

MOTHERBOARD

A Publication of the Computer  Users Group Of Redding, CA

Volume 2006, Number 01

<http://users.snowcrest.net/ibmpcugr>

January 2006

YOUR C.U.G. PRESENTS

Tuesday, January 17, 2006

SPECIAL INTEREST GROUP (SIG) UPDATES

**SIG LEADERS GIVE AN OVERVIEW OF JUST WHAT GOES ON
AT THE VARIOUS SIG MEETINGS SPONSORED BY CUG
AND HOW IT MAY BE OF INTEREST TO YOU**

Presented By

Bill Ball of Windows & More, Judi Ball of DTP & Graphics, Jane Quinn of Multi-Media

One free ticket to each member at the door!

Club Business and Program Presentation 7 PM, coffee and tea available

Check at the Greeting Table for your name tag and please leave it in the Tag Box when the meeting is over.

General meetings are at the Palo Cedro Church Of Christ, 21895 St. Francis Way, Palo Cedro, CA.

Official Website: <http://users.snowcrest.net/ibmpcugr>

For more information call any Board member listed on Page 2.

Future Presentation:

February - Pro Show Gold Program with Paul Colligan and Darold Wright



CUG Calendar

CUG Board Meeting

1 PM, Monday, Jan 23

at Jack-In-The-Box, Dana Drive

MULTI-MEDIA

10 AM, Saturday, Jan 21

DTP SIG

2 PM, Wednesdays

Jan 4, 11, 18, 25, Feb 1, 8

WINDOWS & MORE

11:30 AM, Wednesdays

Jan 4, 11, 18, 25, Feb 1, 8

SEE BACK PAGE FOR MORE SIG INFO

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Club Information

Club Website: <http://users.snowcrest.net/ibmpcugr>

Club Mentors *Members volunteering to help members!*

New Users	Dorothy Kirk	MS Windows	Bill Ball
PaintShop Pro	246-9661, Anytime dak75@sbcglobal.net	98, ME, XP	bcard9@charter.net
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New Users	Bob Rice	DTP;	Judi Ball
	357-2143, Anytime ricerl@snowcrest.net	Graphic Prgs	275-4632
		Photo Editing	jebed@charter.net
MS Windows	Darold Wright	MS Word, PowerPoint	Jane Quinn
Photo Delux	222-1781 daroldwright@yahoo.com	Movie, Maker 2, DVD Prgs.	365-0825
		Digital Image Pro	jquinn@charter.net

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Motherboard Newsletter Policies and Deadlines

The *Motherboard* newsletter is published monthly by the Computer Users Group of Redding, PO Box 494778, Redding, CA 96049-4778. The CUG is a 501(c)(3) non-profit corporation. Subscriptions are included in the \$25 annual membership fee. The purpose of the newsletter is to inform members of upcoming events and provide information about the use of IBM compatible computers.

Disclaimer: Neither the CUG, its Officers, the Editor, nor the newsletter contributors assume any liability for damages occurred due to the use of information provided in this publication.

Reprints: Articles from this newsletter may be reprinted by other user groups if credit is given to both the author, CUG and the *Motherboard*. Mail a copy of the newsletter where the article is reprinted

to the Editor at the address in the first paragraph of this text.

Personal Ads For Members:

Requirements are:

1. Advertiser must be a member.
2. The item must be computer-related.
3. The ad must be received by editor J. Ball by the *monthly date of the board meeting*. Sorry, no exceptions.

Other terms must be approved by the club's Board of Officers and Directors.

Article Submissions: All articles and reviews must be submitted to J. Ball by the *Monday of the monthly Board meeting (see Page 1 for date.)* Sorry, no exceptions.

Motherboard Editor reserves the right to make corrections and deletions in all articles in the interest of grammar, style, and space.

President's Message

It's your club. Your input is of value to us...

I got my first computer in 1981, a 1.25 kilobyte (yes, I said, kilobyte) Sinclair-Timex. It was also the first computer I had ever seen. I was a teacher then, and other classes were actually coming to my classroom to see this technological marvel in action. My son and I were jubilant when we were able to upgrade to a 16 kb. I hope that I am as creative with my current computer as I was with that one.

Today, of course, you can go into a primary classroom and see more computer power than was needed to send an American to the moon. My five year old granddaughter plays checkers with me on a video conferencing link. I do most of my shopping on the net. I *Instant Message* friends who are missionaries on an island off the coast of Africa. I operate a Website for persons with my diet sensitivities, make money even when I am on vacation, and have customers from countries I have never heard of.

What does all this have to do with my new role as president? I'll find out as the year progresses, but I do know that I love computing and that I do not need to apologize for the fact that I was born into a world that is totally different from what I experience today. I can't pick up computing skills by osmosis the way my grandchildren are doing. But, with help from my friends (that's you) I think we can all enjoy the twenty-first century.

Thanks for entrusting me with the presidency of this club!

Paul Colligan



Editor's Corner

Monthly meeting time and date are being discussed and opinions polled throughout the membership. It will be addressed during the 1/17 meeting with members present. Please let us know what you prefer.

Don't miss our new Surfboard on Page 5! Mary Montague has taken on the challenge and it looks great. She would appreciate any feedback you might have.

See you at the meeting,

Judi Ball

Our Christmas Party



Alisha (11) & Tyler (14), Parks agreed to be our "Santas" this year. They are member, Ethel Martin's grandchildren and they were so delightful and sweet! Please come back anytime.



Thanks to Bill Ball and Larry Owings "The Camera Guys!" They did a fine job of capturing our party in the absence of our club's unofficial photographer Anna Lee Horton.



Thank you, Tyler!



Thank you, Alisha!



Party pictures continued on Page 6

Welcome Renewals

*Bill & Judi Ball
Dale Inman
Donna Whitlock
Elaine Blanco
Eugenia Hoodman
James Hughes
Josie Cozens
Marge Stewart
Patricia Larsen
Phil Araham
Robin Snyder
Rolland Henry*

IBM/PCUG MEMBER WEBSITES

DAVE & BECKY HEMP

www.c-zone.net/dochemp/

JACK McAULIFFE

Real Estate Broker

www.realtyphoto.com

KITTYSTONE PERSIANS

Lynn Johanson

kittystone.com

MEXICAN-TOURS

www.mexican-tours.com

Lyle VanNorman

lyle@mexican-tours.com

EnvironmentalMold.com

lyle@EnvironmentalMold.com

Informational site for air Quality.

QUESTIONED DOCUMENT EXAMINATION

Mary Ann Czermak

www.documents-examiner.com

RIVERCITY JAZZ SOCIETY

Joyce Covey

jazzjoy@charter.net

REDDING REAL ESTATE

Rick Goates

www.reddingrealestate.net

RON COLE JR.

www.houseofspecialtygifts.com

Publicize Your WebSite

Here for FREE!

(Members Only Please)

Multi Media S.I.G. Update

by Jane Quinn

MULTI MEDIA S.I.G.

This past month we have collectively been working to create DVD movies from our still images and captured video footage. Our goal was to either make a movie to E-mail or a DVD home movie to watch with the family.

With the club's new laptop our S.I.G. can create DVD disc for its members at the meetings. All that one needs to bring to the session is his completed project. For example, using MS MovieMaker ver 2.0 (which is free) the Movie project would have the image stills, or the video footage laid out in the proper sequence, music files added for effect and audio files if used for narration. The file that is produced by MovieMaker from the project can be recognized and read by other DVD authoring software to produce a DVD movie. The club's laptop has several DVD authoring software products installed that work well with many audio stream files, like WMAs from MovieMaker.

Our startling discovery this month was that you can buy a camcorder with proprietary software, meaning some of your favorite software may not recognize your new camera! In this situation the new Panasonic camcorder had a conflict with the Roxio software that was already on the computer. The camera's software would not download the movie clips off the camera. It would only display an error message saying the application software was already in use. We went to the company's Website and found a statement that the camera could have problems with third party software. My Sony camcorder is as temperamental as the Panasonic camcorder. It too only recognizes the software that comes with the Sony camcorder.

To overcome the camcorder problem the user removed the Roxio software, and *voila!* the clips were recognized by the Panasonic software. He was also able to download the movie clips to his computer. Our next task is to determine if the Roxio software, which the user knows, can be reinstalled without causing a conflict.

We will tell you next month just what happens.

TIPS

TERMINOLOGY

I thought it might be useful to start introducing the terms we are using in our S.I.G. The great thing about making home movies is the terminology being repeated in all the applications. So once you understand the process of making movies, using Roxio DVD Builder, or MS PhotoStory 3, you can quickly recognize the same steps are required in DVDit 6 by Sonic.

CAPTURE

This refers to activities related to bringing in still pictures and movie files from sources such as disks, cameras connected directly to your computer, and existing media, as would be the case in selecting and saving a single frame from a movie file. Capturing is also a term used to refer in the recording of sound, from audio CDs or through a microphone, as well as moving images via a video camera connected directly to your computer.

PROJECT

A project contains the arrangement and timing information of audio and video clips (source files), video transitions, video effects, and titles you have added to the storyboard/timeline.

SOURCE FILES

Once movies, still pictures, and sounds are captured, they become the source files of the Project. In most programs they appear as thumbnails. These thumbnail images are only a representation of the actual physical location of that file in your computer.

STORYBOARD

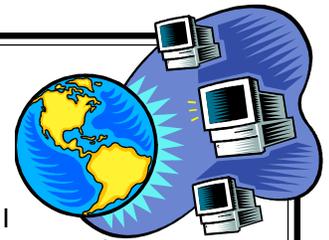
The storyboard is used to look at the sequence or ordering of the clips in your project and easily rearrange them, if necessary. This view also lets you see any video effects or video transitions that have been added. You can also preview all of the clips in your current project. Audio clips that you have added to a project are not displayed on the storyboard; however, they are displayed in the timeline.

TRANSITION

The point at which one movie scene ends and another one begins is called a transition.

The Surfboard

by Mary Montague, twinsgranny228@aol.com



I, for one, have really missed Dorothy Kirk's Surfboard column, and I feel certain that others have also. I won't presume to try to fill her shoes, but I would like to offer something along that line that I hope might keep the idea alive, at least. In this first attempt to provide a sampling of websites, I thought that the subject of charities might be interesting, since we have all been bombarded with requests from one charity after another, especially during the recent "giving" season. And I am equally sure that we all wonder from time to time whether the plea for money comes from a legitimate organization or from a source that is at best merely well-meaning but inefficient or at worst a downright fraud. I have left off the <http://www> designation, because that can be taken for granted, and at least in my case is supplied by my computer when I type in the name of the website.

give.org

This site brings you the BBB Wise Giving Alliance, a reporting agency which collects and dispenses information on approximately 500 charities. This organization also rates them on a number of criteria including percentages of their income allocated to administration, fund raising, actual expenditures, etc. Select the charity you are interested in for facts and evaluations, and you will find an abundance of information including ways in which they may not measure up to certain clearly stated standards of accountability. For example, it may point out that the CEO may also be on the Board of Directors, which is apparently not a desirable factor in the opinion of this organization. You will find the name and salary of the CEO (makes me want to start my own charity), where their funds come from, and how they are dispersed. I found this site very helpful and forthright.

activistcash.com

Although not strictly a site about charities, it does cover fund-raising organizations and foundations which purport to promote worthy causes and which are actively soliciting your donations. This site, a project of the Center for Consumer Freedom, in their words, "provides the public with in-depth profiles of anti-consumer activist groups, along with information about their exorbitant funding." It describes their fund-raising and propaganda tactics, including in some cases even threats of violence, and offers information about their backers, including many celebrities that might surprise you. Links include activist groups, foundations, celebrities and key players. Want some hair-curling updates on the Sierra Club or the Humane Society of the United States, check this out. You may also find interesting the numerous instances of how many of the activist organizations have evolved, often starting out with altruistic and commendable goals and morphing into quasi-terrorist groups or having goals far different and managed by far different people (MADD, Sierra Club et. al.). This site makes for provocative reading, if nothing else.

Bits and Pieces

by Rush Blodget; IMB/PCUG of Redding, rblodget@snowcrest.net

CONFIGURING TEXT SO THAT IT CAN BE SEEN ON SCREEN BUT NOT PRINT

You can select all or part of a Microsoft Word document so that the highlighted text can be seen on screen, but won't print. To do this it is necessary to go to the *Format Menu*, click on *Font* and then check the box entitled *Hidden* under *Effects*. The highlighted text will disappear from the screen and will not print if an attempt is made to print it. To bring it back on the screen one must now go to *Options* in the *Tools* menu, and check the box titled *Hidden* in the *Formatting marks* area of the *View* tab. The text will now reappear on the screen, but will not print. I tried this and it does work, however, it leaves a faint series of dots on the screen underlying the hidden words. I have at times found Internet sites that would not print (presumably copyrighted material). The preceding was abstracted from the tips section of *PC Magazine*.



MORE NEW DOMAIN NAMES

At a recent world summit meeting the U.S. again won the right to assign domain-name extensions. This task will remain in the hands of the Internet Corporation for Assigned Names and Numbers – known as *Icann*. In 2000 *biz* and *info* were added. Since then several more were added including *jobs* and *travel*. The extension *post* is awaiting approval. Not yet having seen these extensions I searched for them with Google (using www.*.the extension) and found that they do exist. This information appeared in the *Wall Street Journal* for November 17, 2005.

Put Your Computer To Work By Using The Evaluations/Review Program!



Don't forget to check out the Evaluations Program offered by this organization! If there is an application you would like to have, put your request in to Jane Quinn and she will contact the company/vendor to see if the product is available for review. If it is, she will order it for you.

This could be a new program to you, or it could be the newest version of a program you already know.

When it comes in, Jane will let you know, and you will have at least three months to install the program, learn to use its most prominent features, then write a review that will be published in this newsletter and sent to the company to complete their requirements.

Evaluations Person, Jane Quinn
qjquinn@charter.net

Windows Recovery or Restore Disks: Problems and Alternatives

by Vic Laurie, Princeton PCUG, New Jersey, victor@vlaur.com

Once upon a time you received a copy of a full Windows installation disk when you bought a computer. This allowed you to reinstall individual system files or Windows components if anything went wrong. But no longer. These days the best you can hope for from many vendors is a so-called "recovery" or "restore" disk". And many major vendors do not even provide that much. Instead they put stuff on a hidden partition on the hard drive. This is all the backup that you get, and if the hard drive crashes, the hidden partition goes too. Then you have no way of reinstalling Windows on a replacement hard drive without getting a disk from the original PC vendor. From what I read on the Web, this last process can take some time and effort, if you succeed at all. If you are out of the warrantee period, you may be completely out of luck.

Some vendors may provide a Windows disk when you buy a PC if they are prodded hard enough. However, there may be some kind of "handling and shipping" fee. Note that, if you do finally get a disk, it will probably be an OEM (original equipment manufacturer) version and may lack some features of a full-fledged version. Also OEM versions of Windows are often not eligible for upgrades.

The failure to provide an actual Windows installation disk with new computers is convenient for Microsoft and the computer vendors but can be a real problem for the PC user. There are many problems that can be fixed by copying a single system file or reinstalling small portions of the Windows operating system. Without an installation disk, PC users need to have some other source for these files. If you put a recovery disk into your CD drive, it will want to reformat your hard drive and reinstall an image of your computer that is a replica of the way your system was on the day you bought it. Any changes that you have made will be wiped out. All those programs you installed, all those Microsoft patches, XP SP2, all of it will be gone. The same thing applies when you restore from one of those hidden partitions.

Therefore, an alternative is needed. At the very least, a source of files for adding and removing Windows components and restoring corrupted files should be available. Sometimes the vendor will have put the Windows installation files in the root of your hard drive or in the Windows folder. In Windows XP look for a folder named "I386" (without the quotes). If you do have one of these folders, burn a copy to a CD for backup. This CD will not have all the functions of an installation CD since it will not auto-run nor will it boot. However, reinstallation can be initiated by clicking the file Winnt32.exe (assuming that you can get your system to boot). If you have a FAT32 disk and can use DOS, Winnt.exe is the appropriate file to access from a DOS boot disk.

A problem is that you will have a disk that lacks any of the multitudes of patches and updates that will have come out since you bought your computer. Therefore, you need to "slipstream" with the XP SP2 update. Slipstreaming is a way of merging updates with the original files so that everything is updated. This is not a quick job but it is worth doing. An excellent detailed step-by-step procedure is given at the Elder Geek site. If you can borrow a Windows XP installation disk (almost any version will do) you can extract the image that is needed to make the CD bootable and add that to the disk. Details for using common CD burning software to do all this is given at the reference cited above.

One more problem can be getting the Windows XP product key for your system. It may be pasted or written somewhere in the documentation that came with your computer. Be sure to make a permanent record of it. If you cannot find the product key, there are several free applications that will retrieve it from your system. One is ViewKeyXp and is available here. Another is Keyfinder, which is available here. Also, system information applications like Belarc Adviser can reveal the key.

At the end, you will still have something that provides backup only for the Windows operating system. Since I want to be able

The Gift List

As door prize coordinator, I wish to thank the following folks for taking an afternoon to help me wrap the forty-some gifts you see laid out on the table below.

Bernice Bennett, Joy Garcia, Margaret Martinovich, Marge Stewart, Margot Letendre, Tony Church. More folks volunteered than we were able to put to work. I want to thank you all, and I appreciate your thoughtfulness.

Judi Ball



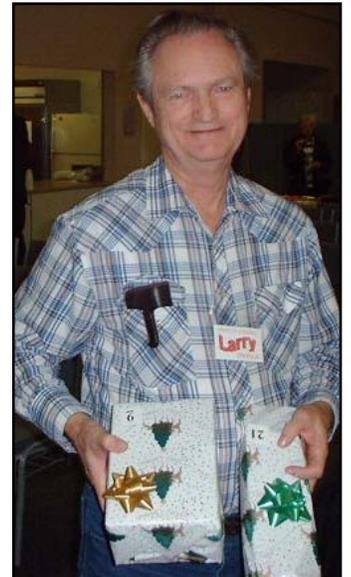
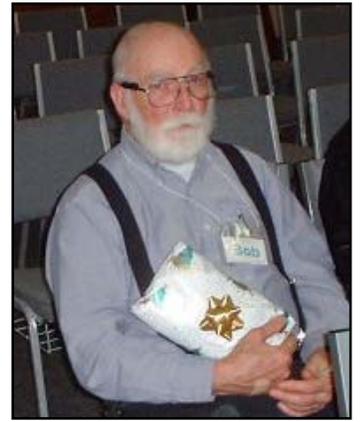
THE GIFT LIST INCLUDED:

- 5 (10-Pk) DVDs & Cases
- 3 Belkin Surge Protectors
- 2 Cordless Phones
- 2 Air Dusters
- 1 Mug & Coffee Warmer
- 1 Box Cherry Cordials
- 2 Book Lamps
- 1 Disk Cleaner, battery powered
- 1 Retractable USB Cord
- 3 CD Wallets
- 5 T-Shirts
- 10 10-pks Slim Jewel Cases
- 5 5-pack Slim Jewel Cases
- 1 Greeting Card Factory Program
- 1 Ocean Aquarium Screen Saver
- 2 Paper Reams

to restore everything, including software that I have installed, I prefer to spend a few dollars and use disk imaging software. It makes keeping up-to-date backups on CDs or other external media very easy. Norton Ghost, BootIt Next Generation or Acronis True Image are all reasonable choices.

The Editorial Committee of the Association of Personal Computer User Groups (APCUG), an international organization of which this group is a member, brings this article to you.

Our Christmas Party Continued



Tips for Locating Misplaced Files

by Dave Gerber, APCUG Advisor, Region 5; Dave's Bits & Bytes, A Periodic Newsletter for the Members of the Sarasota PC User Group and the World! director, Sarasota PCUG, Florida (dave_bytes@comcast.net), www.spcug.org/http://davebytes.com/

Losing files on your PC is a lot like misplacing your car keys in a cluttered apartment. You know the things you're looking for are close by, but actually finding and using them can be a challenge.

Unlike your apartment, though, Windows has a helpful feature that can locate wayward items and save you a good deal of frustration. In Windows 95/98 (Win9x), this feature is called Find. In Windows XP and Windows Me, it's called Search. There are also third-party programs that can ensure that you never have to endure the loss of an important file again.

In this article, we'll show you one of the more popular ways to find lost files and some techniques to keep you from losing files in the future. We'll start by covering the Find feature in Win9x. The WinMe and WinXP version of this feature is significantly different and warrants a separate explanation. Note, however, that many of the tips included in the Win9x section apply to later versions, so don't skip ahead.

FIND IT IN WINDOWS 95 & 98

There are two fast ways to access the Find feature in Win9x. One method is to click Start, point to Find, and click Files or Folders. Shortcut keys also work for this feature; press Windows-F to display the search program instantly. If you're certain a file is in a specific folder, don't use the Find feature from the Start menu; a faster way is to press the F3 key in Win9x (or CTRL-F in WinMe) when you're already at the right folder window or have the folder displayed in Windows Explorer. This will display the search window already set to search the current folder.

Whatever technique you use to launch the Find utility, you end up with a dialog box named Find All Files. It has five menu options: File, Edit, View, Options, and Help. The Name & Location tab is the most commonly used area of the Find command, as it includes the Named and Look In text boxes. Win98 also has a Containing Text text box listed here. (In Win95 this option is on the Advanced tab.) If you know the name of the file you want to locate, just type it in the Named text box, make sure the Look In path is directed at the correct drive location, and

click Find Now. You'll know the search has started because the magnifying glass icon begins to move in circles. When the search is complete, matches appear in the results window. This window shows all relevant information about the file, such as file name, type, size, location, and date modified. Remember that you don't have to let a search complete its examination; click the Stop button to bring things to an immediate halt. This is especially useful when you accidentally start a search over a gargantuan hard drive that takes several minutes to inspect. There are many variables that can help you narrow your searches and save time. If you're fairly certain of the folder in which a file is hiding, click Browse on the Name & Location tab and specify the correct folder. On the other hand, you might not have a clue as to which folder to look in; in that case click the Include Subfolders checkbox to investigate a folder hierarchy from top to bottom. In all Windows versions, there are some other options that let you control the search. The Date and Advanced tabs in Win9x let you find files by type and size. The Containing Text text box lets you constrain results to those with specific phrases in them. In Win9x an Include Subfolders option lets you widen your search. (In WinMe click Advanced Options, which lets you Search Subfolders or look for file names using the Case Sensitive option.)

Search Windows Me & Windows XP
WinMe and WinXP have their own version of the Find command, called Search. To get started click Start, point to Search and click For Files Or Folders, or press Windows-F. You will see a Search Results dialog box that's laid out like a Web browser, complete with Back and Forward buttons.

In WinMe type the name of the file you need in the Search For Files or Folders Named text box. The Containing Text option is listed just below, as are the various search options, such as Date, Type, Size, and Advanced Options, all of which work similarly to Win9x.

In WinXP you will need to select the type of file you are looking for before you can begin a search. We recommend

selecting the All Files And Folders option because it will search your entire hard drive for the file. If that takes too long, the other options, such as Pictures, Music, or Video, will narrow the search parameters and likely make the search more efficient.

Once you've outlined the parameters of your search, click Search Now or Search. After Windows completes a search, you can press F3 or CTRL-F to alternately shrink and enlarge the Search Results window, providing more (or less) information about selected files on the left side of the screen.

Both operating systems have useful extras on the left side the Search Results window, including image file preview. In the past when you wanted to know what was in a mysterious graphics file (usually with a file name extension such as .JPG, .BMP, or .TIF), you had to open the file with a separate program, which takes time. With WinXP and WinMe, you can use the Preview function instead. Just click the file, and a tiny version of the image appears in the Search Results area. To see thumbnails in WinXP, from the View menu, click Thumbnails to make image thumbnails appear.

If it takes too much time to complete searches, you may want to streamline the search process in WinXP by using the Indexing Service feature. With this feature, your computer will maintain an up-to-date list of the files on your hard drive, which makes subsequent filename searches much faster.

To use the Indexing Service, in the Search Results window, click Change Preferences in the left pane. Click With Indexing Service and then click the Yes, Enable Indexing Service radio button. Click OK, and your PC will run the service when the computer is sitting idle.

Find files with dates. If you don't find your files with an initial search or WinXP index searches, you might want to search for files by date. In Win9x from the Start menu, point to Find and then click Files Or Folders. In the Named Or text box, type *.xls (or *.doc, or whatever file type you most often use). Click the Date Or

Continued on Page 9, Column 1

MISPLACED FILES

From Page 8

Date Modified tab and click Find All Files Created Or Modified. Click the During The Previous option and then adjust the number of days you'd like this search to work for. (A week is probably a good starting point.)

You can do this in WinMe by clicking the Date checkbox. Select Files Modified, Files Created, or Files Last Accessed from the drop-down menu. Then click the In The Last option, followed by the number of days you want the search to cover.

In WinXP after you click All Files And Folders, you can enter part of the file name and then click When Was It Modified? to narrow your search to a range of dates. You can also use What Size Is It? and More Advanced Options to make searches more specific; you can even include hidden files in the search if you prefer. After you set the parameters in your OS, run the search by clicking Find Now, Search Now, or Search.

Windows Me's Search feature works like the Find option in previous Windows versions but has some extra power under the hood.

SAVING A SEARCH

Once your PC completes its file hunt, you may want to save your search settings to reduce the amount of data entry you have to complete for your next complex search. After a search ends, from the File menu, click Save Search. This saves a shortcut on the Windows Desktop or a folder of your choice with a name that refers to the search. When you want to do a speedy search for commonly accessed documents, just double-click the shortcut and the search parameters will load automatically.

Win9x will also let you keep the results of searches, plus the parameters that created those results. From the Options menu, click Save Results. To create a shortcut to these results, click Save Search from the File menu.

More search options. More archaic computer skills also sometimes come in handy for searches, the best example of which is the use of older DOS commands to aid your search. The easiest to use is probably the asterisk symbol. It acts like a wildcard, standing in for at least one character in the name

of the file or folder you want. For instance, if you know you want to find a file that ends in .INF but aren't sure what the first part of the file name is, you'd type *.INF, which instructs the search utility to display every file ending in .INF.

The question mark is also useful; unlike the asterisk, it replaces only one character in a name. For example, entering Sysfile?.DOC would find every file with one character following the Sysfile name that ends with .DOC. The search variable can also be used together in flexible combinations. For example, enter *dos?.* to locate file names with any filename extension and that start with any number of characters, following by "dos," and then any single character.

Searching by file type is another useful parameter. Select this option, and you'll see dozens of file types from which to choose. The best thing about this option is that file types aren't displayed with cryptic extensions. Instead, there's a short description of the type (an AOL email, for instance).

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Most of the equipment you already have includes the Soundboard and a Cassette player. Next, of course, things needed are a recording program, such as Musicmatch Jukebox, and a cable to connect your cassette player with your computer. This basic Jukebox software is available free at, www.musicmatch.com (go to JUKEBOX tab and click on Free Jukebox download, it is over 24 MB in size). The cable is made up of 1/8" Phone Plugs (RS 274-284c) and a three wire shielded cable. This cable can be purchased or made on your own. (Some of the older cassette players will use a larger 1/4" Phone plug.)

Now we are ready to set up your computer and programs. Connect your cable between the Output (might be labeled Headset) of your Cassette Player and the Line in of your computer Sound board.

Do a right click on your Speaker icon located on the right hand side of the task bar. Select (or left click) Adjust Audio Properties, click on Audio. Under Sound Recording click on Volume. Select Line in and set the input level at approximately 20%, this may have to be changed later, so you can leave this on the screen if you wish.

Next activate Musicmatch Jukebox, then go to Options/Recorder/Settings. Set Recording Format to WAV, Recording Source to LINE IN. Now click on Advance, set Fadeout to 1, and under End of Record Notifications uncheck Play sound & Eject CD. Click Okay.

On the bottom left click the red Record button. Another window appears with a number one on the right. You can click on here and change the name now or do it later. If you are going to record the complete side of the cassette under one file then name it now, otherwise if you are going to record one track (or song) at a time then you can change the name later.

Now play your cassette to check out the input level for no distortion listening to it on your computer speakers. If it is too loud and there is distortion then reduce the input level or the volume out of the player. Rewind the cassette.

We are ready to roll. Start your player and press the Record button on the lower left window. When the song is over press the Stop button, then press Record again because the next song will start within a second or two. Then press Stop, continue this until each song is recorded from the cassette.

Now we have them in the computer, let's name each one, but keep the names short. Use Windows Explorer and go to My Documents/My Music/ Artist/Album. Here you will find your recordings and you can rename them by doing a right click on each one. After you are finished, exit, go to your CD recording program, such as EZ CD Creator or Nero. Now you can grab all of the recordings you made and make an AUDIO CD. (Do not record any

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Ram & Reason: A Virus and Incident Checklist

by Rob Rice, Member of the Computer Club of Oklahoma City

Much has been said about virus and malicious software prevention, but what if all of your precautions fail? So there you are, happily clicking along the Internet when suddenly a popup ad obstructs your view. You start to close it and then another and then another pops up so that in just a few seconds there are so many pop-up ads that you cannot possibly close them all as they just keep coming. So what do you? Delete them as fast as you can in hopes that they will stop? Turn off the computer? Suddenly a program appears from nowhere and informs you that you have been infected with a trojan virus and the program needs to scan your system so that the trojan can be removed. The problem is that you do not remember ever having installed this program. Do you trust it?

There are some industry-accepted procedures for dealing with this type of incident and any virus or trojan infection. Just follow these five simple steps in the following order to minimize damage:

1. Do not turn off your computer unless you are certain that your files are being actively deleted!
2. Disconnect the network cable from your computer and/or turn off your wireless connection.
3. Write down any error messages and the names of any programs or software that was running at the time the infection occurred.
4. Mark the computer "Do Not Use."
5. Run any of your applications that you are certain are yours and that might have opened identifying a virus attack.

Next, run your antivirus, anti-trojan tools.

STEP ONE:

Do not turn off your computer. Not every trojan and virus is the same so this rule will have exceptions, but generally you do not want to turn off the computer unless you can see that the virus is deleting your files. If you think that it can be stopped from deleting your files without turning off the computer, then this is a better option than turning off the computer. The reason is that while turning the computer off will temporarily stop the damage more harm can come when you turn the computer back on. System files can be infected when loading, boot

sectors contaminated, hard drive partitions erased, registries corrupted. For example, on a Windows system every time you make a major system change one of the first things that it wants you to do is reboot, "To allow the changes to take affect." In the case of a virus or trojan, the last thing we want to do is to allow the changes to take affect.

STEP TWO:

Disconnect the network cable from your computer and/or turn off your wireless connection. Trojans are designed to open a door and let other trojans, spyware and viruses in. Physically disconnecting its link to the Internet stops this behavior, prevents your personnel information from going out and prevents other machines from being infected. Many checklists have this action rated number one and for good reasons. I rate it here as step two because step one is simply a quick decision that can have a significant impact on the recovery outcome.

STEP THREE:

Write down any error messages that appear and the names of any programs or software that was running at the time the infection occurred. This is important not only for repairing the system but also for identifying which alerts are real and which ones are bogus. Error messages that contain misspellings and poor grammar are likely bogus and generated by the virus.

STEP FOUR:

Mark the computer "Do Not Use." This is in case you get called away and have to leave the system alone for any length of time.

STEP FIVE:

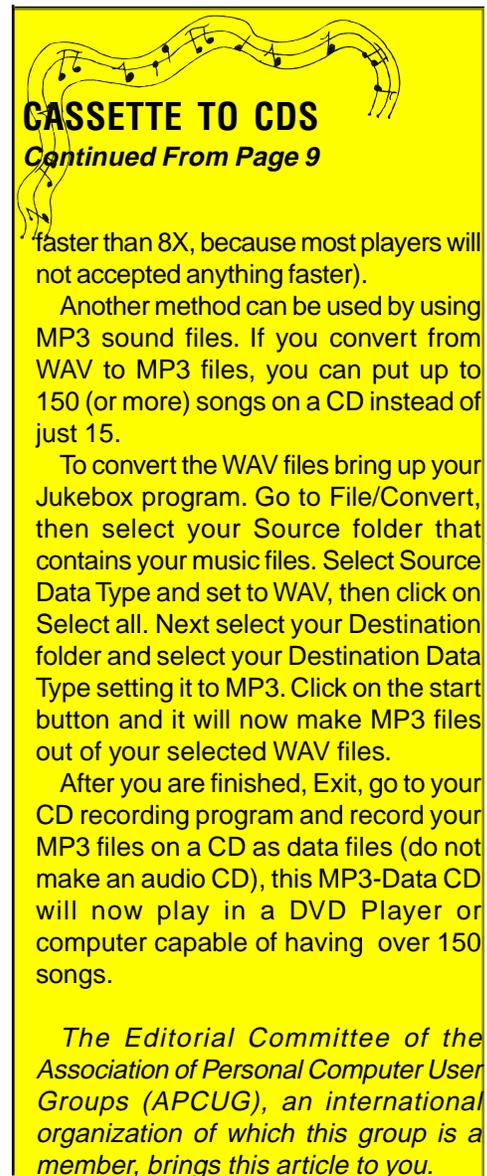
Run any of your applications that you are certain are yours and that might have opened to identify a virus attack. Next, run your antivirus anti-trojan tools.

It's possible that your antivirus or anti-trojan software may have detected the attack and started running a system scan or is prompting you and waiting for instructions. If you are certain that it is your software then let it do what it wants to do and let it clean the system. If you have any doubts as to whether the program is in fact one of your programs then DO NOT RUN THE SOFTWARE!

Some trojans actually install and run a program pretending to be antivirus/antitrojan software and scan your system all the while claiming to be cleaning your computer. In reality it is part of the trojan. Some of these programs look very commercial and very polished so be careful!

Rob Rice is a computer specialist working in Anchorage, Alaska. Rob can be contacted at articles@isp.com.

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CASSETTE TO CDS
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faster than 8X, because most players will not accepted anything faster).

Another method can be used by using MP3 sound files. If you convert from WAV to MP3 files, you can put up to 150 (or more) songs on a CD instead of just 15.

To convert the WAV files bring up your Jukebox program. Go to File/Convert, then select your Source folder that contains your music files. Select Source Data Type and set to WAV, then click on Select all. Next select your Destination folder and select your Destination Data Type setting it to MP3. Click on the start button and it will now make MP3 files out of your selected WAV files.

After you are finished, Exit, go to your CD recording program and record your MP3 files on a CD as data files (do not make an audio CD), this MP3-Data CD will now play in a DVD Player or computer capable of having over 150 songs.

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Not A Renewal Reminder

The Latest On DVDs

by Bob Elgines, Colorado River Computer Club Editor, Lake Havasu, AZ

The DVD world is going crazy. The price range is from \$59 to \$130 well within most of our budgets. DVD blanks are down to 50 cents a piece, almost as cheap as CDs. The top four recorder manufacturers are Plextor, Toshiba, Pacific Digital, and Memorex.

Speed is up to 16X, which is max on the outer part of the disk, but only 8X blanks are readily available.

Dual layer (8.5 GB of data space) is labeled as the latest big deal, but is it really? These disks are hard to manufacture and are very expensive. The most important thing is, what will they play in? Well not much of anything. Most DVD players will not recognize the format and neither will your older recorders. So I don't look for this to do anyone much good even in the future.

What is in the future (next year)? The digital world has still been undecided on DVD-R and DVD+R formats, so most of your recorders will do both. Now we come to the future of introducing two new formats named "HD-DVD" and "Blu-ray." These new formats have been developed to use the new blue-laser, where as, they have been using the red-laser in our present recorders. Red laser single level DVDs have 4.7 GB of capacity where the Blue-laser single layer DVDs will have a capacity of 15 (HD-DVD format) to 25 GB (Blu-ray format) at present.

A HD (High Definition) two hour movie uses about 17.4 GB with out max compression. The compression schemes (MPEG-2, MPEG4, etc.) will be the same

for both, so there will be no big difference in playback quality. Here we go again, new DVD players will be needed and this reminds us of the old video tape war on formats "Beta" and "VHS." Remember VHS won out due to more recording time and lower costs. Will this be true of the two blue-laser formats? Only time will tell.

These Blue-laser recorders and players will be coming out near the end of this year or the start of next year, but I think we are going to have to wait and see if they can decide on a format for the blue-laser.

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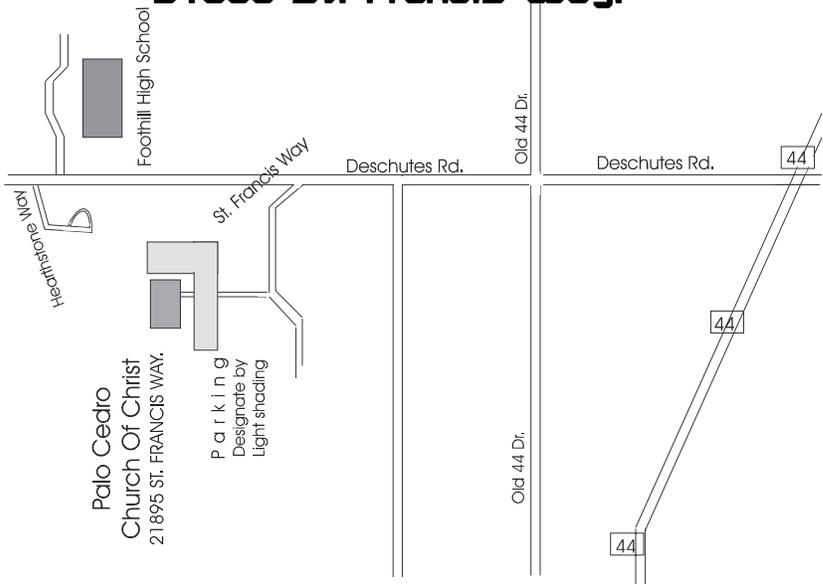
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Jane Quinn 365-0825
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Windows & More SIG



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Jan 4, 11, 18, 25
Feb 1, 8



Bill Ball 275-4632
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DTP & Graphics Art SIG

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See map to left for meeting place.

Judi Ball 275-4632
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