

Established
1983
Incorporated
1988



MIBUG-PC NEWSLETTER

Volume 18, Number 10

October 2001

USING OUTLOOK IN YOUR EVERYDAY LIFE

October's MBUG General Meeting is on Friday, October 5, 2001 at 7:00 P.M., at the Pacific Grove Adult Education Center, 1025 Lighthouse Avenue, Pacific Grove. This month's presenter is Phil Shortell of The FourthR-Salinas (www.fourthr-salinas.com). Phil is a member and regular speaker for MBUG. Phil will be speaking on Outlook and how to use Microsoft Outlook to enhance the enjoyability and time management of our regular chores and affairs.

This presentation provides an overview of the new features in Microsoft Outlook in these categories:

- General
- E-Mail
- Calendaring
- Contacts
- Web Views
- Rules
- Development Environment

Outlook has many great features we can all use on an everyday basis to organize and make our lives easier. Phil will go through the program and show us these features so that we can use them effectively.

Phil is Director of The FourthR of Salinas and has been both a computer sciences professional and an Educator for more than thirty-four years. During that time, Phil has lectured in the United States, Canada, England, Switzerland, Australia, Brazil, and Israel. Active in the community, Phil is a member of the Salinas Chamber of Commerce Education Committee and the Central Coast Human Resources Association, and he is President of The Harden Ranch Neighborhood Association and a docent at the National Steinbeck Center. He is a Microsoft Authorized Instructor and is one of only 134 people in the entire State of California (just two people in



Phil Shortell

*The
FourthR-
Salinas*

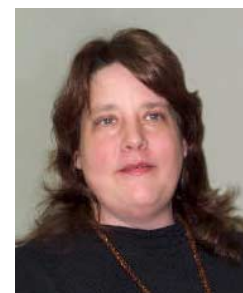


Monterey County and the second trained under Phil at The Fourth R) to be formally certified as a Microsoft Office Master. He is one of those rare people who combine a vast knowledge of computer science with the ability to effectively and patiently communicate and teach.

This is a program you won't want to miss. Come, and bring a friend! ♦

**Friday, October 5, 2001,
at 7:00 P.M., at the Pacific Grove
Adult Education Center,
1025 Lighthouse Avenue,
Pacific Grove.**

Kristen Knutson
MBUG Program Chair
mcle@msn.com, www.mbug.org



**Kristen
Knutson**



MBUG thanks Brett Hardin of TerraForm Media for his excellent presentation at the September General Meeting. See Review on page 4.

Photos by Sonja Ullman, MBUG-PC Photographer

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WE PAUSE TO REMEMBER:



SEPTEMBER 11, 2001

Credit: Andrea Booker / FEMA News Photo

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PRESIDENT'S CORNER

Jack
Lewtschuk

TIME ON LINE

Did the change in the economy; the dot-com dilemma and the drop in computer sales affect the public use of the Internet?



A study reveals the following: Why some people use the Internet more than before and why some use it less. Here is the breakdown of responses to a query of whether respondents were using the Internet more or less than they had been six months ago:

- 54% said they were using the Internet the same amount.
- 29% said they were using the Internet more.
- 17% said they were using it less.

Internet users who are spending more time online cite several reasons for their increased use:

- 29% say they need to use the Internet more for school or work.
- 21% say they have found more things to do on the Internet.
- 14% say they have more access to a computer or the Internet than before.
- 13% say they learned more about how to use the Internet or are more comfortable using it.
- 5% say they have a faster Internet connection.
- 18% listed some other reason such as their increased interest in an Internet activity like emailing a particular person, or their interest in playing a specific online game, or their greater use of a particular Internet feature such as online banking or auctions.

Internet users who are spending less time online cited the following reasons:

- 19% say they are not as interested in the things they used to do on the Internet.
- 16% say they don't have time or are too busy.
- 11% say they no longer need to use the Internet for work or school.
- 11% say they didn't find it useful or worthwhile.
- 8% say they no longer have access or have less access than before.
- 5% say the Internet is too slow or took them too long to find information.

- 4% say they spend less time online because they can do things online more quickly than before.
- 1% say they have a faster Internet connection.
- 21% cited some other reason such as the loss of a free Internet connection, a medical reason that makes it harder to use the Internet, or a problem with their computer or Internet provider.

It looks like the Internet is alive and well.

Talking about the Internet, here are several other helpful web sites:

FOR SENIORS AND THOSE WHO HOPE TO BECOME SENIORS, SOMEDAY.

Check your state and federal benefits: If you are 50 or over, it might be a good idea to check www.benefitscheckup.org. This web site helps you find state and federal benefits you might be unaware of. Low income and disability are not necessarily factors.



Social Security Administration: As many as ten monthly newsletters are available at www.ssa.gov. These will assist you before and after retirement. You will be informed of changes in regulations, changes in legislation, supplemental security income, etc.

It pays to be and stay informed.

ANOTHER HELPFUL WEB SITE



Many of us have ventured into e-commerce, usually as customers. Should you have a problem with an order you placed, a good address to have is that of "Direct Marketing Association. DMA, at www.the-dma.org offers a lot of information, and, should you be victimized, you can make a complaint by sending a message to consumer@the-dma.org. As a matter of fact, take a look now, you won't be sorry. It'll take less time than a game of solitaire.

WOULD YOU LIKE TO VISIT A USER GROUP?

Service club members have been known to attend their club meetings while traveling. You may wish to do the same and visit a user group as you circle the globe.

There are a number of sites listing these organizations. Two of them, I think, are outstanding: <http://www.compukiss.com/ug/directory/directory.html> lists user groups in the US. <http://bbs.apcug.org/database/loclist.asp> lists user groups everywhere.

If you are looking for MBUG-PC, make sure that you check under "Monterey" or "Pacific Grove". ♦

S. Jack Lewtschuk,
President of MBUG-PC
blk-lion@pacbell.net

General Meeting REVIEW



Ann Mack

TERRA FIRMA on the NET

With a series of questions, Brett Hardin of TerraFormMedia.com outlined what concerns are important in setting up a web site. Brett was trained as an artist, and indeed, art is still his first love but he had the chance to mix in technology and programming. He is the Coordinator of RedShift's Web Division - TerraFormMedia.com. Their expertise covers e-commerce, web site design, custom graphics, audio mastering, video & animations, custom logos, backup sites, data base assistance, search engine selling and on-going maintenance.

If you think you want a web site, what type of one do you want? A non-profit/informational site with lots of links? An e-commerce site, that would handle orders, sales, credit cards, security and such? A "real-estate" site which has a constantly changing data base and which can be sorted on given criteria? Or just a personal site, commonly used to view pictures?

Once you know what type of site you want, ask "What makes this site successful?" Does it make money, have a lot of hits, give updated information to the public. Is it easy to navigate and aesthetically pleasing?

Next do you have a command of the tools necessary to design and implement your ideas? If yours is a business site, you will probably want all the expertise of a professional...from design to content to results. This is where Brett comes in. He is an "Artist turned Programmer," who will

work with you for a complete custom product that will be your web presence and your web signature.

Once you decide on a custom product, you and Brett will make a "blueprint" culled from these questions: What is the nature of this business? Will you be selling on-line? Who are your prospective clients? What do you hope to accomplish? What do you think would be a "success" for your web-site? What type of exposure do you want, local, regional or global? Do you need a secure site? Do you need to accept credit cards?

Practical considerations: What is your budget? Will you use photographs or original art work? From your own experience, which sites do you like and why? What sites do you *not* like and why?



Armed with all these answers, Brett will create a site using all the tools of his trade...starting with a domain name, choosing which FTP (file transfer protocol) to use, SQL data base, real audio, Flash, banner ads and many others that go to make up a polished site. He did caution, however, that "less is more." Do not put every gimmick into a single page or site. A professional can guide you to show a unified, integrated web page.

After working out those problems, you can now turn to decisions of layout, content and design! Brett suggested that you make at least three layouts and get input from friends on each one! They may see things that you miss and can offer a different perspective. When the content is set, text, fonts and other choices will be made, but these must be tested in all the popular browsers! Each browser (Netscape, Internet Explorer, AOL) will display your code differently, so that the nifty table you set up in IE is one run-on line in AOL. PC's, Unix or MAC platforms also need to be "test-run" for continuity.



*Ann Mack and Brett Hardin
exchange notes.*

If you are still working on your site...remember to restrict the number of colors (no one wants the full 216 palette running). Test for "readability" - are there enough white spaces to rest your eyes? Remember to size the page so the visitor does not have to scroll, particularly the left-right one.

After the site is up and running, who will update it? How often do you update it? How are you recognized by the search engines? How many search engines will list your site?

If this review seems to be a series of questions...you're right! Brett's strength was to point out all the points of interest, the detours and the road blocks on the road to your personal web site.

Brett shared his favorite programs for web site design: From Adobe: GoLite, PhotoShop, Image Ready; Macromedia's DreamWeaver, Flash, Director and FreeHand; Swift's 3D; Bryce's 3D and Cute's FTP, a free download. With these, an intrepid "techy" could make a nice web site. If you want a slick commercial site, it might be very smart to let Brett and TerraFormMedia.com help you and let you do the selling! Thanks for a swell presentation, Brett. ♦

Ann Mack
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ahmack@redshift.com

THE FRUGAL HACKER

Bob
Stephan



hacker n A person who is good at programming quickly. (The "New Hacker's Dictionary", MIT Press, 1991.)

How Do You Ride a Recycle?

Computers carry more than just bugs. Inside every computer is a cocktail of toxic substances, starting with five to eight pounds of poisonous lead. In many landfills computers and TVs are the largest source of lead. Computers also contain other hazardous waste substances. Currently only about 3% are recycled.

Upgrade? If you have not yet bought or built your next computer, consider upgrading the one you have. Perhaps your components are (as were some of mine) perfectly usable and a new motherboard, CPU, and RAM are all that you need to obtain the performance you crave. This can save money and the environment and can be fun to do.

Is it still serviceable? Many new computers are purchased simply to obtain better performance while the old one is still serviceable but not powerful enough. It is doubtful that it could be resold for any appreciable amount of money, so consider some of the following methods of extending its service life.

Is there a family member or good friend who could use it? Many common computer tasks do not require the latest state-of-the-art performance. Letter writing, email, membership databases, checkbooks, small organization accounting, and even to some extent web browsing all work quite well on a somewhat slower machine. Perhaps you know a family member or friend who could use your old computer for such a purpose.

Is there an organization that could use it? Keeping membership data and accounts for a non-profit organization does not require

the latest state-of-the-art computing power. They might welcome your expertise in getting them up and running, and perhaps it would even qualify for an itemized tax deduction.

Is there an organization that will recycle it for you? Locally there is a group that will refurbish used operative or inoperative computers and distribute them to handicapped and other needy people. Donations of used equipment are handled by the Volunteer Center of Monterey County. Please do call them at 655-9234 to obtain current information on making donations.

National Cristina Foundation in Greenwich CT, also makes computers available to the disadvantaged. 1-800-CHRISTINA.

You can also check with organizations such as Goodwill and Salvation Army to see if they accept used computers.

Ready for the Glue Factory?

Recently my daughter (an MBUG-PC member) who lives in Oregon passed along to me a copy of the "Environmental Defense Newsletter". Some of the information herein

is excerpted from the March 2001 article by Jim Motavalli, "Is



There an After Life for Your Computer?"

IBM will accept any PC for recycling or reuse, regardless of maker. Cost to the consumer is \$29.99, which buys a postpaid shipping label. Depending on the computer's age and capability, IBM will either recycle the components or will refurbish the system and donate it to Gifts in Kind International, which contributes products to a network of more than 50,000 nonprofit organizations worldwide. Call 1-888-SHOP-IBM and ask for part number 06P7513.

Denver-based Technology Recycling is in business to reclaim old computers in the lower 48 states. The company will pick up and dismantle computer systems for \$35 per component. The company mostly handles

computers owned by businesses and has a \$500 minimum for pickup. 1-800-803-5442.

GreenDisk, a Redmond (where have I heard that name before?), Washington based nonprofit, recycles up to 60 million computer disks a year. This year the company plans to partner with computer manufacturers and the U.S. Postal Service to pick up any old machine nationwide for \$20 a unit. 1-425-883-9165.

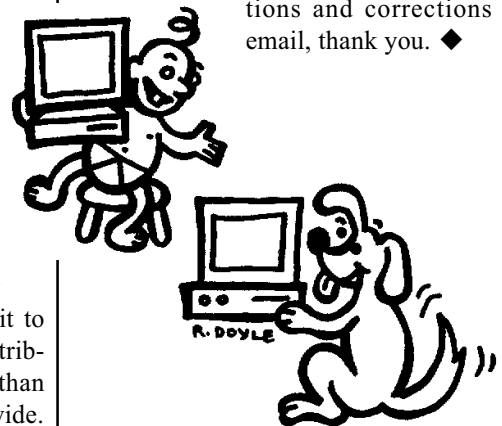
Some companies, including **Gateway**, may accept your old Pentium computer for its trade-in value. And some manufacturers, including **Dell** and **Gateway**, offer refurbished computers for sale on their web sites at a savings. Gateway: 1-800-GATEWAY. Dell refurbished systems: 1-877-471-DELL.

National Recycling Coalition in Alexandria VA offers a thorough overview of public and private programs. 1-802-254-3338.

PEP (Resources for Parents, Educators and Publishers) lists groups that donate computers to schools. Anne Bubnic: 1-415-382-1818.

Share the Technology in Rancocas NJ, maintains a searchable donation database. 1-856-234-6156.

For a full spectrum of computer recycling information visit www.environmentaldefense.org/more/10536 where you can link to many of the above organizations' web sites and others. Please send me any additions and corrections by email, thank you. ♦



Bob "I don't do Windows" Stephan is an OS/2 enthusiast with over 35 years of computing experience. He welcomes comments and questions that The Frugal Hacker can respond to. He can be reached as bstephan@redshift.com and BobStephan@compuserve.com or snail mail at the MBUG-PC address. Bob has a home page under construction at <http://www.redshift.com/~bstephan>.

Security Settings

Browser & Windows Tips

- Security
- Beginner
- Internet Explorer, Netscape
- Windows

If we lived in the real world the way we should live in the computing realm, we would make the late, reclusive tycoon Howard Hughes seem gregarious. We would only allow certain trusted individuals in our homes and then only through one guarded door. We would make each visitor empty his pockets to show he's not carrying anything nasty and then force him to undergo a disinfection procedure. Even after all that, we wouldn't deign to speak with our annoyed and ruffled guest without a medical doctor and a bodyguard standing by, both ready to pounce at the slightest hint of danger.

Of course this sounds paranoid, but it's a good analogy to the precautions you should take with your computer. Besides using an updated antivirus utility and, if you have a broadband Internet connection, such as a cable modem or DSL (Digital Subscriber Line), a firewall, you should also take a virtual walk through your digital castle and lock a few doors and windows. Crackers (malicious hackers) and virus creators continually find new ways to tunnel into PCs, but there's no point in making it easy for them.

We'll explain how to adjust some settings in Internet Explorer, Netscape, and Windows to cut down on the risks of uninvited enemies bearing "gifts." For more information on how to download patches and security updates for your Microsoft operating system and browser, see Plug Holes, Add Features & Fix Bugs in the September 2001 print issue, as well as Keep Me Humming With Automatic Updates in the July 2001 issue.

Disarming Scripting

JavaScripts and ActiveX controls were originally intended to make your computing experience better by automating tasks or adding interactive content to Web pages. However, too many baddies misuse them to try

and control or disrupt PCs, so it's best to disable them if possible. In Internet Explorer 5.5, for example, click Tools and Internet Options. Click the Security Tab and Custom Level. In the ActiveX Controls And Plug-ins section, click Disable under the Run ActiveX Control And Plug-ins and Script ActiveX Control Marked Safe For Scripting entries. Do the same in the Scripting section: click Disable under Active Scripting and Scripting Of Java Applets. You can also set these to Prompt instead of



You can disable ActiveX and Java scripting or have your PC prompt you to decide whether to let them run.

Disable if you would rather make decisions when the time comes, instead of dismissing scripts and ActiveX controls out of hand.

It's probably not necessary to disable Java entirely, but you can do so under Microsoft VM's Java Permissions. We recommend the High Safety setting, though. Another Java-disabling step is to click the Advanced tab and uncheck JIT Compiler For Virtual Machine Enabled (Requires Restart). Click Apply, OK, and reboot your computer.

In Netscape 6, click Edit, Preferences, and Advanced. Click to uncheck the three Enable JavaScript entries.

Becoming Selfish

If you aren't running two or more computers on a network, and you never use LapLink or Direct Cable Connection to sync up your notebook and PC over a cable, you probably should turn off Windows 95/98 or Windows Me's File And Print Sharing. As the name indicates, File And Print Sharing lets one computer access another's files or use its printer. That can be handy, but it's also like leaving your house keys in the lock.

Click Start, Settings, and Control Panel, double-click Network, and click the File And Print Sharing button. Click the appropriate boxes if they have check marks in them to deselect them. When both are unchecked, click OK twice. Insert your Windows CD-ROM if you're prompted to.

If you need to exchange files among your PCs someday, or print across a network, you can always temporarily re-enable File And Print Sharing and disable it again when you're done. Unplug the power on your broadband router while you do this to reduce your PCs' vulnerability.

Drawing The Line

The tradeoff with these or any security measure is that while they may keep your computer safer, they also make it harder to use. Think about how important (or unimportant) the data you've stored on your PC is, as well as how much effort it would take for you to restore a previous system state or reinstall everything after reformatting the hard drive. If some security measures will cost you enough cumulative frustration that they outweigh the time and effort you would spend fixing damage from a cracker or virus, you might make an informed decision to ignore them. ♦

by Marty Sems

For subscription information, call (800) 733-3809 or visit <http://www.smartcomputing.com>. When subscribing, please add "8181" as the "source code". This will trigger a free Smart Computing subscription which MBUG will offer as a Raffle prize.

Win98/Me News

By Jim Anway, MBUG-PC
Windows 98/Me Workshop Leader



Backup Is Changing

Bottom line is that VERITAS is out of the retail market. Starting in September, VERITAS will stop supporting the current products:

- VERITAS Backup Exec Desktop 4.5x
- VERITAS Backup Exec Desktop Pro 4.5x

These products will be re-branded, renamed, marketed, and sold by VERITAS's Software OEM partner, **Stomp Inc.** Stomp Inc. will be selling the backup programs as **Stomp Backup MyPC** (formerly Backup Exec Desktop & Pro). See: www.stompinc.com

For more info on the above, see VERITAS's own web page at: seer.support.veritas.com/docs/239660.htm

Right now, VERITAS has combined **Backup Exec Desktop v.4.5** and **Backup Exec Desktop Pro v.4.5** into **Backup Exec Desktop version 4.61**, (updates both of the 4.5 versions (Pro and non-Pro) to the same functionality plus some new enhancements). Also, Disaster Recovery and Peer-to Peer networking are included in this combined product. You can download and install this latest version from the VERITAS web sit.

Backup Exec Desktop 4.6.1 Technical Support Release (bd461u_b45i_239467.EXE)

seer.support.veritas.com/docs/239467.htm

What Is Virtual Or Real In Memory

Windows uses a dynamic virtual memory manager to handle Swapfile duties. It provides more memory to applications than is physically present in the computer real memory (RAM) by using hard disk space to simulate RAM. So, the amount of RAM in the computer plus the size of the "Swapfile" equals the total virtual memory size. Add hard disk caching to the equation and you get:

1. **Real memory** = Random Access Memory (RAM) on the mother board.
2. **Virtual Memory** = Swap File on the hard drive (stores data that will not fit or is not now needed in Real Memory).
3. **Total Memory** = Real memory + Virtual Memory.
4. **Vcache** = Disk Cache (replacement for the Windows 3.x Smartdrive) is the amount of memory used by Windows for doing the Disk cache in Real Memory.

VCACHE

On computers with large amounts of RAM, the maximum Disk Cache size can be large enough that Vcache consumes all of the addresses in the system's real memory, leaving no RAM memory available for other functions such as opening an MS-DOS prompt or creating a new virtual machine.

To limit the amount of RAM memory used by Windows for the Disk Cache, in SYSTEM.INI with 256MB of memory I set the [vcache] section (just add the section if it's not there) to:

```
[vcache]
MinFileCache=65536
MaxFileCache=65536
ChunkSize=512
```

So 64mb=16384, 128mb=32768, 256mb=65536.

Virtual Memory

I have set my own virtual memory settings to:

Minimum size = 256 (MB) (Selecting a fixed minimum swapfile will drastically reduce the thrashing your hard disk takes.)

Maximum size = to whatever the available maximum is on the hard drive (free space on hard drive)

Maybe !0000 Will Stop A Spreading Virus

I got this one from Sam Butler, in his Costa Rica PC Club Newsletter.

"For those who are unaware, many computer viruses spread themselves by sending themselves to everyone in your address book. Imagine how you would feel if you were unknowingly infected with a computer virus, and worse yet, your friends, family, and business contacts were being targeted by your computer! Well, if you want to avoid this sort of thing, here's a great tip: This tip won't prevent YOU from getting any viruses (you have to scan those attachments yourself before opening them to do that), but it will stop those viruses from latching onto your address book and sending itself out to others.

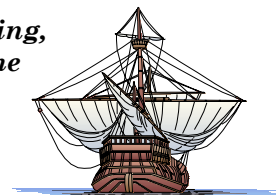
To avoid spreading computer viruses, create a contact in your email address book with the name: !0000 (with no email address in the details). This contact will then show up as your first contact. If a virus attempts to do a "send all" on your contact list, your PC will put up an error message saying that: "The Message could not be sent. One or more recipients do not have an e-mail address."

Whats Next?

3.1: Windows 3.1
4.00.950: Windows 95 (retail)
4.00.950A: Windows 95 (retail) Service Pack 1
4.00.950A: Windows 95 OEM Service Release 1
4.00.1111 (4.00.950B): Windows 95 OEM Service Release 2
4.03.1212-1214 (4.00.950B): Windows 95 OEM Service Release 2.1
4.03.1214 (4.00.950C): Windows 95 OEM Service Release 2.5
4.10.1998: Windows 98
4.10.2222A: Windows 98 Second Edition
4.90.300: Windows ME
5.00.2195: Windows 2000 Professional
?.??.??: Windows XP

Jim Anway is a retired IBM manager who finished up his 31-year IBM career as a Systems Engineer.

He is now into computer consulting, video production, and at the same time he is trying to see the four corners of this big wonderful world.



SPOTLIGHT on MBUG MEMBERS

Hospitality
Co-Chair



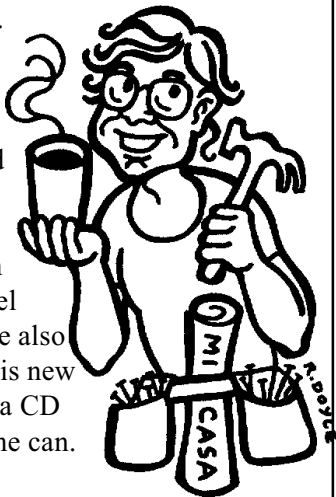
**Allen
Wasylychyn**

MBUG Member 983

A little known MBUG fact: it takes two guys to make enough coffee to keep us awake at MBUG general meetings! Milt Kegley is easy to remember but in Allen's case we understand why you forget the name "Wasylychyn" (it's pronounced Wass-a-LISH-shen)!

This native of Youngstown, Ohio went to Texas, Michigan, Guam and Arkansas with the Air Force but wisely ended up in California in 1975. Beyond being Phyllis's husband, Allen is a construction supervisor for E.F. Brady Company, Castroville, where he's worked for 26 years.

Computer-wise, he uses a pc at work (and at home if his 19-year-old son Alan Michael lets him)! He also plays with his new Sony Mavica CD 1000 when he can.



Allen joined MBUG in 1998 and in two years of being co-Hospitality chair has served up approximately 960 cups of java. But this is nothing compared to his "real" volunteer efforts – Allen spends his summer vacations building homes for the needy in Mexico.

Muchas gracias Allen!

*written by Regina Doyle
MBUG Member 1103*

Regina Doyle

Illustrator
and member
of the
Board of
Directors



Tom Streeter

Workshop
Coordinator
and member
of the
Board of
Directors



Leo Poppoff

Publicity
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Board of
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Ralph Games

Meeting
Facilitator
and member
of the
Board of
Directors



Pat Wilson

Publishing
Editor
and member
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Directors



HOW TO BUILD A COMPUTER



**Nick
Mertes**

HARDWARE WORKSHOP

Wednesday, October 10,
7:00 to 9:00 p.m.
at Archer Park Center (APCM)

Nick Mertes, Workshop Leader

telephone: 659-2341

e-mail: nick@mbay.net

Nick says, "I plan to build a computer from scratch explaining step-by-step what I'm doing and why. We should have plenty of time for questions and answers. There won't be time to load any software, but I will continue the demonstration by doing that next month at the November Workshop."



At his July Workshop, Nick showed us the inside of a computer as he tried to convince us that it is OK to touch.

Nick has shown us how to keep our computers in good repair, and how to upgrade our computers by actually opening the box and adding new CD Rom drives and other peripherals. Now, he will take on the ultimate task and show us how to build our own PCs from scratch. Be sure to see this magical feat on Wednesday, October 10!

DIGITAL PHOTOS /GRAPHICS



**Eileen
Begley**

DIGITAL PHOTO/GRAPHICS WORKSHOP

Wednesday, October 17,
7:00 to 9:00 p.m.
at Archer Park Center (APCM).

Eileen Begley, Workshop Leader
telephone: 655-4884
e-mail: eb@spyderbytes.com

Eileen will continue her workshop from last month. She will demonstrate a brief introduction to the new Adobe Elements program and then switch to Photoshop 6. This new program is more affordable and will do 75% or so of what Photoshop does. The focus will be on "Family Photos", retouching them so your friends and relatives will love you! The Workshop will cover methods to repair damaged photos, enhance snapshots, lighten darken, and other techniques.

This is a good session for beginners and a good review for more advanced users.

GENEALOGY

MBUG members interested in genealogy are welcome to meet in conjunction with the Monterey County Genealogy Society. Each month there are mini-workshops on various topics including using computer software. Expert help is available for beginners. E-mail or phone Bob Stephan for information about time and place.

bstephan@redshift.com
For information, call 646-1899.

NETWORKING COMPUTERS



NEW!

**Daniel
Yoshizato**

PEER TO PEER NETWORKS

Wednesday, October 24,
7:00 to 9:00 p.m.
at Archer Park Center (APCM).

Daniel Yoshizato, Workshop Leader
telephone: (831) 626-5928
e-mail: unicorn@mbay.net

My focus will be on setting up an actual network in the home...something I would not normally recommend to home users due to all the problems that usually crop up, but I will address those issues too at the workshop. I will also stress the importance of backing data up due to the still new and mostly untried field of networking in the home and small business.



Dan captivates his audience at the first of his two Workshops.

The workshops cover the topic Dan plans to teach here, and later, the field of local area networking which relates to home and traditional non-internet based business. Dan is a Microsoft Certified Professional with a specialty in networks. In addition to his exceptional knowledge of networks, Dan is also knowledgeable in all areas of computer repair and is the owner of the DY Computer Repair Co., Carmel.

MICROSOFT WORD 2000



NEW!

**Margaret
Bradbury**

MICROSOFT WORD 2000

Monday, October 15
7:00 to 9:00 p.m.
at Canterbury Woods (CBW).

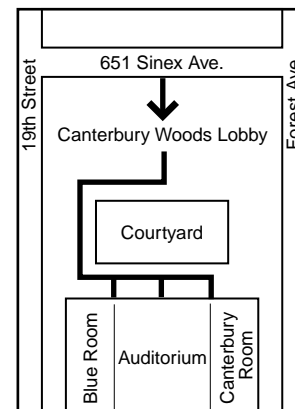
**Margaret Bradbury,
Workshop Leader**
telephone: 626-3573
e-mail: mgbradbury2@earthlink.net

**This first MS Word Workshop
will be an organizational session
with a review of
Word 2000 Basics.**

MBUG has not offered a word processing workshop for some time, so we are not certain what topics participants will want to discuss. Therefore we'll start with basics such as entering text, saving and closing it, finding and opening it again, editing by changing format, deletions, additions, correcting spelling, etc.

Basics may be TOO basic. Participants are invited to tell what they would like

discussed at a future workshop. From your feedback, we can organize more helpful demonstrations.





Membership Report

The current membership is 259.

**Don
Slaiter**

RENEWALS

Boyken, Mary	1070
Golden, Pat	755
Kegley, Milt	976
La Barre, Audrey	411
Meyer, Carol	556
Pitta, John	657
Reierson, Star	161
Rivera, Manuel G.	1059
Slaiter, Donald	1016
Tuchman, Vic	896
Canez, Gisela	562
Smith, Edgar	736
Poppoff, Leo	754

NEW MEMBERS

Lembo, Annis 1177

DONATIONS

Boyken, Mary	1070
Canez, Gisela	562
Kegley, Milt	976
Poppoff, Leo	754
Mack, Ann	583

Don Slaiter, MBUG-PC Membership Chair, slaite@pacbell.net

Coming Attractions

WINDOWS 98 HANDS-ON EXPLORING CLASS

Clive Sanders, Class Leader
831-375-5376
e-mail: simbacli@pacbell.net

A new class covering Windows 98 basics will be held on Mondays, November 5, 19 and December 3, 17 from 7:00 to 9:00 p.m. at Canterbury Woods.

Students must make a commitment to attend four sessions. FREE, but sign-up is required. Please call Clive at 375-5376.

MICROSOFT ACCESS WORKSHOP

Lee Keely, Workshop Leader
831-626-8033
e-mail: leekeely@home.com

Discover the differences between databases and spreadsheets. Realize the power of relational databases. Develop MS Access databases for your use.

The first session of a new workshop will be November 7. Each session will devote the first half to exploring the fundamentals of MS Access and database design. Then the second half will be analyzing and improving databases brought to the session by attendees.

We will be building an email list of those interested and we will share questions and answers by email between sessions. If you wish to be placed on the email list, send your address to leekeely@home.com.



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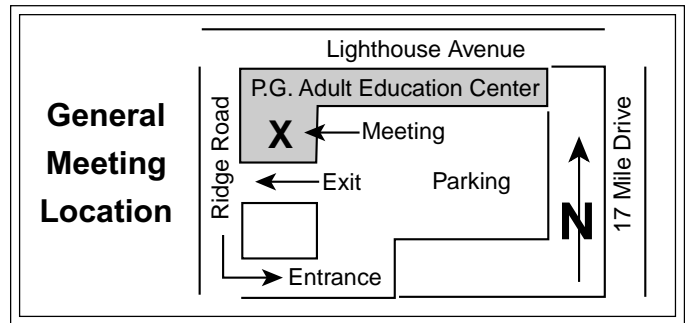
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26544 Carmel Rancho Blvd. 93923


Calendar of Events - October 2001

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 DIRECTORS MEETING CBW Begins at 7:00 p.m. All Persons Welcome	3	4	5 GENERAL MEETING AECPG 7:00 p.m.	6
7	8	9	10 HOW TO BUILD A COMPUTER Workshop, APCM, 7:00 - 9:00 p.m. Nick Mertes	11	12	13
14	15 MICROSOFT WORD WORKSHOP, CBW 7:00 - 9:00 p.m. Margaret Bradbury	16	17 Digital Photos/Graphics WORKSHOP, APCM 7:00 - 9:00 p.m. Eileen Begley	18	19	20
21	22	23	24 HOW TO NETWORK COMPUTERS WORKSHOP, APCM 7:00 - 9:00 p.m. Daniel Yoshizato	25	26	27
28	29	30 DIRECTORS MEETING CBW Begins at 7:00 p.m. All Persons Welcome	31 			

AECPG --- Adult Education Center, Lighthouse School,
1025 Lighthouse Avenue, Pacific Grove
 APCM ----- Archer Park Center, 542 Archer Street, Monterey
 CBW ----- Canterbury Woods,
651 Sinex Avenue, Pacific Grove



Tentative Calendar for November 2001. Please Check the November Newsletter for Final Dates and Times.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 GENERAL MEETING AECPG 7:00 p.m.	3
4	5 HANDS ON EXPLORING WIN 98 Workshop, CBW 7:00 - 9:00 p.m. Clive Sanders	6	7 Microsoft ACCESS WORKSHOP, APCM 7:00 - 9:00 p.m. Lee Keely	8	9	10
11	12	13	14 HOW TO BUILD A COMPUTER Workshop, APCM, 7:00 - 9:00 p.m. Nick Mertes	15	16	17
18	19 HANDS ON EXPLORING WIN 98 Workshop, CBW 7:00 - 9:00 p.m. Clive Sanders	20	21	22 	23	24
25	26	27	28 MICROSOFT WORD WORKSHOP, APCM 7:00 - 9:00 p.m. Margaret Bradbury	29	30	

F1 for HELP

The **F1 FOR HELP** Program is manned by MBUG-PC volunteers who respond to members' e-mail or phone calls for help with computing problems. These volunteers, wearing **F1 FOR HELP** name tags, are also present at MBUG-PC general meetings and are available at the break to answer members' questions. When possible, contact the **F1 FOR HELP** people by e-mail. When contacting by telephone on weekdays, try to call during the hours shown. Be considerate about calling on weekends and holidays. F1 volunteers offer their services without compensation to anyone who asks for help, with the understanding that MBUG-PC, its Board of Directors, and the F1 volunteers themselves are in no way responsible or liable for the accuracy or the outcome of any advice or suggestions given to anyone requesting help. **MBUG Answering Service:** Call anytime: 373-6245

Jim Anway:

Please call Jim on Wednesday or Friday only, 2:00 p.m.-5:00 p.m. only 625-5618

Lee Keely: e-mail:

LeeKeely@home.com

Lee prefers questions by e-mail, or call 626-8033

Bob Stephan:

e-mail: bstephan@redshift.com

Please call Bob, 9:00 a.m.-5:00 p.m. only 646-1899

Clive Sanders:

e-mail: simbacli@pacbell.net

Please call Clive, 1:00 p.m.-9:00 p.m. only 375-5376

WINDOWS 98 & OTHER TIPS

Perform spell check before sending mail.

At our Win98 Workshop on September 10th a question I was unable to answer cropped up. I asked Mbugger Norma Cocklin, who is an AOL aficionado to take a look at her "Help" section. Here is her tip for the month.

How to configure AOL to invoke the "Spell Check". Assuming that you have a late edition of MS Word or WordPerfect: On AOL-Help-Spell Check I selected "Turning On Auto Spell Check".

1. Go to SETTINGS on AOL Tool Bar check PREFERENCES.
2. In communications section of PREFERENCES check MAIL.
3. Select "Perform spell check before sending mail" check box.

Note: If you wish to send email without a spell check, then hold the CTRL key down when you click SEND NOW.

Thanks Norma.

Clive Sanders



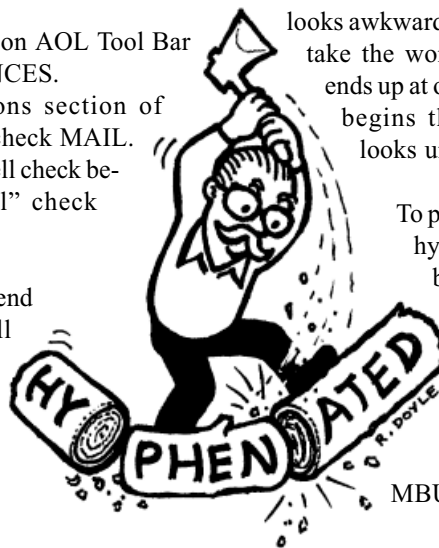
NONBREAKING HYPHENS

by Mark Richardson

Hyphens can help you break words in a way that can make your lines look better (especially when you're using justified text); however, when Word breaks a hyphenated word that wasn't meant to be broken, it looks awkward on the page. For example, take the word e-mail. When the "e-" ends up at one end of a line and "mail" begins the next, your document looks unprofessional.

To prevent this, you can specify hyphens that are not meant to be broken. Press Ctrl-Shift-Hyphen to create a hyphen that will not break at the end of a line. ♦

Clive Sanders,
MBUG-PC Secretary/Treasurer
simbacli@pacbell.net



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