

read.m.e

Featuring articles by computer club members

Getting more out of your computer!

Hewlett Packard C500 camera - review

By Joan Latchford - PCCT

The HP C500 is the first digital camera I have used. After the simplicity of using single lens reflex Nikons and Leica rangefinder cameras, the C500's fourteen or so buttons presented an intimidating learning curve. Still, within an hour of opening the box, I had read the truly pocket-sized, 30 page basic manual, loaded the PhotoSmart software onto my computer and produced several acceptable 8 x 10 prints with no observable pixelation.

Advertised as "point and shoot," it was some time before I approached the spontaneity of composition I was used to, using the HP C500.

First off, the manual advised using the optical viewfinder rather than the LCD screen to preserve the life of the three rechargeable AA NiMH batteries (included in the box). Grabbing the camera for a quick shot, I had difficulty finding the viewfinder and found myself sliding the camera up and down my glasses several times to get it in position at all. The viewfinder image is small and could benefit from a dioptre adjustment. With the camera to my eye, I found my finger naturally fell on the on/off switch and I still have to consciously reach my finger forward and feel around for the shutter release button. The lever for the 3 X optical zoom falls conveniently under my thumb.

Since I have always been an available light photographer the built in auto-flash was a new experience. Besides the auto setting (which adjusts to

lighting conditions) the C500 offers red-eye reduction, always on (regardless of lighting conditions) and off. As I am used to the benefits of selective focus, it is disconcerting to have an underexposed but still sharp and distracting background. This can be more easily corrected using PhotoShop than in my traditional darkroom.

Day Two, I decided to catch the fall flower beds at Osgoode Hall in the late afternoon sun, something I have intended to do for the last four or five years. An 8 x 10 showed a true and vivid colour rendition but for the first time I saw pixelation of the flower blossoms. It is possible I overlooked setting the camera to Fine mode. Fill in flash used for a street scene in open shade seemed to cause slight underexposure of the background, giving it a blue tinge.

Day Three, I took the C500 out to breakfast and found myself much more comfortable with its operation. I could remember how to use the rocker switch to cycle through the photos on the LCD screen. Left to right or vice versa took me forward and back, while up and down showed the menus for the mode I had set my camera to.

Modes are: RECORD, (take photos) REVIEW: shows thumbnails of shots with menu choices such as delete, so as to replace rejects with new photos.

PLAY: full screen representation of individual shots. When reviewing my photos in this mode I found

that the LCD screen is interlaced and I needed to wait quite a few seconds until I saw a picture at optimum resolution which I might otherwise have deleted as unsharp.

PC: the setting to use for downloading images to the hard drive on the computer via serial or USB cable. (Both included). The C500 also has a "JetSend" or infrared feature which will print your chosen images directly from camera to an enabled printer such as the HP PhotoSmart P1100. Turn the camera and printer on with their infrared ports facing each other at a distance of approximately 12 inches apart. The camera should be in the review or play mode. Press the share button and the printer starts to print. This feature places a heavy drain on your batteries and poses a strong argument for buying the AC Power Adaptor which is not included with the camera.

The included PhotoSmart software for downloading and viewing photos on your computer, is intuitive and ease of use itself.

The mini-manual advised that I could find a downloadable manual with detailed information on the operation of the C500 on the website "http://photosmart.com" This proved untrue, as HP has reorganized their site. I spent over an hour searching for and downloading the .pdf version. (Each of six chapters, plus appendixes A and B are separate files that can be read online or printed out to around 133 pages.)

Continued on Page 6 . . .



November 2000

VOL 18 / NUM 9

Free Guest Coupon on back page!

Contents

Club Business
3 Notice of Annual General Meeting and Proxy form

Club Business
3 Notes from the Board
by Robin Wright, Past Pres.

Article
4 Using Cut and Paste
by Coco Johnston

Article - Internet related
4 FREE Internet Access
by Jerry Stevens, PCCT

Club News
5 PCCT On-Line Services update
by Otto Lang, PCCT

Review
5 Nightingale Voicebox
by Trev Beard, PCCT

Article - INFOMagic
6 Clean off your desk
by Bob Matheson, PCCT

Article
7 Backup Strategies
by Trev Beard, PCCT

Article
7 Late Adopter
by Jerry Stevens, PCCT

Club Events
8 Meeting Calendar, Maps and directions
Plus Free Guest Pass on back page!

Address Label
Publication Mail Agreement 1464248

Powerware coming to November Meet !

Electrical power - that force that we all take for granted that comes out of our plugs and sockets that we use to run everything from the lowly light bulb to our 1 gigahertz Pentium computers. Great when it's flowing, a real hazard to the computing environment when it's not!

Come and join PCCT members and guests for a talk on power management hardware and software by Mr. Harry Fawcett, Corporate Trainer for Powerware, makers of surge protection and un-interruptable power supplies (UPS). Members will have an opportunity to win the doorprize, a Powerware surge protector. The meeting will be held at the usual location, the North York Memorial Community Hall, Burgundy Room beginning at 7:00 p.m.

IN DECEMBER - the Annual General Meeting & Xmas cheer!

The Personal Computer Club of Toronto



Mailing address:

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

NOVEMBER 2000

Vol. 18 No 9

ISSN 0348-8983

Ph&Fax:(416)633-6971

Website:

<http://www.pcct.org>

Board of Directors and Volunteers

Directors

President

Karl Stanley
kstanley@ilap.com
Res: 905/836-5222

Vice President

Doug Colquhoun
Domc@ionsys.com
905/460-0758

Treasurer

Arthur Robertson
arthurr@pcct.org
416/638-0278 h
416/665-8428 b

Secretary

Jim McIntosh
jemcinto@idirect.ca
416/292-8126

Director

Clive Apps
clive@problem.org
416/510-0020

Director

Jack Grossman
jack.grossman@sympatico.ca
905/771-1789

Director

Dorene Jacobs
dorenej@pathcom.com
416/486.1609

Director

Otto Lang
ottolang@torfree.net
416/445-0680

Director

John Mahler
jmahler@globalserve.net
(416) 920-8627

Director/Past President

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

Volunteers

Equipment Manager

Joe Stadler

Floor Manager

Murray Dobbs

Database Manager

Otto Lang

Membership Director

Jack Grossman

Programs

Dave Hanson
davidk_hanson@hotmail.com

Visitors Table

George Chambers
Charles Bull

Webmaster

Daniel ffolliet

Interim Readme Editor

Dave Hanson

Readme Editor

Joan Latchford

Refreshments

Tonu Soovere
Murray Dobbs

Basic Windows

Leader: Steve Rakus / Frank Latchford src @ tht.net

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. 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. You should have learned to use some aspect of Windows by the end of the evening. *The BASIC WINDOWS SIG is currently being held at the beginning of the regular WINDOWS SIG.*

Daytime SIG

Leader: George Chambers (416) 751-7559

This group, meeting in the daytime 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: Murray Dobbs moedobbs@sympatico.ca

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: Brendan Birmingham bromser@hotmail.com

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.

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

Leader: 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@tht.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 (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 ioread.melo 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.

Notes from the Board

By Robin Wright, PCCT Past President

The budget for the year ending August 2001 was accepted at the July Meeting of the Directors. The decline in revenue due to reduced number of Members required some deep cuts in expenses. Our most significant expenses are, the tabloid newsletter and the rent of space for our activities. Reluctantly The Directors agreed to reduce the number of editions of Read.Me to 6 to coincide with the computer shows; and an electronic monthly newsletter to be posted on the website every month. The editorial and layout work for an electronic edition is about the same as for a printed edition. Subsequent to this decision, family health challenges have obliged our editor Joan Latchford to take a break from editing the newsletter at least until the New Year. The September/October edition was not compiled. At the October meeting of the Directors it was agreed that we would gratefully accept Dave Hanson's offer to edit the newsletter until such

time as Joan was able to pick up the task again. As a further cost saving measure we will not hold any SIGs during July Or August 2001. Although we continue to meet at Beth Torah synagogue except for the Daytime SIG, the rent has increased and our facilities manager Doug Colquhoun is actively seeking a suitable new location.

The Windows Basics SIG, lead by Frank Latchford, will now be held in conjunction with the Windows SIG, on the first Tuesday of each month. Steve Rakus has generously agreed to modify the format, to start earlier at 7:00p.m. with provide basic instruction for start of the evening, followed by the more advanced programme. The club will continue the promotion of a trial membership for Applications received at the club's booth during any show in which we participate. Trial membership is for 3 months starting the month after the show. The trial membership

fee is \$20.00, which will allow the member to participate in all club activities except the draw prizes or voting at any meeting. By the end of the trial period the member will have upgraded to full membership by paying the balance of \$45.00. The club received invitations to participate in the Linux Expo Canada in October and Linux Canada show next May. The Directors agreed that we should participate providing we could find enough volunteers to man the booth at each show. A repeated request to the attendees of our Linux SIG, for volunteers did not find sufficient staff, so our participation in the Linux Expo was cancelled.

The projection and audio equipment we have enjoyed at the general meetings for some years is no longer available to us from the Corpav Presentation Group. We have all appreciated the dedication and effort of our member, Praba, who has transported

... Continued page 6

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 12, 2000 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, 2000 together with the Report of the Auditor thereon.
2. Motion to amend the By-Laws to allow for the notice of meeting to be sent by electronic means.
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, 2000.
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. Dated at Toronto this 2nd day of October, 2000.

By order of the Board, James McIntosh, Secretary.

The completed proxy should be mailed to:

The Personal Computer Club of Toronto
P.O. Box 5429
Station A
Toronto, Ontario
M5W 1N6

PROXYFORM for the Annual Meeting The Personal Computer Club of Toronto

The undersigned member of The Personal Computer Club of Toronto hereby appoints Karl Stanley, President, or failing him, James McIntosh, 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 12, 2000 (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.

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.

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, 2000, and the Auditor's Report thereon.

To vote in favour of amending Paragraph 19 of By-Law One to allow the use of Electronic means.

The said proxy holders are hereby directed to vote for the election of the following as directors:

To vote for the approval of the action of the Board of Directors for the year ended August 31, 2000.

Dated this _____ day of _____ 2000.

Signature of Member _____

BY ORDER OF THE BOARD, James McIntosh, 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

NEVER RETYPE something that's been typed before Or . . . How to use Copy/Cut & Paste

by Coco Johnston, F1 Computer Club email: coco@mo-net.com

If you are new to computers, and you don't know how to move blocks of text or graphics from one document to another, or from one place in a document to another, you need to read on. The great thing about PCs is that you NEVER have to retype something that's already been typed.

When you get information (or a joke or story) in an email, and you want to send it to someone else without all those previous addresses attached to it, this is a solution to that problem. If you have a photo or picture in one place on your computer or a Web site, this trick will move it anywhere else (into a document or a new email message).

It's called CUT & PASTE or COPY & PASTE. The difference between cutting something and copying something is quite simple. CUT means to remove it from where it is. COPY means to leave the original where it is and make a copy of it for transport to another location. PASTE is what you do when you place it in a new location.

Four simple steps will move text (or graphics) from one place to another.

Highlight the text you want to move

Cut or Copy the highlighted text

Place the cursor in the new location

where you want the text . . .

Paste the text in its new location

FOUR WAYS TO CUT AND PASTE

There are four ways to copy & paste or cut & paste. All four do the same thing, but they were developed by people who are accustomed to using the computer in different ways.

Keyboard method

You'll never have to fight that mouse

Highlight: with your cursor at the beginning of the text, hold down the Shift key, and tap the right arrow key until you have highlighted the text you want (you can also arrow back, up, and down to highlight in any direction)

To Copy: hold down the Control key and tap the letter C (called Ctrl + C)

To Cut: hold down the Control key and tap the letter X (called Ctrl + X)

Place your cursor where you want the text to appear (this may involve opening another document)

To Paste: hold down the Control key and tap the letter V (called Ctrl + V)

Quick recap:

Highlight: Shift + arrow

Copy: Ctrl + C; or

Cut: Ctrl + X

Place cursor where you want the text to appear and . . .

Paste: Ctrl + V

Mouse method

You never have to touch that keyboard . . .

Highlight: place cursor at the beginning of text; click and drag the mouse to highlight the text

Copy or Cut: right-click (a menu drops down) and left-click on your choice

Place cursor where you want the text

Paste: right-click (a menu drops down); left-click on Paste

Menu bar method

The menu bar is the line of words across the top of your screen::

Highlight: use either method above to highlight (to highlight the whole document, click Edit in your menu bar, and click Select All)

Copy or Cut: select Copy or Cut from

the Edit menu in the menu bar at the top

of the page Place the cursor where you want the text to go

Paste: select Paste from the Edit menu

Icon method

Highlight: drag mouse or use Shift + arrows to highlight

To Copy: click on the Copy icon (2 pieces of paper) in your toolbar

To Cut: click Cut icon (scissors) in toolbar

Place your cursor where you want the text to go

To Paste: click on the Paste icon (clipboard) in your toolbar

When you cut or copy something, it is placed in a holding area

called the "clipboard." You can't see the clipboard, but your data is there. It will stay there UNTIL you :

1. copy or cut something else

2. turn off your computer

You can paste what's on your clipboard over and over, as long as you don't copy or cut something else on top of it. The clipboard that comes with Windows 95 will hold only one selected item at a time.

You can copy or cut and paste large blocks of text, graphics, all or part of the text of an email, text on a Web page, graphics on Web pages, tables, and just about anything else a computer has on it. There IS a limit to how much material the clipboard can hold, but if you exceed it, you can possibly do it in several steps.

There is NO reason that a forwarded email has to have hundreds of names and headers included with the message. The only reason I can think of for leaving the names on is to show where the message has been. With COPY & PASTE, you can send your friends ONLY the message and not the email addresses of everyone in the Universe. This also will help cut down on spam (junk email). (NOTE: you cannot CUT text from an email or a Web page; you can only HIGHLIGHT/COPY/PASTE.)

One last tip: if you want to move a small amount of text or a picture just a short distance within the document you are in, simply highlight it and click and drag it with your mouse. This works best when the phrase or picture is being moved only within the area you can see on your screen.

Coco is the newsletter editor of The F1 Key, a publication of the F1 Computer Users' Club in Shell Knob, MO. She would like a copy of the newsletter this article appears in. Email coco@mo-net.com Send snail mail to Coco Johnson P O Box 535 Shell Knob, MO 65747.

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

FREE INTERNET SERVICE

by Jerry Stevens - PCCT

Internet Service Providers are now copying the Radio and TV industries, providing free service, paid for by advertisers.

There are a few companies that private label their service for numerous companies. 1st Up Corp. provides their service for Alta Vista, Excite, Simpsons, and many others. The interface looks different but the operation is the same.

I have been using Alta Vista Free Access, Internet Service for 5 months, initially out of curiosity and as a backup when my primary ISP was busy or not available. My ISP recently decided to discontinue their dial up service and stick to higher profit web hosting. I decided to use Alta Vista as my primary ISP and it is working well.

The first thing to do is make sure there is a local dial up number in your area. A list of area codes is available which will give the numbers in your area. There are some areas that have a area code, but the exchange could still be a long distance call. Check with your local phone company to make sure that the phone exchange and area code are a local call from your location.

Registration is required before you download a small 600kb program, from <http://www.zdnet.com/downloads/altavista/index.html>. Setup is done by an easy to use wizard.

There are some drawbacks with the free service, but they are minor. It takes a little longer for the initial connection to be made, an advertising banner, which can be moved to a location on your screen so that it doesn't cover your document/program, pops up covering a small portion of the screen and the Alta Vista home page opens in your default browser. The latter gives you the latest news, a search window, market news, etc. I find that the ad banner doesn't bother me and periodically, there is something advertised that is interesting.

Alta Vista provides web-based email, which I tried, but found it to be very slow. It might be fine for those that have a limited amount of email. I opened a Hotmail account, which is accessible by an email client, so that email can be downloaded and sent when connected to the Internet with Alta Vista.

I tried connecting to other ISP's where I have web pages that have email accounts with my own domain name. Alta Vista did not allow me to send email through 2 different ISP's as well as Ematic.com, a free email service similar to Hotmail. Receiving email from these accounts is no problem.

If I have to send mail with my own domain name, I use my AOL account for the Internet connection. Those of you with your own domain name who want to try this free ISP service should make sure you can send and receive your email.

Connecting through Alta Vista Free Access, I have no trouble using FTP and Telnet.

Free Internet service is available in both the US and Canada.

PCCT On-Line Services update

By Otto Lang - PCCT

Much has happened in the last year in the PCCT On-Line services arena. Here is a brief overview of some of the changes, along with an introduction on the PCCT mail-list and how to access it.

The club's Bulletin Board System (BBS) has been discontinued due to lack of activity and the advent of the internet eGroups list services.

the Moderator's job for the eGroups Internet based mail-lists has changed hands twice since it was first founded.

the club website and domain (name) continue to serve members with current online information about the club and particularly club events and meetings.

WHAT IS A MAIL-LIST?

A mail-list is simply an e-mail address to which you send an e-mail directed at a group of people you want to communicate with, or from whom you want to receive e-mail from. It is usually the theme, or subject, of the note that determines which group is being addressed. In the case of the mail-lists for our club, only members are allowed to participate. Other eGroups groups may or may not have different rules. The prerequisite in subscribing to any group is that you 'register' with www.egroups.com. I put the verb in single quotes, because there is no cost associated with it. All you need to register is your full, current e-mail address as ID, like john.doe@anyisp.com, and -important- a password of your choosing (which is NOT the one you use to login to your Internet Service Provider).

The Nightingale Voice Box

By Trevelyan Beard - PCCT

This is a set of two CDs, two remarkable disks that between them give you 1500 original vocal sounds, from the chanting of an auctioneer to a wracking bout of coughing, from a baby crying its heart out to an airport announcement. As a special treat there are also animal noises as imitated by humans, often more convincing and lifelike than the real thing.

There is also a booklet of 43 pages which indexes all the effects both alphabetically and by track number.

There's lots of laughing, shouting, cheering, crying by single men, women or children or by crowds both large and small, both civilized and hateful. Every noise that the mouth can emit is here in these disks. Do you need a train announcement that sounds authentic? Or a priest taking confession? Or a couple having a violent argument?

There are foreign voices too, as used by the telephone operator or weather and traffic over the radio. How often when planning a movie have you wished for an authentic drunk sound, or

a wolf whistle, or some group singing?

The quality is excellent, completely clean of sound processing so you can control and customize these sounds to suit your production.

The price is \$250 Canadian or US. In this instance you get what you pay for!

Phone: 416 221-2393. Web: www.nightingalemusic.com and email: voicebox@nightingalemusic.com.

Then you are ready to join groups, any groups, not just the ones for PCCT. Once you are registered with eGroups.com you fill in your user profile, that's it. You can set options, whether you want e-mail delivered to your inbox as soon as it is distributed, or only when you login, or as a daily digest. It is your choice.

GETTING MORE INFO ON eGROUPS

To learn more about eGroups features, you point your browser to <http://www.egroups.com> and login with your email ID & password, then explore. You can read archived messages, or change your options, you can post messages (no attachments), or up and download files in that group.

Of course you can set-up your own mail-list(s). You then become the owner of such a group and then determine who is to moderate your group. You can invite others to subscribe to your group. You can subscribe to or unsubscribe from any group any time, although for temporary absence, like vacation, it is better to change your delivery from "Individual e-mail" to "Web access Only". In that way your inbox won't get filled. You can consult with the owner of a group by sending an e-mail to [\[groupname\]-owner@egroups.com](mailto:[groupname]-owner@egroups.com), where you replace [groupname] with the actual name of the mail-list, e.g. pcctforum.

I hope more people, especially those who with the approaching season don't feel like coming out to meetings any more, will make good use of this On-Line Service. OL

Editor's Notes

By Dave Hanson, PCCT

Hello and welcome to the PCCT!

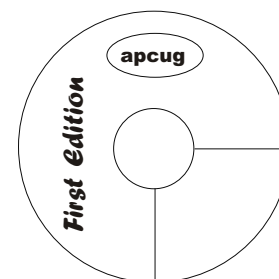
If you are not a member of the Personal Computer Club of Toronto and are picking this newsletter up at a computer show, a retailer or through your door I encourage you to check us out either on the WEB, at our internet address of www.pcct.org or in person at one of our many meetings in the Toronto area.

The PCCT has been in the User Group business almost since IBM introduced the Personal Computer in the early 1980's. We've been helping people understand and use their machines more effectively through vendor and industry specialist talks as well as 'hands on' demonstrations through our many special interest groups, aka SIGs.

This issue of README marks my debut as temporary editor due to the fact that our regular editor, Joan Latchford, is helping her husband Frank convalesce from serious illness back in June/July of this year. I stuck up my hand to help out with generating the newsletter and was given the green light on Oct. 4th to produce the first printed copy since the summer.

I'd like to thank those members including Joan, Bob, Jerry, Murray, Robin, Trev, Karl and Craig who helped out to make this issue possible primarily with submitted articles and material.

It's been a very challenging month putting this issue together as I've not only had to gather together enough user group submitted articles and build the template document from the ground up in Corel but sickness and vacation plans have also put a proverbial wrench in the works. I'm hoping that what you see on paper has been successfully translated from my screen here at home. No doubt there will be changes, errors and omissions . . . please let me know what they are so that they can be corrected in the next issue! Dkh



APCUG SHAREWARE and FREEWARE CDROM now available

The APCUG First Edition CD is now available. This CD contains hundreds of primarily freeware, shareware and 'demoware'. We hope that you will find programs that are of great value to you.

The CD is provided to you through the PCCT who are a member group of the Association of Personal Computer User Groups (APCUG). This CD is one of many benefits and services that the group receives by being a member group. In addition to the software, many of which are top rated programs as seen on TUCOWS (the famed Internet download site) there is a myriad of information on user groups in general, the APCUG, as well as a glossary of industry terms and quotes from IT industry leaders.

The APCUG First Edition CDROM disk is available through Jerry Stevens at PCCT General Meetings. Further information will be printed in README and on the club WEBSITE.

**Club INFO
phone line**

**(416)633-
6971**

Clean Off Your Desk - using INFOMagic

By Bob Matheson - PCCT

Every time my wife passes my computer desk she says, "I thought the computer was suppose to do away with paper!". At last I'm beginning to do something about it, thanks to a program called "InfoMagic" written by a fellow named Jim Evans. One of the best things about this program is that it is free, and although it is free it is well developed with a number of excellent features.

Primarily it is a freeform information collector. Data is stored in folders that you set up yourself and find again by means of a comprehensive search engine. The window is split with a narrow strip down the left and a larger area to the right. At the top left is a drop down box that lists the folders and when you open one of these folders a list of files appears below. Clicking on one of these files opens it and you can read the information stored in it in the right hand panel. Basically that's all there is to it; the rest of the features are refinements. A phone dialer allows you to

dial the phone number under the cursor. Place the cursor on a URL and press the launch button and InfoMagic will launch your browser and go to the site. Files may have password protection. There is a date and time stamp button. Lines within a document may be sorted.

The notes that accompany this program are well worth reading because the author has a wonderfully breezy style and a very personal attitude towards the program. It is a deliberately simple program whose only purpose is to store bits of information. As the author says it is an information "junk" drawer - stuff the information in and then find it again using the search engine.

Jim has continued to make refinements and improvements to his program to the point where he has had to devote more time to it than he originally expected. This has resulted in a new commercial version of the program. The commercial version is now in beta testing and there is no price as yet. He does intend

keeping the original InfoMagic as freeware as well as offering the new InfoMagic Extra for sale. I'm still very happy with the original and now have so much key data in it that I would not know what to do without it.

Some of the reviews complain that the interface for the program is rather bland. This is a simple program that works effectively for what it sets out to do. It is easy to understand and use; "bland" seems to me to be a weak complaint.

Download this program at <http://members.xoom.com/InfoMagic/> and say hello to Jim Evans from me when you Do - he sounds like a nice guy from the correspondence I have had with him.



Internet SIG - Sept 28

For those who were unable to attend the Internet SIG, (one of the most active SIGs of the club), here is an overview of the WEBSites covered and featuring these programs:

- 1) Tutorial on ZoneAlarm http://www.pcworld.com/Heres_how/article/0,1400,17587,00.html
- 2) MSN Messenger, <http://messenger.msn.com/>
- 3) Netmeeting, <http://www.microsoft.com/windows/netmeeting/default.asp>
- 4) Visitalk, <http://www.visitalk.com/CommSite/CommCenter/CommCenter.asp>
- 5) Digiscents, <http://www.digiscents.com/Scency/skunkclub/cards/index.shtml>

After our coffee break (thanks to Don & Carol Epstein), our guest speaker entertained and informed us with his electronic gadgetry. The Blackberry device caught my fancy; he also demonstrated a GPS, cellphone, Psion and a digital camera. He explained how he utilizes these devices while travelling around on his bicycles. (He has five).

While the talk on wireless technology was informative, the stories on cycling were inspiring. For that next visit to the corner store, we may leave the car behind and walk. We may even dust off that old Raleigh that's been stored in the basement for twenty years.

A collective PCCT "thank you" goes to Alan Thwaites.

Cheers,
Murray Dobbs
Internet SIG host

Change in Mbrship dlb admin

The Membership Database has been managed for the past couple of years by the very capable **Craig Faichney** and he deserves our gratitude for his efforts to provide the various reports and outputs on time.

As of October 1, 2000 Craig has transferred administration of the database to Otto Lang, who will now be responsible for timely reports, membership cards, and data integrity.

Please help Otto do a first class job by forwarding any changes of e-mail addresses, phone numbers, or any other moves so that we can stay in touch with you.

Otto can be reached at (416)-445-0680, or ottolang@torfree.net

.. From Page 1

I thought I had achieved a fairly good grasp of the C500's features until I had read this cover to cover - time well spent.

Many of my plus and minus comments reflect the generic limitations of digital cameras as a whole. One is the recycling time between shots, another is the need to depress the shutter half way and wait for the green light in the viewfinder to show that auto-focus and/or flash information has registered. I guessed that framing the area for which I wanted to expose in the centre of the viewfinder, then holding the release button half way down until the green "ready" light appeared, locked in the exposure so that I could reframe the shot and expose when the image was composed to my satisfaction. This option was confirmed in the downloadable manual. I also found it helps to keep the camera switched on to

capture that "off the cuff" action shot. Unfortunately, the camera turns itself off after ten minutes to conserve batteries. The need for battery conservation is a problem shared by all digital cameras.

Hewlett Packard is one of three major manufacturers using the Digita operating system to power and control the C500's menus. Digita allows you to modify the settings with scripts specific to your exposure needs. You can download and install a variety of these scripts from http://www.digitaphoto.com/get_the_most/hpc500/ or learn to write your own. If your background is in computers and you love macros, check out <http://digitaphoto.com>.

There are many features that I have not covered in this review simply because my interest is in finding a digital camera that will let me work in a print oriented photographic mode. The C500 has come surprisingly close.

As a photographer used to Leica sharpness, I would say that C500, with its 2.11 mega pixels CCD and ten-element glass lens, delivers photos of superior sharpness and colour allowing up to 8 x 10 glossy prints. At the wide end of the zoom range, the lens has a fast maximum aperture of f/2.8, useful for portraits or subjects where you want a limited depth of field. At the tele end of the range, the maximum aperture is f/4.1. All exposures are automatic.

If it were not for the lack of a dioptre adjustment to the optical viewfinder, I would query my need of the 3.3 mega-pixel camera I've been intending to buy.

The HP PhotoSmart C500 comes with 3 NiMH batteries, a battery charger, a 16 MB CompactFlash memory card (allows 15 Photos in fine mode) serial, USB, and TV cables, attached lens cap and neck strap and a basic manual to get you started. An HPAC adaptor can be bought separately. Check for Canadian pricing.

.. From page 3

and set up the equipment as well as lending his professional expertise to each meeting. Spearheaded by Ron Caine and Doug Colquhoun a used projector has been purchased and used at the last general meeting and recent SIGS. This has allowed us to locate the Overhead projector and VGA

panel at St.Andrews permanently.

The Annual General Meeting will be held in December, at which time we will elect a new Board of Directors. The Nominating Committee Chairman is Robin Wright, phone # 905 842-4696 or info@circleseven.net

There are nine directors to be elected, who then choose among themselves their specific responsibilities. Nominations can be made by any member in good standing, please forward names to Robin.

Backing Up Thoroughly Lets Me Sleep Nights - some strategies

By Trev Beard - PCCT

In my pockets I find little notes, all with the same message - "Must improve the backing up system". And then one day I thought it would be easier to simply do the job rather than write these notes. But backing up is not easy - you need some kind of method. If your method is complicated, then backing up is likely to languish or not get done at all.

Some people back up their data using software programs to do the work, some write batch files and others, many others don't back up at all.

Here's what I do. If you gain something from reading this, I shall be delighted.

Similar to most people, I have a database of names and addresses. This is Act! 4.0 and although more complex than I need, it does an excellent job. My word processor is askSam - a special free form program that is geared towards storing masses of information. I usually store a copy of a letter in both askSam and in Act!, in the latter instance with the record of the person involved.

I also run a special web page storage program called SurfSaver and it contains hundreds of what you'd call 'favourites'. Lastly, I run Tstocks, a stock display program. All these are regular type programs with no special quirks when it comes to backing up.

However, one program with quirks that must be backed up is Outlook Express. Inside Outlook Express is my list of email addresses - If I lose these, I'm really in the soup. Also in Outlook Express are hundreds of email messages stored in special folders, not to mention the large accumulation of messages still in the INBOX. This program cannot be backed up in the normal way and for years has stayed unprotected. But more on this later.

My experience has taught me to back up in more than one fashion as well as carrying duplicates of backed up files. The different methods are listed here - I suggest you give them a try.

Drag & Drop or Copy and Paste - very reliable backing up but tedious

My storage media is an LS120 floppy capable of storing 120 MB of data. There are others of course such as the Zip drive, the Jaz drive, etc. A small removable hard drive would be dandy too.

With the mouse, I select (highlight) in the Explorer tree all the files to be copied and press Copy (Ctrl+C). Then bringing up the A:\drive in explorer, I place the pointer on the A:\ icon and press Paste (Ctrl+V). You may have selected hundreds of files, but they will all be copied over to A:\. It may take time. When finished, I check to see if the work has been done.

It may be a slow process but the advantages are that the process is not compressed and is not a proprietary technique so you can always read those copied files. And it is completely reliable. If you wish, you can click on folders instead of files and follow the same steps. If it ever comes time to restore these files back to the hard drive, the procedure is to merely copy them back using the same technique

The down side of Copy & Paste or Drag & Drop (both being the same kind of thing) is the slowness and tedious nature of selecting all the folders or files each time you wish to back up. There are no shortcuts.

Internal Backup Command - some programs have this built in

Often a program will have its own backup system built in. This is the case with Act!. I use it because it's easy and I put the backed up files in a separate floppy. Don't forget however that you can't read these backed up files - the system uses its own code. And it's perfectly possible for the system to become corrupt and malfunction. You won't find out until the day you try to restore.

MS BACKUP - Microsoft's answer to backing up

My second line of defense is to

use Bill Gate's best hidden weapon. In Accessories, then System Tools, you will find BACKUP - a perfectly good program. Try it. After you have selected (highlighted) all your files to back up, you choose whether to use compression or not and you also have the option of saving the registry too. You then give this operation a job name so next time all you need to do is punch in the job name and avoid the tedious routine of selecting files again.

Now the next time you do a backup you have the chance to do an 'incremental' save which is lightning fast. But don't forget - this is proprietary code and files cannot be viewed afterwards. That's why it's the second line of defense.

Backing Up Outlook Express - Express Assist 2000

It's fortunate that a chap called Al Price has developed Express Assist 2000. This great program backs up the Address Book, all Folders (Inbox, etc.), Favourites, and the other files that make up Outlook Express. I tested it thoroughly and it works.

So that takes care of my backing up requirements. In summary, I use Drag and Drop, then the Internal Command for Act!, then MS Backup and finally Express Assist for the browser. Yes, all four systems. As a final comfort I do the trip to Control Panel/Add & Remove Programs/Startup Disk and make a rescue or startup disk. Now all bases are covered.

Whoops, what was that noise - a brick through the front window? Oh, well, you can't cover everything, can you?

Highly recommended, Express Assist 2000 is \$29.95 US from www.ajsystems.com (905 847-9106). Download and try.

Late Adopter

By Jerry Stevens

Everyone talks about the Early Adopters, who supposedly drive the computer and tech industries for bringing out the latest, fastest, smallest, new features in the newest software, computers, cameras, etc.

There are some of us who are "Late Adopters"- those who are a few generations behind in their equipment. Pricing is much lower for items that are not the "latest".

With auction sites selling almost everything in high tech, they tend to have some terrific deals on items that are discontinued. They still have a lot of life and provide excellent results as long as you can be satisfied with less than top performance.

One of the items I had my eye on was, Corex CardScan, a program designed for scanning business cards. Looking at a auction site, I noticed a Visioneer PaperPort sheet fed scanner that included, CardScan. I didn't want the scanner, as I had a flat bed scanner, but I wanted the software. I bought the PaperPort at a ridiculously low price, less than for what the software sold. I tried the scanner, to see how the software worked, with the intention of not using the sheetfed PaperPort. However after trying it, I was impressed with both the scanner and the software. The scanner is tiny, it fits between the keyboard and monitor and turns itself on when a sheet of paper is inserted in the slot.

The model I have is for mono scanning only, and I wouldn't want to be without it.

Digital cameras, change quickly, I bought a 1.5 mega pixel camera when the 2 mega pixel cameras were the latest rage. I am very pleased with the results, even prints that are 8"x10".

I was having problems with the Fax program that came with Windows, decided to buy the full version of WinFax, but I bought a new modem that included a copy of Trio Data Fax, which solved the problems I was having and has proved to be an excellent program, even though it doesn't have all the latest features, it is more than adequate for my needs.

Printers are upgraded, every 6 - 8 months. I bought one that was 2 models behind the latest model, which again is adequate for my needs. With the digital camera I can now turn out reasonable photo quality prints, that are not the best possible, but I am happy with them.

Buying discontinued items can be dangerous, if you do not check warranty and pricing at your local dealers as well as a number of web sites. I have seen numerous cases of people paying more than they should, had they checked pricing.

I have had 3 experiences, where I have been a "Early Adopter", and in 2 cases I regretted the purchases.

My experiences as a "Late Adopter", have been more successful.

PCCT Family Membership Application form



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

Annual Family Membership Fees:
\$ 65.00 (per household)
FAX/Voice (416) 633 - 6971

First name: _____ Last name: _____
Street : _____ Apt/Suite: _____
City : _____ Prov./State : _____
Country : _____ Bus. Ph: (____) _____
Res. Ph: (____) _____ Email : _____@_____
FAX : (____) _____
Profession : _____ Company: _____
Signature : _____ Date : _____

Cheque enclosed: _____ Amount : \$ _____ I WANT MORE INFO:
VISA VISA number: _____ Expiry Date: _____

PCCT Family Membership Benefits

With your family membership you get :

Free entrance to club meetings including the General Meeting and the ten (10) Special Interest Groups that meet throughout the month.

Entrance to the monthly General Meeting doorprize draws

Demonstrations and presentations by leading software, hardware and computer columnists at the general meetings.

Special deals on Internet service, software and hardware;

Expert help from knowledgeable computer users.

FREE ADMISSION . . The night is on us !

ADMIT ONE

Save \$ 5.00 with this coupon at the PCCT General Meeting

**Where: The North York Memorial Centre
5110 Yonge Street, one floor below the
Central Library**

**When: 3rd Tuesday of the month
(see calendar below)**

**FREE
Guest
Pass!**

One person, one month

	Tuesday	Wednesday	Thursday
N		1 Investment SIG BTS 7:00 PM	2
O	7 Windows & WinBasicSIG BTS 7:00 PM	8 Digital Imaging SIG BTS 7:30 PM	9 Visual BASIC SIG BTS 7:00 PM
V			
e	14 Daytime SIG St.A 1:00 PM	15	16 MS Office SIG BTS 7:00 PM
m			
b	21 General Meeting NYC 7:00pm	22 New Users SIG is CANCELLED!	23 Internet SIG BTS 7:00 PM
e			
r	28 Daytime SIG St.A 1:00 PM	29 LINUX SIG BTS 7:00 PM	30
D			
e	5 Windows & WinBasicSIG BTS 7:00 PM	6 Investment SIG BTS 7:00 PM	7 MS Office SIG BTS 7:00 PM
C	12 DaytimeSIG St.A 1:00pm Ann.Gen.Mtg NYC 7:00 PM	13 Digital Imaging SIG BTS 7:30 PM	14 Visual BASIC SIG BTS 7:00 PM
'	19 No Meetings for remainder of the month . . .	20	21

NYC North York Memorial Hall, Burgundy Room
5110 Yonge Street.

BTS Beth Tora Synagogue
47 Glenbrook Avenue

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