

PPCUG

NEWS

A PUBLICATION OF THE PRINCETON PC USERS GROUP

Monday November 13, 2000

Vic Laurie

**Unsafe Surfing and Evil E-Mail!
Pitfalls on the Internet
and
How to Avoid Them**

At

Lawrence Library

Meeting Rooms 1 & 2

US Route 1 South & Darrah Lane, Lawrenceville, NJ

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Meetings of an organization at any of the facilities of the Mercer County Library System

in No Way implies endorsement of its programs

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Digital Photo by: Ed Weiss

Jackie Saunder , Intel Marketing Representative presenting the current line of Intel Pentium and Celeron Processers along with home Networking products at the OctoberGeneral Monthly Meeting.



About PPCUG

General Meetings

Second Monday of the month at the Lawrenceville Library.
Route 1 and Darrah Lane.
7:00-7:45 PM: Social Time / Tech Corner
7:45 PM: Meeting Comes to Order
8 PM: Featured Presentation

Board Meetings

Third Monday of the Month
8 PM at Lawrenceville Library.
Board meetings are open to All.

Board Members

President:
Paul Kurivchack 908-218-0778
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Secretary:
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Treasurer:
Tom Canavan 732-422-9055
Members-At-Large:
Jon Abolins 609-883-8126
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Program Coordinator:
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Web Master:
Jon Abolins 609-883-8126

Voice Mail System

For information about, meetings, etc. call 908-281-3107 to leave a message.

Web Site

<http://www.ppcug-nj.org>

Annual Dues Rates

Normal dues rate is \$25 per year.
New Members Only: after February, the rate is \$2 per month times the number of months remaining in the year.

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Coming Events

December 11, 2000 - Holiday Party & Elections!

January 8, 2001 - Microsoft Corporation

John Stroiney will present Windows ME along with some exciting new entertainment products.

February 5, 2001 - Upgrading your PC

Tom Canavan & Paul Kurivchack will show you the inner workings of your PC and how to do simple upgrades from memory to hard drives.



Presidents Message

by Paul Kurivchack

It's that time of year when the slate of officers for the Princeton PC Users group is announced for the upcoming election. The good news is that since nobody is dying for the Presidents job, I will continue in that role for a sixth year. The bad news is that we will still have the Vice Presidents position open and that Ed Weiss is giving up his Secretaries position. The good news is that Don Arrowsmith has accepted the challenge of taking on the duties of secretary. Thanks Don. Now the VP is still up for grabs, don't be afraid to jump in. We would like to finally have a full board.

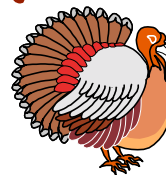
Here is some other semi-bad news for the group. The Mercer County Library system has changed their policy for 2001 and is only allowing outside groups the use of the meeting rooms only once a month. This means that we will no longer be able to hold our board / Linux SIG meeting on the third Monday of the month. We will be looking into alternate space for both meetings but especially the Linux SIG. If anyone has ideas of where there is no-cost or very low-cost space available, please obtain as much info and let me know.

The Linux SIG is really starting to take off with another good turnout in October. Jon Abolins along with Wayne Hardy should be congratulated for all their hard work in putting together another successful meeting. Again, the Linux SIG will meet in November and December on the normal meeting date of the third Monday. For meeting info, contact Jon.

Lastly, thanks to Jackie Saunders of Intel Corporation for the excellent presentation on the Intel microprocessor and home networking family of products. Jackie was well received by the group and brought along a couple of great Intel products for the raffle along with Intel "Bunny Men" and travel coffee mugs. Congratulations to Barbara Pitcher and Linda Montani for winning the Intel Microscope and Home LAN product.

I look forward to seeing you all on the 13th.

Happy Thanksgiving



Windows Tips: Keep it Clean

By: Vic Laurie - PPCUG

Cleanliness has been preached as a virtue since ancient times and exhortations about that virtue extend to computer users. Methods of good PC housekeeping have been a recurring thread throughout this series of articles and are an essential part of any user's standard maintenance practices. Keeping things tidy will help to insure a faster, more stable system.

Cleaning up is a sufficiently important practice that many commercial software packages have been written to carry out various types of cleanup. (For example, see Jon Abolin's review of "Windows Washer" in the September PPCUG newsletter). Also utility suites such as Norton SystemWorks 2001 and On-Track SystemSuite 2000 (see Paul Kurivchack's review in the June PPCUG newsletter, <http://www.ppcug-nj.org/newsltr.html#past>) include applets for cleanup. While many PC users may prefer the option of using a commercial program, those who prefer to spend no money can do everything that needs doing with the already existing Windows accessories together with some readily available freeware. Even those who insist on the ultimate of a one-step multiple purpose cleanup application can achieve it with a simple script if they know how to use the scripting host that now comes with all Windows machines. In this article I will go over some steps that should be part of any regular system maintenance program. Combining these with regular use of ScanDisk and Disk Defragmenter will go a long way toward keeping your machine at top operating efficiency. (Please note that what follows is intended primarily for users of Windows 98 although the general principles and much of the detail applies to Windows 95 as well.)

Why is Cleanup Needed?

The Windows operating system and other software make use of a variety of temporary files. Especially while surfing the Internet, these files can be created in very large numbers and require a substantial chunk of space. Before hard drive capacity grew to today's huge sizes, efficient use of limited space on the hard disk was a paramount concern. While that particular issue is much diminished today, cleaning up unnecessary files is still important for preventing slow-downs in operation. The more files that the system has to search through in carrying out a function, the slower it will be. In extreme cases, too many temporary files can even cause system crashes.

Many operations make use of files in the systems Temp folder. Normally, this folder is located in \Windows\Temp although sometimes there may be a Temp folder in the root (usually C:) directory as well. Some programs are better than others at cleaning up after themselves but many programs (including Microsoft Office) leave a lot of litter behind.

Every time a page is downloaded from the Web by Internet Explorer users, all the constituent files that go to make up that page are stored in the cache folder called "Temporary Internet Files," which is normally in the Windows folder. (This applies

to AOL users as well but Netscape users have another location.) A single Web page may have dozens of associated files. Every banner, button or other graphic requires a separate file. Thus it is very easy to accumulate many megabytes of files. At some point your Internet surfing will be slowed as the browser hunts through all the cached pages.

Surfing the Internet also leads to the accumulation of "cookies." This subject was covered in detail in a previous article and I refer you to it for further details,

http://www.ppcug-nj.org/articles/vic_laurie/cookies.html.

Another area of the operating system that needs maintenance is the Registry. The Registry is constantly being accessed while your computer is in use. Practically every change that is made to the system affects the Registry. Over time the Registry acquires many useless entries and grows in size. Installing and then removing software almost invariably leaves junk behind in the Registry even when using the recommended uninstallation procedure. The more entries in the Registry, the longer it takes for the system to find things and the slower the over-all operation.

Disk CleanUp

Among the system accessories that come with Windows 98 is Disk Cleanup. It can be accessed several ways. The long way is to go to **Start | Programs | Accessories | System Tools | Disk Cleanup**. If Disk Cleanup is not listed, it can be added by installing it from the Windows CD in the usual way through **Control Panel | Add/Remove Programs | Windows Setup**. A quicker way to get to Disk Cleanup is to right-click the icon for the C drive (or whatever hard drive or partition you want to clean) in *My Computer* and open Properties. There is a button for Disk Cleanup on the Properties sheet. For an even quicker way to get to Disk Cleanup, make a shortcut to the file \Windows\cleanmgr.exe. Five different folders which store temporary files are listed in Disk Cleanup. In addition to the folders \Windows\Temp\ and \Windows\Temporary Internet Files\ already mentioned, the folders Recycle Bin, Offline Web Pages, and Downloaded Program Files can be cleaned. The last-named folder contains Active-X and Java applets that are sometimes downloaded for temporary use by Internet sites. If desired, Disk Cleanup can be run at set times through the Windows Maintenance Wizard.

Temporary Internet Files can also be managed through Internet Explorer. Open the **Tools | Internet Options** menu in Internet Explorer and select the "General" tab. **Control Panel | Internet Options** will get you there also. Clicking "Delete Files" will (mostly) empty the Temporary Internet Files. It is also possible to set Internet Explorer to automatically delete files every time it is closed up. After opening the **Internet Options** sheet, click the "Advanced" tab. Scroll down the list of settings to "Security". Place a check in the box by "Empty Temporary Internet Files folder when browser is closed" and click "OK".

Netscape users can go to the Netscape "Edit" menu and select

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Microsoft Visio 2000 Standard Edition

Software Review

By: Paul Kurivchack - PPCUG

For many computer users, the need to quickly put together a simple organization chart, a process flow chart, Gantt or Pert charts can be quite daunting. While there is no shortage of drawing programs and presentation graphics packages, none provide the simplicity and ease of use as Visio 2000. Visio 2000 takes the need to create the drawing objects away by providing a large list of commonly used objects that you simply drag and drop onto the work sheet. No need to be a graphic artist to use Visio 2000, as you are up and working like a pro in no time at all.



System requirements are modest in today's terms. A Pentium 166 to 200 MHz processor, 32 MB RAM and 100 to 150 MB hard drive space. This product will run on just about any ones system without trouble. I tested Visio 2000 on a Pentium III 450 MHz with 256 MB RAM. Drawing update times were very fast and the program performed flawlessly.

Visio 2000 comes in a variety of packages, from the standard, which this review is based on to the Technical or Professional versions that include the object templates for CAD or Network schematics. Basically, all versions are based on the same drawing interface and worksheet but the Technical or Pro versions include very large libraries of object templates specific to the industrial/electrical engineering or network design.

The Work Space

Visio 2000 operates with all the traditional windows tool bars that are common in all Microsoft office products. There is no steep learning curve to go thorough in using Visio. Add as many of the tool bars as needed at the top, to the side or as floating windows. One feature that was carried over from the Office 2000 line is the drop down menus associated some of the tools that show additional options for that tool. A very convenient and quick method for changing tool options on the fly. Then there is the workspace area and to the right is the stencil library. There again, like the tool bars, you can

include as many or few of the stencil lists as needed. Scroll up and down for the objects needed for the drawing, simply drag, and drop onto the work sheet. Drawing should always be this simple.

The Object Templates

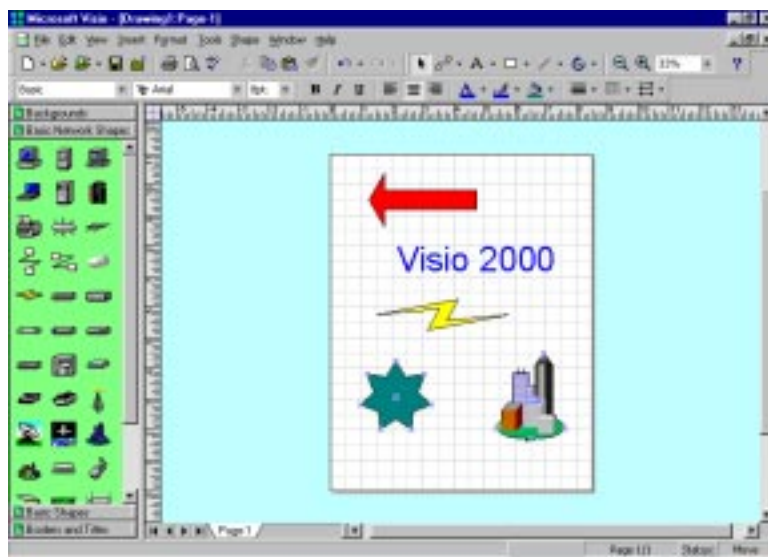
The object templates (drawing icons, pictures, shapes, etc.) are what make Visio such an attractive product. In the past, if I had the need to create schematic drawings that included very specialized objects, I would spend hour's pains takenly constructing the objects. One of the biggest issues was creating an object the was the correct size for the drawing at hand. If you need to generate a larger or smaller drawing, you needed to start all over creating a new objects. Visio has eliminated the object creation by providing an extensive library of common shapes such as squares, circles and stars to very complex items such as computers, servers and mapping objects. Not happy with all the objects supplied, create your own simply by modifying existing templates or start from scratch. Save the object to the template library for future use. There are no limitations with this product, just the limits of your imagination.

Create a Drawing

Start with a blank work sheet and simply drag and drop the object on the work sheet. Grab the outline handles of the object to make the object larger or smaller all the while retaining the exact proportions. Never any distortion of the object unless you do so. Rotate, align, group and flip objects. Add connecting lines either using the Dynamic Connector or manually drawn lines. Complete the drawing by adding text for titles and descriptors. Create a vast array of schematic drawings, organizational charts,

maps, and even simple Power-Point style presentations. Very simple, very easy.

Another powerful feature of Visio is the ability to have work sheet layers. With this feature instead of just placing objects in the front, middle or back on the base sheet, objects can be laid down on individual transparent sheets on top of one another. A good example is a office layout where the base layer is the office walls. The next layer contains the wall dimensions, the next layer, electrical fixtures and the last layer, the office furniture. Then de-



Visio200 continued on page 6

Linux Sig Meeting- October 23, 2000



Digital Photo by: Sol Libes

Jon Abolins and Wayne Hardy giving a short presentation on the most useful Linux commands, followed by a discussion of networking Linux PCs and network activities (e.g. telnet, ftp) to a very interested group of PPCUG members and guests.
For more information about the Linux SIG contact JonAbolins<jda-ir@pluto.njcc.com>.

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“Preferences.” When the preferences window appears, double-click “Advanced” on the left side of the window, then click “Cache” followed by clicking “Clear Disk Cache.”

There are hosts of commercial as well as free software packages that do the same thing as the Windows accessories. As far as I can tell, many of them offer little extra. A suite that offers many other functions such as those from Symantec (Norton) and OnTrack can be a worthwhile purchase but, in my opinion, the majority of the commercial applications are a waste of money. That said, some of the freeware does offer extra functionality that can be useful. One program worth looking at is the free utility HDValet from *PC Magazine* at

<http://hotfiles.zdnet.com/cgi-bin/texis/swlib/hotfiles/info.html?fcodes=0012EI&b=pcm>.

Also, CleanUp! at:

<http://ourworld.compuserve.com/homepages/zeus/cleanup.html> includes functions for cleaning Netscape as well as Internet Explorer folders. Many other cleanup utilities are listed at sites such as <http://www.nonags.com/nonags/> and <http://www.tucows.com/>.

The Registry

A certain amount of Registry maintenance is done in Windows 98 by the Registry Checker, which runs at start-up and does some steps to keep the Registry from getting bloated and looks for some types of errors as well as backing up the Registry. Additional cleaning of the Registry can be carried out with some

of the many available freeware applications. Microsoft provides the free applet RegClean at <http://www.microsoft.com/downloads/release.asp?ReleaseID=18924>. Two other free applications worth considering (each of which does different things) are Easy-Cleaner at

<http://www.saunalahti.fi/tonihele/> and RegCleaner (not to be confused with Microsoft RegClean) at <http://www.vtoy.fi/jv16/>. More on Registry cleaning can be read at John Woram's site <http://www.woram.com/cleanup.htm>.

The Ultimate Cleanup

The foregoing discussion provides a basis for a simple maintenance program adequate for many users. However, in addition to the areas already discussed, there are other kinds of files and procedures that power users might want to consider. Also, some procedures, such as really cleaning the Temporary Internet Files folder, require going to pure DOS. For a very thorough discussion see the recent series by Fred Langa, “Scrub Your Hard Disk Clean”, that discusses cleaning up in great detail and offers DOS batch programs and other resources for cleaning a variety of files. Links are

<http://www.winmag.com/columns/explorer/2000/18.htm>
<http://www.winmag.com/columns/explorer/2000/19.htm>
<http://www.winmag.com/columns/explorer/2000/22.htm>

Please note that the DOS programs are perfectly usable by those who haven't a clue about DOS so don't be put off if you suffer from “Dosophobia”.

Minutes for the General Meeting October 16, 2000

By: Ed Weiss

At 7:55 PM, Paul opened the meeting with a discussion of several business items:

- Vic Laurie doing a presentation in November.
- Openings in the board - Paul will remain as president, Tom Canavan will remain as treasurer. Any volunteers are requested to contact Paul.
- Dues are to increase from the present rate of \$25.00 per year to \$30.00 per year.
- The Board meeting and Linux SIG will meet on the 23rd in the Library.
- December meeting this year will NOT have a presentation,

Minutes for the Board Meeting October 23, 2000

By: Ed Weiss

The board meeting was held in room #1. The room was initially set up for the board meeting, but as more members of the Linux SIG arrived, the board members moved over to one of the other empty meeting rooms. In attendance were: Bill Hawryluk, Sol Libes, Vic Laurie, Tom Canavan, Paul Kurivchack, Kim Goldenberg, and Ed Weiss.

Paul opened the meeting with a discussion about the need to find another site to hold the Linux SIG and the board meeting. Seems that the Library has a policy in place beginning the coming January that any group will only be allowed to use the facility once per month. So, anyone who has suggestions should pass those on to any of the board members of Linux SIG chair.

The January meeting will be held on the 8th, and the February meeting will be on the 5th. These dates are based on availability and around holidays. The next item of discussion was the amount of money in the treasury and the estimated cost of a LCD projector. Paul mentioned that he will be attending a Photography Expo in the Javits Center, and would be looking into

Visio 2000 continued from page 4

pending on the need, print out each individual layer or various groups of layers to create the correct view needed. This is a feature that other office applications should have.

Conclusion

Visio 2000 was actually a very difficult product to review, as it is a very simple, easy to use application with industrial strength. The manual is very clear and concise with great instructional examples to follow. In fact, the Visio manual is the best I have seen from Microsoft in a long time. Therefore, if you are in the market for a powerful illustration/drawing package, Visio is the way to go. Pricing is reasonable at a suggested retail price of \$199.00 for the standard version to \$399.00 for the technical or pro versions. Visit the Microsoft web site <http://microsoft.com/office/visio> for additional information.

just the usual holiday party, and a question and answer period with Tom and Paul.

- The presenter in January will be Microsoft.
- The presenter in February will most likely be a display on "How to upgrade your PC".

At 8:13 PM, Paul turned the meeting over to Jackie Saunders of Intel Corp. The presentation kept the attention of the members, and there were a number of questions. Jackie brought along several items of value that were given away as door prizes. Congrats to the winning members..

By 9:PM, Jackie finished her presentation, and those in attendance received a travel mug compliments of Intel and Jackie. The room emptied, and thanks to all the members who were gracious enough to help put away the chairs and pick up the trash. Several members stayed around to ask Jackie questions while the rest of the membership left the building.

prices and recommendations during that visit. Estimates for the requirements of the LCD projector are that the screen size should be a minimum of 800 x 600, and that the Lumen output would be in the range of 900 or more. If any one has contacts that deal with these projectors, please drop an email to any of the board members. Paul also mentioned that Mr. John Hooker from the Eastern Service Workers Association would attend the November meeting and make a short request of the membership.

The final item of discussion during the board meeting was the candidates for the December election of the board of directors for the PPCUG. Paul has volunteered to remain as President, and Tom Canavan also volunteered to remain as treasurer. Several of the "At Large" members volunteered to remain if elected. That leaves the following openings: Vice President, and Secretary. Any members, who wish to run for these slots, should kindly talk to Paul and make their intentions known.

Tom Canavan also mentioned that there is several items that need updating on the current club flyer, and has volunteered to update and correct the items and deliver a new form for use in having the members re-register. The board meeting adjourned at 9:00 PM, and several of the board members left the building, while the remaining board members went into the SIG meeting that was still in progress.





PRINCETON PC USERS GROUP

<http://www.ppcug-nj.org>

PPCUG Member E-mail Directory

Name Last	First	E-Mail Address	Name Last	First	E-Mail Address
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(Last Update: November 4, 2000)

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Consultants Corner

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 Phone Systems & Wiring

Provider of PPCUG Voice Messaging.

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Consultants Corner

You can advertise your consulting business for \$25 per year in addition to your normal membership fee. The text space is your or your company's name plus five lines.





2001 ELECTIONS

PRESIDENT----- PAUL KURIVCHACK
VICE PRESIDENT----- OPEN
SECRETARY ----- DON ARROWSMITH
TREASURER ----- TOM CANAVAN
MEMBER-AT-LARGE ----- JON ABOLINS
MEMBER-AT-LARGE ----- KIM GOLDENBERG
MEMBER-AT-LARGE ----- VIC LAURIE
MEMBER-AT-LARGE ----- SOL LIBES

Directions To Our Meeting:

The Lawrence Library is at the corner of Business Route 1 South and Darrah Lane.

From Princeton and North: Take US Route 1 South, past the Quaker Bridge / Mercer Shopping Centers. Continue on approximately 1 3/4 mile past I295 to the Route 1 split, stay to the right to Business Route 1(Brunswick Pike). First traffic light is Darrah Lane. Library is on right side. Park in lot towards Route 1 and to the rear. Enter Library at main entrance in front. Meeting rooms A & B are located through glass door on Route 1 side of building.

From Trenton and South: Take I295 North to US Route 1 South. Library is approximately 1 3/4 miles south of I295. Continue south to Business Route 1(Brunswick Pike). First traffic light is Darrah Lane. Library is on right side. Park in lot towards Route 1 and to the rear. Enter Library at main entrance in front. Meeting rooms A & B are located through glass door on Route 1 side of building.

For additional information visit <http://www.ppcug-nj.org>



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