the other for general Web surfing?

I have an older version of Netscape with graphics disabled that I use when I use search engines and to do research. This allows me to do quick checks of sites to see if they offer information I want. If I do want to view a graphic on any given page, all I need do is click on its icon.

(Check your browser's manual or Help Menu for instructions on how to disable graphics.)

I use Internet Explorer 4.x for more normal, leisurely Web browsing and when I want to explore a site thoroughly.

The only drawback is the extra hard drive space that having two browsers installed consumes, but with hard drives so cheap now this isn't the limiting factor that it once was.

### Put Some Light on the Subject

This one is really off the wall and makes you look like a weirdo, but it makes

computer maintenance a lot easier for me. Like many of us who have reached "senior citizen" status, my eyes aren't what they used to be, especially since macular degeneration destroyed central focussing ability in my left eye 12 years ago. I need a lot of light on the subject when I work on a project, otherwise I have difficulty seeing the slots in screws, inserting interface cards, etc.

I've tried various types of flashlights and work lamps, but they all require three hands or have other failings.

My latest solution to the problem combines a small clip-on flashlight and a baseball cap. I clip the flashlight to the bill of the cap, so I can shine it directly on an area where I'm working. Even better is a clip-on flashlight I found recently that has a flexible extension. You can bend it to point precisely when you need the light, and the extension puts it closer to your work area.

Like I said, it looks weird, but it works. (What really shook up my wife recently was seeing me wearing both the cap-and-light combination and the phone headset! Her reaction: "It's the creature from outer space!") ❖

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## Express Assist: Easy Outlook Express Add-Ons

by Stuart Gygi, Blue Chips, Utah Computer Society

**Manufacturer: A & J Systems Distributed by: Seem Software <http://www.seemsoftware.com> List price: \$29.95**

**System Requirements: 486 processor or higher  
Windows 95, 98, or NT??  
Ram 1.1Mb hard-drive disk space**

Express Assist is a simple utility that allows the user to backup and restore files used with Outlook Express. Outlook Express is a Microsoft e-mail program distributed with Internet Explorer. It comes with Windows 98 and doesn't have a comprehensive backup capability. The initial version of Express Assist I looked at was version 2.2. The newest version is 5.1.6 which supports Outlook. You will want it because there have been improvements. Outlook Express allows you to establish multiple e-mail accounts. Version 2.2 didn't recognize anything but the standard account established when Outlook Express is established. The new version found all the accounts I setup. Installation is straightforward. It installs in under a minute and automatically locates the Outlook Express folders. The installation also installs two desktop buttons, one for regular backups and one for fast back-ups. A nice feature of the installation is the choice to save any files changed by the installation. For example, if you upgrade from one version of Express Assist to a later version and choose the save option, you can then uninstall the new version and the old version be completely restored. When started, the program presents the initial screen with 3 menu items, File, Options and Help. The options menu presents one option, a reminder function that periodically reminds the user that a backup has not been made in the past two days, or any other user selected period. Below the menu are two simple selections, 1) Make Backup/Archive, or 2) Restore or Copy Folders. The same selections are available through the file menu. The Copy function is for copying folders to another machine. The Help menu item presents comprehensive instructions and tips. It is not extensive, so be sure to read through it. However, the program is pretty easy to use, so you will probably be able to do simple backups without reading help. Backing Up The first backup screen reminds you to compress the Outlook Express folders. This is an Outlook Express function and reduces the size of the folders. The next backup screen locates and displays all of the mail folders currently in use by Outlook Express. It also displays the Windows Address Book, currently subscribed User Groups and IE Favorites. These folders can also be saved. Just select the folders to be backed up. The right side of the screen tells you how many folders are selected, the space those folders occupy and the estimated archive size. Then, go to the next step and specify the folder where the archive is to be stored. The program remembers where the last archive was stored, so if backups are usually made to the same place, just click next and you will given the file name of the archive. The file name will contain the current system date, so each day's archive will be a separate file. Restoring The restore screen automatically chooses the last archive and displays it. There is a Browse button that allows you to select a different archive from the last archive folder or you can choose a different folder. You can either restore all folders from the archive or you can choose selected folders. With this selection you can choose whether to restore a folder to the same folder on the hard drive or to another folder. This allows restoring old messages without losing current messages. Replacing a current folder with a archive folder replaces all current messages with those in the archive. Read the Express Assist help instructions about creating a new folder in Outlook Express. Copying Folders This is not a special function, but requires the following 3 steps. Create an archive using the backup mode. Copy the archive

[Outlook Express concluded page 7](#)

# Hewlett Packard has a Winner



## Review of the S20 slide, negative and print scanner

by Joan Latchford, PCCT

Combine the Hewlett Packard S20 Slide and Negative Scanner (you can also feed it a 5X7 print) with the Epson Photo EX and you will have an unbelievable photographic experience.

Set up of the S20 is simplicity itself—first load the PhotoSmart software that comes on a CD-ROM, attach the power cord and USB connector to the 11 X 8" unit and your computer and you're ready to rock! Here USB really shines, with no IRQs to worry about.

Operation is a two button process and simplicity itself. The button in the centre is a toggle that switches the unit to receive three types of media, 35 mm mounted slide, 35 mm negative, or a 5 x 7" print. The current mode is indicated by a narrow horizontal green indicator light that moves from the first to third position, for slide, negative, or print.

Load the PhotoSmart software and it shows an interface that tells you to insert your media. It took me a few tries to realize that the scanner initially grabs whatever you've given it and then thinks about it for a few seconds. This is indicated by the familiar hour glass icon on your screen and is followed by the disappearance of slide, negative, or print into the scanner. (Negatives are especially fun because you see the image first in negative mode and then it almost instantly translates into a positive for you to make your selection.) Prints must be flat (not even slightly curved) to insert easily. Image sharpness was excellent but showed some streaking when printed. Since there were no scratches on the print when it emerged, I resorted to the manual which recommended cleaning the scanning windows with a rubber puffer bulb provided. Of course, I can't remember where I put it, so can't test this out in time to go to press. Since I checked this feature out as an afterthought I'm not too concerned.

It is important to select the correct media before your preview scan. These

## An Interesting Technique

by Bryan A. Burland (PCCT)

This technical note is intended for those who have an interest in making repairs or modifications to printed circuit boards, particularly in computers.

One of the problems in replacing parts in printed circuit boards (PCB) has always been to avoid damage to the metallic trace where the item is soldered. This is particularly true in the case of semiconductor packages such as Dual Inline Packages (DIP) and Large Scale Integration packages (LSI).

Manufacturers and large Repair & Overhaul organizations usually possess tools that can heat multiple pin device pins all at once, de-solder & remove the package. These are expensive tools.

For the average enthusiast there is little chance to remove a package without damage to something and it should obviously not be the (PCB). This infers that the package item is expendable and for that to be acceptable it should be known with reasonable certainty that the package item is at fault.

The method of removing the package without damaging the (PCB) is then the objective. Many methods have been used with varying success. The method proposed here is one that has been used without a problem for some time.

The tools required for this technique are those that are normally to hand for electronic enthusiasts with one exception.

range from Kodachrome slide, Slide, to colour negative, faded colour negative, B&W negative etcetera. If you accidentally scan a black and white negative while the setting is on colour you will be alerted to it by your images coming up in a bright sepia—and if you then click on "B&W negative" a dialogue asks you if you would like it to eject the strip because you will have to re-insert it to make the change. (The second, right hand button will eject your media at any time during a scan).

It is also important to notice what image resolution and mode is selected before you give the OK for the final scan. For slides and negatives this can be in resolutions from 300 to 2400 dpi in 300 dpi increments. Print resolution is limited to 300 dpi. Images are selected by clicking and remain selected until you click on them again.

The software rotates your image if necessary, (passing your cursor below an image gives you rotation arrows to click on so you don't have to bite your nails to decide whether it's 90 or 180 degrees you want), clicking on the image of a magnifying glass takes you to a fresh interface which lets you manipulate your image before the final scan. These adjustments include Exposure, (highlights, midtones and shadows), Colour, Size, Sharpness and Histogram. All the adjustments are visual and intuitive. Each one includes a reset button which will undo all the changes you have made if you are dissatisfied and want to start again. If you are happy with your onscreen results click on 'Final Scan.' They will then be saved as "Scan 1, Scan 2", and so on. One irritation is that there does not seem to be a way to give a significant name to your priceless image when you save it this first time.

Otherwise I have been very impressed with the power of the HP PhotoSmart Scanning Software. I have used it to manipulate the colour balance of slides and the exposure of negatives I had thought unprintable. The front page photograph was printed from a negative where the features were so overexposed they appeared indecipherable.

PhotoSmart offers the choice of several formats from .jpg to .tif. Be aware—a recent .tif file was 4.7MB and after bringing it into Photoshop and saving it as a .psd it was 787 MBs. Really!

In addition, the HP S20 includes a transparent sleeve for scanning photos smaller than 5 x 7", Microsoft Picture It! 99 software, a clear manual that is just the right length and a quick reference card that is all you will need to get started with the PhotoSmart software and continue in the way you should go.

To recap. The HP S20, in combination with excellent software, is a B&W and Colour darkroom in a box smaller than the one your last pair of new shoes came in. ❖

*HP PhotoSmart S20*

*Approximately \$787 Canadian, tax included*

*At Japan Camera, Eaton Centre.*

<http://www.hp.com/photosmart/products/scanners/scanners.html>

The exception, which is the reason for this technical note, is the addition of a high speed Dremel (or similar rotary tool) with a narrow (22 x 0.015 mm) cut-off disk on a 3/32" wide-flange mandrel.

The principle is to cut all of the connecting pins close to the body of the Package so that the package may be removed and discarded without damage to the (PCB). The removed item may be tested to confirm the diagnosis, if the enthusiast possesses the equipment and the knowledge, as it has experienced no heat or physical stress damage.

The pins/connector-tines may then be removed from the (PCB), like pulling teeth, one by one using a fine tip soldering iron.

The excess solder should be removed if a suitable tool is available, such as a solder sucker or fine tinned copper braid, to allow the insertion of the replacement without interference.

A point that should be made here is, when the package removal is complete, the enthusiast should consider the installation of a suitable socket if available. Without the socket the new package can easily be damaged by excess heat when soldering it in place unless all package pins are thermally protected by heat sinks.

### Notes:

- 1) It is advisable to "Practice" cutting using a high-speed Dremel type tool with narrow cutoff disks before attempting the real repair.
- 2) The (PCB) should be fixed in position and the Dremel tool held with two hands using a wrist support.
- 3) As all instructors will enunciate "Allow the tool itself to cut. Do not use pressure". Also Do not apply Axial force to the tool whilst it is cutting.
- 4) Maybe most important "WEAR SAFETY GLASSES" when cutting. ❖

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# Pic O' the Month

by *Trev Beard, PCCT*

Once in a while there drops from heaven a real gem. The gem today is a Titanic among programs and it's called Gizmos98. If I tell you it's been put together by Play Inc., the creators of Trinity and Snappy you know you are in for a treat.

The guys and gals at Play after finishing up Trinity thought they would indulge in a little exercise while waiting for their next big job. They produced a number of multimedia type applications, more or less unconnected, just for the heck of it. Gizmos98 is the happy result.

## The Show Must Go On

The best of these programs is Performer 98. It's a revolutionary way to create the smoothest show ever created on a PC. It's powerful timeline-based interface gives you show-making powers that are just mind boggling. By dragging picture and sound picons from the bin to the timeline, then adding effects you'll be making your own show in just minutes. The pictures can be selected from the hundreds included or from your own collection.

You save your show as a self playing file which you can e-mail to your friends to enjoy on their PCs. They can enjoy your show even if they don't own Gizmos 98. This one program alone is with the price of admission!

## Get The Picture

The next best offering is the Picture Explorer—for storing and viewing pictures. Store your pictures of various extensions like .bmp, .jpg, .tif, and so on any where you like; well, not on the closet shelf, but certainly on any hard drive. They are represented in the Picture Explorer screen as picons or thumbnails. There's a search function that is very fast, what more is there to say!

## Have You Got The Time?

You've probably got a clock in that bottom right hand corner of your screen so why get another? Gizmos 98 offers four clocks for the screen—a wall clock, a sports clock, a night stand clock and a desk clock. The latter two are digital but my clear favourite is the Sports clock—it's analog and has an alarm. I just put the cursor on the alarm finger and gently pull it round to the appropriate time on the dial. Very easy and free from trauma.

## Calendars

There are four calendars—daily, weekly, monthly and yearly. I keep the daily one just a keyboard touch away. I type in all my appointments for that day and since using this calendar the wrinkles on my brow have started to get smaller. There's even an alarm to keep me from losing a valuable appointment. Of course my appointments are not those such as 'Phone the PM', but more like 'Buy marmalade'. Just as important tho'. On the same daily calendar there are buttons to bring up the weekly, monthly and yearly calendars.

## Calculators Galore

When I was a young designer the one thing I always wished for was a programmable calculator. Never got to that stage however until this day, much too late. The four calculators with Gizmos98 are simply marvellous. First the simple one like you buy from Radio Shack for \$9.99, then a financial one with 'set tax', 'add/subtract tax', 'percent', 'margin', etc. then a scientific one which used to cost an arm and a leg when I was in the market, and finally the programmable one which does all the work of the previous three—a real number frightener.

Added to this foursome is a statistics workpad and an Electronic Paper Roll. Of course you can use your PC keyboard instead of the keys on the screen if you wish. PLAY think of everything. I cannot resist saying that none of these programs from Play is of the Mickey Mouse variety—they are all very well engineered.

## Security Gizmos

If you're normal you will have collected a lot of stuff on the computer and the question will periodically come up "What can I do with all this lot?". Well, you can Keep It, Toss It, Hide It, or destroy It. There are two programs in Gizmos98 to do the Hiding and the destroying.

The Vault uses encryption techniques to make the file absolutely secure. If you forgot the password, that's just too bad! One fairly common use for this is to put all your important things into one file and encrypt that file. Stuff like your Will, your Credit Card Numbers, the secret place where you hide your spare watch and so on. Sad to say but years ago before I left on a trip to India I put a

few of my things in various secret places. When I returned, there had been no break in but I just couldn't remember one or two of those places for weeks afterwards. Now I could put this info in The Vault (on a floppy of course in case they take the computer itself).

The Shredder works something like the Windows Recycle Bin, with some important differences. The icon can be found on the Desktop as well as in Windows Explorer. You can drag files into it which you want to delete from your hard drive. Unlike the Recycle Bin, when you delete files from the Shredder, they are physically overwritten, which means they cannot be recovered by using Undelete programs or any other form of file recovery.

So if you have been selling rocket secrets, you should use the Shredder to protect yourself. Not even the RCMP can nail you

## There's More and More

The remaining items on the Gizmos98 CDROM are more frivolous than the others but interesting none-the-less.

## Card Games

These six games are variations of the Solitaire genre and seeing that Solitaire players number into the millions should keep a lot of people happy and away from that tube.

## And It Goes On And On

There is Picture Puzzler (very good), Picture Explore, Pro Linear CD Player, Electro 98, Scene Savers, Colour Organ and Video Cube. All worth a try. So much value, so little price. Reminds me of the guy who was offered the Crown Jewels for \$10 and he countered by offering \$7.50 (get it?).

Price is \$50 US from Play Inc., 2890 Kilgore Road, Rancho Cordova, CA, 95670. There just can't be a better bargain anywhere.

## Una Correctionata (that's of course Esperanto)

In the December column I forgot to indicate where to get GoBack from. Here it is: Wild File Inc., PO Box 47038 Plymouth, Minnesota, 55447, USA cost \$100 Can or so. You'll not believe this and I swear I'm not making it up but I've been plagued with a problem of the machine dragging its feet and suddenly quitting after many tries to defrag the drive and using Disk Doctor and other remedies. I thought the drive was kapput, then I started up and sought help from GoBack. No change until I'd gone back two days then a miracle happened—the machine became A-OK. Just a minor task of re-typing most of this article but what a nice feeling.

If only we could apply GoBack to the human brain. ❖

# GetRight Version 4.0

by *Frank Latchford (PCCT)*

GetRight is a program that is loaded before you go on the Internet. Essentially it keeps watch over your downloads. If you are logged off, it re-establishes your connection and continues downloading. It seeks out the fastest mirrored site for the file you are downloading and uses that site for your download. For the most part you are unaware that it is even there. You can accept the default settings when you install it and then forget about it, or you can look at all the features it has and install only those you feel you will need. GetRight provides good documentation in its Help files as well as at its Web Site. Its FAQ list provides answers to error conditions you might encounter.

You can configure GetRight to download at a scheduled time and disconnect from your ISP when you are done. It will even shut your computer down if you wish, when you are finished downloading, if the computer supports this feature. It provides many visual guides to the downloading process. If you are not interested you can turn this feature off. It won the Shareware award for best Internet Utility last year. If you have been experiencing a lot of aborted downloads lately, take a look at this program.

GetRight Ver 4.0

Price US \$20.00

[www.getright.com](http://www.getright.com)

Concluded from page 1

Winter courses begin the week of January 17<sup>th</sup> in most locations. Advance mail-in registration with fees and proof of senior status, if applicable, runs from December 1<sup>st</sup> to 22<sup>nd</sup>. On-site registration occurs on Wednesday, January 12<sup>th</sup>. Spring classes are held in only a few locations, including Overland, beginning the week of April 10<sup>th</sup>; advance registration is from March 1<sup>st</sup> to 24<sup>th</sup>.

In the summer I wrote about how helpful I have found the PCCT meetings and SIGs, so one may ask why I am also taking courses. I find the two supplement each other. The leader often presents information on more "advanced" features, and there is a flexibility in the SIGs so that more time is spent in dealing with members' particular questions or concerns and participants as well as the leader may contribute information. This is less likely to occur in most of the courses which tend to be more structured according to the instructors' course outlines. Since I'm a "learner in a hurry" at the present time, I'm concerned to learn as much as I can as fast as I can from a variety of sources.

Courses aren't for everyone. About a dozen years ago, when PC's on every office desk were slowly becoming a reality and more and more people were acquiring home computers, I carried out a small project for a Computers and Learning course at the Ontario Institute for Studies in Education (OISE). I interviewed about a dozen people—friends or work colleagues who I knew had home computers (by no means a random sample!). I asked them, among other things, how they had learned to use their computers. They were almost evenly divided among those who had begun by taking courses and those who were self-taught, correlating, it seemed, between those whose first contact with PC's was at work where training programs were available and those who had started out completely on their own.

I myself was among those who became familiar with desktop computers at the work place. The Ontario Government at the time had a quite comprehensive staff program of short (1, 2 or 3 day) courses starting with "Introduction to Personal Computers," going on to "Introduction to DOS" and, what else, "Advanced DOS," and then on to various applications: word processing, spreadsheets, database programs, etc.) Consequently, by the time I acquired my first home computer, I had a number of these courses under my belt, along with simplified mini-manuals.

The do-it-yourselfers, on the other hand, seemed to rely on the manuals which accompanied their original software purchases (which many people found rather user-unfriendly!). They were adamant that this was the only way to learn. "You just have to sit down and slog it out with the manual" was a frequently expressed sentiment.

Because of my earlier experiences with courses as well as my deeply engrained adult education background, I tend almost automatically to seek out formal learning opportunities when tackling a new or changing field. (I am in deep admiration of our intrepid editor who fearlessly, it seems, regularly engages in successful self-learning with new software and equipment!) Also, I tend to use manuals as reference sources for solving particular problems or questions rather than as a basic learning tool. So while many people prefer to learn on their own through studying manuals, getting online assistance or by trial and error or are too technologically advanced to benefit from this level of instruction, I find that at my present level of proficiency (or lack thereof) the School Board's Continuing Education courses provide an accessible and economical route to learning in conjunction with other means such as PCCT and my own keyboard/mouse fumbling. Since I'm a "learner in a hurry" at the present time, I'm concerned to learn as much as I can as fast as I

## Book Review

# Using the Internet and the World Wide Web in Your Job Search

by Fred E. Jandt, Mary B. Nemnich, JIST Works, Inc., 1997

Reviewed by Bill Crane NOCCC, October 15, 1999 at 00:04:42:

The Complete Guide to Online Job Seeking and Career Information. This book is a very thorough, and generally non-technical, description of the resources available for job searching using the Internet and is an update of their first book.

The 14 chapters cover nearly every aspect of job searching and will be helpful even for someone with very little or no experience with computers.

The first three chapters cover the rationale for using the net, selecting and installing a computer with a modem, software, ISPs, web history, browsers and search engines. From there on they discuss www classified ads, commercial services, various job listings, career resources and Internet support groups. Perhaps more valuable are the chapters on preparing and submitting your electronic resume, internet job hunting netiquette (etiquette), e-mail, voice and face-to-face interviews. One chapter offers advice for college students and a final chapter makes suggestions for employers.

The Preface comments on the changes that occurred in the 18 months between the first and second editions. There have been even more changes in the 24 or so months since the publication of this edition. For example, Bulletin Boards are even less used today. Furthermore, the best way to publish or send your resume today by e-mail is with the Word word processor. While there is a wide variety of browsers in use by people who know little or nothing technically about computers, other than "what works," most require a resume submitted in Word. WordPerfect may be a better word processor, but Word is the most used by far of the two. While the authors talk about using ASCII, both Word and WordPerfect in the latest versions can convert a document into HTML. This may be acceptable and may provide a better copy. A few will still request a hard copy for scanning which can be sent by FAX or even snail mail. While there are some references in this book to specific sites for job searching, the rapid changes on the net make these sites undependable. This book provides a good, non-technical background to start a job search using current technology available on the Internet. While it will provide general guidelines for conducting a search with a resulting saving in time, it is not a substitute for the many hours, days and weeks or months that may be spent on the actual search itself.

A 3.5 inch floppy is included that contains the software program, Watson Power Resumé Builder. This must be installed using the Start, Run selections with Windows 95 and entering "A:\setup" in the Run window. It is easily installed and is certainly helpful in resume preparation. An "interactive interview" requiring about 45 minutes is made by providing information about your training, education, experience and work history, and the results summarized for reviewing. This result can be sent by e-mail to Intelli-match, or copied to a floppy and mailed to them. A phone call to their 800 number reached "jobwarehouse.com" in San Jose, California, but was not answered by a live

www.intellimatch.com. ❖

Copyright © 1995-7 by North Orange County Computer Club. All rights reserved. Articles by NOCCC authors may be reprinted by other user groups without permission provided they are unaltered and the publication acknowledges the author thereof and NOCCC. Articles contained hereby authors from other organizations retain their original copyright. Site assistance by CitiVU Outlook Express included from page 4. This requires Express Assist on both machines. Fast Backup Express Assist remembers everything about the last backup performed, the backup folder, archive file name and the folders selected to be backed up. The fast backup button will automatically perform the same backup. If you have an established backup procedure to be performed regularly, this is a good way to do it. However, if you mistakenly select the fast backup, the first screen presents a "go ahead" dialog box. Select cancel to go to the regular backup program. OK performs the fast backup. Backup Reminder This function will remind you each x days to backup. It can also be turned off. If you choose to backup when reminded, the Fast Backup mode will be selected. Other Features An interesting feature of the Help menu is the "Express Assist - In Touch" option. This lists a set of topics including a list of the latest revisions. Click on one (with you Internet connection established) and some information about the topic will be downloaded from the Internet and displayed for you. Support is available via e-mail. Got to www.seemsoftware.com and use their e-mail button. I received very quick responses to my questions. ❖

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- 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.

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### ADMIT ONE



## January 2000

## February 2000

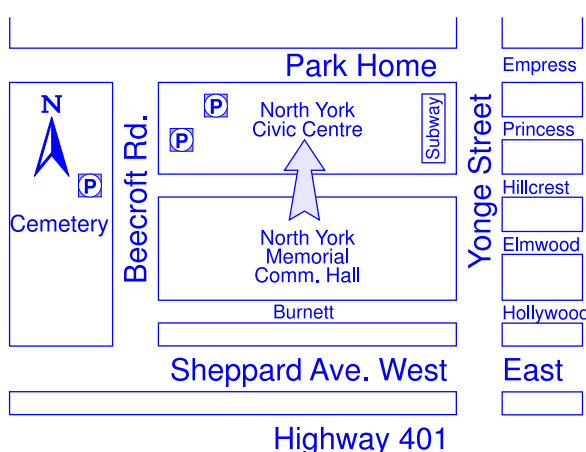
Tuesday	Wednesday	Thursday	Tuesday	Wednesday	Thursday
			<b>1</b> Windows SIG BTS 7:30 p.m.	<b>2</b> Investment SIG BTS 7:00 p.m.	<b>3</b> The Basics SIG BTS 7:00 p.m.
<b>4</b> Windows SIG BTS 7:30 p.m.	<b>5</b> Investment SIG BTS 7:00 p.m.	<b>6</b> The Basics SIG BTS 7:00 p.m.	<b>8</b> The Daytime SIG St. A, 1:00 p.m.  Linux SIG, BTS, 7:00	<b>9</b> Digital Imaging SIG BTS 7:30 p.m.	<b>10</b> Visual Basic SIG BTS 7:00 p.m.
<b>11</b> The Daytime SIG St. A, 1:00 p.m.  Linux SIG, BTS, 7:00	<b>12</b> Digital Imaging SIG BTS 7:30 p.m.	<b>13</b> Visual Basic SIG BTS 7:00 p.m.	<b>15</b> General Meeting NYC 7:00 p.m.	<b>16</b> New User Group BTS 7:30 p.m.	<b>17</b> Office SIG BTS 7:00 p.m.
<b>18</b> General Meeting NYC 7:00 p.m.	<b>19</b> New User Group BTS 7:30 p.m.	<b>20</b> Office SIG BTS 7:00 p.m.	<b>22</b> Daytime SIG St. A 1:00 p.m.	<b>23</b>	<b>24</b> Internet SIG BTS 7:00 p.m.
<b>25</b> Daytime SIG St. A 1:00 p.m.	<b>26</b>	<b>27</b> Internet SIG BTS 7:00 p.m.	<b>29</b> LEAP YEAR		



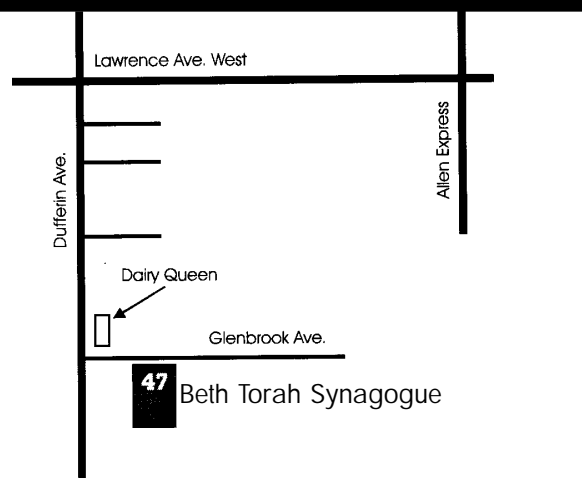
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Find out what is going on at the PCCT each week by calling the club hotline at: (416) 633-6971 for the latest news on meetings.

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