North Texas

North Texas PC Users Group, Inc.

NTPCUG

PC NEWS

Online Edition

North Texas PC NEWS

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Meeting Dates:

September 21, 3rd Saturday
October 19, 3rd Saturday
November16, 3rd Saturday

In This Issue...

Submit Newsletter articles to: **newsletter@ntpcug.org**

Visit the North Texas PC Users Group Web page:

http://www.ntpcug.org

Submitting Articles and Stories to the Newsletter

The North Texas PC NEWS is now online—and it's more important than ever that the NTPCUG newsletter contain timely and informative content of interest to our members. We will welcome pertinent "How to do it" articles, book reviews, software reviews and other materials that would be helpful and interesting to NTPCUG members.

For prospective authors, there are a few, but very important, "Do's and Don'ts" involved in article submission to the newsletter, first of which is accuracy. Be sure of your facts (unless you report them as "rumors") and always remember to report the source(s) as well.

Please don't submit articles that are taken from another source without crediting the source in your article, i.e., if you excerpt something from the Microsoft (or other) Web site, please state that in the article.

Remember to "sign" your article/ story at the bottom. A simple "by Your Name" will be quite helpful, particularly if the editors have questions or suggestions about the story.

Please don't submit the article or story in HTM or .PDF format. It can make editing and formatting quite time consuming and difficult.

We can accept MS Word 97, most WordPerfect files and ASCII .TXT files. The absolutely latest version of any word processor may not convert gracefully to our format and may have to be rejected as a result.

Graphics should be submitted in one of the "standard" formats, i.e., .TIF, .EPS, .GIF, .PCX or .JPG files. While "native" CorelDraw (CDR) files are also OK, other graphics editor native formats may not be convertible.

Again, we want your articles and thank you in advance for your input and cooperation.

Reagan Andrews

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PROGRAMS & PRESENTATIONS . . . VINCENT GAINES

NTPCUG – MAIN PRESENTATION

Daniel Ogden, Co-Leader of the Application Developer Issues SIG, will present

"MICROSOFT WINDOWS-PAST, PRESENT AND FUTURE"

His presentation will focus on what the general Windows user needs to know about the various Windows operating systems in order to use his or her PC in the most efficient and enjoyable manner.

Dan will begin with a very brief overview of Windows through version 3.11, and then spend most of his presentation talking about how the Windows 95/98/ME operating systems compare to Windows NT/2000/XP. He will particularly focus on the advantages of using a fully 32-bit OS (Win2000/XP) over a hybrid 16/32-bit OS (Win95/98/ME) as well as the pitfalls to be aware of in using Win2000/XP.

Finally, he will speculate on the likely future direction of Windows.

SEPTEMBER 21

SIGS SPECIAL INTEREST GROUP MEETING SCHEDULE

Time	SIG
8:00	Microsoft Networking
	Hardware Solutions
	Excel/Spreadsheets
	General Genealogy
9:00	Communications
	Operating Systems
	(Formally the DOS SIG)
	PC Concepts
	Alpha Five
	Dallas Corel
	Microsoft Word
	The Master Genealogist
10:00	**Main Presentation – Windows**
	Access – Beginning
	Internet - Beginning
	PC Concepts (Continued)
	Web Content Committee
	Dallas Corel (continued)
	Microsoft Word (Continued)
	The Master Genealogist (continued)
	Web Programming (Focus SIG)

Time	SIG
11:00	Internet – Advanced
	Web Design - Basics
	PC Concepts (Continued)
	Quicken
	WordPerfect for Windows
	Digital Photography
12:00	NTPCUG Business
	Meeting
	Investors
	Microsoft FrontPage
	Linux
	Personal Digital Assistants
	(PDA) (New SIG)
1:00	e-Commerce
	Linux (Continued)

SIG meetings are listed by time for the September 21. Times may change, and members are advised to check the NTPCUG Web site for latest listings. Room locations will be posted on the day of the meeting.

The following SIGs are meeting at separate locations, and are not included in the schedule above. Check the SIG notes for time and location.

Meets on 09/14
    Access
    Application Developers Issues
    Visual BASIC - Advanced
    Visual BASIC - Beginning

Prez Sez,

The main meeting is being held on the third Saturday with over 30 different SIG's gathering in Irving at North Lake College in building "C" until the construction is done later on in the Fall. Be sure to take advantage of the close-up parking in front. *Second Saturday* at Microsoft headquarters in Irving will bring you up to speed on the latest and greatest developer tools, Access development and Visual basic programming tips and tricks. This month **Stephen Johnson** will discuss *Automation. How to use a Visual Basic program to Open and Read a Microsoft Word Document*, or how to Create a Word Document and write to it. Now this is something useful in the ongoing march towards integration.

Trade show September 28 and 29. Our club has been invited to be a part of the **NBC5**

TechEvent FREE OF CHARGE. We have also been invited to host presentations at the event. We are currently planning to have a main stage presentation on the human aspects of living in a "smart home" and another on digital photography for the common man. Visit the web site for details and updates on the event. Sign up for an hour or two to staff the NTPCUG booth at the event. This is a great opportunity for us to reach a audience of 20,000 consumers. This may a better opportunity than the ITEC has been in the past. NBC is offering a nice place and publicity to boot. Please represent your club for an hour and then tour the rest of the show for free.

Advancial Credit Union sent along several money saving discount coupon offerings. I will bring them again for you to pick up at the membership desk in the Atrium area. Through the credit union we can get discount tickets to area attractions. . They have also offered to send over a financial planner for a guest speaker to educate our members as to the benefits offered through the Credit union and this will be coordinated through the investors SIG.

Swap Meet planning - **Martin Hellar** – It was decided to have the Swap Meet in January 2003. The time will be 2:00 to 4:00 p.m. Start collecting the items that you would like to bring out for this event.

Prez Sez... Ctd.

Progress on our goals this month:

Increasing membership: The top reason for someone to visit our monthly meeting is being invited by a member. We had twenty visitors in August. Eight new members joined up as well. Total membership rose by 20 for the first time this year to 420 members this month! Each of us needs to invite a friend, neighbor, a co-worker, a member of your church or social groups to come out to the monthly meeting. Everyone bring one!!!!

Contacting non- renewing members. Gil has been calling on our former members who have not renewed in the past year to ask them why they did not renew. Some have moved, others died. Many have just gotten out of the habit of attending. The human touch contact has encouraged some to renew and a few to get active again. Please assist Gil by joining him in this effort to reach out to others. I talked to a member who had not attended in a year because she was unfamiliar with the college campus. We carpooled and she comes regularly now. Sponsor a friend who is out of work and needs contacts.

Please join us in bringing the members who are in need of outreach and we will continue to thrive as a group.

SIG schedule changes. **Bill Parker** has prepared a survey to get your feedback on proposed changes in the schedule. Please take the time to let us know what your thoughts are on scheduling for your favorite SIG and what you want in this club.

Fund raising: We have made a significant improvement in our interest income by moving the club's savings and checking accounts to Advancial Federal Credit Union this month. The club and we as members can receive free checking accounts and earn interest on the money in our checking accounts. We have all the regular benefits of any credit union and especially low loan rates. Visit them at and sign up soon!

Prez Sez... Ctd.

Web site development: Our web site look is under review this month. New pictures of our members are added each week. Please forward your digital photos or scan some of your collection and send it to **Mary McWilliams Johnson** for display. Mary has been especially adept at making our web site look presentable and keeping it current. Send her your feedback on the site.

Main Presentation: This month our own **Dan Ogden** is preparing us for the upgrade to Windows XP. See the main meeting notes for details. As we pass into Fall this month our topics for the main presentation will be geared towards bringing you information for making the Christmas purchases and upgrades in your home computing experience. In the first quarter of 2003 we plan to bring the home accounting and tax preparation vendors out for a visit again.

Job searching and Career enhancement:
Tanya Steffen continues to coordinate employers who are in need of employees and job seekers. If you are searching for a new job or wanting to find out what is available then visit the webboard and view the latest. Contact her and let her know what it is that you are looking for. Tanya has proposed switching to a quarterly SIG gathering with the swapping of leads and fresh information to be done via the web board list server. Log in and sign up for the latest action on the job scene.

Update on Hawaiian shirt month. I counted at least 20 members with the characteristic look in August. More fun stuff is coming. September is the month of labor day so we could all wear blue collared shirts. In October bring out your Halloween look. November get a Turkey T-shirt and in December we can all wear our ties with battery powered Christmas tree lights!

Your board is here to serve you. Find one of us and join in making this a great club.

Gil Brand, Vincent Gaines, Martin Hellar, Bill Parker, Birl Smith and David Williams

You will find our pictures and contact information on the web site. Step up and introduce yourself when you meet us in the hallway. Feel free to send any one of us a message regarding your questions, compliments, suggestions for improvements and offers to assist with the running of the club.

Cordially,

Vincent Gaines

About this month's Cover

I used *Mad Eagle* last October following the September 11 terrorist attack on the US, but felt it was equally appropriate for this first anniversary of the attacks on New York City and the Pentagon in Washington D.C. I would encourage readers to remember other grave episodes that have emphasized our vulnerability as humans to the acts of other humans as well as the capricious nature of natural events.

Reagan

Software Review: Quicken 2003 Deluxe

By Jim Wehe

Intuit's product line for PC's now includes: *Quicken 2003 Deluxe*, $60; *Quicken 2003 Premier,* $80, contains additional investment aids; *Quicken 2003 Premier Home and Business*, $90, includes business cost estimates and invoices, and *Pocket Quicken, v 2.0,* $40, for PDA's.

Intuit has discontinued *Quicken Basic*.

Quicken 2003 Deluxe has a new screen look. While the top menu bar looks and works very much as older versions did, the main screen has a new vertical menu that makes access to your accounts available with a single mouse click. The center portion of the screen shows the register for the currently open account with a tab that switches to a summary of that account

The budget and tax-planning tools are still present and can be helpful if you anticipate change in your income or expenses (perhaps a different vacation).

I experienced one minor difficulty in opening the home inventory data created in a previous version, but no problem with the bulk of my Quicken accounts. When finally opened, the home inventory worked as it always has and now opens easily.

The emphasis this year is on improved online banking and investments. Downloading from stock brokers is the primary additional focus of the Premier version. Downloading from banks and brokers has been available for the last several versions. The list of supported organizations continues to grow.

A small (76 page) manual is included which contains simplified instructions for many activities and directions to assist in finding additional information in the help files. I found the book useful in getting started. Chapter headings are:

1. Get the most from Quicken (decide how much detail you want to record)

2. Manage your income and expenses
3. Bank online
4. Manage your investments
5. Track investments online
6. Plan for tax time
7. Determine your net worth
8. Develop a long term plan
9. Contacting Intuit

The booklet explains the difference between using your bank or brokers Web site vs. downloading directly from sites the Quicken program has listed.

The included home inventory program is not mentioned in the booklet.

For more detailed explanations you might want to get a copy of *Quicken 2002, The Official Guide* by Maria Langer, published by Osborne/McGraw-Hill. There may be a new version for Quicken 2003, but I have not seen it yet.

Quicken has available for additional cost pre-printed checks, a Quicken Credit Card, On line bill payment, and a new arrangement with Muriel Siebert (a stock broker).

This Quicken user is not yet ready to enter PIN's into the program for automatic online connections, preferring to enter these manually. All things considered I like this new version. It continues the guided set up process and greets you by name each time it is started if you have entered your personal information.

Intuit product information is available at *http://www.intuit.com*. Additional products include Quick Books (accounting) and Turbo Tax (tax preparation and submittal). Computer stores in the DFW area currently stock most of these programs. If you are upgrading from a previous version, you can send off for a $20 rebate from Intuit, provided you apply within 30 days of purchase and by November 30, 2002. Or you can purchase the product on line for a $10 discount.
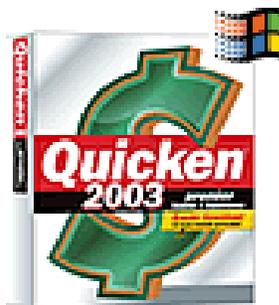
Linux Installation in a Dual-Boot System With Windows

[Ed Note: The following article was originally submitted as the September Linux SIG note by John McNeil. Because he presented the steps in a very detailed manner with significant cautions applicable to any OS installation, it is being published separately.]

Last month we talked about loading Linux, but let's face it; you can't dump Windows yet. Most of your files and almost all of your games are still attached to Windows. And even if you stopped playing games and move all of your data to Linux, there are reasons to keep Windows around after all. If you give me a few minutes I may even be able to think of some of them...

At this point in time there's no real need to rush out and buy a brand new PC. Most of them would probably come with Windows anyway, and **Lindows** seems to have no idea what they want to do, so you may as well just install Linux and let Windows and the Penguin reside happily on your system, together. Yes, both **Bill** and **Tux** can be roommates, just be sure Bill picks his dirty laundry up of the floor from time to time.

While you can get away with using the same PC for both Operating Systems, you may need to go out and by some new hardware to make sure very thing goes smoothly, but we'll talk about that in a minute. At this point you're all surprised I didn't say, "Yes, just format c:\, and pop in your Linux CD." Well, remember those reasons I mentioned? Well I thought of some, and no, I don't have a headache...

First, Microsoft does have the Lion's share of the market; not only in operating systems, but in office applications, so if you ever work on stuff from the office at your PC at home, then you may need Windows. Second, if you create documents, you're going to want to print them, and Linux just isn't very good at printing yet... Third, most of you are probably using a dial-up Internet connection, and some modems (called WinModems) will only work under Windows, because they need special software to run. Naturally it is included in Windows, but it is usually not available in Linux, unless someone has written a version specifically for the penguin. Fourth, and most importantly to my mind, it is somewhat easier for a novice

user to make Windows somewhat secure. While it is true Linux can be hundreds or even thousands of times more secure than Windows, it takes some knowledge to make it so.

Now down to brass tacks. You want to install Linux, and you want to dual boot. Most of you are still waiting for me to say, "Okay, now you can format c:/ but forget about it because we are not there yet. The first thing I am going to say is:

'Back Up Your Data.'

Yes, I said it. You would think I shouldn't have to, but, there are probably going to be people who read this some day who won't be as smart as you or I, so I'm covering my – uh... Anyway, always back up your data, and I'm not talking about the programs you installed. I'm talking about the Letters to Grandma, that future New York Times Bestseller your writing, and yes even those MP3s you downloaded when you thought the RIAA wasn't looking. Make sure you've got everything...

Playing the Partition Shuffle.

So you've backed up everything, and you've rushed ahead, wanting to get the install over with. You've popped the CD into the drive, rebooted and are now in the Linux Installation program. Hmm, you muse to yourself, this doesn't look so bad What language do I speak? English, of course! Keyboard? Whatever the standard is, it must be this one that's selected... How

Below: Linux SIG Leader John McNeil, left, is caught up with "Hutchy" (Hollis Hutchinson) in an animated discussion of WordPerfect Office 2002 for Linux

many mouse buttons does my mouse have? Uh, one – two – three – and uh, oh! Hey! There's my name brand mouse listed!

But then you come to a nasty looking section that asks you to partition your hard drive. You see two buttons: one that says fdisk while the other says Disk Druid. You remember fdisk from your DOS days so you choose it, but then are thrust into an unfamiliar looking environment. You back out and use Disk Druid. This looks more comforting, but you're not really sure what is what when it comes to which partition is which. Well this just goes to show that you can't just install a system willy-nilly. You have to prepare.

In order to continue with the installation you must know on which partition your Windows system resides, which partition your data resided on and which partition(s) are available to install Linux is on. More than likely, your system and data is all on one partition, and since the object of the game is to install Linux that means you need to free up space. As you know, in most cases, you can't create a new partition without destroying an old one and the data it contains. There is one exception to this rule: **Partition-Magic** from **PowerQuest** [] and similar programs can dynamically rewrite the Allocation Tables that form the Table of Contents for any partition. They can convert file systems [the formatting, such as FAT, FAT32, and NTFS]. They can resize partitions, making them larger or smaller. They can move partitions on a drive, taking a partition at the beginning of a hard drive, and putting it at the end. Of course, the easiest way to get more space, however, is to just add another hard drive!

Whatever method you use to resize, create, or delete, be sure to make note of which is which, as you will need to know that in order to do an install. Choosing the wrong partition onto which you wish to install, could mean loss of data, or the loss of your current Operating System.

Know Your Stuff.

By now you know that being unprepared could be near disastrous. One wrong move could mean the lost of a perfectly good and working system, or valuable data. Even if you don't have either of these, it will

still be less work for you if you know what you have inside the case, the way the hard drives are installed and partitioned, the resolution of your monitor, etc. Incorrectly configuring an install could mean it won't work. After all, if you can't see what's on your screen, you can't log on, you can't click on icons, and you can't read your E-mail.

The best way to find out what you have installed is to look in Windows. The Device Manager can be an invaluable tool for finding out all the valuable little tidbits you need to get a Linux system up and running.

An even better way (uh, if the best way is to look in device manager, can there be a better way?) is a program called **Belarc Advisor**. [*http://www.belarc.com/free_download.html*] This little jewel of a free program will tell you more information than you wanted to know, but won't overburden you with information.

In addition to basic PC system information such as CPU type and bus frequency, drive parameters motherboard, BIOs memory and memory locations, there's more, including printers, installed software, installed Hotfixes, local drive volumes, network drive volumes, Host logins, IDE Controllers, Video, Sound, and Network Cards, USB devices and Software Licenses. Everything you want is here in a nice easy-to-read format. You should have all of this stuff (with the exceptions of Software Licenses and Host logins) ready to go. Some, if not all, of it may be automatically detected, but then again, some may not be, so it is best to be prepared.

Since you're not likely to know what will be compatible or be detected the first time 'round, do web searches on your hardware. Find archived message board discussions where people have installed Linux on similar hardware platforms. Don't be afraid to ask for help, either. At one time or another most people were in your shoes. Many newbies are likely to help other newbies in the hope that you will someday return the favor. Just be sure that your question is On Topic to that discussion group, and that it hasn't already been covered in a previous discussion, or in the Board's F.A.Q. (Always read the F.A.Q. and peruse the Archives!!!)
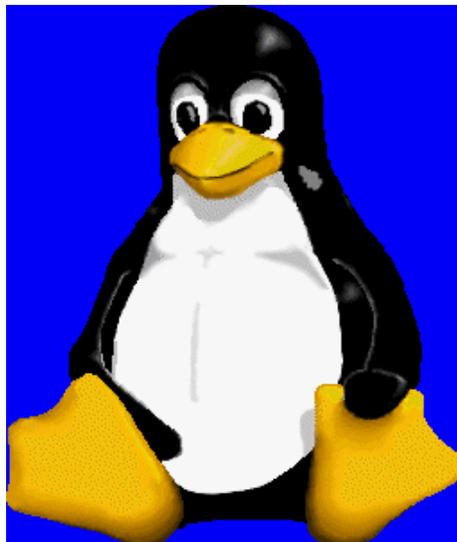
Another good way to find out about your hardware is to check out your Distribution's Hardware Compatibility Lists. The hardware that will be automatically recognized and configured will be on this list. Most name brand hardware will be on this list, so sticking with name brands is another great way of making sure your system will run perfectly the first time round. Also, avoid built-in's. That is, if it is built into the motherboard, it is slightly less likely to work, than if you had a stand-alone card. This is especially true of video, sound, and network cards. This is not to say that you can't make it work, but it is likely to be harder to do.

Other things that you need to know before you install Linux include your monitor's screen resolution, refresh and sync rates; which can usually be found in the user manual included with it. You will also need your IP Address for your computer if it is on a network or always-on Internet connection, as well as having your DNS server addresses handy. If your broadband connection uses PPPoE you'll need to know your username and password. People on dial-ups should have access numbers, usernames and passwords nearby.

If you want a real in-depth hardware guide, check out the Hardware HOW-TO available at The Linux Documentation Project's Website: *http://www.tldp.org/HOWTO/Hardware-HOWTO/index.html*

The Distro Wars.

Now that you've prepared for the installation, we can begin. Before you can dual boot, you have to have two operating systems. We'll say one is Windows, but it is possible to dual boot between two different versions of Linux, UNIX, or FreeBSD. If you're using a Mac then you can boot between Mac's OS and Linux Distributions that are designed for the Mac. If you are on a Mac and are using OS X or higher, you don't even need to install Linux because OS X is running on FreeBSD, so you already have a version of UNIX.

I've thrown the word Distribution around quite a bit but what exactly is a Distribution? A Distribution (or Distro) is a collection of programs put out by a person or group, such

as Red Hat. There are distributions for everyone, from beginners to sysadmins. For us the two best distributions are Red Hat 7x (7.3 is best, 7.1 slightly worse, and avoid 7.2) and Mandrake Linux 8x (8.1 is good, and while I have not tried 8.2, I've heard good things.) In the SIG meeting you will likely end up seeing both. I have installed both on a couple of different machines. Both are simple to install and come with a wide array of software, or Packages.

The distribution that you choose will depend eventually upon your own tastes. We hear about all these arguments over which Linux Distribution is the best because people have personal preferences as to what makes a good Operating System.

Most Linux distributions are freely available on the Internet for download. They are available under what is known as the GNU General Public License (GPL). This means that software is "freely" available:

'When we speak of free software, we are referring to freedom, not price. Our General Public Licenses are designed to make sure that you have the freedom to distribute copies of free software (and charge for this service if you wish), that you receive source code or can get it if you want it, that you can change the software or use pieces of it in new free programs; and that you know you can do these things.' (***The GNU General Public License (GPL)***, *http://www.open-source.org/licenses/gpl-license.php*)

In most cases when a product is available under the GNU GPL that means that it is freely available. Any distribution that is released under the GPL is freely downloaded. To download a distribution you can go either to that distro's website, such as redhat.com, or any number of Linux FTP sites that will have it. I prefer to download my copies of Linux in .ISO format from An .ISO is quite literally an image of a CD-ROM. Usually, around 600 MB, an .ISO contains all the information found on a CD. It is a special format which can be read by CD recording software such as Roxio's Easy CD Creator. It can not be used to directly install Linux, however; it must first be burned to a CD-R/CD-RW. If you do not have a CD Recorder, there is not much point in wasting your time downloading an
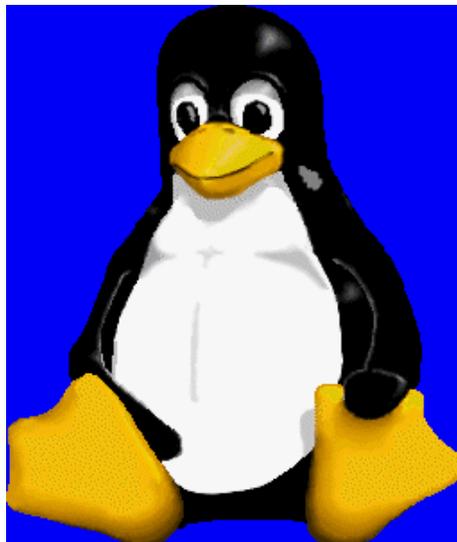
.ISO file because you will be unable to use it. In that case you would be better off purchasing a copy of Linux or getting a copy from a friend. The Linux SIG also has copies of Linux you can borrow. If you'd like to borrow one of the SIG's copies just see one of the SIG leaders. The CDs are available on a first-come basis.

The Install.

After all this time, I have yet to talk about the actual installation. All that has come before has been pre-paratory, and now the moment is at hand. It is at this moment that I will say, 'If you want, you may now format C:\.' This is not necessary, however. Formatting the C:\ drive will erase any data on it, and the beauty of this installation process is that it is not necessary. If you can, though, I would recommend blowing out Windows and starting with a fresh installation. This would allow you to design, from the beginning, a system with dual booting in mind. Whatever you do, you MUST install Windows first.

Windows, every time it is installed, rewrites the Master Boot Record (MBR). The MBR is typically the first sector on your hard drive, into which a small program is loaded that starts your operating system. If you install Linux the MBR is used to boot into Linux using whatever you means you choose. Under Linux, it will even allow you to choose whether you want to boot into Windows, hence the term Dual (or Multi) Boot. When you install Windows, the MBR is replaced with Windows boot system, which does not recognize Linux.

If you are doing a fresh install of Windows I would go ahead and use a Windows boot disk. If you don't have one, make one before blowing away Windows. You can use it to do all of your partitioning. Using the program fdisk included on most boot disks you can create the same sort of partitions that I have described below. Believe me, the fdiskincluded in the Windows boot disk is nowhere near as arcane seeming as the one available during the Linux installation, just follow the onscreen instructions. If you want more help with fdisk check out *http://fdisk.radified.com/./* When using fdisk, create partitions

based upon their size in Megabytes. (1024 MB equals 1GB.) Don't worry about the labels or the formatting until you install each system. For right now set the second partition as active. Here is a format I once used for installing Red Hat 7.1 and Windows XP: (See Figure 1.)

As you can see, this plan gives me at least 24 Gigs of space for each OS. Windows gets more drive space because I tend to use it more. The partition HDB2 (The second partition on the second drive on the first IDE controller) is available to both Operating Systems and so can be used to move data back and forth between the two. Install Windows first onto the 2nd partition. If you are using NT/2000/XP go ahead and format it as NTFS. If you are using DOS/Win3.1/9x/ME use FAT or FAT32. Once you can boot into Windows format the first partition of the second hard drive (HDB1) as either NTFS or FAT/FAT32, again depending on your OS. Once you have verified that everything in Windows is fine you can begin installing Linux.

When you come to the part of the Linux install where it asks you to partition your hard drive use Disk Druid. It is not as confusing as fdisk and is more widely covered in the online documentation. Once Disk Druid starts you will be given the choice to add, edit, and delete partitions. Select each partition and choose edit. This will bring up a dialog that will allow you to set the label, format, etc. For more on Disk Druid check out

Another way to set up is to keep the two systems on separate hard drives. This would be especially good if, as in the case above you have one small hard drive

Figure 1

Partition	Size	Linux Label	Windows Drive Letter	Format/File System
HDA1	16-24MB	/boot	None	EXT2FS
HDA2	4+GB	None	C:\	NTFS
HDA3	4+GB	/	None	EXT2FS
HDA4	32+MB	SWAP	None	Linux Swap
HDB1	20+GB	None	E:\	NTFS
HDB2	10+GB	/share	F:\	FAT32
HDB3	10+GB	/home	None	EXT2FS

and one large hard drive and are going to need to use Windows applications more frequently, or just want to play with Linux. You can use the smaller of the two drives for Linux and the larger for Windows.

Now, lets say you don't want to get rid of your current Installation of Windows – Good. This is where software like PartitionMagic comes in. Your drive is full of Windows, so what you do is you resize the partition. This frees up space on which you can install Linux. You'll want at least 4 GB to play around with. (As I said before, 4 GB is a good size for an installation of Linux, but you can have more or less space. Naturally Linux runs well, even when it's on something as small as a floppy!) In this case using the chart above, if you only have one drive (the first drive or HDA), remember that you won't get all 4 Gigs for programs.

After you have resized the Windows partition, you will want to move it so that you will have at least 16MB for the /boot partition. You'll also need to create a partition approximately 3.9 Gigs in size for the / partition. This should leave you with a partition near 32MB in size, that can be formatted as swap space, and, since you are using PartitionMagic, you can do it all in a nice graphical environment (i.e. Windows.)

Once the disk is partitioned and formatted (again using PartitionMagic) you can begin the Installation. Use Disk Druid to set the labels for each partition. From that point on you should have everything you need in order to complete the install. Just follow the on-screen directions, use the help feature and when it asks you to choose an installation type, the first time 'round choose Workstation. When it asks you what boot loader you wish to use, I'd recommend using LILO. Choose a text-based startup. You'll have to use a command line in Linux sooner or later, might as well be sooner. Don't let the command line intimidate you. When you come to the X11 configuration, be sure to test each setting you choose. Have your video card and monitor manual and the notes you made while checking your hardware using the Belarc Advisor handy. In most cases it should detect the proper monitor settings, or it can find a default that will work just fine. Also be sure to have a floppy disk handy to make a Linux boot

disk. Believe me this disk can save your life!

When you are asked to enter a root password, make it a strong password using uppercase and lowercase letters, numbers, and even special characters like the exclamation point (!) and tilde (~). Write it down verbatim since passwords are case sensitive, and most importantly KEEP IT IN A SAFE PLACE! Don't have it on a sticky note attached to your monitor. Instead, make it something you can remember that won't be too obvious to other people.

Also, create a standard user to login as. Don't use Root on a daily basis. Only use Root for administrative tasks, and then do it offline, to avoid prying eyes. If, for some tasks as a normal user, you must have root access use the command su and then enter the root password. Be sure to quit su as soon as you are finished with that task. This is a good way to avoid accidentally damaging your system. It also is good protection against viruses. If you, as an average user, do not have permission to install software onto your system then you can't accidentally install a Trojan or Virus.

Remember don't be afraid to play around. You've backed up all your important data right? So what harm can come if you experiment? Don't be afraid to play with your system. Startx (note it's all one word) will get you into the GUI. To get help with a command type the command followed by --help.

While you're playing, be sure to check out . It's funny, but read the cartoon archives, otherwise things like the dust ball with eyes and feet will throw you...

In September we will be taking your questions as we finish up our Dual Booting and Installation discussion in the first hour. In the second hour **James Dunn** will be talking about installing software after the installation. What the heck is an RPM anyway?

John McNeil
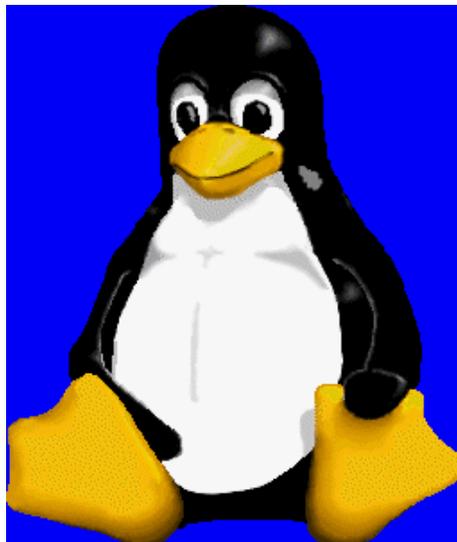
Keyboard Shortcuts for Microsoft Windows XP

Microsoft Knowledge Base Article - Q301583

A List of the Keyboard Shortcuts That Are Available in Windows XP

The information in this article applies to:

> *Microsoft Windows XP Home Edition*

Summary

This article describes the keyboard shortcuts that are available in

Windows XP.

More Information

General Keyboard Shortcuts

> CTRL+C (Copy)
>
> CTRL+X (Cut)
>
> CTRL+V (Paste)
>
> CTRL+Z (Undo)
>
> DELETE (Delete)
>
> SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
>
> CTRL while dragging an item (Copy the selected item)
>
> CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
>
> F2 key (Rename the selected item)
>
> CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
>
> CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
>
> CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
>
> CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
>
> CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
>
> SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)

> CTRL+A (Select all)
>
> F3 key (Search for a file or a folder)
>
> ALT+ENTER (View the properties for the selected item)
>
> ALT+F4 (Close the active item, or quit the active program)
>
> ALT+ENTER (Display the properties of the selected object)
>
> ALT+SPACEBAR (Open the shortcut menu for the active window)
>
> CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
>
> ALT+TAB (Switch between the open items)
>
> ALT+ESC (Cycle through items in the order that they had been opened)
>
> F6 key (Cycle through the screen elements in a window or on the desktop)
>
> F4 key (Display the Address bar list in My Computer or Windows Explorer)
>
> SHIFT+F10 (Display the shortcut menu for the selected item)
>
> ALT+SPACEBAR (Display the System menu for the active window)
>
> CTRL+ESC (Display the Start menu)
>
> ALT+Underlined letter in a menu name (Display the corresponding menu)
>
> Underlined letter in a command name on an open menu (Perform the corresponding command)
>
> F10 key (Activate the menu bar in the active program)
>
> RIGHT ARROW (Open the next menu to the right, or open a submenu)
>
> LEFT ARROW (Open the next menu to the left, or close a submenu)
>
> F5 key (Update the active window)
>
> BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
>
> ESC (Cancel the current task)

SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box Keyboard Shortcuts

CTRL+TAB (Move forward through the tabs)

CTRL+SHIFT+TAB (Move backward through the tabs)

TAB (Move forward through the options)

SHIFT+TAB (Move backward through the options)

ALT+Underlined letter (Perform the corresponding command or select the corresponding option)

ENTER (Perform the command for the active option or button)

SPACEBAR (Select or clear the check box if the active option is a check box)

Arrow keys (Select a button if the active option is a group of option buttons)

F1 key (Display Help)

F4 key (Display the items in the active list)

BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)

Microsoft Natural Keyboard Shortcuts

Windows Logo (Display or hide the Start menu)

Windows Logo+BREAK (Display the System Properties dialog box)

Windows Logo+D (Display the desktop)

Windows Logo+M (Minimize all of the windows)

Windows Logo+SHIFT+M (Restore the minimized windows)

Windows Logo+E (Open My Computer)

Windows Logo+F (Search for a file or a folder)

CTRL+Windows Logo+F (Search for computers)

Windows Logo+F1 (Display Windows Help)

Windows Logo+ L (Lock the keyboard)

Windows Logo+R (Open the Run dialog box)

Windows Logo+U (Open Utility Manager)

Accessibility Keyboard Shortcuts

Right SHIFT for eight seconds (Switch FilterKeys either on or off)

Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)

Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)

SHIFT five times (Switch the StickyKeys either on or off)

NUM LOCK for five seconds (Switch the ToggleKeys either on or off)

Windows Logo +U (Open Utility Manager)

Windows Explorer Keyboard Shortcuts

END (Display the bottom of the active window)

HOME (Display the top of the active window)

NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)

NUM LOCK+Plus sign (+) (Display the contents of the selected folder)

NUM LOCK+Minus sign (-) (Collapse the selected folder)

LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)

RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut Keys for Character Map

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

RIGHT ARROW (Move to the right or to the beginning of the next line)

LEFT ARROW (Move to the left or to the end of the previous line)

UP ARROW (Move up one row)

DOWN ARROW (Move down one row)

PAGE UP (Move up one screen at a time)

PAGE DOWN (Move down one screen at a time)

HOME (Move to the beginning of the line)

END (Move to the end of the line)

CTRL+HOME (Move to the first character)

CTRL+END (Move to the last character)

SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC) Main Window Keyboard Shortcuts

CTRL+O (Open a saved console)

CTRL+N (Open a new console)

CTRL+S (Save the open console)

CTRL+M (Add or remove a console item)

CTRL+W (Open a new window)

F5 key (Update the content of all console windows)

ALT+SPACEBAR (Display the MMC window menu)

ALT+F4 (Close the console)

ALT+A (Display the Action menu)

ALT+V (Display the View menu)

ALT+F (Display the File menu)

ALT+O (Display the Favorites menu)

MMC Console Window Keyboard Shortcuts

CTRL+P (Print the current page or active pane)

ALT+Minus sign (-) (Display the window menu for the active console window)

SHIFT+F10 (Display the Action shortcut menu for the selected item)

F1 key (Open the Help topic, if any, for the selected item)

F5 key (Update the content of all console windows)

CTRL+F10 (Maximize the active console window)

CTRL+F5 (Restore the active console window)

ALT+ENTER (Display the Properties dialog box, if any, for the selected item)

F2 key (Rename the selected item)

CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote Desktop Connection Navigation

CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)

ALT+PAGE UP (Switch between programs from left to right)

ALT+PAGE DOWN (Switch between programs from right to left)

ALT+INSERT (Cycle through the programs in most recently used order)

ALT+HOME (Display the Start menu)

CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)

ALT+DELETE (Display the Windows menu)

CTRL+ALT+Minus sign (-) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

CTRL+ALT+Plus sign (+) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)

Microsoft Internet Explorer Navigation

CTRL+B (Open the Organize Favorites dialog box)

CTRL+E (Open the Search bar)

CTRL+F (Start the Find utility)

CTRL+H (Open the History bar)

CTRL+I (Open the Favorites bar)

CTRL+L (Open the Open dialog box)

CTRL+N (Start another instance of the browser with the same Web address)

CTRL+O (Open the Open dialog box, the same as CTRL+L)

CTRL+P (Open the Print dialog box)

CTRL+R (Update the current Web page)

CTRL+W (Close the current window)

User Group Articles for August and July

YEAR 2002

| MO	Title	ST	CITY	Page
08	"Review - WordPerfect 2002"	CA	Los Angeles	02
08	"Review - NetObjects Fusion MX"	CA	Los Angeles	05
08	"Useful Programs for Your Palm"	TX	Houston	08
08	"Backing Up Your Hard Drive"	CA	Los Angeles	15
08	"Xbox Console & Games Review"	TX	Houston	18
08	"The CD is 20 Years Old"	TX	San Antonio	26
08	"USB Flash Memory Drive Comparison"	TX	San Antonio	34
08	"Pioneer DVR-A03 DVD=R/RW Writer"	TX	San Antonio	36
08	"Dazzle Digital Creator 80"	TX	San Antonio	37
08	"Pacific Digital X-treme-24 Re-writable External USB 2.0 24x10x40 CD Rewritable Kit"	TX	San Antonio	45
08	"CD Labeler 2.0"	TX	San Antonio	46
08	"Concord Q Eye Digital Camera"	TX	San Antonio	47
08	"Aladdin Systems Stuffit, Ver 5.5"	TX	San Antonio	49
08	"OmniPage Pro 10"	TX	San Antonio	50
08	"Transportable Drive Space Universal Smart Drive"	TX	San Antonio	53
08	"askSam Version 4"	TX	San Antonio	54
07	"Backing Up Your Hard Drive"	CO	Boulder	01
07	"Your Hard Drive Will Fail"	FL	St Petersburg	02
07	"Buying a New PC"	CA	Los Angeles	03
07	"Where Can I Find Help?"	WA	Tacoma	03
07	"Review - The Big Box of Art"	CA	Los Angeles	05
07	"Hotmail Users Beware"	IA	Bettendorf	06
07	"Top Ten Signs You're About to be Ripped Off"	CA	Los Angeles	06
07	"Your Friend the Computer"	CO	Boulder	06
07	"GM vs Microsoft"	CA	Los Angeles	08
07	"SpellCatcher Plus for Windows"	MD	Brookeville	09
07	"Antivirus Tips"	AZ	Phoenix	11
07	Bean Counter Shareware/Freeware"	AZ	Phoenix	12
07	"About Digital Cameras"	FL	Boca Raton	15
07	"Article Index LACS- January to June, 2002	CA	Los Angeles	16
07	"Freeware for the Palm"	TX	San Antonio	16
07	"Is Linux for You?"	AZ	Phoenix	17
07	"Windows XP: As Good as it Gets"	MD	Brookeville	17
07	"Make Your Own PDF Files"	AZ	Phoenix	23
07	"Finding Help in Windows & Windows Programs"	FL	Boca Raton	25
07	"True Doctor Stories"	IA	Bettendorf	25
07	"More Shareware/Freeware"	TX	San Antonio	31
07	"Three Shareware Programs for the Palm"	TX	San Antonio	42

!!! Mark Your Calendar !!!

Future Newsletter Deadlines and Meeting Dates

Please Note: The June meeting will be on July 20 at Building "C" on the North Lake Community College in Irving, TX.

Our main meeting presentations [and most SIGs] will be on the **third Saturday** of each month.

The **newsletter deadline** each month will be **fif-**
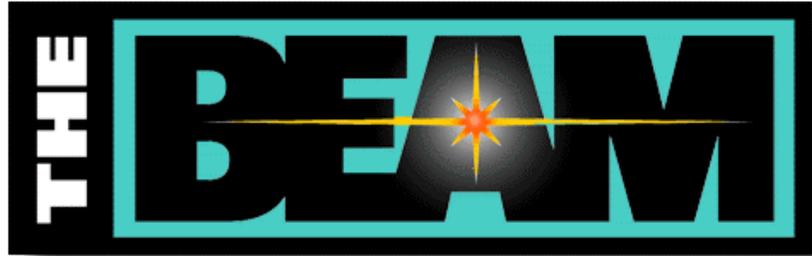
High Speed Wireless Internet!

teen days before the main meeting. See the schedule below for a listing of those dates.

Newsletter Deadline	Meeting Date
September 6	September 21 3rd Sat.
October 6	October 19 3rd Sat.
November 1	November 16 3rd Sat.

Off-Site SIGs

The North Texas Microsoft Developers SIGs Beginning Visual Basic, Advanced Visual Basic, Access, and Application Developers Issues SIGs) will meet the **second** Saturday of each month at Microsoft Corporation's Building #1 located at 7000 State Highway 161 in Irving, Texas.

Up-to-date Information

Make it a habit to check our Web site at *http://www.ntpcug.org* for any last minute changes. Keep informed through our Web site.

The Perfect Gift!

Looking for a last-minute gift that's quick, easy and keeps on giving for the entire year? Take a tip from Doug Gorrie and consider giving a one-year membership in the North Texas PC Users Group. This is an especially appropriate gift for a friend or relative who is new to computing and interested in learning how to use and enjoy the PC.

Point out the Genealogy SIGs to people who are collecting information about their families, tell friends how much the Internet SIGs can help in easing their way into really using the Web, and the benefits of friendly, early computer lessons in the Introduction to the PC SIG.

More experienced users would appreciate value of vendor presentations in making important software and hardware decisions during the year.

If you have a friend or relative who constantly "borrows" your copy of the latest *North Texas PC News*, a gift membership might be especially welcome.

Doug

Every Member NTPCUG Get a New Member

You know you are a Texas computer geek when . . . .

Contributed by Patrick Dryden

[Ed Note: This is a repeat. We originally ran this in September, 1999 and I felt it might still be appropriate for a return engagement.]

Your e-mail address ends in "@over.yonder.com."

If the bumper sticker on your truck says, "My other computer is a laptop."

Your laptop has a sticker that says, "Protected by Smith and Wesson."

You've ever doubled the value of your truck by installing a cellular phone.

Your computer is worth more than all your cars combined.

You wire your network with jumper cables.

Your wife said either she or the computer had to go, and you still don'tmiss her.

You've ever used a CD-ROM as a coaster to set your drink on.

You ever refer to your computer as "Ole Bessy."

Three Words: Daisy Duke Screensaver

You start all your e-mails with the words, "Howdy y'all."

Your spell checker knows words like, "Y'all", "Yonder", and "Reckon."

Your cars sit in the yard because your garage is full of dead CPUs, printers, modems and monitors.

Your belt buckle is made from a dead 3.5" disk drive.

You ever felt you had to move your computer desk so it didn't block the velvet picture of Elvis.

Yer mouse keeps knocking over yer spitcan.

Smith & Wesson...the original Point-N-Click interface.

When you're friends comment on your "nice boots" and you say, "Yea, thanks.

Its my spiffy, new Phoenix BIOS."

When your wife catches you again with your "Farm Animals of the Orient" CD-ROM.

When you order your new pick-up truck with a gun rack and PCMCIA sockets.

Your PC Games collection consists of nothing but Bass Fishing tournamentgames.

You only buy from GateWay, 'cause the cow-colored boxes are a hoot.

Humor Line
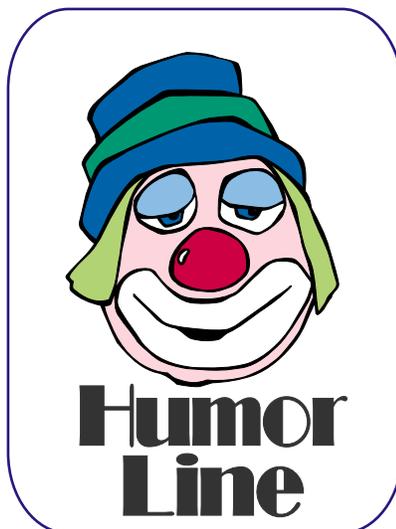
Selected SIG REPORTS . . .

News and meeting notes of Special Interest Groups
Further background information about a SIG is available from the SIG's
Web page at www.ntpcug.org

ACCESS

The Microsoft Access SIG meets with other developer SIGs on the *Second Saturday* of the month, at Microsoft's facility in Irving on the President George Bush Parkway (State Hwy. 161), just North of State Highway 114. If you exit Highway 114 going North, stay on the access road and you'll find the Microsoft entrance before you reach the first tollbooth entrance onto the President George Bush Parkway. The Access SIG Web site at *http://members.tripod.com/ntaccess/* has directions, a link to a map, and meeting times.

Larry Linson

ACCESS – BEGINNING

Co-SIG Leader **Tom Browning** returns to further explore using Wizards to develop Reports, demonstrating some of the options available when using the Wizards. Tom will also reveal how we can test for an empty report, inform the user, and stop the print process before it begins!

We have planned a set of classes designed around the beginner. If you are interested in Access, what it is, or what it can do to you, then please join us on the 3rd Saturday each month. IF you have an idea for a class, please let us know. Our planned schedule is flexible!!

If you have an Access problem you are trying to solve, bring it to the meeting. We will have time at the end for a Q&A session.

For the beginner, NTPCUG members also have a great CD video library that includes ACCESS training. It is available for checkout at the monthly meet-

ings (with a deposit). See the NTPCUG newsletter for details (membership has its privileges!). Check out *http://www.woodyswatch.com* as a valuable resource for tips and techniques newsletter. Access also provides several sample databases on the Office CD, including the NORTHWIND Project. This database provides an excellent learning tool. Another resource: *http://www.elementkjournals.com/* provides sample newsletters called *Inside Access*, and another called *Beginners Access* --both offering great tips and tricks!

Planned Sessions include:

September: **Tom Browning** - Creating Reports - Part Deux

October: **Ray Wright** - Designing Forms for Viewing, Editing and Data Entry

November: **Tom Browning**: Designing Forms - Part Deux

December: Your name could be here : Using Macros

Previous Sessions in 2002:

August: **Ray Wright** - Creating Calculated Fields and Parameter Queries

July: **Jim Wehe** - Creating Reports – Presenting the Data Your Way

June: **Ray Wright -** Creating Queries - Part Deux

Ray Wright

. . . . . SIGs

Alpha Five Database

We continue this month exploring the new Alpha Five version 5. **Martin Cole** will give us his perspective on converting to Version 5, and his pros and cons on the new Peter Wayne book. Martin is just starting out with this version, so it is a good time to hear how a user begins to explore the new product.

See the background section for downloadable presentations from some previous months.

Bill Parker

Application Developers Issues

The Application Developer Issues SIG focuses on providing information to developers that assists them in (1) developing applications that use Microsoft tools and technologies, (2) engineering applications through various design methodologies, and (3) staying abreast of legal developments and industry trends that affect developers. We are one of the four NTPCUG SIGs that make up the North Texas Microsoft Developer SIGs (*http://www.ntmsdevsigs.homestead.com/*) along with the Beginning Visual Basic SIG (*http://www.core-developer.com/*), the Advanced Visual Basic SIG (*http://rsj-services.com/ntpcug/*), and the Microsoft Access SIG (*http://ntaccess.tripod.com/*), which meet on the 2nd Saturday of each month at the Las Colinas campus of Microsoft Corporation. Our SIG meets at 11:00 AM. For directions, including a downloadable map, please go to *http://appdevissues.tripod.com/location.htm*.

For more information on our SIG in general, including meeting updates and details on past meetings, please visit our Web site, *http://appdevissues.tripod.com/*. You may also download presentations, freeware apps, and sample code at *http://appdevissues.tripod.com/downloads.htm*.

Daniel Ogden

Dallas Corel

I asked **Gene Brown** to make the technical presentation at the September meeting since we may be getting a visit from **Marc Bech** at the October meeting. Marc is the newly-appointed Texas area representative of the Field Marketing Group of Corel Corp. Marc has expressed a desire to meet with both the Corel SIG and the Word Perfect SIG in October.

Gene was scheduled for the October meeting but graciously agreed to move up his presentation to the September meeting to accommodate Marc's promised visit. Since Gene has tried out numerous "Canned" printing programs in his Studio Business, he thought that we might like to hear his conclusions on what's good and what's bad in each program. Who knows you might find just what you're looking for in a special printing application.

August in Review

Martin Hellar made the August presentation. The first hour we saw another place on the Web that free educational programs were offered. Martin connected to ClickNLearn Web site to show some of the assistance available for free. In addition to free tutorials, there were 'Tips and Tricks' and free downloads of Service Packs for Corel Products. One of the free tutorials was one labeled "Envelopes." It was played to demonstrate the special effects possible with artistic text in Corel Draw.

The second hour was devoted to one of ClickNlearn CDs on Corel Rave. The movies shown were selected because they gave a very clear understanding of how Rave worked and the various effects that could be used. To view the whole program would take several

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General Genealogy
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Genealogist - The Master
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Charles Miller ...... (903) 938-4220 h
cbaxter@pobox.com
Ralph Beaver ...... (817) 624-9530 h
Gary Johnson ...... (972) 938-0344 h

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Internet–Advanced
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Investors
Kathryn (Kathy) Kirby
infoinvest@aol.com

Job Search
Tanya Steffen ...... (214) 503-8875
tsuesteffen@hotmail.com

Linux
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john.mcneil@ntpcug.org

Microsoft FrontPage
Alan Lummus ...... (972) 733-4141 w&h
alan.lummus@ntpcug.org

Microsoft Networking
Gil Brand .... (214) 341-7182 h
gil.brand@ntpcug.org
Bill Rodgers .... (972) 690-3507 h
brodgers@sbcglobal.net

Microsoft Word
Diane Bentley ...... (972) 724-0855 w&h
dianebently2@attbi.com

Operating Systems
Reagan Andrews . (214) 828-0699 h
reagan.andrews@ntpcug.org

hours. This CD is one of several that can be 'borrowed' from the Corel SIG.

July in Review

PC Concepts
Harold (Spike) Smith
.............................(972) 231-0730 h
Spike3@attbi.com

Personal Digital Assistants
Matthew Stevens 817-896-2778
matthew@dfwpug.org

Quicken
Phil Faulkner ....(972) 239-0561 h
philfaulkner@prodigy.net
Jim Wehe ....(214) 341-1143
jwehe@aol.com

Visual Basic — Beginning
Tuc Goodwin ....(214) 924-9507
dorsai01@msn.com
Billy Carpenter ....(972) 283-1506
billy-dean@msn.com

Visual Basic — Advanced
Stephen Johnson (214) 532-9788
stephen@rsj-services.com

Web Design - Advanced
Steve Shanafeldt.(972) 523-4846
steve@developercourses.com

Web Design Basics
Hollis Hutchinson (214) 328-2251
TutorsOnTap@aol.com
Henry Preston
hlp8620@dcccd.edu

WordPerfect / Windows
Cindy Adams.......(817) 481-1300 wM
cadams11@earthlink.net
Diane Bentley......(972) 724-0855 w&h
dianebently2@attbi.com

SIGs . . . .

The July meeting of the Corel SIG was hosted by **Marsha Drebelbis**. Our two hours was also the feature presentation of the month. Marsha introduced our guest speaker **Dave Stuffenbeam** of the Corel Corporation. In addition to knowing Corel products Dave had extensive experience with Dream Weaver, Flash and Photoshop. The first hour was devoted to showing off some of the new features included in the upcoming release of Corel Draw Graphics Suite Version 11.0. The first improvement shown was the new stitching capability. It truly is an improved option. Next we were shown the new light effects as well as the new drop shadow effects. For the final part of the first hour, Dave demoed the 3 point rectangle tool, the 3 point eclipse tool and the interactive fill tool.

The second hour was only about 30 minutes long since the first hour ran over into the second hour. Dave showed how you could work in Corel Draw and use Knockout to do selection of a component in draw. He also talked a little about possible new products coming down the line. A drawing was held for an unspecified prize. It was won by Reagan Andrews. Reagan will advise as to what he won after Dave clears it with Corel headquarters. [Ed. note: No word to Reagan yet.]

June in Review

Martin Hellar started the June Meeting with a demonstration of the NTPCUG's WebBoard. The purpose was to make sure that all present knew that it existed and could be used with an e-mail approach rather than a news group application. The second surprise was the show-

ing of IrfanView Freeware. IrfanView is similar the ACDSee. Since it is freeware, copies were given to all that wanted to try it out. The main part of the presentation was about some of the new features in Photoshop 7.0. The tutorials supplied by Adobe were Quicktime movies and quite good at showing how to use some of the new features.

2002 Program Schedule

September - **Gene Brown**

October - **Marc Bech** of Corel

November

December

For Support on all Corel Products access *http://www.corel.com/support/ftpsite.*

IMPORTANT COREL ADDRESSES & PHONE NUMBERS

**Corel Corporation
1600 Carling Avenue,
Ottawa, Ontario, Canada
K1Z 8R7**

❖Technical Support Representatives 888-267-3548

❖G1 Release, CD-Rom only(latest "fixes" and patches for Corel products)
......................................800-772-6735

❖Customer Service Representatives
......................................800-772-6735

❖IVAN (Interactive Voice Answering Network) 613-728-1990

❖24 Hour Automated Fax System
......................613-728-0826 Ext.3080

❖Technical Support hours are 4AM to 8PM (EST) excluding holidays

❖To obtain our catalogue please request document #2000
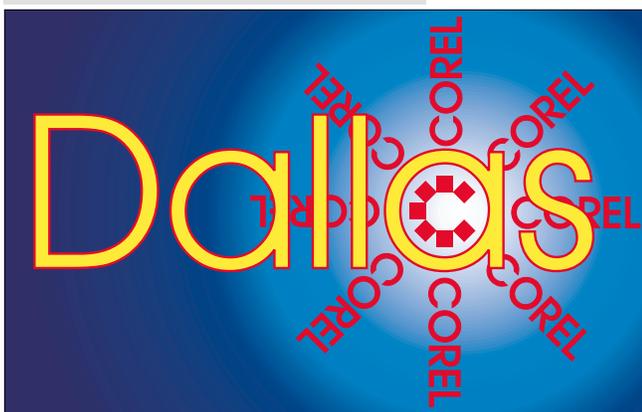
Dallas **COREL**

SIG of North Texas PC Users Group, Inc.

. . . . SIGs

For past program information, access Dallas Corel's full Web site and archives at .

KnockOut 2.0 Now Available at:

. Foster D. Coburn III prebuilt catalogs for all versions of CorelDRAW clipart CDs, going back to version 6, and also CGM (Corel Gallery Magic library of 200,000 images). They are available for you to download FREE via *http://www.unleash.com/articles/romcat*.

Martin Hellar

e-Commerce

At our **September** meeting, we will continue our focus on affiliate programs and how you can profit from them on the Internet by becoming an active affiliate. Others are making literally hundreds of thousands of dollars per year as affiliates, and so can you.

Assuming Alan's travel plans allow him to attend our SIG this month, we will have a demonstration of how to (1) find a potentially profitable niche market, (2) determine if there really are paying customers in that marketplace, (3) locate appropriate keywords and phrases to attract those paying customers, (4) critically examine and evaluate the competition for that market, (5) find an affiliate merchant with the best product, service, and affiliate program, and (6) outline a Web site and promotional campaign to mine the profit in that market.

To make it really interesting, why don't you sign up for a few affiliate programs yourself and share your experience with the group? See you there!

In **October**, we'll be moving on to the examination of various JAVA, perl and other scripts that can assist you in the development of your online e-commerce Web sites. These invaluable scripts are virtually a necessity if you are going to sell anything today on the

Internet. Come and find out what you need, where you can find most of them for free or very little money, and how you can implement them. All coming in October.

Alan Lummus

Internet – Beginning & Advanced

In September, we again plan to do open Q&A with those present, and see what interesting topics we can come up with at the last minute. Often, the "topic of the day" comes to us in the form of questions from attendees, newspaper or magazine articles, or e-mails. If you have specific issues, please let us know by sending e-mail to .

Sometimes, our own experiences result in presentation material. Our August meeting included **Tom O'Keefe's** recent experiences in getting a new DSL line installed. The discussion included information about the DSL router as well as configuration issues. PPPoE (Point to Point Protocol over Ethernet) was also required by SWBT, although it serves no useful purpose *for the end user*.

See you **September 21ˢᵗ**..

Doug Gorrie, Tom O'Keefe

Investors

In September, we will discuss the current market - this is an interesting time - come and discuss it.

We will look at more screening tools. This time we will concentrate on the Web sites that offer screens and discuss the merits of 'free' sites versus paying for packaged programs.

The Web site I would like to concentrate on is *http://www.yahoo.com* - click on *finance* and try out the features so we can discuss them at the September meeting.

Kathryn (Kathy) Kirby

Job Search

Due to the Internet, today's job hunt is completely different from job seeking just a year ago. Many job seekers have turned to the Internet to find a job and end up spending endless hours researching job boards and applying online only to end up frustrated due to the lack of response. We can teach you to find and land the job you want! Topics covered include "Monster Secrets", "How to effectively work with recruiters", "How to research companies on the Internet" and "How to get past gatekeepers (a/k/a receptionists) to get your resume to a hiring manager". Learn how to use the Internet efficiently and effectively in your job search.

Tanya Steffen

Linux

[Ed. note: In his SIG notes this month, **John McNeil** went into great detail about installing Linux. His tips are featured in a separate article elsewhere in this issue to highlight their usefulness in installing Linux and because they can also be helpful to anyone installing other products.]

In September we will be taking your questions as we finish up our Dual Booting and Installation discussion in the first hour. In the second hour **James Dunn** will be talking about installing software after the installation. What the heck is an RPM anyway?

John McNeil
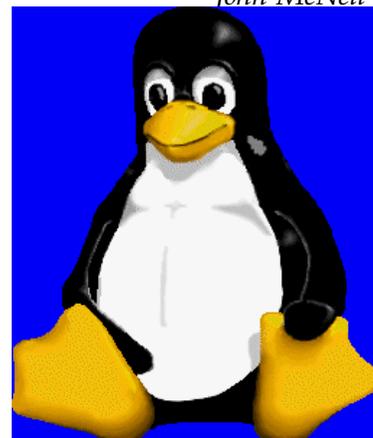
Microsoft FrontPage

At our September meeting, we are continuing our return to FrontPage basics. We will be continuing, step-by-step, through the entire FrontPage menu and submenu system, exploring the wealth of features that FrontPage makes available to you and your Web page and other HTML development efforts.

Whether you are new to FrontPage or just want to freshen up your FrontPage skills, this month will help you get much more from your FrontPage sessions.

Alan Lummus

Microsoft Networking

In September, our primary topic will be a demo of the RC1 (Release Candidate 1) version of the new Windows .Net Server. Come see what's new, better, different, and worse.

In addition, we have a couple of regular attendees who have technical problems that we will attempt to resolve. I know 8:00AM is too early for some of you, but have an extra cup of coffee, TRY to stay awake, and help us develop solutions for these members.

If you have a technical problem that has been bugging you, send me an email with a description of the issue, or just drop by on Saturday, the 21st, and try to 'stump the experts'.

Be sure to arrive by 8:15 in order to be eligible for the door prize drawings at the end of the session!

Gil Brand (gb1@ntpcug.org)

Microsoft Word

September

Do you know the secret that the paragraph symbol at the end of each paragraph holds? Is indenting a mystery? Want to know a shortcut for changing line spacing to double space or space-and-a-half? Don't miss Paragraph Formatting, Part I.

SIGs . . . .

October

You can add borders and shading to a page, but can you add it to paragraphs? Is it really possible to copy paragraph *formatting* and paste it repeatedly throughout a document? This is definitely a **WOW!** feature. Be here for Paragraph Formatting, Part II!

November

The mystery of setting and working with Tabs will prove to be an easy task once you are familiar with the tools and options available. Paragraph Formatting, Part III will make it clear.

WOW!   I Didn't Know That!

Keeping Find Dialog Box Open

The Find dialog box is "modeless," which means that you can actually move the focus (the area of the screen that is active) to the document without closing the dialog box, by either clicking in the document text or pressing Ctrl+Tab. Unlike most dialog boxes that may only beep if you click outside them before closing them, the Find and Replace dialog box is an independent window of its own, able to float and wait, so you can re-use it with the current or other documents without having to close and re-open it.

What's Your Problem?

Got a problem with **Word**? Describe the problem to me in an e-mail. I will do my best to provide a satisfactory answer. I will also post the question and answer on this web page, as well as in the next newsletter so others may benefit from the information.

What's New at Microsoft?

Job Hunting? Need a Resume Template?

This site has 95 resumes:

http://search.officeupdate.microsoft.com/TemplateGallery/ct117.asp

The resumes are completed samples. Click on the *Edit in Microsoft Word* button to customize it for yourself.

Here are only a few of the 95 positions for which resumes are available:

Accounts Payable, Administrative/General Management, Aircraft Dispatcher, Building Systems Maintenance, Chef, Coach, Computer Programmer, Firefighter, Flight Attendant, Legal Secretary, Locomotive Engineer, Nurse, Photographer, Retail Sales, Stockbroker Branch Manager, Teacher, Treasury/Controller Operations, Writer

Windows 2000 Service Pack 3

Windows 2000 Service Pack 3 (SP3) provides the latest updates to the Windows 2000 family of operating systems. These updates are a collection of fixes in the following areas: application compatibility, operating system reliability, security, and setup.

Windows 2000 SP3 includes the updates contained in Windows 2000 Service Pack 1 (SP1), Windows 2000 Service Pack 2 (SP2) and Windows 2000 Security Rollup Package 1. Windows 2000 SP3 is a recommended upgrade.

Windows 2000 SP3 includes Windows Installer 2.0 please see the Deployment Guide for more information. To determine whether to install Windows 2000 SP3, Microsoft recommends that customers review the Windows 2000 SP3 documentation found under *Learn More*.

Automatic Update for Windows 2000

Windows 2000 SP3 includes Automatic Updates, which notifies you when critical Windows 2000 fixes are available. Automatic Updates is a proactive pull service that automatically down-

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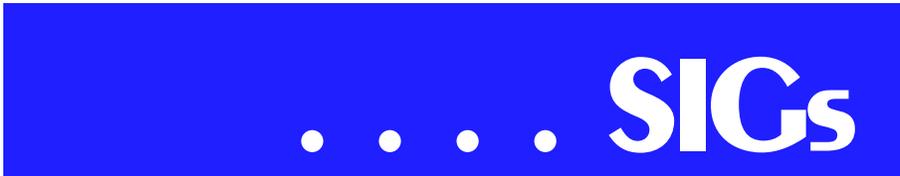
loads and installs Windows updates, such as critical operating system fixes and Windows security patches. For more information about Automatic Updates, read the Deployment Guide for Windows 2000 SP3.

Get Windows 2000 SP3 Now

There are two ways to get Windows 2000 SP3. You can download it directly or order the Windows 2000 SP3 CD, from the following web site:

 Diane Bentley

Operating Systems SIG

The Operating Systems SIG will continue its focus on Windows XP in September in keeping with the main presentation September theme. (See *Prez Sez* in this issue.) Recent installation of *Windows XP Home Edition* raised some questions about use of keyboard shortcuts in XP since the ?manual? that accompanied the installation disk mentioned a few Windows logo key shortcuts, but no others.

The complete Windows XP Home Edition keyboard shortcut listing was downloaded from the Microsoft Knowledge Base area on the MS Web site and is published in this issue with a minimum of graphics to facilitate user printing. A similar listing can be found in the Win XP Help file (if you know Microsoft's 'magic' keywords) in addition to the MS Web site Knowledge Base area.

You might ask why is it repeated here, then. Easy answer is that if you crank up the PC and the mouse dies (doesn't load) navigation anywhere can be a significant problem. Knowing the keyboard shortcuts will allow some Windows working or, at least, an orderly Windows shut down.

Reagan Andrews

PC Concepts

Since our move to North Lake Community College, we have had several fine classrooms and recently most of the campus has completed updates for even better facilities. As reported in my July notes: to my surprise (and liking) our rooms had those familiar old white boards and wet color markers replaced with beautiful new dark slate chalkboards. Now this return to proven technology has me wondering about ABC TV News earlier this month. Their technology report from the New York studios had a lengthy segment telling us how slate chalkboards have become a relic of the past. Most interviewees spoke of the wonders of color and absence of dust. A lone dinosaur explained he loved the feel and character of real chalk. To show one and all the versatility of the Concept SIG, come on in and witness the interrelationship with electronics, video projectors, and time-honored chalk.

This month there will be more PC introductions, concepts, and applications. We exploit the new concepts, prior concepts, and plain old how to get started.

We will be using new additions to my "intro" Web page especially designed for our class.

Come on in and look for:

❖ Using the digital camera

❖ Finding answers on the Web

❖ Word processing, HTML

❖ Spreadsheets

Beginners and pros - come in and enjoy new concepts for the PC. Come visit and send your friends.

Enjoy!

Harold (Spike) Smith

Professional MIDI and Audio

Due to low attendance, the Professional MIDI/Audio SIG meetings are being discontinued until more interest has been developed. However, there are still links to helpful resources below.

If you are interested in reactivating this SIG about digital audio in general (recording, editing, transcribing, etc.) and MIDI file creation, editing, manipulation, etc, please contact me.

J. Alan Lummus

Quicken

In September, we will take a first look at **Quicken 2003 Deluxe**. There is a new series of products which are described at *www.quicken.com*. After we become familiar with the new look, we will see if we can get a formal demonstration on a future meeting date.

The new product is in stores now or can be purchased on the Web site.

Phil Faulkner, Jim Wehe

The Master Genealogist – Beginners Session 9:00 10:00 AM

GUEST SPEAKER: **Louise Hassell**, who writes all the TMG help files, is our Guest speaker to the TMG Users SIG.

Her Bio: Louise Hassell's degree is a BS in Education. She started working

PC Concepts		
Time	*Activity*	*Breakdown*
9:00 A.M.	*Introduction*	*introductions, prerequisites, needs, uses*
10:00 A.M.	*Concepts*	*typical uses, examples, formats*
11:00 A.M.	*Applications*	*products, set-ups, applications, techniques*

with personal computers in the 1970s before the term was coined --in CPM days -- while working as a customer support rep for a major word processing company. Then with a partner, she had her own computer sales, service, and training company for a while. For several years, she was Support Manager for a computer dealer in Las Vegas, Nevada. They also had a computer training school where Louise taught. She was the director of the school during the last few years she lived in Las Vegas. That was where she began to write classroom training materials that were sold nationally. After Louise came back to Texas, she continued to write training materials for this company. Right after moving back to Texas in 1993, she rekindled her interest in genealogy and bought her first genealogy software -- a DOS version of The Master Genealogist. She met **Bob Velke** at one of the first GENTECH conferences and started writing the Help file for TMG with the very first TMG for Windows release. And she has been doing it ever since.

The Master Genealogist – General Session 10:00-11:00 AM

Continuing the Topic: 'Working with Sentence Structures' that **Bill Dow** started last month. **Jeri** will be substituting for Bill as speaker.

The SIG Co-leaders are Jeri Steele (*steele@PioneerInfo.com*) & Bill Dow (*dow@PioneerInfo.com*). This is the first TMG users group ever founded. We have been meeting continuously as a SIG of NTPCUG since early in 1994. We have our own email list at *rootsweb.com*, which is TMG-NORTHTX-USERS-L. You can join it by sending email to *TMG-NORTHTX-USERS-L-request@rootsweb.com* with the single word *subscribe* in the message subject and body. Although this email list is very low volume, if you need a digest version, join TMG-NORTHTX-USERS-D, send the same message (the single word *subscribe* in the message subject) to *TMG-NORTHTX-USERS-D-request@rootsweb.com*.

Jeri Steele

SIGs . . . .

Visual Basic – Advanced

September 14, 2002

This month I'll discuss Automation. How to use a Visual Basic program to Open and Read a Microsoft Word Document, or how to Create a Word Document and write to it.

See you in September.

Stephen Johnson

Web Design

Greetings everyone! By special request, we will devote the September meeting to a discussion of **HTML Editors**, with a demonstration of **HTML-Kit** and the table feature of **AOLPress**.

HTML-Kit is an Open Source utility that allows the user to choose which features (provided by volunteer programmers all over the world) he or she wishes to download and include. It has the ability to do CSS files, spell check, check the HTML for W3C compliance, add JavaScripts, handle many functions as if it were WYSIWYG (which it is not), and much, much more. And it's getting better all the time! If we can reach the Internet, I'll show you how to download and install a new component.

We will reserve the last ten minutes for some housekeeping. The NTPCUG wants feedback from you on the subject of scheduling on our meeting days, so be thinking about what you would like to see and what time you'd like to see it.

See you on the 21st!

Further information on Web Design can be accessed through the NTPCUG WebBoard and at the Tutors On Tap site (*http://www.tutors-on-tap.com/index.html*).

Topics covered in previous sessions:

Aug 2002 - CSS2 Positioning

Jul 2002 - Analyzing Web Logs

Jun 2002 - Communicating With Color

May 2002 - Site Sampling

Apr 2002 - The Need for Speed

Mar 2002 - Head Matters

Feb 2002 - CSS, Part 2

Jan 2002 - Cascading Style Sheets (CSS), Part 1

Dec 2001 - Web Words (Vocabulary)

Nov 2001 - Site Navigation

Oct 2001 - Search Engines

Sep 2001 - Site Layout

Aug 2001 - Planning a Website

Jul 2001 - HTML Editors

Jun 2001 - Intro to HTML

Hutchy

WordPerfect

WordPerfect SIG Meeting Topics

These topics are tentative and may change at any time.

September - Enhanced Shapes

WordPerfect 9 provides over 100 new shapes. You can choose a shape from any of the new shape palettes or use the Basic Shapes, Arrows, Stars, Banners, and Flowcharting Tools. Action Buttons prompt the assignment of an action; call-out shapes have pointers that can be anchored anywhere in the document. All shapes have the new Text-in-

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Shapes feature, which allows text to be added into the shape on the fly.

October - Bullets and Numbering

Previously, we've looked at bullets and numbering using the buttons on the toolbar. This time we will create bullets and numbering from the dialog box. You can create your own style of numbering and bullets for multiple levels.

November - Styles

Using Styles enables you to have formatting consistency throughout your document and cuts down on the amount of time it takes to apply that formatting. Then ... when you need to change any part of the formatting, making the change in the Style will apply it throughout the entire document. WOW! We will show you how to create your own Style from scratch.

WOW! I Didn't Know That!

More Room Between Document Text and Headers and Footers

By default, WordPerfect uses a .167-inch space between headers and footers and the main document text. For most documents, this is satisfactory, and as with so many things in WordPerfect, you have complete control over this setting, too.

To change this distance:

1.   Click in a Header or Footer so its Property Bar appears

2.   Click the Header/Footer Distance button on the Property Bar

3.   Adjust the spacing to suit you

4.   OK

The new distance will apply to all pages.

If you have both Headers and Footers on the same page(s), you'll need to adjust both, as WordPerfect allows documents to have two Headers and two Footers, and each can have different spacing.

What's Your Problem?

Got a problem with WordPerfect? Describe the problem in an E-mail. We will do our best to provide a satisfactory answer. The question and answer will also be posted on this web page, as well as in the next newsletter for the benefit of others who might have the same problem.

What's New With WordPerfectHAT'S?

Corel Corporation Teams with Dell To Bring WordPerfect® Office Tools to Dell Customers

Ottawa, Canada – Jun 17, 2002 Corel Corporation (NASDAQ: CORL, TSX: COR) today announced that WordPerfect® 10 and Quattro® Pro 10 will be included on the Dell® Smart-Step 150D desktop computer. This agreement is a significant development for Corel and its ongoing relationship with Dell.

The SmartStep 150D desktop systems come pre-loaded with WordPerfect 10 and Quattro Pro 10 from Dell starting June 15, 2002. SmartStep 150D is the perfect first computer or additional home system for the Internet-savvy family. The basic configuration includes an Intel® Celeron processor at 1.2 GHz, 128 MB SDRAM, 20 GB Hard Drive, PC speakers, a 15-inch (14-inch viewable) monitor and a modem available in the United States and Canada.

Corel's WordPerfect® Office Tools Selected for Entire HP Pavilion Desktop PC Line in North America

Resurgence Continues for Company's Award-Winning Productivity Software

Ottawa- Canada – Aug 26, 2002 Corel Corporation (NASDAQ: CORL, TSX: COR) today announced that HP has chosen WordPerfect® 10 and Quattro Pro® 10 as the business productivity software for its entire HP Pavilion desktop computer line in North America. This initiative is the latest in a series of third-party bundling deals involving Corel's WordPerfect Office tools as the applications continue to experience strong growth on the desktop.

"We are very pleased to expand our relationship with HP," said Steve Houck, executive vice-president of strategic relations for Corel Corporation. "It's always great to see a market-leading hardware vendor recognize the benefits of our business productivity software. Vendors are continually looking to increase the value that they can offer to their customers and the strength of the WordPerfect brand offers a very compelling choice."

Starting in September 2002, WordPerfect® 10 and Quattro Pro® 10, offered together as part of a WordPerfect Productivity Pack, will come pre-loaded on every HP Pavilion sold in North America. Designed for usability and performance, Corel's WordPerfect Office tools feature powerful word-processing and spreadsheet applications, outstanding compatibility, and the latest performance innovations. Plus, a customized integrated Task Manager helps users create a variety of home and office projects quickly and easily.

WordPerfect® 2002 Continues to Be the Number One Word Processor for Legal Professionals

The results of the eighth annual Readers Choice Awards appeared in the August/September 2002 issue of Law Office Computing, and WordPerfect 2002 was a big winner!

WordPerfect Office 2002)

STANDARD

Taking the top spot in the word processor category, WordPerfect® continues to be recognized for its technical excellence by the readers of this well-known legal publication.

According to Law Office Computing, the awards honor the exceptional software manufacturers that have contributed to the technological advancement in the legal industry and provide a valuable resource for firms looking to buy quality software. Results were taken from a nationwide survey of the magazine's subscribers.

"Corel consistently strives to deliver the best possible software for our legal customers. With essential features like Reveal Codes, Publish to PDF, and support for technologies and standards like HotDocs and EDGAR, we have designed WordPerfect® to meet the specific needs of these high-performance users," said Ian LeGrow, executive vice president of product strategy at Corel Corporation. "Winning this award for the eighth time demonstrates our continued excellence and commitment to providing powerful tools."

SIGs . . . .

For more information on WordPerfect® and the benefits it provides legal customers, please visit
http://www.wordperfect.com

Visit Law Office Computing at
http://www.lawofficecomputing.com

http://www.linux.corel.com

Visit Linux.Corel.com for Tips & Tricks to help you get the most out of WordPerfect Office 2000 for Linux. Learn to add comments to documents, customize spreadsheets and keep track of important meetings ... all on the Linux platform!

Corel has ceased updating their Linux version. There is, however, a Corel Linux newsgroup that is very helpful:

1. *www.corel.com*

2. Under the Corel logo, choose: Support *(light gray lettering)*

3. Scroll down to *Online Service Options*, and click on: Corel Newsgroups

4. Scroll down to *Business Applications*, and click on: WordPerfect Office 2000-Linux

There is still a demand for WordPerfect 8 and WordPerfect 8.1 *(the latest and last version)* for Linux. If you want to purchase a copy of 8 or 8.1, let me (Diane, *dianebentley2@attbi.com* or 972-724-0855) know; I will be more than delighted to pass along several sites I got from the newsgroup communications.

www.corel.com

Cindy Adams

Microsoft Windows XP Keyboard Shortcuts

(Continued from Page 13)

Other Information

Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.

Some of the Terminal Services client shortcuts that are similar to the shortcuts in Remote Desktop Sharing are not available when you use Remote Assistance in Windows XP Home Edition.

Some of the other Microsoft Knowledge Base articles that have similar information as this article are:

Q126449 Keyboard Shortcuts for Windows

Q255090 Keystroke Navigation in Windows 2000 Help

Refer to Help for the most current information regarding keyboard navigation and visit the following Microsoft Accessibility Web site for additional information that relates to keyboard shortcuts and keyboard navigation in Windows and other Microsoft products:

http://www.microsoft.com/enable

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Phone (214) 327-6455 for recorded information about the North Texas PC Users Group and scheduled meeting date times and locations. Please leave a message if you would like specific information about the Group. Or, visit our Web Page at: *http://www.ntpcug.org*

The North Texas PC Users Group, Inc., is a non-profit, independent group, not associated with any corporation. Membership is open to owners and others interested in exchanging ideas, information, hardware, predictions, and other items related to personal and compatible computers. To join the Group, complete the application blank found on the NTPCUG Web site, *http://www.ntpcug.org,* and send with $30 membership dues to the Membership Director — address shown below. Subscription to the newsletter is included with each membership.

The Group meets once each month, usually on the third Saturday. See inside front cover for date, time and place of the next North Texas PC Users Group meeting.

NORTH TEXAS PC USERS GROUP

NTPCUG Officers and Volunteers You Should Know
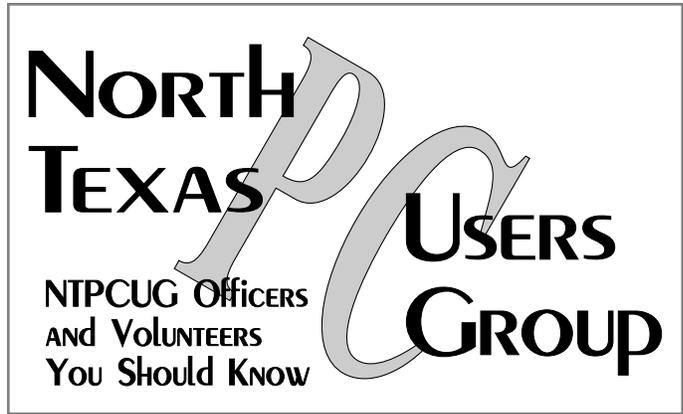
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