

# MOTHERBOARD

A Publication of the Computer Users Group Of Redding, CA

Volume 2007, Number 07

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

July 2007

## YOUR C.U.G. PRESENTS

Tuesday, July 17, 2007



### Summer Annual Social!

BRING YOUR TASTE FOR TREATS AND DRINKS!



Geek Gift!

Geek Gift!

**Remember!**

## NO MEETING — NO MOTHERBOARD IN AUGUST

*Club Social From Beginning To End In July.*

Refreshments compliments of CUG.

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:

**NO MEETING, NO MOTHERBOARD, IN AUGUST**

Sept 18 Meeting -To Be Announced



### CUG Calendar

#### CUG Board Meeting

1 PM Monday, No Meeting In July  
Next Meeting August 27  
at Jack-In-The-Box, Dana Drive

#### MULTI-MEDIA

10 AM, Saturday, No Meeting In July  
Next Meeting August 18

#### WINDOWS & MORE

11:30 AM, Wednesdays  
and

#### DTP SIG

2 PM, Wednesdays  
July 11, 18, 25, All Wednesdays in Aug &  
Sept. unless changed during classes and  
announced via e-mail.

SEE BACK PAGE FOR MORE SIG INFO

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## Club Information

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

Members volunteering to help members!

### Club Mentors

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

### Board of Officers and Directors

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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 incurred 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.

## CUG Message:

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

Come to the Social and win a Geek Gift. Given only to one lucky Geek with the right number!

Come join the fun! It's on your CUG!

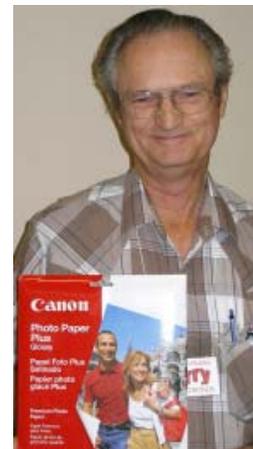
## Congratulations Winners



Debbie Hamman won  
Microsoft Digital Image



Bill Nicol won a  
Lexmark color printer



Larry Owings won  
Glossy Photo Paper ream.

# June Meeting With Frank Tona



Frank Tona  
of Crown Camera,  
N. Market, Redding



Frank Tona giving the members his humorous all!



The smiles, laughter, and interest says it all for this full-house (50 + folks) meeting!

Frank's subject and wit kept the audience on its toes, and brought on plenty of questions. And as usual, Frank had lots of candy for the questions asked.



# Welcome To New Members And Renewals

*Frank & Mary  
Auten  
Toni Church  
Norm & Lynn  
Johanson  
Shirley V. Lee  
Glenn Anderson*

## IBM/PCUG MEMBER WEBSITES

**DAVE & BECKY HEMP**  
[www.c-zone.net/dochemp/](http://www.c-zone.net/dochemp/)

**JACK McAULIFFE**  
Real Estate Broker  
[www.realtyphoto.com](http://www.realtyphoto.com)

**KITTYSTONE PERSIANS**  
Lynn Johanson  
[kittystone.com](http://kittystone.com)

**MEXICAN-TOURS**  
[www.mexican-tours.com](http://www.mexican-tours.com)  
Lyle VanNorman  
[lyle@mexican-tours.com](mailto:lyle@mexican-tours.com)

**QUESTIONED DOCUMENT EXAMINATION**  
Mary Ann Czermak  
[www.documents-examiner.com](http://www.documents-examiner.com)

**REDDING REAL ESTATE**  
Rick Goates  
[www.reddingrealestate.net](http://www.reddingrealestate.net)

**RON COLE JR.**  
[www.houseofspecialtygifts.com](http://www.houseofspecialtygifts.com)

**Publicize Your WebSite  
Here for FREE!**  
*(Members Only Please)*

## The Surfboard

by Mary Montague, [montaguemc@sbcglobal.net](mailto:montaguemc@sbcglobal.net)

### CYBERCRIME

The information highway is something we all depend on in this cyber age, but it is fraught with danger. For all its convenience, there are perils, not the least of which is "highway robbery," my term for what is probably more accurately labeled "cyber-crime." Today in the local paper I noted an article describing one such scheme dealing with government grants. Although this particular story involved a telemarketing swindle, the same sort of things can come to you via your e-mail inbox. In this case, the loss was minimal and consisted of sending \$19.95 for information on how to get government grants for private businesses. What one gets for that outlay is a 600 page PDF document listing various government programs, most of which had nothing to do with private businesses, since the government gives out very rare grants to private enterprise, and then only for those very limited in scope and directly involving public safety or some such. The information in the document is actually free for the asking in this case. There are all too many offers over the internet which promise to provide things for a fee, but which can be obtained without cost by going directly to the source, which is usually the appropriate government agency.

If you think you may have been seduced or are tempted to take advantage of these "offers," consider going to [www.ic3.gov](http://www.ic3.gov), the Internet Complaint Center. In response to the growing problem of cybercrime, this site helps with tips on avoiding scams, schemes, and fraud, and gives instructions on how and where to report these things if you think you may have become a victim or if you see something suspicious. This site is co-sponsored by the FBI and the National White Collar Crime Center. Internet crime schemes include auction fraud, credit card fraud, parcel courier e-mail schemes, identity theft, internet extortion, investment fraud, lotteries, phishing/spoofing and others. No doubt each of us has at one time or another received one or more of the above-mentioned pitches. Is there anyone among us who has not received the "Nigerian" letter, or "419" as it is also called? It must be fairly lucrative for the perpetrators because it doesn't seem to be stopped. This indicates to me that although the more sophisticated among us probably recognize the ear-marks of a scam, enough people are taken in by it to keep it going. I know that I have been targeted numerous times.

This site goes into detail about many situations which might give a person cause to file a complaint. Of course it stands to reason that complaints can only be filed in cases involving actual loss. If you merely suspect fraudulent intent, you should check with one of the urban legend sites such as [Snopes.com](http://Snopes.com) or [Hoaxkill.com](http://Hoaxkill.com).

Another site worth considering is [www.fraud.org](http://www.fraud.org), home of the National Fraud Information Center and Internet Fraud Watch Programs. Here you will find links to tips for avoiding fraud in matters such as bogus credit card offers, charity scams, business opportunities, government grants, telephone cramming, and telemarketing tips from the National Consumer League's national fraud information center on such subjects as Scholarship scams, travel scams, prizes, and sweepstakes. One link which seems to me most important is "Avoiding Identity Theft." Its advice is basically common sense, but, sadly, common sense is not universal in our world. This site provides specific advice and information which might help you protect yourself from disaster. Prevention is the key, as recovering from identity theft can take years and tragic consequences to your credit, and be very costly. Best to avoid it in the first place.

For safeguarding data, check out [www.us-cert.gov](http://www.us-cert.gov). This is part of the Department of Homeland Security to protect the nation's internet infrastructure. US-CERT (acronym for United States Computer Emergency Readiness Team) coordinates defense against and response to cyber attacks across the nation. I suggest the link most of us would need is the one for home users. Here you can browse publications and security documents and learn about the FBI's "Operation Bot Roast," a very interesting article describing how computers can be compromised by infecting them with a virus or other malicious code. A "botnet" is derived from the idea of a robot network. It is enough to scare one out of his wits. But it behooves us to be wary and alert in this cyber world, and not to be too complacent with the "It won't happen to me" attitude. It is comforting, however, to know that there are agencies policing the information highway.



## Bits And Pieces

by Rush Blodget; *IMB/PCUG of Redding, rmaxmisc@charter.net*



### ALPHABETIZE THE FAVORITES

When one clicks on a Favorite it is added at the end of the list. For years I have wished that I could arrange the Favorites in alphabetical order, but didn't know how. I recently found that it was really quite easy to so arrange them. Here is how it is done: Open the Favorites file, right click on any of the Favorites and then click on 'Sort by Name' and they will be instantly arranged in alphabetical order.

### METHOD OF SENDING MULTIPLE E-MAILS WITHOUT HAVING SOME OF THEM DELETED BY THE ISP

To filter out the spammers ISPs today have placed limits on the number

of messages that may be sent daily and/or at one time from a given account. Many ISPs are stated to limit the number of messages to the To:, Cc:, and Bcc: files to 25, 50, or possibly to 100 in these three fields combined. Scott Spanbauer in his column in PC World for July 2007 suggests that this can be easily circumvented by splitting the entries into mailing list groups that are smaller in number than the ISPs ceiling limits.

He also states that Google's free web-based e-mail will let you place up to 500 addresses in the To:, Cc:, and Bcc: fields combined. Yahoo limits a person to 100 addressees with a maxi-

um of 10 in the Bcc: area. Windows Live-Hotmail has a limit of 100 messages per day.

He offers an additional tip regarding blind cc— that it is poor etiquette to expose the addresses of all the recipients of an e-mail to one another. He states that this can be avoided by placing one's own address in the To: field and the remainder of the addresses in the Bcc: field. He states that e-mail servers strip the Bcc messages out before forwarding the message

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## Multi-Media SIG Update

by Jane Quinn

Weekly S.I.G. Group meetings are every Thursday at the Senior Center in Anderson from 1 – 3 pm. Only one meeting this month on July 5. SIG break until October 4. Only members will be able to use the club's laptop to burn their DVD movie projects.

Our next Multi-Media monthly meeting is on August 18, at my home from 10 am to noon. For directions contact me at [gjquinn7427@gmail.com](mailto:gjquinn7427@gmail.com) or phone 365-0825.

This meeting began with a discussion on Frank Tona's presentation, How To Win At A Photo Contest. We are fortunate to have Donna Whitlock in our group, who is an avid photographer and celebrated photography winner at the recent Shasta Fair. This year she won 11 awards for her photos! She generously shared her insight on visually seeing unusual angles for photo shots and what makes an artful photo. This included her story on one of the photos taken in the Vatican City, Italy this year. She rose early on a rainy morning just before dawn and walked alone to St Peter's square. She captured the lights' reflection on the wet cobble stone pavement in the foreground, with the glow of the night lamp posts lighting up St Peter's Basilica . It is an extraordinary photo.

One of the questions asked was "what tool would make it easier to send large files over the internet?" Several members had input to answering this problem. One was to download the Power Toys tool, Image Resizer, from Microsoft's website. Once you download this tool, you must choose to run/install it. Once you do that, this resizing feature is added to the drop-down menu list when you Right Click a picture file (.jpg ). The tool appears as "Resize Pictures" in the menu. Choose a proper image size, in this case one small enough to e-mail, and it creates a copy of the file with a new name. Your original is untouched.

An alternative to the "Image Resizer" tool is a service that works within a Web Browser and doesn't require a download. It's called, "YouSendIt" and is at [yousendit.com](http://yousendit.com). Instead of e-mailing a huge file, you upload it to these services. They then send an e-mail to your intended recipient that merely contains a link or tiny special attachment. Then they click the link or special attachment, the file is downloaded to their computer. It is a free service.

We parted with a discussion on the usefulness of GPS devices for traveling, portable devices versus one affixed to your car. All agreed it is as handy as having your cell phone, if not only saving time from being lost, but in finding useful locations like a gas station or fast food place close at hand.

It was a good topic to begin our summer break with, because many of us are off traveling to family reunions, etc. Our next planned meeting is at our house August 18<sup>th</sup>, then not again until Oct 20<sup>th</sup>. So till next time, have a great summer and take some photos!

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## Remember To Renew Your Smart Computing Magazine

Place new subscription orders or renewal orders for *Smart Computing*, *PC Today*, or *Computer Power User* by using personalized subscription forms, phoning Customer Service at (800) 733-3809, or using our online [User Group Subscription](#) page. Our club is listed as " IBMPC User's Group of Redding, CA For every 5 subscriptions credited to our group we receive one free subscription.

# Take Windows XP To The Next Level With The Free Vista Transformation Pack

by Dave Gerber, Program Chair,  
Sarasota PCUG, FI; Daves Bytes Radio  
Team, [dave\\_gerber@comcast.net](mailto:dave_gerber@comcast.net),  
[www.davebytes.com](http://www.davebytes.com)

If you don't want to shell out the cash for a copy of Windows Vista, Windows Vista Transformation Pack (VTP) is an easy and free way to emulate Vista's look and feel. I've been playing around with it for a couple of hours now, and it makes for a nice change after looking at the same old XP icons and UI.

VTP bundles together many different applications that mimic Vista's UI in different ways to give you transparent windows, a new Start Menu, a Vista Sidebar, and a new Explorer. Overall, your computer should look revitalized after installing VTP. Everything has a bit of Web 2.0 glossy sheen.

Install a Vista wallpaper, and you're basically there. There might be some stability issues if you install VTP, so you'll want to be sure before you install it. The good part is that uninstallation is easy: just go to Add or Remove Programs. Some files are overwritten during the process so keep your setup CD handy if you want to undo all the changes.

If you decide to install VTP, you'll have a lot of control over the installation. Check off the things you want changed like boot screen, process manager, or sounds and leave what you want to stay the same unchecked.

Visit Dave's website at <http://www.davebytes.com> and click on the January 1 link and scroll down to Dave's Cool Downloads.

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# Thinking About Disaster

by Dick Maybach, Brookdale Computer User Group, New Jersey, <http://www.bcug.com/>, [N2nd\(at\)att.net](mailto:N2nd(at)att.net)

Here, we aren't discussing PC problems such as disk crashes, but real life disasters, such as those represented by the four horsemen of the apocalypse: pestilence, war, famine, and death. There's not much we can do about these, but careful preparations will lessen the consequences. While it's not pleasant to contemplate woes, and you certainly don't want to become obsessed, some constructive worrying today could save you or your family much trouble later.

PCs have become indispensable tools for many of us. The conscientious user backs up regularly, probably to an external drive sitting beside the PC. However, if you experience a fire, flood, or theft, both your PC and its backup data will probably disappear together. If a theft occurred, not only have you lost your data, but somebody else has it. You'll need to cancel your credit cards and close bank accounts immediately, but you no longer have the information you need to do this. Thus, there are two problems: replacing the lost data and stopping somebody else from misusing it.

The best solution to the first problem is to keep a backup of your critical data in a safe place, such as bank deposit box. Many banks offer free boxes to their customers, but you could also keep the information at work or with a friend. It will be most convenient to restore this critical data to your (presumably new) PC if the backup takes the form of diskettes or CD-ROMs. If your deposit box is too small or too full to hold a 5 ¼ inch disc, use a 3 1/8 inch CD-ROM (holding about 200 Mbytes) or a USB thumb drive. The saved data will include, for example, your passwords, contact names and addresses, financial data, and family photos.

For the second problem, keep a paper copy of your credit card and bank account numbers as well as contact information for your financial institutions. You will want this data immediately, and it will take a little time to find a PC and print out the contents of a disc.

You've now taken care of disasters that happen to your home, but what if something happens to you? What information will your family need if you

are not available or incapacitated? Certainly, this includes the user names and passwords for your computer and PDA. They will need the URLs, user names, and passwords of any sites you use for financial transactions, such as credit cards, banks, merchants that are authorized to charge your credit cards or make withdrawals from your bank account, employers, and retirement organizations. They will also need the passwords for any data you have encrypted, such as Quicken files or password storage programs. Finally, they will need your social security number, birth certificate, and life and health insurance policy information. You should have a paper copy of this information and tell your family where it is.

What do you do if a relative dies and you must obtain access to their PC and allow their family to carry on with their financial duties? If there is a BIOS password on a desktop PC, you must open the system unit. Most motherboards have a connector into which you can insert a jumper to restore the BIOS factory defaults and remove any passwords. Laptops have similar provisions, but you will have to contact the manufacturer to find what it is. Once the BIOS password is removed you can boot the machine, at which point you may find it has a Windows password. The safest procedure is to obtain a Linux "live CD-ROM," such as Knoppix. With this you can boot Linux directly from the CD-ROM, which will let you read and copy, but not necessarily write, Windows files. Once you have copied all the critical files from the PC, you can reset the Windows password using one of the password-cracking programs that are available on the Internet. IMPORTANT EXCEPTION — Windows 2000 and XP Pro allows files and folders to be encrypted. If this has been done, resetting the Windows password will render these permanently unreadable. Fortunately, few users use this feature. There are also PDA password cracking programs, but those I've found work only

*Continued on Page 7*

# Shasta Technology Fair!

by Belva Sullivent, President of CUG Of Redding, belvas@charter.net

The Shasta Technology Fair, Wednesday, May 30, was largely the creation of Jim Ballard. Jim spoke at our May general meeting, about being involved with fixing and recycling old computer components to shut-ins, etc.. His past and present affiliation with Microsoft actually launched this Technology Fair in our area.

The Shasta Technology Association provided the organization and management to pull it all together. And they did a great job of it. The celebrated "Microsoft Across America" truck was there. As were many local companies such as Clearwire Wireless Broadband, and Shasta.com. Some were displaying trendy things like motorized electric bikes, computer gadgets, and software. There were also demonstrations by Hewlett-Packard, Intel, and Microsoft. The public had opportunities to ask questions of ISP providers, the Microsoft team, the Geek Squad (second picture below), and many other interesting booths. It was a great exchange of ideas, answers to questions, and bargain prices for computer gadgets and hardware.

Besides being a great event for the average computer enthusiast, it was particularly exciting for our organization to enjoy such a public computer event for the first time in years. Next year it will be advertised at the meeting and well in advance in the *Motherboard* so more of us can plan to attend. Perhaps we will even have a booth to promote our organization. This year's fair tuned out to be very interesting, as well as profitable for some of our own members who won fantastic software prizes just for appearing. Among the prizes were MS Streets & Trips, a full Vista Premium package, a full Business Vista package, plus other great software packages. Our group did quite well, considering there were T-shirts aplenty and other such prizes won by folks not in our group! Pure luck, and pure fun!

Some of our attending club members were Toni Church, Bernice Bennett, Anna Lee Horton, Jane Quinn, Chuck & Jennie Wall, Phil Graham, Dick Marx, Margot Letendre, Bob Mitchell & Jane, Bruce Roth, Darold Wright, Jim Ballard, Fred Skill, and Ken Downs, as well as myself.

Thank you Jim Ballard for creating this event and becoming a member of our club.



Some of those attending from CUG are pictured above;

Jim Ballard, Bernice Bennett, Toni (Marie) Church, Darold Wright, Margot Letendre, Bruce Roth and Jane Quinn

## ABOUT DISASTER

From Page 6

on the PC desktop program that backs up the PDA; I've not seen one for the PDA itself. If there are encrypted Quicken files, Intuit promises to remove the passwords for \$10 per file; see their Web site for more information. If you are more adventuresome, Quicken pass-word-cracking programs available on the Internet.

If the relative uses on-line banking, contact the bank to obtain a new password and change the ownership of the account. Monitor the account carefully for automatic transfers, both deposits and withdrawals. You probably want to stop these. Also contact all credit- and debit-card vendors to close the accounts, and notify employers and,

if appropriate, Social Security of the change. Open and read carefully all letters; some bills and checks appear to be junk mail. Finally, be alert for scams; for instance, you might receive unordered merchandise or claims of debts.

Having to deal with these issues is especially difficult in times of stress, and preparing the information before they arise is a much better approach.

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## CUG Making A Difference



Two of our members, Karl Moore and Larry Owings, belong to the Shasta Scale Modelers organization and they are running a campaign for the Make A Wish Foundation. Their goal is to raise a clear \$1,000 by the 27th of October.

For one-time only our CUG decided to

Continued on Page 10, Column 3

# Internet Services – E-Mail And The Web

by Hilton Kaufman, a member of the Chicago Computer Society, Illinois, [www.ccs.org](http://www.ccs.org), [hmkaufman\(at\)earthlink.net](mailto:hmkaufman(at)earthlink.net)

*(This is the fourth article in a series of articles explaining the Internet. Previous articles provided a general overview of the Internet, explained how the system is hooked together, and provided some idea as to how the messages are routed to the right place.)  
Obtained from APCUG with the author's permission for publication by APCUG member groups.*

The Internet is a network of networks used to transmit messages, which might be web pages. Somehow things arrive at where they are supposed to go. It is the services that go over these networks that make the Internet useful. The two best known services today are e-mail and the World Wide Web.

Different Internet connections work in different ways. If your computer can get to the Internet, it will most likely have a piece of software known as a browser. The browser helps make the connection to the Web and translate a bunch of code into what looks like a web page. It is possible to work without a browser, if you know a bunch of Unix commands and do not want anything fancy.

The best known browser is Internet Explorer. It comes with most PCs today. Macs from Apple come with a browser called Safari. A PC might also come with a browser called Netscape. A computer that I bought a few months ago has both Internet Explorer and Netscape. There are other browsers that you can purchase or download, such as Opera, that are reputed to work better. I find that Internet Explorer works fine for me.

The `http://` of a web address might not have to be typed into the browser and tells the Internet that you want something on the World Wide Web. Letters, such as `htm` at the end of address indicates that the site follows a standard type of coding. Most browsers will assume you want the Web unless you enter something different and automatically insert this coding. It is not necessary to type in some of the stuff at the very end of the address. Usually browsers are not used to get to other Internet services.

The World Wide Web is a way to find and send pages of information. People, businesses, schools, government agencies and others establish their presence and put up sites with whatever they want. Some are reliable and some are pure junk or worse. Many ISPs will allow subscribers to put up personal

web pages, that are usually pretty identifiable as personal pages.

Colleges, universities, and government agencies will usually maintain websites as part of their mission. These tend to be pretty reliable sources of information. Stores and other business are usually advertising what they sell and are good in their way. There are also spoof pages that may look like the real thing or go to places such as porno sites. Much of the information on the Web is advertisement supported. The World Wide Web is a wild place with some good stuff and some horrible things.

There is so much out on the Web that special services known as search engines are used to find information. At one time, there were a number of these engines, each with its own quirks. A few years ago, one called Ask Jeeves was considered pretty good. Now most people use either Google or Yahoo. Microsoft is also pushing one that they have, but it has not yet grown as popular as the others. You type in a word or two and some hits appear. If you are lucky, the first hit gives you what you want. On the other hand, you may get thousands of hits, with none looking very likely.

In addition to the browser, some software also usually resides on a computer to allow for special features of Web sites. These are things such as Flash, QuickTime, and Adobe Reader. They might allow for movements on the page, video clips, stable or locked pages of text and graphics, and similar things.

E-mail is a message system that holds items on a central server until requested. If you want, this server could be in your house, but is usually at an ISP or similar location. A computer being used as a server must remain on constantly. Anything sent to you, is held on this server until you request it. You send messages in the other direction by using someone's e-mail address. Those message will go to the server for that person.

If someone is online, a message might reach the intended party in

seconds. If the person is not online, it can sit on the server indefinitely. A message and response can take under a minute if both parties are available.

One can use a mail reader, or client in Tech-speak, to receive, read, respond to, and send e-mail messages. Usually, a mail reader will accept all messages on the server. Another way to get the messages is go to a special web site and select the ones that are wanted. If you get 30 messages, 20 of them might a type of junk known as spam. You can open the 10 that you want and delete the 20 that you do not without them ever being on your machine. With the web site method, messages can be retrieved from the server from any computer, even in a foreign country.

The most common e-mail reader is probably Outlook Express from Microsoft. It comes with the operating system on a PC or a download of Internet Explorer. I even used it when I had a Mac a couple years ago. There are others that are fancier and do some things that Outlook Express does not do.

Hilton Kaufman serves as the technical support person for the procedures writing unit of an Illinois state agency, where higher level technical support personnel are concerned with the details of Internet connections and services. As such, he uses the software provided to him to create forms, convert documents into PDFs, advise members of his unit as to how to use the available software, and similar tasks. For his home computer, he can go all out and get a powerful machine that allows him to do things like playing games and surf the web without getting in trouble. He has prepared a number of articles aimed at novice users on the basics of standard computer programs.

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by Fran Damratowski, Refurbishing SIG Chair, Chesapeake PC Users Group, MD, [www.chesapeakepcusersgroup.org](http://www.chesapeakepcusersgroup.org)

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Have you ever wondered what the three alphanumeric extension at the end of a file name means. MS-DOS required filenames to be limited to eight characters for the base or root name and three characters for the extension. Windows 95 and above no longer have that limitation. The three or more letters or numbers are a way for the computer user, software, and operating system to differentiate between and identify the program used to create a file (document, spreadsheet, database, etc.). We are all familiar with .exe for an executable file, .txt for a text document, and .pdf for a PDF file. There are many other file extensions. The same file extension may be used for more than one program. There is no standard or organization for creating file extensions.

Here is a sampling of the **B** list of some of the extensions and the file types they represent.

- .b!k:** Flight Simulator scenery file
- .b&w:** Atari Black and White Graphics
- .b1s:** BookSmith
- .b3d:** BDE Multipath Movie Digital Viewer, 3D builder
- .b8:** Piclab raw graphic file
- .bad:** Unknown Apple II file, Oracle BAD file.
- bag:** AOL 6 Organizer, <http://filext.com/detailist.php?extdetail=BAGAOL> instant messenger buddy list, <http://filext.com/detailist.php?extdetail=BAG> Emperor: Battle for Dune Archive, Infinity game engine
- .bak:** backup
- .ban:** Sierra Print Artist banner, Creatacard banner project
- .band:** GarageBand song
- .bar:** Age of Mythology
- .bas:** basic
- .bat:** batch
- .bbm:** <http://filext.com/detailist.php?extdetail=BBMDeluxe> Paint image file
- .bcc:** C++ File/Makefile, Calendar Creator 8 Collection, <http://filext.com/detailist.php?extdetail=BCDTurbo> Pascal DOS file

- .bch:** <http://filext.com/detailist.php?extdetail=BCHdBASE> application generator batch process object
- .bck:** backup
- .bckp:** Ad-Aware quarantine file
- .bcm:** <http://filext.com/detailist.php?extdetail=BCMCompaq> Easy Access keyboard driver, Works communications file
- .bco:** <http://filext.com/detailist.php?extdetail=BCOBitstream> Fontware
- .bdc:** West Point Bridge Designer
- .bex:** British National Bibliography file
- .bez:** <http://filext.com/detailist.php?extdetail=BEZBitstream> fontware
- .bfn:** <http://filext.com/detailist.php?extdetail=BFNBrother> Embroidery software font
- .bg:** <http://filext.com/detailist.php?extdetail=BGLotus> agenda file
- .bgb:** <http://filext.com/detailist.php?extdetail=BGBChat> background graphic
- .bib:** bibliography
- .bhf:** <http://filext.com/detailist.php?extdetail=BHFpcAnywhere> host file
- .bif:** <http://filext.com/detailist.php?extdetail=BIFGroupWise> initialization file, <http://filext.com/detailist.php?extdetail=BIFbinary> information file
- .bin:** binary file; macbinary
- .biz:** Creatacard Business CardpProject, <http://filext.com/detailist.php?extdetail=BIZPrintMaster> Gold Document
- .bks:** Windows 2000 scheduled backup script, Works spread-sheet backup
- .blb:** DreamWorks resource archive
- .bmf:** <http://filext.com/detailist.php?extdetail=BMFCorel> Flow Image File
- .bmK:** Help Bookmark
- .bmp:** bitmap (bit-mapped graphics)
- .bmp24:** <http://filext.com/detailist.php?extdetail=BMP24bitmap> graphic
- .bnk:** <http://filext.com/detailist.php?extdetail=BNKSimCity> game file

- .boo:** book
- .borland:** <http://filext.com/detailist.php?extdetail=BORLANDC> Makefile
- .brx:** browse index ound on multi-media CD-ROMs.
- .bsn:** MIDI File
- .btm:** 4NT batch file
- .bw:** black and white image file

If your file extensions are hidden see the March issue of *The Printer* for instructions related to making them visible.

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## Vendor Relations News And Lending Library Update Information

by Jane Quinn

This month we received a User's Group Presentation in A Box kit from Mindshare of Microsoft. The software contents are always a welcome surprise. And in this case a bonus to member Judi Ball who was in the queue with her software request of MS Publisher 2007. The Vendor Relations' program is a great feature of this club. Currently member Bob Rice has a review due for MS Exprssion WEB. You can see a list of vendors who sponsor User's Groups at <http://www.apcug.net/vendorsponsor.htm>. Also in the kit box were two great manuals from the *Step-By-Step* book series which were added to the Lending Library. One is on Vista and the other is MS Office Word 2007. Contact Jane Quinn if you're interested in borrowing any of these books or joining the Vendor Relations' program.

Subscription forms can be obtained by, phoning Customer Service at (800) 733-3809, or using our online [User Group Subscription](#) page. Our club is listed as IBMPC Users Group of Redding, CA.

For every 5 subscriptions credited to our group we receive one free subscription!

# XP Disk Maintenance Tools

by Dick Maybach, Member of the Brookdale Computer User Group, New Jersey, <http://www.bcug.com/>, N2nd(at)att.net

Windows disk operations have improved greatly over the years to the extent that we seldom have problems with XP. However, XP does include tools to inform you about your disks, to improve their operation, and, if needed, to repair the data on them.

For general information on your drives, use the *Disk Management* tool – right-click on *My Computer*, select *Manage*; and select *Disk Management* (under *Storage*). You will see a table showing the properties of all your partitions as well as a graphical summary. Select a volume in the table or on the graphic, click on the *Action* menu item, and then click on *All Tasks* to see a list of the actions you can perform. Be careful, as some of these are drastic and irreversible, e.g., format and delete the volume.

If you suspect that a hard disk is corrupted, double-click on *My Computer*, right-click on the desired drive, select *Properties*, select the *Tools* tab, click the *Check Now...* button in the Error-checking section, and click the *Start* button. This will run an updated version of the old *chkdsk*. Don't select either of the options. If you do find problems, run the program again, but before you click *Start*, select *Automatically fix file system errors*. You may have to reboot for the operation to complete. Also, be aware that this may result in the loss of some files. If there are still errors, run the program again, but select both options. (You can also run this program from the command line; type "*chkdsk /?*" in a Command Prompt window to see the options. I prefer the command-line version, because it's more informative.)

With time, Windows collects many unneeded temporary files. To clean these up, double-click on *My Computer*, right click on the desired disk, select *Properties*, and click the *Disk Cleanup* button under the *General* tab. Windows will take a few minutes to analyze your disk, and then will display a list of actions and how much space each will recover. You can single-click on each name to see its description. I select everything except the last two (*Compress old files* and *Catalog files for the Content Indexer*).

Clicking the *More Options* tab shows other ways to recover space by removing Windows components, removing installed programs, or deleting old system restore points. Under the *General* tab, you will see two check boxes, *Compress drive to save space* and *Allow Indexing Service to index this drive for fast file searching*. By default, the first is not checked and the second is; don't change these. Large disks are very cheap, and if you are running low on space, a much better solution is to install a second disk and keep your user data on it. Compression adds complexity, and I've seen it cause serious problems.

With use, a disk gradually becomes fragmented. That is; long files are broken into parts and scattered over the disk. You can correct much (but usually not all) of this with XP's disk defragmenter. Double-click on *My Computer*, right-click on the desired drive; select *Properties*; select the *Tools* tab; click on the *Defragment now...* button in the *Defragmentation* area; and click the *Analyze* button. Usually, you will be told that there is no need to defragment the volume. If so, take the advice. If you do decide to defragment the disk, bear in mind that there is a small risk of destroying its contents, since many files will be deleted and rewritten – a power failure could be catastrophic. Before you defrag a disk, run *chkdsk* or, even better, back it up.

A little-known command-line utility is *fsutil*. To run this first open a *Command Prompt* window (found in the *Accessories* group), then type "*fsutil*" to produce a list of *fsutil* commands. Usually, you will have to stack up several *fsutil* commands to do anything useful. For example, typing "*fsutil dirty query c:*" will show you whether you need to run *chkdsk* on C:. It can be worthwhile to explore the other features this command, being careful of course that you don't make any changes to your file system.

The *recover* command will make undamaged portions of a damaged file readable. For example, to recover the damaged file *c:\n2nd\junk*, open a

Command Prompt window and type "*recover c:\n2nd\junk.*" Like most command-line programs, you should be careful when using *recover*.

A very powerful command-line program is *debug*, but you can do a lot of damage with it if you are not an expert; I recommend that you avoid it. If you are curious, type "*debug /?*" in a Command Prompt window to find out more about what it can do.

The NTFS file system is superior to the older FAT32 one. If you are still using FAT32, seriously consider converting it to the NTFS format. For example, to convert your C: drive to NTFS, open a Command Prompt window and type "*convert c: /fs:ntfs.*" There are two caveats: (1) the conversion is not reversible unless you buy third-party software, and (2) if you dual-boot both XP and an earlier version Windows on the same PC, the old version can't read NTFS volumes.

*There is no restriction against any non-profit group using this article as long as it is kept in context with proper credit given the author. 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.*

## CUG MAKING A DIFFERENCE

*From Page 7*

*contribute to another non-profit organization to help them meet their goal.*

*President Belva Sullivent presented the \$25 check to Karl and Larry during our June Board Meeting.*

*The guys told us that the Shasta Scale Modelers are half-way to their goal now. By the time the club presents the Halloween Havoc event, they should be able to meet their goal. It was nice for CUG to take part in this campaign, and we hope their efforts help them surpass the goal.*

*Vice President Larry Owings can explain what the Halloween Havoc is and when and how the proceeds will be given to the Make A Wish Foundation.*  
*owingsreddng@aol.com*



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Also, if you have or know of a local business that would like to advertise in the Motherboard, please give them the editor's phone number for the details of becoming a Contributor.

Editor, Judi Ball 275-4632  
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