

# PPCUG NEWS

## This Month

Monday November 9, 1998

### **New Multimedia & Animation Developments for the PC**

**Steven E. Rodriguez**

Meet professional artist, Steve Rodriguez  
and learn how he uses Computers  
to create leading edge designs.

**7:00-7:45 PM:**

**Tech Corner is Open  
Social Time**

**7:45 PM**

**Meeting Comes to Order**

**8 PM**

**Featured Presentation**

At

**Lawrence Library**

Meeting Rooms 1 & 2

US Route 1 South & Darrah Lane, Lawrenceville, NJ

☆☆☆☆☆ Our New Meeting Location ☆☆☆☆☆

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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**

## Calendar

### General Meetings

*Second Monday of the month  
7:30 P.M. at Lawrenceville Library  
Route 1 and Darrah Lane.*

### Telecom SIG

*Last Wednesday of January, March, May,  
July, September -- 8 P.M.  
Plainsboro Public Library, Plainsboro  
Municipal Complex.*

### Windows SIG

*Last Wednesday of February, April, June,  
August, October and December -- 8 P.M.  
Plainsboro Public Library, Plainsboro  
Municipal Complex.*

### Board Meetings

*Third Monday of the Month  
8 PM at Lawrenceville Library  
Route 1 and Darrah Lane.*

*Board meetings are open to All.*

### Newsletter Deadline

Articles for the newsletter are due the  
second Friday after the General Meeting.  
Articles are accepted all month on diskette,  
sent to kurivchack\_p@compuserve.com  
(ascii only), handed to the editor at  
meetings, or sent to the PPCUG PO Box  
(see below),  
in the following on-disk formats:

**Word for Windows 6.0, 7.0 or 97;  
Ami Pro / WordPro, or Ascii Text**



Vic Laurie presenting Win 9x System Maintenance & Troubleshooting Utilities  
at the October meeting.

Digital Photo by Ed Weiss

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## Annual Dues Rates

Normal dues rate is \$25.

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

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### Voice Mail System

For information about SIGs, meetings, etc. call ..... 908-281-3107

To contact Board Members, use the E-Mail Addresses on page 7.

### Board Members

President:

Paul Kurivchack ..... 908-218-0778

Vice-President:

Perry Weaver ..... 609-275-8220

Secretary:

Len Clerke ..... 609-882-5577

Treasurer:

Tom Canavan ..... 732-422-9055

Members-At-Large:

Kim Goldenberg ..... 609-671-9188

Ed Weiss ..... 609-586-1395

Vic Laurie ..... 609-924-1220

Vince Polignano ..... 609-586-1466

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Bill Hawryluk ..... 609-655-0923

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Newsletter Editor:

Paul Kurivchack ..... 908-218-0778

Program Coordinator:

Sol Libes ..... 609-520-9024

Telecommunications SIG:

Perry Weaver ..... 609-275-8220

Web Master:

Jon Abolins

### Affiliated BBS: NJCC-BBS

Voice ..... 609-896-2799

Internet (data) ..... 609-896-3191

FAX ..... 609-896-2994

### Web Site

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

## Coming Events

### December 14, 1998 - Board Elections / Holiday Party

Come for the elections and go home with software goodies!

### January 11, 1999 - First Meeting of New Year.

### February 8, 1999 - DiskJockey 98 - Win 9x /NT Utility

Tony Pereira of Clear & Simple, Inc. will demonstrate the features and benefits of using this feature filled utility.



## Presidents Message

by Paul Kurivchack

My special thanks go out to Sol Libes for taking over the October meeting while I was away. From the member feed back I received, Sol did an outstanding job of orchestrating the meeting.

Vic Laurie stepped up and hit another home run with his continuing series on Windows 9x tips along with the demonstration of the latest version of Norton Utilities. Between his presentations and monthly newsletter articles, Vic will be ready to go out on the professional speaking circuit. Keep those articles coming. I know our members love it.

As you see right below my president's message is the nominations for officers and board members for 1999. There is still time to volunteer to help. In fact, we are in need of a Vice President, since Perry Weavers

Y2K project in Philadelphia keeps him busy most nights and one Member At Large. If you are interested, please let me know. Voting will occur at the December General Meeting.

As many of you know, we hold our traditional holiday party at the December meeting. This year in addition to the snacks, we will try to add to the festivities with software goodies. Sol has donated a number of software applications along with some items I have acquired. I hope we will have a great turnout. If any member has items they would like to donate, or the time to visit local businesses on behalf of the group for additional products for the grab bag, go for it. Just let Sol or I know what you will bring.

I look forward to seeing you all at the next meeting.

## 1999 Elections

The Board of the Princeton PC Users Group would like to present the proposed Officers and Board members for the 1999 calendar year.

**President - Paul Kurivchack**

**V-President - Open**

**Treasurer - Tom Canavan**

**Secretary - Ed Weiss**

**Members At Large:**

**Kim Goldenberg**

**Vic Laurie**

**Vince Polignano**

**Open**

# WINDOWS 9X TIPS: KEYBOARD CAPERS

By: Vic Laurie

Some of the more experienced users will remember when the keyboard was the primary means of sending commands to the computer (really old types like me remember the key *punch*, but that is another story). Of course, in the last 10-15 years, the graphical user interface (GUI) became paramount and the mouse has taken over as the normal input device for commands. Unknown to many is the fact that there exist keyboard equivalents for a great variety of what we normally think of as mouse operations and that there are times and reasons for using these alternative keyboard commands. For example, in the midst of a word processing job, it is often faster to continue to use the keyboard rather than to switch back and forth between mouse and keyboard. Indeed, in many applications the awkwardness of constant switching between two different input mechanisms can significantly slow things up. Also, because of arthritis, repetitive stress syndrome, or other causes, some may find the mouse hard to use and prefer the keyboard where possible. (By the way, did your mouse ever die or freeze on you and you wished you had a graceful way out?)

In this article, I will point out some of the many possible keyboard substitutions for mouse clicks, but there are many others. The difficulty of remembering a large number of keyboard combinations (one of the reasons for the GUI in the first place) leads to the tendency of most people to chuck the whole idea, but I find that remembering a few of the ones I use most, together with a handy list of some others, gives me much more flexibility than I would have if I were tied to the mouse. Every software package may have its own set of keyboard commands. If you use one particular application over and over, it pays to learn its variations. I use the shortcuts in Word and Excel all the time.

## General Keyboard Shortcuts

In the notation that follows, "+" indicates keys that are pressed simultaneously and "," indicates a key pressed after another key(s) is pressed.

First, I will remind you of the one that most of you already know, but which is so useful that it is worth repeating. I refer to the "three-finger salute", *ctrl+alt+delete*. As you

doubtless know, in Windows 9x this brings up the Taskmanager or list of running applications, allowing you to close individually any application that might be hung up or to see what is happening in the background. A second application of the "salute" shuts down entirely allowing you to reboot if that seems necessary. (In Windows 3.1, one "salute" shuts you down.)

Here are some more of general use:

**F3** Display FIND (*n.b.*, if you have an application open, the F3 key may have a different meaning)

**F5** Refresh (among other things, useful for keeping your list of files in Explorer current but meaning may vary for other applications)

**Ctrl+Esc** Display START menu  
**Alt+Tab** Switch among open windows

**Alt+Enter** Opens SYSTEM PROPERTIES sheet

**Alt+F4** Close active window (note to AOL users: this is a handy way to exit quickly from AOL)

**Ctrl+F4** Within an open application, close active file or window for that particular application but

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Windows 9X tips continued on page 4

## MICROGRAFX GRAPHICS SUITE 2 SOFTWARE REVIEW

By: Sol Libes

If you produce printed media or pages for the world wide web then this Windows 95/98/NT software package is worth taking a look at, particularly because its cost is a lot less than its competition. If you already own programs for creating graphics from Adobe or Corel then read no further.

Micrografx sent me the product for review. It comes in a box that weighs over 6 pounds and is comprised of two CD ROMs and three manuals. It covers a lot of ground. The suite contains six applications. They are:

**Picture Publisher** - a image editor

**Designer** - a drawing program

**Simply 3D** - 3D illustrator

**FlowCharter** - flowchart creator

**Media Manager** -a manager for the huge clip art collection (35,000+ are included)

**Quicksilver** - a Netscape plug-in for displaying images created with these applications.

Some of the applications can be purchased separately, but if you want all of them, and you want to save some money, buy the suite. Micrografx offers mail-in rebates for owners of previous versions of these programs. Note that some of these applications, when purchased separately are later versions than those included in the suite. For example, Picture Publisher version 8 was released in the spring, but the suite I received for review included version 7. The package also includes a huge number of clip art illustrations and photos (36,000+), business graphics templates (300+), and more than 250 TrueType fonts. All the clip art and fonts can be used in either printed or web page publications.

The suite competes with somewhat similar suites from Adobe and Corel. The suite is attractive to first-time

graphics users as the price (\$349.95 list) is almost half that of the Corel and Adobe suites. Users of Corel and Adobe products will not be interested in switching. Micrografx also has special offers for owners of Microsoft Office and owners of other graphics programs. Check the Micrografx web site for these offers.

The Micrografx Graphics Suite is intended for the professional and serious users who can invest the time in mastering the applications. If you are a neophyte you will probably be happier with the Micrografx's \$50 Windows Draw, a streamlined package with tools that are easier to learn and use, and costs less.

Installing all the applications takes up almost 300MB of hard disk space. The manuals include tutorials for all the applications. Also included is a utility for installing the suite on a network.

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Micrografx continued on page 6

# Minutes for the General Meeting

## October 19, 1998

By: Len Clerke

Sol Libes, Program Chairman, opened the meeting at 7:50 p.m., in the absence of Paul Kurivchack.

Announced: New brochures have been prepared and members were asked to take some and place them around in public places. New Technology courses are being offered locally and literature is available with more information. The November meeting will feature a program entitled "New Developments in Multimedia", presented by Steve Rodriguez, of Princeton University.

To lessen the burden of a few, all members were encouraged to assist, at the end of the meeting, by placing their chairs in the dollies provided.

A brief Q&A session followed the announcements.

Vic Laurie made an excellent presentation on Housekeeping and Troubleshooting Win 9x. He focused on three major concerns of all computer users: virus checking/cleaning, housecleaning and general troubleshooting. Software such as Norton Utilities and Clean Sweep were among the excellent utilities clearly explained, with a liberal dose

of screen shots shown to clarify points raised. Vic made it quite clear that he does not now, nor has he ever, worked for a software company and that his recommendations are based solely on his years as a Self-confessed software junkie.

Following the lively presentation a drawing was held for a Norton Utilities software package donated to the organization by Symantec. Bill Hulihan was the lucky winner. A variety of literature was also made available including a special handout prepared by Vic.

The meeting closed at 9:25 p.m.

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Windows 9X tips continued from page 3

not exiting application itself (good for closing all those windows that AOL leaves open, thus wasting RAM)

**Alt+F4** Exit Windows, if no applications are open

**Alt+Esc** Switch to Taskbar's next listed open window

**Alt+[underlined letter]** Select menu command

**Alt+spacebar, n** Minimize active window

**Alt+spacebar, x** Maximize active window

**Alt+spacebar, r** Restore active window

**Alt+spacebar, c** Close active window

**Shift+F10** For a prior selected item brings up right-mouse-click menu

**F2** Rename selected item

**Ctrl+Tab** Rotate through dialog box tabs

**Ctrl+x** Cut selection or item

**Ctrl+c** Copy selection or item

**Ctrl+v** Paste

**Ctrl+z** Undo

### Windows Key

If you are one of the many people with a so-called "Windows" key (marked by the ubiquitous symbol we all know so well), there are some additional shortcuts:

**Windows key** Displays START menu

**Windows key +e** Starts Windows Explorer

**Windows key +f** Displays Find Files

**Windows key +m** Minimizes all windows

**Windows key +Shift+m** Undoes Minimize All Windows

**Windows key + r** Displays the Run dialog box

**Windows key +Tab** Cycles through the taskbar buttons

**Windows key +Pause/Break** Displays the System Properties sheet

**Windows key+F1** Opens Windows Help Within Windows Explorer

There is a whole set of keyboard commands for working with Explorer. (Here we are not talking about Internet Explorer. That comes later.) Here are a few of them.

The following is not totally a keyboard command, but it is too useful to pass up in the name of purity. If you wish to expand every branch of a folder which has many sub-folders (e.g. Windows) you need not click on every branch name. Highlight the folder, then press the asterisk key on the numeric pad. The contents of every folder will then open. To collapse the folders, click the plus sign next to the top of the branch, then press F5.

To select a contiguous range of files or folders, select the first file in the range and hold down *Shift* while you press the Down Arrow. To select a non-contiguous range of files or folders, select the first file, hold down *Ctrl* while you press the Down Arrow to move to the next desired file, then press *Space* to select it. For the equivalent of a right-click, select a file and press *Shift+F10*. To select all items in an open folder, press *Ctrl+a*

### Internet Browsers

Both Internet Explorer and Netscape Navigator also have a set of keyboard commands. Some are common to both and some are specific to one browser. The following work with both (I think. Each browser has many versions and I haven't tested all possible versions):

**Ctrl+b** Organize bookmarks/favorites

**Ctrl+n** Open new window

**Ctrl+o** Open address/location

**Ctrl+r** Refresh/reload

**Ctrl+p** Print

**Ctrl+f** Find

**Alt+(left arrow)** Back

**Alt+(right arrow)** Forward

The above are but a few of the possible keyboard commands. For more, try one of the web sites that give Windows tips such as <<http://www.winmag.com/win95/tips.htm>>.

## NEW MEMBERS

Robert Weinberg

THANK YOU FOR JOINING US IN

1998!

WELCOME TO THE CLUB!

# ALADDIN FLASHBACK SOFTWARE REVIEW

By: Paul Kurivchack

I do not know how many of you routinely write letters, reports for work or school, but one thing always stands out. Did I save my work? Did I shut down the PC and ignored the "Save" warning? Did I crash my PC and was unable to save the last revision? I know that I try very hard to continually save my work. I am successful some of the time and, some of the time I am not.

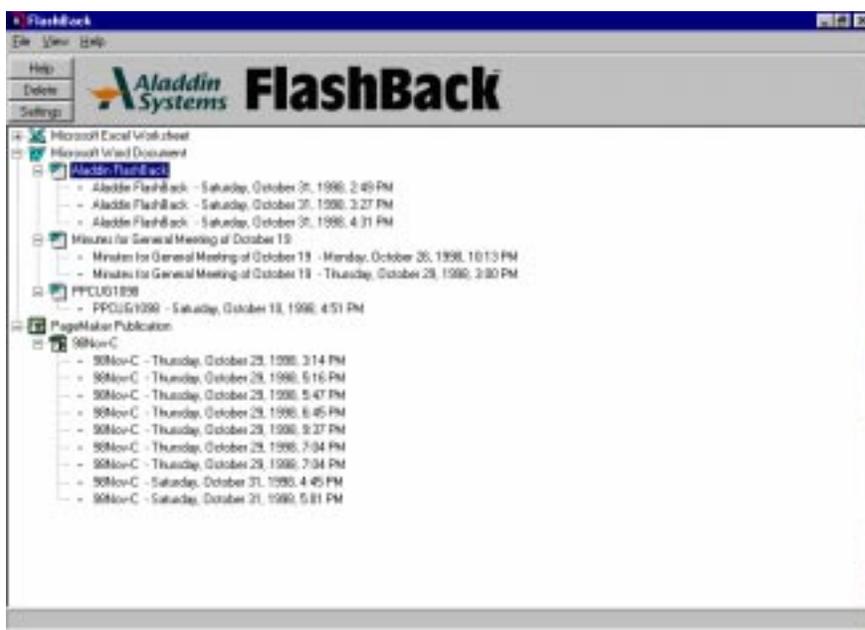
What about when you did save and realized that the earlier version was better than the last. Oh well! Now you try rack your brain to remember, but no matter, it will not come back to you unless you have Aladdin FlashBack. FlashBack provides unlimited Undo's!

Aladdin came to our group via a e-mail about their product FlashBack and the ability to track up to 999 versions of a document. I read that and said "Here is a product I can use and our members should know about". I requested a copy to evaluate. How best to evaluate a product than to put it to use. I used it while writing this article in Word97 and with PageMaker6.5 for this month's newsletter.

Installation was painless and took a little over 5 minutes. It created a shortcut on the desktop, but I have installed it in my "Start Up Group" so it is on at all times. FlashBack has to be up and running to protect you along with you having to drag-and-drop the file onto FlashBack.

Configuration of FlashBack is just as easy. Go to the FlashBack Settings button and you will see three tabs. One is Item Settings, another is Global Settings and the final is Advanced. The settings set up the trigger points of when and how to save. Save Trigger, Maximum Number Saved and Save Frequency are setting that need to be set for

both the Item and Global. The only difference between Item and Global are as the state. Global is a general setting for all new documents added to FlashBack and Item is for special adjustments for a specific document. Save Trigger is when the version will be saved, when Saved or Closed. Maximum Number Saved, up to 999



versions is more than enough for anyone. Default is set for 50, but I set it to 20. I hope that I would not exceed the 20 revisions for the newsletter. I had a bit of trouble with the Save Frequency when saving my work in PageMaker6.5. It was set to a default Save Frequency of 30 minutes and no matter how many times I saved, it only recorded a revision once every 30 minutes. I then turned it down to a Save Frequency of 15 minutes since I did want to save the different versions of my work.

FlashBack saves the versions by comparing the differences between the original, which is saved in its normal file location, and current work version. It only

saves the differences and has the ability to instantly restore each version. This comparison method ensures that FlashBack uses the minimal amount of hard disk space. I see this a minor issue since saving the various versions is more important to me during the course of a document creation than hard drive space. Once I have completed the document and satisfied, I will delete all earlier versions to recover the disk space.

FlashBack works on most PC's with Windows 3.1 or Windows 9x. Requires 4 MB RAM and a CD-ROM. It has a suggested retail price of \$69.99 and can be purchased directly from Aladdin at 800-732-8881 or <http://aladdinsys.com>.

FlashBack works with all applications including Word Processing, Spreadsheets, Financial, Databases, Graphic layout, Web Page Design and more.

FlashBack "Brings The Power Of Unlimited Undo's To Any Application", has proven to be a great utility program and valuable addition to my software library.

Aladdin recently introduced a new product, DropStuff for Windows. It is a easy to use Zip and Stuffit compression and decompression application. It is available as Shareware. Download from <http://www.aladdinsys.com/dropstuff>.





## In The Mail Box

By Paul Kurivchack

With our own Web site and membership in APCUG, the offers to review software applications is starting to take off.

During the past two months, we received Aladdin Systems, <http://aladdinsys.com>, FlashBack, (See review this month), and Aladdin Private File - A 128 Bit Encryption package, (Available for review).

Just this week, PowerQuest, <http://www.powerquest.com>, sent us a copy of PartitionMajic 4.0 to review.

We have received requests to not only review software but for vendors to present their products to our members at our General Meeting, such as Clear & Simple, Inc.,

<http://www.clear-simple.com>.

Tony Pereira will be here at our February 8, 1999 meeting to demonstrate DiskJockey 98 (Review to be in December or January newsletter) a Winows 9x Utility with too many features to describe easlily.

Corel has also contacted us to become part of their Users Group Program which I am in the work of setting up. Hopefully you'll see a software review of Corel products later in the year or maybe even a product demo!

Micrografx continued from page 3

### Picture Publisher

Picture Publisher is an image-editing program with some nifty special-effects wizards for common tasks, including one for removing red eye from digitized photographs. However, Adobe PhotoShop is definitely the application preferred publishing professionals who are willing to pay the much higher price. Business users, web designers, and digital photography buffs looking for a simpler and much less expensive image editor will be attracted to Picture Publisher. However, its interface has some rough edges compared to its competitors

Picture Publisher version 8 (version 7 was included in the package I received for review) adds several features for web page designers (e.g. wizards for creating animated GIF files, Web image maps, web-page

designs, buttons, and backgrounds).

### FlowCharter

FlowCharter is similar to Vision Corporation's Visio. It lets you piece together ready-made objects into flowcharts and other business diagrams. Further, it offers an innovative "Living FlowCharts" where each object in the chart can present wizard-style dialog boxes that let you enter data or push buttons to affect the path of the flowchart. This is particularly handy when you have to make changes to the chart.

### Designer

The Designer application is a capable vector-type drawing program. However, it doesn't match all the new features in CorelDraw 7 (such as the ability to create semi-

transparent objects), but it costs a lot less. It does have Megagons and Curvygons, addictive drawing tools that let you create spectacular Spirograph-like geometric patterns.

### Simply 3D

Simply 3D is an entry-level three-dimensional graphics program that's a major improvement over the rudimentary "Instant 3D" utility included in the suite's prior release. With it, you can also create animated GIFs. A wizard helps with the creation of the images and placement in web pages.

### Quicksilver

This is a Netscape plug-in that allows the display and interaction with Designer's vector graphics on the web. It also supports dynamic graphics via Java and VB scripts.

## SIG Notes:

By Paul Kurivchack

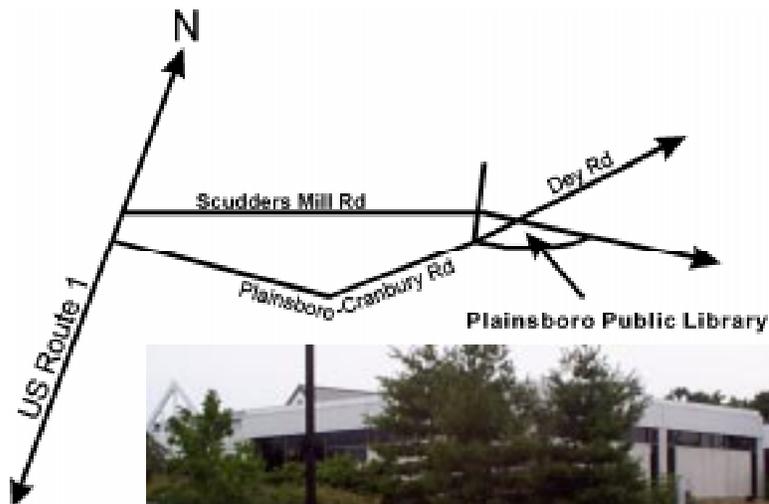
The next meeting of the Windows SIG scheduled for Wednesday Decemंबर 30 at 8 P.M.

There will be no November SIG meeting due to the Thanksgiving holiday.

**1998 SIG Meeting  
Schedule at the  
Plainsboro Library  
8 P.M.**

**November 25 - No Meeting**

**December 30 - Wed. (Telecom)**



**The Plainsboro Library**



# PRINCETON PC USERS GROUP

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

## PPCUG Member E-mail Directory

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Kerslake	David	Dongsung@Juno.com	Williams	Jan	SianiPowys@aol.com
Kleider	Al	coelop@ix.netcom.com	Williams	Ken	krw1948@worldnet.att.net
Kleinerman	Milt & Irma	Rafiki5513@aol.com	Williams	Rick	rick75@aol.com
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Konvalinka	John	jkonvalinka@msn.com	Willis	Robert	robert4269@aol.com
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Kurivchack	Paul	kurivchack_p@compuserve.com			

(Last Update: 30 October 1998)

Send Updates to kurivchack\_p@compuserve.com for inclusion in this listing.

### Consultants Corner

#### Cascade Media Group, Inc.

Jon Conant

335 Wall Street

Princeton, NJ 08540

609.430.9080 Fax: 609.430.9086

Voice Mail, Win/NT Networks,

Phone Systems & Wiring

*Provider of PPCUG Voice Messaging.*



#### Brite Consultants, Inc.

Perry Weaver

1 Barnard Place

Princeton Junction, NJ 08550

609-716-1880 / 888-318-BRITE

Fax: 609-716-1825

Email: brite4@juno.com

<http://www.brite-consultants.com>

#### Meyda Online

John Abolins, Sysop

BBS: 609-883-8124

World Wide Web Home Page:

<http://www.meydabbs.com/~jda-ir/>

### 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.

### Membership Card Discounts

STM Robotics/Computers

825 State Highway Route 33

Hamilton, NJ 08619

Phone: (609) 587-3335

5% off all products and services.



**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.



**Multimedia & Animation  
November 9, 1998  
Lawrence Library**

**Princeton PC Users Group  
P.O. Box 291  
Rocky Hill, NJ 08553**