

PPCUG

NEWS

A PUBLICATION OF THE PRINCETON PC USERS GROUP

Calendar

General Meetings

Second Monday of the month at the Lawrenceville Library.
Route 1 and Darrah Lane.

7:00-7:45 PM:

Tech Corner is Open / Social Time

7:45 PM:

Meeting Comes to Order

8 PM:

Featured Presentation

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 by the last Wednesday of the month.

Articles will be accepted via e-mail to: kurivchack_p@compuserve.com in the following formats: Word for Windows 6.0, 7.0 or 97; Ami Pro / WordPro, or Ascii Text.

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This Month

Monday July 12, 1999

Windows 9x Tips & Tricks

Vic Laurie

Princeton PC Users Group

Vic Laurie will present another of his Windows 95/98 Tips & Tricks sessions. Learn some new ways of dealing and improving your Windows based PC!

At

Lawrence Library

Meeting Rooms 1 & 2

US Route 1 South & Darrah Lane, Lawrenceville, NJ

☆☆☆☆☆☆ Our New Meeting Location ☆☆☆☆☆

☆☆

Meetings of an organization at any of the facilities of the Mercer County Library System in No Way implies endorsement of its programs



Microsoft representative, Brett Davis selecting one of the four winning tickets for the Microsoft product give away at the conclusion of the Office2000 presentation.

Digital Photo by Ed Weiss

About PPCUG NEWS

Published Monthly by:
Princeton PC Users Group
PO Box 291
Rocky Hill, NJ 08553
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Vol. 15 No. 7

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Voice Mail System

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

Web Site

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

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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.



Coming Events

August 9, 1999 - On & Offline Security - Jon Abolins

September 13, 1999 - Bill Machrone - Editor PC Magazine

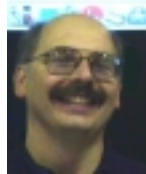
October 11, 1999 - Adobe Systems

Acrobat 4.0 & GoLive! 4.0 Web Design demonstrations

November 8, 1999 - Visual Basic Programming

Ron Rouse will build up a simple VB application, showing how VISUAL programming differs from old fashioned text programming, and how writing code for WINDOWS differs from the old fashioned kind.

December 13, 1999 - Hoilday Party & Elections



Presidents Message

by Paul Kurivchack

As I mentioned in last month's president's message, I would be attending the APCUG meeting in New York City for the first time. Now never attending the APCUG meeting before, I was not sure of what to expect. I knew from the schedule there would be numerous meetings and vendor sponsored meals and I would have the opportunity to meet officers from other groups to compare notes. I also know that I am somewhat in awe of the groups that have two, three hundred or more members, huge volunteer staffs, fancy newsletters and I wondered how would a group like ours compare.

Well the one thing I can report is that the Princeton group, while not the largest, is neither the smallest. In fact, many groups are in the ninety to one hundred fifty member range, experiencing many of the same issues we face in publicizing our groups, getting speakers, newsletter article writers and new members.

There are a number of things we sure can be proud of! Our general meeting attendance as a percentage of our membership, the newsletter and our web site. For example, we had over seventy members and guests attend the Microsoft Office2000 presentation in June. That equates to over seventy percent of our members attending our monthly meetings. Now that is impressive when some groups with very large memberships can only get one hundred or less members to attend the monthly meeting. Many of the vendors come out and state that they only want to speak to groups with one hundred or more member attendance. We can say to them that we always have fifty to seventy percent of our members present at our monthly meetings.

Continuing on the thought about meeting speakers, the vendors that support the APCUG are concerned about their bottom line. Presenting to user groups is expensive and difficult to show a return on investment. They know how user groups can hurt them, but are hard press how they help.

One of the sessions I attended that proved most useful and tied all this together was on "Regional Cooperation". Here we all discussed how to schedule presentations that use the vendors time most efficiently. As we meet on the second Monday, who meets on the second Tuesday, second Wednesday, etc. Allow the vendor to do three or four presentations the same week, maximize his exposure, and minimize his expenses. This way we can see the likes of Corel, Microsoft and others without the worry of "Your Group Is Too Small". In a way, this cooperation has already started, Adobe is presenting to our group in the second Monday in October and on the second Wednesday to the group in Bridgewater. Now that we are working at it together, it should just get better and hopefully attract more new members.

Presidents Message continued on page 4

Windows 9X Tips: Potpourri

By: Vic Laurie - PPCUG

Normally, I try to write an article centered on one or two themes. But there are thousands of tips and a large number of them do not fit so readily into a particular category. This time I am going to present an assortment from some of the tips that I find helpful. First, however, let me point to some general information about finding tips.

Tips on Finding Tips

The internet is a gold mine of useful information. There are innumerable web sites with tips on using Windows as well as many newsgroups with the latest discoveries and solutions. Here are a few.

Each winter *Windows Magazine* publishes an issue called "2001 Tips". This collection is always being updated and is available at <http://www.winmag.com/tips/>.

My latest look there showed more than 2500 tips. *PC Magazine* (as does *Windows Magazine*) has tips in every issue and many of these can be found at <http://www.zdnet.com/pcmag/pctech/index.html>. Ziff Publications also has a site called the Tip Zone at http://www1.zdnet.com/zdhelp/tip_help/tip_help.html. In fact, ZD Net has quite a few sources of information, as a little surfing will reveal.

Here is a small list (in no particular order) of some other sites:

```
<http://www.fixwindows.com/>
<http://members.aol.com/axcel216/index.htm>
<http://www.conitech.com/windows/>
<http://www.pcworld.com/heres_how/0,1695,,00.html>
<http://www.windows-help.net/index.html>
<http://www.orbit.org/win/>
<http://www.neatnettricks.com/>
<http://wugnet.com/sitemap/map1.html>
```

For the latest up-to-the-minute discussion try some of the many newsgroups. The hierarchies microsoft.public.win95.* and microsoft.public.win98.* contain many groups. Regular surfing in the ones on subjects of your particular interest can turn up interesting tips. Newsgroups contain a lot of chaff, however, and if you are looking for a particular subject use a search site like <http://www.deja.com/> (formerly called dejaneWS) to narrow down the postings.

The Microsoft web site is mammoth and confusing but tenaciously trudging through it can be rewarding. For example, all sorts of information (albeit in sometimes murky and turgid prose) can be found in the Microsoft Knowledge Base. To search, go to <http://support.microsoft.com/support/search/c.asp>. You may have to endure a free but tedious sign-up procedure. Once signed up, keep the cookie so you won't have to sign up again.

Make a Note of It

I often find snippets of things on the web or in e-mail that I want to keep for future reference. Rather than save whole web pages I cut and paste a lot into text files. For this purpose I find Notepad (or actually an improvement thereon) to be very handy. It is smaller and faster than Wordpad and a lot more versatile than clipboard variations. The limitation of Notepad to files no larger than 64k can be circumvented by using one of the many free substitutes that are

available. (For some of these see http://www.zdnet.com/anchordesk/story/story_3532.html). There are a number of ways to make Notepad or its substitute readily accessible. Putting a shortcut on the desk top (or in the Quick Launch bar if you use it) is one. Adding Notepad to Send To in the right click context menu is another. (See the article in the PPCUG Newsletter of August, 1998)

A time and date stamp can be added to a Notepad file from the keyboard by pressing the F5 key. Information from your system clock is entered at the position of the cursor. You can also create a file which logs the time and date every time you make a new entry in the file. At the top of the file type

.LOG

and save the file. (Please note the period at the beginning and the use of capital letters.) Thereafter each time the file is reopened and closed a date and time stamp will appear at the end of the file providing an automatic log file.

Run, Run, Run

The Run command line may be one of the least utilized functions in the Start menu. This is a pity since it can be very useful. It is often the quickest way to launch programs or to open folders and documents. Typing the backslash (\) in the run line and entering it brings up Windows Explorer. Typing and entering a period (.) brings up a list of the desktop folders except for Name Space folders like My Computer and Recycle Bin. If you are connected to the internet, entering a URL opens Internet Explorer and takes you right to the appropriate web site. Control Panel items can be opened by typing and entering "control" (no quotation marks) followed by a space and the name of the .cpl file that launches the desired item. For example, entering "control modem.cpl" brings up the modem control panel sheet. A complete list of files in the WINDOWS\SYSTEM folder with the .cpl extension can be found by using the Find utility.

Note that any executable file in folders in the path (usually WINDOWS, WINDOWS\SYSTEM) can be opened from the Run command line by simply entering its name. Just to pick a few at random, one could run Notepad or Mshearts or Defrag. Even if not in the path, programs can be opened by using the Browse function. §

CUSTOMIZING WEB VIEW BACKGROUND

When you pull down the View menu in My Computer or Windows Explorer and select the As Web Page command, Windows 98 automatically uses a cloud image for the background of the Web view. However, if you'd like to use your own image for that Web view background here's what you need to do:

- 1) Open either My Computer or Windows Explorer and access the C:\Windows\Web folder.
- 2) Locate and rename the file Wvleft.bmp.
- 3) Open Paint, press [Ctrl]-E and type 242 and 600 in the Width and Height text boxes respectively.
- 4) Create your image and save it in the C:\Windows\Web folder as Wvleft.bmp.

Minutes for the General Meeting

June 14, 1999

By: Ed Weiss

At 7:45 PM, Paul opened the meeting. Discussions at that time included the Newsletter, the programs for the general meetings for the rest of the year, and at 7:53 PM, turned the meeting over to Brett G. Davis of Microsoft.

Brett talked and demonstrated some of the more interesting points of Office 2000, and how they have changed from the earlier versions. He also explained about the differences between the "Standard", the "Small Business", the "Professional", and the "Premium" versions of Office 2000. Brett mentioned that at the Microsoft web site at the following URL "www.microsoft.com/year2000" that there exists a Mi-

crosoft Y2K product analyzer. This analyzer will run on your system, and tell you if there are any Microsoft products that are NOT Y2K compliant. Brett wrapped up his demo, and at that time, Paul presented him with a certificate of appreciation from PPCUG.

Paul mentioned that the board meeting scheduled for 06/21/99 was canceled because of prior commitments.

At this time, Paul closed the meeting, and everyone headed for home.

SpellCatcher™

SOFTWARE REVIEW

By: Paul Kurivchack - PPCUG

Recently Casady & Greene sent our user group some of their products to review. One of the products is SpellCatcher, a universal interactive spell checker, thesaurus and shorthand glossary.

At first glance, I wondered, who needs a stand alone spell checker? Well I do! Even though I use Word97 for the bulk of my work with its build-in spell checking, products like Compuserve, AOL, and a variety of other applications just do not provide spell checking. This is where SpellCatcher fits in.

SpellCatcher installs in a few minutes and can be set to start automatically as part of the startup group so it is in interactive checking mode or manually as I have done. My 120 MHz Pentium / Windows 98 PC tends to bog down with too many auxiliary applications running in the background so I enable SpellCatcher only when I need it.

Running SpellCatcher in the interactive mode is different from the Word97 spell checker as it alerts you with a mechanical voice stating "Misspelling". Then the Spell Catcher Suggestions box comes up to display the misspelled word. Select the correct word and it simply replaces it. It can even be controlled via the keyboard so you can just keep typing.

SpellCatcher does provide quite a few choices for replacement along with the ability to add the word to a personal dictionary. There are supplemental dictionaries containing computer, medical or legal terms.

SpellCatcher also has the ability to run in batch mode to check the completed document. You simply highlight the completed document and run the checker. It brings up a suggestion box with the misspelled word and a list of suggested words to use. Simply select the correct word and hit "Replace". SpellCatcher inserts the correct word and continues to the next misspelled word.

Want to use the thesaurus, simply highlight the word and select the thesaurus option. The thesaurus is quite extensive with not only the word definition being displayed but Synonyms, Near Synonyms, Antonyms and Near Antonyms. If you want to change to a new replacement word, click on

the word in the thesaurus list and hit "Insert". Very simple.

Lastly is the Shorthand Glossary. This allow you to misspell common words and have SpellCatcher automatically correct the spelling error on the fly. In fact you can add words that you normally type wrong to the Glossary such as "received" which I never get right and have it auto correct it.

SpellCatcher works pretty flawlessly except when it detects a misspelled word and you backup over the word. It gets confused and you need to retype the word. Since it only looks at a single word or part of the word it can make a mistake or if you type the wrong word spelled correctly, it will miss it. But that is normal for all spell checkers.

I use SpellCatcher while typing this review in Word97 and found it quite useful and will use it all the time with Compuserve checking my spelling as I type e-mail.

As with all utility programs, there is a slight learning curve you must go through, but after a couple of reviews and letters, SpellCatcher will prove its worth.

SpellCatcher suggested retail price is \$59.95 and can be purchased directly from the Casady & Greene's web site at <http://www.casadyg.com> or check out the special user group deals at [http://www.casadyg.com/stores/ug.\\$](http://www.casadyg.com/stores/ug.$)

President's Message continued from page 2

Overall, I was very happy to attend the three days of meetings, met some very nice people, learned a thing or two and picked up enough software to do reviews for six months.

Lastly, thanks to Brett Davis from Microsoft for his excellent presentation on Office2000. As promised, Brett sent two packages of Office2000 Premium (Full Version worth over \$600.00) for our group to raffle.

Be sure to mark July 12th on your calendar as I know Vic Laurie will again do an outstanding presentation of new Windows 9x Tips & Tricks.

Our meeting raffle will feature a copy of Office2000, two copies of SpellCatcher from Casady & Greene and a member supplied copy of Paradox Version 1.0.

See you all there! §



PRINCETON PC USERS GROUP

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

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(Last Update: 4 July 1999)

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Consultants Corner

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Consultants Corner

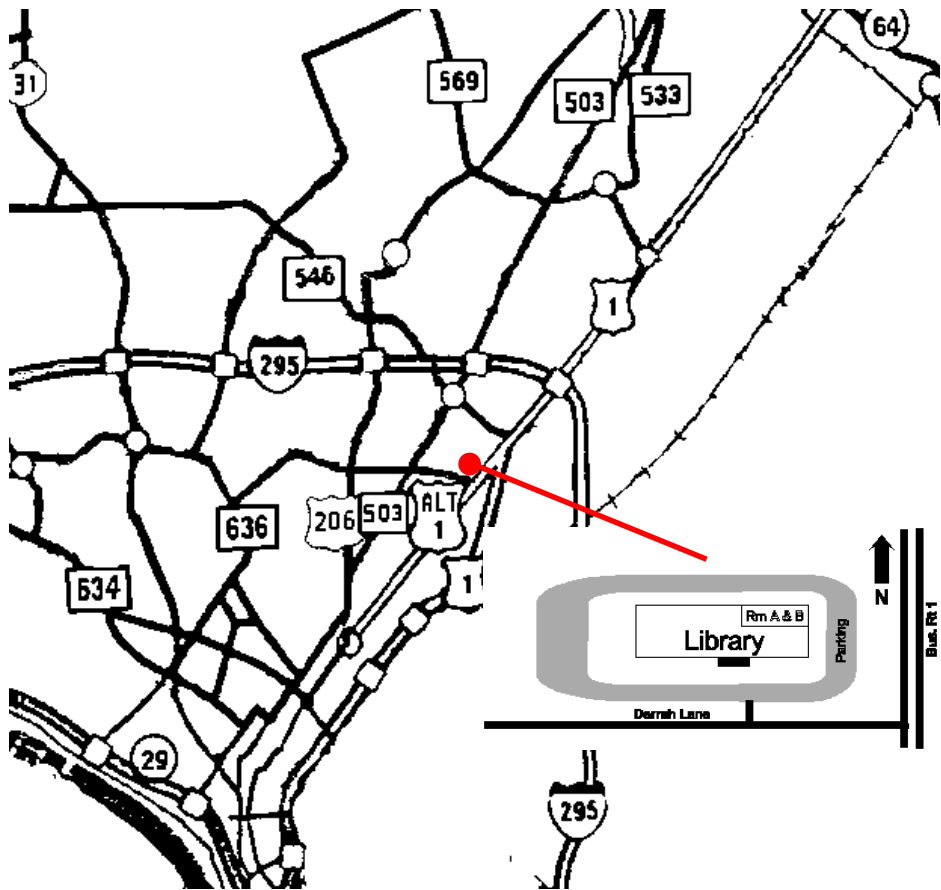
You can advertise your consulting business for \$25 per year in addition to your normal membership fee. The text space is your or your company's name plus five lines.



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.



Windows 9x Tips & Tricks
July 12, 1999
Lawrence Library

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