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NEXT MEETING
WEDNESDAY
4th MAY 2005
Beginners 7 PM
General Meeting 8 PM
(Topic to be Advised)

Newstream Articles

Deadline : 10 Days before Meeting

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NEWSTREAM

Launceston Computer Group
SOFTWARE LIBRARY
Dated 1st May 2005

DISK 1000 - Your Library on Disk

Have you received your copy of Disk 1000? The disk holds a complete listing of programs available in our PC shareware library. This disk is free of charge to all new members. (will be available on CD soon!)

DISK COPY PRICES - CLUB MEMBERS \$1.00 per disk

Disk Prices - Box of 25 = \$12.00 Members Only

CD Prices - Box of 10 = \$10.00 Members Only

Julie Hjort, Shareware Librarian

AVAILABILITY OF LIBRARY

The Shareware Library is available in-between meetings from the following person. Please telephone first to arrange a suitable time.

The library is also available at the venue - Studioworks most Wednesdays 9am to 3pm.

Email: opencomputingtas@hotmail.com

LAUNCESTON

Julie Hjort Phone 6344 5686

Flat 2, 115 Penquite Road, Newstead

Email: ihjort@intas.net.au

Monthly Workshops

Graphics – Advanced

Paint Shop Pro 7

Next class

Wednesday May 18th

1pm – 3.30 pm

\$4.00 fee - Numbers limited to 8 please register on noticeboard or call **OPEN** on 0413 698.610

OPEN NEWSLETTER – MAY 2005

Family History Online

Next Classes

Wednesday May 11th

1 pm to 3.30 pm

Wednesday May 25th

9 am to 12 noon

\$4.00 fee Numbers limited to 8 people

Please register on noticeboard

*** **Adobe Photoshop** ***

Wednesday May 11th

10 am to 12 noon

Join instructor Mark Greenhill for the next lesson in how to enhance photos with this popular program.

Graphics – Level 1

Due to low attendances the Level 1 Paint Shop Pro classes have been cancelled for the time being.

Judy and Wayne will be conducting a series of special interest classes starting with

“How to Use a Scanner” on

Wed. May 18 (10 am to 12 noon) Bring your own photos to scan

VENUE TELEPHONE NUMBER

Mobile Phone Number is now available to all those wishing to contact OPEN during working hours. The number is

0413 698 610

OPEN Session Times

All sessions are held at the venue at Studioworks, 1 Pipeworks Rd, L'ton

Standard Sessions (All sessions \$4.00)

Monday	10 am -12	E-Learn & Beginners
Monday	1pm – 3pm	Basics & Beyond
Tuesday	10am – 12	PC & Mac Support for Beginners
Tuesday	1pm – 3pm	E-Learn & Beginners
Wednesday	9am –12	Special sessions or Meetings)
Wednesday	1 pm – 3.30 pm	As for mornings (see rosters)
Thursday	10 am – 12	Beginners or E-Learn (Mac p.m.)
Thursday	1pm - 3pm	
Friday	10am -12	E-Learn & Beginners
Friday	1pm – 3pm	Specialty Classes or Groups
2nd Sat	9 am - 12	NT Camera Club

Special May Sessions

Wednesay 4 th May	9 am –12 pm	Tutor Tuition
Wednesday 4 th May	1 pm onwards	OPEN Meeting
Wednesday 11 th May	10 am –12 pm	Adobe Photoshop
Wednesday 11 th May	1 pm – 3.30 pm	Family History
Wednesday 18 th May	10 am –12 pm	Scanning Skills
Wednesday 18 th May	1 pm – 3.30 pm	Graphics PSP7 (Advanced)
Wednesday 25 th May	9 am –12 pm	Family History
Wednesday 25 th	1 pm –	Print Artist

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What's Happening at OPEN
Next Monthly Meeting
4th May 2005 at 1.00 pm

FROM THE ASSISTANT EDITOR

"THANKS ROBERT!"

First news for this month is that our popular OPEN Secretary **Robert Tierney** has decided to resign his position.

His involvement as Co-ordinator for the VICTOR program, as an E-Learn tutor and other personal commitments place quite a demand on Robert's time so he has chosen to take a break from committee duties.

The members and committee thank Robert for his service over the past twelve months and we look forward to his continued presence at the club in his tutoring and VICTOR support roles.

"POSITION VACANT"

In view of Robert's decision the OPEN committee is looking for someone to take up the position of Secretary. The duties of the position entail taking notes of proceedings at our monthly meetings, circulating the minutes to our members, and preparing an agenda for forthcoming meetings. If you are interested in helping out please contact our Chairperson Janet Headlam or a committee member.

Murray

OPEN NEWSLETTER – MAY 2005

SPECIAL EVENING SESSION
IN CONJUNCTION WITH
L.C.G. Get-Together
Wednesday May 4th.
7 pm – 9.30 pm

A general information session for those who find it difficult to attend day-time sessions.

OPEN's Monthly Meetings

The meetings held on the first Wednesday of each month (at 1 pm) are not restricted to committee members – **ALL MEMBERS** are invited to come along to contribute their ideas and suggestions on how the club should operate. **Next Meeting May 4th 2005.**

Free Copy of Newsletter

Don't forget to submit your Email address if you wish to receive the LCG/OPEN newsletter via Email. If you have not yet received the newsletter via Email tell your tutor.

E-Learn

Judging by the comments posted on the E-Learn 'Discussion Board' our student-members are really enjoying (?) the course.

Although most of the E-Learn sessions at OPEN are 'fully-booked' please feel free to phone the club or drop in for advice if there is a problem that may be delaying your progress at home.

Dennis

NEWSTREAM

Meet The Tutor : KARIA WICKS

"Student one year – Tutor the next!"

Karia is one of several OPEN members who have graduated from the E-Learn program to become tutors with the club.

She has a significant role in the current E-Learn course, and uses her own experiences to provide valuable assistance to our student-members.

Karia continues her own learning by attending the Adobe Photoshop, Paint Shop Pro and Print Artist graphics classes at OPEN, and is also interested in MS Publisher and MS PowerPoint.

And if all that isn't enough to keep her busy, Karia is a member of the Northern Tasmanian Camera Club too!

**NORTHERN TASMANIAN
CAMERA CLUB**

The next meeting of the Camera Club will be held at the OPEN clubrooms on **Saturday, May 14th**.

If you are interested in learning more about digital cameras and related subjects contact Kai Johnson on 6326 2358.

Creating a Boot Disk for an NTFS or FAT Partition

This article describes how to create a Windows boot disk to access a drive with a faulty boot sequence on an Intel x86-processor-based computer.

This Windows boot disk can access a drive that has the Windows NT file system (NTFS) or File allocation table (FAT) file system installed. The procedures in this article can be useful to work around the following boot problems:

- Corrupted boot sector.
- Corrupted master boot record (MBR).
- Virus infections.
- Missing or corrupt NTLDR or Ntdetect.com.
- Incorrect Ntbootdd.sys driver.

This boot disk can also be used to boot from the shadow of a broken mirror, although you may need to change the Boot.ini file to do that. This Windows boot disk cannot be used for the following problems:

- Incorrect or corrupt device drivers that have been installed into the Windows System directory.
- Boot problems that occur after the OSLOADER screen.

To work around or fix these problems, run the Emergency Repair disk, load the last known good control set, or reinstall Windows, if necessary.

The Windows floppy disk must include the files NTLDR, Ntdetect.com, Boot.ini, and the correct device driver for your hard drive.

Note: The NTLDR, Ntdetect.com, and Boot.ini files usually have their file attributes set to System, Hidden, and Read-Only. You do not need to reset these attributes for this disk to work properly.

Method 1: You Do Not Have Access to a Computer Running Windows

- Create a copy of the first Windows Setup disk using the diskcopy command, and then delete all files on the new disk.
- Copy the Ntdetect.com and NTLDR files from the i386 folder on the CD-ROM to the new disk.
- Rename the NTLDR file to "Setupldr.bin".

- Create a Boot.ini file. The following example works for a single partition SCSI drive with Windows installed under WINNT; however, the exact value in the [operating systems] section depends upon the configuration of the Windows System you want to boot:

[boot loader]

timeout=30

Default= scsi(0)disk(0)rdisk(0)partition(1)\winnt

[operating systems]

scsi(0)disk(0)rdisk(0)partition(1)\winnt="Windows NT"

- If your computer boots from an IDE, EIDE, or ESDI hard drive or a SCSI adapter that does not have a built in BIOS, replace the scsi(0) with multi(0).

If you are using scsi(x) in the Boot.ini file, copy the correct device driver for the SCSI controller in use on the computer, and then rename it to Ntbootdd.sys. If you are using multi(x) in the Boot.ini, you do not need to do this.

- Start your computer using the floppy disk, and then log on to Windows.

Method 2: You Have Access to a Computer Running Windows

- Format a floppy disk using the Windows format utility.
- Copy NTLDR from the Windows Setup CD-ROM, Windows Setup floppy disk, or from a computer running the same version of Windows as the computer you want to access with the boot floppy. You may need to expand this file from NTLDR._ to NTLDR by using the following command line:
expand ntldr._ ntldr
- Copy the Ntdetect.com file to the disk.
- Create a Boot.ini file or copy one from a running Windows computer, and then modify it to match the computer you are trying to access. The following example works for a single partition SCSI drive with Windows installed under \WINNT; however, the exact value in the [operating systems] section depends upon the

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configuration of the Windows computer you are trying to access:

[boot loader]

timeout=30

Default= scsi(0)disk(0)rdisk(0)partition(1)\winnt

[operating systems]

scsi(0)disk(0)rdisk(0)partition(1)\winnt="Windows NT"

- If your computer starts from an IDE, EIDE, or ESDI hard drive, replace the scsi(0) with multi(0).
- If you are using scsi(x) in the Boot.ini, copy the correct device driver for the SCSI controller in use on the computer, and then rename it to Ntbootdd.sys. If you are using multi(x) in the Boot.ini, you do not need to do this.
- Start using the floppy disk, and then log on to Windows.

Troubleshooting

You may encounter one or more of the following problems when you attempt to start your computer using your Windows boot floppy disk: If the path pointing to the system files is incorrect or includes the drive letter, you may receive the following error message:

Windows could not start because of the following ARC firmware boot configuration problem: Did not properly generate ARC name for HAL and system paths. Please check the Windows (TM) documentation about ARC configuration options and your hardware reference manuals for additional information. Boot Failed.

If an incorrect SCSI driver has been selected or the Ntbootdd.sys file does not exist, you may receive the following message:

Windows could not start because of a computer disk hardware configuration problem. Could not read from selected boot disk. Check boot path and disk hardware. Please check the Windows (TM) documentation about hardware disk configuration and your hardware disk configuration and your hardware reference manuals for additional information. Boot Failed.

Almost there some of us.

Subject: OLD AGE

A very elderly gentleman, (mid nineties) very well dressed, hair well groomed, great-looking suit, flower in his lapel, smelling slightly of a good after shave, presenting a well looked after image, walks into an upscale cocktail lounge. Seated at the bar is an elderly looking lady (mid eighties). The gentleman walks over, sits along side of her, orders a drink, takes a sip, turns to her and says, "So tell me, do I come here often?"

An elderly gentleman had serious hearing problems for a number of years. He went to the doctor and the doctor was able to have him fitted for a set of hearing aids that allowed the gentleman to hear 100%. The elderly gentleman went back in a month to the doctor and the doctor said, "Your hearing is perfect. Your family must be really pleased that you can hear again." The gentleman replied, "Oh, I haven't told my family yet. I just sit around and listen to the conversations. I've changed my will three times!"

Two elderly gentlemen from a retirement centre were sitting on a bench under a tree when one turns to the other and says . .

"Slim, I'm 83 years old now and I'm just full of aches and pains. I know you're about my age. How do you feel?"

Slim says, "I feel just like a newborn baby."

"Really!? Like a new-born baby!?"

"Yep. No hair, no teeth, and I think I just wet my pants.

From Guess Who??



@ Quoting Etiquette

How to quote in an email and when? The idea of quoting part of a received message in your response has been common since the early days of email but there's as many schools of thought about how to do it.

The idea of quoting is to give the reader a hint to what you are replying to – which is important in the short message world of email. Too much quoting distracts from your own message while too little can leave your remarks without a context.

This applies more when you have an email conversation that has multiple topics or sub-topics. Quoting a line or two then responding helps the reader follow the discussion and also helps the writer stay on topic.

Usually a line or two in quote is enough – if necessary (and possible) you can highlight a key phrase in the quote with bold type or color.

The formatting of quotes depends on what is available in your email program.

In the early days of plain text email quotes were prefixed with a > character thus:

> The fewer men, the greater share of honour.

Sometimes the initials of the writer were included:

WS> God's will! I pray thee, wish not one man more.

And there were countless variations of this theme with the most useful being simply indenting the quote so your message is offset visually from quotes.

> But if it be a sin to covet honour, I am the most offending soul alive.

The problem with indenting is the wrapping of text – as you can see in the above forced example.

Sometimes messages were prefixed with an explanation:

On 5 April, Bill Shakespeare wrote:

But that's mostly gone by the wayside since most people understand quoting. In addition it is now common to include the entire received message in the reply while in the early days of the Internet it was often

removed and only quotes retained to keep the messages small.

The common use of formatted email, mostly HTML email, has changed the quoting styles. Now there can be options to mark quotes with vertical lines, changed color or font. In Outlook the options available are at Tools | Options | Preferences | E-mail options.

There is the risk of getting too fancy with quoting – keep in mind that the receiver of the email might not see the same formatting you do, in particular the width of their message view might be narrower and that might affect the way a message looks. Outlook 2003's right-hand preview pane means people often read email in a narrower view than the message was composed in.

There's no rules are quoting in emails – you do what you think is best for you, the people receiving your messages and the type of messages you're dealing with.

@ Deleting a trailing thread

Since email programs now routinely include the entire message in the reply there can be a small problem with a long series of email exchanges. Each message includes the past messages and the size of the message grows with each additional email.

These days with faster internet access and larger disk capacity this really isn't a problem but we've seen a short new message start an email of 100k or more.

If you are engaged in a longer conversation you might consider, as a courtesy, removing the bottom 50-75% of the message leaving only the more recent exchanges.

These days most people keep their incoming and outgoing emails so everyone should have a reference of the entire conversation anyway. And yes, with desktop search tools <http://shop.office-watch.com/dsh/> all those messages are much easier and quicker to find

From Email Essentials 3.06

OFFICE 2004 FOR MAC

More people are getting Macintosh computers --- we've heard this claim for many years but now it's really true. With iPod music players becoming amazingly popular, people are drawn into the Apple world and do more than just consider getting a Macintosh computer.

Another semi-secret weapon in the Apple marketing arsenal is the Apple Stores and their 'Genius Bars' where friendly face-to-face technical support can be had. The Genius Bars are a comfort and support for novice computer users and helps retain people as Apple users. <http://www.nytimes.com/2005/01/27/technology/circuits/27appl.html?oref=login> Its past time Office Watch had a closer look at Office 2004 for the Mac so that's what we'll do in this issue. Next week we'll look at an issue that can concern all Office users - compatibility between the Office releases for Mac and Windows.

HOW DIFFERENT IS OFFICE FOR MAC? As you'd expect, the core features of Office are the same in the Windows and Mac versions - concepts like Styles or Formulas are the same and the menus are structured in familiar ways.

But some interface elements are different - for example editing a formula is done by double-clicking on a cell then making changes in-line which is a narrow and inconvenient way to do it - until you discover the Formula Bar that has the longer editing field that Windows users are familiar with. There's a work menu in Word for Windows but its hidden away but in Word for Mac the Work option appears on the menu bar by default.

In this overview we'll focus on the major differences from the Windows version of Office but that viewpoint should not give you the impression that Office 2004 for Mac is a vastly different suite that requires a lot of retraining. The Mac version of Office is mostly the same as in Windows but it has some omissions and additions compared to Office for Windows. The largest variation is in the PIM / Outlook equivalent for Mac called Entourage.

There are enough differences to disconcert an Office for Windows user at first. There's no Options item under the Tools menu - instead you'll find it

in the traditional Mac location as Preferences under the Word menu. Office 2004 for Mac now supports Applescript fully plus there's VBA support with macro recording. There are some differences in VBA, mostly to do with operating system variations. For example there's no ActiveX control support in Office for Mac and path separators in the Mac OS use colons not back-slashes.

WHAT'S IN OFFICE FOR MAC Office 2004 for Mac comes in various packages but can consist of four major components. Word, Excel and Powerpoint are obvious while the equivalent of Outlook on the Mac is called Entourage. There's no Mac version of Project, Publisher or Visio. OneNote has no direct equivalent but Word 2004 for Mac has, somewhat intriguingly, incorporated many of the OneNote features under the 'Notebook' option.

As with Office 2003 for Windows - the best value for most people is in the so-called Student and Teacher edition of Office 2003 for Mac. See <http://www.woodyswatch.com/office/archtemplate.asp?v9-n17> **TOOLBOX** The Office Toolbox is the Mac equivalent of the Taskbar but the Toolbox floats to any place you want on the screen, not locked on the right-side as it is in Windows.

Sadly the Toolbox doesn't have the range of features that Office 2003 for Windows has. The Mac toolbox only has Scrapbook (clipboard), Reference Tools, Compatibility Report and Project Center (about which more later)

There is a separate Formatting Palette that can show anywhere on the screen with not just basic character formatting but also styles and document options.

NOTEBOOK VIEW The Notebook features in Word 2004 for Mac are a direct lift from OneNote for Windows. A default notebook document has side tabs and a heading just like OneNote. Drawings can be added to the notebook and audio files can be attached with linked text notes.

1. A normal Word document can be converted into a notebook or vice-versa but some formatting can be lost in the conversion.

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PROJECT CENTER For years Microsoft has tried to link the various Office document types into a single view of documents related to a particular project or topic. In the Windows versions these efforts have been poorly implemented and quietly dropped.

But the Office for Mac team has come up with the Project Gallery which you see by default when you open a Mac Office application. Go to the Customize option and uncheck 'Show Project Gallery at Startup' to bypass this menu had have the Office applications open in a more traditional way. Confusingly new Projects are not created from the Project Gallery, instead you have to open Entourage and choose File | New | Project. Each project is in a separate folder and can have a due date and notes plus a distinctive image and color assigned to it.

Email and contacts can be linked to a Project as can files, events, tasks, clippings and notes.

Once you've created a project the Project toolbox pane makes sense. The schedule, notes, tasks and email related to the Project can be seen next to the document you're currently working on.

Projects can be shared with others via a AppleShare, a WebDAV server or iDisk with the option to share individual files or all of them.

I'm gradually warming to the Project Gallery though the lack of configuration options nor links to the obvious Microsoft product, Sharepoint is a real shame.

ENTOURAGE Entourage is definitely not a direct equivalent to Outlook for Windows in the same way that Word, Excel and Powerpoint are similar across platforms. The feature set is much more limited and the interface is quite different.

Entourage has all the basic PIM features, Contacts, Calendar, Tasks and Notes. It can connect to POP, IMAP and Hotmail accounts plus Exchange Server.

However Exchange Server links can only be achieved if your mail host has WebDAV properly installed which is neither common nor easy to do. This should be possible with Small Business Server 2003 though I've never

managed to get it working.

One notable addition to Entourage is support for newsgroups, something that Outlook has conspicuously omitted over all the years. The Mailing List Manager goes beyond simple Inbox rules to manage incoming list messages.

Entourage has its fans and opponents. Generally anyone coming from Outlook for Windows is frustrated and disappointed with Entourage which seems like a second-cousin to Outlook. Existing Mac users will probably like the extra features in Entourage when compared to the Mac's in-built Mail client

SHORTCUT KEYS Most of the common shortcut keys are similar on Office for Mac except that the Apple key (the four-leaf clover symbol) replaces the Ctrl key. For example, toggling Bold formatting is Apple+B instead of Ctrl+B.

Applying Heading styles is done via Apple+Option+ the number of the Heading.

TRYING OFFICE FOR MAC Unlike Office for Windows, you can download a 120 day trial version of Office for Mac from <http://microsoft.com/office> and follow the links to Office 2004 for Mac.

Getting accustomed to Office for Mac has a lot to do with being accustomed to the Mac operating system. If you take the time to get used to the Mac way of doing things then Office for Mac won't be a big leap.

If you are thinking of making a move to a Macintosh computer then there's lots of factors to consider but Office 2004 for Mac is a suitable equivalent for your Windows office suite.

Generally many long-term Windows users may find the move to Mac troublesome. While most popular program may have Mac versions the trouble can be with smaller applications you are accustomed to or need which have no direct Mac equal. You need to check that before committing yourself.

From Office Watch 10.13

Reciprocal Trading

The attached is an actual letter that was sent to a bank by a 96 year-old woman.

The bank manager thought it amusing enough to have it published in the New York Times.

To whom it may concern, I am writing to thank you for bouncing my check with which I endeavored to pay my plumber last month. By my calculations, three nanoseconds must have elapsed between his depositing the check and the arrival in my account of the funds needed to honor it. I refer, of course, to the automatic monthly transfer of funds from my modest savings account, an arrangement which, I admit, has been in place for only thirty-one years. You are to be commended for seizing that brief window of opportunity, and also for debiting my account \$30 by way of penalty for the inconvenience caused to your bank.

My thankfulness springs from the manner in which this incident has caused me to rethink my errant financial ways. I noticed that whereas I personally attend to your telephone calls and letters, when I try to contact you, I am confronted by the impersonal, overcharging, prerecorded, faceless entity which your bank has recently become. From now on, I, like you, choose only to deal with a flesh-and-blood person. My mortgage and loan repayments will therefore and hereafter no longer be automatic, but will arrive at your bank, by check, addressed personally and confidentially to an employee at your bank whom you must nominate. Be aware that it is an offense under the Postal Act for any other person to open such an envelope.

Please find attached an Application Contact Status form which I require your chosen employee to complete. I am sorry it runs to eight pages, but in order that I know as much about him or her as your bank knows about me, there is no alternative. Please note that all copies of his or her medical history must be countersigned by a Notary Public, and the mandatory details of his/her financial situation (income, debts, assets and liabilities) must be accompanied by documented proof. In due course, I will issue your employee with a PIN number which he/she must quote in dealings

with me.

I regret that it cannot be shorter than 28 digits but, again, I have modelled it on the number of button presses required of me to access my account balance on your phone bank service. As they say, imitation is the sincerest form of flattery.

Please allow me to level the playing field even further. When you call me, you will now have a menu of options on my new voice mail system to choose from.

Please press the buttons as follows:

1. To make an appointment to see me.
2. To query a missing payment.
3. To transfer the call to my living room in case I am there.
4. To transfer the call to my bedroom in case I am sleeping.
5. To transfer the call to my toilet in case I am attending to nature.
6. To transfer the call to my mobile phone if I am not at home.
7. To leave a message on my computer, a password to access my computer is required. Password will be communicated to you at a later date to the Authorized Contact.
8. To return to the main menu and to listen to options 1 through 7.
9. To make a general complaint or inquiry. The contact will then be put on hold, pending the attention of my automated answering service. While this may, on occasion, involve a lengthy wait, uplifting music will play for the duration of the call.

Regrettably, but again following your example, I must also levy an establishment fee of \$50 to cover the setting up of this new arrangement. Please credit my account after each occasion.

May I wish you a happy, if ever so slightly less prosperous, New Year.

Your Humble Client,

(Remember: This was written by a 96 year old woman)

So good don't you think!!!

From that Cousin of mine who regrettably uses a Mac

COMPUTER TIPS AND HINTS

Digital Photography

Travel Overseas? May Need a Different Charger or Converters

If your digital photography takes you overseas, realize that your battery chargers may not work due to varying plug types and voltage levels depending on the country. For example, in the United States the voltage is usually 120V and two plug types are used, but the United Kingdom uses different plug types and voltages ranging from 220-240V. For more information, one resource you can read is Steve Kropla's Help for World Travellers at <http://kropla.com/electric.htm>

Proprietary batteries may require special chargers made by the manufacturer or international adapters and voltage converters.

For rechargeable AA NiMH batteries you can purchase battery chargers at most digital camera stores and online shops that support a variety of plug and voltage specifications (these may be called "international battery chargers" or "travel battery chargers"). Note that these will cost more than your garden-variety chargers but can be well worth the price.

Reduce Lens Flare in Your Photos

Although lens flares (solar flares) can sometimes artistically add to a photo, perhaps to better showcase how bright and sunny the weather is on a particular day, much of the time lens flare can be annoying and overpower a picture's detail. If you wish to reduce lens flare, your best bet is to a) not point directly at the sun, and b) use a lens hood / lens shade. With a lens hood on you should minimize, if not eliminate, your use of flash as the shade may interfere with the light.

This is another reason why sometimes cloudy, overcast, otherwise

dreary days are sometimes the best times to shoot photos. If the sun is behind a cloud, you're not likely to get this glare.

Windows XP

Change a Folder's Icon

Tired of most folders looking like the same drab yellow open file? You can change a folder's icon in Windows XP to better signify its contents. To change a folder's icon:

1. Right-click on a folder and choose "Properties".
2. When the "Properties" multi-tabbed dialog box appears, select "Customize".
3. Click the "Change Icon" button.
4. Choose an icon you wish to use and click "OK", or click "Browse" to browse your system for other icons. Look for .ICO and .EXE files on your system for more icons. You may even want to download some freeware icons over the Internet.
5. Press "OK" to close the dialog box.

Note that you may need to close and reopen the folder for the icon change to take effect.

Remove the Left Pane Common Tasks

Normally, Windows XP Explorer folder views contain two panes - the right pane contains the list of files on your system, and the left

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pane contains common tasks. These may be tasks such as copying photos to a CD if you are in a pictures folder, playing all music songs if you are in a songs folder, or making a new folder if you are in a default folder. While some users may find these tasks convenient, others may want to hide these items to use the entire window to display filenames. To hide these tasks:

1. Open a folder in Windows XP's Explorer.
2. Click "Tools", then "Folder Options".
3. When the multi-tabbed "Folder Options" dialog box appears, click the "General" tab.
4. Click the radio button "Use Windows Classic Folders".
5. Click "OK" to close the dialog box.

FREE MINI TUTORIAL - SPYWARE BASICS

What is Spyware and Adware?

With all the talk about spyware and adware, you may be wondering exactly what this is?

Spyware refers to software that monitors your Internet or computer access in the background, usually without you knowing that it is working and had ever been installed in the first place. Some spyware may be installed to purely invade your privacy, report your Internet travels to someone else, record passwords and credit card numbers as they are keyed in (keyloggers), or display advertisements geared towards your activities.

Adware, which often is synonymous with spyware, is spyware that monitors your access for the intent of delivering advertisements.

Spyware may display pop-up advertisements no matter what software you are using, but most spyware instead hooks into your

web browser (mainly Internet Explorer) to deliver advertisements based on where you travel on the Internet.

What problems can these software programs cause? Depending on the type of spyware and adware installed:

- * Visual C++ Runtime errors in Internet Explorer, causing it to crash.
 - * System boots up or shuts down slower than normal.
 - * Generally sluggish computer operation.
 - * Stolen identity (identity theft) by stealing keyed-in passwords and credit cards.
 - * Toolbars and taskbars appear onscreen or in Internet Explorer that you did not wish installed (NOTE that not all toolbars are necessarily spyware - for example, if you install the Google toolbar manually, its privacy policy specifically states what information it can collect).
 - * Pop-up advertisements while you are connected to the Internet, either on your desktop and/or in your web browser.
 - * Random software or system crashes.
 - * Opens up a backdoor on your system allowing others to control your machine, infect it with viruses, steal and/or delete information, etc.
 - * Redirects access to certain websites, such as search engines or shopping sites, to those of the spyware/adware author's choosing, which may be pornographic or adult.
 - * Installs new software on your machine without warning.
 - * Displays Desktop icons to adult or pornography sites, or directs you to such sites without warning. and more.
- Not every spyware/adware package does all of the above, and some may perform other actions not listed above

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Getting Older Games to Run on Windows XP

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By Joel Durham, Jr., Windows XP Expert Zone Community Columnist

Unless you're a fresh-faced, glistening newbie to the gaming world, you've probably got a stack of titles on a shelf that you never play anymore. They might include old hits like MechWarrior 2, Quake, Duke Nukem 3D, Doom II, NHL 99, and a slew of other titles.

And on a rainy day, you might want to actually load one up and run it for old time's sake. Then you'll discover that loading and running one of these relics is far from easy. The sound is screwy. The game crashes on startup. You get inexplicable error messages. What's going on?

Running MS-DOS- and Windows 9x-based games on Windows XP can be tricky. But with some experimentation, knowledge of compatibility options, and luck, you can get at least some of those glorious older games to run happily on Windows XP.

In this column, I'll explain why older games often don't work on the newer operating system. Then I'll provide tips on getting MS-DOS-based games and Windows 9x-based games to run on Windows XP. I'll cover using the Program Compatibility Wizard, searching for user-created fixes, finding product updates and patches, and introduce a couple of tools that can help improve your gaming experience.

Why Some Games Won't Run on Windows XP

When you upgraded from Windows 95 or Windows 98 or Windows Me to Windows XP, or when you ditched that old computer altogether and got a new, Windows XP-fueled monster, your operating system underwent a major change. Even though the Windows XP interface resembles the older versions of Windows, the back end, the part of Windows that you don't

see, is very different.

MS-DOS was a 16-bit platform. Windows 3.1 ran on top of MS-DOS and was also a 16-bit platform. Lots of software was written for MS-DOS and Windows 3.1. When Microsoft released Windows 95, which was a 32-bit operating system, it maintained backward compatibility so that older, 16-bit programs would still run on Windows 95.

Windows 95 meshed 16-bit and 32-bit code with MS-DOS at its core. Most 16-bit MS-DOS- and Windows 3.1-based programs would work fine on Windows 95, and programmers were free to write 32-bit programs for the newer operating system. Windows 95, 98, and Me were all based on the same core technology (called **kernel**), and all had about the same tolerance for running older applications.

Windows XP is based on a completely different kernel. It's built on code that was introduced in Windows NT, evolved into Windows 2000, and was enhanced for Windows XP. The Windows NT kernel doesn't have any MS-DOS components in it at all—it's a pure 32-bit beast. It includes a 16-bit emulator and a command prompt mode that *looks* like MS-DOS.

Most games run well on Windows XP, but some games that were created specifically for a 16-bit operating system may not run well or at all on Windows XP. However, I'll give you some tips on improving the odds of getting your older game to go.

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How to Run Windows 9x-based Games with Windows XP

In some cases, there's nothing you can do to get games designed for Windows 95, Windows 98, and Windows Me to run on Windows XP. Famously, EA Sports games prior to the 2001 incarnations (including titles like NHL 99 and Tiger Woods PGA Tour 2000) just will not run on Windows 2000 or Windows XP. Period.

But with some effort and luck, you can work around problems. The first

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thing to do is to consult the game documentation. Look for hints about running the game in a pure 32-bit environment. Or you may find out that it's simply incompatible.

Next, look for patches and updates for your game. Bring the game up to its very latest version. Read the Readme file that comes with the update to see if it specifically addresses the problems you're having trying to run the game on Windows XP.

Finally, check out the Web at large. Do a Web search for your game's title followed by Windows XP. Hit fan sites, message boards, and any other resources that you can find that indicate whether anyone has had success running your game under Windows XP. Read how he or she accomplished this.

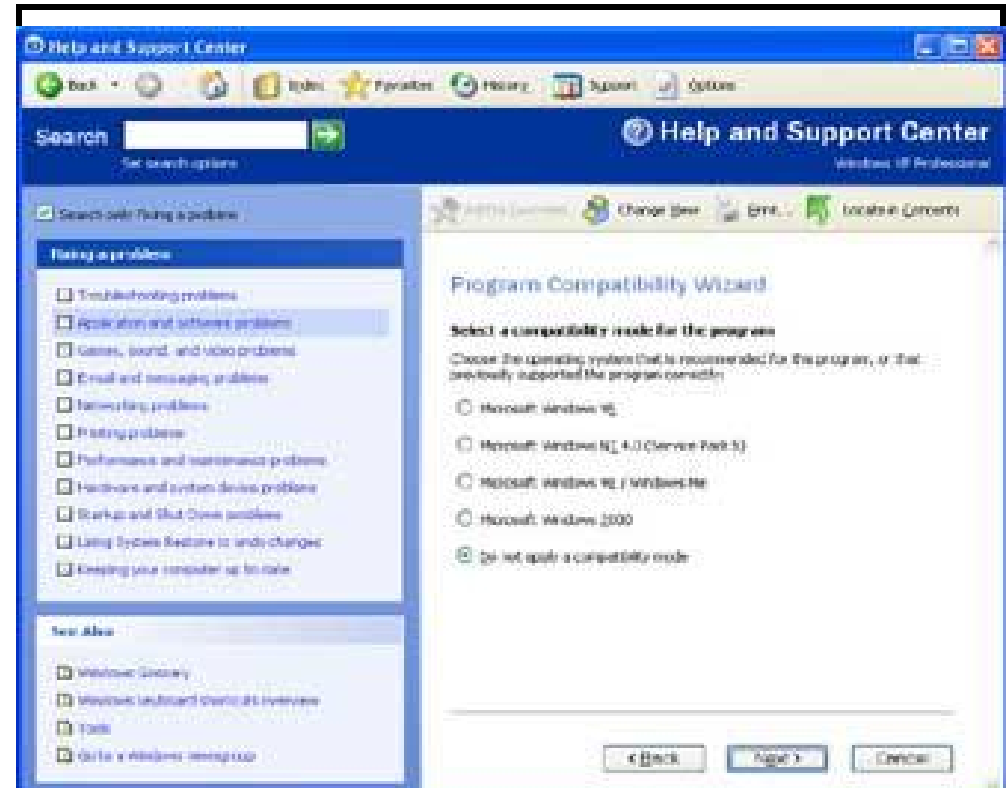
When you run a Windows 9x game, you'll sometimes encounter an error message like the one shown in Figure 1.



Figure 1

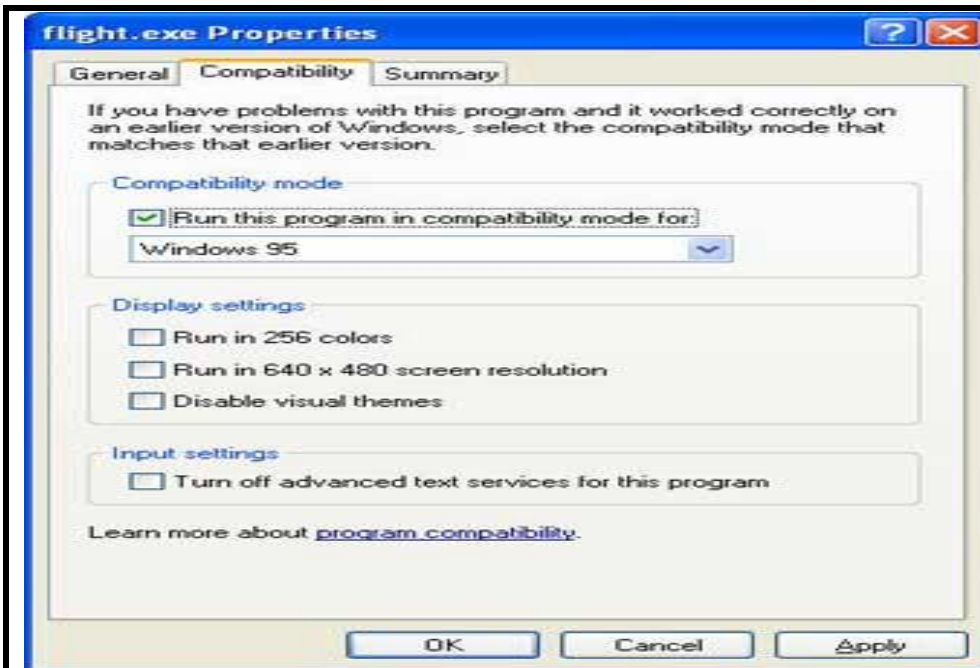
1. Click Start, click **Help and Support**, click **Fixing a problem**.
2. Click **Application and software problems**.
3. Click **Getting older programs to run on Windows XP**.
4. Click the **Start the Program Compatibility Wizard** link.

Follow the prompts to choose the program that's giving you trouble. Then choose a compatibility mode. Your choices are shown in Figure 2.



On the next page, you can select whether to run the program in 256 colour mode, to run it at a screen resolution of 640 x 480, and to disable visual themes. Windows XP themes can disrupt games designed for older operating systems. If the game you're trying to run looks odd when you run it, experiment with these options.

Another way to set the compatibility options for a given game is to locate it in Windows Explorer and make change to its properties. To do so, navigate to the game's program file and right-click it. Then click **Properties**, and on the **Compatibility** tab, tweak the options shown in Figure 3



How to Run MS-DOS-based Games on Windows XP

Running MS-DOS-based games on Windows XP can be even trickier than running Windows 9x-based games. Windows XP was simply not made to run MS-DOS-based programs. But that doesn't mean all hope is lost. Many MS-DOS-based games *will* run on Windows XP and a community out there is dedicated to smoothing the way.

MS-DOS-based games don't have the friendly installers found in the Windows 9x-based games. You should install MS-DOS-based games from a command prompt.

To open a command prompt

- Click **Start**, click **Run**, type **cmd** in the text box, and press ENTER. A black box with white lettering opens, which resembles an MS-DOS

screen. From there, you can install the game according to its instructions. Set the sound in the DOS game to **SoundBlaster defaults**. That's your best bet for getting audio to work without a special program, which we'll touch on in a few minutes.

Next, create a shortcut to run the MS-DOS-based game, by following these steps:

1. Right-click the desktop, point to **New**, and then click **Shortcut**.
2. Type or browse to the location of the game's startup program, and then click **Next**.
3. Type a name for the shortcut, and then click **Next**.
4. Choose an icon for the shortcut, and then click **Finish**

Now you have a shortcut to your MS-DOS-based game, which you can tweak to make the Windows XP environment more hospitable:

- Right-click the shortcut and click **Properties**.

You'll see a window with the following tabs:

- **General**: Basic information about the shortcut.
- **Program**: Location of the shortcut and a few other odds and ends.
- **Font**: You can choose the font properties for the command prompt window that the MS-DOS-based program runs in.
- **Memory**: Some MS-DOS-based programs require various types of extended or expanded memory. You can adjust those settings here. In most cases, you can leave the defaults alone, but if your program gives you an error indicating that it needs a certain amount of a certain type of memory, you can allocate that resource here.
- **Screen**: Specify whether you want the program run full-screen or windowed (the former is usually better), and whether to use fast ROM emulation (you usually do) and dynamic memory allocation (you usually also want).
- **Misc**: There are several options in this tab, including the option to allow the screen saver (I always disable this, because some MS-DOS-based programs don't gracefully deal with it), and which Windows shortcuts to allow (I disable them all).


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- **Compatibility:** Same as the Program Compatibility Wizard options discussed above.
 - **Summary:** You can enter notes about the shortcut here. You may need to experiment with several of the settings in the shortcut's Properties dialog box to get the MS-DOS-based game to run happily
- TIP:** As I mentioned with Windows 9x games, do lots of research. Check for fan-created builds of old game code designed to run on newer operating system. For example, Doomworld suggests downloading and using one of several source code ports of the game Doom's code in lieu of getting the original to run on Windows XP.
- One of the trickiest parts of making MS-DOS-based games to run on Windows XP is getting the sound to work. Some sound cards come with feeble emulation of legacy drivers, but they rarely work to perfection. They usually use the default SoundBlaster resource allocations (stuff like IRQ and DMA settings). You might find your MS-DOS-based game's sound is skipping, cutting out, and having all sorts of problems. I recommend a tool called VDMSound. VDMSound is a software sound emulator. After you install it, VDMSound integrates with Windows XP to make using it a cinch:
- Navigate to the MS-DOS game's Start program, right-click it, and then click **Run with VDMS**.
- Then run your game with its audio resources set to the default SoundBlaster values.

Fix Older Games that Run Too Fast

Sometimes, you'll finally get a game to work only to have it run too fast to be playable. The sounds will be scrambled, animation will be ridiculously fast, and you'll simply be unable to keep up with the game. If that happens, you need a slowdown tool like the awesome CpuKiller. CpuKiller 3 is a shareware program that runs in the background and eats up CPU cycles. This limits CPU power and effectively slows it down. You can turn it on and off at your discretion, so it only needs to work when you're running those legacy games.

Succeeding at getting your ancient games up and running on Windows XP can be as rewarding as playing the game itself! At the very least, it's a good way to spend a rainy afternoon



Joel Durham, Jr. is the co-author of *Build Your Own High-Performance Gamer's Mod PC* (McGraw-Hill Osborne Media, 2003). He's worked as a technical editor for PC Gamer magazine and CNET's Gamecenter.com. Joel is the author of hundreds of articles about videogames and technology.

Windows XP Support Secrets



Published: March 1, 2004 By Ed Bott

Magicians, sorcerers, and conjurers all live by one iron-clad rule: Never give away the tricks of the trade. If you want to learn how to make an elephant disappear or how to saw your assistant in two and then magically reassemble the pieces, you'll need to join the secret society first. Thankfully, this rule doesn't apply to Windows experts. They're willing to share the secrets of making personal computers run more smoothly and won't hesitate to help you solve a problem. In *Finding Help Online for New Users*, Joli Ballew gives her list of favorite sites for helping newcomers get past the trepidation of working with Windows XP. Whether you're a beginner or an expert, you should add her list of recommended sites to your Favorites folder. The Windows XP Support Center, for example, is a treasure trove of advice, step-by-step instructions, and advanced troubleshooting information.

In this article, I list my all-time favourite collections of Windows expertise. If your goal is to advance beyond the basics of Windows, be sure to add these sites to your bag of tricks. You'll also learn how to

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seriously search the newsgroups for answers to your questions. And I give my recommendation for books that help you learn more about Windows XP.

Find Quick Fixes

If you're having a problem with Windows XP, chances are good that someone else has already had the same problem. And in many cases, immediate help is just a few clicks away. Two longtime Expert Zone contributors and Microsoft MVPs have built comprehensive collections of solutions to common problems. Instead of manually editing the Windows registry, you can download a script or a registry settings file from one of these two sources to make the needed change:

- Doug Knox offers a ton of useful information, much if it about Windows XP, at Doug's Windows Tweaks and Tips. www.dougknox.com to view his well-organized, frequently-updated collection of useful files.
- Kelly Theriot offers a similar collection of useful information in Troubleshooting Windows XP. Use the Search box to find the fix you're looking for, or click the Tweaks button to see the entire list of nearly 600 scripts and .reg files, neatly organized by category.

Make Smarter Web Searches

According to legend, Google got its name from the word *googol*, which means the number 1 with a hundred zeroes after it. If you've ever tried to use Google to track down an answer to a thorny Windows question, you've probably noticed that your list of results is about a googol long. How do you narrow down the search? Here are a few of my favorite Google-taming tricks:

- **Use specific search terms.** If you've received an error code from Windows, paste in the exact code. If no code is available, paste in the entire error message. The more details you provide, the more likely you are to find an article that contains the right answer.
- **Add extra details to your search.** Google's Advanced Search

page (shown in Figure 1) includes a slew of options that you can use to narrow down the result. You can exclude certain words, for instance, or search for complete phrases, or only return pages written in English. • **Search on a specific site.** If you add **site:microsoft.com** before or after



your search terms, Google restricts its search to only "official" pages on Microsoft's site. (You can use the same trick for other domains, too.) Can't remember that shortcut? Add the Google Microsoft Search page to your Favorites folder

Tame the Newsgroups

The Web contains only a fraction of the useful troubleshooting information on the Internet. You'll find additional valuable information in Usenet newsgroups, where the problem you're trying to solve right now has probably been discussed in excruciating detail several times. Outlook Express is an excellent news reader, but for serious searches you need to

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turn, once again, to Google, which has indexed more than 800 million posts from Usenet newsgroups, dating back more than 20 years. You could start at the Google Groups home page, but those results can be overwhelming and often irrelevant. Here are some helpful tips to narrow your newsgroup searches:

- **Start with a specific set of newsgroups.** This Google Groups Search page, for instance, focuses only on groups in the microsoft.public.windowsxp hierarchy. (After entering your search terms, be sure to select the **Search only in microsoft.public.windowsxp.*** option before clicking the **Google Search** button.)
- **Add extra search terms.** I often use **MVP** as an additional search term when looking for a needle in the Google Groups haystack. Using that term helps you find only posts from Microsoft MVPs, who can generally be counted upon to deliver accurate, useful information.
- **Weed out old posts.** If you're looking for answers that are specifically about Windows XP, your search may turn up answers that are relevant to older versions. The best way to filter the results list so you see only recent posts is to use the Advanced Groups Search page. Enter your search terms and then choose a date range from the Message Dates section before clicking the Google Search button. I usually start by looking at only the last six months' posts on the theory that those results are most likely to contain accurate information

In-Depth/In Print Information

Finally, don't underestimate the power of the printed page. Online information is useful, but books devoted exclusively to Windows XP can help you zero in on a topic and learn more. Not surprisingly, I recommend *Windows XP Inside Out* and *Windows XP Inside Out, Deluxe Edition*, co-authored by Carl Siechert, Craig Stinson, and me and available from Microsoft Press. Both books include CDs that contains a fully searchable electronic edition of the book, helping you find instant answers without having to rely on the index. *Expert Zone columnist Ed Bott is an award-winning computer journalist who's been working with Microsoft Windows for more than 15 years. His latest Microsoft Press books include Faster Smarter Microsoft Windows XP and Microsoft Windows XP Inside Out (with Carl Siechert and Craig Stinson).*

A LOT OF ACTION

A crusty old Marine Corps Sergeant Major found himself at a gala event downtown, hosted by a local liberal arts college. There was no shortage of extremely idealistic young ladies in attendance, one of whom approached the Sgt. Major for conversation.

"Excuse me, Sgt. Major, but you seem to be a very serious man. Is something bothering you?" she asked.

"Negative ma'am," the Sgt. Major said, "just serious by nature."

The young lady looked at his awards and decorations and said, "It looks like you've seen a lot of action."

The Sgt Major replied, "Yes ma'am, a lot of action."

The young lady, tiring of trying to start up a conversation, said, "You know, you should lighten up a little -- relax and enjoy yourself. You know, I hope you don't take this the wrong way, but when is the last time you had sex?"

The Sgt. Major looked at her and replied, "1955."

She said, "Well there you go; you really need to chill out and quit taking everything so seriously -- I mean, no sex since 1955! Isn't that a little extreme?"

The Sgt. Major, glancing at his watch, said in his matter-of-fact voice, "Oh, I don't know. It's only 2130 now."
Yes From Don Again!!!

Newbie Club Tutorials

Geek Speak Busters

A... "Secure Server"

When a browser connects to a secure server, it uses HTTPS: in the URL, not HTTP:. The additional "S" lets you know it's a secure site.

During the connection process, the browser and the server agree to encrypt all the data. So credit card information is turned into gobbledygook. Any info traveling between browser and server will be seen as a lot of undecipherable nonsense by any snoop.

Additionally, the browser's padlock symbol in the lower section of the screen will be in the locked position.

B.... "Root Directory"

The root directory is the lowest point of your folder structure. It's actually your C:/ drive, without any folders. It's known as the root, because if you liken the folder structure to a tree (called a folder tree or directory tree) then you'll kind of get the picture. The root is the base of the rest of the tree. Except this tree hangs upside down, which is confusing.

Perhaps I shouldn't have started this:-)

C. ... "USB"

Stands for "Universal Serial Bus". It's the bus that keeps going round the fountain at Times Square. (Never been there, and don't know if busses are allowed around the fountain, but it sounded good. Not even sure there's a fountain there, either.)

In computers, this is a method used to transfer data between your computer's brains and the item in question... like a printer, scanner, or digital camera. Data is transferred to and fro, and electrons hurry hither and yon. All through the USB port. It's faster than a serial port, which is slow way to move data. And you can plug and unplug stuff into a USB port with the greatest of ease. Comes standard on all new computers. I hook up my printer through a USB port.

More Geek Speak Busters

A. "Server"

A server computer lives a life of servitude. It's sole purpose in life is to live as a waiter. It just sits there 24 hours a day, 7 days a week, year after year doing nothing but giving information to the browsers who request it. A noble task, 'tis true. For without the server... we'd have no Internet, and no web pages to view.

B. "Modem"

This device lets you connect your computer to the Internet. It stands for "Modulate-Demodulate" which is very much like a human interpreter, who listens to the foreign tongue, and then speaks in the native tongue. The modem's job is translate a signal from sound into numbers. That screeching noise you hear is translated into numbers, or a "digital" communication fit for the Internet. The numbers are moved about, and it all comes out looking like a web page or email when it's finished. The easiest way to describe this: "It's magic! :-)

C. Active Window"

The active window is the part of the screen you're using. The part that the mouse and keyboard actually work on. Windows can be "grayed out" or inactive, but you can still see them. This can lead to confusion and migraine headaches. For a nice pain-free tutorial, visit this page: <http://newbieclub.com/anatomy> and learn even more.

D. "Worms"

Not the normal garden variety, or those little horrors that make your dog go scooting around the kitchen on his backside. These are Internet Worms. And far more dangerous than those slimy things that crawl around the flowers.

A worm is a self-replicating virus that does not alter files. Instead, it sets up its tent in your memory, and begins to duplicate itself.

Worms use parts of an operating system that are automatic and usually invisible to the user. It is common for worms to be noticed only when their uncontrolled replication consumes system resources, slowing or halting other tasks.

If your system is running slower and slower, maybe you have a worm. How would you find out? Run a virus scan. A great no-cost system I use is AVG anti-virus system. Get yours at <http://www.grisoft.com>

Tutorial... "How To Find And Kick Out Temporary Images"

Let's talk about clearing out your cache - pronounced cash!

No I'm not planning on emptying your bank account:-)

Every time you view a web page, the images on that page are downloaded to your computer. This happens automatically. The images are stored in a special group of folders. You can go in there and look at all the pictures!

If you have kids, or want to check up on what someone has been viewing on the Net, this is the place to do it. Be warned... if others have access to your computer, there's no telling what you'll find!

To view the images stored on your computer from Web pages, do this:

1. Using My Computer icon, double click to open.
2. Open the Windows folder.
3. Open the Temporary Internet Files folder.

Inside, you'll find a lot of stuff. Images will be there, and should have the icon of whatever image editor you have installed on your computer. If you don't have an image editor, the icon may look like a blue "e" or Netscape's ship's wheel icon.

Double click the image file, and will open in your image editor, or in your browser, depending on the software installed on your computer.

Also, check the History folder in the Windows folder. It will also reveal a lot of information.

This is just a glimpse into the bowels of your computer. A lot of stuff is stored there.

If you want to delete the stuff you find in the Temporary Internet Files folder, just highlight the item, and hit the Delete key. Or highlight one item, and press Ctrl and A keys at the same time. (Ctrl+A). This will select all of the files then hit the Delete key.

There are many ways to skin this cat. This is only one. If you know of a faster way to delete files, use it.

From Newbie Club Insider 223 & 224

Outcome of spyware review announced

The most serious and malicious uses of spyware are already covered by existing legislation, Minister for Communications, Information Technology and the Arts, Senator Helen Coonan, said in a recent press release.

This follows a lengthy review into the adequacy of current laws to deal with spyware by the Department of Communications, Information Technology and the Arts (DCITA) in conjunction with the Attorney-General's Department and law enforcement agencies.

Spyware is used to breach the privacy and security of Internet users by secretly collecting information from a computer and sending it elsewhere. The term spyware also covers software that changes settings and interferes with the performance of a user's computer.

Despite current laws being adequate to stop breaches of privacy and security by spyware, the Minister has directed DCITA to continue to work with industry on better ways to tackle spyware.

In May, DCITA will undertake public consultation on spyware.

In the meantime, the Department will work with key stakeholder groups to develop a discussion paper to provide a framework for public consultation forums in each State and Territory.

These consultative activities will help shape a broad based strategy to deal with spyware.

"Spyware is a complex issue and the Government will work closely with stakeholders to ensure a measured and practical response," Senator Coonan said.

Parties who wish to register their interest in participating in the public consultation process or in receiving the discussion paper can register at spyware@dcita.gov.au

The outcome of the legislative review is available online at <http://www.dcita.gov.au/spyware>

From ASCCA Newsletter for April